



432 Adoption Expenses - Waiving or Reducing



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Application Analyst II

CHAPTER 4, Adoption and Birth Parent Services

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Adoption Specialist

1. Notifies applicant/adoptive family of the adoption expense for the service requested, if the child is a non-special needs child, and of their right to request a waiver or reduction of the expense charged by the Department;

Adoptive Family/Applicant

2. Requests, in writing, that adoption expense charged by the Department be waived or reduced due to specific circumstances;

Adoption Specialist

3. Prepares brief summary, specifying the hardship the family is experiencing;

Adoption Administrator/Supervisor

4. Reviews summary and forwards to Director of Adoptions or his designee;

Director of Adoptions or His Designee

5. Reviews summary and notifies adoption administrator of the decision regarding waiver or reduction of the adoption expense charged by the Department; and

Adoption Specialist

6. Informs applicant/adoptive family, in writing of the decision on the request for waiver or reduction of the expense charged by the Department and their right to appeal the decision.

Referenced Documents

Revision Comments