

Adoption Reimbursement Program and Application



United States Coast Guard



Staff

**Building 16 Rm 107
(510) 437-3881**

USCG Adoption Reimbursement Program

The process of adoption is not difficult. However, at times, locating reliable information may be quite a challenge. The following information addresses an explanation of the adoption process, the Coast Guard Adoption Reimbursement Program, and resources for adoption information.

1. THE ADOPTION PROCESS

(A) The first step in the Adoption Process is usually the decision to adopt; the second step is to locate adoption resources; and the third step is financing.

The American Adoption Congress, a nonprofit organization serves as a clearinghouse for information on adoption. They may be contacted by calling 1(800) 274-OPEN.

Another resource is the National Adoption Center which is also a nonprofit organization serving the needs of children with special needs and children from minority cultures. They may be contacted at 1(800) TO-ADOPT.

(B) The cost of adopting a child varies depending on the program and the type of child placed.

Programs are divided into private and state run programs. They are also divided into domestic and international adoptions.

The time it takes from application to the homecoming of an adoptive child varies from several months to 3-5 years depending on the program.

Children available through adoption may be either special needs children or “healthy” children, they may be infants or adolescents, they may be from all racial backgrounds, and they may be from a variety of countries.

(C) The procedure of adopting a child varies according to the agency. Basically, there will be an orientation, an application process, and a series of counseling sessions (both group and individual), a home study, a referral process, a placement process, and a post-placement process.

2. COAST GUARD REIMBURSEMENT

(A) The Reimbursement of Adoption Expenses is addressed in COMDTINST 1754.9A dated 22 October 1992. For detailed information please refer to this Instruction.

(B) Members who finalize adoption proceedings on or after December 5, 1991 are eligible to apply for reimbursable expenses. The amount of the reimbursable expenses payable to a Coast Guard member is up to \$2,000 per child (the maximum reimbursement to one member is \$5,000 in any calendar year).

(C) The policy of the Instruction is as follows:

1. Coast Guard active duty members and reservists must be on active duty for at least 180 consecutive days before applying for adoption reimbursement. No more than one member of a family may be reimbursed for the expenses related to the adoption of the same child.
2. Adoptions that qualify for reimbursement under the program include adoptions by a married couple, by a single person, adoptions of an infant or an older child (under the age of 18), domestic and inter-country adoptions, and adoption of a child with special needs. The program reimbursement for adoptions authorized by a state to provide adoption placement if a court under state or local law supervises the adoption. **The adoption of stepchildren or others who are considered the Coast Guard member's dependents for the purpose of receiving military benefits does not qualify for reimbursement under this program.**
3. Benefits shall be paid only after the adoption is final. Applications must be submitted within 365 days of the date that the adoption becomes final.

(D) Procedures for applying for reimbursement must include the following:

1. Register for adoption expense reimbursements using enclosed form as soon as both the home study and placement of the child has occurred.
2. Submit a reimbursement request no later than 365 days after finalization of the adoption. A separate reimbursement request must be completed for each child adopted.
3. Complete the enclosed Coast Guard Reimbursement Forms, which are enclosed.
3. Send completed forms and supportive documentation (e.g., proof of home study, lawyer, medical, etc.) involving the adoption to:

Commandant (CG-111) Attn: Mrs. Yvette Wright
US Coast Guard
2100 Second Street, SW
Washington, DC 20593-0001

(E) Qualifying adoption expenses are as follows:

1. Reasonable and necessary expenses which include public and private agency fees, placement fees, legal fees, and medical expenses.
2. The adoption must be arranged by either (a) State or local government that has responsibility under state or local law for child placement through adoption; (b) Nonprofit, voluntary adoption agency authorized by State or local laws; or (c) through private placements.
3. The following is a listing of State Adoption Agencies within ISC Alameda AOR (please note this is a partial listing):

Licensed Adoption Agencies in California

AASK Adopt a Special Kid
7700 Edgewater Drive, Suite 320
Oakland, CA 94621
510 553-1748 ext. 12
<http://www.adoptaspecialkid.org>
[Send Email](#)

ACCEPT
339 S. San Antonio Road
Los Altos, CA 94022
(650) 917-8090 FAX: (650) 323-1474
<http://www.acceptadoptions.org>

ADOPT INTERNATIONAL
121 Springdale Way
Redwood City, CA 94062
(650) 369-7300 FAX: (650) 369-7400
<http://www.adopt-intl.org>
Email: 74734.3044@compuserve.com

ADOPTION CONNECTION
1710 Scott Street
San Francisco, CA 94115
(415) 359-2494
[Send Email](#)
www.adoptionconnection.org

AFTER - Adoptive Family Therapeutic & Educational Resources, a service of Kinship Center™
115 East Gish Road, Suite 246
San Jose, CA 95112
877-33-AFTER, or 408-573-8222
Visit us at AfterAdoption.org.
Email: admin@afteradoption.org

ALAMEDA COUNTY SOCIAL SERVICE AGENCY
401 Broadway (PO Box 1768)
Oakland, CA 94607
(510)-268-2422 (510) 268-7869(S)
FAX: (510) 268-7022
[Alameda Adoptions Email](#)

ALTERNATIVE FAMILY SERVICES
25 Division Street, Ste. 201
San Francisco, CA 94103-5210
(415) 626-2700
Fax (415)626-2760
Email: Alternative Family Services

Mountain View, CA 94043
(650) 964-3800 FAX: (650) 964-6467
baas@baas.org
www.baas.org

Licensed Adoption Agencies in California

BLACK ADOPTION PLACEMENT AND RESEARCH CENTER
125 2nd Street
Oakland, CA 94607
(510) 839-3678 FAX: (510) 839-3765

<http://www.baprc.org>

BAY AREA ADOPTION SERVICES
465 Fairchild Drive, Suite 215

CATHOLIC CHARITIES OF SAN DIEGO
349 Cedar Street
San Diego, CA 92101
(619) 231-2828 FAX: (619) 232-3807
dsables@ccdsd.org

THE ADOPTION NETWORK OF CATHOLIC CHARITIES
98 Bosworth Street, 3rd Floor
San Francisco, CA 94112-1002
(415) 406-2358 FAX: (415) 406-2386
twatters@ccasf.org
www.ccasf.org

CHILDREN'S BUREAU OF SOUTHERN CALIFORNIA
3910 Oakwood Avenue
Los Angeles, CA 90004
(213) 665-1015 FAX: (213) 661-7306
cstogel@all4kids.org
www.all4kids.org

CHRYSALIS HOUSE
4025 N. Fresno St., Suite 106
Fresno, CA 93726
Phone: 559-229-9862
Fax: 559-229-9863
email: contact-us@chrysalishouse.com
web site: www.chrysalishouse.com

CHRISTIAN ADOPTION & FAMILY SERVICES
801 East Chapman Avenue, Suite 106
Fullerton, CA 92831
(714) 278-1020 FAX: (714) 278-1023

CONSORTUIM FOR CHILDREN
1115 Irwin Street, Suite 2000
San Rafael, CA 94901
(415) 458-1759 FAX: (415) 453-2264

CONTRA COSTA COUNTY SOCIAL SERVICES DEPARTMENT
30 Muir Road
Martinez, CA 94553
(510) 313-7706 FAX: (510) 646-2789

EL DORADO COUNTY DEPT. OF SOCIAL SERVICES
3057 Briw Road
Placerville, CA 95667
(530) 642-7100 FAX: (530) 626-7427

Licensed Adoption Agencies in California

EXCELL

8616 La Tijera Blvd, Suite 412
Los Angeles, CA 90045
(310) 337-1946 FAX: (310) 337-2798

FAIR (Families Adopting in Response)

Family Support Group
P.O. Box 51436
Palo Alto, CA 94303
Warm Line (650) 856-3513
www.fairfamilies.org

FAMILIES FOR CHILDREN

3650 Auburn Boulevard, Suite A-200
Sacramento, CA 95821
(916) 974-8744

FAMILY BUILDERS BY ADOPTION

528 Grand Avenue
Oakland, CA 94610
(510) 272-0204
CAKidsConnection
www.familybuilders.org

FAMILIES FIRST

825 Alfred Noble Drive Suite F
Hercules, CA 94547-1831
(510) 741-3100
Fax: (510) 741--3120
www.familiesfirstinc.org

FAMILIES FOR CHILDREN

3650 Auburn Blvd., Ste.C-206
Sacramento, CA 95821
1-800-955-2455
(916) 974-8744
Fax (916) 487-1494
ffc@families4children.com
www.families4children.com

FAMILIES FOR CHILDREN

560 First St., Ste.B-201
Benicia, Ca 94510
(707) 748-4150
Fax (707) 748-4159

FAMILIES FOR CHILDREN

1317 Oakdale Rd., Ste. 1220
Modesto, CA 95355
(209)548-9953
Fax (209) 548-0854

FAMILIES FOR CHILDREN

200 Webster St., Ste.202
Oakland, CA 94607
(510) 663-5250
Fax (510) 663-5255

Licensed Adoption Agencies in California

FAMILY LINKAGE

Rebekah Children's Services

290 I.O.O.F. Avenue

Gilroy 95020

408-846-2119

[Email Family Linkage](mailto:familylinkage@rebekahchildrens.com)

FAMILY NETWORK

307 Webster

Monterey, CA 93940

(408) 655-5077

TFamNet@aol.com

Web Site

FUTURE FAMILIES - Monterey Bay

3233 Valencia Avenue, Suite A6

Aptos, CA 95003

(888) 922-KIDS

contactme@futurefamilies.org

www.futurefamilies.org

HAND IN HAND FOUNDATION

200 Helen Court

Santa Cruz, CA 95065

(831) 476-1866

adoptioninformation@handinhandfoundation.com

www.handinhandfoundation.com

HOLT INTERNATIONAL SERVICES

3807 Pasadena Avenue, Suite 170

Sacramento, CA 95821

(916) 487-4658

info@holtintl.org

www.holtintl.org/

HOLY FAMILY SERVICES

402 South Marengo

Pasadena, CA 91101

(626) 432-5682

HFSAdopt@aol.com

www.hfs.org

HOLY FAMILY SERVICES

1403 S. Main Street

Santa Ana CA 92707

(714) 835-5551

HOLY FAMILY SERVICES

1441 North D Street, Suite 201

San Bernardino CA 92405

(909) 835-5551

HOLY FAMILY SERVICES

80 East Hillcrest Avenue, Suite 210

Thousand Oaks CA 91360

(805) 835-5551

Licensed Adoption Agencies in California

INDEPENDENT ADOPTION CENTER

391 Taylor Boulevard, Suite 100
Pleasant Hill, CA 94523
(510) 827-2229
(800) 877-6736
adoptionhelp@webcom.com
www.adoptionhelp.org

INDIAN CHILD AND FAMILY SERVICES

PO Box 2269
Temecula, CA 92593
(909) 676-8832

INFANT OF PRAGUE ADOPTIONS

6059 North Palm Avenue
Fresno, CA 93704
(559) 447-3333
www.infantofprague.org

INTERNATIONAL FOSTER FAMILY AND ADOPTION AGENCY

460 Carson Plaza Dr., Ste.212
Carson, CA 90746

INSTITUTE FOR BLACK PARENTING

1299 East Artesia Blvd. Suite 200
Carson, CA 90746
(310) 900-0930 FAX (310) 900-0954
(800) 367-8858
zoglesby@successnet.net

KINSHIP CENTER™

124 River Road
Salinas, CA 93908
(800) 4-KINSHIP
info@kinshipcenter.org
www.kinshipcenter.org

KINSHIP CENTER™

1520 Brookhollow Drive, Suite 41
Santa Ana, CA 92705
Office: (714) 979-2365
info@kinshipcenter.org
www.kinshipcenter.org

KINSHIP CENTER™

595 E. Colorado Boulevard, Suite 810
Pasadena, CA 91101
Office: (714) 979-2365
info@kinshipcenter.org
www.kinshipcenter.org

KINSHIP CENTER™

414 Tennessee Street, Suite Y
Redlands, 92373
Office: (714) 979-2365
info@kinshipcenter.org
www.kinshipcenter.org

Licensed Adoption Agencies in California

LATINO FAMILY INSTITUTE
1501 West Cameron Avenue, Suite 240
West Covina, CA 91790
(626) 472-0123 FAX (626) 337-8752

LDS SOCIAL SERVICES
6060 Sunrise Vista Drive, Suite 1160
Citrus Heights, CA 95610
(916) 725-5032
Email: WEL-FS-Sacramento@ldschurch.org

LIFE ADOPTION, INC.
440 W. Main Street
Tustin, CA 92680
(714) 838-5433
lifeadoption@fea.net
www.lifeadoption.com

Lilliput Children's Services
130 East Magnolia
Stockton, CA 95202
(209) 943-0530
Fax: (209) 943-6829
adopt@lilliput.org
www.lilliput.org

Lilliput Children's Services
1610 Arden Way, Suite 273
Sacramento, CA 95815
(916) 923-5444
Fax: (916) 923-2365

Lilliput Children's Services
511 Estudillo Ave.
San Leandro, CA 94577
(510) 483-2030
Fax: (510) 483-2084
adopt@lilliput.org
www.lilliput.org

Lilliput Children's Services
8 Williamsburg Lane
Chico, CA 95926
(530) 896-1920
Fax: (530) 896-1885
adopt@lilliput.org
www.lilliput.org

Lilliput Children's Services
410 Hemsted Drive, Suite 210
Redding, CA 96002
(530) 722-9092
Fax: (530) 722-9153
adopt@lilliput.org
www.lilliput.org

Licensed Adoption Agencies in California

Los Angeles Department of Children's Services
695 S. Vermont Avenue, 9th Floor
Los Angeles, CA 90005
Offices throughout L.A. County
888-811-1121
<http://dcfs.co.la.ca.us>

Marin County Department of Health and Human Services
10 N. San Pedro Road
San Rafael, CA 94903
(415) 499-7161

Merced County Department of Social Services
PO Box 112
Merced, CA 95341
(209) 385-3000, Ext. 5278

Monterey County Department of Social Services
1000 South Main Street, Suite 112
Salinas, CA 93901
(408)755-8518

Nightlight Christian Adoption
801 E. Chapman Ave. Ste.106
Fullerton, CA 92831
(714) 278-1020
FAX (714) 278-1063
Ron@ToAdoptKids.org
[Nightlight International Adoptions and Snowflake Embryo Adoptions](#)

North Bay Adoptions
862 Third Street
Santa Rosa, CA 95404
(707) 570-2940 phone/(707) 570-2943 fax
www.wco.com/~nbadopt/
nbadopt@wco.com

OLIVE CREST
2130 East 4th Street, Suite 200
Santa Ana, CA 92705
(714) 543-5437 FAX (714) 543-5463
cristi-chastain@olivecrest.org
www.olivecrest.org

ORANGE COUNTY SOCIAL SERVICE AGENCY
PO Box 14100
Orange, CA 92613
(714) 704-8200

PARTNERS FOR ADOPTION
4527 Montgomery Drive, Suite "A"
Santa Rosa, CA 95409
Phone: (707) 539-9068 / Fax: (707) 539-9466
www.sonic.net/adoptpfa

Licensed Adoption Agencies in California

PLACER COUNTY ADOPTIONS

11716 Interprise Drive
Auburn, CA 95603
(530) 889-6700 FAX (530) 889-6735

RIVERSIDE COUNTY DEPARTMENT OF ADOPTION

10769 Hole Ave #200
Riverside, Ca 92505
(909) 358-3555 or (909) 358-3645

SACRAMENTO COUNTY DEPT. OF HEALTH & HUMAN SERVICES

PO Box 269057
Sacramento, CA 95826
(916) 875-0127 FAX (916) 875-6612

SAN BERNARDINO COUNTY ADOPTIONS

494 N. "E" Street - 3rd Floor
San Bernardino, CA 92415-0080
(909) 387-5247

SAN DIEGO COUNTY

Health & Human Services Agency, Adoptions
2667 Camino Del Rio, South
San Diego, CA 92108
(619) 23ADOPT

SAN JOAQUIN COUNTY HUMAN SERVICES AGENCY

PO Box 201056
Stockton, CA 95201
(209) 469-1260

SAN MATEO COUNTY ADOPTIONS

400 Harbor Boulevard, Building "B"
Belmont, CA 94002
(415) 595-7623

SANTA CLARA COUNTY OF SOCIAL SERVICES AGENCY

333 West Julian Street
San Jose, CA 95110-2335
(408) 975-5117
(408) 975 5849
nasjletm@cws.co.santa-clara.ca.us
<http://www.santaclaraadoption.org>

Shasta County DSS Adoptions (AKA Shasta County Adoptions)

1313 Yuba Street
Redding, CA 96001
530-225-5791
530-225-5884 fax
www.adoptions.co.shasta.ca.us
adoptions@co.shasta.ca.us

SIERRA ADOPTION SERVICES

PO Box 361
Nevada City, CA 95959
(916) 265-6959
sas@gv.net
www.gv.net/~sas

Licensed Adoption Agencies in California

SIERRA ADOPTION SERVICES
8928 Volunteer Lane, #240
Sacramento, CA 95826
(916) 368-5114

SOLANO COUNTY ADOPTIONS
PO Box 12000
Vallejo, CA 94590
(707) 421-7295

STANISLAUS COUNTY DEFT. OF SOCIAL, SERVICES
PO Box 42
Modesto, CA 95353
(209) 558-2110

TRUE TO LIFE CHILDREN'S SERVICES
P.O. Box 2079
Sebastopol, CA 95473
(707)823-7300
[Click to send email](#)
www.tlc4kids.org

TULARE COUNTY ADOPTIONS
3500 W. Mineral King, Suite B
Visalia, CA 92379
(559) 733-6180
Fax: (559) 730-2523
e-mail: Sandolb@cws.state.ca.us

VENTURA COUNTY ADOPTIONS
4651 Telegraph Road, Suite 205
Ventura, CA 93003
(805) 654-3436 FAX (805) 658-4190

VISTA DEL MAR CHILD & FAMILY SERVICES
3200 Motor Avenue
Los Angeles, CA 90034
(310) 836-1223

WESTSIDE CHILDREN'S CENTER
4600 Lindblade Drive
Culver City, CA 90230
(310) 390-0551 FAX (310) 397-2213

REIMBURSEMENT REGISTRATION FOR ADOPTION EXPENSES

(See Privacy Act Statement on Reverse)

I hereby register my intention to apply for reimbursement of adoption expenses under the provisions of COMDTINST 1754.9, Reimbursement of Adoption Expenses. I am an active duty member of the United States Coast Guard on continuous active duty for at least 180 days. The date of my home study report was _____.

Documentation supporting this event is furnished. (A letter stipulating the dates of the home study report and the placement of the child from the agency is sufficient for this purpose).

To the best of my knowledge, no other military member has requested or will request reimbursement for expenses related to the adoption of the same child. **I understand that reimbursement is limited to \$2,000 per child with a maximum reimbursement to one member of \$5,000 in any calendar year or couples where both spouses are members of the Armed Forces.**

INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974

Authority: 5 U.S.C. 5701-5742, 37 U.S.C. 404-427,
E.O. 9397, and 14 U.S.C. 514

Principal Purpose: Used for reviewing, approving, accounting, and disbursing
for adoption reimbursement, SSN is used to maintain a
numerical identification system for individual claims
(14 USC 514).

Routine Uses: To substantiate claims for adoption reimbursement.

Disclosure: Voluntary. Failure to furnish information requested may
result in total or partial denial of amount claimed.

Member's Name (Print or Type)_____

Signature of Member_____ Date_____

Address_____

Work Telephone_____

Home Telephone_____

SSN_____ Unit_____

INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974

Authority: 5 U.S.C. 5701-5742, 37 U.S.C. 404-427,
E.O. 9397, and 14 U.S.C. 514

Principal Purpose: Used for reviewing, approving, accounting, and disbursing
for adoption reimbursement, SSN is used to maintain a
numerical identification system for individual claims
(14 USC 514).

Routine Uses: To substantiate claims for adoption reimbursement.

Disclosure: Voluntary. Failure to furnish information requested may
result in total or partial denial of amount claimed.

I certify that the above information and expenses are true and correct to the best of my knowledge. I understand and agree that reimbursement of expenses are limited to \$2,000 per adopted child with maximum reimbursement of \$5,000 in any calendar year. I agree not to seek further reimbursement under this program for the adoption of this child. To the best of my knowledge, I am the only active duty member of the Armed Forces claiming for this child reimbursement of \$_____.

Signature of Member: _____ Date: _____

ENCLOSURE (4) TO COMDTINST 1754.9A

REIMBURSEMENT REQUEST FOR ADOPTION EXPENSES

(See Privacy Act Statement on Page 3.)

1. The date that adoption proceedings were initiated is:_____.

Note: Adoption expenses are reimbursable only to members that have completed or initiated adoption proceedings on or after December 5, 1991. Adoption proceedings are deemed to be initiated upon the date of the initial home study report or the placement of the child in the military member's home.

2. The date the adoption was finalized is:_____.

Note: Reimbursement of adoption expenses may be paid only after the adoption is final.

3. The adoption was arranged by:

a. _____ A state or local, government agency that has responsibility under state or local law for placement of children for adoption.

b. _____ A nonprofit, voluntary adoption agency that is authorized by state or local law to place children for adoption.

4. The following expenses were incurred (documentation attached):

a. \$ _____ Public and private agency fees.

b. \$ _____ Placement fees, including fees charged adoptive parents for counseling.

c. \$ _____ Legal fees, including court costs.

d. \$ _____ Medical expenses, including hospital expenses for the newborn infant, for medical care furnished the adoptive child before the adoption, and for physical examinations of the biological mother of the child to be adopted.

e. \$ _____ Subtotal of Expenses Listed above (Items 4 a. through 4 d.).

f. \$ _____ Amount of reimbursement previously applied for and/or received under any other adoption benefits program administered by the Federal Government or under any such program administered by a state or local government.

g. \$ _____ Total Expenses (Subtotal in {e} minus any reimbursements in {f}).