



## ADOPTION BENEFIT PROGRAM

### State Employee Adoption Benefit Notification Letter

Pursuant to 101 KAR 2:120, a state employee who finalizes a legal adoption of a child, other than the child of a spouse, on or after November 1, 1998, shall be eligible to receive reimbursement for actual costs associated with the adoption of a special needs child, as defined by KRS 199.555(1), or any other child. In addition to reimbursement for actual costs, an employee who finalizes a legal adoption on or after October 22, 2019 may request a stipend. Reimbursement and stipend amounts shall not exceed the amounts specified in 101 KAR 2:120. Applications for financial assistance shall be made by submitting this completed application to the Secretary of Personnel along with documentary evidence as indicated.

**To:** \_\_\_\_\_  
*Appointing Authority Name* *Title*

**From:** \_\_\_\_\_  
*Applicant/State Employee Name* *Title*

**Subject: Adoption Reimbursement Request**

Please be advised that in accordance with 101 KAR 2:120, I am submitting an application to the Personnel Cabinet seeking reimbursement for expenses and/or a stipend associated with the recent adoption of my child(ren).

The amount sought is: \$\_\_\_\_\_

\_\_\_\_\_  
Applicant/State Employee Signature

\_\_\_\_\_  
Date