

# Adoption Assistance Program

## What is an Adoption Assistance Program?

The Adoption Assistance Program is provided to assist employees with qualified adoption expenses such as adoption fees, court costs, attorney fees and other related expenses. Eligible expenses are those directly related to the legal adoption of an eligible child.

## How much may I be reimbursed for?

You can be reimbursed up to \$5,000 per adoption for qualifying expenses. Should you adopt a second child, you can be reimbursed an additional \$5,000. There is a \$10,000 lifetime maximum.

## What specific expenses are eligible for reimbursement?

Examples of qualified adoption expenses include:

- Adoption agency and placement fees
- Legal fees and court costs
- Medical expenses for the child required to complete the adoption (such as immunizations)
- Immigration fees
- Translation services
- Travel expenses (such as meals and lodging while away from home)

The following are examples of ineligible expenses:

- Mileage and gasoline
- Expenses incurred prior to becoming an eligible employee
- Expenses incurred in violation of state or federal law
- Medical examination fees for the adopting parents
- Cost of personal items such as clothing and food for parents or child
- Gifts to orphanages
- Birth mother expenses (including medical expenses)
- Expenses for any surrogate parenting arrangement
- Expenses paid or reimbursed under any other source
- Reimbursement requests of expenses requested after the claim filing deadline
- Expenses for adoption of a child of the employee's spouse

## How do I submit claims and get reimbursed?

As you incur expenses, you can submit a completed claim form, along with supporting documentation of the expenses you have incurred.

Visit the ISU Benefits website for plan information and instructions on how to file a claim.

## **Manage your account**

Register your account at ASIFlex.com to see your account statement and balance, sign up for email, text alerts and direct deposit.

## **ASIFlex Customer Service**

ASIFlex.com/ISU  
asi@asiflex.com  
P: 800.659.3035  
F: 877.879.9038  
P.O. Box 6044  
Columbia, MO 65205-6044

