

Adoption Benefit

Applies to: See specific eligibility under policy

Policy Statement:

Adoption Benefit

Applies to: All benefits-eligible employees

The College provides benefits-eligible employees with up to \$5,000 reimbursement of fees associated with the cost of adopting a child.

Definitions and Regulations:

The maximum paid per adoption is \$5,000, even if the employee adopts multiple children at one time. If another child is adopted at a different time, the employee may apply for another \$5,000. This benefit is pro-rated for employees working less than full time; the amount is based on full-time equivalency. The payment, which is made through the employee's paycheck, can be paid out in a lump sum or in smaller amounts as the employee pays the adoption payments/expenses. The funds are not subject to taxation. Payment will be processed in the employee's next available paycheck.

Procedure:

To apply, the regular benefits-eligible employee must send a completed Adoption Reimbursement form to the Health Benefits Administrator. Along with the form, the request should include the employee's name, ID number, and documentation of proof of payment.

Documentation:

<http://www.dartmouth.edu/~hrs/benefits/adoption.html>