

Nonrecurring Expenses

(Revised 04/07/23)

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Forms

This file references the following forms:

- [AAP 4](#) Eligibility Certification Adoption Assistance Program
- [AAP 8](#) Adoption Assistance Program Nonrecurring Adoption Expense Agreement
- 02-120a Reimbursement of Nonrecurring Adoption Expense Worksheet
- 02-120b Claim for Nonrecurring Adoption Expense

Introduction

Per California Adoption regulations, a reimbursement for nonrecurring adoption expenses up to \$400 is available to adoptive parents who adopt a child that meets the three part special needs determination and citizenship requirements.

Nonrecurring adoption expenses are reasonable and necessary adoption fees, court costs, attorney fees and other expenses that are:

- directly related to the legal adoption of a child with special needs
- not incurred in violation of state or federal law
- have not been reimbursed from other sources or other funds

The county responsible for reimbursement is the county that is also responsible for providing the child's AAP payment. The reimbursement is separate from the child's AAP payment.

Policy

At the time of signing adoptive placement papers, the SW will review the AAP 8 with the family, inform the adoptive parents as to the various types of fees and expenses that would be considered for reimbursement and inform the adoptive parent(s) as to the timelines for reimbursement.

The AAP 8 must be signed prior to any adoption finalization. The adoptive parents have two years from the date of finalization to file a claim for reimbursement with the responsible public agency.

Eligibility for Reimbursement

In order for a claim to be eligible for reimbursement, the SW will record the following in the child's case file:

- The adoption took place in compliance with applicable state and local laws.
- The child for whose adoptive costs the parents are claiming reimbursement meets the three-part special needs determination and citizenship requirements as documented on the AAP4.
- There is verification that the expenses claimed were actual expenditures. Verification includes, but is not limited to, copies of canceled checks or signed and dated receipts.
- The expenses claimed meet the definition of "nonrecurring adoption expenses."

NOTE: Per California State Adoption regulations: "Such costs may include the adoption study, including health and psychological examinations (ongoing counseling sessions notwithstanding), fees to obtain documents such as divorce decrees or birth certificates, construction costs including the cost to install a pool cover to meet licensing requirements, supervision of the placement prior to adoption, transportation and the reasonable costs of lodging and food for the child and/or the adoptive parents when necessary to complete the placement or adoption process."

- The adoptive parents have not received reimbursement for the claimed expenses from other sources; including but not limited to reimbursement from employers or income tax deductions.
- The AAP 8 was signed with the agency prior to finalization of the adoption.

NOTE: The maximum reimbursement for nonrecurring adoption expenses is \$400 per child placed. (Siblings are treated as individual placement with separate reimbursement up to the maximum amount per child.)

**Social Worker
Responsibilities**

The SWs responsibilities are:

Step	Who	Action
1	SW	<ul style="list-style-type: none"> • Prior to finalization, review the AAP 8 with the adoptive parent(s) and have them sign. • File the AAP8 with the AAP packet.
2	SW (either AAP SW or Adoption SW)	<ul style="list-style-type: none"> • When the family informs the worker that they would like to be reimbursed for nonrecurring adoption expense(s), complete the 02-120 and the 02-120 A. • Send the 02-120B to the adoptive parents to complete and return with original receipts. • Upon receipt of the 02-120B and receipts from the family, submit the following to the AAP PSS for approval: <ul style="list-style-type: none"> ○ 02-120 signed by SW and adoptive parent ○ 02-120 A, completed and signed by SW ○ 02-120 B, completed and signed by adoptive parent ○ All original receipts submitted for reimbursement. <p>NOTE: If the adoptive parents are unable to provide original receipts, consult with AAP PSS.</p>
3	AAP SW	<ul style="list-style-type: none"> • Review 02-120A and 02-120B for accuracy • Sign 02-120A and 02-120B when approved • Submit the following to the AAP unit clerk: <ul style="list-style-type: none"> ○ 02-120 A, completed and signed by SW and PSS ○ 02-120 B, completed and signed by adoptive parent ○ All original receipts submitted for reimbursement.
4	AAP Unit Clerk	Submit entire packet to fiscal Admin Clerk (W473) for payment.

NOTE: Nonrecurring adoption expenses will only be reimbursed after an adoption has finalized, even if the request was submitted before finalization.

Alignment with SET

This policy supports SET [Value 2](#) and the guiding principle and agency practice to provide supportive services to resource families. It also supports SET [Value 3](#) and the guiding principle to have a continual focus on children’s well-being while they are in our care.

References

- W&IC Section 16120.1
 - CALIFORNIA-DSS-MANUAL-AD
 - ADOPTIONS PROGRAM REGULATIONS 35352.1
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