

ADOPTION REIMBURSEMENT PROGRAM

Chapman University offers eligible employees adoption assistance by means of reimbursement of qualified adoption expenses up to \$5,000 per adoption of an eligible child. The adoption reimbursement program may be utilized only once during a calendar year.

All benefits-eligible faculty, and regular status administrators and staff who have completed at least 12 months of service at Chapman University are eligible to apply for reimbursement under this program. Employees whose primary positions are temporary, adjunct, or limited-term are not eligible to participate.

Qualified adoption expenses include fees paid to adoption agencies or home-evaluation agencies; court costs; attorney fees; fees paid for documents and services such as notarization, which are required for the adoption; travel expenses (including transportation, meals and lodging while away from home); and other expenses directly related to and for which the principal purpose is the legal adoption of an eligible child.

Nonqualified expenses include surrogate fees or medical care; adoption expenses for the spouse's child; expenses paid using funds received from any federal, state or local program; expenses allowed as a credit or deduction under any other federal income tax rule, or any expenses that violate state or federal law.

An eligible child is a person who, at the time the adoption is finalized, is under 18 years of age and not married. The adopted child may not be the child of the employee's spouse or registered domestic partner.

If both parents work for Chapman University, only one parent will be eligible to file for the reimbursement. In the case of simultaneous adoption of two eligible children, that adoption counts as one adoption with the maximum reimbursement of \$5,000.

The adoption assistance reimbursement is generally not subject to federal or state tax withholding, but is subject to FICA withholding tax and will be reported on the employee's W-2 form. Employees should confer with their own tax advisors concerning tax implications prior to participation in this program. IRS information about adoption credit can be found at the IRS website [Adoption Credit and Assistance Programs](#).

Eligible employees may apply for reimbursement of qualified adoption expenses upon placement of the eligible child in the employee's home. Applications for reimbursement must be made within six (6) months following the finalization of the adoption. A copy of the official adoption certification form must accompany the application for reimbursement. The reimbursement form is available on the Human Resources Benefits web page.