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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 90 LCM-162

Date: October 11, 1990

Division: Family and Children
Services

TO: Local District Commissioners

SUBJECT: Non-Recurring Adoption Expenses

ATTACHMENTS: There are no attachments to this release.

The purpose of this communication is to ensure that local district commissioners are aware of the two recent Department releases concerning non-recurring adoption expenses.

The two releases mailed to local districts were: 1) Department regulations 421.24 regarding non-recurring adoption expenses; and 2) the manual bulletin on Administrative Cost Allocation under Title IV-E for the claiming of non-recurring adoption expenses.

The regulations were effective June 13, 1990 and implement statutory provisions (Section 453-a of the Social Services Law) which direct a local social services official to make payment for non-recurring adoption expenses. A one-time payment up to a maximum of \$2,000 can be made as reimbursement for expenses incurred by or on behalf of adoptive parents who adopted a child with special needs through an authorized agency. Payment must be made pursuant to a written agreement signed prior to or at the time of the final decree of adoption with two exceptions as indicated in the regulations.

Districts are reminded that according to federal requirements, authorized agencies must inform eligible adoptive parents of the availability of reimbursement for non-recurring adoption expenses (45 CFR 1356.41(e)(1)).

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The regulations should be referred to for a detailed description of allowable non-recurring expenses, eligibility requirements and exceptions, the nature and amount of the payment, and the requirements for approval or disapproval of the payment by the Department.

In addition, the Manual Bulletin Transmittal #90 MB-2 mailed to local district accounting administrators and staff development coordinators provides information on the claiming of non-recurring adoption expenses as an administrative cost under Title IV-E.

These releases should be distributed to the appropriate local district staff. Additional information is contained in Department Informational Letter 89 INF-28.

Joseph Semidei
Deputy Commissioner
Division of Family
and Children Services