



COMMANDANT  
US COAST GUARD

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COMDTINST 1754.9B  
6 June 2012

COMMANDANT INSTRUCTION 1754.9B

Subj: REIMBURSEMENT OF ADOPTION EXPENSES

- Ref: (a) 10 U.S.C. § 1052  
 (b) 14 U.S.C. § 514  
 (c) DoD 7000.14R, "Department of Defense Financial Management Regulations (FMRs)," Volume 7A, Appendix A, May 2009  
 (d) 42 U.S.C. § 673 (c)

1. PURPOSE. This Instruction implements Reference (a) and outlines the policies/procedures for the reimbursement of adoption expenses to Coast Guard active duty members. This Instruction applies to the adoption of a child under 18 years of age.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Reimbursement of Adoption Expenses, COMDTINST 1754.9A, is hereby cancelled.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to, nor does it impose, legally-binding requirements on any party outside the Coast Guard.
5. DEFINITIONS. Terms used in this Instruction are defined in Enclosure (1).
6. ELIGIBILITY. This Instruction applies to all Coast Guard active duty members, including members of the Selected Reserve on active duty for at least 180 consecutive days.
7. DISCUSSION.
  - a. On 5 December 1991, legislation was enacted to authorize subsidizing the adoption of children under 18 years of age by active duty members of the Coast Guard (see Reference (b)).

DISTRIBUTION SDL No. 161

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X		X		X	X				
B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
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E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
F																	X	X	X							
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NON-STANDARD DISTRIBUTION:

- b. Under this authority, any member who finalizes an adoption proceeding on or after 5 December 1991 is eligible to apply for reimbursement expenses.
- c. An active duty member must meet the criteria set forth in this Instruction. Participation in the program is designed to assist Coast Guard active duty members with offsetting the high cost of adoption expenses.

8. POLICY.

- a. Coast Guard active duty members and reservists must be on active duty for at least 180 consecutive days before applying for adoption reimbursement. Coast Guard service members who leave active duty or move into regular drilling status before the final adoption decree is granted are not entitled to the reimbursement. No more than one service member can be reimbursed for the expenses related to the adoption of the same child.
- b. In accordance with Reference (b), an active duty or reserve Coast Guard service member who adopts a child under 18 years of age may be reimbursed authorized adoption expenses up to \$2,000 per adoptive child, but no more than \$5,000 per calendar year. In the case of two married service members, only one member may claim expenses for each adopted child and the couple is limited to the \$5,000 per calendar year maximum.
- c. In accordance with Reference (c), adoptions that qualify for reimbursement include those arranged by a qualified adoption agency. For adoptions finalized after 2 November 2007, those arranged by either a qualified adoption agency or other source authorized to place children for adoption under State or local law also qualify for reimbursement.
- d. Adoptions for which expenses may be reimbursed include the adoption of a child under the age of 18, an adoption by a single person, an infant adoption, an inter-country adoption, an adoption of a child with special needs as defined in Reference (d), and adoptions finalized after 2 November 2007 that involve stepchildren adopted by a military member as defined by Reference (c).
- e. Benefits may be paid only after the adoption is final and only for expenses authorized by Reference (b) incurred during the adoption process. A benefit may not be paid for any expense paid to or for a member of the Coast Guard under any other adoption benefits program administered by the Federal government or under any such program administered by a State or local government.
- f. The application must be submitted within 1 year of the date the adoption becomes final.
- g. Disbursements of adoption reimbursement benefits shall be supported by appropriate documentation identified in Enclosure (2). The original or copy of the member's signed reimbursement request shall be added as supporting documentation to the disbursement voucher form.

9. PROCEDURES.

- a. The service member must submit requests for reimbursement of qualifying reimbursement expenses using, Reimbursement Registration for Adoption Expenses Form CG-1794 (Enclosure (2)). Included with this request must be a copy of the following:
  - (1) Documentation of the Home Study;
  - (2) Receipts or canceled checks substantiating authorized expenses; and,

- (3) A copy of the adoption certificate or court order granting adoption; or,
  - (4) Proof of the agency's involvement, where a qualified adoption agency arranged the adoption, such as a copy of the placement agreement from the adoption agency or a letter from the adoption agency stating what services it provided, must be submitted.
- b. The reimbursement request must be submitted no later than 1 year after finalization of the adoption. A separate reimbursement request shall be completed for each child whose adoption has been finalized.
  - c. Completed forms and supporting documentation must be scanned and emailed to [HQS-SMB-FamilySupportServices@uscg.mil](mailto:HQS-SMB-FamilySupportServices@uscg.mil) or mailed to:
 

COMMANDANT (CG-1112)  
ATTN: OFFICE OF WORK LIFE  
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  - d. For detailed procedural requirements, the service member should consult Reference (c) and applicable Service regulations.

#### 10. RESPONSIBILITIES.

- a. The Individual and Family Support Division, Commandant (CG-1112), shall develop, publish, and maintain this Instruction to ensure compliance.
- b. The Health, Safety and Work-Life Service Center (HSWL SC) and HSWL Regional Practice (RP) staffs shall ensure wide dissemination of information about Coast Guard Adoption Reimbursement.
- c. Family Resource Specialists (FRS) at HSWL RPs will assist families seeking information regarding this Instruction.

11. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal records Act U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirement.

12. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

13. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

MAURA K. DOLLYMORE /s/  
Rear Admiral, U.S. Public Health Service  
Director, Health, Safety and Work-Life  
United States Coast Guard

Encl: (1) Definitions  
(2) Reimbursement Registration for Adoption Expenses, Form CG-1794

## DEFINITIONS

1. Adoption. The legal procedure by which a person or couple takes a child who is not his or her biological offspring into the family and raises the child as their own. Adoption severs all legal ties between the adoptee and his or her birth parents (except in the case of stepchildren adoptions, where one biological parent is the spouse of the adopting parent and whose legal ties to the children are therefore unabridged) and establishes such ties between the adoptee and the adoptive parents. The adoptee has the same status with his or her adoptive parents as do any non-adopted siblings.
2. Inter-country Adoptions. The legal adoption of a child coming from a country other than the United States and its territories.
3. Qualifying Adoption Agency:
  - a. A State or local government agency which has responsibility under State and local law for child placement through adoption.
  - b. A nonprofit, voluntary adoption agency which is authorized by State or local law to place children for adoption.
  - c. Any other source authorized by a State to provide adoption placement if the adoption is supervised by a court under State or local law.
  - d. A foreign government or an agency authorized by a foreign government to place children for adoption, in any case which –
    - (1) The adopted child is entitled to automatic citizenship under Section 320 of the Immigration and Naturalization Act (8 U.S. C. 1431).
    - (2) A certification of citizenship has been issued for such child under Section 322 of that Act (8 U.S.C. 1433).
4. Qualifying Adoption Expenses. Reasonable and necessary expenses that are directly related to the legal adoption of a child under 18 years of age, but only if such adoption is arranged by a qualified adoption agency or other source authorized to place children for adoption under State or local law. Such term does not include any expense incurred –
  - a. By an adopting parent for travel; or,
  - b. In connection with an adoption arranged in violation of Federal, State, or local law.
5. Reasonable and Necessary Expenses. The term “reasonable and necessary expenses” includes:
  - a. Public and private agency fees, including adoption fees charged by an agency in a foreign country;

- b. Placement fees, including fees charged adoptive parents for counseling;
  - c. Legal fees (including court costs) in connection with services that are unavailable to a member of the armed forces under Sections 1044 or 1044a of this Title; and,
  - d. Medical expenses, including hospital expenses of the biological mother of the child to be adopted and of a newborn infant to be adopted.
6. State or local law. The law of a State or locality within the United States including with a U.S. Territory, a U.S. Commonwealth, or the District of Columbia.

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard REIMBURSEMENT REGISTRATION FOR ADOPTION EXPENSES			
PRIVACY ACT STATEMENT			
<p><b>AUTHORITY:</b> 10 U.S.C. 1052, 14 U.S.C. 514, 42 U.S.C. 673 (c), and E.O. 9397.  <b>PRINCIPLE PURPOSE(S):</b> Used for reviewing, approving, accounting and disbursing adoption reimbursement. The Employ ID (EMPLID) number is used to maintain a numerical identification system for individual claims and tax reporting purposes.  <b>ROUTINE USE(S):</b> To substantiate claims for adoption reimbursement.  <b>DISCLOSURE:</b> Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.</p>			
SECTION I - MEMBER INFORMATION			
1. NAME OF MEMBER ( <i>Last, First, Middle Initial</i> )		2. EMPLID ( <i>Employee Identification Number</i> )	
3. PAY GRADE	4. EXPIRATION OF SERVICE DATE (YYYYMMDD)	5. WORK PHONE NO.	
6. CORRESPONDING ADDRESS ( <i>Include 9-digit ZIP Code and Apartment Number, if applicable</i> )		7. HOME PHONE NO.	
		8. UNIT	
9. ANY PREVIOUS REIMBURSEMENT CLAIMED FOR CURRENT CALENDAR YEAR ( <i>Check one</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No	10. EMAIL ADDRESS	
SECTION II - SPOUSE INFORMATION			
11. IS SPOUSE A MEMBER OF THE ARMED FORCES ( <i>Check one</i> )		<input type="checkbox"/> YES	<input type="checkbox"/> NO
12. IF YES, NAME OF SPOUSE ( <i>Last, First, Middle Initial</i> )		13. EMPLID	
SECTION III - ADOPTION INFORMATION			
14. DATE OF HOME STUDY (YYYYMMDD)	15. DATE CHILD PLACED IN HOME (YYYYMMDD)	16. DATE ADOPTION FINALIZED (YYYYMMDD)	17. STATE OR COUNTRY WHERE THE ADOPTION FINALIZED
18. NOTES:			
a. Members on active duty less than 180 consecutive days are not eligible for adoption reimbursement.			
b. Reimbursement of adoption expenses may be paid only after the adoption is final. Members who leave active duty before the final adoption decree is granted are not entitled to reimbursement.			
c. Reimbursement claims must be submitted no later than 1 year (365 days) after adoption is finalized. Failure to do so will result in loss of benefits.			
19. NAME OF ADOPTED CHILD ( <i>Last, First, Middle Initial</i> )		20. DATE OF BIRTH (YYYYMMDD)	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
21. ADOPTION ARRANGED BY ( <i>Documentation attached</i> ) ( <i>Check one</i> )			
<input type="checkbox"/> a. A state or local government agency.			
<input type="checkbox"/> b. A non-profit adoption agency that is authorized by state or local law to place children for adoption.			
<input type="checkbox"/> c. Other source authorized by state or local law to place children for adoption.			
22. EXPENSES INCURRED ( <i>Complete as applicable and attach documentation</i> )			
a. Public and private agency fees.		\$	
b. Temporary foster care charges when such care is required before the placement of the child.		\$	
c. Legal fees, including court costs.		\$	
d. Medical expenses, including hospital expenses for the newborn infant, for medical care furnished the adoptive child before the adoption, and for physical examinations of the biological mother of the child to be adopted.		\$	
e. Placement fees, including fees charged adoptive parents for counseling.		\$	
f. Expenses relating to pregnancy and childbirth for the biological mother, including counseling and maternity costs.		\$	
g. Subtotal of expenses listed above ( <i>Items 22.a. through 22.f.</i> )		\$	
h. Amount of reimbursement previously applied for and/or received under any other adoption benefits program administered by the Federal government or under such program administered by a State or Local government.		\$	
i. Total expenses ( <i>Subtotal (Item 22.g.) minus any reimbursements in Item 22.h.</i> )		\$	
SECTION IV - SERVICE MEMBER CERTIFICATION			
I certify that the above information and expenses are true and correct to the best of my knowledge. I understand and agree that reimbursement is limited to no more than \$2,000 per adopted child, with a maximum reimbursement of \$5,000 in any calendar year to a member, or couple where both spouses are active duty service members. I agree not to seek further reimbursement under this program for the adoption of this child.			
23. MEMBER'S NAME ( <i>Last, First, Middle Initial</i> )		MEMBER'S SIGNATURE	DATE SIGNED (YYYYMMDD)