

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Development and Assistance Programs	Section: VI
	Subject: F
SUBJECT: Adoption Assistance Program	Effective: 06/05/09
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## **ADOPTION ASSISTANCE PROGRAM**

### **Policy**

It is the policy of the State of South Carolina, when available funds are appropriated, to provide certain financial assistance to eligible State employees to pay some of the expenses with adopting a child. Assistance is limited to the amount of funds authorized each year for the program.

The program is administered by the South Carolina Employee Insurance Program (EIP). Financial assistance will be provided after the adoption is final. The employee is responsible for the determination and payment of any tax liability that may result from participation in this program.

### **Eligibility**

Full-time or part-time employees in FTE, temporary grant, or time-limited positions are eligible to participate in the Adoption Assistance Program. Employees must participate in the Employee Insurance Program (EIP) and be employed when the adoption is finalized, when the application is submitted and when the benefit is paid.

### **Adoptee Eligibility**

Assistance is available for a child who is younger than age 18 who is adopted from the United States or a foreign country. Assistance is not available for the adoption of a stepchild.

### **Financial Assistance**

Financial assistance is provided up to \$10,000 in direct costs related to the adoption of a special needs child (one who is age 6 or older or who has a physical, mental or emotional disability). For any other child adoption, financial assistance up to \$5,000 is provided for direct costs related to the adoption. The maximum amount is based on eligible expenses directly relating to the adoption of the child and the amount authorized for the program. Eligible expenses include:

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- A. Medical costs, not paid by insurance, Medicaid, or other available resources, of the biological mother relating to the birth of the adoptive child;
- B. Medical costs, not paid by insurance, Medicaid, or other resources, of the child relating to the birth;
- C. Licensed adoption agency fees;
- D. Legal fees (attorney's fees and costs of legal proceedings);
- E. The fee for obtaining investigations and reports as required by South Carolina Code of Laws;
- F. The fee for individuals required to take the consent or relinquishment, as required by South Carolina Code of Laws;
- G. The fee of a guardian ad litem appointed pursuant to South Carolina Code of Laws;
- H. Reasonable fees to sending agencies as defined in South Carolina Code of Laws, the Interstate Compact on the Placement of Children; or
- I. Costs, as allowed for State employees when traveling on official business, for transportation, lodging, and food for both the adoptive child and the adoptive parents when necessary to complete the placement or adoption process, including obtaining physical custody of the adoptive child.

**Procedure**

Funds are paid directly to the employee after he provides proof of the eligible costs directly related to the adoption. The amount cannot be determined until the application period ends and the application review process is completed.

The application period is July through September each year for eligible employees who finalized an adoption the previous fiscal year (July 1 through June 30). Once the adoption is finalized through a court system, eligible employees need to contact EIP to request an application. An application must be received by the Employee Insurance Program no later than 5 p.m. on the last business day in September.

Further information related to the State Employee Adoption Program can be accessed at South Carolina Employee Insurance Program website at <http://www.eip.sc.gov/>.