

## Adoption Reimbursement Program

Prisma Health cares about your family and recognizes our team members may build their families in different ways. To better support eligible team members, Prisma Health is offering adoption benefits, including financial reimbursement and adoption leave of absence.

### Frequently Asked Questions

Q: What is adoption?

A: Adoption is a process whereby a person assumes the parenting of another, usually a child, from that person's biological or legal parent or parents.

Q: Who is eligible to receive adoption reimbursement?

A: Eligible full-time and part-time team members who have been employed greater than 90 days. Contract and PRN team members are not eligible for participation. Only one team member can utilize the financial reimbursement benefit should a team member and his/her spouse both work at Prisma Health. Expenses are not eligible for reimbursement until after the adoption process has been completed. The team member must be actively employed at the time the expense is incurred and at the time any financial reimbursement is made. Participation in the reimbursement program ends on the earlier of: (1) The date the eligible team member ceases to be an eligible team member for any reason; provided, that eligible expenses incurred while an eligible team member is covered under the program, subject to the benefit limitations under the program, if submitted within 31 days of the employee losing his/her status as an eligible team member or (2) the date the eligible team member receives the maximum benefit under the program pursuant to the terms of the program.

Q: How much is the reimbursement?

A: For adoptions finalized prior to 1/1/2025, up to \$2,500 per child per successful adoption, \$5,000 if the child is special needs. For adoptions finalized 1/1/2025 and beyond, the reimbursement is \$5,000 per child no matter if the child is special needs or not.

If a team member goes through the adoption process with multiple children at the same time, the team member will receive the reimbursement per child. Most expenses directly related to the adoption are reimbursable.

Q: What expenses are eligible for reimbursement?

A: These include, but are not limited to:

- ✓ Home Studies
- ✓ Agency and placement fees
- ✓ Legal fees and court costs
- ✓ Medical expenses of the birth mother
- ✓ Medical expenses of the child, not covered by insurance
- ✓ Immigration, immunization and translation fees
- ✓ Transportation and lodging

Q: What documentation is required to submit for reimbursement?

A: You will need to provide copies of each expense, along with the final adoption decree. The bills submitted must total the amount of reimbursement you are requesting.

Q: How do I submit my request for reimbursement?

A: Submissions for reimbursement must be made through Workday Help using the "Adoption Reimbursement" case type.

Q: Is there a timeframe on how long I have to submit my request for reimbursement?

A: Submissions must be completed within 6 months of the date on the adoption decree.

Q: How is the reimbursement processed?

A: Reimbursement will be processed with your paycheck within 2-3 pay periods of your approved submission.

Q: Is the reimbursement taxed?

A: Yes, the adoption reimbursement is subject to applicable federal, state, and local taxes.

Q: Can I use FMLA once the adoption is finalized?

A: A team member who adopts is eligible for up to twelve (12) weeks of leave under the Family and Medical Leave Act (FMLA), or 30 days' personal leave if not eligible for FMLA leave. Eligible spouses are limited to a combined total of twelve (12) workweeks of FMLA in a twelve (12)-month period for adoption. This time may be utilized for both pre- and post-adoption time off related to an adoption. Rules regarding what absences are available are governed by the FMLA or the Personal Leave of Absence guidelines, whichever is applicable. During the leave of absence, the team member continues to receive regular benefits for which he/she is eligible per plan documents and policy. Please refer to the Leave of Absence policy for more information.