



State of New Jersey

DEPARTMENT OF CHILDREN AND FAMILIES

Child Protection and Permanency

Office of Adoption Operations – Adoption Subsidy Program

50 E. State St.

P.O. Box 717 – CC#966

Trenton, NJ 08625-0717

1-800-847-5027

CHRIS CHRISTIE

Governor

KIM GUADAGNO

Lt. Governor

ALLISON BLAKE, PH.D., L.S.W.

Commissioner

Dear Parent(s):

Congratulations on your upcoming adoption through the Child Protection and Permanency. We would like to welcome you to the Adoption Subsidy Program, which is coordinated on a statewide level in the Office of Adoption Operations in Trenton.

The staff at the Office of Adoption Operations is available to assist you regarding late or lost subsidy checks, Medicaid card replacement, change of address, change of payee, income verification, 18 year old school verification, Annual Notice regarding Adoption Subsidy and other general information. Several subsidy specialists are available to assist you with service related issues. Each family is assigned to a subsidy specialist by the first letter of the child's last name.

We also want to remind you that children between 0 to 6 years of age may be eligible for Post Adoption Child Care services. Eligibility requirements are outlined in the Post Adoption Child Care brochure you received from your local office social worker. You should also receive a referral letter from your local office social worker at the time of adoption. If you believe that you are eligible for this service and do not receive the referral letter, please contact your subsidy specialist immediately. It is important to remember that if you do not contact the voucher agency listed on your referral letter within 90 days after adoption finalization, you will lose eligibility for post adoption child care services.

Families who adopt children with special needs may be able to claim tax credit for qualified adoption expenses. Additional information can be found on the Internal Revenue Service website (www.irs.gov). Please keep this in mind when you complete your Federal income tax form.

Please feel free to contact the Adoption Operations at 1-(800)-847-5027. In addition, we'd like to make you aware of the New Jersey Adoption Resource Clearing House (NJ ARCH) as it is an excellent resource for adoption information, advocacy and support. The clearinghouse staff can be reached at 877-4ARCHNJ or www.njarch.org. Lastly, please find enclosed a list of support services which we hope may be beneficial to you and your family. Once again - our congratulations.

Sincerely

Betty Berzin
Assistant Division Director

Karen Krohnemann
Subsidy Program Supervisor