



## REQUEST FOR REIMBURSEMENT OF ADOPTION HOME STUDY

DEPARTMENT OF HEALTH AND HUMAN SERVICES

CHILDREN AND FAMILY SERVICES - ADOPTION

SFN 765 (6-2023)

The Department of Health and Human Services shall reimburse up to \$3,300 for an adoptive home study completed pursuant to NDAC 75-03-36 in accordance with Section 1 of HB 1375 (68<sup>th</sup> Legislative Assembly of North Dakota).

Reimbursement shall be made upon receipt of an invoice, with the name of the North Dakota child placement agency (licensed under NDCC 50-12) completing the home study, and a copy of the home study and required attachments. Please submit request within 60 days of home study completion to expedite payment.

Licensed Child Placement Agency (LCPA) Name			
Adoptive Family Name			
Adoptive Family Address	City	State	ZIP Code
Home Study Approval Date	Total Reimbursement Request		

**1. Reimbursement parameters:**

- Reimbursement may be made for initial, approved home study costs completed from July 1, 2023 through June 30, 2025
- Reimbursement may not be made for other services provided by the LCPA
- Reimbursement will be made to the LCPA
- Agency may claim the reimbursement for a family one time during the period of July 1, 2023 through June 30, 2025.

**2. Include invoice with the following information:**

- LCPA's name and address
- Family name on home study
- Date of invoice
- Completion of home study date
- Breakdown of the cost of services to equal total amount of reimbursement

**3. Include copy of completed home study, including background checks.**

**4. Submit reimbursement documents to email inbox [adoptunit@nd.gov](mailto:adoptunit@nd.gov)**

**LCPA Name and Return Address:**

Name of Person Submitting Request	Email Address		
Mailing Address of LCPA	City	State	ZIP Code
Signature		Date	

Return completed form and additional documentation by email to: [adoptunit@nd.gov](mailto:adoptunit@nd.gov)

## REIMBURSEMENT OF ADOPTION HOME STUDY PARAMETERS/ PROCESS

**Section 1 of HB 1375 (68th Legislative Assembly). An act to provide an appropriation to the Department of Health and Human Services to reimburse child-placing agencies for the costs of adoption home study reports.** The department shall reimburse up to \$3,300 for a home study in accordance with Section 1 of HB 1375, up to a total of \$262,00 for the period of July 1, 2023 through June 30, 2025.

1. Reimbursement for an initial, approved adoption home study for a North Dakota family up to \$3,300.00 will be made to a North Dakota licensed child placement agency, as defined in NDCC 50-12.
2. Agencies are required to submit reimbursement requests within 60 days of home study completion to expedite payments.
3. Agencies may submit for initial, approved home studies completed pursuant to NDAC 75-03-36 from July 1, 2023 through June 30, 2025. Agencies may not request payment for other services provided by the agency in conjunction with the adoption process.
4. LCPA may submit only one request per family, per adoption, during the period of July 1, 2023 through June 30, 2025.
5. North Dakota LCPA must complete the Vendor Registry Process through OMB in order to receive payment from HHS [Register as Payee | Office of Management and Budget North Dakota](#).
6. Download Request for Reimbursement of Adoption Home Study form (SFN 765 ) at <https://www.nd.gov/eforms>
7. Email the reimbursement documents to [adoptunit@nd.gov](mailto:adoptunit@nd.gov).
  - Request for Reimbursement of Adoption Home Study form (SFN 765)
  - Invoice with the following information:
    - LCPA's name and address
    - Family name on home study
    - Date of invoice
    - Completion of home study date
    - Breakdown of the cost of services to equal total amount of reimbursement
  - Completed adoption home study and attachments, including background checks.
8. HHS will process a voucher for reimbursement which will be paid through the State of Health and Human Services Fiscal Division.
9. The reimbursement process may take 2-4 weeks from the date the request is submitted.
10. HHS will review the child-placing agency adoptive family files who received reimbursement of these funds at the time of relicensure, or more often if required.