

## **Instructions**

### **CFS-426**

#### **Purpose**

The CFS-426 form shall serve as a basis for determining the adoptive parent's (s') financial eligibility for an adoption subsidy. The form shall be utilized for initial or for amending an existing adoption subsidy.

#### **Completion**

The Adoption Specialist, after an interpretation of the policies and procedures of the subsidy program, shall give a CFS-426 form to the adoptive parent(s). The adoptive parent(s) shall complete the CFS-426 form in triplicate and attach a copy of the latest IRS form 1040 or 1040A, or other verification of income.

#### **Routing**

The Adoption Specialist shall forward a completed CFS-426 form to Adoption Services, Central Office, and attach to it a CFS-425 form and a CFS-427 form. The adoptive parent(s) shall retain a completed CFS-426 form and the Adoption Specialist shall also retain a copy in the case record permanently.