

Instructions

Purpose

The CFS-431 provides a place to formally certify and notarize that adoptive children continue to be eligible to receive a subsidy.

Completion

In the top section of the form, the adoptive parent(s) should print the NAME, BIRTHDATE and DATE OF FINALIZATION of each adoption for each child. The adoptive parent(s) should print their own names, read the following statement and check EITHER "Yes" or "No."

In the middle section of the form, the adoptive parents should sign and date the form, BUT only in the presence of a Notary.

The bottom section of the form should be filled out, signed, dated and stamped by the Notary, who observed the adoptive parents sign the form.

Routing

The completed and notarized form should be mailed back to the Central Office Adoption Unit at the address provided at the top of the form.