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.