

# SUBSIDY NEGOTIATION REFERENCE SHEET

*You will need the information and documentation listed below to complete the electronic form and document submission. The electronic form must be completed in one sitting, so please use this as a reference to ensure you have all necessary information/documentation to complete it. If documentation is not provided, reported figures are subject to being discounted/adjusted.*

## **DOCUMENTATION REQUIRED**

	Complete statements for all bank accounts in either parent's name for 3 months preceding negotiation request
	Most recently filed federal and state income tax return(s)
<b><u>Monthly amount</u></b>	<b>Income/Resources:</b>
	3 most recent paystubs/statements for all wage/salary earners contributing to household income
	Social Security Retirement, Survivor, or Disability Benefits letter
	Pension/retirement/disability benefits statement
	Unemployment benefits statement
	Veterans Administration benefits statement
	Rental income
	Child support
	Food stamps
	<b>Household/Family Expenses:</b>
	Mortgage/rent
	Electricity
	Gas
	Cable/landline phone/internet
	Cell phone(s)
	Vehicle payment(s)
	Vehicle insurance
	Medical insurance (if NOT deducted from pay)
	Out-of-pocket medical/dental/optical/prescription (if NOT covered by HSA/FSA deducted from pay)
	Child care (for other child[ren] in home besides adoptee child[ren])
	Private school tuition (for other child[ren] in home besides adoptee child[ren])
	Credit card debt (include minimum due only)
	Loans/other debt payments
	Charitable donations/tithing
	<b>Expenses for Pre-Adoptive Child 1:</b>
	Out-of-pocket medical/dental/optical/prescription (if not covered by Medicaid)

	Child care
	Private school tuition
	<b>Expenses for Pre-Adoptive Child 2:</b>
	Out-of-pocket medical/dental/optical/prescription (if not covered by Medicaid)
	Child care
	Private school tuition
	<b>Expenses for Pre-Adoptive Child 3:</b>
	Out-of-pocket medical/dental/optical/prescription (if not covered by Medicaid)
	Child care
	Private school tuition
	<b>Expenses for Pre-Adoptive Child 4:</b>
	Out-of-pocket medical/dental/optical/prescription (if not covered by Medicaid)
	Child care
	Private school tuition

### **DOCUMENTATION OPTIONAL**

<b><u>Monthly amount</u></b>	<b>Income/Resources:</b>
	Relative contribution
	Adoption subsidy for other child(ren)
	Other (specify)
	Other (specify)
	<b>Household/Family Expenses:</b>
	Homeowners insurance, property taxes (if NOT escrowed)
	Home repair, maintenance
	Water, sewer
	Trash pickup, recycling
	Car repair, maintenance
	Life insurance (if NOT deducted from pay)
	Public school costs
	Sports, activities
	Pet care
	Memberships, subscriptions
	Other (specify)
	Other (specify)
	Other (specify)
	Other (specify)

	<b>Expenses for Pre-Adoptive Child 1:</b>
	Sports, activities
	Public school costs
	Other (specify)
	Other (specify)
	Other (specify)
	<b>Expenses for Pre-Adoptive Child 2:</b>
	Sports, activities
	Public school costs
	Other (specify)
	Other (specify)
	Other (specify)
	<b>Expenses for Pre-Adoptive Child 3:</b>
	Sports, activities
	Public school costs
	Other (specify)
	Other (specify)
	Other (specify)
	<b>Expenses for Pre-Adoptive Child 4:</b>
	Sports, activities
	Public school costs
	Other (specify)
	Other (specify)
	Other (specify)

**NO DOCUMENTATION NEEDED**

<b><u>Monthly amount</u></b>	<b>Household/Family Expenses:</b>
	Gasoline
	Groceries, toiletries, cleaning supplies
	Clothing
	Meals out, entertainment
	Vacation
	Hair care
	Birthday, holiday gifts/celebrations
	<b>Expenses for Pre-Adoptive Child 1:</b>
	Groceries, toiletries
	Clothing
	Meals out, entertainment
	Vacation
	Hair care
	Birthday, holiday gifts/celebrations
	<b>Expenses for Pre-Adoptive Child 2:</b>
	Groceries, toiletries
	Clothing
	Meals out, entertainment
	Vacation
	Hair care
	Birthday, holiday gifts/celebrations
	<b>Expenses for Pre-Adoptive Child 3:</b>
	Groceries, toiletries
	Clothing
	Meals out, entertainment
	Vacation
	Hair care
	Birthday, holiday gifts/celebrations
	<b>Expenses for Pre-Adoptive Child 4:</b>
	Groceries, toiletries
	Clothing
	Meals out, entertainment
	Vacation
	Hair care
	Birthday, holiday gifts/celebrations