

Agency Letterhead

ANNUAL ADOPTION ASSISTANCE ELIGIBILITY REVIEW

Dear _____:

We hope everything has gone well for you and your family this past year and you have benefited from the receipt of Adoption Assistance benefits. As you know, this assistance will continue as long as you have legal and financial responsibility for your adopted children or until their eighteenth birthday.

If there have been changes in your legal or financial responsibility for your adopted children, you are required to report this to the agency. This letter is being sent as a reminder. If there are no changes, no response is necessary. However, if there are changes during the year, please report these changes immediately.

Thank you for providing a permanent home to these children.

Sincerely,

Director of Social Services or Designee