

How to Apply

Submit the completed Kentucky National Guard Adoption Benefit Program Application to the Director, Administrative Services Division, Kentucky Department of Military Affairs, 100 Minuteman Parkway, Frankfort, Kentucky 40601 with the following:

- 1) Finalization of the adoption;
- 2) Certification by the Secretary of the Cabinet for Health and Family Services that the adopted child is a child with special needs, if reimbursement for special needs adoption is sought;
- 3) A copy of an Affidavit of Expenses related to the adoption filed and approved by the court at the time of finalization of the adoption; and
- 4) The Adoption Reimbursement Request cover letter.

If both adoptive parents are members of the Kentucky National Guard, the application for financial assistance shall be submitted jointly.

Kentucky National Guard members who wish to adopt a child have access to the same benefits that are offered to birth parents. Adoptive parents are eligible for Family Medical Leave.

The Family Medical Leave Act (FMLA) entitles you to:

- Twelve (12) weeks of unpaid, job-protected leave; and
- Having the state's share of your health and life insurance paid (state employees).

For more information on FMLA, view the regulation [101 KAR 2:102, Section 3](#).

To obtain a paper copy of the Kentucky National Guard Adoption Benefit Program Application, contact the Director, Administrative Services Division, Department of Military Affairs, Frankfort, Kentucky 40601, or by phone at (502) 607-1738.