



Request a Post Adoption Subsidy Increase Required Documents Checklist

Your adoption subsidy increases automatically as your child gets older and provides for increases in the cost of living.

You may be eligible for an additional increase:

- If you are receiving a subsidy to help care for a child with a specific health or mental health condition, and that condition worsens.
- If your child was adopted without a subsidy and had a pre-existing condition that was diagnosed after the adoption was finalized.
- You must submit a medical evaluation to be considered for an increase.

To request an upgrade, submit the following documentation:

1. Letter with the following information:
 - Names of parent/legal guardian,
 - Complete address of parent/legal guardian,
 - Daytime and evening telephone numbers of parent/legal guardian,
 - Name and date of birth of the adopted child.
2. A copy of an evaluation done within 1 year of the request either by a doctor or a psychiatrist (M.D.), or a psychologist (Ph.D.)
3. Child's birth certificate (post adoptive)
4. Certificate of Adoption/ or Notice of Legal Adoption
5. Medicaid eligibility confirmation
6. Subsidy Agreement

Send the documentation by mail or fax to:

Mail: NYC Administration for Children's Services
Adoption Subsidy Mail Center
150 William Street, 14th Floor
New York, NY 10038
Fax: (212) 676-9032