



Suspension/Lift of Suspension of Subsidy Checks Required Documents Checklist

Suspension of Subsidy Checks

If your child has moved out and you are no longer supporting him or her, you must inform us so that your subsidy payments can be suspended. Please send the following documentation:

1. Notarized letter with the following information:
 - Parent's name and address
 - Adopted child's name
 - Adopted child's date of birth
 - Adoption subsidy case number
 - The reason for the suspension

Lifts of Suspension of Subsidy Checks

If the subsidy maintenance check for your child had previously been suspended, but the child returned to your home, you can request that the payment suspension be lifted by providing the following documentation:

1. Notarized letter with the following information:
 - Parent's name and address
 - Adopted child's name
 - Adopted child's date of birth
 - Adoption subsidy case number
 - The reason for the suspension
2. A notarized letter from the youth stating that you are supporting them, or that they have returned to your home, OR
3. A letter from the foster care agency the child is placed at stating that the youth is back in your care, and date of return

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