

HOPE COLLEGE

ADOPTION BENEFIT PLAN

INTRODUCTION

Hope College desires to assist faculty, staff and their dependents with medical insurance which includes certain maternity benefits. The College believes that certain benefits should accrue to employees who desire to have children through the adoption process.

ELIGIBILITY

The adoption benefit is available to all employees who are enrolled in the College's health insurance program.

STATEMENT OF BENEFIT PLAN

The Plan covers adoption expenses associated with the adoption of a minor, non-relative under the age of thirteen (13) up to the average cost of a normal pregnancy or the actual cost of the adoption, whichever is less. If two or more children are adopted at the same time, the benefit is limited to 1.5 times the cost of a normal pregnancy or the cost of the adoption, whichever is less.

REIMBURSEMENT

For purposes of reimbursement, "adoption" is defined as the process of adopting. This "process" begins with application procedures with an agency or agencies, including submission of application fees and the scheduling of a home study, that are intended to result in the adoption of a child. A process ends with the adoption of a child or children or, should no children be adopted, by official termination with all agencies involved. A new process must be separated from an unsuccessful process by a one-year period to be identified as a separate adoption process.

Expenses can be reimbursed as they occur by completing the "Adoption Benefit Payment Request" form and submitting proof of payment to the Human Resources Office (form available at <http://www.hope.edu/admin/hr/benefits/forms.html>). Under new federal rules, qualified adoption expenses up to \$5,000 may be eligible for income exclusion or tax credit depending on total family income criteria effective for the period after December 31, 1996 and before December 31, 2001. Please check with your tax advisor.

BENEFIT AMOUNT

The amount of the maximum benefit is the average cost for a normal delivery as determined by Priority Health Plan HMO at the time the benefit was adopted. Benefit amounts are updated every July 1 to reflect medical inflation as determined by the U.S. Department of Labor Consumer Price Index for the previous twelve month period ending June 30. **For the College fiscal year 2010-2011, the maximum benefit is \$7231.39.**

** Adopted on January 1, 1984
Amended on January 1, 1992