

Post Adoption Things To Do or Consider

Request Birth Certificate (from birth state):

In RI, you can do this by sending written request and fee to Pamela Tammaro, RI Department of Health (DOH), 3 Capitol Hill, Room 101, Providence, RI 02908. In the request include:

- Child's birth name
- Child's new name if changed
- Child's date of birth
- Child's birthplace
- Adoptive parent's maiden names (both parents if applicable)
- Adoptive parent's name (both parents if applicable)
- Include photocopy of your valid ID (driver's license or passport)

DOH Contact Info:
Pamela.Tammaro@health.ri.gov
(401)222-8043
Office Hours: M-F 7:30 am-3:30 pm

The fee is \$37 (includes a \$15 adoption processing fee and \$22 for one certified copy of the new birth certificate). Any additional copies requested at the same time are \$18 apiece. If requested by mail the fee is \$40 and \$18 for additional copies. A check or money order is acceptable and should be made out to "The General Treasurer of Rhode Island". Please note the DOH does not create new birth certificate until Family Court Clerk's office sends a report of adoption to the DOH after it has been finalized in court. This could take up to 2 weeks from date of adoption.

Social Security Number (SSN):

- Update with new name and/or request new SSN after you receive your certified birth certificate
- <https://www.ssa.gov/ssnumber/>

Health and Dental Insurance:

- If applicable, add child(ren) to your commercial insurance plan within 30 days of adoption (if enrolled through a Small or Large group employer or 60 days if enrolled directly in an insurance plan either directly with a health insurance carrier or through the state exchange, HealthSource RI).
- If you are eligible for RItE Share, follow up with them to ensure enrollment
- If you are not eligible for RItE Share, contact DHS to re-enroll your child in a Medicaid Managed Care Plan (NHPRI, United or Tufts as of 3/5/2019), and RItE Smiles for dental coverage. Contact as of 3/5/2019 is Joanne at 401-462-0578 (voicemail doesn't state her name)

Adoption Tax Credit:

- Be sure to go to irs.gov and speak to your tax professional to get more information on this credit
- <https://www.irs.gov/taxtopics/tc607>

Employer Adoption Benefit:

- Check with your employer to see if they offer an adoption benefit (for any adoption related expenses)

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Parental Leave:

- Check with your employer to see if you are eligible for paid or unpaid parental leave

Open College Bound Account:

- Babies born or adopted as Rhode Island residents on or after July 1, 2010 are eligible to receive a one-time \$100 grant within their first year of life, into a CollegeBound*baby* Grant established for their benefit.
- <https://www.collegeboundsaver.com/home/collegeboundbaby.html>

Savings Account:

- Open or update child's bank account with new name &/or SSN

Dependent Care Flexible Spending Account:

- Open/update Dependent Care Flexible Spending Account (FSA) if available from your employer

Withholdings:

- Updating your W4 withholdings through your employer

Will:

- Create/update Will and Trusts

Beneficiaries:

- Update your beneficiaries if needed

Update Doctor's Office(s):

- Update with new name, SSN and insurance information as applicable

Update School Department:

- Check with School or school department about updating your child's records

Foster Care License:

- Update DCYF if you want to open your home to additional foster kids

Adoption and Name Change Degree:

- Be sure to keep the original documents in a safe place as you will need them in the future

This checklist was intended to help new adoptive parents process all of the changes related to their adoption. This information contained in this checklist was compiled from a variety of sources such as RI adoptive parents, attorneys and RI DCYF and is subject to change. This is not intended to replace any legal or tax advice. It may not cover all situations and may not be 100% accurate.