



**Four Oaks
Foster and Adoptive Family Connections
ADOPTION/SUB GUARD RESPITE FORM**

This form is valid for adoption respite occurring between July 1, 2023 and June 30, 2024. This form must be received by July 7, 2024 in order for a provider to receive payment for respite occurring between the above dates. If the respite provider is providing 10 days of respite for over 5 children within the a W-9 form will need to be completed and submitted by them as well.

ADOPTIVE/SUB GUARD PARENT INFO

Adoptive/Sub Guard Parent(s)

Address

City State Zip

Cell Phone Home Phone

Email

Four Oaks Adoption & Permanency Support Caseworker:

Adoption Respite is a program available to adoptive and subguardenship families for their subsidized adopted/sub guard children under the age of 21. Each child who receives a subsidy is eligible to receive up to ten (10) days of respite care each fiscal year at \$20 per day. **By signing below, I certify that Respite Services were provided during the dates listed on the following page with the listed Provider and the children receiving adoption respite have had a finalized subsidized adoption or guardianship.**

Signature of Adoptive/Sub Guard Parent:

Signature of Adoptive/Sub Guard Parent:

Date:

This form must include signatures in order to be processed. Payment will be mailed directly to the Respite Provider listed on page 2 of this form. Allow 2-3 weeks for processing.

Mail or Email Signed and Completed Forms to:

Four Oaks Foster and Adoptive Family Connections
Attn: Adoption Admin
6900 NE 14TH St Suite 25 Ankeny, IA 50023

Foster-adopt@fouroaks.org

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PROVIDER INFORMATION

Respite Dates: Start (mm/dd/yy) End (mm/dd/yy)

Number of Respite Days:

Person or Family Providing Respite:

Address

City State Zip

Cell Phone Home Phone

Email

Is Provider an adult (age 18 or older)? (y/n)

Respite Care was provided for the following Adopted/Sub Guard Children:

<i>Name</i>	<i>Date of Birth</i>	<i>Gender</i>
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Signature of Respite Provider:

Signature of Respite Provider:

Date: