

STATEMENT OF EMERGENCY
101 KAR 2:120E

This emergency administrative regulation is necessary for compliance with the requirement to enhance the state employee adoption benefit program pursuant to Executive Order 2019-787. The enhancements, effective October 22, 2019, increase presently available financial assistance for eligible employees who adopt a special needs child, as defined by KRS 199.555(1) from \$5,000 to up to \$7,000. The enhancements also increase assistance available for adoption of other children from \$3,000 to up to \$5,000. The order authorizes promulgation of administrative regulations needed to implement the changes. This administrative regulation is being promulgated pursuant to KRS 13A.190(1)(a)3. to meet the deadline to implement the provisions of Executive Order 2019-787. An ordinary amendment to the administrative regulation is not sufficient because the effective date of the amendment would be past the effective date directed by the order. This emergency administrative regulation will be replaced by an ordinary administrative regulation. The ordinary administrative regulation is identical to this emergency administrative regulation.

MATTHEW G. BEVIN, Governor
THOMAS B. STEPHENS, Secretary, Personnel Cabinet

PERSONNEL CABINET
(Emergency Amendment)

101 KAR 2:120E. Incentive programs.

RELATES TO: KRS 18A.202, 199.555(1)

STATUTORY AUTHORITY: KRS 18A.030(2), 18A.110(1)(d), 18A.202(1), EO 2019-787

EFFECTIVE: October 22, 2019

NECESSITY, FUNCTION, AND CONFORMITY: KRS 18A.110(1)(d) requires the Secretary of Personnel to promulgate administrative regulations to implement work-related incentive programs for state employees. KRS 18A.202 authorizes the secretary to establish work-related incentive programs for state employees. Executive Order 2019-787 authorizes the secretary to promulgate administrative regulations for state employee adoption benefits. This administrative regulation establishes the requirements for an employee suggestion system incentive program and a state employee adoption benefit program.

Section 1. Employee Suggestion System. (1) Eligibility.

(a) An employee with status in the classified service or an employee governed by KRS Chapter 16 may be recognized and rewarded for submitting a suggestion that results in the improvement of state service or in the realization of financial savings by the state.

(b) A suggestion shall be a positive idea which:

1. Explains how to improve methods, equipment, or procedures;
2. Reduces time or cost of a work operation;
3. Creates a safer work environment;
4. Increases revenue; or
5. Improves relationships with or services for the public.

(2) Administration.

(a) The secretary shall establish and maintain standard operating procedures to administer the Employee Suggestion System.

(b) Before January 1 of each calendar year, each cabinet or agency head shall appoint, in writing, an employee suggestion coordinator.

(c) Once an employee submits a suggestion to his or her cabinet or agency, the coordinator shall review the request to ensure it meets the above eligibility requirements and the requirements set forth in the standard operating procedures.

(d) If the suggestion meets eligibility and procedural requirements, the request shall be forwarded for review and approval as follows:

1. To the coordinator of the affected agency, which is the agency implementing the suggestion, if applicable;

2. To a designated evaluator in the affected agency, who shall be a person with expertise in the area under consideration. The evaluator shall review the suggestion to determine whether the suggestion shall be implemented;

3. To a budget representative in the affected agency, who shall determine if sufficient funds are available to fund the award; and

4. To the appointing authority or his or her designee of the affected agency.

(e) The decision of the appointing authority or his or her designee shall be final, except as provided by subsection (4) of this section.

(f) Upon approval and implementation of the employee's suggestion, the agency that implemented the suggestion shall provide notice of the approval and implementation to the suggester's agency coordinator, to include total cash savings. If cash savings is unknown at the time of implementation, the affected agency shall provide documentation of cash savings within one (1) year and one (1) month of the implementation date to the suggester's agency coordinator.

(3) General provisions.

(a) A suggestion shall be eligible for an award only after legislative action or administrative regulation changes, if required, have been completed which shall be the responsibility of the agency that desires to implement the suggestion.

(b) The following suggestions shall not be eligible for a cash award:

1. A suggestion that falls within the scope of the duties of the suggester. "Scope of duties" shall include a specific set of tasks assigned to the suggester or set forth in the position description or job specification of the suggester upon submission of the suggestion;

2. A suggestion which includes a proposal to perform routine maintenance operations or follow manufacturer's recommendations;

3. A suggestion to make a change which has been documented in writing as already under consideration by those administratively responsible;

4. A suggestion which corrects an error or condition that exists because established procedures were not followed; or

5. A suggestion made by a coordinator.

(c) If more than one (1) suggester makes significant contributions to the idea, the suggestion may be submitted jointly, and an award granted shall be divided equally between or among the suggesters.

(d) 1. The first suggestion received shall take precedence over all future suggestions having the same purpose.

2. If two (2) or more similar suggestions are received on the same day, an award granted shall be divided equally between or among the suggesters.

(e) The suggester shall be notified in writing of the status of the suggestion within ninety (90) calendar days of receipt by the suggester's agency coordinator and every sixty (60) days thereafter.

(f) A suggestion shall be considered to be active and eligible for an award until the suggester is notified in writing that the suggestion has been approved, denied, or closed.

(g) If the suggestion is denied or closed, the suggester's agency coordinator shall notify the suggester in writing stating the reason it was denied or closed.

(4) Reconsideration.

(a) A suggester may request reconsideration of a suggestion that has not received approval from the cabinet or agency.

(b)1. The suggester shall request reconsideration in writing and shall set forth the basis for the request.

2. a. The request shall be filed with the suggester's agency coordinator within thirty (30) calendar days of the date that written notice of denial is provided to the suggester.

b. If the thirtieth day falls on a day that the cabinet or agency office is closed during regular work hours, the request may be filed on the next work day.

(c) Within thirty (30) calendar days, the cabinet or agency shall act on the request for reconsideration and notify the suggester in writing of the reason for the decision.

(d) If an eligible suggestion is denied or closed and conditions under which it was originally considered have changed, the suggester may resubmit the suggestion.

(5) Payment.

(a) An award of cash payment shall be in accordance with KRS 18A.202.

1. The cash payment shall be calculated based upon the amount saved over the period of one (1) year minus implementation costs.

2. a. The payment for the award shall be issued by the Personnel Cabinet.

b. Funds for payment shall come from the agency or agencies implementing the suggestion, if sufficient funds are available to fund the award.

c. If applicable, the funding agency may interaccount other agencies implementing the suggestion for a proportionate share of the total award amount.

(b) 1. If a suggestion has been approved by the appointing authority or his or her designee and has resulted in a financial savings to the state, the suggester shall be compensated in an amount of ten (10) percent of the amount saved over the twelve (12) month period following implementation of the suggestion, with a minimum of \$100 and a maximum of \$2,500.

2. If a suggestion approved by the appointing authority or his or her designee results in an intangible improvement in state service, the suggester shall be compensated in the amount of \$100.

3. Upon the suggester's receipt of compensation, the suggestion shall become the property of the state [Administration. An employee with status in the classified service or an employee governed by KRS Chapter 16 may be recognized and rewarded for submitting a suggestion that results in the improvement of state service or in the realization of financial savings by the state.

(a)1. The employee suggestion system council, headed by the chairperson designated by the Secretary of Personnel, shall:

a. Ensure proper evaluation of each suggestion;

b. Review and act upon, by approval or denial, a suggestion presented to the council by a cabinet or agency; and

c. Reconsider denials as set forth in subsection (4) of this section.

2. A designated coordinator may present recommended suggestions to the council and request that the council vote on suggestions.

3. The council may defer action for up to one (1) year and one (1) month pending documentation of cash savings.

4. The council shall receive administrative support from the Personnel Cabinet.

~~5. The council shall prepare an annual report to be submitted to the Secretary of Personnel that shall include the number of suggestions received and the status of each suggestion.~~

~~6. The council shall meet:~~

~~a. At a minimum on a quarterly basis; or~~

~~b. Upon the request of the council chairperson or a majority of the coordinators.~~

~~(b) Each cabinet secretary or agency head shall designate, in writing, the appointment of a coordinator who shall also serve on the council. The coordinator shall receive suggestions and establish and maintain internal procedures to ensure appropriate evaluation of suggestions.~~

~~(c) The coordinator shall present suggestions recommended for approval by the cabinet or agency to the council for consideration.~~

~~(2) Eligibility.~~

~~(a) A suggestion shall be a positive idea which:~~

~~1. Explains how to improve methods, equipment or procedures;~~

~~2. Reduces time or cost of a work operation;~~

~~3. Creates a safer work environment;~~

~~4. Increases revenue; or~~

~~5. Improves relationships with or services for the public.~~

~~(b) The suggestion shall:~~

~~1. Present an improvement in state service or function;~~

~~2. Explain how the change would be accomplished;~~

~~3. Define what benefits would be realized by the state, particularly in terms of efficiency, effectiveness, safety, economy, conservation of energy resources, or public relations;~~

~~4.a. Be made by an employee to the employee's cabinet or agency; or~~

~~b. Be forwarded from other coordinators if the suggestion affects the coordinator's agency;~~

~~5. Within ninety (90) working days of implementation by the agency, be:~~

~~a. Submitted on the Employee Suggestion Form, P-35; and~~

~~b. Accompanied by exhibits or illustrations as needed;~~

~~6. Be practical, useful, and constructive; and~~

~~7. Be eligible for an award only after legislative action or administrative regulation changes, if required, have been completed which shall be the responsibility of the agency that desires to implement the suggestion.~~

~~(c) The following suggestions shall not be eligible for a cash award:~~

~~1. A suggestion that falls within the scope of the duties of the suggester and which the suggester has the authority to initiate or implement without other administrative approval. "Scope of duties" shall include a specific set of tasks as set forth in the position description of the suggester upon submission of the suggestion;~~

~~2. A suggestion related to a particular problem given to an employee to solve within the scope of the employee's duties and responsibilities;~~

~~3. A suggestion made by a member of the council, a cabinet, or agency suggestion review committee;~~

~~4. A suggestion which includes a proposal to perform routine maintenance operations or follow manufacturer's recommendations;~~

~~5. A suggestion to make a change which has been documented in writing as already under consideration by those administratively responsible; or~~

~~6. A suggestion which corrects an error or condition that exists because established procedures were not followed.~~

~~(d) If more than one (1) suggester makes significant contributions to the idea, the suggestion may be submitted jointly, and an award granted shall be divided equally between or among the suggesters.~~

~~(e)1. The first suggestion received shall take precedence over all future suggestions having the same purpose.~~

~~2. If two (2) or more similar suggestions are received on the same day, an award granted shall be divided equally between or among the suggesters.~~

~~(f) A suggestion shall be considered a confidential communication among the suggesters and the employees and officers whose responsibility it is to process, investigate, review, or evaluate suggestions.~~

~~(3) General provisions.~~

~~(a) The cabinet or agency head shall establish an internal system for receipt, evaluation, and reconsideration of employee suggestions. This system shall, at a minimum, include the following:~~

~~1. A method to notify the suggester in writing that the suggestion has been received and to notify the suggester in writing of a change in the status of the suggestion;~~

~~2. A method to document the original suggestion, evaluation, and action taken; and~~

~~3. A method to prepare and present documentation of a suggestion for recommendation to the council.~~

~~(b)1. Eligibility of a suggestion shall be evaluated according to the circumstances existing upon submission of the suggestion.~~

~~2. An evaluation shall be completed by a person with expertise in the area under consideration.~~

~~3. The results of the evaluation shall be recorded on the Evaluation of Employee Suggestion Form, Form P-36, and the form shall be dated and signed by the individual making the evaluation.~~

~~(c)1. The suggester shall be notified in writing of the disposition of the suggestion within ninety five (95) calendar days of receipt by the coordinator.~~

~~2. If all parties involved agree, an extension of time shall be granted if extenuating circumstances exist.~~

~~3. A suggestion shall be considered to be active and eligible for an award until the suggester is notified in writing that the suggestion has been approved or denied.~~

~~4. If a suggestion will not be implemented, the coordinator shall notify the suggester in writing stating the reason it was not implemented.~~

~~5.a. If an eligible suggestion is not adopted and conditions under which it was originally considered have changed, the suggester may request reevaluation by the cabinet or agency.~~

~~b. The request shall:~~

~~(i) Be in writing;~~

~~(ii) Be evaluated by the next level of supervision;~~

~~(iii) Be received by the agency within one (1) year from the date of rejection; and~~

~~(iv) Include information regarding the change in conditions.~~

~~(d) If a suggestion is approved and implemented by the cabinet or agency, the suggester's coordinator shall recommend approval of the suggestion to the council.~~

~~1. The recommendation shall contain:~~

~~a. The suggestion as completed by the suggester on the Employee Suggestion Form, P-35;~~

~~b. The evaluation forms completed according to the criteria set forth in this administrative regulation; and~~

~~c. A statement of actual or projected cost savings using generally accepted accounting principles.~~

~~2. Upon receipt of the council's decision, the chairperson of the council shall send written notification of the council's action to the suggester's coordinator and the coordinator shall then provide written notification to the suggester regarding the decision.~~

~~3. If an eligible suggestion is denied by the council, the suggestion shall remain on active file with the council for a period of one (1) year from the date of denial.~~

~~(e) Award of cash payment shall be in accordance with KRS 18A.202.~~

~~1. The cash payment shall be calculated based upon the amount saved over the period of one (1) year minus implementation costs and shall be determined according to generally accepted accounting principles.~~

~~2.a. The award check shall be issued by the agency where the suggester is employed.~~

~~b. Funds for payment shall come from the agency or agencies implementing the suggestion.~~

~~c. If applicable the agency issuing the check may interaccount other agencies implementing the suggestion for a proportionate share of the total award amount.~~

~~3.a. If a suggestion may result in financial savings to the state and proper documentation of cost savings has not yet been obtained, the council shall request that each agency implementing the suggestion maintain records which document the cost savings for a period not to exceed one (1) year from the date of implementation.~~

~~b. Documentation shall be conducted according to generally accepted accounting principles.~~

~~c. This cost savings analysis shall be forwarded by the coordinator to the council chairperson within thirty (30) work days of completion of the analysis.~~

~~(f)1. If a suggestion has been approved by the council and has resulted in a financial savings to the state, the suggester shall be compensated in an amount of ten (10) percent of the amount saved over one (1) calendar year, with a minimum of \$100 and a maximum of \$2,500.~~

~~2. If a suggestion approved by the council results in an intangible improvement in state service, the suggester shall be compensated in the amount of \$100.~~

~~3. Upon the suggester's receipt of compensation, the suggestion shall become the property of the state.~~

~~(4) Reconsideration:~~

~~(a) A suggester may request reconsideration of a suggestion that has not received approval from the cabinet or agency within ten (10) work days of the date that written notice of denial is received by the suggester.~~

~~(b)1. The suggester shall request reconsideration in writing and shall set forth the basis for the request.~~

~~2.a. The request shall be filed with the coordinator within ten (10) days of the date of the denial.~~

~~b. If the tenth day falls on a day that the cabinet or agency office is closed during regular work hours, the request may be filed on the next work day.~~

~~(c) Within thirty (30) work days, the cabinet or agency shall act on the request for reconsideration and notify the suggester in writing of the reason for the decision.~~

~~(5) Council review:~~

~~(a)1. A suggestion may be reviewed by the council on its own motion, or upon request of the suggester.~~

~~2. If a suggestion has been reconsidered and denied by the cabinet or agency, the suggester may request a review by the council.~~

~~a. The suggester shall request review within thirty (30) days of receipt of the written notification of the outcome of the reconsideration and shall set forth in writing the basis for the request.~~

~~b. (i) The request shall be filed in the office of the employee suggestion system chairperson within the thirty (30) day period.~~

~~(ii) If the 30th day falls on a day that the chairperson's office is closed during regular work hours, the request may be filed on the next work day.~~

~~(b) The council shall complete the review within ninety (90) calendar days of the date that the chairperson receives the request for review.~~

~~(c) The council chairperson shall notify the agency head of the council's findings and its recommendation concerning the suggestion's implementation or denial].~~

Section 2. Adoption Benefit Program. (1)(a) A state employee who finalizes a legal adoption procedure for the adoption of a child, other than the child of a spouse, between November 1, 1998 and October 21, 2019 [~~on or after November 1, 1998~~], shall be eligible to receive reimbursement for direct [actual] costs associated with the adoption of a special needs child, as defined by KRS 199.555(1), or any other child.

(b) The eligible employee shall receive:

1. Up to \$5,000 in unreimbursed direct costs related to the adoption of a special needs child; or

2. Up to \$3,000 in unreimbursed direct costs related to the adoption of any other child.

(2) (a) A state employee who finalized a legal adoption procedure for the adoption of a child, other than the child of a spouse, on or after October 22, 2019, shall be eligible to receive reimbursement of direct costs associated with the adoption of a child.

(b) In addition to or instead of reimbursement of direct costs, a state employee may request and receive a stipend.

(c) The combined total of stipend and reimbursement of direct costs per adoption of a special needs child shall not exceed \$7,000.

(d) The combined total of stipend and reimbursement of direct costs per adoption of every other child shall not exceed \$5,000[Total state funds for this program shall not exceed \$150,000 in a fiscal year.

~~(2) The eligible employee shall receive:~~

~~(a) Up to \$5,000 in unreimbursed direct costs related to the adoption of a special needs child; or~~

~~(b) Up to \$3,000 in unreimbursed direct costs related to the adoption of any other child].~~

~~(3) Unreimbursed direct costs related to the adoption of a special needs child or other child shall include:~~

~~(a) Licensed adoption agency fees;~~

~~(b) Legal fees;~~

~~(c) Medical costs not paid by insurance, Medicaid, or other available resources;~~

~~(d) Court costs; and~~

~~(e) Other fees or costs associated with child adoption in accordance with state and federal law [and after review and approval by the court at the finalization of the adoption].~~

~~(4) Application for financial assistance shall be made [by submitting a completed State Employee Adoption Assistance Application] to the Secretary of Personnel along with documentary evidence of:~~

~~(a) Finalization of the adoption;~~

~~(b) Certification by the Secretary of the Cabinet for Health and Family Services that the adopted child is a special needs child, if assistance [reimbursement] for special needs adoption is sought; and~~

~~(c) A copy of an affidavit of expenses with supporting documentation related to the adoption [filed with and approved by the court at the finalization of the adoption].~~

~~(5) If both adoptive parents are [executive branch] state employees, the application for financial assistance shall be made jointly and the amount of reimbursement of costs and stipend shall be limited to that specified in subsections (1) and [subsection] (2) of this section.~~

(6) Upon approval of the application for financial assistance, if sufficient funds are available, the employee's agency shall dispense funds in the amount authorized by the Secretary of Personnel. ~~[Section 3. Incorporation by Reference. (1) The following material is incorporated by reference:~~

~~(a) "Employee Suggestion Form", P-35, October 2007;~~

~~(b) "Evaluation of Employee Suggestion Form" Form, P-36, February 2010; and~~

~~(c) "State Employee Adoption Assistance Application", May 2015.~~

~~(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Personnel Cabinet, 501 High Street, 3rd Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.]~~

THOMAS B. STEPHENS, Secretary, Personnel Cabinet

APPROVED BY AGENCY: October 21, 2019

FILED WITH LRC: October 22, 2019 at 2 p.m.

CONTACT PERSON: Rosemary Holbrook, Executive Director, Office of Legal Services, 501 High Street, 3rd floor, Frankfort, Kentucky 40601, phone (502) 564-7430, fax (502) 564-0224, email RosemaryG.Holbrook@ky.gov.

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

Contact person: Rosemary Holbrook

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the requirements for an employee suggestion system incentive program and a state employee adoption benefit program.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to establish provisions and requirements for the various types of incentive programs for state employees.

(c) How this administrative regulation conforms to the content of the authorizing statutes: Pursuant to 18A.030(2), the Personnel Cabinet Secretary is required to promulgate comprehensive regulations consistent with the provisions for KRS Chapter 18A. KRS 18A.110(1)(d) requires the secretary to promulgate administrative regulations for the classified service governing incentive programs. KRS 18A.202 authorizes the secretary to implement incentive programs for state employees by administrative regulation. Executive Order 2019-787 authorizes the secretary to promulgate administrative regulations for state employee adoption benefits.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This administrative regulation establishes provisions and requirements for an employee suggestion system incentive program and a state employee adoption benefit program.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: The employee suggestion section is amended to streamline program administration. The suggestion system council is eliminated in favor of deference to the appointing authority and budget representative for the agency benefitting from a suggestion. Eligibility and award amounts are unchanged.

The adoption benefit section is amended to increase reimbursement of direct costs and stipend not to exceed \$7000 for adoption of a special needs child, and an amount not to exceed

\$5000 for adoption of every other child. Previous benefit amounts were limited to reimbursement of expenses not to exceed \$5000 and \$3000.

Finally, this administrative regulation is amended to remove forms incorporated by reference.

(b) The necessity of the amendment to this administrative regulation: This amendment is necessary to streamline administration of the employee suggestion system and implement enhancements to the adoption benefit program.

(c) How the amendment conforms to the content of the authorizing statutes: This amendment is consistent with authority provided in KRS 18A.030(2), 18A.110(1)(d), 18A.202(1), and EO 2019-787.

(d) How the amendment will assist in the effective administration of the statutes: This amendment streamlines administration of the employee suggestion system and implements enhancements to the adoption benefit program.

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: All executive branch employees and their agencies are affected by the adoption benefit program provisions of the regulation, while only KRS Chapter 18A employees and KRS Chapter 16 employees are affected by the employee suggestion system incentive program provisions.

(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: No additional action is required.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): For the adoption benefit program, the monetary benefit to eligible employees, borne by their employing agencies, will increase by a maximum of \$2000 per adoption.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): For the adoption benefit program, the monetary benefit to eligible employees will increase by a maximum of \$2000 per adoption.

(5) Provide an estimate of how much it will cost to implement this administrative regulation:

(a) Initially: There are minimal additional costs anticipated to administer the amendments to this regulation. For the adoption benefit program, the monetary benefit to eligible employees will increase by a maximum of \$2000 per adoption.

(b) On a continuing basis: There are minimal additional costs anticipated to administer the amendments to this regulation. For the adoption benefit program, the monetary benefit to eligible employees will increase by a maximum of \$2000 per adoption.

(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation:

This regulation, as amended, is not anticipated to generate any new or additional costs for the employee suggestion system. Existing agency funds are used for adoption benefits.

(7) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment:

This regulation, as amended, is not anticipated to generate any new or additional fees or funding.

(8) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees:

This regulation, as amended, is not anticipated to generate any new or additional fees.

(9) TIERING: Is tiering applied? No. This regulation, as amended, treats all impacted entities the same.

FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

(1) What units, parts or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation? State executive branch agencies are subject to provisions of this regulation.

(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 18A.030(2), 18A.110(1)(d), 18A.202(1), and EO 2019-787

(3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect.

(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year? No revenue will be generated.

(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years? No revenue will be generated.

(c) How much will it cost to administer this program for the first year? There are minimal additional costs anticipated to administer the amendments to this regulation. For the adoption benefit program, the monetary benefit to eligible employees will increase by a maximum of \$2000 per adoption.

(d) How much will it cost to administer this program for subsequent years? There are minimal additional costs anticipated to administer the amendments to this regulation. For the adoption benefit program, the monetary benefit to eligible employees will increase by a maximum of \$2000 per adoption.

Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.

Revenues (+/-):

Expenditures (+/-):

Other Explanation: