Tips for Northstar Adoption Assistance and Kinship Assistance Documents’ Setup Tabs

1. The required field markers may not display at the top right corner for each field. Best practice is to complete all fields on the Setup tab.

2. The Kinship Assistance Benefit Agreement has two text entry boxes on the Setup tab when the answer is “yes” to the question “Has a payment reduction been negotiated?” Enter the dollar sign symbol in these text entry boxes in order to have the document display the amounts as currency.

3. The Northstar Adoption Assistance Benefit Agreement has several text entry boxes on the Setup tab for entering dollar amounts. Do not add a dollar sign to these fields as the document has the symbol in the text.

4. The Northstar Adoption Assistance Benefit Agreement has five fields labelled with numbers in the text. These numbers are used for sorting purposes, and are not relevant to the text entered in the field.