

# CLINTON COUNTY JOB AND FAMILY SERVICES FOSTER CARE PROGRAM

## FOSTER CAREGIVER PAYMENT POLICY

In accordance with section 5101:2-5-13 (A)(7) of the Administrative Code, the following is the reimbursement policy set forth by Clinton County Job and Family Services Foster Care Program.

FOSTER PARENTS NEED TO REVIEW THE POLICIES CAREFULLY. ONCE THE POLICY INFORMATION IS DISTRIBUTED AND ACKNOWLEDGED BY THE FOSTER PARENTS, THEY WILL BE RESPONSIBLE TO FOLLOW ALL POLICES AS OUTLINED:

### CLOTHING

Each foster child is given a monthly clothing allowance. Clothing allowance amounts will be at the rate set by the agency for eligible children in substitute care.

Clothing does **not include cosmetics, jewelry and/or perfumes**, but will provide purses, wallets, and belts, hair accessories, such as ribbons, barrettes and bows. Those allowable items will be limited by the agency.

The clothing balance will accrue from January through December and is tracked through the Fiscal Department at CCJFS. Clothing accounts are cleared out in December of each year.

When a child is placed initially into foster care placement, and emergency clothing allowance in the amount set by the agency will be granted for the child's clothing needs. This allowance is **NOT** granted for children who are transferred to a different foster home or to children placed by a special agreement.

The purchasing card and Foster Parent Photo ID must be presented each time that foster parent purchases an item for a foster child. The card indicates that a foster parent is authorized to charge through the agency and also includes the agency's tax exempt number.

Clothing must be put on separate invoices from hygiene, infant needs or other purchases. If invoice includes clothes and other items, the full amount will be reduced from the child's clothing account.

Foster Parents should verify initial clothing allowances and obtain approval before spending any monies. If not, foster parents may be held responsible for those purchases.

**ALL PURCHASES AND CHARGES MUST BE TURNED INTO THE AGENCY WITHIN 2-3 DAYS OF THE PURCHASING DATE.**

**ANY INVOICES HELD BY THE FOSTER CAREGIVER OVER 30 DAYS WILL NOT BE ELIGIBLE FOR PAYMENT. ANY INVOICE NOT SUBMITTED WITHIN 30 DAYS WILL NOT BE PAID BY THE AGENCY AND WILL BECOME THE FINANCIAL RESPONSIBILITY OF THE FOSTER CAREGIVER.(See Wal-Mart Charge Policy)**

**BOARDING**  
**PAYMENTS**

Boarding checks are issued between the 5<sup>th</sup> and 10<sup>th</sup> day of each month. The days covered are from the 1<sup>st</sup> day of the month to the end of the month, from the prior month.

If the children have visits with non-agency homes such as parents/relatives, etc. and are expected to return to the same foster home, the agency will pay up to 3 days even if the child is not in your home for any portion of those days. The agency will not pay days in excess of those previously stated. Examples of such payments are:

- If child has non-agency visit from Thursday through Monday foster parents will receive full boarding payment even though the child was not in the home for three full days.
- If child has non-agency visit from Friday through Sunday, foster parents will receive full boarding payment even though the child was not in the home for one full day.
- If child has non-agency visit from Thursday through Tuesday, foster parents will receive the maximum amount of three full days which means only one day will not be paid.

**If a child is hospitalized, AWOL, or placed in detention, the foster parent will be paid up to FIVE DAYS AFTER the child leaves the foster home. If after five days, the child does not return to the foster home, the agency will no longer pay a per diem for that particular child. Payment of a per diem will resume on the date the child is placed back in a foster home.**

When respite care for foster children occur among licensed/approved foster parents, the day the child leaves their present foster home the parents will receive ½ day per diem for that day as well as the receiving foster home being paid ½ day per diem for the same day. Upon the child

returning to their original foster home, the same ½ day policy stated above will be applied.

**DAY CARE**

When Day Care for foster children occurs with licensed foster parents, they must submit the **DAY CARE INVOICE FORM** (Appendix X.)

**SCHOOL COST**

There is a special fund (Fischer Fund) which aids our foster children in educational opportunities. Expenses paid from this fund include the following school related expenses: pictures, fees, activities, and related expenses, class rings, senior photos, graduation items, other various approved expenses. Please contact the caseworker for approval of these expenses prior to the expense unless such prior notification is not possible. Otherwise, these costs incurred may be the responsibility of the foster parent. If you have any doubt concerning a school expense, please contact our office for clarification.

All Fischer Fund invoices must be turned into the agency within 2-3 days of the purchasing date. Invoices submitted after 30 days will not be accepted.

School lunches are provided through the **free lunch program**. Foster parents should obtain an enrollment form from the school and then submit it to the child's caseworker.

**MEDICAL COST**

All medical expenses are paid through either our agency or state Medicaid. Eligible Medicaid children are issued a Medicaid card monthly. Please ensure the services are covered by Medicaid and provided by a Medicaid provider. If a child is not eligible for Medicaid, request provider to bill our agency. Contact the caseworker to advise them of the services charged. Please do not pay eligible Medicaid cost – only licensed Medicaid providers can receive reimbursement for such cost. Our agency cannot submit the cost to Medicaid once it has been paid. Failure to follow this policy may hold the foster parent responsible for payment of the cost.

**Please note:** General over-the-counter items are considered as household items and the foster parents are responsible to provide these items as needed for the foster children such as aspirin, cough syrup, medicine dispensers, etc. **Also note:** lice medication for the foster children is an eligible reimbursement as needed for the foster children. **(Please see attachment regarding lice medication.)**

**FOSTER  
PARENT  
REIMBURSEMENT**

Reimbursements are paid to foster parents for approved expenses paid by them such as miscellaneous clothing, school costs, mileage, etc. A receipt must be submitted to our office for such reimbursements within the agency's timeframe of 2-3 days.

**INFANT COST**

Our agency shall provide an on-going supply of disposable diapers and may limit the supply if excessive without prior approval of the agency. If requested by foster parent, our agency will provide a supply of cloth diapers that may be required for young children in the foster care placement. Baby bottles and nipples shall be provided by the agency but may also be limited. Upon exhaustion of other benefits such as WIC, our agency shall provide on-going supply of infant formula which also may be limited.

- Infant wipes will be provided by the agency not to exceed \$7.00 per month.
- Infant hygiene products such as lotions, powder, shampoo, etc. are also considered part of their per diem and are not provided by the agency.
- Meals provided to the foster children are considered as part of their per diem such as infant cereal, baby food, etc.
- Approved infant items such as diapers and wipes must be purchased on separate invoices from the clothing account. If invoice is received with clothes and infant items combined, the full amount will be reduced from the child's clothing account.

**PERSONAL  
HYGIENE**

Our agency shall provide feminine hygiene products for foster children not to exceed \$10.00 per month. Other personal hygiene items are considered part of their per diem, such as soap, shampoo, cosmetics, perfumes, etc. Infant hygiene products, such as lotions, powder, shampoo, etc. are also considered part of their per diem and are not provided by our agency.

- If foster parents feel they are experiencing special circumstances with special expenses, please contact the foster care coordinator to discuss these needs. **\*For example: travel expenses, mileage, or special infant formula.**
- Approved feminine hygiene must be purchased on separate invoices from the clothing account. If invoice is received with

clothing and feminine items combined, the full amount will be reduced from the child's clothing account.

- **Approval for special circumstances expenses require Administrative approval prior to services.**

Submitted by:

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Adoption/Foster Care Supervisor

Updated: May 1, 2009

Approved by:

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John Hosler  
Director