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Approved:	Karen Shea, Deputy Commissioner	Effective: 5/30/2017
Supersedes:	Family Services Policy 268	Dated: 8/4/2010

Purpose

To outline the parameters of allowable expenses for foster parents and the tasks involved in approving expenses.

Policy

Foster Parent Reimbursement Schedule

Foster care maintenance payments cover the cost of providing food, clothing, shelter, and daily supervision. The division will reimburse persons providing foster care by the 15th of the month following the month of service.

Foster Parent Expenses

Bills for items covered by this policy are normally be paid through the [Foster Parent Expense Account Form \(FS-333\)](#). In some instances, expenses will be paid through a vendor authorization process as directed in Family Services [Policy 267](#).

The district director or designee will approve expense accounts. Completed and signed expense account forms should be submitted monthly. Expense account forms submitted more than three months after the expense was incurred will not be honored.

Foster parents may submit expense account reports monthly for the following expenses:

Transportation	Transportation for: <ul style="list-style-type: none"> • Court hearings; • Trips to the police station to pick up a child, to have a child questioned, etc.; • Trips to residential facilities, group homes, Woodside, etc. to visit a child or to transport a child; • Hospital emergency room visits; • Visits with primary family; and/or • School meetings if foster parent attendance is written into the case plan or if a member of the team asks the foster parent to attend.
Telephone Calls	Planned telephone calls specifically related to the case plan. A copy of the telephone bill with calls identified must be attached to the expense form.

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Other reimbursements require the prior approval of the district director, and are subject to available dollars. Reimbursement requiring district director approval include:

Training Expenses	Training expenses, including: <ul style="list-style-type: none"> • Registration costs; • Mileage to and from the training; and/or • Lodging expense when training is more than 50 miles from residence.
Case Plan Services or Meeting Unusual Needs	Expenses related to the delivery of the case plan services and meeting unusual needs. Including, but not limited to: <ul style="list-style-type: none"> • A prescription not covered by Medicaid.
Damages	A foster parent may be reimbursed for damages done by a foster child, who is living in the home if: <ul style="list-style-type: none"> • The foster parent submits a written report, within one month of the occurrence to the district director, which includes a summary of the incident and an estimate of the cost of repair or replacement of the damaged items; • A district office staff member submits a written report to the district director within six weeks, describing the damage based on personal observation; and • The district director approves the claim.