

Helpful Tips

- Children's Administration offers direct deposit for easier payments and no worries about lost or stolen checks. Please contact a fiduciary for paperwork.
- Children's Administration pays to the last night of placement not the day the child leaves.
- Keep an accurate calendar of when children come into and leave your home, dates of respite, etc.. Your calendar should be kept for 3-4 years.
- Make copies of all paperwork you submit for payment for your records.




Joy is seeing your foster child laughing with glee and you notice the trust in their eyes for the first time.


Invoice Express 1-888-461-8855

Points to Remember

- Providers must wait to hear the message, "you have successfully submitted your invoice", to ensure the invoice was processed.
- Never use both mail and Invoice Express to be paid; use one or the other. Invoices received both by mail and from Invoice Express on the same day will be rejected for processing.
- Users of Invoice Express need to keep their paper invoice copies for their records in case a payment error occurs.
- Holidays may delay the payment process.



Foster Parent Payment Information



Children's Administration
Region 1



**Our
kids:**
Our business

Thank You for Your Generosity and Caring

Children's Administration would like to thank you for becoming a Foster Parent (FP) and sharing your home and heart with a foster child(ren).

This brochure will provide you with information to help you receive timely payments and explain some of the services available to you as a foster parent.

Your payment can only be processed after your social worker submits the appropriate paperwork to Fiduciary staff.

After your social worker authorizes payment, you will receive a "notification" letter. This letter notifies you that your payment has been authorized. Keep this letter for your records. If you do not receive a notification letter within 2—3 weeks after the child has been placed in your home, contact your social worker; leave your name, number, etc.

Foster Care Monthly Payments

Your monthly payment is by an invoice. You will receive an invoice at the end of each month. Fill it out and mail it in to be paid, Or for faster payment you may call Invoice Express (1-888-461-8855).

As a foster parent you will receive a rate based on the age of your child(ren) to cover room & board (75%), clothing (12%) and personal allowance (13%). In addition, children will receive a physical/behavioral assessment and rates may increase based on these.

When a child leaves your home the Department will pay for the time the child was in your home. This is based on the last night the child(ren) was staying with you.

Respite

Respite is a normal and important part of foster care— It is intended to provide regular, monthly breaks from the demands of foster parenting. Licensed foster parents are entitled to two days of **Retention Respite** per month. Up to 14 days may be banked and used at one time while still receiving your regular foster care payment. Please contact your social worker regarding your respite needs.

Only licensed foster parents may watch your child(ren) if the respite is to take place outside of your home. If the respite is occurring in your home and the provider is unlicensed, a recent criminal background check and a current first aid /CPR card is required **prior** to providing respite care. Talk to your social worker prior to letting others care for your child(ren).

A child's needs/behaviors may warrant **Child Specific Respite**. This type of respite is to meet the needs of the child and/or foster parent and cannot be banked. Child Specific Respite is paid by hourly rate or daily rate.

No one living at your home may receive payment for respite care.

Foster parents may exchange respite between each other with social worker approval. There is no additional payment for this.

Respite providers are required to fill out and submit paperwork indicating the days/hours they provided respite care. Paperwork must be submitted to the social worker for payment. If you need help with paperwork, contact your social worker.

Child Care

All foster children of working foster parents will be provided daycare. The licensed child care facility you choose must accept DSHS payment and rates. Provide name, address, start date, etc. to your social worker.

If you choose to have an unlicensed child care provider come into your home, the individual is required to have a recent criminal background check and a current CPR/ First Aid card.

Mileage

You will be reimbursed for mileage expenses when the social worker requests you transport the child.

What mileage is reimbursable?

- Transporting the child to necessary medical, dental and counseling sessions.
- Transporting the child to visits.
- Attending meetings or staffings at the request of the social worker.

Reimbursement is limited to one round trip.

Examples of non-reimbursable mileage includes:

- Transporting the child to child care when child care is provided as a paid service.
- Transporting the child to respite. It is the foster parent's responsibility to provide transportation.
- Transporting the child to school. Reimbursement must be sought through the school district of origin.
- Transporting the child to everyday kinds of things such soccer practice, extra curricular activities, etc.
- Transporting the child to a job worksite.
- Mileage associated with clothes shopping or grocery shopping.
- Foster parent trainings.
- WIC

Mileage will be accepted on a monthly basis only.

Travel must be submitted within 90 days of travel per Administrative Policy 19.10.02. Any mileage submitted after 90 days will not be reimbursed.

