



Provider Reimbursement

Providers & Case Management

Training Will Include

1. Introduction/Housekeeping
 - ✓ Speakers
 - ✓ Credits for Foster Parents
 - ✓ NDDHS Redesign - System Build
2. Roles and Responsibility
3. Provider Options
4. Provider Types
5. Funding Source
6. What drives payment
7. Payment Delays
8. Maintenance and Irregular Payments
9. Approval Process
10. Direct Deposit
11. Check Writes
12. Respite Care vs Substitute Care
13. Payment Status – who to call and when
14. Overpayments
15. Reimbursement = Not Income
16. Resources





ND Social Service Redesign

Child Protection, Foster Care Sub Adopt Eligibility Unit, Safety Framework Practice Model, CFS Licensing, a new data management system, case management....

NDDHS – CHILDREN & FAMILY SERVICES

Field Service Specialists

- Monitor the agency's fidelity and quality of work related to the child welfare practice model and ND policy
- Provide coaching and continuous quality improvement to agency staff during consultation staffing and child and family team meetings related to:
 - ✓ North Dakota Child Welfare Practice Model
 - ✓ Federal and State law, code and policy
- Schedule and convene quality and fidelity reviews of the child welfare practice model with the Human Service Zone child welfare units at six-month intervals using a defined review process in collaboration with CFS Administrators.
- Provide administrative review of all foster care cases through attendance of Child & Family Team Meeting (CFTM).
- Incident Reporting
- Sentinel Reporting

Foster Care Sub-Adopt Eligibility Unit

- Determine initial case eligibility
- Monitor cases for continued eligibility and reimbursement
- Collaborate with case managers and field service specialists to ensure case complies with child welfare law, rule and policy.
- Review reimbursement approvals
- Review court order questions
- Complete direct deposit data entry
- Complete Tribal IV-E data entry
- Authorize payments
- Review overpayments and collect return
- Review sub-adopt negotiation requests
- Oversee Medicaid file for all foster and adopt cases



Licensing Unit (Authorized Agency)

- Respond timely to prospective families interested in pursuing licensure.
- Provide education and guidance regarding the licensing process.
- Complete the home study assessment.
- Recommend licensure and submit completed licensing studies to NDDHS.
- Offer training opportunities to foster care providers.
- Offer support and resources to foster care providers.
- Engage in ongoing recruitment and retention coalition activities.
- Notify foster care providers of licensure renewal timeframes.
- Complete annual licensing renewal process with foster care providers.
- Maintain knowledge of law, rule, and policy for foster care provider licensure.

ROLES & RESPONSIBILITIES

Custodial Agency (Zone, DJS, Tribal Nation)

- Comply with child welfare law, rule and policy.
- Provide training to all staff to ensure compliance with law, rule and policy.
- Engage families to prevent removal.
- Collaborate with the court system.
- Complete initial and ongoing relative searches.
- Arrange for a least restrictive, most appropriate placement.
- Manage the day-to-day needs of the child in foster care: court, placement, visitation, medical, education, visitation, et.
- Engage in ongoing communications with child's foster care provider, parents and others.
- Assess and address the ongoing needs of the child, child's parents, and foster parents.
- Facilitate monthly face-to-face visitation
- Lead a quarterly CFTM and make final decisions regarding the case plan for the child.
- Transport the child to foster parents' home for introduction and help settle the child into their new placement.
- Collect and bring the child's belongings to placements, complete an initial inventory and track the items.
- Resolve concerns that may arise in the child's placement.
- Submit paperwork to CFS FCSA unit for reimbursements
- Recruit and retain licensed foster homes.

Foster Care Provider

- Provide safe care and basic needs to children in placement.
- Provide input concerning case planning goals and tasks, services and permanency achievement for the child.
- Communicate with professionals to ensure services are offered/delivered.
- Receive support and training to provide quality care and services to children in placement.
- Request services or assistance from the child's case manager.
- Notify the case manager of any issues the child may be experiencing.
- Participate in the planning of family visitation (parents, relative, siblings).
- Participate in child events, appointments, school functions as determined appropriate for the child.
- Participate in and identify culturally appropriate events and activities to maintain connections for the child.
- Attend court hearings as a party to the case.
- Foster parents submit reimbursement receipts timely to the custodial case manager.
- Foster parents sign acknowledgment of child placement options, recognizing foster care is intended to be temporary and all members of the child's team is working to achieve timely permanency.

PROVIDER OPTIONS

| | Licensed Provider | Unlicensed Caregiver | |
|---------------|--|--|---|
| Criteria | Licensing Unit | Identified Relative | TANF Kinship Care |
| Reimbursement | <p>Yes! NDDHS – CFS Foster Care Sub Adopt Unit will authorize reimbursement per policy.</p> | <p>Yes - Limited! Kinship ND may support costs in the home. https://kinshipnd.com/</p> <p>Foster care funding <u>cannot be used</u> to reimburse for the cares in an unlicensed home.</p> | <p>Yes – Limited! NDDHS – Economic Assistance Division will authorize reimbursement per policy.</p> <p>Yes - Limited! Kinship ND may support costs in the home. https://kinshipnd.com/</p> |



FAMILY LEVEL - PROVIDER TYPES

| | State Homes (FA) | Tribal (AF) | Nexus PATH (TH) | Nexus PATH (PR) | Youthworks (YW) | URM |
|-----------------------------|---|---|--|--|--|--|
| Licensing | <ul style="list-style-type: none"> NDDHS CFS Licensing Unit | <ul style="list-style-type: none"> Tribal Nation CFS Licensing Unit approves license. | <ul style="list-style-type: none"> Nexus PATH CFS Licensing Unit approves license. | <ul style="list-style-type: none"> Nexus PATH CFS Licensing Unit approves license. | <ul style="list-style-type: none"> Youthworks CFS Licensing Unit approves license. | <ul style="list-style-type: none"> URM Agassiz Valley CFS Licensing Unit approves license. |
| Who Reimburses the Provider | NDDHS – CFS Foster Care Sub Adopt Unit | NDDHS – CFS Foster Care Sub Adopt Unit | <p>NDDHS – CFS Foster Care Sub Adopt Unit will reimburse Nexus PATH</p> <p>Nexus PATH will reimburse the daily rate to the provider.</p> | <p>NDDHS – CFS Foster Care Sub Adopt Unit will reimburse Nexus PATH</p> <p>Nexus PATH will reimburse the daily rate to the provider.</p> | NDDHS – CFS Foster Care Sub Adopt Unit | <p>Non-foster Care.</p> <p>Federal URM funds paid and managed by Agassiz Valley.</p> |

FOSTER CARE REIMBURSEMENT

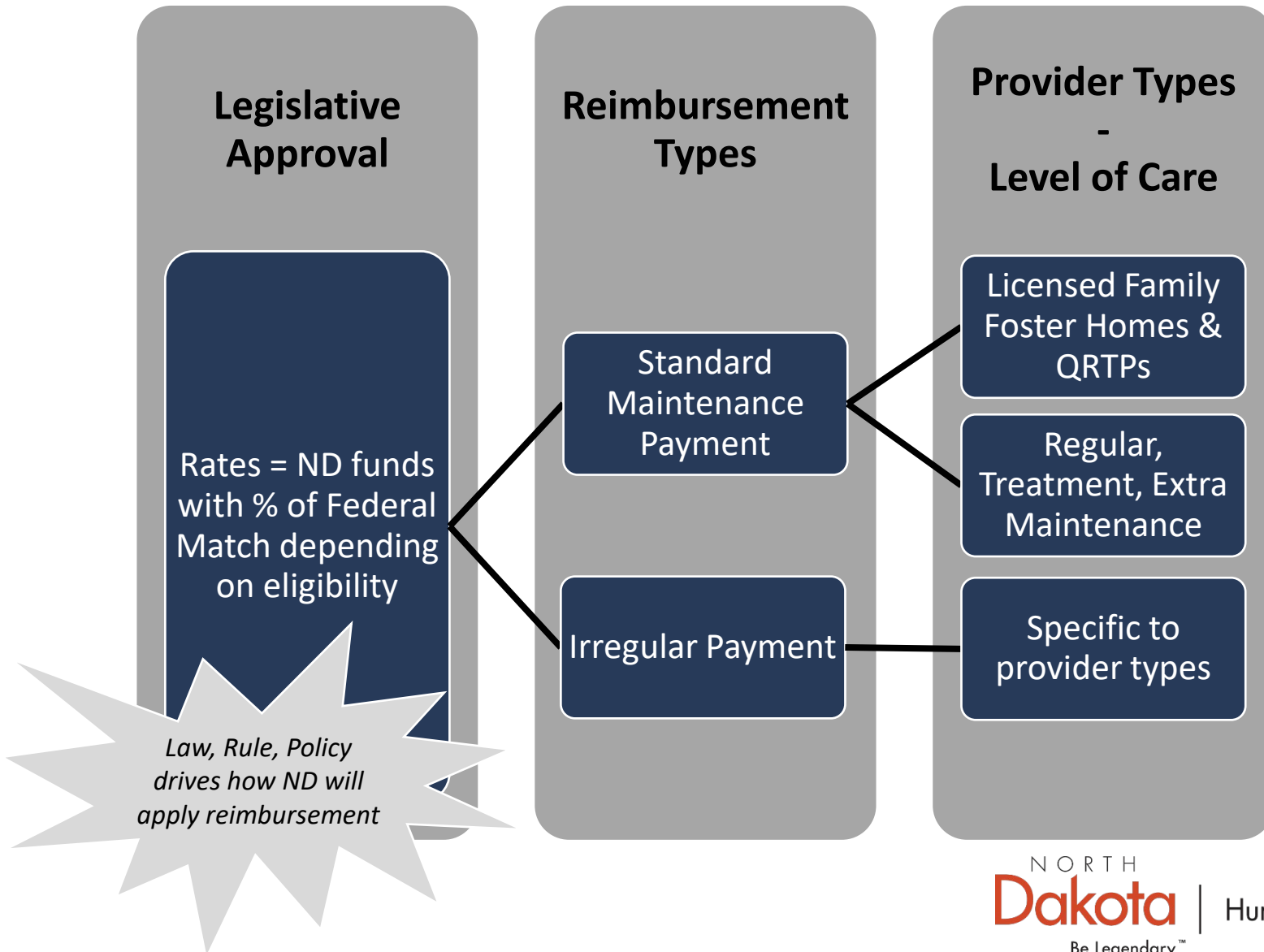


Reimbursement Types

1. Standard Maintenance Payment
2. Irregular Payments
3. Irregular payments in Treatment Foster Care
4. Irregular payments in Qualified Residential Treatment Program (QRTP)
5. Interstate Compact – Out of State Placements
6. 18+ Continued Care

ND Payment System can only reimburse “licensed” foster parents and sub-adopt recipients. All other payments are handled by NDDHS Fiscal.

Reimbursement Created



ND Maintenance Rates

The family foster care maintenance rate is computed by month and includes an amount for clothing and incidentals. The rate effective **July 1, 2022**, is as follows:

Payments are made using the daily rate times the number of days in care.

| Age of Foster Child | Basic Rate | Clothing & Incidentals | Monthly Rate (30 days) | Daily Rate |
|---------------------|------------|------------------------|------------------------|-----------------|
| 0- 4 years | \$ 763 | \$ 55.00 | \$ 818 | \$ 27.25 |
| 5-12 years | \$ 872 | \$ 65.00 | \$ 937 | \$ 31.23 |
| 13+ years | \$ 953 | \$ 75.00 | \$1,028 | \$ 34.27 |

Excess maintenance rates may be considered for a child in foster care.



North Dakota
RANKS IN THE TOP
5% FOR THE
HIGHEST
REIMBURSEMENT IN
THE USA



July 1, 2022
RATE
INCREASES

Family Foster Care Maintenance Rate: Effective July 1, 2022

| Age of Foster Child | Basic Rate | Clothing & Incidentals | Monthly Rate (30 days) | Daily Rate |
|---------------------|------------|------------------------|------------------------|------------|
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Excess maintenance rates may be considered for a child in foster care.

ND Maintenance Rates

Nexus PATH Treatment Foster Care: Effective January 1, 2022

| LEVEL OF CARE OFFERED BY PROVIDER | Monthly Rate (30 days) | Fee for Service (Daily) |
|-----------------------------------|------------------------|-------------------------|
| Intensive Treatment Foster Care | \$6,450 | \$215 |
| Treatment Foster Care | \$4,140 | \$138 |
| Regular Foster Care | \$2,160 | \$72 |

| Qualified Residential Treatment Program (QRTP) Effective July 1, 2022 | Monthly Rate (30 days) | Fee for Service (Daily) |
|--|------------------------|-------------------------|
| Base Level | \$8,932 | \$298.48 |
| Level 2 (IR category 64 = \$185.30 per day) | \$14,491 | \$483.78 |
| Level 3 (IR category 64 = \$404.76 per day) | \$21,075 | \$703.24 |
| Emergency Rate (IR category 64 = \$75 per day) <i>Maximum of 30 days if child is initially placed and denied the QRTP level</i> | \$11,182 | \$373.48 |

| Supervised Independent Living (18+) Effective July 1, 2022 | Provider # | Monthly Rate (30 days) | Fee for Service (Daily) |
|---|------------|------------------------|-------------------------|
| PATH – Accommodated SIL | 7384 | \$3,836 | \$ 127.87 |
| PATH – Supported SIL | 7385 | \$1,949 | \$ 64.98 |

| Shelter Care Effective July 1, 2022 | Daily Rate |
|--|------------|
| Certified Shelter Care Program | \$ 396 |
| Family Foster Home | \$ 38 |

| Guardianship Subsidy Effective July 1, 2022 | Daily Rate |
|--|------------|
| State Guardianship | \$ 17.91 |
| Title IV-E Guardianship | \$ 25.54 |

| Respite Care Effective July 1, 2022 | Daily Rate |
|--|------------|
| Licensed Family Setting | \$ 55 |
| Licensed Child Care Setting | Varies |

| Adoption Subsidy | Daily Rate |
|--|------------|
| Varies dependent on the needs and negotiation held during adoption finalization. | |

Nexus PATH rates include many costs associated with the purchase of service. Costs of case management, training, administrative, daily rate to provider, etc.

Foster Care Funding Sources

Title IV-E

52%

FM

- Reimbursable
- Federal Uncapped Dollars
- Zone Custody
- Applies to primary placements

FN

- Non-reimbursable with federal funds
- Federal Match
- Zone Custody
- Applies to secondary placements, receipt of SSI, or excess assets

NA

- Reimbursable
- Federal Match
- Tribal Custody
- Applies to primary placements

NR

- Non-Reimbursable with federal funds
- Federal Match
- Tribal Custody
- Applies to secondary placements

Emergency Assistance

44%

EA

- Reimbursable
- TANF Capped Dollars
- Zone Custody
- Applies to primary and secondary placements

Requires the child to have lived with any relative to the 5th degree in the six months prior to removal.

Regular

4%

RM

- Reimbursable
- State General Funds
- Zone Custody

Requires a child to have never lived with any relative to the 5th degree in the six months prior to removal.

Applies to Title IV-E children in the month following their 18th birthday if they are not expected to graduate prior to their 19th birthday.

Applies to Emergency Assistance eligible children in any month SSI is received on the child's behalf.

Each child who enters foster care has their eligibility determined and a funding source defined.

WHAT DRIVES REIMBURSEMENT?

Reimbursement on behalf of a child in foster care, there must be:

1. Child's Current Court Order

- *Child must be in public custody under a valid court order. Order dates equal to or greater than the placement dates.*

2. Licensed Provider

- *Child must be placed with a licensed provider. Licensing dates equal to or greater than the placement dates.*

3. Approved Care Plan

- *CFTM must be held within 30 days of entry. Case manager must enter into FRAME an updated care plan within 45 days of initial placement and every 90 days thereafter.*

4. If applicable, **group home approval** covering the placement dates

5. Custodial case manager approval for **\$\$ Irregular** expenses

REIMBURSEMENT DELAYS

When should I expect my first reimbursement?

- Once eligibility is determined and all necessary data/paperwork is processed, reimbursement can be authorized.
- Initial entries may take 3 – 6 weeks to process as the child must have his/her eligibility determined.
- After initial determination is made, cases are faster to process. However, do require a change in placement (SFN 45) to notify eligibility and data entry into the case management system.

Why do payment delays happen?

- Missing information
- Delays in data entry from the custodial agency
- Delays in court orders being issued to the custodial agency
- Receipts not submitted timely

How long should I wait before I call someone?

- The standard check write (2nd to last working day of the month) is a good indicator.
- If not reimbursed within the first week of the following month of service being offered.

Who should I contact?

- Custodial case manager
- Case manager will contact the CFS FCSA Eligibility Unit and identify the issue.

MAINTENANCE PAYMENTS

Manual Chapter 623-05

STANDARD PAYMENT

LICENSING CHILD PLACEMENT AGENCY (Nexus PATH) – REQUIRES INVOICE

ND AND OUT OF STATE FACILITY
- REQUIRES INVOICE

IN-STATE FAMILY FOSTER HOMES OR TRIBAL
APPROVED AFFIDAVIT HOMES
- NO INVOICE REQUIRED

OUT OF STATE FAMILY FOSTER CARE – INVOICE
MUST BE CREATED BY EW WITH OOS RATE

IRREGULAR PAYMENT

8 CATEGORIES/20 CODES

SUPPLIES, ACTIVITIES, INCIDENTALS AND CLOTHING
ARE SUBJECT TO MAXIMUMS BASED ON AGE

APPROVAL REQUIRED **PRIOR** TO PURCHASE

TRANSPORATION BUDGET COMPLETED BY PARENT
– FACILITY PLACEMENTS ONLY

CLOTHING INVENTORY – ALL PLACEMENT SETTINGS

**IRREGULAR PAYMENT PRIOR APPROVAL
AND DOCUMENTATION REQUIRED IN
FOSTER CARE FILE**

STANDARD MAINTENANCE REIMBURSEMENT

The monthly standard maintenance reimbursement is to cover the cost of and the cost to provide:

DAILY NECESSITIES OF THE CHILD

Food

Clothing

Shelter

Daily
Supervision

Routine
School
supplies

Personal
Incidentals

Child's
travel for
visits

Child's
travel to
remain in
school
district

Foster
Parent's
liability
insurance
with
respect
to child

In QRTP residential care, reasonable costs of administration are included.

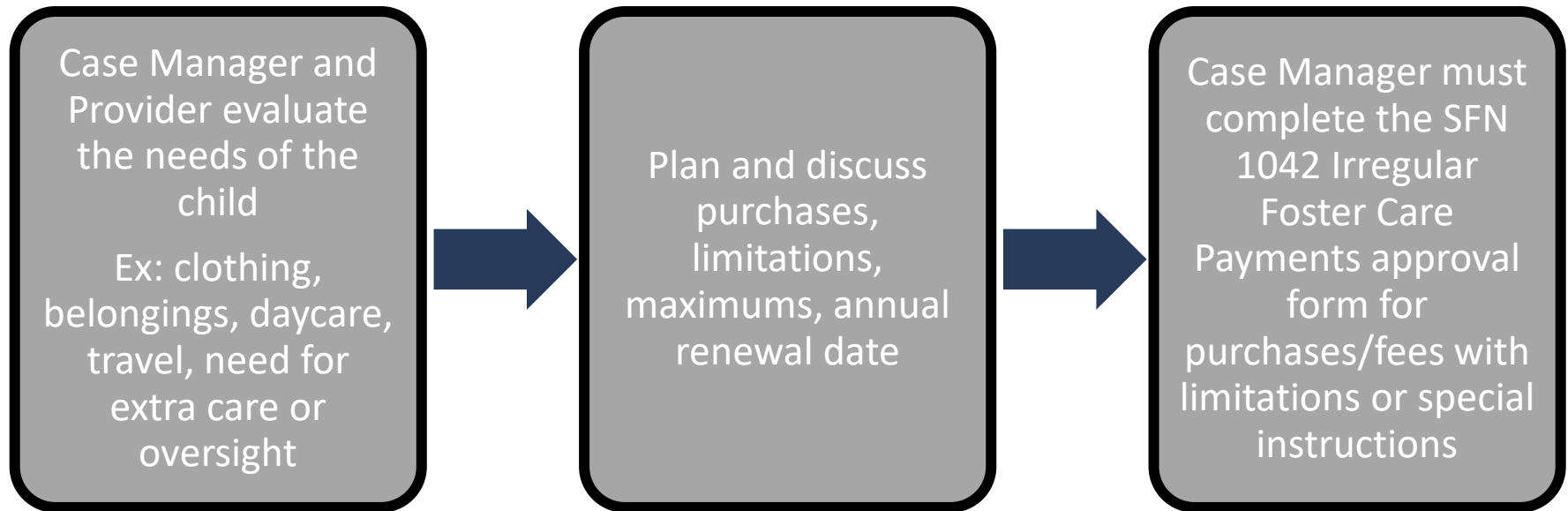
REIMBURSEMENT APPROVALS



Irregular Payment Approval Process

Irregular Payments in Family Foster Care:

An irregular payment is an allowable maintenance payment **in addition to** the standard (basic) foster care maintenance rate to assist with additional expenditures directly related to the child.



Evaluation of Child Needs

When?

1. Upon entry into the foster home
2. Throughout the placement stay (at anytime), contact the case manager
3. During monthly visitation
4. During quarterly CFTM

Seasonal and Activity Review

1. Initial placement clothing needs
2. Back to school – child growth
3. Winter vs. summer clothing needs
4. Sports/activity schedules (football cleats, dance, gymnastics, etc.)

Other

1. Special purchases due to allergies or condition
2. Over the counter medicine/vitamins
3. Child Care/Daycare
4. Family contact/visitation – how often, location, mileage
5. Transportation to school of origin

Irregular Payment Maximums

Category 10 Personal Incidentals

- Maximums renew annually from first paid placement date
 - Ages 0-4 \$300
 - Ages 5-12 \$500
 - Ages 13-Over+ \$700

Category 20, Code 21 Initial Clothing

- Eligible for first 5 months of first paid placement
- Maximum renews when child has been out of foster care over 12 months
 - All age groups \$400

Category 20, Code 22 Special Clothing Allow (Emergency/ Extenuating)

- Maximums renew annually from first paid placement date
 - Ages 0-4 \$300
 - Ages 5-12 \$350
 - Ages 13-Over+ \$400

Evaluate and Plan for the child's allowable maximum. Do they have funds remaining?

Approval by Custodian

How to seek approval to purchase items?

1. In advance prior to purchase
2. Email the request to the case manager
3. Call
4. Visit in person about the needs or upcoming activities

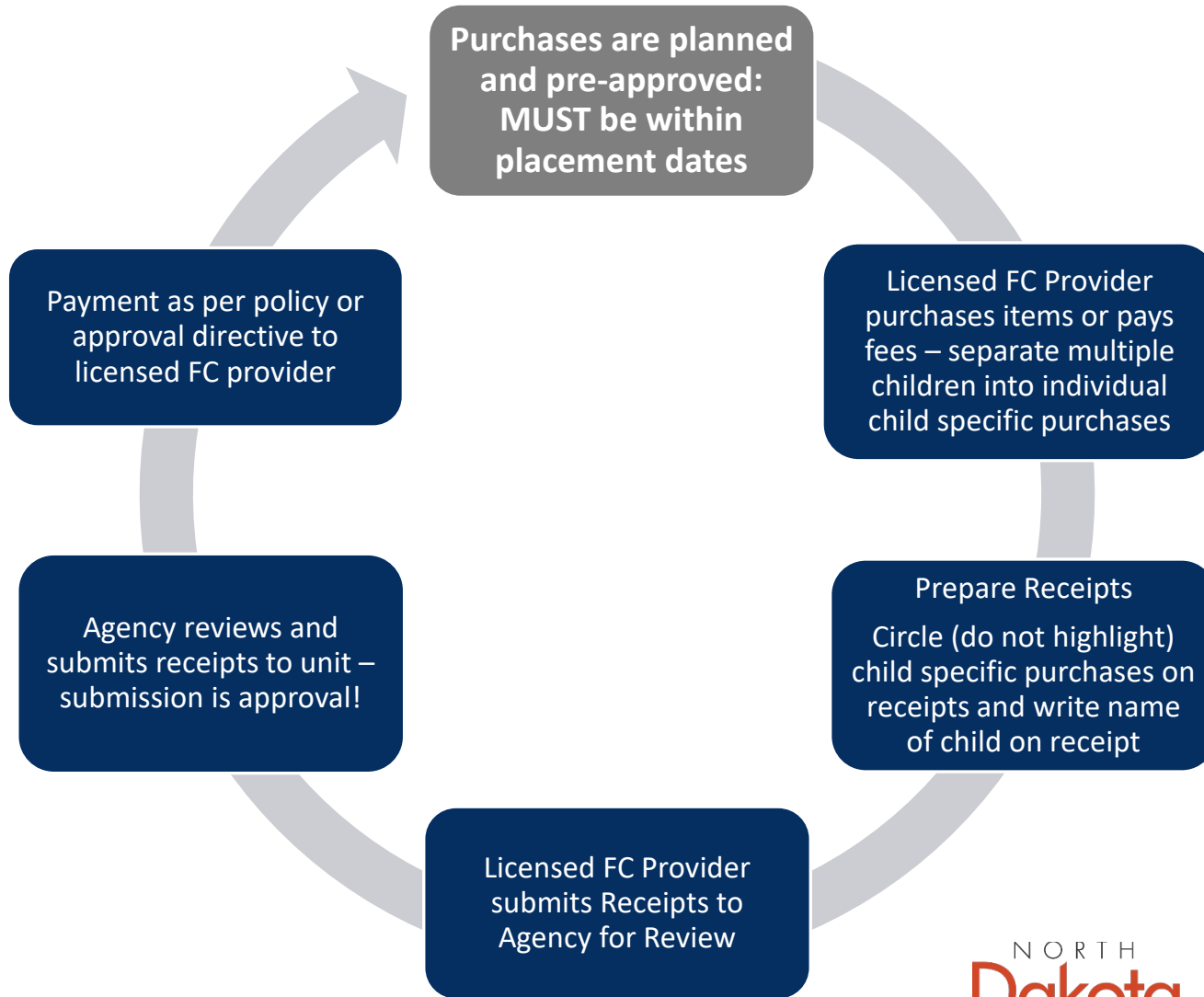
What does the provider need to collect and share with case management?

1. Clothing Inventory upon placement vs. while in placement
2. Receipts
 - Individual child receipts (Johnny vs. Sally)
 - Do not combined with your household purchases!
3. Foster Care - Child Care Invoice, SFN 920

Document Approval

1. Required on SFN 1042 Irregular Foster Care Payments Form

Irregular Payment Process



SFN 1042 – Irregular Payment Approval

- Required when limitations or maximums apply to purchases, activities, travel
- Category specific - Maximums apply to categories:
 - 10 – Personal Incidentals
 - 20 - Clothing
- Maximums age specific
- Form is provider specific
- Outline approval details
- Requires signature



IRREGULAR FOSTER CARE PAYMENTS
 NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
 CHILDREN AND FAMILY SERVICES-FOSTER CARE
 SFN 1042 (2-2021)

Clear Fields

Foster care case managers must complete this form when the irregular payment requires special instructions, (ex: max mileage vs gas receipt), payment limitations or the irregular payment category does not require a receipt. Receipts for foster care expenditures that are not subject to special instructions or limitations will be authorized by the CFS Eligibility Unit without the requirement of prior approval. All irregular payments are subject to category maximums for every foster child in a licensed setting. The custodial agency will be responsible for any reimbursement exceeding the child's annual maximums.

| | |
|-----------------------------|---------------------------------|
| Child's Name | |
| Foster Care Provider's Name | Foster Care Provider Start Date |

CATEGORY 10-PERSONAL INCIDENTALS

| | |
|--|---|
| <input type="checkbox"/> 11-Field Trips, Shop Supplies, Pictures, etc. | <input type="checkbox"/> 14-Camps-Any Type |
| <input type="checkbox"/> 12-Non-Clothing Athletic Equipment | <input type="checkbox"/> 15-Music Lessons/Lease/Purchase of Instruments |
| <input type="checkbox"/> 13-Prom Dress/Tux | <input type="checkbox"/> 16-Individual Circumstances |

CATEGORY 20-CLOTHING

| | |
|--|--|
| <input type="checkbox"/> 21-Initial Clothing Allowance | <input type="checkbox"/> 22-Special Clothing Allowance |
|--|--|

CATEGORY 30-EMERGENCY PLACEMENT

| | | |
|---|------------|----------|
| <input type="checkbox"/> 31-Emergency Foster Care Placement (15 days maximum) | Start Date | End Date |
|---|------------|----------|

CATEGORY 40-CHILD CARE

| | |
|--|--|
| <input type="checkbox"/> 41-Child Care-Foster Parents Employment | <input type="checkbox"/> 43-Child Care-Foster Parents Attend Hearing |
|--|--|

CATEGORY 50-TRANSPORTATION

| | |
|---|--|
| <input type="checkbox"/> 51-Travel for Foster Child | <input type="checkbox"/> 53-Transportation to Home School District |
| <input type="checkbox"/> 52-Travel for Family - QRTP only | |

CATEGORY 60-EXCESS MAINTENANCE PAYMENTS

Excess Maintenance Payments level I (61), II (62), III (63) and IV (64). Requires an SFN 904-Agreement to Furnish Specialized Family Foster Care Services be submitted to CFS Eligibility Unit approving payment amount and duration.

CATEGORY 70-SUPPORT FOR DEPENDENT CHILD

| |
|---|
| <input type="checkbox"/> 71-Minor Parent/Infant Payment |
|---|

CATEGORY 80-QRTP SUPERVISION

| |
|--|
| <input type="checkbox"/> 81-QRTP Extra Supervision Payment to the Facility |
|--|

Notes/Special Instructions/Agency Approval Limitations

| | |
|--|------|
| Agency Case Manager/Designee Signature | Date |
|--|------|

Receipt/Invoice Example

- Requires the store or organization name
- Requires date of purchase, dates of service and date program fee paid
- Circle child specific purchase or fee
- Name of Child by each purchase or payment
- Reimbursement of actual cost and tax if applicable

vend
Melbourne Outlet

Register

Receipt / Tax Invoice #350
25 Sep 2018 8:13am

LEATHER LOAFERS / SKU10021 **Betty**
1 @ \$108.00 \$108.00
Dist: 10% (\$12.00) ~~\$100.00~~
Tax: GST (15% / \$14.09)

Subtotal \$93.91
Total Tax (GST, 15%) \$14.09

TOTAL (1 item) \$108.00

Cash \$108.00
Tue, 25 Sep 18 8:13am

TO PAY \$0.00

TOTAL SAVINGS \$12.00

LOYALTY EARNED \$2.16

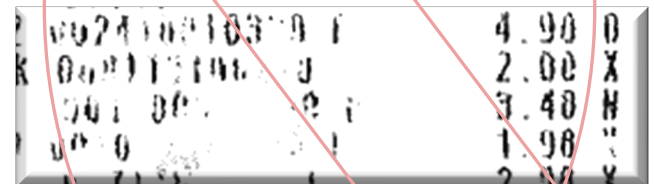
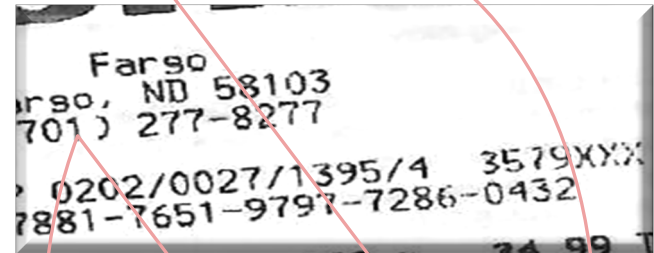
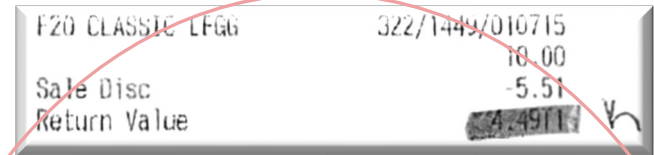
PENELOPE CLEARWATER
4583

Store credit \$417.00
Loyalty \$53.89
On account -\$537.00

Email penelope@mail.com
Phone 202-555-0182
Address NZ

Receipt Preparation

- Do Not Highlight – please circle purchases and add child identifier (name or initial)
- Receipts must include a purchase date
- Receipts must be legible
- Do not include snacks, beverages, normal grocery items, or uncovered items



IRREGULAR PAYMENTS CATEGORIES

Category 10: Activities & Incidentals (receipts) – Maximums/Annual renewal

Category 20: Clothing (receipts)

Category 30: Emergency Placement

Category 40: Child Care for Foster Child

Category 50: Travel for foster child (*hotel/bus receipts, state mileage and per diem*)

Category 60: Difficulty of Care/Excess Maintenance Payment (EMP)

Category 70: Parent/Infant Payment

Category 80: Extra Supervision

Eligible and Ineligible Irregular Payments for Approval

It is the responsibility of the case manager to work with the foster care provider to determine which expenditures are necessary and appropriate, and to budget the age-appropriate expenditure limit so it is available throughout the year for the child's needs.

State & Tribal Affidavit Family Foster Care

Eligible Payments

- Category 10
- Category 20
- Category 30
- Category 40
- Codes 51 & 53
- Category 60
- Code 71

Ineligible Payments

- Code 52
- Category 80

Nexus PATH ITFC, TFC

Eligible Payments

- Code 53
- Code 71

Ineligible Payments

- Category 10
- Category 20
- Category 30
- Category 40
- Codes 51 & 52
- Category 60
- Category 80

Nexus PATH Regular

Eligible Payments

- Category 10
- Category 20
- Category 40
- Code 51 & 53
- Code 71

Ineligible Payments

- Category 30
- Code 52
- Category 60
- Category 80

Out of State

Family Foster Care Eligible Payments

- Limited and based on what irregular payments are included in the out of state standard maintenance payment

QRTP Eligible Payments

- Category 10
- Category 20
- Code 51
- Code 52 if allowable
- Category 80

Category 10: Limited School Supplies, Activities

ANNUAL MAXIMUMS APPLY: PRE-APPROVAL REQUIRED

Monthly standard rate includes: \$55 ages 0-4, \$65 ages 5-12, and \$75 ages 13-20

- ✓ **School Related Costs:** Field trips, specialized school supplies, school pictures, graduations cap/gown, class ring, school planner, yearbook
- ✓ **Athletic Related Costs:** Athletic equipment, sport specific shoes, gym class required attire, sports related personal incidentals, cultural dance regalia
- ✓ **Specific/Special Occasion: School Prom: Dress, shoes, cultural dance regalia, tux/shoe rental**
- ✓ **Camps, Extra Curricular Activities, After School Programming:** Per session weekly or monthly fee, gym/wellness center membership fee, registration/competition fee, credit or debit card fee, activity/zoo/swimming pass-individual for child only, after school programs, driver's education, behind the wheel, religion (CCD) classes
- ✓ **Musical Instruments: Rent/lease, cleaning/repair**

Category 10: Incidentals (List not all inclusive)

Items Reimbursed

Backpack/wallet/purse, work shirt/uniform, bicycle/scooter, helmet, hair care, skin care, health/mental care (over the counter items), sensory items for diagnosed condition, dorm supplies, limited baby supplies (highchair, car seat, diapers, pacifier/nipples), eye care (frames, contact lenses), birth certificate, passport, school laptop breakage insurance,

Non-Reimbursable

Phone cards, video minutes, cell or trac phone, GPS watch, car starter, prescription medication, advanced deposits/payments for summer trips, tattoos, piercings, replacement furniture for foster parent, books, toys, interpreter services, COVID masks, school physical, water bottle, brushes/combs, toothbrush, medical copays, services not covered under Medicaid, education fees (AP classes, tuition), NO MED-NO ED

Category 20: Clothing Allowance

LIMITED INITIAL TIMEFRAME AND ANNUAL MAXIMUMS APPLY
****PLANNING AND PRE-APPROVAL REQUIRED****

Monthly standard rate includes: \$55 ages 0-4, \$65 ages 5-12, and \$75 ages 13-20

CODE 21 – Initial Clothing Allowance – available for initial 5 months of first paid placement in foster care episode.

Covers the basic daily clothing requires at time of placement – socks, pants, shirts, dresses, skirts, coats, winter hat and gloves, boots, shoes (athletic shoes for sports, use code 12), under garments

CODE 22 – Special Clothing Allowance – cannot be used in conjunction with Code 21

Replace out-grown basic daily clothing

NOTE: foster parents are expected to use amount built into the standard

Clothing Inventory

- Clothing inventory templates can be found free online
- Complete a clothing inventory upon initial placement
- Update clothing inventory with all new purchases
- Clothing the child has outgrown should be boxed up to be sent with the child (**this is the child's property**)

CLOTHING INVENTORY

Client: _____ Date: _____

DOB: _____ Home: _____

| | QUANTITY | COLORS | CONDITION | NEEDS |
|-----------------------|----------|--------|-----------|-------|
| PANTS: | | | | |
| DRESS | | | | |
| CASUAL | | | | |
| SHORTS | | | | |
| SHIRTS: | | | | |
| DRESS | | | | |
| CASUAL | | | | |
| TANK-TOP | | | | |
| DRESSES: | | | | |
| DRESS | | | | |
| CASUAL | | | | |
| SHOES: | | | | |
| DRESS | | | | |
| CASUAL | | | | |
| TENNIS | | | | |
| BOOTS | | | | |
| UNDERWEAR: | | | | |
| T-SHIRTS | | | | |
| SHORTS | | | | |
| SOCKS | | | | |
| SLIPS | | | | |
| SLEEPWEAR: | | | | |
| ROBE | | | | |
| PJ/GOWN | | | | |
| SLIPPERS | | | | |
| BELTS: | | | | |
| JACKETS | | | | |
| SWEATERS | | | | |
| MISCELLANEOUS: | | | | |
| | | | | |

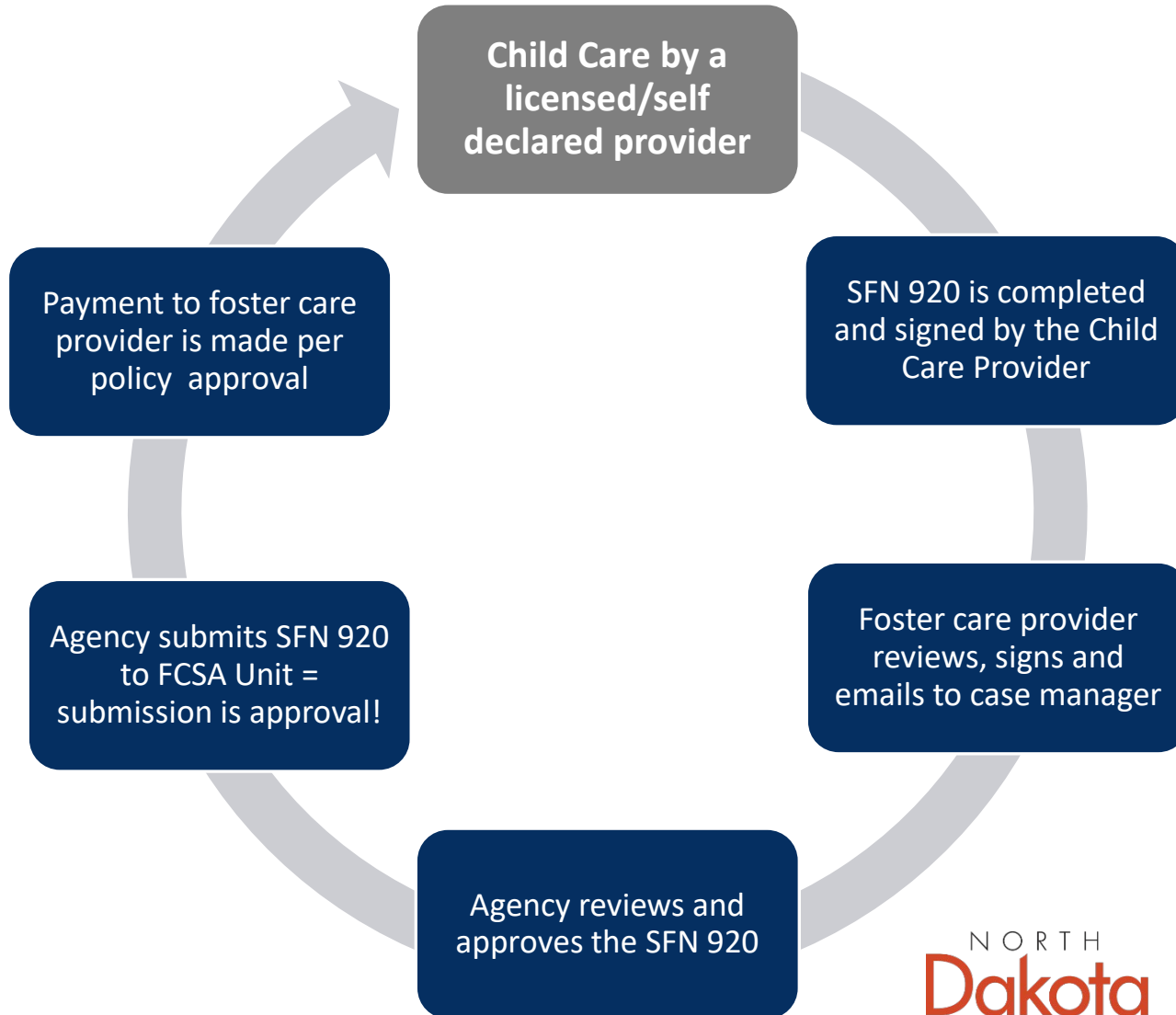
Category 30: Emergency Placement

***Definition:** When the placement of a child in the provider's home requires additional items/supplies to meet the needs of the child that exceed the requirements of a normal placement for the individual foster care provider.*

Code 31 – limited to family foster care providers and approved affidavit providers

- Provider receives a total of **\$38** (standard rate + difference) per day for the **first 15 days** of placement
- Approval is required based on individual placement circumstances and approval given for payment on the **SFN 1042 Irregular Foster Care Payments approval form**
- Providers are not automatically entitled to the emergency placement irregular payment.
- Placement in FRAME should be marked as an Emergency Placement

Category 40: Child Care Reimbursement



Child Care Invoice – SFN 920



FOSTER CARE - CHILD CARE INVOICE
 NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
 FOSTER CARE DIVISION
 SFN 920 (3-2019)

Clear Fields

Child Care Provider Details

| | | |
|--------------------------|------------------|----------|
| Child Care Provider Name | | |
| Provider Number | Telephone Number | |
| Street Address | | |
| City | State | ZIP Code |

Foster Care Details

| | |
|--|------------------|
| Foster Parent's Name | |
| Child's Name | Age |
| Billing Dates | |
| From (mm/dd/yyyy): | To (mm/dd/yyyy): |
| <small>NOTE: If the child has been placed with a new foster care provider during the month and continues in child care, please bill each provider separate specific to the foster care placement dates. Please prorate the monthly or weekly rate based on foster care placement dates not to exceed the child care provider's monthly or weekly rate.</small> | |

Itemized Bill Details

Days in attendance: If hourly, indicate the number of hours per day. If daily, weekly or monthly, "x" the days in attendance.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|--|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Month | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Billing Method

| | | | |
|---|-------------------------------|--------------------|------|
| <input type="checkbox"/> Hourly | Rate per Hour: \$ | x Number of Hours: | = \$ |
| <input type="checkbox"/> Daily | Rate per Day: \$ | x Number of Days: | = \$ |
| <input type="checkbox"/> Weekly* | Rate per Week: \$ | x Number of Weeks: | = \$ |
| <input type="checkbox"/> Semi Monthly OR <input type="checkbox"/> Monthly | Rate Semi Monthly or Monthly: | | = \$ |
| Describe Additional Fees | | | Cost |

* Only one weekly rate is billable for any week that spans two months.

| |
|------------------|
| TOTAL AMOUNT DUE |
|------------------|

I certify with my signature that the information provided is correct and I understand:

- The child care provider must be licensed, certified, self-declared, or approved as outlined under the ND Early Child Care Licensing.
- Child care can only be reimbursed by foster care funding if the foster child enrolled is also placed in a licensed/approved family foster home.
- The foster child must be charged the same rate as other children enrolled in the child care setting per an agreement, contract, annual rate, etc.
- The above bill provides required justification to the County Social Service office indicating charges for child care expenses of the foster child.
- The above bill allows reimbursement to be paid to the foster parent who in turn will pay the child care provider.

| | | | |
|-------------------------------|------|-------------------------|------|
| Child Care Provider Signature | Date | Foster Parent Signature | Date |
|-------------------------------|------|-------------------------|------|

Licensed CC Provider

Child's full name – avoid nick names

Hourly VS Daily, Weekly or Monthly

Week spans two months = one weekly rate payable only

Signatures = 1st child care provider then after review Foster Parent

Category 50: Travel Reimbursement

Reimbursement for travel requires planning and approval by the case manager. It is limited to the transportation required to take a child to visitations and to transport the child to their school of origin if outside of the foster parent's residential school boundaries.

Travel for Child ONLY

- Does not include other family members
- Gas Receipt OR Mileage not to exceed state rate
- Hotel/Motel for the child (child must stay in the room)
- Meal receipts or Per Diem for the child depending on travel schedule

Travel for Parent/Guardian to QRTP ONLY

- LIMITED TO QRTP SETTING ONLY
- QRTP and case manager must establish a visitation schedule.
- Case manager must approve the number of visits and amount reimbursed for travel per visit.
- QRTP reimburses parent the agreed upon amount at the time of their arrival or when they leave the visit
- QRTP bills approved expenditures on monthly invoice for reimbursement

Travel for Foster Parent

- LIMITED TO CHILD VISITATION AND TRANSPORTATION TO SCHOOL OF ORIGIN
- Case manager must plan for the most cost-effective transportation.
- Establish schedule and consider foster parent's capacity to assist in transportation
- **Foster parent should keep a travel log that includes dates and travel expenditures for each visit (travel log).**

Category 50: Travel Reimbursement

School Transportation – New Policy

A foster care provider may be reimbursed for transportation costs when a child placed in their home requires transportation to a school of origin that is located outside of the established school boundaries that apply to the foster care provider's residence.

- Travel provided by Nexus-PATH providers to maintain family connections as approved by the custodial case manager.

TRANSPORTATION TO SCHOOL OF ORIGIN

- School must be located outside of the provider's assigned grade school, middle school, or high school.
- Things to consider when determining reimbursement:
 1. Does the foster parent currently use the same route or a portion of the route to go to work or take other children to a school within their boundaries?
 2. Is there another child living at the home being transported to the same school.

Approval:

Case manager must submit receipts. If specific limits are placed, submit the SFN 1042

Category 60: Excess Maintenance

Excess Maintenance Payments (EMP) are made on a child specific, individualized basis. This category includes care and supervision of the foster child with special problems when undue demands are placed on the foster parent's physical, emotional, and/or material resources beyond what would be expected in normal foster parenting. Including an unusual amount of one of the following:

- Time
- Physical Work
- Skill
- Stress
- Cost

Code 61 is a Level 1 EMP - Level I \$1.67/day (estimated \$50/mo.)

Code 62 is a Level II EMP - Level II \$3.33/day (estimated \$100/mo.)

Code 63 is a Level III EMP - Level III \$5.00/day (estimated \$150/mo.)

Code 64 is a Level IV EMP - Level IV determined value over \$150/mo.

Approval:

- Requires completing an SFN 1865 Specialized Family FC/Adoption Assistance Care Evaluation
- Signing and SFN 904 Agreement to Furnish Specialized Family Foster Care Services
- Level IV requires CFS Foster Care Administrator approval.

Category 70: Infant/Child

Minor Parent/Infant Foster Care:

This code covers the maintenance costs for the dependent child that is not under the custody of a public agency living with the minor foster child at the age specific ND standard maintenance rate.

The dependent child is eligible for reimbursement of irregular payments.

The minor parent should be assisted in applying for medical and childcare assistance on behalf of their dependent child.

Approval:

- Case manager must submit SFN 1042 and
- CFS Foster Care Administrator written approval.

Category 80: QRTP One-On-One

Rarely used, but available in special, limited circumstances for a limited period of time to stabilize or transition the child to a setting that may better address the child's needs. It may be considered if a child requires extra one-on-one supervision in a QRTP.

Approval:

- Case manager must submit SFN 1042 **and**
- CFS Permanency Administrator must grant written approval.



OUT OF STATE PAYMENTS

1. Daily Rate and Irregular payment options
2. Case manager must approve irregular payments based on the receiving states maximums and minimums
3. Receipts are required
4. Out of state provider can be approved for irregular payments allows under North Dakota policy ONLY if the receiving state does not allow for payment and it is not included in the standard Maintenance rate.
5. Out of State Provider EMP levels 61, 62, 63 & 64 – CCWIPS. Exception for out of state TFC providers

**Sending State vs.
Receiving State**

18+ Continued Care

- ❖ Foster Care Payments
 - ✓ Youth allowance
- ❖ Family vs. SIL
- ❖ Secondary Placements (hospitalization)
- ❖ Irregular Payments
- ❖ Approvals for TFC or QRTP



Quick Reference Charts

Refer to Charts in Manual Chapter

- Infant Care
- Child Care Quick Reference 623-05-65-05
- Transportation Quick Reference 623-05-65-10
- Irregular Payment Categories & Codes (Family) 623-05-65-28
- Irregular Payment Categories & Codes (QRTP Residential) 623-05-65-35

Quick Reference – Irregular Payments

**FOSTER CARE IRREGULAR PAYMENTS
FAMILY FOSTER HOME
ALLOWABLE & NON-ALLOWABLE**

| CATEGORY | ALLOWABLE IRREGULAR MAINTENANCE CODE | NON-ALLOWABLE IRREGULAR MAINTENANCE | | | | | | |
|---|--|-------------------------------------|-------|--------|-------|------------|-------|---|
| <p>10 Limited School Supplies & Activities</p> <p>Codes: 11, 12, 13, 14, 15, 16</p> <p>Policy: 623-05-30-05</p> <p>Approval: Case manager must submit receipts</p> <p>** NOTE: Items purchased for a foster child belong to the child and <u>must</u> accompany the child home or to a new foster care placement!</p> | <p>Code 11</p> <ul style="list-style-type: none"> Field Trips, Specialized School Supplies <ul style="list-style-type: none"> shop/art/lab fees, scientific calculator, School Pictures, Senior Pictures, Announcements, Cap/Gown, Class Ring <p>Code 12</p> <ul style="list-style-type: none"> Non-clothing related athletic equipment including sport shoes Gym Class required attire (shirt/shorts) Sports related personal incidentals <p>Code 13</p> <ul style="list-style-type: none"> Prom Dress Tux Rental <p>Code 14</p> <ul style="list-style-type: none"> Camp Registration and Fees Extra-Curricular Activity Fees <ul style="list-style-type: none"> School activity pass, swimming lessons, karate, bowling club, gymnastics, dance, girl scouts, boy scouts, 4H, etc. After school programming provided by the school district; when the program is not licensed as a ND child care provider. Drivers Education/non-school curriculum <p>Code 15</p> <ul style="list-style-type: none"> Music Lessons Instrument lease, rental, or purchase <p>Code 16</p> <ul style="list-style-type: none"> School Backpack Personal Incidentals Personal Hygiene Items, Cosmetics, Over the counter medications, Special dietary foods, and Limited infant and toddler supplies, including formula, diapers, wipes, and occasionally purchased items. See infant care handout for more information. <p>Age Limits Expenditure Limit/Year</p> <table> <tr> <td>0 - 4</td> <td>\$300</td> </tr> <tr> <td>5 - 12</td> <td>\$500</td> </tr> <tr> <td>13 – over+</td> <td>\$700</td> </tr> </table> | 0 - 4 | \$300 | 5 - 12 | \$500 | 13 – over+ | \$700 | <p>School supplies are presumed to be included in the standard foster care maintenance rate. Therefore, school supplies (ex: crayons, tablets, binder, etc.) are not reimbursable as an irregular maintenance payment.</p> <p>Travel & transportation expenses. Local travel related to activities is included in the standard monthly foster care maintenance rate.</p> <p>No Ed – No Med Foster care does not pay for education or medical expenditures including:</p> <ul style="list-style-type: none"> College costs of any kind Correspondence courses Tutoring School tuition Class registration (summer school, AP class fees, etc.) Sports physical |
| 0 - 4 | \$300 | | | | | | | |
| 5 - 12 | \$500 | | | | | | | |
| 13 – over+ | \$700 | | | | | | | |

Provides a list of codes within the category, policy reference, and the type of approval

Describes allowable and non-allowable expenditures and provides examples

Documents the category's annual maximums and limitations

Quick Reference – Infant Care

Foster parents across ND are asked to care for children of all ages. On most occasions, foster parents are equipped to care for this level of care, where others are licensed for older children so preparing for an infant foster child will require more planning and support. Below is guidance and expectations surrounding allowable expenses reimbursed by Category 10 (623-05-30-05) and Category 20 (623-05-30-10). These categories are subject to the yearly expenditure limits:

Category 10 Activities & Incidentals

| Age | Expenditure Limit/Year |
|-------|------------------------|
| 0 - 4 | \$300 |

Category 20: Code 22, Special Clothing

| Age | Expenditure Limit/Year |
|-------|------------------------|
| 0 - 4 | \$300 |

The child's expenditure limits will reset every 12 months from the initial date of the first paid placement. If the child was in foster care prior to the current foster care episode, the expenditure limits will reset once a child has been out of foster care for more than 12 months. **Case managers are responsible to reinforce what is allowable for infant care and approve what may be reimbursed by an irregular payment vs the standard maintenance rate provided to the foster parent.**

| Foster Parent Are Expected to Have <i>(Licensed for 0-4 age group)</i> | Standard Maintenance Covers <i>(Includes \$55/mo. for clothing+)</i> | Incidentals (Category 10) <i>(Items must go with child)</i> | Clothing (Category 20) <i>(Items must go with child)</i> |
|--|---|--|--|
| <ul style="list-style-type: none"> Furniture items ex: crib, bed, dresser, booster seat, high chair Stroller/sit seat/support ring/swing/monitor Bedding/blankets/changing pad/ burp cloths Bath towels/wash clothes Baby dishes/silverware Sippy cups/bottles Toys/books/music Basic hygiene items: baby soap, shampoo, lotion, powder, Qtips, toothbrush, toothpaste, brush/comb Laundry supplies | <ul style="list-style-type: none"> Diapers Wipes Formula Baby food Bottle brush/bottles Baby fingernail clipper Diaper rash cream Basic hygiene items: baby soap, shampoo, lotion, powder, Qtips, toothbrush, toothpaste, brush/comb Baby toys/books/music Hair brush/comb Toothbrush/toothpaste | <ul style="list-style-type: none"> Diapers/wipes - \$\$max Formula/food - \$\$max Diaper Bag Pacifiers/Nipples OTC medicated lotions/creams, digestion medicine/drops/vitamins Car Seat (<i>ND Safe Kids or Public Health</i>) Prescribed OTC items specific for child's needs <p>Providers licensed for ages 5+ or needed for transition to non-paid placement, may be approved for the purchase of a pack-n-play, stroller, and to-go high chair.</p> | <ul style="list-style-type: none"> Swaddle blankets Seasonal items-hat/gloves/coat/boots Daily clothing items Growth spurts, plan accordingly and in advance |

\$\$max means the case manager should approve a monthly maximum for the foster parent to be reimbursed. This can be documented on the SFN 1042 and can be a blanket approval for a designated period of time specific to the foster parent. For example: *I approved a \$25 per month maximum for category 10 needs for a three-month period of time (October 1, 2021, thru December 31, 2021).*

Child's Property: All items purchased and reimbursed with foster care funds, must be sent with the child home or to their next placement. The funds are to meet the child's needs and the items are the child's property. Each child shall have a purchase and clothing inventory maintained on file to ensure the items follow the child home or to a new placement.

Car Seats: Prior to purchasing an infant car seat, please contact ND Safe Kids or your local Public Health.

Provides guidance and expectations surrounding allowable reimbursement for infant expenditures

Category 10 and Code 22 – age group 0-4, subjected to a \$300 annual maximum

Provides examples of what a foster parent licensed for age group 0-4 should already have on hand.

Lists items that are considered covered under the monthly standard maintenance rate and additional items that can be covered as an irregular payment (List is not all inclusive)

Quick Reference – Transportation

FOSTER CARE TRANSPORTATION REIMBURSEMENT - QUICK REFERENCE-

| WHO | WHAT | Foster Care Irregular Payment CCWIPS | Agency Administrative \$\$ "Monthly Summary of Operating Expenditures" Administrative Reimbursement |
|-----------------------|--|--|---|
| Foster Child | Transportation to place the child in foster care. Pre-placement visit (secondary placement) to placed child in a family foster home. | | Agency administrative cost, tracked on SFN 119 (Zones) and identified as foster care transportation. |
| Foster Child | Transportation of the child in family foster care to home visit/ family visitation. <i>(Not an allowable cost for therapeutic family foster care providers).</i> | Irregular Foster Care Maintenance Payment. Submit as an irregular payment, Category 50, Code 51 | |
| Foster Child | Transportation for the child to attend court hearings, Child & Family Team meetings, etc. | | Agency administrative cost tracked on SFN 119 (Zones) and identified as foster care transportation. |
| Foster Child's Family | Family's transportation for parent/guardian to visit the foster child in family foster care setting <u>or</u> a medical PRTF. | | Agency administrative cost tracked on SFN 119 (Zones) and identified as visit to child in family foster care. |
| Foster Child's Family | Family's transportation to visit the foster child in residential facility (QRTP). | Administrative Reunification Costs - Submit as Irregular Payment, Category 50, Code 52 | |
| Foster Parents | Attendance at court hearings, Child & Family Team meetings, mandatory case conferences, etc. | | Agency administrative cost tracked on SFN 119 (Zones) and identified as foster care transportation. |
| Foster Parents | Transportation for foster parents to visit child who is out-of-home. | | Agency administrative cost tracked on SFN 119 (Zones) and identified as foster care transportation. |
| Foster Parents | Reasonable transportation costs that <u>allows</u> the child to remain in the school which he/she is enrolled at the time of placement. <i>(Is allowable for therapeutic family foster care providers).</i> | Irregular Foster Care Maintenance Payment. Submit as an irregular payment, Category 50, Code 53. | |

Gives examples of how transportation is reimbursed based on who requires transport to what location and for what purpose.

Breaks out the types of transportation into what is covered as a foster care irregular payment and what is considered an administrative cost (agency reimbursed).

Total transportation costs are billable only once.

Quick Reference – Child Care

FOSTER CARE & CHILD CARE QUICK REFERENCE

| CHILD CARE REQUEST | IRREGULAR PAYMENT REIMBURSED IN CCWIPS | NOT REIMBURSEABLE WITH IRREGULAR PAYMENT | ALTERNATIVE REIMBURSEMENT SOURCES | | |
|--|---|--|-----------------------------------|-------------------------------------|--|
| | | | EMP/DIFFICULTY OF CARE | PRIME TIME CHILD CARE | OTHER |
| During foster parent's working hours when foster child is not in school. | Irregular Payment: Cat 40, Code 41 | | | | |
| When a foster parent is enrolled in and attending post-secondary education to obtain a degree or meet educational requirements for their current employment. | Irregular Payment: Cat 40, Code 41 | | | | |
| Informal or episodic babysitting. <i>Ex: foster parent date night</i> | | Costs are included in the standard maintenance rate. | | | |
| To gain social skills and peer relationships. | | Costs are included in the standard maintenance rate. | | If appropriate, consider Prime Time | |
| To facilitate foster parent's participation in activities <u>within</u> the realm of "ordinary parental duties" <i>Ex: shopping, hair appointment, etc.</i> | | Costs are included in the standard maintenance rate. | | | If appropriate, consider respite care approval |
| General ongoing child care when the foster parent is not employed. | | Not an irregular payment option. | | If appropriate, consider Prime Time | If appropriate, consider respite care approval |
| To allow coverage and support if a foster parent has periods of extended illness. | Irregular Payment: Cat 40, Code 43 <i>**Must receive approval from CFS for state general funds</i> | | | | If appropriate, consider respite care approval |
| To allow foster parent to attend mandatory PRIDE or other required trainings. | | Not an irregular payment option. | | | *Check with UND CFS Training Center (701-777-3442) |
| To allow attendance at case conferences, team meetings, court hearings, <u>without</u> the foster child. | Irregular Payment: Cat 40, Code 43 | | | | |
| To allow temporary relief from care and supervision of the child in foster care. | | Not an irregular payment option. | If appropriate, consider an EMP. | | If appropriate, consider respite care approval |
| To allow foster parents to attend school conferences. | | Costs are included in the standard maintenance rate. | | | |
| To allow foster parents to visit a foster child temporarily out of the home (facility, hospital, camp, etc.) | | Costs are included in the standard maintenance rate. | | | |

Provides examples of the different reasons for childcare

Gives guidance on if the reason is reimbursable or non-reimbursable and avenues for reimbursement



Additional Topics



CHECKWRITE SCHEDULE

When do providers get reimbursement?

- * Supplemental Checkwrite - Weekly – each Wednesday
- * 2nd to Last working day of the month – Standard Checkwrite

AUGUST 2022

| | | |
|-------------------------|--------|----|
| Sub-Adopt Checkwrite | August | 3 |
| Supplemental Checkwrite | August | 3 |
| “ “ | August | 10 |
| “ “ | August | 17 |
| “ “ | August | 24 |
| Standard Checkwrite | August | 30 |

SEPTEMBER 2022

| | | |
|-------------------------|-----------|----|
| Sub-Adopt Checkwrite | September | 7 |
| Supplemental Checkwrite | September | 7 |
| “ “ | September | 14 |
| “ “ | September | 21 |
| Standard Checkwrite | September | 29 |

OCTOBER 2022

| | | |
|-------------------------|---------|----|
| Sub-Adopt Checkwrite | October | 5 |
| Supplemental Checkwrite | October | 5 |
| “ “ | October | 12 |
| “ “ | October | 19 |
| Standard Checkwrite | October | 28 |

NOVEMBER 2022

| | | |
|-------------------------|----------|----|
| Sub-Adopt Checkwrite | November | 2 |
| Supplemental Checkwrite | November | 2 |
| “ “ | November | 9 |
| “ “ | November | 16 |
| “ “ | November | 22 |
| Standard Checkwrite | November | 29 |

DECEMBER 2022

| | | |
|-------------------------|----------|----|
| Sub-Adopt Checkwrite | December | 7 |
| Supplemental Checkwrite | December | 7 |
| “ “ | December | 14 |
| “ “ | December | 21 |
| Standard Checkwrite | December | 29 |

OVERPAYMENTS

Why an overpayment occurs?

- * Delay in system updates
- * Provider continues to be reimbursed when a child is no longer in their home. Please notify the case manager if payments are received in error.
- * Error in entry

What happens when an overpayment is identified?

- * FCSA Eligibility Unit notifies the case manager and provider
- * The system will either auto-recoup the funds or the provider will be asked to refund

Expectations of providers when notified of an overpayment:

- * Case managers work with the provider to gain an understanding as to why the overpayment occurred.
- * If direct recoupment is needed, the provider must reimburse the funds to NDDHS. We encourage timely reimbursement but can work with families.

ADDITIONAL FFPSA PROVIDER TYPES

Supervised Independent Living (SI)

Allowable

- Category 10 - Codes 11,12,13,14,15,16
- Category 20 - Code 22
- Category 40 - Code 41
- Category 50 - Codes 51,53
- Category 60 - Codes 61,62,63,64
- Category 70 - Code 71

Not Allowable

- Category 20 – Code 21
- Category 30 – Code 31
- Category 40 – Code 43
- Category 50 - Code 52
- Code 80

Qualified Residential Treatment Provider (QR)

Allowable

- Category 10 - Codes 11,12,13,14,15,16
- Category 20 - Codes 21,22
- Category 50 - Codes 51,52
- Category 60 - Code 64
- Category 70 - Code 71
- Code 80

Not Allowable

- Category 30 - Code 31
- Category 40 - Codes 41,43
- Category 50 - Code 53
- Category 60 - Codes 61,62,63

Respite vs. Substitute Care

Respite Care

What

Temporary relief care for a child with special medical, emotional, or behavioral needs, which require time-limited supervision and care.

- 4 days (including overnights)
- 12 hr/wk

Who Pays

- PCFS Licensing Unit – if pre-approved SFN 929
- Nexus PATH – if NP client

Providers A maintains the daily rate, Provider B offering respite is reimbursed through respite funds.

Substitute Care

What

Temporary care when the foster parents are unavailable to care for the foster child.

- Substitute Caregiver:
 - ✓ Must be a responsible adult, age 21 or older, temporarily providing care for a foster child in the absence of the foster parents.
 - ✓ If the foster parent is unavailable and the child requires care for more than a portion of one day, substitute care must be provided by a licensed provider or identified relative.

Who Pays

- Provider Arrangements

Providers A maintains the daily rate, Provider B offering respite is reimbursed through respite funds.

Tribal Placements

Tribal IV-E

Reimbursement

- Case managed by the Tribal Nation
- Paperwork submitted by the Tribe
- Reimbursements are authorized by NDDHS CFS FCSA Unit
- Paid directly to the FC provider or authorized agency (Nexus PATH)

Tribal 638

Reimbursement

- Case managed by the Tribal Nation
- Reimbursements managed by the Tribal office
- Not all of the same irregular payments are allowed
- Note: Childcare costs and reimbursement is different

\$ Not Income \$

Foster Care Reimbursement is NOT INCOME:

Foster care is not paid employment. The maintenance reimbursements are issued to a provider to maintain the placement and cover the costs of having the child in the home. The maintenance reimbursements follow the child, so if the child was no longer placed in the provider home, the money to support the child's needs would no longer be issued to the provider. NDDHS does not issue a W-2 or provide a 1099 Foster care providers are not taxed.

Filing Taxes:

ND Department of Human Services (NDDHS), is often contacted asking if a child in foster care may be claimed as a dependent on the foster care provider's taxes. Eligibility determinations for ***claiming a child in foster care as a dependent*** are determined by the IRS. Foster care providers should consult with a tax professional to determine if the child in foster care meets the criteria established by the IRS to be claimed as a dependent. In addition, foster care providers should refer to IRS publications for further resources and also know that biological parents/guardians of the child are required to pay child support. They too may be claiming the child on their taxes.

Direct Deposit

All foster parents must have direct deposit set up per legislative direction effective January 1, 2022.

Nexus PATH providers are reimbursed directly from Nexus PATH.

Nexus PATH sends an invoice to NDDHS-Children and Family Services for the standard rate and administrative costs related to the cost of care. NDDHS sends the direct deposit to Nexus PATH.

NDDHS – Children and Family Services CANNOT reimburse childcare providers or vendors directly.

RESOURCES

CFS Policy – Maintenance Payments 623-05

<https://www.nd.gov/dhs/policymanuals/62305/62305.htm>

CFS Policy – Permanency Planning 624-05

<https://www.nd.gov/dhs/policymanuals/62405/62405.htm>

CFS Policy - Foster Care Licensing 622-05

<https://www.nd.gov/dhs/policymanuals/62205/62205.htm>

CFS Website

<https://www.nd.gov/dhs/services/childfamily/>

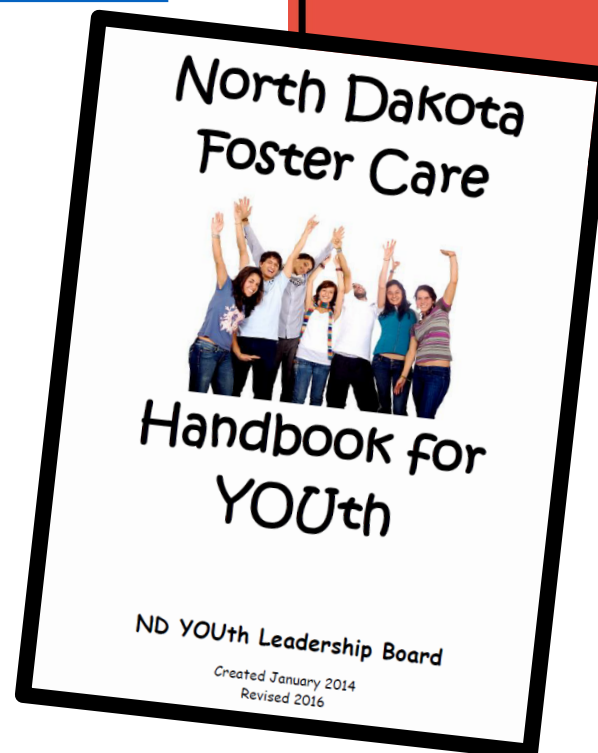
Brochures, Handouts, Handbooks, Training

<https://www.nd.gov/dhs/info/pubs/family.html>

North Dakota Foster Parent Handbook



*"There is always a moment in childhood
when the door opens and lets the future in."
-Graham Green*



Contact Information

Foster Care and Subadopt Eligibility Unit

Email: cfsfcsaunit@nd.gov

Centralized Phone number:

Toll-free 1- 833-551-2021

Local: 701-328-2076

Fax: 701-328-0962

CFS Licensing Unit

Email: cfslicensing@nd.gov

Toll-free: 1-888-334-1330

Local: 701-328-2322

Fax: 701-328-0962

Questions?

