

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES  
CHILDREN SERVICES POLICY  
REIMBURSEMENT FOR FOSTER CAREGIVERS**

**POLICY**

Foster homes certified by Tuscarawas County Job & Family Services are reimbursed pursuant to the following guidelines:

**A. Foster Care Rates:**

1. Purpose - The foster care rates are intended to cover the following costs for each child in care: food, shelter, personal incidentals, haircuts, allowances, recreational activities, and liability insurance. The agency recommends that each foster family consult with its insurance company to determine the necessity and scope of additional liability insurance as a foster caregiver.

**\*\*Also, see Policy 600.18.0 regarding Liability Insurance Coverage for Agency Foster Home.**

2. Rates:

Per diem of \$28.00 - This per diem is reimbursed for children ages birth to 18 years, and for any children who remain in custody beyond age 18 and through 20 years of age.

3. Procedure for receiving monthly foster care reimbursement:

- a. Foster Caregivers complete monthly Statement (form SS73) and a Caregiver Monthly Report (form SS68) for the children in their care during the previous calendar month.
- b. The monthly Statement is submitted to the agency by the 5th of the next month; monthly Statements received after the 5th may not be paid until the following month.
- c. Reimbursement is issued from the County Auditor's Office by the 15th of each month.

4. Calculating "days in care":

- a. The day a child is placed is counted in the calculation.
- b. The day a child is removed is not counted in the calculation.
- c. **Exception - When a child is placed on an emergency basis for less than 72 hours, both the placement day and the removal day are counted.**
- d. Temporary absences (examples: camp, hospitalization, respite\*, visitation with family or kin) of 14 days or less, when the child is expected to return to the same placement, are counted in the calculation.

**\*NOTE:** Foster Caregivers are responsible for reimbursing other Foster Caregivers who provide respite for them.

B. Clothing and Special Needs of Foster Children

1. Prior authorization **is not required**:

- a. Foster Caregivers may purchase \$150 of clothing for initial placement (first 60 days), and up to \$50 of clothing per month, for each foster child. This allowance is for necessary (not luxury) clothing items.
  - (1) Foster Caregivers submit the original, itemized receipt attached to form BO 66 for reimbursement.
  - (2) A separate receipt must be submitted for each child and include the child's name, an itemized list of purchases, and the Foster Caregiver's signature.
  - (3) Sales tax can be reimbursed.

2. Prior authorization **is required**:

- a. Foster Caregivers must request prior written authorization from the Business Office to charge, or purchase for reimbursement, more than \$50 in clothing for a foster child in a month.  
-AND-
- b. Other "special" items needed for a foster child.
- c. See also, Children Services Policy 600.2.0, Cost Guidelines and Limitations.

C. Medical Costs

1. Medical costs for children in custody are paid by birth parents, Medicaid, community resources, the child's income, or the agency. See Children Services Policy 500.18.0, Securing Income, Benefits and Payment for Health Care for Children in Custody.

Foster Caregivers should not pay for any medical treatment or prescription medication for foster children in their care.

D. Mileage for Transportation

1. Agency agrees to pay for necessary and reasonable transportation costs incurred by Foster Parent(s) at a rate of forty-six (\$.46) cents per mile or the current rate as established by the Tuscarawas County Commissioners for transporting a foster child to counseling, psychological testing, visitation, medical and dental appointments, agency and court visits.
2. Foster Caregivers complete a Transportation Billing form (BO11) and submit it monthly to the agency on or before the 5th working day of each month.\*

E. Payment for Damages Done By A Foster Child Will Be Considered On A Case-by-Case Basis

1. Foster caregivers must report such damages to the child's case manager when they occur.
2. The foster caregiver's homeowner's insurance is considered to be the first payer, if applicable.
3. The foster caregiver submits at least two estimates for repair/replacement to the child's case manager.
4. The child's case manager or supervisor submits a written recommendation to the agency Director with copies of the two estimates attached.
5. If approved by the Director, payment for repair/replacement is made to the vendor, not to the foster caregiver.

F. Training Reimbursement.

1. All training **must be prior approved** by the Foster Care Supervisor or Worker before reimbursement will be authorized.
2. Each Foster Caregiver is reimbursed \$10 (state reimbursement) per training hour, up to a maximum of 20 hours per calendar year.
3. When state reimbursement is available to either Foster Caregiver in the household, the agency will not reimburse other training expenses.
4. When state reimbursement is not available to either Foster Caregiver in the household, the agency will reimburse the following:
  - a. Forty-six (\$.46) cents per mile for out-of-county travel to and from the training site.
  - b. Child care costs for Foster Caregivers' own children and foster children while Caregivers attend training as a couple, if one spouse is working and the other attends training, or while a single Foster Caregiver attends training; reimbursement is \$1.50 per hour per child, up to a maximum of 12 hours per day.
5. Reimbursement is not usually given for registration fees, meals, lodging, or child care for overnight stays. Special, prior approval must be received from the Foster Care Supervisor or Worker.
6. Foster Caregivers submit a completed Travel Expense Report (form JFS06) and a Certificate of Attendance for the training to the Foster Care Worker.\*

G. Water Tests

1. The agency reimburses Foster Caregivers or directly pays the Health Department the cost of water testing when such a test is required for initial certification or recertification.

H. Criminal Records Check

1. The agency pays the cost(s) of the criminal records checks required for certification and recertification.

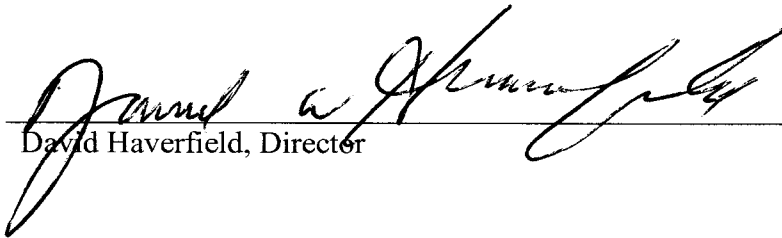
I. Hospitalization-related Expenses

1. Foster Caregivers are reimbursed the following hospitalization-related expenses when a foster child is hospitalized:
  - a. 46 cents (\$.46) per mile for travel to and from the hospital
  - b. Vehicle parking charges
  - c. Child care costs for Caregivers' children and other foster children when both Caregivers are visiting at the hospital, or when one spouse is working, or when a single Foster Caregiver is visiting; reimbursement is \$1.50 per hour per child, up to a maximum of 12 hours per day
  - d. Overnight lodging - **must be approved in advance.**
2. Foster Caregivers submit a completed Travel Expense Report (form JFS06) with receipts for child care, parking, and lodging to the Foster Care Worker.\*

\*All reimbursements are processed within the agency for accuracy and approval; reimbursement is issued from the County Auditor's Office, usually within two weeks of receipt of the invoice.

J. Reimbursement for Child Care Costs

1. When a foster parent who is licensed by TCJFS is employed outside of the home, child care may be reimbursed as set forth in Rule 5101:2-16-41.
2. Foster parents must utilize a child care setting that is licensed or certified by the state of Ohio.
3. Eligibility for reimbursement of employment-related child care is not based upon the income of the foster family.
4. Foster parents will be reimbursed as directed by child care staff and in accordance with Rule 5101:2-16-41.
5. The Foster Child Care forms BO 67 (Child Care Invoice for Foster Child) and BO 68 (Foster Parent Monthly Work or Required Activities Schedule for Child Care Purposes) are available to be accessed through the agency's website, [www.tcjfs.org](http://www.tcjfs.org), and any questions regarding the process should be addressed with the agency's Business Office.

  
David Haverfield, Director

12-19-15  
Effective Date