

FOSTER CARE BILLING

All foster care bills are to be submitted to the attention of Fiscal Department by the 20th day of the month following services.

The per-diem reimbursement will include the first day of placement but not the last day of placement

Billing form- triplicate form in your binder

- These are filled out monthly if submitting request for payment
- One per child

Enter your name at top, child's name if applicable and the dates for that months bills.

Room & Board Section- get the Number of days requested in the first blank, the per diem amount in the second and the total in the 3rd. (# of days times per diem= total)

Day Care (attach form): The form must be completed in full with dates and times for drop off and pick up. The Day care provider must sign verifying the information is correct along with your signature.

Mileage (Attach form): This form can be completed once per month with all requested mileage reimbursement on one sheet. January of each year the mileage reimbursement rate is set and will be emailed out to you.

Clothing (Attach receipts)

Initial clothing will be \$300.00 per child. As required by the state, the initial clothing allowance needs to be within the first 60 days of placement. Foster parents must submit the original receipt with itemized clothing expenses to the agency within 90 days of placement in order to be reimbursed by the agency. Sales tax is reimbursable but will be included in with the \$300.00. Any other clothing aside from initial is not billable UNLESS you have prior approval.

School expenses (attach receipts)

School fees and/or workbook fees should be billed directly to this agency. Special material or equipment can be reimbursed on a case by case basis, please consult with the child's case worker before purchasing. School lunches are provided at no cost through the school free lunch program. The agency will reimburse foster parents for up to \$20 per year for school pictures. Foster parents must submit detailed and original receipts for reimbursement of any school expenses.

Other Expenses- Specify (attach receipts)

This would be any other prior approved cost for the child.

Foster Parent training:

Enter the date you attended. Training hours x \$10 per hour. Most trainings are ran by the OCWTP and are either half day- 3 hours or full day- 6 hours.