

Department of Family and Children Services Administration Policies and Procedures Manual	Section: Financial Part: 2305 Page: 1 of 2 Date: February 2006
Title: Foster Care and Adoption Support Services	

## 2305. Foster Care and Adoption Support Services

- A. Funding in UAS Code 531 enables county departments to reimburse potential and current DFCS foster parents for services required in the screening, preparation and approval process of becoming an approved foster or adoptive parent. All services except fingerprinting require the foster/adoptive parent to pay the fees up front, and then be reimbursed.
- B. Foster parent travel expenses for training purposes should be submitted on a Bill for Services Rendered form 5357. Foster parents are governed by the state travel regulations.
- C. Foster parents must pay the cost of physicals, drug screens, and lab tests then request reimbursement using the foster care invoice, form 526. Foster parents do not have to wait for a child to be placed in their home to request reimbursement.
- D. **A waiver from the Division's Social Services Section must support any exception to the policy of reimbursing the foster parents. However, the DFCS office can request an advance for foster/adoptive parents to pay hotel costs and registration fees for the Foster Parent Annual Conference. All receipts are required to be attached to the Bill for Services Rendered (Form 5357).**
- E. **Original** receipts must be attached to the foster care invoice.
- F. A direct money payment to a vendor needs to be supported by a purchase order.
- G. **IMPACT** is the new acronym for foster parent training. It stands for Initial Interest, Mutual Selection, Pre-service Training, Assessment, Continuing Development, Teamwork. The required training hours will decrease to 20.
- H. Fiscal Operations Section is working with Social Services staff to outline a policy concerning refreshments for IMPACT classes. County funds are a viable option. 531 funds are being used at the moment, but expenditures must be within reason.
- I. **Examples of Allowable Expenditures:**
  - 1. **Drug Screens**
  - 2. **Physicals**
  - 3. **Lab Tests**
  - 4. **Fingerprint checks**
  - 5. **Additional required training for foster/adoptive parents**

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6. IMPACT Materials and supplies
7. Expenses for Foster/adoptive parents to attend certification training
8. Expenses for foster/adoptive parents to co-lead IMPACT sessions
9. Expenses for foster/adoptive parents to attend foster parents conference
10. Environmental Inspections (state office waiver required)
11. Water safety services, swimming lessons, rescue training
12. CPR and First Aid training

NOTE: See Foster Care Services Policy, Fiscal 1016.19 for a detailed list of services.)