

	<p>STATE OFFICE for SERVICES to CHILDREN and FAMILIES CLIENT SERVICES MANUAL I ISSUED BY: Program Operations EFFECTIVE DATE: January 2, 1996</p>	<p>NUMBER: I-E.5.2 SECTION: E. Substitute Care SUBSECTION: 5. Payments</p>
<p>SUBJECT: 2. Payments for Special and/or Extraordinary Needs</p>		

Interpretation: Manager,
Foster Care

Approval: _____
Assistant Administrator
Program Operations

REFERENCES: Title IV-E
CF 598, Authorization and Vendor Invoice
CF 294, Administrative Expense Voucher

PURPOSE

413-090-0300 These rules describe how one-time payments may be used to benefit children in the custody of the State Office for Services to Children and Families (SOSCF) who are in foster care, family and professional shelter care, residential group care and children in non-paid placement such as the Oregon State Hospital.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.005

DEFINITION

413-090-0310 "Payment for Special and/or Extraordinary Needs" means a payment for specific services or supplies which are essential to the child's substitute care and no other resource exists to cover the essential service or supply. This payment is unrelated to and independent of the regular monthly foster care payment. The payment for the child's special or extraordinary need shall not be ongoing in nature and is available on a limited or one-time basis.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.005

POLICY

413-090-0320 (1) Payments for Special and/or Extraordinary Needs shall be limited to the amounts stated in this rule whenever possible. Requests shall state a specific amount.

(2) Exceptions to these rules may be made by the branch manager in individual situations. Exceptions must be made prior to purchase and confirmed in writing in the case file.

Statutory Authority: ORS 418.005

Stats. Implemented: Title IV-E

CLOTHING

413-090-0330 (1) It is the responsibility of the agency to make certain that clothing needs of children going into or placed in out-of-home care are met. Both staff and contracted providers shall use reasonable judgment in making clothing purchases. It is expected that a child in the custody of SOSCF will be dressed similar to other children living in the community, but purchases are dependent upon funds available to SOSCF.

(2) Unless an individual exception has been made by the branch manager, clothing purchases may be authorized only after:

(a) All clothing available and belonging to the child is obtained from the parent(s), guardian, relative caregiver or provider at the time of placement or change of placement. If release of clothing is refused and it is in the best interest of the child, a court order for the release of such clothing is to be requested from the juvenile court;

(b) Clothing resources such as foster parent organizations or agency volunteer programs, etc., are to be used prior to any purchase of clothing;

(c) **Shelter Care:** Payment for an emergency wardrobe may be made when all resources have been utilized and it is determined that sufficient clothing is still not available.

(d) Ongoing Care:

(A) The service payment to providers includes a clothing replacement allowance. When a child is placed in ongoing care, the placement worker is to review the monthly payment for the child with the provider and explain that they are expected to use the clothing allowance included in the service payment for replacement of clothing. The agency will not purchase replacement clothing except in extraordinary situations;

(B) When a child moves from one caregiver to another caregiver, all of the child's wearable clothing, including clothing purchased for the child while in substitute care, is to go with the child. The child is not eligible for another initial placement wardrobe;

(C) New wardrobes are not to be purchased for a child in adoptive placement, except to make certain that the child is properly clothed for presentation to the adoptive parents at the time of placement;

(D) Children who are in shelter care or ongoing care generally will not be provided a supplemental wardrobe when they leave care temporarily and later return to out-of-home care. A supplemental wardrobe requires an exception.

(e) Maximum Clothing Allowances:

<u>Clothing</u>	<u>Maximum Amount</u>	<u>When</u>	<u>Required Approval</u>
Emergency	\$ 75.00	Shelter care	Supervisor
Initial wardrobe	\$125.00 (including shelter care)	Ongoing placements	Supervisor
A supplemental wardrobe authorization	\$125.00 (including shelter care)	Subsequent ongoing placement, after being returned home from previous substitute care placement	Supervisor

Statutory Authority: ORS 418.005
Stats. Implemented: ORS 418.005

TRANSPORTATION

413-090-0340 (1) The agency may pay for non-medical transportation based upon current SOSCF mileage rates paid to case-work staff. Reasonable travel to the child's home for visitation is a Title IV-E allowable expense. All other transportation expenses shall be billed to General Fund:

(a) Visitation: When family visitation is a part of the service plan, the foster parent may be reimbursed for providing transportation to and from these visits. When the child is in a residential care and treatment facility and the written treatment plan includes visitation with parent(s) or relative(s), the cost of such visits are expected to be shared by the branch, service provider and child's family. Direct case-by-case negotiations with the provider and the child's family, to determine branch cost, shall be in advance of the visits;

(b) School: When the child is in family foster care and the school district does not provide transportation, the foster parents may be reimbursed for mileage transporting the child to school, or for city bus passes where available and appropriate;

(c) In-state transportation by airline for children may be approved only if the cost of the air fare does not exceed all the actual costs of transporting the child by car.

Statutory Authority: ORS 418.005

Stats. Implemented: Title IV-E

EDUCATIONAL COSTS

413-090-0350 (1) Basic school costs are to be paid by local school districts.

(2) No educational costs listed below are Title IV-E eligible. The following are allowable school costs which may be approved by the branch if sufficient funds are available:

<u>Item</u>	<u>Maximum Amount</u>	<u>When</u>	<u>Required Approval</u>
(a) Rental of musical instruments	\$ 75.00	School year	Supervisor/ Designee
(b) High School graduation costs	\$ 45.00	When needed	Supervisor/ Designee
(c) Vocational school fees and equipment (not otherwise available through or paid by public schools or vocational rehabilitation program)	Up to \$ 350.00	School year	Supervisor/ Designee
(d) GED testing	Actual cost up to \$ 20.00	Each testing	Supervisor/ Designee

Statutory Authority: ORS 418.005

Stats. Implemented: Title IV-E

Payments Eligible for Title IV-E

413-090-360 (1) Title IV-E allowable clothing expenses are based upon a consideration of what is necessary or required. For example, Title IV-E can be claimed if a child is required to have certain supplies for a specific school class project. Title IV-E should not be utilized for supplies needed for an after school enrichment program.

(2) Title IV-E allowable costs include, but are not limited to, locker and towel fees, art supplies, pencils, paper, necessary school clothing.

(3) Non Title IV-E allowable school fees include, but are not limited to, transportation to games, bus tickets to school, trumpet rental, books, class ring, graduation expenses, school pictures, sports gear, tuition, GED expenses, tutoring.

Statutory Authority: ORS 418.005

Stats. Implemented: Title IV-E

PAYMENT METHOD

413-090-370 (1) A CF 598 (Authorization and Vendor Invoice) must be completed in accordance with instructions and presented to the vendor.

(2) The CF 598 will authorize a maximum amount; however, the vendor may only bill SOSCF for the actual amount of purchase.

(3) A business will be reimbursed after submitting a CF 598 which certifies goods and/or services were rendered by the business in accordance with the CF 598.

(4) A person or party who has purchased goods or services will be reimbursed upon submitting the completed CF 598 along with original receipt(s) for each item purchased.

Statutory Authority: ORS 418.005

Stats. Implemented: Title IV-E

CHILDREN IN NON-Reimbursed PLACEMENT AT OREGON STATE HOSPITAL and Other Non-Reimbursed Providers

413-090-380 (1) SOSCF has established a procedure to provide personal allowances for children who are in custody of SOSCF and are placed in a non-reimbursed placement at Oregon State Hospital (OSH) and other non-reimbursed providers.

(2) Procedure:

(a) Determine if the child has benefits or resources coming in to his/her trust account. SOSCF staff can use the IFDF screen to see if the child has a balance in his/her trust account. If there is money in the trust account, the worker can initiate a CF 198 (Trust Action) monthly to receive payment for the child. Maximum monthly amount is not to exceed \$30.00;

(b) If the child does not have any benefits or resources coming in, then the allowance payment may be made from "Payments for Special and/or Extraordinary Needs" using the individual SOSCF location cost center and an object code of 980.092, Personal Allowance. (This is an EAS object code). SOSCF staff would initiate payment by completing a CF 294 (Administrative Expense Voucher) monthly, including the child's case number and person letter. Maximum monthly amount would be \$30.00.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.005