

	<b>Department of Human Services CHILDREN, ADULTS &amp; FAMILIES</b>	<b>NUMBER:</b> I-E.5.2 <b>OAR:</b> 413-090-0300 thru 0380
	<b>CLIENT SERVICES INDEX</b>	<b>SECTION:</b> E. Substitute Care
	<b>ISSUED BY:</b> Office of Safety and Permanency for Children  <b>FINAL:</b> 2-01-06	<b>SUBSECTION:</b> 5. Payments
<b>SUBJECT:</b> 2. Payments for Special and/or Extraordinary Needs - OAR		

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

#### **413-090-0300**

##### **Purpose**

These rules describe how payments for special and/or extraordinary needs may be used to benefit children in the custody of the Department who are in foster care, family and professional shelter care, residential group care and child who are in non-reimbursed placement such as SAIP and SCIP.

Stat. Auth.: ORS 418.005  
Stats. Implemented: ORS 418.005

#### **413-090-0310**

##### **Definitions**

- (1) "Clothing Replacement Allowance": means the Department includes the cost of maintaining adequate clothing for each child in the substitute care maintenance payments to the provider.
- (2) "Department" means the Department of Human Services (DHS).
- (3) "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 substitute care maintenance 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.
- (4) "SAIP" means Secure Adolescent Inpatient Program.
- (5) "SCIP" means Secure Children's Inpatient Program.

- (6) "SDA" means Service Delivery Area (SDA). A geographic region of one or more counties served by the Department and managed by an SDA Manager.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

#### **413-090-0320**

##### **Policy**

- (1) Payments for Special and/or Extraordinary Needs shall be limited to the amounts stated in the I-E.5.2 Information letter. Requests shall state a specific amount.
- (2) Exceptions to these rules may be made with the SDA Manager's or designee's approval in individual situations. Exceptions must be made prior to purchase and authorized in writing in the case file.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

#### **413-090-0330**

##### **Clothing**

- (1) The agency will make certain that clothing needs of children going into or placed in substitute care, such as a residential facility and paid/unpaid foster or relative 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 the Department will be dressed similar to other children living in the community, but purchases are dependent upon funds available to the Department.
- (2) Unless the SDA Manager or designee makes an individual exception, clothing purchases may be authorized after:
- (a) 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 Department purchase of clothing;
  - (c) Shelter Care: The Department will make payment for emergency clothing

after searching the available resources and determining that sufficient clothing is not available.

(d) Ongoing Substitute Care:

- (A) The payment to substitute care providers includes a clothing replacement allowance. It is the provider's responsibility to maintain the child's clothing with the clothing replacement allowance. 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 clothing, including clothing purchase for the child while in substitute care, shall go with the child. The child is not eligible for another emergency or standard clothing voucher;
- (C) New clothing for a child in an adoptive placement will not be purchased 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 receive a supplemental clothing voucher when they leave care temporarily and later return to out-of-home care. Exceptions for a supplemental clothing voucher may be made with the SDA Manager's or designee's approval.

(e) Maximum Clothing Allowances: The maximum rates the Department pays are outlined in the Information Letter, I-E.5.2.

Clothing	When	Required Approval	Issuance Frequency
Emergency Voucher	Initial Placement	Supervisor	One-time: No exceptions
Standard Voucher	Ongoing Placement	Supervisor	One time: No exceptions
Supplemental Voucher	Placed with parent(s) later reenters substitute care	SDA Manager or designee	Exceptions only

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

**413-090-0340****Transportation**

- (1) The agency may pay for non-medical transportation not to exceed current Department 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 Department, service provider and child's family. Direct case-by-case negotiations with the provider and the child's family, to determine Department cost, shall be made 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.

Stat. Auth.: ORS 418.005

Stats. Implemented: Title IV-E

**431-090-0355****Payments Eligible for Title IV-E**

- (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.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

**413-090-0365****Education Costs Not Eligible for Title IV-E**

- (1) Basic school costs are to be paid by local school districts.
- (2) The Department's maximum payments for educational cost are outlined in I-E.5.2 Information Letter.
- (3) The educational costs on the list below are not Title IV-E eligible. The Department may authorize the following allowable school costs if sufficient funds are available:

ITEM	WHEN	REQUIRED APPROVAL
Rental of musical instruments	School year	Supervisor/Designee
High School graduation costs	When needed	Supervisor/Designee
Vocational school fees and equipment (not otherwise available through or paid by public schools or vocational rehabilitation programs)	School year	Supervisor/Designee
GED testing	Each testing	Supervisor/Designee

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

**413-090-0370****Payment Method**

- (1) A CF 598 (Authorization and Vendor Invoice) must be completed in accordance with instruction and presented to the vendor.
- (2) The CF 598 will authorize a maximum amount; however, the vendor may only bill the Department 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.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

#### **413-090-0380**

#### **Children in Non-reimbursed Placement at SAIP, SCIP, and Other Non-reimbursed Providers**

- (1) The Department has established a procedure to provide personal allowances for children who are in custody of the Department and are placed in a non-reimbursed placement at SAIP, SCIP, and other non-reimbursed providers.
- (2) Procedure:
  - (a) Determine if the children have benefits or resource coming in to their trust account. The Department 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 the Department location cost center and an object code of 980.092, Personal Allowance. (This is an EAS object code). Department 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.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005