

	STATE OFFICE for SERVICES to CHILDREN and FAMILIES CLIENT SERVICES MANUAL I ISSUED BY: Program Operations EFFECTIVE DATE: December 29, 1995	NUMBER: III-B.2.1
		SECTION: B. Financial Management
		SUBSECTION: 2. General Disbursement
SUBJECT: 1.Miscellaneous Payments		

Responsible Manager: Manager,
Foster Care

Approval: _____
Assistant Administrator,
Program Operations

Interpretation: Manager,
Foster Care

PURPOSE

413-310-0100 The purpose of these rules is to allow for expense reimbursement payments to be paid to foster parents to participate in training.

Statutory Authority: HB2004

Stats. Implemented: ORS 292.235 and 292.240

DEFINITIONS

413-310-0110 (1) "Agency" means the State Office for Services to Children and Families (SOSCF) of the Oregon Department of Human Resources.

(2) "Foster Parents" refers to a provider certified under OAR 413-200-100 through 413-200-230.

(3) "Training" means structured educational opportunities designed to enhance awareness, understanding and skill.

Statutory Authority: HB2004

Stats. Implemented: ORS 292.235 and 292.240

POLICY

413-310-0120 The State Office for Services to Children and Families may, at its discretion, reimburse foster parents for pre-approved training expenses related to participation in foster parent training. These expenses may include mileage, per diem, honorariums, tuition and child care.

Statutory Authority: HB2004

Stats. Implemented: ORS 292.235 and 292.240

PROCEDURE

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413-310-0130 The following procedures must be followed to obtain reimbursement for training:

(1) Individual Reimbursement. The regional foster and adoptive parent trainers will notify foster parents of the amount available for reimbursement from central office and regional office monies. Individual reimbursements for expenses will be processed using the CF 228, "Travel Expense/Training Request" form.

(2) Maximum Payments. Payments to foster parents for child care will not exceed \$2.00 per child per hour. Mileage and per diem expenses will not exceed the represented OPEU employee rates.

(3) Cash Advances. Requests for cash advances by foster parents shall be made in accordance with the cash advance policy in III-B.2.2.2. Such requests must have the prior approval of the regional foster parent trainers.

(4) Exceptions. Any exceptions to this policy must be approved by the regional administrator or designee.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 292.235 and 292.240