

	<b>STATE OFFICE for SERVICES to CHILDREN and FAMILIES</b> CLIENT SERVICES MANUAL I ISSUED BY: Program Operations EFFECTIVE DATE: July 1, 2001	NUMBER: III-B.2.1
		SECTION: B. Financial Management
		SUBSECTION: 2. General Disbursement
<b>SUBJECT: 1. Miscellaneous Payments - Oregon Administrative Rule</b>		

Responsible Manager: Manager,  
Foster Care, FBS

Approval: \_\_\_\_\_  
Assistant Administrator,  
Program Operations

Interpretation: Manager,  
Foster Care, FBS

## 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

**413-310-110 (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

**413-310-120** 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

**413-310-130** The following procedures must be followed to obtain reimbursement

for training:

**(1) Individual Reimbursement.** The foster and adoptive parent trainers will notify foster parents of the amount available for reimbursement from central 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 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**