



Administrative Policies and Procedures: 16.29

Subject:	Foster Home Board Rates
Authority:	TCA 37-5-105; 37-5-106, TCA 37-4-201-207 Interstate Compact on the Placement of Children, P.L. 109-239 Safe & Timely Interstate Placement of Foster Children Act of 2006, and P.L. 110-351 Fostering Connections to Success; Increasing Adoptions Act of 2008.
Standards:	DCS Practice Standards - 2-501
Application:	DCS Regional Foster Care Staff and Contract Provider Agencies
Policy Statement:	
<p>Foster parents providing residential care for children in state custody or in guardianship will be paid a board rate based on the needs of the child and the funding. TN approved foster parents providing residential care for children in TN state custody or guardianship who move to another state during the period of placement will continue to receive the negotiated foster home board rate through TN DCS. The "placement" must be in compliance with the Interstate Compact on the Placement of Children (ICPC).</p> <p>TN DCS approved foster parents providing residential care for children in another state's custody or guardianship pursuant to the ICPC who are eligible for a board payment will receive the board rate established by the State of jurisdiction over the child. Policy and procedure established herein is applicable to children in the custody or guardianship of TN DCS who are placed with approved foster families out-of-state pursuant to the ICPC. Details are outlined in the ICPC Practice and Procedure Manual.</p>	
Purpose:	
<p>The Board Rate payments are designed to help foster parents defray the cost of caring for children in the custody or guardianship of DCS. This policy is to help inform DCS staff and families of the rates, payment process, and the process of requesting rates above the regular rate. It should also help foster families understand some of the expected utilization of the board payments.</p>	
Procedures:	
A. Contract	<p>1. On the day of placement in a foster home, the Family Service Worker (FSW) of the child's county of venue prepares form CS-0565, Daily Rate Child Placement Contract, and Foster Home Placement Checklist, (form CS-0544) and signs both documents with the foster parents, following their review. For children placed via ICPC, form CS-0565, Daily Rate Child Placement Contract and Foster Home Placement Checklist, form CS-0544 is prepared by the Family Service Worker (FSW) assigned responsibility for the TN DCS child upon determination to utilize an approved ICPC out-of-state foster home. The FSW secures signatures of the out-of-state resource on the document in</p>

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	<p>advance of the pre-placement CFTM. During the course of the Pre-placement CFTM, the FSW confirms the data.</p> <ol style="list-style-type: none"> 2. No child may be placed in a foster home either in-state or out-of-state without form CS-0565, Daily Rate Child Placement Contract or form CS-0544, Foster Home Placement Checklist. The contract is completed with all blank spaces filled in or N/A (not applicable) used. The foster parents, FSW and the supervisor sign the contract in ink. A signed copy is to remain with the foster family and a signed copy is submitted to the Regional Placement Service Division (PSD) within one (1) business day of the placement. In addition, a signed copy accompanies form CS-0523, ICPC 100B -ICPC Report on Child's Placement Status, upon notice of placement. 3. A copy of CS-0565, Daily Rate Child Placement Contract, is maintained in the foster parent case file and a copy is also maintained in the Expenses section of the family case file as outlined in DCS Policy <u>31.5. Organization of Family Case Files</u>.
<p>B. Foster Home Board Rates</p>	<ol style="list-style-type: none"> 1. The DCS Foster Home Board Rates are categorized in four (4) levels: <ol style="list-style-type: none"> a) Expedited State Board Rates: An expedited home receives a board payment reimbursement from DCS at the rate of \$7.06 per day/per child until the expedited foster home is fully approved. b) The Regular Board Rates: Check the following web link for the most current Foster Home daily board rate: <u>http://tn.gov/assets/entities/dcs/attachments/Tennessee Foster Care Board Rates FY 7-1-2016.pdf</u> c) The Special Circumstance Board Rates: Check the following web link for the most current Foster Home daily board rate: <u>http://tn.gov/assets/entities/dcs/attachments/Tennessee Foster Care Board Rates FY 7-1-2016.pdf</u> d) The Extraordinary Board Rates: Will be determined on a case by case basis, but will not exceed \$60.00 per day. <p>Note: Refer to the <u>Protocol for DCS Foster Home Board Rates</u> for the child requirements, approval/re-evaluation process and TFACTS Contracts for each category listed above.</p> 2. Rates are effective for any contract signed on or after the revision date of this policy and include the cost of respite care. 3. Foster Home Board Rates are based on the age of the child and a review of the child's documented level of need and are <u>not</u> linked to the means of the foster family. 4. The Regional Administrator/Designee consults with the Regional Health Units regarding children who may have medical issues to determine their level of need. 5. All foster parent payment room and board rates, including the rates of foster parents under the supervision of Contract Agencies, at a minimum meet USDA Standards and are adjusted and modified annually to be no lower than USDA

	Standards for the cost of raising children within the region.
C. Initial Clothing Outlay and Clothing Allowance	<ol style="list-style-type: none"> 1. Each child entering state custody and in need of clothing are eligible for the initial clothing outlay, regardless of placement plans. 2. Children in DCS foster homes receive their clothing allowance from the board payment made to the foster parents. The clothing allowance is factored into the daily board rate and should be used by the child or on behalf of the child at a rate consistent with the child’s age and developmental status, but no less than \$1 per day. If there is a unique need outside the base payment, a request should be made to the Fiscal Department, utilizing the steps outlined in the <u>Protocol for Clothing and Allowance</u>. 3. Custodial children in Contract Provider placements receive clothing allotments through the per diem rate paid to the agency. Since the contract provider has already been paid the per diem rate, it is their responsibility to ensure children have adequate clothing after placement into the program.
D. Child’s personal allowance	<ol style="list-style-type: none"> 1. All custodial children in DCS foster homes, both in-state and out-of-state, receive a personal allowance from the board payment that is paid to the foster parents. Their personal allowance is factored into the daily board rate and should be given to the child by the foster parents at a rate consistent with the child’s age and developmental status, but averaging no less than \$1 per day. 2. Custodial children in Contract Provider placements receive their personal allowance through the per diem rate paid to the agency. Since the Contract Provider agency has already been paid the per diem rate, it is the agency’s responsibility to ensure children receive a personal allowance.
E. Routine Transportation	Routine transportation that is within fifty (50) miles one-way is incorporated in to the foster home board rate for all children, including those placed via ICPC. (See DCS Policy <u>16.8. Responsibilities of Approved Foster Homes</u> and the <u>Protocol for Routine Transportation</u> for additional details.)

Forms:	<u>CS-0540. Clothing Purchase Authorization</u> <u>CS-0674. Special or Extraordinary Rate Request</u> <u>CS-0565. Daily Rate Child Placement Contract</u> <u>CS-0544. Foster Home Placement Checklist</u> <u>FA-0080. Claim for Travel Expenses</u> <u>W9</u>
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Collateral Documents:	<p><u><i>Foster Home Board Rates</i></u></p> <p><u><i>31.5. Organization of Family Case Files</i></u></p> <p><u><i>16.8. Responsibilities of Approved Foster Homes</i></u></p> <p><u><i>Interstate Compact on the Placement of Children Practice and Procedure Manual</i></u></p> <p><u><i>Protocol for Clothing and Allowance</i></u></p> <p><u><i>Protocol for DCS Foster Home Board Rates</i></u></p> <p><u><i>Protocol for Routine Transportation</i></u></p>
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