



## Administrative Policies and Procedures: 3.5

**Subject:** Use of Foster Care Wraparound Funds and Independent Living Funds

**Authority:** TCA 37-5-105 (3); 37-5-106; 37-5-108

**Standards:** COA: PA-FIN 1

**Application:** To All Department of Children's Services Finance and Program Support Employees

### Policy Statement:

The Department of Children's Services (DCS) shall use foster care wraparound funds to provide appropriate support for children living in DCS approved family foster homes.

### Purpose:

To outline procedures for use of foster care wraparound funds and Independent Living fund accounts.

### Procedures:

#### A. Children/youth in DCS custody

##### 1. Clothing items

Current rates for initial clothing outlays and emergency clothing for children in state custody are paid from the regional budget and limits are specified in DCS Policy [16.29 Foster Home Board Rates](#).

##### 2. Travel expenses

Travel is reimbursed for foster parents who transport foster children for appointments, visits and other necessary events.

- a) Approved travel reimbursement rates will be in accordance with Tennessee State Comprehensive Travel Regulations.
- b) Form **FA-0080, State of Tennessee Claim for Travel Expenses** will be completed with the dates of travel, to and from locations, amount of miles, mileage rate and amount of claim.
- c) All claims must be submitted to the DCS Finance and Program Support Division for payment through the **TFACTS** system.

##### 3. Respite Care

Requests for respite care for DCS foster care parents will be in accordance with [Protocol for Respite Care and Other Events](#).

	<p>4. <b>Independent Living</b></p> <p>Funds for Independent Living will be in accordance with DCS policy <a href="#">16.53 Eligibility for Independent Living Services</a>.</p> <p>5. <b>Other Requests</b></p> <p>Requests to use foster care wraparound funds for other purposes must have approval of the Regional Administrator/Designee prior to the expenditure.</p>
<b>B. Adoption assistance</b>	<p>1. The Team Coordinator or the Permanency Specialist must approve adoption assistance legal payments. They are to be submitted along with supporting documentation to Finance and Program Support Division, DCS Payables Division, in Central Office for payment.</p> <p>2. All other adoption assistance requests are approved by the Team Coordinator or the Permanency Specialist according to the terms of the individual adoption assistance agreements and DCS policy <a href="#">15.10, Adoption Assistance Agreements Created Prior to October 1, 1997</a> and <a href="#">15.11 Adoption Assistance</a>.</p> <p>3. Travel expenses such as transportation and lodging for the prospective adoptive parent(s) related to the placement of a child with an out-of-county or out-of-state family. Any exceptions related to the transportation of a child during the process of placement must be referred to the Regional Administrator/Designee. Travel must be in accordance with State Comprehensive Travel Regulations.</p>

<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	<p><a href="#">State of TN Comprehensive Travel Regulations</a></p> <p><i>Delegated Purchase Authority Contract</i></p>
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