



Provider Reimbursement

SFN 903

Training Will Include



SFN 903, Reimbursement Request:

1. Where
2. What
3. Why
4. Who
5. How to complete
6. How to submit
7. Summary of Reimbursement

ROLES AND RESPONSIBILITIES

Custodial Agency (Zone, DJS, Tribal Nation)

- Comply with child welfare law, rule and policy.
- Provide training to all staff to ensure compliance with law, rule and policy.
- Engage families to prevent removal.
- Collaborate with the court system.
- Complete initial and ongoing relative searches.
- Arrange for a least restrictive, most appropriate placement.
- Manage the day-to-day needs of the child in foster care: court, placement, visitation, medical, education, visitation, et.
- Engage in ongoing communications with child's foster care provider, parents and others.
- Assess and address the ongoing needs of the child, child's parents, and foster parents.
- Facilitate monthly face-to-face visitation
- Lead a quarterly CFTM and make final decisions regarding the case plan for the child.
- Transport the child to foster parents' home for introduction and help settle the child into their new placement.
- Collect and bring the child's belongings to placements, complete an initial inventory and track the items.
- Resolve concerns that may arise in the child's placement.
- *Approve the purchasing of clothing, incidentals, childcare, etc.*
- *Submit paperwork to CFS FCSA unit for reimbursements*
- Recruit and retain licensed foster care providers.

Foster Care Provider

- Provide safe care and basic needs to children in placement.
- Transport children to school, appointments, and activities
- Participate in the planning of family visitation (parents, relative, siblings).
- Participate in child events, appointments, school functions as determined appropriate for the child.
- Provide input concerning case planning goals and tasks, services and permanency achievement for the child.
- Communicate with professionals to ensure services are offered/delivered.
- Receive support and training to provide quality care and services to children in placement.
- Request services or assistance from the child's case manager.
- Notify the case manager of any issues the child may be experiencing.
- Participate in and identify culturally appropriate events and activities to maintain connections for the child.
- Attend court hearings as a party to the case.
- *Gain approval from case manager for purchases*
- *Submit reimbursement receipts + SFN 903 and/or SFN 920 timely to the custodial case manager.*
- Foster parents sign acknowledgment of child placement options, recognizing foster care is intended to be temporary and not a guarantee for adoption. The child's team is working to achieve timely permanency.
- Recruit foster care providers!

Foster Care Reimbursement



Reimbursement Request - 903

Where can I find the SFN 903?

<https://www.nd.gov/eforms>

The screenshot shows the top portion of a web browser. The address bar contains 'nd.gov/eforms'. Below the address bar is a row of application icons including Forms | North Dako..., MicroSoft Lists, SHAREPOINT, HHS Website, CFS Website, David Request, FRAME, CFS Insider, Team ND Connect, nd.gov CFS Policy, and Prosci Change. The main header features the 'NORTH Dakota Be Legendary.' logo. A navigation menu below the logo includes links for Living, Working, Industries, Business, News & Events, and Government.

Search Criteria

SFN or Title:

Department	Internal Forms	Public Forms
Aeronautics Commission	NDAC Internal	NDAC Public
Board of Cosmetology	Internal	Public
Board of Nursing Home Admin		NursHome Public
Commerce, Tourism and Marketing	Internal	Public
Department of Environmental Quality	Internal	Public
Department of Financial Institutions	DFI Internal	DFI Public
Department of Health	Health Internal	Health Public

Reimbursement Request - 903

Why was this SFN 903 created?

The creation of the form was a request from foster care providers and case management supervisors asking for a better way to organize purchases, explain what was on the receipts and to gain more timely reimbursement.

If the process is followed, there will be less denial of payment resulting in faster reimbursement to the providers.

Reimbursement Request - 903

What is the SFN 903?

A way for the provider to track and request reimbursement for category 10 (personal incidentals, camps, sports, graduation gowns, backpacks) and 20 (initial and ongoing clothing) items.



FOSTER CARE PROVIDER REIMBURSEMENT REQUEST
DEPARTMENT OF HEALTH AND HUMAN SERVICES
CHILDREN AND FAMILY SERVICES-FOSTER CARE
SFN 903 (12-2022)

Clear Fields

Licensed foster care providers must complete this form to request reimbursement for irregular payments for each child in foster care. Purchases must be discussed and **pre-approved** by the custodial case manager. Receipts for all purchases/ payments are required and must be attached to this form for consideration. Please submit request to the custodial case manager for review and submission to the department.

Provider Name	Child's Legal Name
Purchase Month/Year (Use a new request form for each month of purchases)	

Reimbursement Request (Submit within 45 days of purchase. It is best practice to have a separate receipt for the child's purchases and not intermixed with other household purchases. On the receipt, underline the child's specific item for reference.)

Irregular Payment Maximums

Category 10

Personal Incidentals

- Maximums renew annually from first paid placement date
 - Ages 0-4 \$300
 - Ages 5-12 \$500
 - Ages 13-Over+ \$700

Category 20, Code 21

Initial Clothing

- Eligible for first 5 months of first paid placement
- Maximum renews when child has been out of foster care over 12 months
 - All age groups \$400

Category 20, Code 22

Special Clothing Allow (Emergency/ Extenuating)

- Maximums renew annually from first paid placement date
 - Ages 0-4 \$300
 - Ages 5-12 \$350
 - Ages 13-Over+ \$400

Evaluate and Plan for the child's allowable maximum. Do they have funds remaining?

Category 10: Limited School Supplies, Activities

ANNUAL MAXIMUMS APPLY: PRE-APPROVAL REQUIRED

- ✓ **School Related Costs:** Field trips, specialized school supplies, school pictures, graduations cap/gown, class ring, school planner, yearbook
- ✓ **Athletic Related Costs:** Athletic equipment, sport specific shoes, gym class required attire, sports related personal incidentals, cultural dance regalia
- ✓ **Specific/Special Occasion:** Prom dress, shoes, cultural dance regalia, tux/shoe rental
- ✓ **Camps, Extra Curricular Activities, After School Programming:** Per session weekly or monthly fee, gym/wellness center membership fee, registration/competition fee, credit or debit card fee, activity/zoo/swimming pass-individual for child only, after school programs, driver's education, behind the wheel, religion (CCD) classes
- ✓ **Musical Instruments: Rent/lease, cleaning/repair**



Category 10: Incidentals (List not all inclusive)

Items Reimbursed

Backpack, wallet/purse, work shirt, work uniform, bicycle/scooter, helmet, hair care, skin care, over the counter items (acne cream), sensory items for diagnosed condition, dorm supplies, *limited* baby supplies (highchair, car seat, diapers, pacifier/nipples), eye care (replacement frames, contact lenses denied by MA), birth certificate, passport, school laptop breakage insurance, camp fee, instrument rental, prom dress, tux rental, senior photos,

Non-Reimbursable

Phone cards, video minutes, cell or trac phone, GPS watch, car starter, prescription medication, advanced deposits/payments for summer trips, tattoos, piercings, replacement furniture for foster care providers, books, toys, interpreter services, COVID masks, water bottle, brushes/combs, toothbrush, medical copays, services not covered under Medicaid, education fees (AP classes, tuition), *school sports physical

*exception may apply

NO MED - NO ED

Category 20: Clothing Allowance

LIMITED INITIAL TIMEFRAME & ANNUAL MAXIMUMS APPLY

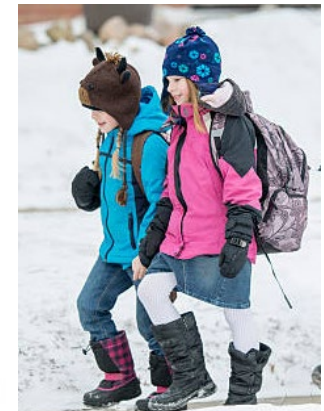
****PLANNING AND PRE-APPROVAL REQUIRED****

Monthly standard rate includes a clothing/incidental allowance:
\$60 ages 0-4, \$70 ages 5-12, and \$80 ages 13-20

CODE 21 – Initial Clothing Allowance – available for initial 5 months of first paid placement in foster care episode: Covers the basic daily clothing requires at time of placement – socks, pants, shirts, dresses, skirts, coats, winter hat and gloves, boots, shoes (athletic shoes for sports, use code 12), under garments

CODE 22 – Special Clothing Allowance – cannot be used in conjunction with Code 21: Replace out-grown basic daily clothing

NOTE: foster care providers are expected to use the \$\$\$amount built into the standard!



Clothing Inventory

- Clothing inventory templates can be found free online
- Complete a clothing inventory upon initial placement
- Update clothing inventory with all new purchases
- Clothing paid for by the child's funds.... must follow the child! Even if the child has outgrown clothing, the items should be boxed up to be sent with the child (this is the child's property and could be shared with siblings at home)

CLOTHING INVENTORY

Client: _____ Date: _____

DOB: _____ Home: _____

	QUANTITY	COLORS	CONDITION	NEEDS
PANTS:				
DRESS				
CASUAL				
SHORTS				
SHIRTS:				
DRESS				
CASUAL				
TANK-TOP				
DRESSES:				
DRESS				
CASUAL				
SHOES:				
DRESS				
CASUAL				
TENNIS				
BOOTS				
UNDERWEAR:				
T-SHIRTS				
SHORTS				
SOCKS				
SLIPS				
SLEEPWEAR:				
ROBE				
PJ/GOWN				
SLIPPERS				
BELTS:				
JACKETS				
SWEATERS				
MISCELLANEOUS:				

Who is Required to Complete?

Foster Care Provider must complete the SFN 903



Approval to Purchase by Custodian

How to seek approval to purchase items?

1. In advance prior to purchase
2. Email the request to the case manager
3. Call
4. Visit in person about the needs or upcoming activities

What does the provider need to collect and share with case management?

1. Clothing Inventory upon placement vs. while in placement
2. Reimbursement Request, SFN 903
3. Receipts
 - Individual child receipts (Johnny on one receipt + Sally on a separate receipt)
 - Do not combined with your household purchases!
4. Foster Care - Child Care Invoice, SFN 920

Document Approval

1. Required on SFN 1042 Irregular Foster Care Payments Form

How to Complete the SFN 903

1. Separate form for each child
2. Separate receipts for each child
3. Describe items on the receipt (*Cat & Jack – what does that mean? Is it a shirt, leggings, dress, etc.*).
4. Identify tax %
5. Calculate

CALCULATING ITEMS + TAX FROM THE RECEIPT

JK's purchases:

- 5 Leggings = $\$39.00 \times 7\%$ (\$2.73) = \$41.73
- 4 Shirts = $\$42.40 \times 7\%$ (\$2.97) = \$45.37

MK's purchases:

- 2 PJs = $\$22.40 \times 7\%$ (\$1.57) = \$35.17
- 2 Dresses = $\$26 \times 7\%$ (\$1.82) = \$47.32
- Boots = $\$12.49 \times 7\%$ (\$.88) = \$13.37

How to Complete the SFN 903?

ENTERING ITEMS ON THE FORM

MK's purchases added on the SFN 903 – see below! A new form is required for JK's purchases.

A	B	C	D	E	
Date of Purchase/ Receipt	Payee Location <i>(Walmart, Target, Amazon, YMCA, etc.)</i>	Payment Type <i>(Limit one type per line)</i>	Describe each item and amount <i>(Activity fee (\$), jeans (\$), dress (\$), winter jacket (\$), basketball shoes (\$), camp registration (\$), etc.)</i>	Requested Total <i>(including tax)</i>	HHS Use Only Reimbursed Total
1/11/2023	Target	<input type="checkbox"/> Activity/Incidental <input checked="" type="checkbox"/> Clothing <input type="checkbox"/> Other: _____	2 PJ's \$22.40 dresses \$26, boots \$12.49	\$65.16	

- A.** Enter in the date of the receipt
- B.** Enter the name of the store/vendor/payee
- C.** Select the Payment Type – payments for activity fees, personal incidentals or clothing items.
These purchases are limited to annual maximums
- D.** Enter a description summary from identified items on receipt. Include the number of items, item summary, and amount total before tax. Multiples of the same type of item can be bundled. This column will provide an inventory of the child's purchases.
- E.** Calculate the subtotal of taxable items, multiply by the ND tax percentage, and enter the total requested amount.

Great Receipt Example

- Requires the store name
- Requires date of purchase, dates of service or date program fee paid
- Circle child specific purchase or fee
 - Ex: Loafers for \$108 for Betty
- Name of child by each purchase or payment
- Reimbursement calculation will include actual cost + tax, if applicable

vend
Melbourne Outlet
Register
Receipt / Tax Invoice #350
25 Sep 2018 8:13am

LEATHER LOAFERS / SKU10021 **Betty**
1 @ \$108.00 \$108.00
Disc: 10% (\$12.00) ~~\$100.00~~
Tax: GST (15% / \$14.09)

Subtotal \$93.91
Total Tax (GST, 15%) \$14.09

TOTAL (1 item) \$108.00

Cash \$108.00
Tue, 25 Sep 18 8:13am

TO PAY \$0.00

TOTAL SAVINGS \$12.00
LOYALTY EARNED \$2.16

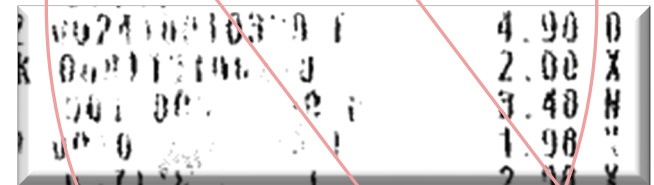
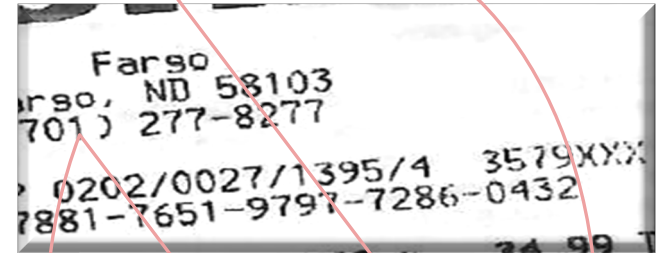
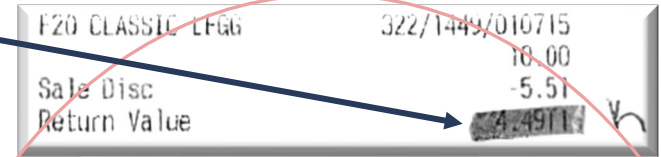
PENELOPE CLEARWATER
4583

Store credit \$417.00
Loyalty \$53.89
On account -\$537.00

Email penelope@mail.com
Phone 202-555-0182
Address NZ

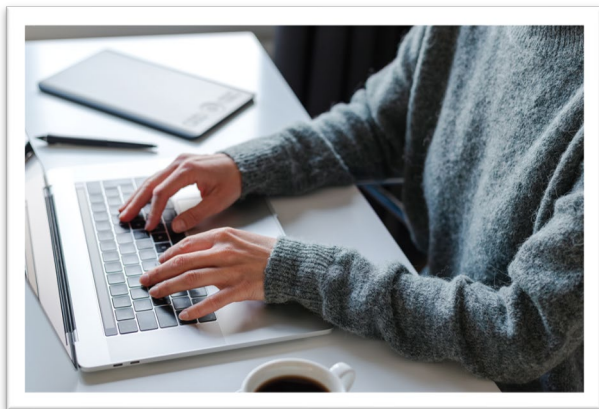
Receipt Preparation Gone Wrong

- **Do Not Highlight** – please circle purchases and add child identifier (name or initial)
- Do Not cut off the bottom of receipt as it may have the purchase date
- Do Not submit fuzzy or illegible receipts
- Do Not include personal items
- Do Not submit multiple kids on the same receipt
- Do Not include snacks, beverages, normal grocery items, or uncovered items

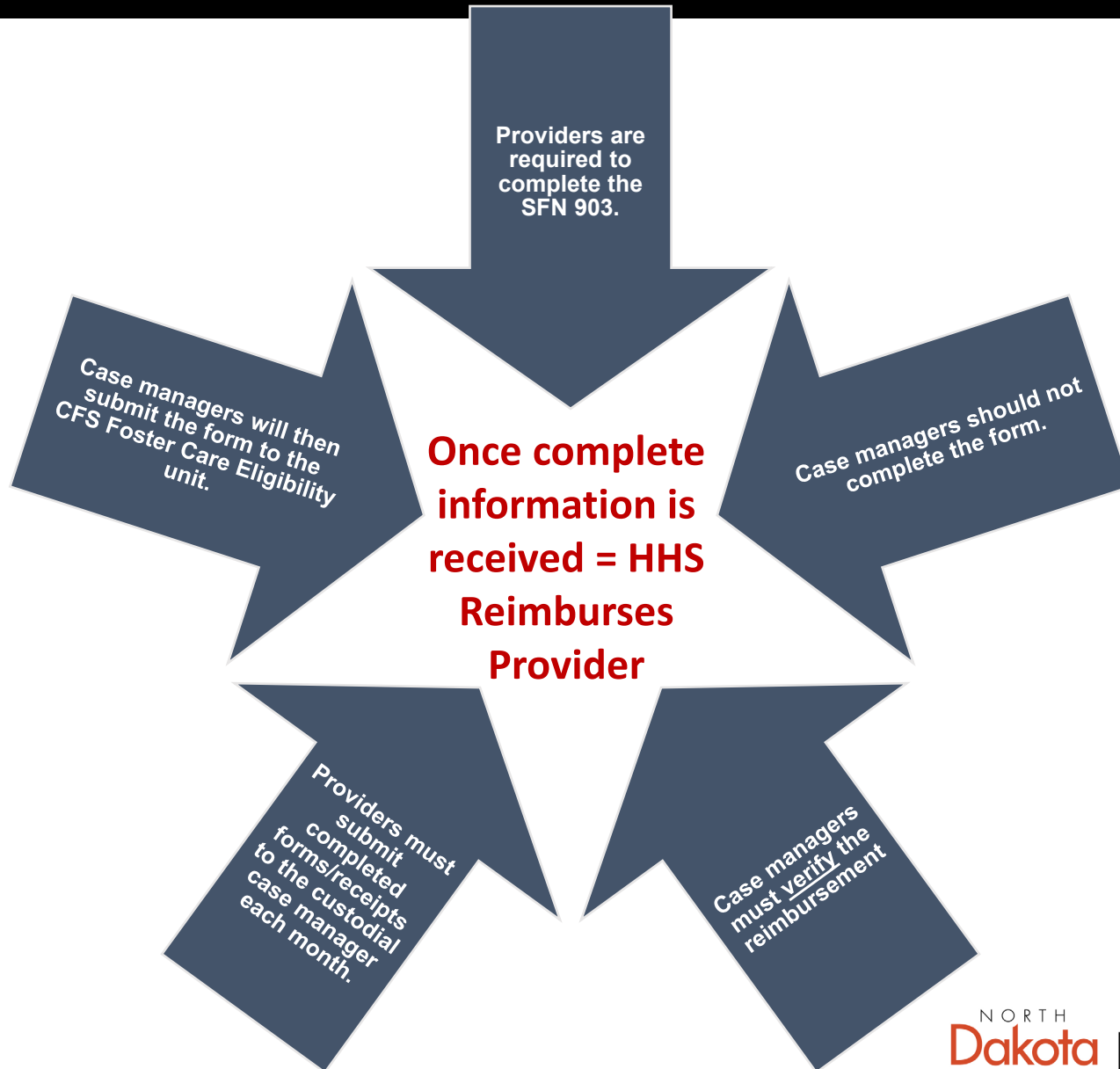


How to Submit the SFN 903

1. Foster care provider must email, mail or drop off receipts and completed SFN 903 to the case manager. Make a copy of keep a copy for your records!!!
2. Case manager will review and submit to CFS



SFN 903 Workflow



Reimbursement Reminders



Reimbursement Reminders

Licensed Provider

- *Child must be placed with a licensed provider.*
- *Licensing dates equal to or greater than the placement dates.*



Court Order

- *Child must be in public custody under a valid court order.*
- *Court order dates equal to or greater than the placement dates.*



Permanency Plan

- *Child and Family Team Meeting establishing a plan must be held within 30 days of entry.*
- *Case manager must enter into FRAME an updated care plan within 45 days of initial placement and every 90 days thereafter.*

Reimbursement cannot be made to a provider unless these 3 things are all valid.

Reimbursement Delays

When should I expect my first reimbursement?

- Once eligibility is determined and all necessary data/paperwork is processed, reimbursement can be authorized.
- Initial entries may take 3 – 6 weeks to process as the child must have his/her eligibility determined.
- After initial determination is made, cases are faster to process. However, do require a change in placement (SFN 45) to notify eligibility and data entry into the case management system.

Why do payment delays happen?

- Missing information
- Delays in data entry from the custodial agency
- Delays in court orders being issued to the custodial agency
- Receipts not submitted timely

How long should I wait before I call someone?

- The standard check write (2nd to last working day of the month) is a good indicator.
- If not reimbursed within the first week of the following month of service being offered.

Who should I contact?

- Custodial case manager
- Case manager will contact the CFS FCSA Eligibility Unit and identify the issue.

Contact Information

Foster Care and Sub-Adopt Eligibility Unit

Email: cfsfcsaunit@nd.gov

Centralized Phone number:

Toll-free 1- 833-551-2021

Local: 701-328-2076

Fax: 701-328-0962

CFS Licensing Unit

Email: cfslicensing@nd.gov

Toll-free: 1-888-334-1330

Local: 701-328-2322

Fax: 701-328-0962



Thank you!

Questions?

