

Foster Care Provider Reimbursement

Providers & Case Management

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1

Training Will Include

1. Roles and Responsibility
2. Provider Options
3. Provider Types
4. Funding Source
5. What drives payment
6. Payment Delays
7. Maintenance and Irregular Payments
8. Approval Process
9. Direct Deposit
10. Check Writes
11. Respite Care vs Substitute Care
12. Payment Status – who to call and when
13. Overpayments
14. Reimbursement = Not Income
15. Resources



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ROLES & RESPONSIBILITIES

Custodial Agency (Zone, DJS, Tribal Nation)	Foster Care Provider
• 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, care providers and others. • Assess and address the ongoing needs of the child, child's parents, and foster care providers. • 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 care providers' 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. • Submit paperwork to CFS FCSA unit for reimbursements • Recruit and retain licensed foster homes.	• Provide safe care and basic needs to children in placement. • 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 worker. • Notify the case worker of any issues the child may be experiencing. • Participate in the planning of family visitation (parents, relative, siblings). • Participate in child events, appointments, school functions as determined appropriate for the child. • Participate in and identify culturally appropriate events and activities to maintain connections for the child. • Attend court hearings as a party to the case. • Foster care providers submit reimbursement receipts timely to the custodial case worker. • Foster care providers sign acknowledgment of child placement options, recognizing foster care is intended to be temporary and all members of the child's team is working to achieve timely permanency.

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3

NDHHS – CHILDREN & FAMILY SERVICES

Field Service Specialists	Foster Care Sub-Adopt Eligibility Unit	Licensing Unit (Authorized Agency)
• Monitor the agency's fidelity and quality of work related to the child welfare practice model and ND policy • Provide coaching and continuous quality improvement to agency staff during consultation staffing and child and family team meetings related to: ✓ North Dakota Child Welfare Practice Model ✓ Federal and State law, rule and policy • Schedule and convene quality and fidelity reviews of the child welfare practice model with the Human Service Zone child welfare units at six-month intervals using a defined review process in collaboration with CFS Administrators. • Provide administrative review of all foster care cases through attendance of Child & Family Team Meeting (CFTM). • Incident Reporting • Sentinel Reporting	• Determine initial case eligibility • Monitor cases for continued eligibility and reimbursement • Collaborate with case workers and field service specialists to ensure case complies with child welfare law, rule and policy. • Review reimbursement approvals • Review court order questions • Complete direct deposit data entry • Complete Tribal IV-E data entry • Authorize payments • Review overpayments and collect return • Review sub-adopt negotiation requests • Oversee Medicaid file for all foster and adopt cases 	• Respond timely to prospective families interested in pursuing licensure. • Provide education and guidance regarding the licensing process. • Complete the home study assessment. • Recommend licensure and submit completed licensing studies to NDHHS. • Offer training opportunities to foster care providers. • Offer support and resources to foster care providers. • Engage in ongoing recruitment and retention coalition activities. • Notify foster care providers of licensure renewal timeframes. • Complete annual licensing renewal process with foster care providers. • Maintain knowledge of law, rule, and policy for foster care provider licensure.

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4

PROVIDER VS. CAREGIVER

	Licensed Provider	Unlicensed Caregiver	
Criteria	**Licensing Unit**	**Identified Relative**	**TANF Kinship Care**
Reimbursement	**Yes!** NDHHS – CFS Foster Care Sub Adopt Unit will authorize reimbursement per policy.	**Yes - Limited!** Kinship ND may support costs in the home. https://kinshipnd.com/ Foster care funding **cannot be used** to reimburse for the cares in an unlicensed home.	**Yes – Limited!** NDHHS – Economic Assistance Division will authorize reimbursement per policy. **Yes - Limited!** Kinship ND may support costs in the home. https://kinshipnd.com/

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5

FAMILY LEVEL - PROVIDER TYPES

	State Homes (FA)	Tribal (AF)	Nexus PATH (TH)	Nexus PATH (PR)	URM
Licensing	• NDHHS • CFS Licensing Unit	• Tribal Nation • CFS Licensing Unit approves license.	• Nexus PATH • CFS Licensing Unit approves license.	• Nexus PATH • CFS Licensing Unit approves license.	• URM Agassiz Valley • CFS Licensing Unit endorses license.
Who Reimburses the Provider	NDHHS – CFS Foster Care Sub Adopt Unit	NDHHS – CFS Foster Care Sub Adopt Unit	NDHHS – CFS Foster Care Sub Adopt Unit will reimburse Nexus PATH Nexus PATH will reimburse the daily rate to the provider.	NDHHS – CFS Foster Care Sub Adopt Unit will reimburse Nexus PATH Nexus PATH will reimburse the daily rate to the provider.	Non-foster Care. Federal URM funds paid and managed by Agassiz Valley.

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6

FOSTER CARE REIMBURSEMENT



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Reimbursement Types

1. Standard Maintenance Payment
2. Irregular Payments
3. Irregular payments in Treatment Foster Care
4. Irregular payments in Qualified Residential Treatment Program (QRTP)
5. Interstate Compact – Out of State Placements
6. 18+ Continued Care

ND Payment System can only reimburse "licensed" foster care providers and sub-adopt recipients. All other payments are handled by NDHHS Fiscal.

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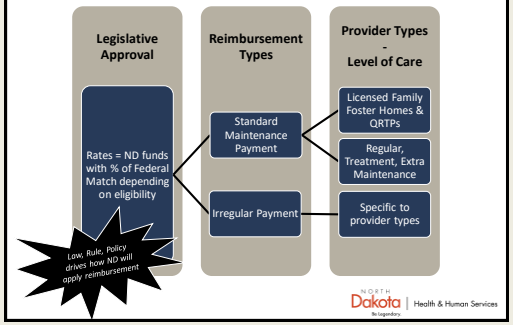
8

Reimbursement Created



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9

ND Maintenance Rates

The family foster care maintenance rate is computed by month and includes an amount for clothing and incidentals. Payments are made using the daily rate times the number of days in care.

The rate effective **July 1, 2025**, is as follows:

Age of Child in Foster Care	Monthly Rate (30 days)	Daily Rate	Embedded into the monthly rate for Clothing & Incidentals
0- 4 years	$ 900	$ 30	$ 60
5-12 years	$1,020	$ 34	$ 70
13+ years	$1,110	$ 37	$ 80

HHS pays the provider directly. Any excess maintenance or irregular payment needs must be discussed with the custodial case manager.

North Dakota RANKS IN THE TOP 5% FOR THE HIGHEST REIMBUSEMENT IN THE USA

Rates are subject to change based on legislation.

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10

Family Foster Care Maintenance Rate: Effective July 1, 2025

Age of Child in Foster Care	Monthly Rate (30 days)	Daily Rate	Embedded into the monthly rate for Clothing & Incidentals
0- 4 years	$ 900	$ 30	$ 60
5-12 years	$1,020	$ 34	$ 70
13+ years	$1,110	$ 37	$ 80

HHS pays the provider directly. Any excess maintenance or irregular payment needs must be discussed with the custodial case manager.

Nexus PATH Treatment Foster Care: Effective July 1, 2025

CHILD'S PLACEMENT LEVEL OF CARE	Monthly Rate (30 days)	Fee for Service (Daily Rate)	Provider funds have been funds embedded into the monthly rate for Clothing & Incidentals
Treatment Foster Care (TFC) or TFC Emergency:	$ 9,390	$ 313	$ 70
Base: Sibling or eligible 18+ cases	$ 2,700	$ 90	$ 70
Base: Non-sibling	ND daily rate based on age of the child		

HHS pays the agency directly for daily care of care + administrative costs associated with our contract. The agency pays the provider a bifurcated rate based on the child's level of care. Any additional irregular payment needs must be discussed with the custodial case manager.

Qualified Residential Treatment Program (QRTP) Effective July 1, 2025	Monthly Rate (30 days)	Fee for Service (Daily Rate)
Base	$ 10,740	$ 358
Level 2 (IR category 64 = $185 per day)	$ 16,290	$ 543
Level 3 (IR category 64 = $405 per day)	$ 22,890	$ 763
Emergency Rate (IR category 64 = $75 per day) *Maximum of 30 days if child is initially placed and denied the QRTP level*	$12,900	$ 433

Supervised Independent Living (18+) Effective July 1, 2025	Provider #	Monthly Rate (30 days)	Fee for Service (Daily Rate)
PATH – Accommodated SIL	7184	$ 4,170	$ 139
PATH – Supported SIL	7385	$ 2,100	$ 70

Shelter Care Effective July 1, 2025	Fee for Service (Daily Rate)
Certified Shelter Care Program	$ 546
Family Foster Home (Preventive Care)	$ 55

Guardianship Subsidy Effective July 1, 2025	Daily Rate
State Guardianship	$ 19
Title IV-E Guardianship	$ 28

Respite Care Effective July 1, 2025	Daily Rate
Licensed Family Setting	$ 55
Licensed Child Care Setting	Varies

Adoption Subsidy

Negotiated amount is based on the needs of the child and the circumstances of the family. The rate cannot exceed what the child received in a family foster home.

ND Maintenance Rates

Nexus PATH rates include many costs associated with the purchase of service. Costs of case management, training, administrative, daily rate to provider, etc.

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11

Foster Care Funding Sources

Title IV-E

FM
- Reimbursable
- Federal Uncapped Dollars
- Zone Custody
- Applies to primary placements

FN
- Non-reimbursable with federal funds
- Zone Custody
- Applies to secondary placements, receipt of SSI, or excess assets

NA
- Reimbursable
- Federal Match
- Tribal Custody
- Applies to primary placements

NR
- Non-Reimbursable with federal funds
- Tribal Custody
- Applies to secondary placements

Emergency Assistance

EA
- Reimbursable
- TANF Capped Dollars
- Zone Custody
- Applies to primary and secondary placements

Requires the child to have lived with any relative to the 5th degree in the six months prior to removal.

Regular

RM
- Reimbursable
- State General Funds
- Zone Custody

Requires a child to have never lived with any relative to the 5th degree in the six months prior to removal.

Applies to Title IV-E children in the month following their 18th birthday if they are not expected to graduate prior to their 19th birthday.

Applies to Emergency Assistance eligible children in any month SSI is received on the child's behalf.

Each child who enters foster care has their eligibility determined and a funding source defined.

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12

WHAT DRIVES REIMBURSEMENT?

Reimbursement on behalf of a child in foster care, there must be:

1. **Child's Current Court Order**
   - *Child must be in public custody under a valid court order.*
   - *Order dates equal to or greater than the placement dates.*
2. **Licensed Provider**
   - *Child must be placed with a licensed provider.*
   - *Licensing dates equal to or greater than the placement dates.*
3. **Approved Care Plan**
   - *CFTM must be held within 30 days of entry.*
   - *Case worker must enter into the data management the updated care plan within 45 days of initial placement and every 90 days thereafter.*
4. If applicable, **group home approval is required to cover** the placement dates
5. Custodial case worker approval for **$$ Irregular** expenses

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13

ARE THERE 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 2-4 weeks to process as the child must have his/her eligibility determined; which includes reviewing court orders, paperwork, income and assets of the parents, etc.
- 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 worker
- Case worker will contact the CFS FCSA Eligibility Unit and identify the issue.

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14

MAINTENANCE PAYMENTS
Manual Chapter 623-05

STANDARD PAYMENT
- LICENSING CHILD PLACEMENT AGENCY (Nexus PATH) – REQUIRES INVOICE
- ND AND OUT OF STATE FACILITY - REQUIRES INVOICE
- IN-STATE FAMILY FOSTER HOMES OR TRIBAL APPROVED AFFIDAVIT HOMES - NO INVOICE REQUIRED
- OUT OF STATE FAMILY FOSTER CARE – INVOICE MUST BE CREATED BY EW WITH OOS RATE

IRREGULAR PAYMENT
- 8 CATEGORIES/20 CODES
- SUPPLIES, ACTIVITIES, INCIDENTALS AND CLOTHING ARE SUBJECT TO MAXIMUMS BASED ON AGE
- APPROVAL REQUIRED **PRIOR** TO PURCHASE
- TRANSPORATION BUDGET COMPLETED BY PARENT – FACILITY PLACEMENTS ONLY
- CLOTHING INVENTORY – ALL PLACEMENT SETTINGS

Irregular payments are subject to annual maximums and limitations

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15

STANDARD MAINTENANCE REIMBURSEMENT

The monthly standard maintenance reimbursement is to cover the cost of and the cost to provide:

DAILY NECESSITIES OF THE CHILD

- Food
- Clothing
- Shelter
- Daily Care and Supervision
- Routine School supplies
- Personal Incidentals
- Child's travel for visits
- Child's travel to remain in school district

Foster care provider's liability insurance with respect to child

QRTP residential care includes reasonable costs of administration.

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16

REIMBURSEMENT APPROVALS



17

Irregular Payment Approval Process

Irregular Payments in Family Foster Care:
An irregular payment is an allowable maintenance payment **in addition to** the standard (basic) foster care maintenance rate to assist with additional expenditures directly related to the child.

Case worker and Provider evaluate the needs of the child

Ex: clothing, belongings, daycare, travel, need for extra care or oversight

→

Plan and discuss purchases, limitations, maximums, annual renewal date

→

Case worker must complete the SFN 1042 Irregular Foster Care Payments approval form for purchases/fees with limitations or special instructions

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18

Evaluation of Child Needs

When to assess for child's clothing and incidental needs?
1. Upon entry into the foster home
2. Throughout the placement stay (at anytime), contact the case worker assigned
3. During monthly visitation
4. During quarterly CFTM

Seasonal and Activity Review
1. Initial placement clothing needs
2. Back to school – child growth
3. Winter vs. summer clothing needs
4. Sports/activity schedules (football cleats, dance, gymnastics, etc.)

Other
1. Special purchases due to allergies or condition
2. Over the counter medicine/vitamins
3. Child Care/Daycare
4. Family contact/visitation – how often, location, mileage
5. Transportation to school of origin

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19

Irregular Payment Maximums

Category 10	Category 20, Code 21	Category 20, Code 22
Personal Incidentals	Initial Clothing	Special Clothing Allow (Emergency/ Extenuating)
▪ Maximums renew annually from first paid placement date ➢ Ages 0-4 $300 ➢ Ages 5-12 $500 ➢ Ages 13-Over+ $700	▪ 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	▪ 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?

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20

Approval by Custodian

How to seek approval to purchase items?
1. Prior to purchase
2. Email the request to the case worker
3. Call to discuss
4. Visit in person about the needs or upcoming activities

What does the provider need to collect and share with the case worker?
1. Clothing Inventory upon placement vs. while in placement
2. Receipts – SFN 903 Foster Care Provider Reimbursement Request (child specific)
   - Individual child receipts (Johnny vs. Sally)
   - Do not combined with your household purchases!
3. Foster Care - Child Care Invoice, SFN 920 – the child care provider's placement agreement/rates

Document Approval
1. SFN 1042 Irregular Foster Care Payments Form required for purchases subject to maximums/limitations.

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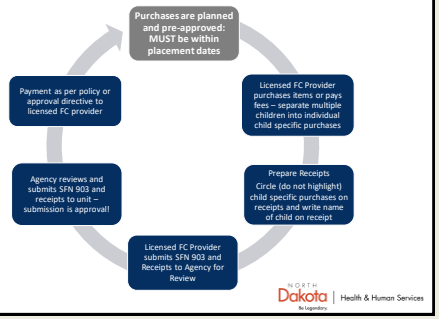
21

Irregular Payment Process



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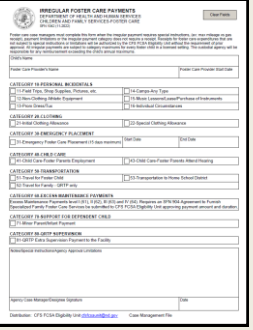
22

SFN 1042 – Irregular Payment Approval

- Required when limitations or maximums apply to purchases, activities, travel
- Category specific - Maximums apply to categories:
  - 10 – Personal Incidentals
  - 20 - Clothing
- Maximums age specific
- Form is provider specific
- Outline approval details
- Requires signature



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23

Receipt/Invoice Example

- Requires the store or organization name
- Requires date of purchase, dates of service and date program fee paid
- Circle child specific purchase or fee
- Name of Child by each purchase or payment
- Reimbursement of actual cost and tax if applicable



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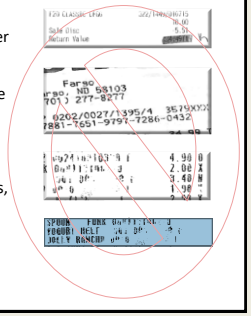
24

Receipt Preparation

- Do Not Highlight – please circle purchases and add child identifier (name or initial)
- Receipts must include a purchase date
- Receipts must be legible
- Do not include snacks, beverages, normal grocery items, or uncovered items



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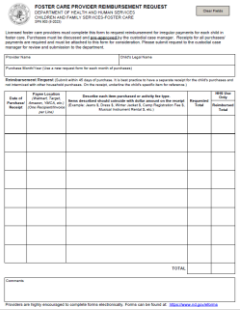
25

SFN 903 Foster Care Provider Reimbursement Request

- Encourage at least monthly submission of receipts!
- Receipts cannot be older than 6 months
- Foster Care Provider is required to submit an SFN 903 with receipts.
- Each receipt should be listed on a separate line
- Items purchased should be listed with dollar amounts to coincide with receipt



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26

IRREGULAR PAYMENTS CATEGORIES

Category 10: Activities & Incidentals (receipts) – Maximums/Annual renewal
Category 20: Clothing (receipts) - initial and special clothing allowance
Category 30: Emergency Placement – limited to first 15 days of placement
Category 40: Child Care for child in foster care – must meet CCAP requirements or a licensed foster care provider outside of the placement home
Category 50: Travel for foster child *(hotel/bus receipts, state mileage and per diem) - limited to child's travel only. Exception: child placed in QRTP*
Category 60: Difficulty of Care/Excess Maintenance Payment (EMP)
Category 70: Parent/Infant Payment
Category 80: Extra Supervision

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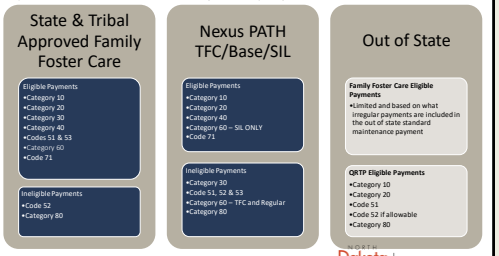
27

Eligible and Ineligible Irregular Payments for Approval

It is the responsibility of the case worker to work with the foster care provider to determine which expenditures are necessary and appropriate, and to budget the age-appropriate expenditure limit so it is available throughout the year for the child's needs.



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28

Category 10: Limited School Supplies, Activities

ANNUAL MAXIMUMS APPLY: PRE-APPROVAL REQUIRED

$300 ages 0-4, $500 ages 5-12, and $700 ages 13-20

- ✓ **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

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29

Category 10: Incidentals (List not all inclusive)

Items Reimbursed

Backpack/wallet/purse, work shirt/uniform, bicycle/scooter, helmet, hair care, skin care, health/mental care (over the counter items), sensory items for diagnosed condition, dorm supplies, limited baby supplies (highchair, car seat, pacifier/nipples), eye care (frames, contact lenses), birth certificate, passport, school laptop breakage insurance

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 provider, books, toys, interpreter services, COVID masks, school physical, water bottle, brushes/combs, toothbrush, medical copays, services not covered under Medicaid, education fees (AP classes, tuition), NO MED-NO ED

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30

Category 20: Clothing Allowance

LIMITED INITIAL TIMEFRAME AND ANNUAL MAXIMUMS APPLY
****PLANNING AND PRE-APPROVAL REQUIRED****

Monthly standard rate includes clothing and incidentals

$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 amount built into the standard

31

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 the child has outgrown should be boxed up to be sent with the child **(this is the child's property)**


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'S/GOWN				
SLIPPERS				
BELTS:				
JACKETS				
SWEATERS				
MISCELLANEOUS:				

32

Category 30: Emergency Placement

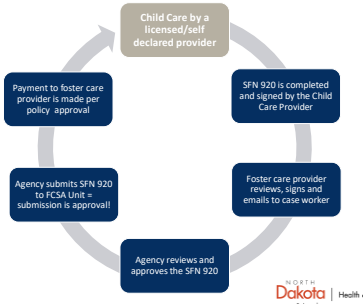
Definition: *When the placement of a child in the provider's home requires additional items/supplies to meet the needs of the child that exceed the requirements of a normal placement for the individual foster care provider.*

Code 31 – limited to family foster care providers and approved affidavit providers

- Provider receives a total of **$40** (standard rate + difference) per day for the **first 15 days** of placement
- Approval is required based on individual placement circumstances and approval given for payment on the **SFN 1042 Irregular Foster Care Payments approval form**
- Providers are not automatically entitled to the emergency placement irregular payment.
- Placement in FRAME should be marked as an Emergency Placement

33

Category 40: Child Care Reimbursement



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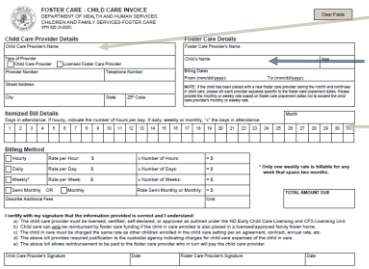
34

Child Care Invoice – SFN 920

***Include a copy of the child care/foster care provider agreement**



Licensed CC Provider

Child's full name – avoid nick names

Hourly VS Daily, Weekly or Monthly

Week spans two months = one weekly rate payable only

Signatures = 1st Childcare provider then (after review) Foster Care Provider #2

35

Category 50: Travel Reimbursement

Reimbursement for travel requires planning and approval by the case worker. It is limited to the transportation required to take a child to visitations and to transport the child to their school of origin if outside of the foster care provider's residential school boundaries.

Travel for Child ONLY	Travel for Parent/Guardian to QRTP ONLY	Travel for FC Provider
• Does not include other family members • Gas Receipt OR Mileage not to exceed state rate • Hotel/Motel for the child (child must stay in the room) • Meal receipts or Per Diem for the child depending on travel schedule	• LIMITED TO QRTP SETTING ONLY • QRTP and case worker must establish a visitation schedule. • Case worker must approve the number of visits and amount reimbursed for travel per visit. • QRTP reimburses parent the agreed upon amount at the time of their arrival or when they leave the visit • QRTP bills approved expenditures on monthly invoice for reimbursement	• LIMITED TO CHILD VISITATION AND TRANSPORTATION TO SCHOOL OF ORIGIN • Case worker must plan for the most cost-effective transportation. • Establish schedule and consider FC provider's capacity to assist in transportation • FC Provider should keep a travel log that includes dates and travel expenditures for each visit (travel log).

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36

Category 50: Travel Reimbursement

School Transportation – New Policy
A foster care provider may be reimbursed for transportation costs when a child placed in their home requires transportation to a school of origin that is located outside of the established school boundaries that apply to the foster care provider's residence.

TRANSPORTATION TO SCHOOL OF ORGIN
- School must be located outside of the provider's assigned grade school, middle school, or high school.
- Things to consider when determining reimbursement:
  1. Does the foster care provider currently use the same route or a portion of the route to go to work or take other children to a school within their boundaries?
  2. Is there another child living at the home being transported to the same school.

Approval:
Case worker must submit receipts. If specific limits are placed, submit the SFN 1042

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37

Category 60: Excess Maintenance

Excess Maintenance Payments (EMP) are made on a child specific, individualized basis. This category includes care and supervision of the foster child with special problems when undue demands are placed on the foster care provider's physical, emotional, and/or material resources beyond what would be expected in normal foster parenting. Including an unusual amount of one of the following:
- Time
- Physical Work
- Skill
- Stress
- Cost

Code 61 is a Level I EMP - Level I $3.33/day (estimated $100/mo.)
Code 62 is a Level II EMP - Level II $5.00/day (estimated $150/mo.)
Code 63 is a Level III EMP - Level III $6.66/day (estimated $200/mo.)
Code 64 is a Level IV EMP - Level IV determined value over $200/mo.

Approval:
- Requires completing an SFN 1865 – Foster Care Child Needs Assessment and Agreement

An EMP cannot be used to supplement or replace a provider's employment income.

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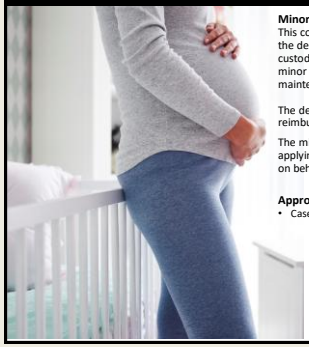
38

Category 70: Infant/Child



Minor Parent/Infant Foster Care:
This code covers the maintenance costs for the dependent child that is not under the custody of a public agency living with the minor parent at the age specific ND standard maintenance rate.

The dependent child is eligible for reimbursement of irregular payments.

The minor parent should be assisted in applying for medical and childcare assistance on behalf of their dependent child.

Approval:
- Case worker must submit SFN 1042

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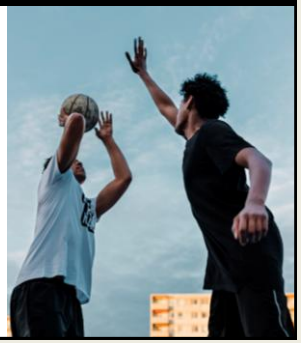
39

Category 80: QRTP One-On-One

Rarely used, but available in special, limited circumstances for a limited period of time to stabilize or transition the child to a setting that may better address the child's needs. It may be considered if a child requires extra one-on-one supervision in a QRTP.

Approval:

- Case worker must submit SFN 1042 **and**
- Field Service Specialist must grant written approval.



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40

OUT OF STATE PAYMENTS

1. Daily Rate and Irregular payment options
2. Case worker must approve irregular payments based on the receiving states maximums and minimums
3. SFN 903 and Receipts are required
4. Out of state provider can be approved for irregular payments allows under North Dakota policy ONLY if the receiving state does not allow for payment and it is not included in the standard Maintenance rate.
5. Out of State Provider EMP levels 61, 62, 63 & 64 – CCWIPS. Exception for out of state TFC providers
6. CTS-LOC assessment must be completed in ND to allow for a child to be placed in an out of state treatment placement.

Sending State vs. Receiving State

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41

18+ Continued Care

- ❖Foster Care Payments
  - ✓ Youth allowance
- ❖ Family vs. SIL
- ❖Secondary Placements (hospitalization)
- ❖Irregular Payments
- ❖Not eligible for QRTP, need Nexus PATH approval to remain in TFC home.



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42

Quick Reference Charts

Refer to Charts in Manual Chapter

- Infant Care
- Child Care Quick Reference 623-05-65-05
- Transportation Quick Reference 623-05-65-10
- Irregular Payment Categories & Codes (Family) 623-05-65-28
- Irregular Payment Categories & Codes (QRTP Residential) 623-05-65-35

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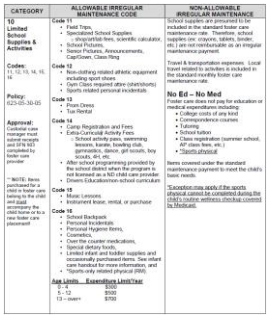
43

Quick Reference – Irregular Payments



CATEGORY	ALLOWABLE IRREGULAR MAINTENANCE CODE	NON-ALLOWABLE IRREGULAR MAINTENANCE
10 Limited School Supplies & Activities **Codes:** 11, 12, 13, 14, 15, 16 **Policy:** 623-05-30-05 **Approval:** Custodial case manager must submit request and SFN 1042 prior to placing child in foster care provider ** NOTE: Items purchased for a child in foster care belong to the child and must accompany the child home or to a new foster care placement	**Code 11** • Field Trips, • Specialized School Supplies: ○ Snipsrtshirt-tires, scientific calculator, • School Pictures, • Senior Pictures, Announcements, Cap/Gown, Class Ring **Code 12** • Non-clothing related athletic equipment including sport shoes • Gym Class required attire (shirt/shorts) • Sports related personal incidentals **Code 13** • Prom Dress • Tux Rental **Code 14** • Camp Registration and Fees • Extra-Curricuali Activity Fees ○ School activity pass, swimming lessons, karate, bowling club, gymnastics, dance, girl scouts, boy scouts, 4H, etc. • After school programming provided by the school district when the program is not licensed as a ND child care provider • Drivers Education/non-school curriculum **Code 15** • Music Lessons • Instrument lease, rental, or purchase **Code 16** • School Backpack • Personal Incidentals • Personal Hygiene Items, • Allergy Meds • Over the counter medications, • Special dietary foods, • Limited infant and toddler supplies and occasionally purchased items. See infant care handout for more information, and • *Sports-only related physical (696). **Age Limits Expenditure Limit/Year** 0 - 4 $500 5 - 12 $500 13 – over+ $750	School supplies are presumed to be included in the standard foster care maintenance rate. Therefore, school supplies (i.e. backpack, calculator, binder, etc.) are not reimbursable as an irregular maintenance payment. Travel & transportation expenses. Local travel related to activities is included in the standard monthly foster care maintenance rate. **No Ed – No Med** Foster care does not pay for education or medical expenditures including: • College costs of any kind • Correspondence courses • Tutoring • School tuition • Class registration (summer school, AP class fees, etc.) • *Sports physical Items covered under the standard maintenance payment to meet the child's basic needs. *Exception may apply if the sports physical cannot be completed during the child's routine wellness checkup covered by Medicaid.

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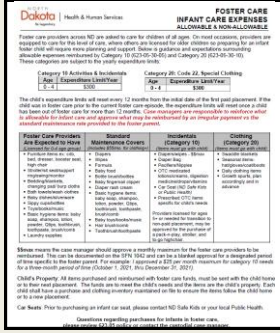
Provides a list of codes within the category, policy reference, and the type of approval

Describes allowable and non-allowable expenditures and provides examples

Documents the category's annual maximums and limitations

44

Quick Reference – Infant Care



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FOSTER CARE
INFANT CARE EXPENSES
ALLOWABLE & NON-ALLOWABLE

Foster care providers across ND are asked to care for children of all ages. On most occasions, providers are given advance notice of a child's placement, however, sometimes the placement of an infant or an infant foster child will require more planning and support. Below is guidance and expectations surrounding allowable expenses reimbursed by Category 10 (623-05-30-05) and Category 20 (623-05-30-10). These categories are subject to the yearly expenditure limits:

Category 10 Activities & Incidentals

Age	Expenditure Limit/Year
0 - 4	$300

Category 20: Code 22, Special Clothing

Age	Expenditure Limit/Year
0 - 4	$300

The child's expenditure limits will reset every 12 months from the initial date of the first paid placement. If the child was in foster care prior to the current foster care episode, the expenditure limits will reset once a child has been out of foster care for more than 12 months. *Case managers are responsible to reinforce what is allowable for infant care and approve what may be reimbursed by an irregular payment vs the standard maintenance rate provided to the foster parent.*

Foster Care Providers Are Expected to Have	Standard Maintenance Covers	Incidentals (Category 10)	Clothing (Category 20)
A crib that is not older than 10 years old • Mattress, crib sheets, mattress pad, dresser, bassinet seat, high chair • Infant/toddler wash/support • Diapering/changing supplies • Bedding/blankets, changing pad/ burp cloths • Bath towels/wash clothes • Infant/toddler toiletware • Spay cups/bottles • Trash bins/mats • Basic hygiene items: baby soap, shampoo, lotion, baby wash, diaper rash cream, toothbrush, toothpaste, brush/comb • Laundry supplies	• Diapers • Wipes • Formula • Baby food • Bottles/bottle sterilizer • Nipples/ Universal nipple • Diaper rash cream • Basic hygiene items: baby soap, shampoo, lotion, powder, wipes, toothbrush, toothpaste, brush/comb • Baby trash/waste/mats • Hair brush/comb • Toothbrush/toothpaste	• Basic medical supplies: fever reducer, Tylenol, Motrin • Diaper bag • Wipes • Pacifiers/Nipples • OTC medicine • Insect repellent, Eggplant medicine/sunscreen • Car Seat (ND Safe Kids or Public Health) • Other items as identified specific for child's needs Providers licensed for ages 0-4 or needed for transition to 5 may be reimbursed and approved for the purchase of a pack-n-play, stroller, and high chair/chair.	• Basic clothing items • Seasonal items: hat/gloves/coat/boots • Extra clothing items • Growth spurts, plan purchases and in advance

$/max means the case manager should approve a monthly maximum for the foster care providers to be reimbursed. This can be documented on the SFN 1042 and can be a blanket approval for a designated period of time specific to the foster parent. For example: *I approved a $35 per month maximum for category 10 needs for a three-month period of time (October 1, 2021, thru December 31, 2021).*

Child's Property: All items purchased and reimbursed with foster care funds, must be sent with the child home or to their next placement. The funds are to meet the child's needs and the items are the child's property. Each child shall have a purchase and clothing inventory maintained on file to ensure the items follow the child home or to a new placement.

Car Seats: Prior to purchasing an infant car seat, please contact ND Safe Kids or your local Public Health.

Questions regarding purchases for infants in foster care, please contact 833-99-safety or contact the custodial case manager.

Provides guidance and expectations surrounding allowable reimbursement for infant expenditures

Category 10 and Code 22 – age group 0-4, subjected to a $300 annual maximum

Provides examples of what a foster care provider licensed for age group 0-4 should already have on hand.

Lists items that are considered covered under the monthly standard maintenance rate and additional items that can be covered as an irregular payment (List is not all inclusive)

45

Quick Reference – Transportation

WHO	WHAT	Foster Care Irregular Payment CC/KPB	Agency Administrative 88 "Monthly Summary of Operating Expenditures" *Administrative Reimbursement*
Child in Foster Care	Transportation to place the child in foster care. Pre-placement visit (secondary placement) to placed child in a family foster home.		Agency administrative cost, tracked on SFN 119 (Zones) and identified as foster care transportation.
Child in Foster Care	Transportation of the child in a family foster care setting to home visit/ family visitation.	Irregular Foster Care Maintenance Payment. Submit as an irregular payment, Category 88, Code 51	
Child in Foster Care	Transportation for the child to attend court hearings, Child & Family Team meetings, etc.		Agency administrative cost tracked on SFN 119 (Zones) and identified as Foster Care transportation.
Family of the Child in Foster Care	Family's transportation for parent/guardian to visit the child in foster care in a family foster care setting or a medical FBTC		Agency administrative cost tracked on SFN 119 (Zones) and identified as visit to child in family foster care.
Family of the Child in Foster Care	Family's transportation to visit the child in foster care in a residential facility (QRTP).	Administrative Reunification Costs- Submit as Irregular Payment, Category 50, Code 52	
Foster Care Providers	Attendance at court hearings, Child & Family Team meetings, mandatory case conferences, etc.		Agency administrative cost tracked on SFN 119 (Zones) and identified as foster care transportation.
Foster Care Providers	Transportation for foster care provider to visit child who is out-of-home.		Agency administrative cost tracked on SFN 119 (Zones) and identified as foster care transportation.
Foster Care Providers	Reasonable transportation costs that allow the child to remain in the school which he/she is enrolled at the time of placement.	Irregular Foster Care Maintenance Payment. Submit as an irregular payment, Category 50, Code 53.	
Total transportation costs are billable only once.			

** If you have questions, check 423-60 policy or contact the child's custodial case manager **

Gives examples of how transportation is reimbursed based on who requires transport to what location and for what purpose.

Breaks out the types of transportation into what is covered as a foster care irregular payment and what is considered an administrative cost (agency reimbursed).

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46

Quick Reference – Child Care

CHILD CARE REQUEST	IRREGULAR PAYMENT REIMBURSED IN CC/KPB	NOT REIMBURSABLE WITH IRREGULAR PAYMENT	ALTERNATIVE REIMBURSEMENT SOURCES: DIFFICULTY OF CARE	PRIME TIME CHILD CARE	OTHER
During foster care provider's working hours when child in foster care is not in school.	Irregular Payment Cat 40, Code 42				
While a foster care provider is attending post-secondary or secondary education to obtain a degree or upon educational requirement for their current employment.	Irregular Payment Cat 40, Code 44				
Informal or sporadic babysitting so foster care provider can's night.		Costs are included in the standard maintenance rate.			
To gain social skills and peer relationships.		Costs are included in the standard maintenance rate.		If appropriate, consider Prime Time.	
To facilitate foster care provider's participation in activities within the realm of "ordinary care parental duties." Ex: shopping, hair appointments.		Costs are included in the standard maintenance rate.			If appropriate, consider a request for approval of what is warranted.
Informal, ongoing childcare when the foster care provider is not employed.		Not an irregular payment option.		If appropriate, consider Prime Time.	If appropriate, consider a request for approval of what is warranted.
To allow coverage and support of a foster care provider has passed of extended illness.	Irregular Payment Cat 40, Code 43 **Must receive approval from CFS general fund.				If appropriate, consider a request for approval of what is warranted. **Check ND CCDF Training Center (701-777-7662).
To allow foster care providers to attend conference PRIDE or other required trainings.		Not an irregular payment option.			
To allow attendance at court conferences, team meetings, court hearings, without the child in foster care.	Irregular Payment Cat 40, Code 43				
To allow temporary relief from care and supervision of the child in foster care.		Not an irregular payment option.	If appropriate, consider as EOE		If appropriate, consider a request for approval of what is warranted.
To allow foster care providers to attend school conferences.		Costs are included in the standard maintenance rate.			
To allow foster care providers to attend school when child is temporarily out of the home (Bedside, hospital, camp, etc.)		Costs are included in the standard maintenance rate.			

**If you have questions about childcare reimbursement, please see 423-60 policy or contact the child's custodial case manager.

Provides examples of the different reasons for childcare

Gives guidance on if the reason is reimbursable or non-reimbursable and avenues for reimbursement

NDHHS has to reimburse the foster care provider… cannot direct pay the childcare provider.

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47

Additional Topics



48

CHECKWRITE SCHEDULE

When do providers get reimbursement?

* Supplemental Checkwrite - Weekly – each Wednesday
* 2nd to Last working day of the month – Standard Checkwrite

CHILDREN AND FAMILY SERVICES
FOSTER CARE/SUB-ADOPT
2025 PAYMENT SCHEDULE

JANUARY 2025			**JULY 2025**		
Sub-Adopt Checkwrite	January	3	Sub-Adopt Checkwrite	July	2
Supplemental Checkwrite	January	3	Supplemental Checkwrite	July	2
" "	January	8	" "	July	9
" "	January	15	" "	July	16
" "	January	22	" "	July	23
Standard Checkwrite	January	30	Standard Checkwrite	July	30
FEBRUARY 2025			**AUGUST 2025**		
Sub-Adopt Checkwrite	February	5	Sub-Adopt Checkwrite	August	6
Supplemental Checkwrite	February	5	Supplemental Checkwrite	August	6
" "	February	12	" "	August	13
" "	February	19	" "	August	20
Standard Checkwrite	February	27	Standard Checkwrite	August	28
MARCH 2025			**SEPTEMBER 2025**		
Sub-Adopt Checkwrite	March	5	Sub-Adopt Checkwrite	September	3
Supplemental Checkwrite	March	5	Supplemental Checkwrite	September	3
" "	March	12	" "	September	10
" "	March	19	" "	September	17
Standard Checkwrite	March	28	" "	September	24
			Standard Checkwrite	September	29

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49

OVERPAYMENTS

Why an overpayment occurs?

* Delay in system updates
* Provider continues to be reimbursed when a child is no longer in their home. Please notify the case worker if payments are received in error.
* Error in entry

What happens when an overpayment is identified?

* FCSA Eligibility Unit notifies the case worker and provider
* The system will either auto-recoup the funds or the provider will be asked to refund

Expectations of providers when notified of an overpayment:

* Case workers work with the provider to gain an understanding as to why the overpayment occurred.
* If direct recoupment is needed, the provider must reimburse the funds to NDHHS. We encourage timely reimbursement but can work with families.

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50

ADDITIONAL FFPSA PROVIDER TYPES

Supervised Independent Living (SI)

Allowable
- Category 10 - Codes 11,12,13,14,15,16
- Category 20 - Code 22
- Category 40 - Code 41
- Category 50 - Codes 51,53
- Category 60 - Codes 61,62,63,64
- Category 70 - Code 71

Not Allowable
- Category 20 – Code 21
- Category 30 – Code 31
- Category 40 – Code 43
- Category 50 - Code 52
- Code 80

Qualified Residential Treatment Provider (QR)

Allowable
- Category 10 - Codes 11,12,13,14,15,16
- Category 20 - Codes 21,22
- Category 50 - Codes 51,52
- Category 60 - Code 64
- Category 70 - Code 71
- Code 80

Not Allowable
- Category 30 - Code 31
- Category 40 - Codes 41,43
- Category 50 - Code 53
- Category 60 - Codes 61,62,63

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51

Respite vs. Substitute Care

Respite Care

What

Temporary relief care for a child with special medical, emotional, or behavioral needs, which require time-limited supervision and care.

- 4 days (including overnights)
- 12 hr/wk

Who Pays

- CFS Level of Care – if pre-approved SFN 929
- Nexus PATH – if NP client is receiving the respite

Providers A maintains the daily rate, Provider B offering respite is reimbursed through respite funds.

Substitute Care

What

Temporary care when the foster parents are unavailable to care for the foster child.

- Substitute Caregiver: Must be a responsible adult, age 21 or older, temporarily providing care for a foster child in the absence of the foster care providers.
  - ✓ if the foster care provider is unavailable and the child requires care for more than a portion of one day, substitute care must be provided by a licensed provider or identified relative.

Who Pays

- Provider Arrangements

Providers A maintains the daily rate, with the agreement to reimburse the substitute care provider.

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52

Tribal Nations – Payment Sources

Tribal IV-E

Reimbursement

- Paperwork submitted to CFS by the Tribe
- Reimbursements are authorized by NDHHS CFS FCSA Unit
- Paid directly to the FC provider or authorized agency (Nexus PATH)

Tribal 638

Reimbursement

- Reimbursements managed by the Tribal office
- Not all of the same irregular payments are allowed
- Note: Childcare costs and reimbursement is different

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53

$ Not Income $

Foster Care Reimbursement is NOT INCOME:

Foster care is not paid employment. The maintenance reimbursements are issued to a provider to maintain the placement and cover the costs of having the child in the home. The maintenance reimbursements follow the child, so if the child was no longer placed in the provider home, the money to support the child's needs would no longer be issued to the provider. NDHHS does not issue a W-2 or provide a 1099 and Foster care payments are not taxed.

Filing Taxes:

ND Department of Health and Human Services (NDHHS), is often contacted asking if a child in foster care may be claimed as a dependent on the foster care provider's taxes. Eligibility determinations for ***claiming a child in foster care as a dependent*** are determined by the IRS. Foster care providers should discuss with the child's custodial case worker and consult with a tax professional to determine if the child in foster care meets the criteria established by the IRS to be claimed as a dependent. In addition, foster care providers should refer to IRS publications for further resources and also know that biological parents/guardians of the child are required to pay child support. They too may be claiming the child on their taxes.

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54

Direct Deposit

All foster care providers must have direct deposit set up per legislative direction effective January 1, 2022.

Nexus PATH providers are reimbursed directly from Nexus PATH. Nexus PATH sends an invoice to NDHHS-Children and Family Services for the standard rate and administrative costs related to the cost of care. NDHHS sends the direct deposit to Nexus PATH.

NDHHS – Children and Family Services CANNOT reimburse childcare providers or vendors directly. The Department is working on a solution that will support all parties in the future.

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55

RESOURCES

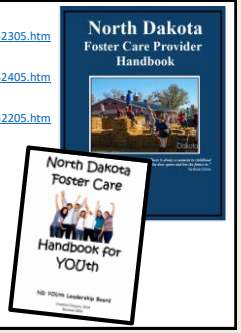
CFS Policy – Maintenance Payments 623-05
https://www.nd.gov/dhs/policymanuals/62305/62305.htm

CFS Policy – Permanency Planning 624-05
https://www.nd.gov/dhs/policymanuals/62405/62405.htm

CFS Policy - Foster Care Licensing 622-05
https://www.nd.gov/dhs/policymanuals/62205/62205.htm

CFS Website
https://www.nd.gov/dhs/services/childfamily/

Brochures, Handouts, Handbooks, Training
https://www.nd.gov/dhs/info/pubs/family.html



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56

Contact Information

Foster Care and Subadopt 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

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57



58