

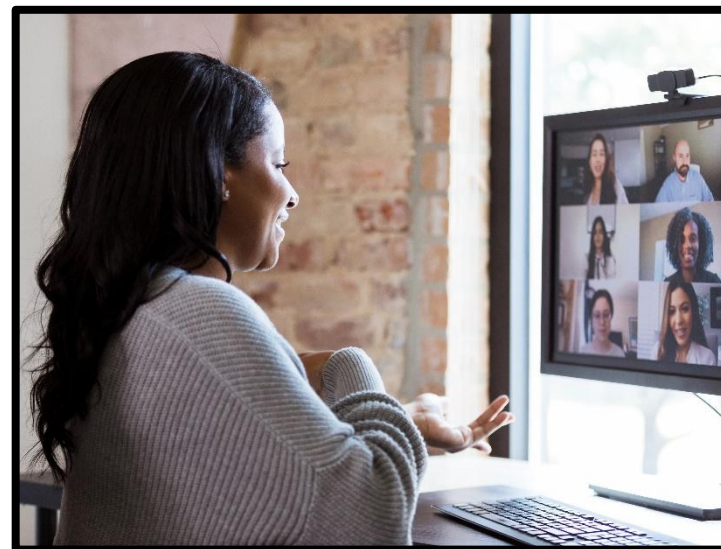


# Foster Care Provider Reimbursement

Providers & Case Management

# 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



# ROLES & 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, 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.

## Foster Care Provider

- 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.

# NDHHS – CHILDREN & FAMILY SERVICES

Field Service Specialists	Foster Care Sub-Adopt Eligibility Unit	Licensing Unit (Authorized Agency)
<ul style="list-style-type: none"><li>• Monitor the agency's fidelity and quality of work related to the child welfare practice model and ND policy</li><li>• Provide coaching and continuous quality improvement to agency staff during consultation staffing and child and family team meetings related to:<ul style="list-style-type: none"><li>✓ North Dakota Child Welfare Practice Model</li><li>✓ Federal and State law, rule and policy</li></ul></li><li>• 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.</li><li>• Provide administrative review of all foster care cases through attendance of Child &amp; Family Team Meeting (CFTM).</li><li>• Incident Reporting</li><li>• Sentinel Reporting</li></ul>	<ul style="list-style-type: none"><li>• Determine initial case eligibility</li><li>• Monitor cases for continued eligibility and reimbursement</li><li>• Collaborate with case workers and field service specialists to ensure case complies with child welfare law, rule and policy.</li><li>• Review reimbursement approvals</li><li>• Review court order questions</li><li>• Complete direct deposit data entry</li><li>• Complete Tribal IV-E data entry</li><li>• Authorize payments</li><li>• Review overpayments and collect return</li><li>• Review sub-adopt negotiation requests</li><li>• Oversee Medicaid file for all foster and adopt cases</li></ul> 	<ul style="list-style-type: none"><li>• Respond timely to prospective families interested in pursuing licensure.</li><li>• Provide education and guidance regarding the licensing process.</li><li>• Complete the home study assessment.</li><li>• Recommend licensure and submit completed licensing studies to NDHHS.</li><li>• Offer training opportunities to foster care providers.</li><li>• Offer support and resources to foster care providers.</li><li>• Engage in ongoing recruitment and retention coalition activities.</li><li>• Notify foster care providers of licensure renewal timeframes.</li><li>• Complete annual licensing renewal process with foster care providers.</li><li>• Maintain knowledge of law, rule, and policy for foster care provider licensure.</li></ul>

# PROVIDER VS. CAREGIVER

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

# FAMILY LEVEL - PROVIDER TYPES

	State Homes (FA)	Tribal (AF)	Nexus PATH (TH)	Nexus PATH (PR)	URM
Licensing	<ul style="list-style-type: none"> <li>• NDHHS</li> <li>• CFS Licensing Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Tribal Nation</li> <li>• CFS Licensing Unit approves license.</li> </ul>	<ul style="list-style-type: none"> <li>• Nexus PATH</li> <li>• CFS Licensing Unit approves license.</li> </ul>	<ul style="list-style-type: none"> <li>• Nexus PATH</li> <li>• CFS Licensing Unit approves license.</li> </ul>	<ul style="list-style-type: none"> <li>• URM Agassiz Valley</li> <li>• CFS Licensing Unit endorses license.</li> </ul>
Who Reimburses the Provider	NDHHS – CFS Foster Care Sub Adopt Unit	NDHHS – CFS Foster Care Sub Adopt Unit	<p>NDHHS – CFS Foster Care Sub Adopt Unit will reimburse Nexus PATH</p> <p>Nexus PATH will reimburse the daily rate to the provider.</p>	<p>NDHHS – CFS Foster Care Sub Adopt Unit will reimburse Nexus PATH</p> <p>Nexus PATH will reimburse the daily rate to the provider.</p>	<p>Non-foster Care.</p> <p>Federal URM funds paid and managed by Agassiz Valley.</p>



# FOSTER CARE REIMBURSEMENT



# 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.**



# Reimbursement Created

## Legislative Approval

Rates = ND funds with % of Federal Match depending on eligibility

Law, Rule, Policy  
drives how ND will  
apply reimbursement

## Reimbursement Types

Standard Maintenance Payment

Irregular Payment

## Provider Types - Level of Care

Licensed Family Foster Homes & QRTPs

Regular, Treatment, Extra Maintenance

Specific to provider types

# 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  
REIMBURSEMENT IN  
THE USA

Rates are  
subject to  
change based  
on legislation.

## 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 IN PLACEMENT LEVEL OF CARE	Monthly Rate (30 days)	Fee for Service (Daily Rate)	Provider funds have these 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 costs of care + administrative costs associated with our contract. The agency pays the provider a reduced 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) <b>Effective July 1, 2025</b>	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) <i>Maximum of 30 days if child is initially placed and denied the QRTP level</i>	\$12,990	\$ 433

Supervised Independent Living (18+) <b>Effective July 1, 2025</b>	Provider #	Monthly Rate (30 days)	Fee for Service (Daily Rate)
PATH – Accommodated SIL	7384	\$4,170	\$ 139
PATH – Supported SIL	7385	\$2,100	\$ 70

Shelter Care <b>Effective July 1, 2025</b>	Fee for Service (Daily Rate)
Certified Shelter Care Program	\$ 546
Family Foster Home (Prevention Case)	\$ 55

Respite Care <b>Effective July 1, 2025</b>	Daily Rate
Licensed Family Setting	\$ 55
Licensed Child Care Setting	Varies

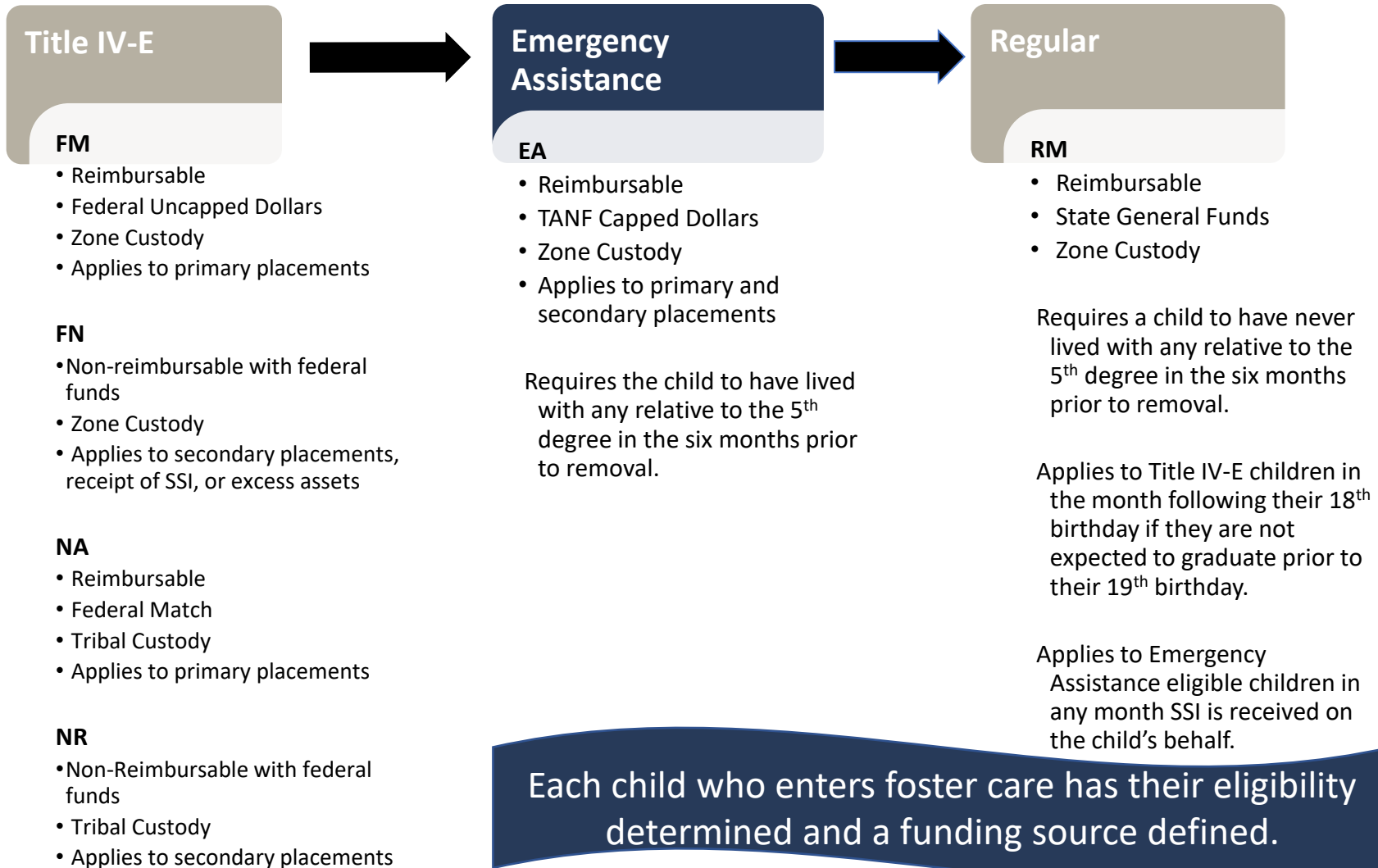
Guardianship Subsidy <b>Effective July 1, 2025</b>	Daily Rate
State Guardianship	\$ 19
Title IV-E Guardianship	\$ 28

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.

# Foster Care Funding Sources



# 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

# 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 (2<sup>nd</sup> 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.



# 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***

# 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  
Supervisi  
on

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

***Q RTP residential care includes  
reasonable costs of administration.***

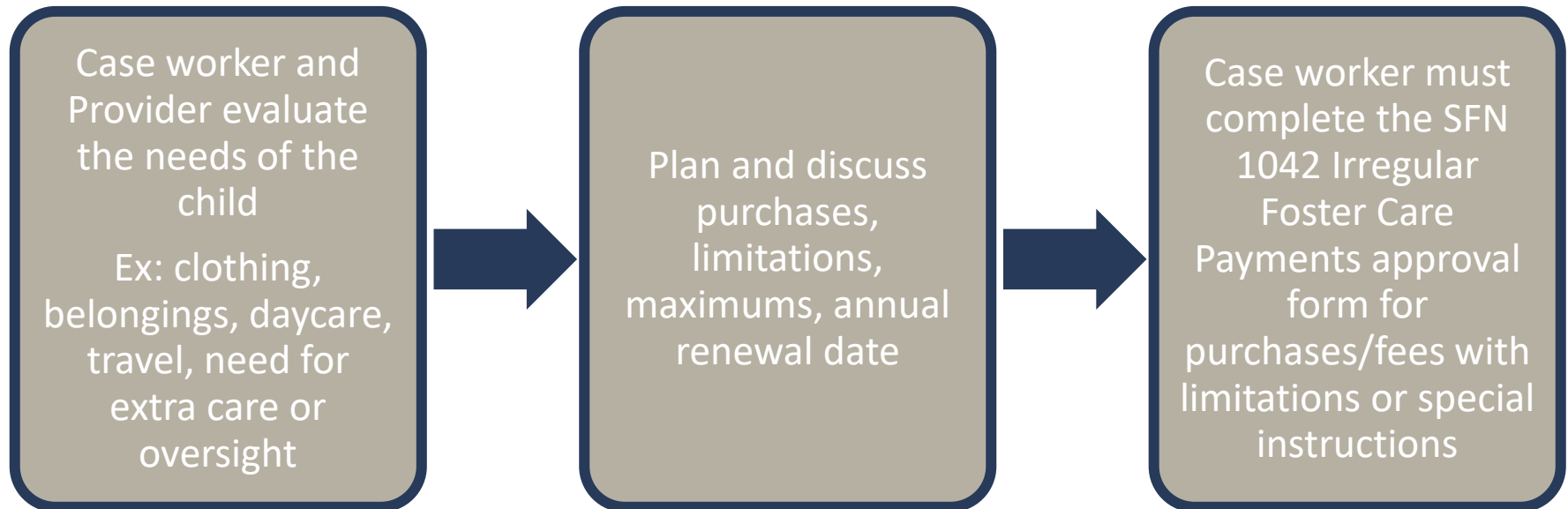
# REIMBURSEMENT APPROVALS



# 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.



# 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

# 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?*



# 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

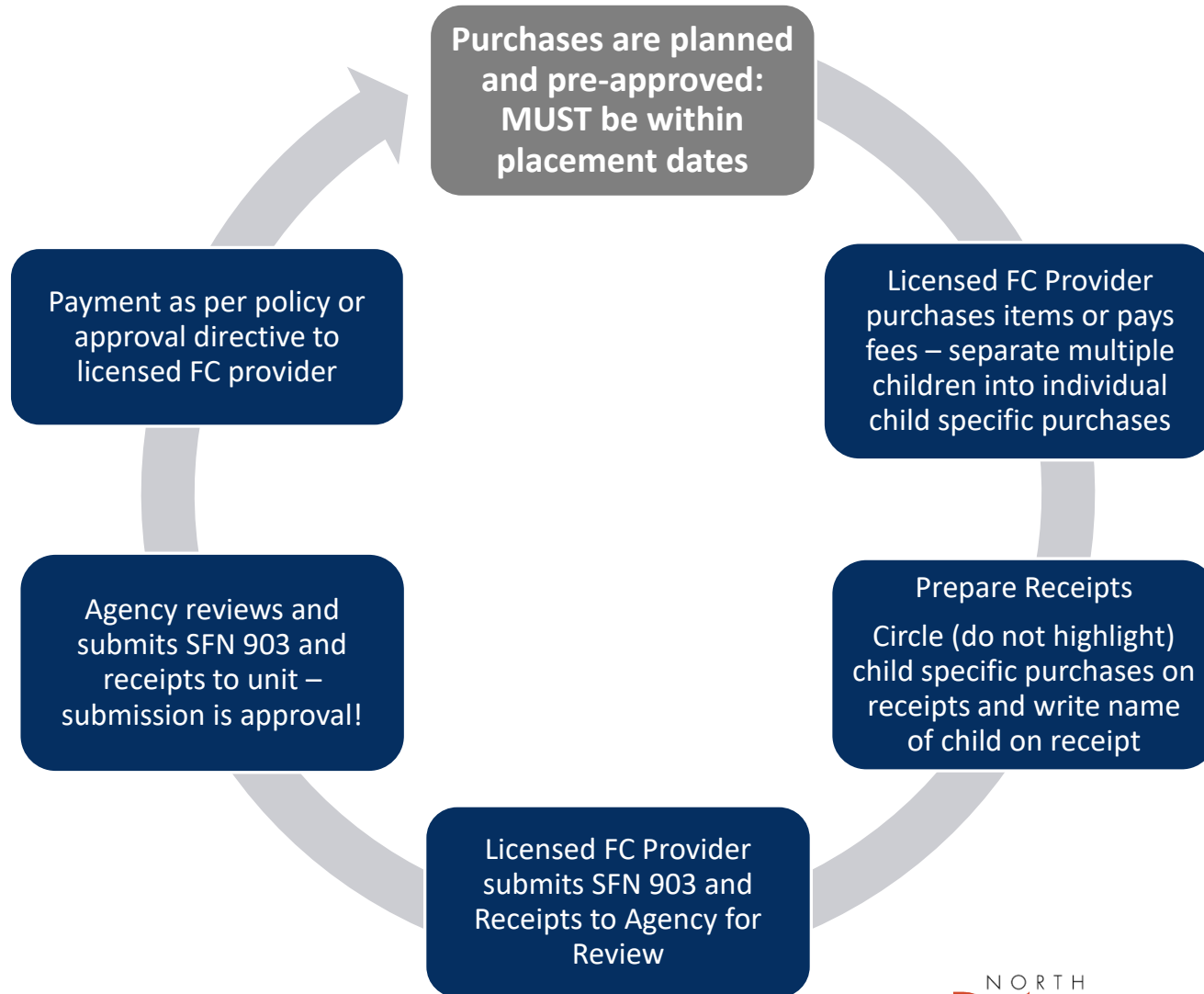
## What does the provider need to collect and share with the case worker?

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.

# Irregular Payment Process



# 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



## IRREGULAR FOSTER CARE PAYMENTS

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CHILDREN AND FAMILY SERVICES-FOSTER CARE  
SFN 1042 (11-2022)

Clear Fields

Foster care case managers must complete this form when the irregular payment requires special instructions, (ex: max mileage vs gas receipt), payment limitations or the irregular payment category does not require a receipt. Receipts for foster care expenditures that are not subject to special instructions or limitations will be authorized by the CFS FCSEA Eligibility Unit without the requirement of prior approval. All irregular payments are subject to category maximums for every foster child in a licensed setting. The custodial agency will be responsible for any reimbursement exceeding the child's annual maximums.

Child's Name	
Foster Care Provider's Name	Foster Care Provider Start Date

### CATEGORY 10-PERSONAL INCIDENTALS

<input type="checkbox"/> 11-Field Trips, Shop Supplies, Pictures, etc.	<input type="checkbox"/> 14-Camps-Any Type
<input type="checkbox"/> 12-Non-Clothing Athletic Equipment	<input type="checkbox"/> 15-Music Lessons/Lease/Purchase of Instruments
<input type="checkbox"/> 13-Prom Dress/Tux	<input type="checkbox"/> 16-Individual Circumstances

### CATEGORY 20-CLOTHING

<input type="checkbox"/> 21-Initial Clothing Allowance	<input type="checkbox"/> 22-Special Clothing Allowance
--	--

### CATEGORY 30-EMERGENCY PLACEMENT

<input type="checkbox"/> 31-Emergency Foster Care Placement (15 days maximum)	Start Date	End Date
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### CATEGORY 40-CHILD CARE

<input type="checkbox"/> 41-Child Care-Foster Parents Employment	<input type="checkbox"/> 43-Child Care-Foster Parents Attend Hearing
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### CATEGORY 50-TRANSPORTATION

<input type="checkbox"/> 51-Travel for Foster Child	<input type="checkbox"/> 53-Transportation to Home School District
<input type="checkbox"/> 52-Travel for Family - Q RTP only	

### CATEGORY 60-EXCESS MAINTENANCE PAYMENTS

Excess Maintenance Payments level I (61), II (62), III (63) and IV (64). Requires an SFN 904-Agreement to Furnish Specialized Family Foster Care Services be submitted to CFS FCSEA Eligibility Unit approving payment amount and duration.

### CATEGORY 70-SUPPORT FOR DEPENDENT CHILD

<input type="checkbox"/> 71-Minor Parent/Infant Payment
---

### CATEGORY 80-Q RTP SUPERVISION

<input type="checkbox"/> 81-Q RTP Extra Supervision Payment to the Facility
---

Notes/Special Instructions/Agency Approval Limitations

Agency Case Manager/Designee Signature	Date
--	------

Distribution: CFS FCSEA Eligibility Unit [cfsfcsaunit@nd.gov](mailto:cfsfcsaunit@nd.gov)

Case Management File

# 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

**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

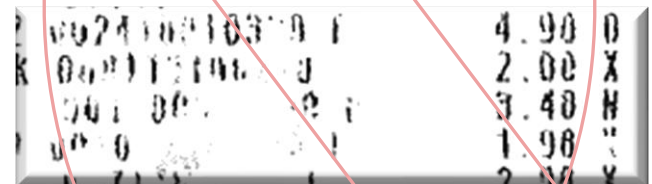
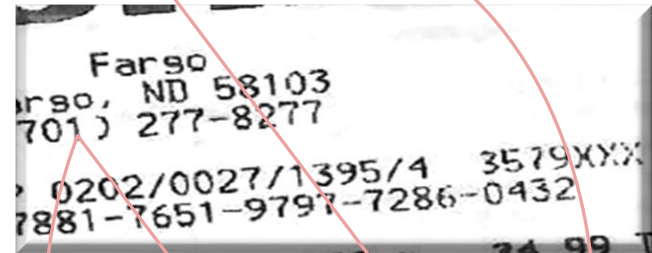
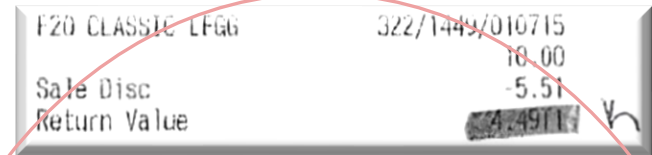
PENELOPE CLEARWATER  
4583

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

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

# Receipt Preparation

- 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



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CHILDREN AND FAMILY SERVICES-FOSTER CARE  
SFN 903 (8-2023)

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)	

Date of Purchase/ Receipt	Payee Location (Walmart, Target, Amazon, YMCA, etc.) (One Recipient/Invoice per Line)	Describe each item purchased or activity fee type. Items described should coincide with dollar amount on the receipt (Example: Jeans \$, Dress \$, Winter Jacket \$, Camp Registration Fee \$, Musical Instrument Rental \$, etc.)	Requested Total	HHS Use Only
				Reimbursed Total
TOTAL				

Comments
----------

NORTH  
**Dakota**  
Be Legendary.

## Health & Human Services



# 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

# 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.*

## State & Tribal Approved Family Foster Care

### Eligible Payments

- Category 10
- Category 20
- Category 30
- Category 40
- Codes 51 & 53
- Category 60
- Code 71

### Ineligible Payments

- Code 52
- Category 80

## Nexus PATH TFC/Base/SIL

### Eligible Payments

- Category 10
- Category 20
- Category 40
- Category 60 – SIL ONLY
- Code 71

### Ineligible Payments

- Category 30
- Code 51, 52 & 53
- Category 60 – TFC and Regular
- Category 80

## Out of State

### Family Foster Care Eligible Payments

- Limited and based on what irregular payments are included in the out of state standard maintenance payment

### QRTP Eligible Payments

- Category 10
- Category 20
- Code 51
- Code 52 if allowable
- Category 80

# 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

# 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

# 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

# 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
<b>PANTS:</b>				
DRESS				
CASUAL				
SHORTS				
<b>SHIRTS:</b>				
DRESS				
CASUAL				
TANK-TOP				
<b>DRESSES:</b>				
DRESS				
CASUAL				
<b>SHOES:</b>				
DRESS				
CASUAL				
TENNIS				
BOOTS				
<b>UNDERWEAR:</b>				
T-SHIRTS				
SHORTS				
SOCKS				
SLIPS				
<b>SLEEPWEAR:</b>				
ROBE				
PJ/GOWN				
SLIPPERS				
<b>BELTS:</b>				
JACKETS				
SWEATERS				
<b>MISCELLANEOUS:</b>				



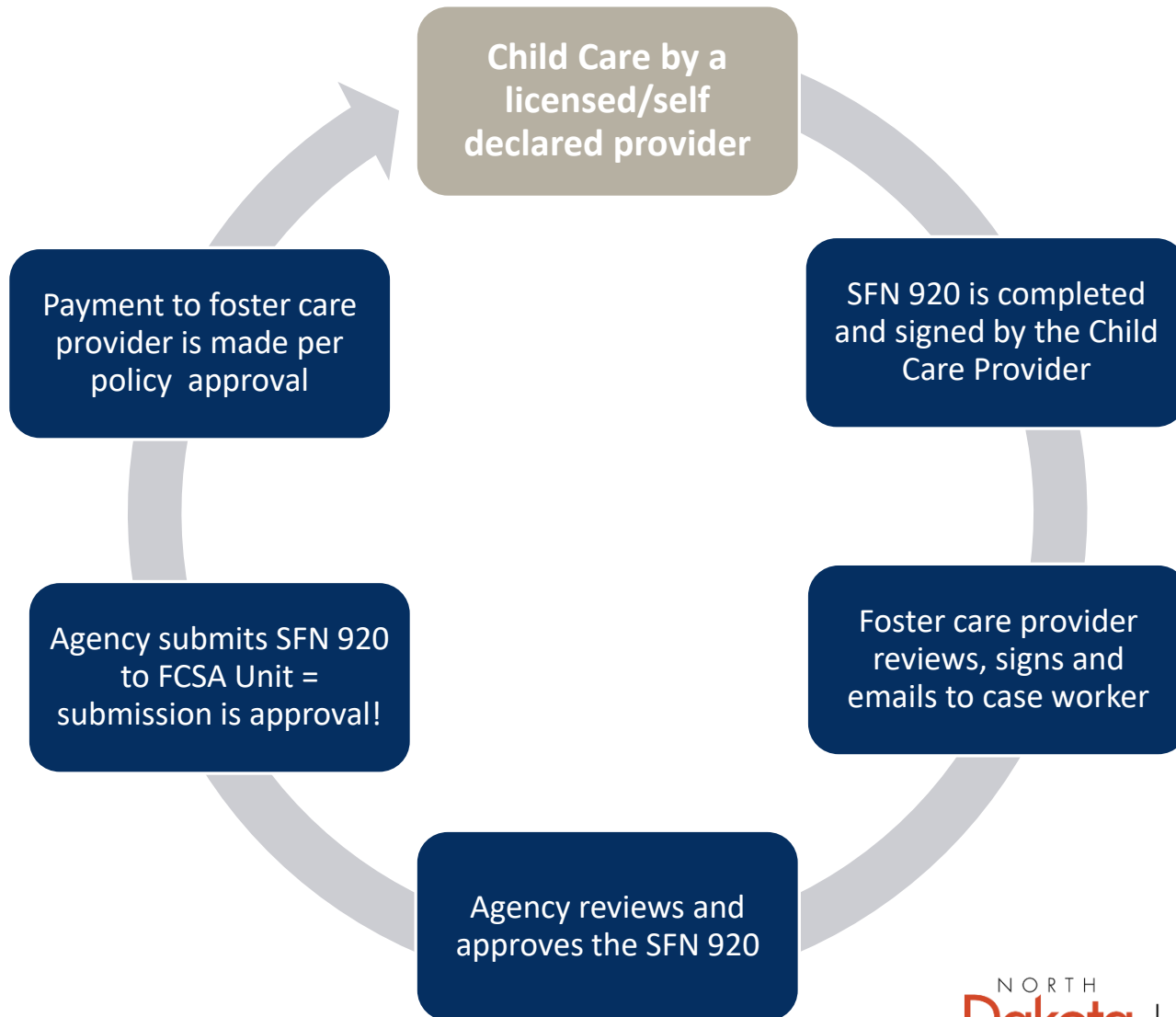
# Category 30: Emergency Placement

**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

# Category 40: Child Care Reimbursement



# Child Care Invoice – SFN 920

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



**FOSTER CARE - CHILD CARE INVOICE**  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CHILDREN AND FAMILY SERVICES-FOSTER CARE  
SFN 920 (3-2025)

Clear Fields

Licensed CC  
Provider

## Child Care Provider Details

Child Care Provider's Name		
Type of Provider <input type="checkbox"/> Child Care Provider <input type="checkbox"/> Licensed Foster Care Provider		
Provider Number	Telephone Number	
Street Address		
City	State	ZIP Code

## Foster Care Details

Foster Care Provider's Name	
Child's Name	Age
Billing Dates From (mm/dd/yyyy): To (mm/dd/yyyy):	
NOTE: If the child has been placed with a new foster care provider during the month and continues in child care, please bill each provider separate specific to the foster care placement dates. Please prorate the monthly or weekly rate based on foster care placement dates not to exceed the child care provider's monthly or weekly rate.	

Child's full  
name – avoid  
nick names

## Itemized Bill Details

Days in attendance: If hourly, indicate the number of hours per day. If daily, weekly or monthly, "x" the days in attendance.

																									Month					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Hourly VS Daily,  
Weekly or  
Monthly

## Billing Method

<input type="checkbox"/> Hourly	Rate per Hour: \$	x Number of Hours:	= \$
<input type="checkbox"/> Daily	Rate per Day: \$	x Number of Days:	= \$
<input type="checkbox"/> Weekly*	Rate per Week: \$	x Number of Weeks:	= \$
<input type="checkbox"/> Semi Monthly OR <input type="checkbox"/> Monthly	Rate Semi Monthly or Monthly:		= \$
Describe Additional Fees			Cost

\* Only one weekly rate is billable for any week that spans two months.

TOTAL AMOUNT DUE

Week spans  
two months =  
one weekly  
rate payable  
only

I certify with my signature that the information provided is correct and I understand:

- The child care provider must be licensed, certified, self-declared, or approved as outlined under the ND Early Child Care Licensing and CFS Licensing Unit.
- Child care can only be reimbursed by foster care funding if the child in care enrolled is also placed in a licensed/approved family foster home.
- The child in care must be charged the same rate as other children enrolled in the child care setting per an agreement, contract, annual rate, etc.
- The above bill provides required justification to the custodial agency indicating charges for child care expenses of the child in care.
- The above bill allows reimbursement to be paid to the foster care provider who in turn will pay the child care provider.

Child Care Provider's Signature	Date	Foster Care Provider's Signature	Date
---------------------------------	------	----------------------------------	------

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

# 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

- 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

## Travel for Parent/Guardian to QRTP ONLY

- 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

## Travel for FC Provider

- 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).

# 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 ORIGIN**

- 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

# 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.)

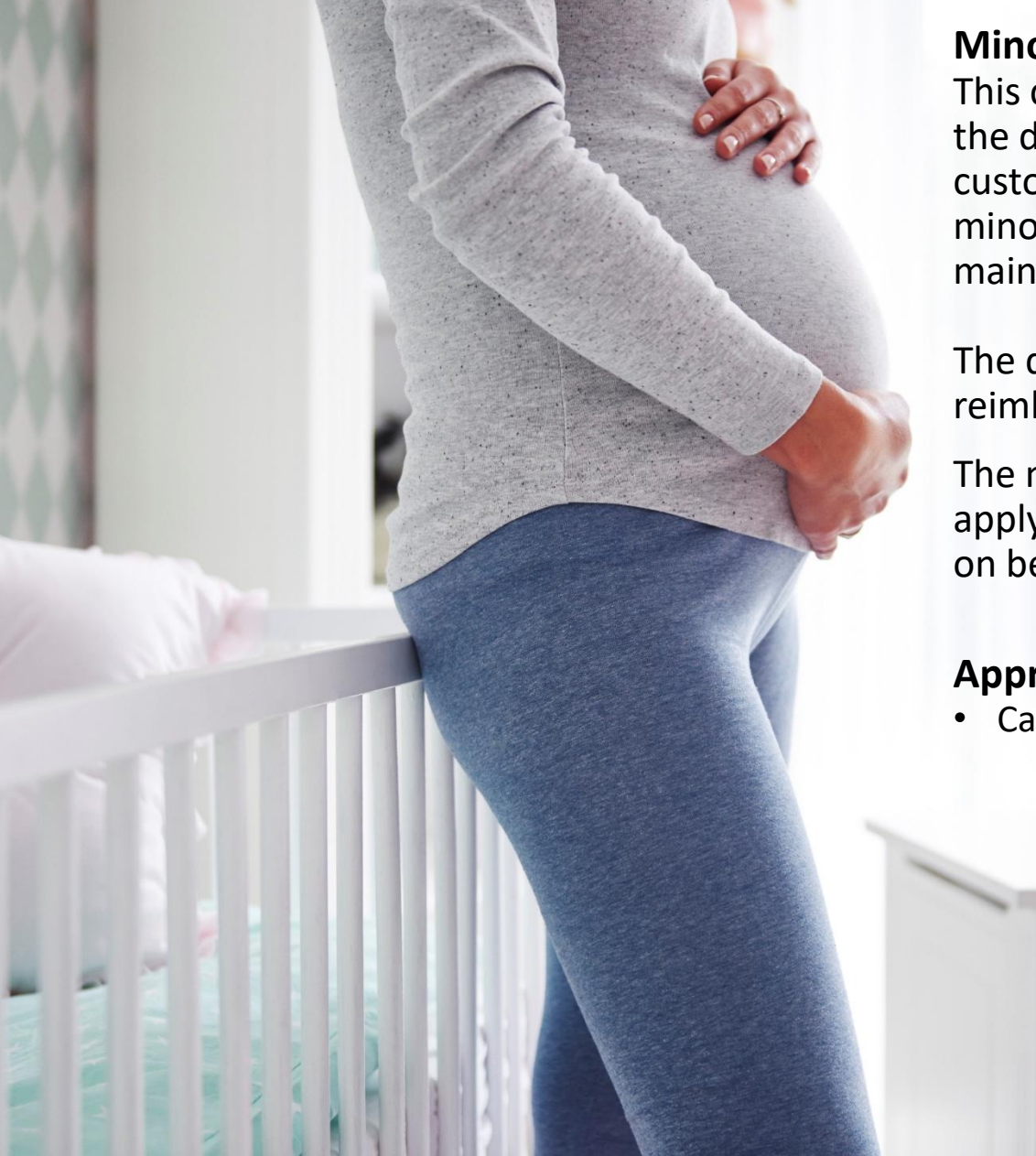
**Code 64** is a Level IV EMP - Level IV determined value over \$200/mo.

## 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.

# 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



# 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.





# 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**

# 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.



# 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

# Quick Reference – Irregular Payments

CATEGORY	ALLOWABLE IRREGULAR MAINTENANCE CODE	NON-ALLOWABLE IRREGULAR MAINTENANCE						
<b>10</b> <b>Limited School Supplies &amp; Activities</b>  <b>Codes:</b> 11, 12, 13, 14, 15, 16  <b>Policy:</b> 623-05-30-05  <b>Approval:</b> Custodial case manager must submit receipts and SFN 903 completed by foster care provider  <b>** NOTE:</b> Items purchased for a child in foster care belong to the child and <u>must</u> accompany the child home or to a new foster care placement!	<b>Code 11</b> <ul style="list-style-type: none"><li>Field Trips,</li><li>Specialized School Supplies<ul style="list-style-type: none"><li>shop/art/lab fees, scientific calculator,</li></ul></li><li>School Pictures,</li><li>Senior Pictures, Announcements, Cap/Gown, Class Ring</li></ul> <b>Code 12</b> <ul style="list-style-type: none"><li>Non-clothing related athletic equipment including sport shoes</li><li>Gym Class required attire (shirt/shorts)</li><li>Sports related personal incidentals</li></ul> <b>Code 13</b> <ul style="list-style-type: none"><li>Prom Dress</li><li>Tux Rental</li></ul> <b>Code 14</b> <ul style="list-style-type: none"><li>Camp Registration and Fees</li><li>Extra-Curricular Activity Fees<ul style="list-style-type: none"><li>School activity pass, swimming lessons, karate, bowling club, gymnastics, dance, girl scouts, boy scouts, 4H, etc.</li></ul></li><li>After school programming provided by the school district when the program is not licensed as a ND child care provider.</li><li>Drivers Education/non-school curriculum</li></ul> <b>Code 15</b> <ul style="list-style-type: none"><li>Music Lessons</li><li>Instrument lease, rental, or purchase</li></ul> <b>Code 16</b> <ul style="list-style-type: none"><li>School Backpack</li><li>Personal Incidentals</li><li>Personal Hygiene Items,</li><li>Cosmetics,</li><li>Over the counter medications,</li><li>Special dietary foods,</li><li>Limited infant and toddler supplies and occasionally purchased items. See infant care handout for more information, and</li><li>*Sports-only related physical (RM).</li></ul> <b>Age Limits    Expenditure Limit/Year</b> <table><tr><td>0 - 4</td><td>\$300</td></tr><tr><td>5 - 12</td><td>\$500</td></tr><tr><td>13 – over+</td><td>\$700</td></tr></table>	0 - 4	\$300	5 - 12	\$500	13 – over+	\$700	School supplies are presumed to be included in the standard foster care maintenance rate. Therefore, school supplies (ex: crayons, tablets, 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.  <b>No Ed – No Med</b> Foster care does not pay for education or medical expenditures including: <ul style="list-style-type: none"><li>College costs of any kind</li><li>Correspondence courses</li><li>Tutoring</li><li>School tuition</li><li>Class registration (summer school, AP class fees, etc.)</li><li>*<u>Sports physical</u></li></ul> Items covered under the standard maintenance payment to meet the child's basic needs.  <u>*Exception may apply if the sports physical cannot be completed during the child's routine wellness checkup covered by Medicaid.</u>
0 - 4	\$300							
5 - 12	\$500							
13 – over+	\$700							

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



# Quick Reference – Infant Care

## 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 equipped to care for this level of care, where others are licensed for older children so preparing for 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 (Licensed for 0-4 age group)	Standard Maintenance Covers (Includes \$55/mo. for clothing+)	Incidentals (Category 10) (Items must go with child)	Clothing (Category 20) (Items must go with child)
<ul style="list-style-type: none"> <li>Furniture items ex: crib, bed, dresser, booster seat, high chair</li> <li>Stroller/sit seat/support ring/swing/monitor</li> <li>Bedding/blankets, changing pad/ burp cloths</li> <li>Bath towels/wash clothes</li> <li>Baby dishes/silverware</li> <li>Sippy cups/bottles</li> <li>Toys/books/music</li> <li>Basic hygiene items: baby soap, shampoo, lotion, powder, Qtips, toothbrush, toothpaste, brush/comb</li> <li>Laundry supplies</li> </ul>	<ul style="list-style-type: none"> <li>Diapers</li> <li>Wipes</li> <li>Formula</li> <li>Baby food</li> <li>Bottle brush/bottles</li> <li>Baby fingernail clipper</li> <li>Diaper rash cream</li> <li>Basic hygiene items: baby soap, shampoo, lotion, powder, Qtips, toothbrush, toothpaste, brush/comb</li> <li>Baby toys/books/music</li> <li>Hair brush/comb</li> <li>Toothbrush/toothpaste</li> </ul>	<ul style="list-style-type: none"> <li>Diapers/wipes - \$\$max</li> <li>Diaper Bag</li> <li>Pacifiers/Nipples</li> <li>OTC medicated lotions/creams, digestion medicine/drops/vitamins</li> <li>Car Seat (ND Safe Kids or Public Health)</li> <li>Prescribed OTC items specific for child's needs</li> </ul> <p>Providers licensed for ages 5+ or needed for transition to non-paid placement, may be approved for the purchase of a pack-n-play, stroller, and to-go highchair.</p>	<ul style="list-style-type: none"> <li>Swaddle blankets</li> <li>Seasonal items-hat/gloves/coat/boots</li> <li>Daily clothing items</li> <li>Growth spurts, plan accordingly and in advance</li> </ul>

**\$\$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 \$25 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 review 623-05 policy 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)

# Quick Reference – Transportation

WHO	WHAT	Foster Care Irregular Payment CCWIPS	Agency Administrative \$\$ “Monthly Summary of Operating Expenditures” <i>Administrative Reimbursement</i>
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 50, 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 <u>or</u> a medical PRTF.		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.	
<b>Total transportation costs are billable only once.</b> <b>** If you have questions, check 623-05 policy or contact the child's custodial case manager **</b>			

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).

# Quick Reference – Child Care

CHILD CARE REQUEST	IRREGULAR PAYMENT REIMBURSED IN CCWIPS	NOT REIMBURSEABLE WITH IRREGULAR PAYMENT	ALTERNATIVE REIMBURSEMENT SOURCES		
			EMP/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 41				
When a foster care provider is enrolled in and attending post-secondary education to obtain a degree or meet educational requirements for their current employment.	Irregular Payment: Cat 40, Code 41				
Informal or episodic babysitting. <i>Ex: foster care provider date night</i>		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 <u>within</u> the realm of "ordinary care parental duties" <i>Ex: shopping, hair appointment, etc.</i>		Costs are included in the standard maintenance rate.			If appropriate, consider a respite care approval if relief is warranted.
General ongoing childcare when the foster care provider is not employed.		Not an irregular payment option.		If appropriate, consider Prime Time	If appropriate, consider a respite care approval if relief is warranted.
To allow coverage and support if a foster care provider has periods of extended illness.	Irregular Payment: Cat 40, Code 43  <i>**Must receive approval from CFS (general funds)</i>				If appropriate, consider a respite care approval if relief is warranted.
To allow foster care provider to attend mandatory PRIDE or other required trainings.		Not an irregular payment option.			*Check with UND CFS Training Center (701-777-3442)
To allow attendance at case conferences, team meetings, court hearings, <u>without</u> 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 an EMP.		If appropriate, consider a respite care approval if relief 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 visit a child in foster care temporarily out of the home (facility, hospital, camp, etc.)		Costs are included in the standard maintenance rate.			

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.**

\*\*If you have questions about childcare reimbursement, please see 623-05 policy or contact the child's custodial case manager.

NORTH  
**Dakota**

Health & Human Services

Be Legendary.



# Additional Topics





# CHECKWRITE SCHEDULE

## When do providers get reimbursement?

- \* Supplemental Checkwrite - Weekly – each Wednesday
- \* 2<sup>nd</sup> to Last working day of the month – Standard Checkwrite

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

#### JANUARY 2025

Sub-Adopt Checkwrite	January	3
Supplemental Checkwrite	January	3
“ “	January	8
“ “	January	15
“ “	January	22
Standard Checkwrite	January	30

#### FEBRUARY 2025

Sub-Adopt Checkwrite	February	5
Supplemental Checkwrite	February	5
“ “	February	12
“ “	February	19
Standard Checkwrite	February	27

#### MARCH 2025

Sub-Adopt Checkwrite	March	5
Supplemental Checkwrite	March	5
“ “	March	12
“ “	March	19
Standard Checkwrite	March	28

#### JULY 2025

Sub-Adopt Checkwrite	July	2
Supplemental Checkwrite	July	2
“ “	July	9
“ “	July	16
“ “	July	23
Standard Checkwrite	July	30

#### AUGUST 2025

Sub-Adopt Checkwrite	August	6
Supplemental Checkwrite	August	6
“ “	August	13
“ “	August	20
Standard Checkwrite	August	28

#### SEPTEMBER 2025

Sub-Adopt Checkwrite	September	3
Supplemental Checkwrite	September	3
“ “	September	10
“ “	September	17
“ “	September	24
Standard Checkwrite	September	29

# 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.

# 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

# 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.

# 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

# \$ 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.

# 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.

# 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

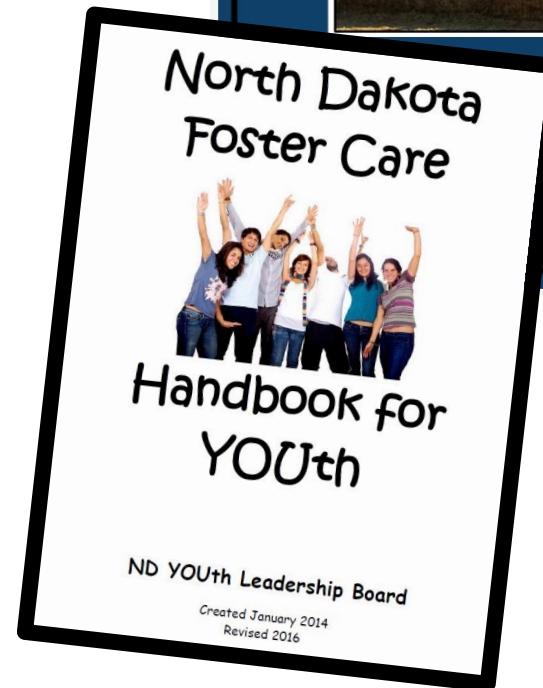
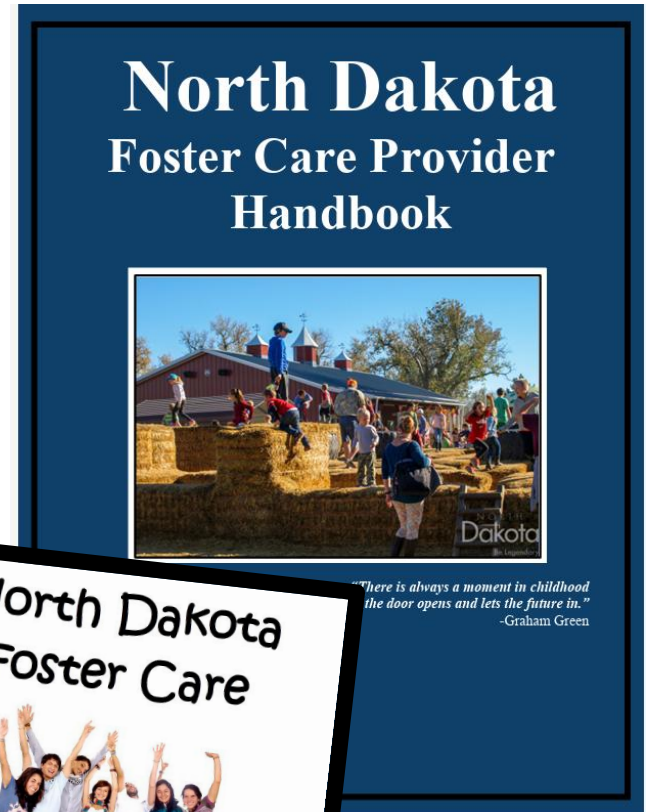
<https://www.nd.gov/dhs/policymanuals/62205/62205.htm>

CFS Website

<https://www.nd.gov/dhs/services/childfamily/>

Brochures, Handouts, Handbooks, Training

<https://www.nd.gov/dhs/info/pubs/family.html>





# Contact Information

## Foster Care and Subadopt Eligibility Unit

Email: [cfsfcsaunit@nd.gov](mailto: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](mailto:cfslicensing@nd.gov)

Toll-free: 1-888-334-1330

Local: 701-328-2322

Fax: 701-328-0962

# Questions?

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