

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<h1>268</h1>
Chapter:	Administrative Issues	
Subject:	Foster Parent Expenses	Page 1 of 2
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Supersedes:	Foster Parent Expenses and Damage Claims No. 268	Dated: 10/16/1998

## Purpose

To outline the parameters of allowable expenses for foster parents and the tasks involved in approving expenses.

## Policy

### Foster Parent Expenses

Bills for items covered by this policy will normally be paid through the Foster Parent Expense Account form (DCF-333). In some instances, expenses will be paid through a vendor authorization process as directed in Family Services Policy #267.

The district director or designee will approve expense accounts. Completed and signed expense account forms should be submitted monthly. Expense account forms submitted more than three months after the expense was incurred will not be honored.

Foster Parents may submit expense account reports on a monthly basis for the following expenses. **Transportation for:**

- Court Hearings
- Trips to the police station to pick up a child, to have a child questioned, etc.
- Trips to residential facilities, group homes, Woodside, etc. to visit a child or to transport a child.
- Hospital emergency room visits.
- Visits with primary family.
- School meetings if foster parent attendance is written into the case plan or if a member of the team asks the foster parent to attend.

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**Telephone calls:** planned telephone calls specifically related to the case plan. A copy of the telephone bill with calls identified must be attached to the expense form.

**The following reimbursements require the *prior* approval of the District Director, and are subject to available dollars.**

1. Training Expenses:

- Registration costs;
- Mileage to and from the training; and
- Lodging expense, when training is more than 50 miles from residence.

2. Expenses related to the delivery of the case plan services and meeting unusual needs. Including but not limited to:

- A prescription not covered by Medicaid.

3. A foster parent may be reimbursed for damages done by a foster child, who is living in the home if:

- The foster parent submits a written report, within one month of the occurrence to the district director, which includes a brief summary of the incident and an estimate of the cost of repair or replacement of the damaged items;
- A district office staff member submits a written report to the district director within six weeks, describing the damage based on personal observation; and
- The district director approves the claim.