




Policy and Procedures

<u>DEPARTMENT NAME</u> Fiscal		
<u>SUBJECT</u> Foster Parent Telephone Long Distance Charges		<u>POLICY NUMBER:</u> AP-443
<u>APPROVAL:</u> 	<u>Effective Date:</u> 10-6-2020	<u>REPLACES</u> AP-443 10/20/2016

- I. **PURPOSE:** To describe how the Children’s Network will reimburse foster parents for long distance expenses they incur in caring for the children in their homes.

- II. **REVIEW HISTORY:** Original 8/1/2003 and updated October 20, 2016.

- III. **CONTACT:** Chief Financial Officer

- IV. **PERSONS AFFECTED:** All Children’s Network staff and foster parents serving youth under the jurisdiction of Circuit 20 dependency court

- V. **POLICY:** Foster parents will be reimbursed for reasonable long distance charges that they incur as a direct result of caring for the child that has been placed in their home.

- VI. **PROCEDURE:**
 - A. To seek reimbursement, foster parents must complete a **Check Request form** according to form instructions and attach a copy of the entire telephone bill. Qualified long-distance charges for which the foster parent is seeking reimbursement must be clearly indicated (circled, highlighted, etc.). The foster parent must sign the completed form and submit it to the Utilization Management Unit (UM) for review and approval.

 - B. A service authorization form will be generated and attached to the request and forwarded to Accounts Payable for payment. Continued long distance charges must have prior UM approval before charges are incurred by the foster parent.

 - C. Expenses of this nature will be reimbursed in a prompt and timely manner to assist our foster parent for caring for children placed in their homes for care.

 - D. Request for reimbursement that are incurred due to a foster child improperly using long distance phone or internet service providers must be filed per AP 444, Foster Parent Damage Claims Reimbursement.