

PAYMENT BULLETIN
Guide to Foster Care Special Payments
July 2013

Division of Financial Services

ADMINISTRATION FOR CHILDREN'S SERVICES
PAYMENT BULLETIN – Guide to Foster Care Special Payments-JULY 2013

<p style="text-align: center;">FAMILY FOSTER CARE Section 1</p>	<p>Items within the Special Payment Budget Allocation are provided ONLY for children in Family Foster Care (see Section 1, pages 2-8).</p> <p>The items listed in this section of the Bulletin are approved by NYS and ACS for purchase for children in care. Each Provider is responsible for deciding which items to purchase and for monitoring their annual Special Payment Budget Allocation. Providers are to ensure that purchases remain within the limit of the Budget Allocation.</p> <p>With the exception of Child Care outside of New York City, College/ University Room & Board, Funeral Expenses, and Sign Language Services, all expenditures for items listed in this section of the Bulletin are to be tracked against the Special Payment Budget Allocation.</p>
<p style="text-align: center;">RESIDENTIAL CARE ALL LEVELS Section 2</p>	<p>Residential Care programs at all levels may bill for the following two Special Payment items ONLY. These items are outside of the Special Payment Budget Allocation. (See Section 2, page 9):</p> <p>College / University Room & Board Funeral Expenses</p>
<p style="text-align: center;">INVOICE DUE DATE</p>	<ol style="list-style-type: none"> 1. Invoices for actual expenses incurred in any one month shall be submitted to ACS by the Contractor within thirty (30) days after the end of each month in which such expenses were incurred. If the Contractor fails to provide ACS with the required invoices for the amounts incurred sixty (60) days after the date invoices are due and/or if the Contractor fails to provide invoices in a manner acceptable to ACS in accordance with this Fiscal Manual sixty (60) days after the date invoices are due, ACS, may, at its sole option, disallow such invoices. 2. In the event that ACS deems it necessary to request additional documentation from the Contractor in order to complete payment processing, ACS will send a request to the Contractor. Requested documentation must be received by ACS no later than thirty (30) days from the date of the ACS request. If the Contractor fails to provide ACS with the requested documentation within the timeframe provided, ACS may at its sole option, disallow such invoices. 3. If the Contractor invoices ACS for non-allowable expenses, ACS, may, without any prior notice to the Contractor, disallow such amounts from the Contractor's invoice(s) and pay the remaining allowable expense amounts, if any.
<p style="text-align: center;">FURTHER INFORMATION</p>	<p>NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, p. 36-38 and Ch. 8, Sec. B, p.2, p. 8-14 & Sec F, p. 1-2. 18 NYCRR 427.3(c) [Special Payments] ---18 NYCRR 431.13 [Camp Operators] ---18 NYCRR 352.7 [Camp Fees] 18 NYCRR 352.7 & NY CLS Soc Serv sec 141(5) [Funeral Expenses] 18 NYCRR 628.3(a)(3) [College Room & Board] NYS Office of Children & Family Services LCMs - Child Care Market Rates - Maximum State Aid Rates.</p>

SECTION 1 – Family Foster Care

	SPECIAL PAYMENT CATEGORY	RATE OF REIMBURSEMENT	PAYMENT AUTHORIZATION	CASE MANAGEMENT REQUIREMENTS	PAYMENT REQUIREMENTS	COMMENTS
1	<p>Camp Fees Residential</p> <p>FFC only</p>	<p>\$225 max per week \$45 max per day</p> <p>5–7 days is one week</p> <p>Maximum of 2 weeks</p> <p>Rates include fees, transportation, and registration.</p>	<p>NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 37, <i>and</i> Ch. 8, Sec. B, Pg 10, and Pgs 12-14.</p> <hr/> <p>SOURCE OF RATE: 18 NYCRR 352.7(i) caps camp fees at \$400 annual</p>	<p>Connections Provider Agency to update Progress Notes to include name of camp and period of camp attendance.</p>	<p>Residential Camp within NY State Provider Agency to submit Camp Fees Detail Sheet.</p> <p>Residential Camp outside of NY State Provider Agency to submit: 1. Camp Fees Detail Sheet. 2. Transportation Detail Sheet.</p>	<p>While at residential camp. The child is deemed on vacation. The day the child enters, and the day the child returns from camp are days in care. Days in care are not counted as vacation time.</p> <p>Per 88 ADM-33, and NYS regulation 18 NYCRR 431.13, placement may only be made in summer camps operated by non-profit organizations, corporations, or agencies with permits issued by public health officials in whose jurisdiction camps are located.</p>
2	<p>Camp Fees Day Camp</p> <p>FFC only</p>	<p>\$145 max per week \$290 max per summer \$29 max per day</p> <p>5 – 7 days is one week</p> <p>Rates include fees, transportation, and registration.</p>	<p>NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 37, <i>and</i> Ch. 8, Sec. B, Pg 10, and Pgs 12-14.</p> <hr/> <p>SOURCE OF RATE 18 NYCRR 352.7 & ACS-determined rate.</p>	<p>Connections Provider Agency to update Progress Notes to include name of camp.</p>	<p>Day Camp within NY State Provider Agency to submit Camp Fees Detail Sheet.</p> <p>Day Camp outside of NY State Provider Agency to submit: 1. Camp Fees Detail Sheet. 2. Transportation Detail Sheet.</p>	<p>Per 88 ADM-33, and NYS regulation 18 NYCRR 431.13, placement may only be made in summer camps operated by non-profit organizations, corporations, or agencies with permits issued by public health officials in whose jurisdiction camps are located.</p>
3	<p>Car Seats Special Furniture/ Equipment</p> <p>FFC only</p>	<p align="center">n/a</p>	<p>NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 37 <i>and</i> Ch. 8, Sec. B, Pg 9, 12. AND 18 NYCRR 427.3 (c)(2)(vii)</p>	<p>Connections Provider Agency to update Progress Notes if need for special furniture/ equipment was previously highlighted in the case.</p>	<p>Provider Agency to submit Standard Detail Sheet.</p>	<p>According to NYS Standards of Payment, Ch. 8, Sec. B, Pg 12, Subpara. b, the placing agency should retain ownership of the car seat when the child is placed in another home.</p>

SECTION 1 – Family Foster Care - continued

	SPECIAL PAYMENT CATEGORY	RATE OF REIMBURSEMENT	PAYMENT AUTHORIZATION	CASE MANAGEMENT REQUIREMENTS	PAYMENT REQUIREMENTS	COMMENTS
4	<p align="center">Child Care for Working Parents Within New York City</p> <p align="center">FFC only</p>	<p align="center">See Comments</p>	<p>NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 36, p. 37 and Ch. 8, Sec. B, Pg 2, pg 8-9, Para. 2(vi) and Ch. 8, p. 10-12, Para (4)(a).</p>	<p align="center">See Comments</p>	<p align="center">Non reimbursable</p>	<p><u>Within New York City</u> Cases will be referred to ACS Division of Early Care & Education. Child care provided within New York City for foster care children is NOT reimbursed as a Special Payment.</p> <p>All Child Care Service Providers must be licensed.</p>
5	<p align="center">Child Care for Working Parents Outside New York City</p> <p align="center"><u>This expense is outside of the Special Payment Budget Allocation</u></p>	<p align="center"><u>Maximum Rate Source</u> NYS Office of Children & Family Services –Local Commissioner’s Memorandum (LCM) - Re: Child Care Market Rates (updated annually)</p>	<p>NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 36, p. 37 and Ch. 8, Sec. B, Pg 2, pg 8-9, Para. 2(vi) and Ch. 8, p. 10-12, Para. 4(a).</p>	<p>Connections Provider Agency to document use of Child Care in Progress Notes.</p>	<ol style="list-style-type: none"> 1. Child Care Detail Sheet 2. Invoice on Letterhead from Child Care Service Provider indicating rate, hours of attendance, and dates of service 3. Copy of Current License 4. Signed Attendance Sheet 5. Calendar from Child Care Service Provider. 	<p align="center"><u>Outside New York City</u> Child Care services for foster care children placed outside of New York City are reimbursed as a Special Payment.</p> <p>All Child Care Service Providers must be licensed.</p>
6	<p align="center">Clothing Initial Clothing</p> <p align="center">FFC only</p>	<p>\$300 Age 0-5 \$400 Age 6-11 \$600 Age 12-15 \$700 Age 16 & over</p> <p align="center">Maximum amounts Not automatic flat grants</p> <p align="center">SOURCE OF RATE ACS-determined rate</p>	<p>NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 36, Para. 44.</p> <p>NYS Standards of Payment for Foster Care of Children, Ch. 8, Sec. B, Pgs 1-2, Para. B(1)(a).</p>	<p>Connections Provider Agency to update Progress Notes.</p>	<p>Provider Agency to submit Standard Detail Sheet.</p>	<p>Provider Agency is to assess child’s clothing needs upon admission and transfer. Clothing is to be purchased as needed.</p> <p>See SOP Appendix E for Clothing Guidelines.</p>
7	<p align="center">Clothing Emergency Clothing</p> <p align="center">FFC only</p>	<p>Case-by-case assessment and determination.</p>	<p>NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 36, Para. 44.</p> <p>NYS Standards of Payment for Foster Care of Children, Ch. 8, Sec. B, Pgs 1-2, Para B(1)(a).</p>	<p>Connections Provider Agency to update Progress Notes.</p>	<p>Provider Agency to submit Standard Detail Sheet.</p>	<p>See SOP Appendix E for Clothing Guidelines.</p>

SECTION 1 – Family Foster Care - continued

	SPECIAL PAYMENT CATEGORY	RATE OF REIMBURSEMENT	PAYMENT AUTHORIZATION	CASE MANAGEMENT REQUIREMENTS	PAYMENT REQUIREMENTS	COMMENTS
8	<p>College/University Room & Board</p> <p>Children under 21 years old Residing at college / university away from foster home or group facility.</p> <p>Off-campus or on-campus living</p> <p><u>This expense is outside of the Special Payment Budget Allocation</u></p>	<p>Reimbursement limited to Room & Board</p> <p>Amount of reimbursement may not exceed Provider Agency's actual cost for Room & Board OR current maximum pass-thru rate for children in age 12 & over category – whichever is less.</p> <p>Reimbursement for care of commuting students is made at applicable rate for their foster home or group care facility.</p> <p>SOURCE OF RATE NYS Office of Children & Family Services -Local Commissioner's Memorandum (LCM) -Re: Maximum State Aid Rate (from July to June) (Updated annually)</p>	<p>NYS Standards of Payment for Foster Care of Children, Ch. 10, Sec. H, Pg. 1, Payments for Foster Children Attending A College or University.</p> <p>18 NYCRR 628.3(a)(3)</p>	<p>Connections Provider Agency to update Progress Notes.</p>	<ul style="list-style-type: none"> • Requests for payment of Room Board must be made on a per semester basis. <ol style="list-style-type: none"> 1. College Room & Board Detail Sheet. 2. Itemized Invoice showing cost of Room & Board. 3. Proof of Enrollment. 4. College/University academic year calendar. 	<p>Payments for Room & Board will be made by Provider Agency to the College/ University, if not otherwise provided.</p> <p>The correct status of the child must be reflected in CCRS at all times. Report as suspended payment the period when child is residing at College/ University. During school vacation periods, when child is in care in Provider Agency's foster home or group care facility, Provider Agency is to report such days of care in CCRS.</p> <p>Payment for College/ University Room & Board terminates upon child's discharge from foster care.</p> <p>Costs for days of care at a College or University are not included in Provider Agency's per diem rate, and should not be included on DSS-2652 Report of Actual Expenditures.</p>

SECTION 1 – Family Foster Care - continued						
	SPECIAL PAYMENT CATEGORY	RATE OF REIMBURSEMENT	PAYMENT AUTHORIZATION	CASE MANAGEMENT REQUIREMENTS	PAYMENT REQUIREMENTS	COMMENTS
9	<p>Compensation to Foster Parent for Damage to and/or Loss of Personal Property owned by foster parent that is caused by a foster child in his/her care.*</p> <p>FFC only</p>	\$1,000 maximum over a two-year period from date of child's placement in the home.	NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 37 Para. 45, <i>and</i> Ch. 8, Sec. B, Pg. 9-10, Para. 3(2)(x).	Connections Provider Agency to update Progress Notes.	Provider Agency to submit Standard Detail Sheet.	<p>*Foster parent must first seek compensation from his/her insurance carrier.</p> <p>Compensation of less than \$25 will NOT be granted.</p>
10	<p>Cribs Special Furniture / Equipment</p> <p>FFC only</p>	n/a	NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 37 <i>and</i> Ch. 8, Sec. B, Pg 9, 12. 18 NYCRR 427.3 (c) 2 vii	Connections Provider Agency to update Progress Notes if need for special furniture/equipment was previously highlighted in the case.	Provider Agency to submit Standard Detail Sheet.	According to NYS Standards of Payment, Ch. 8, Sec. B, Pg 12, Subpara. b, the placing agency should retain ownership of the crib when the child is placed in another home.
11	Finder's Fees	Effective with referrals made to Provider Agencies September 1, 1991, and later, no reimbursement will be made for Finder's Fees.				
12	<p>Funeral Expenses</p> <p><u>This expense is outside of the Special Payment Budget Allocation</u></p>	\$1400 Max per foster child	18 NYCRR 352.7(n) <i>and</i> NY CLS Soc Serv §141(5). 18 NYCRR 352.7(n) <i>and</i> NY CLS Soc Serv 141(5) limit burial expenses to \$900.	Connections Provider Agency to update Progress Notes.	Provider Agency to submit Standard Detail Sheet.	
13	<p>Gifts Birthdays, Holidays, and Other Special Occasions</p> <p>FFC only</p>	n/a	NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 36, pg 37, Para. 45, <i>and</i> Ch. 8, Sec. B, Pg. 8, pg. 9, Para. 3(2)(iv).	No update required.	Provider Agency to submit Standard Detail Sheet.	

SECTION 1 – Family Foster Care - continued

	SPECIAL PAYMENT CATEGORY	RATE OF REIMBURSEMENT	PAYMENT AUTHORIZATION	CASE MANAGEMENT REQUIREMENTS	PAYMENT REQUIREMENTS	COMMENTS
14	Graduation Special Attire FFC only	n/a	NYS Standards of Payment for Foster Care of Children, Ch. 4, Section C, Pg. 36, pg 37, Para. 45 <i>and</i> Ch. 8, Sec. B, Pg 2, <i>and</i> Pg. 8, Para. 3(2)(i).	No update required.	Provider Agency to submit Standard Detail Sheet.	Reimbursement for Junior High and High School graduation attire.
15	High Chairs Special Furniture Equipment FFC only	n/a	NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 37 <i>and</i> Ch. 8, Sec. B, Pg 9, 12.	Connections Provider Agency to update Progress Notes if need for special furniture/equipment was previously highlighted in the case.	Provider Agency to submit Standard Detail Sheet.	According to NYS Standards of Payment, Ch. 8, Sec. B, Pg 12, Subpara. b, the placing agency should retain ownership of high chair when child is placed in another home.
16	Hobby/Recreational Expenditures FFC only	The SOP limits hobby/recreational expenditures to \$400/year per foster child.	NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg. 36, pg 37, Para. 45, <i>and</i> Ch. 8, Sec. B, Pg 9, Para 3 (iii) <i>and</i> Para. 3 (ix).	Connections Provider Agency to update Progress Notes.	Provider Agency to submit Standard Detail Sheet.	
	Music, Art, and Dance Lessons FFC only					
17	Non-Medical Needs of Handicapped Child ...special furniture/ equipment/ clothing ...not covered by medical assistance, which arise from child's handicap FFC only	n/a	NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg. 36, Pg. 37, Para. 45, <i>and</i> Ch. 8, Sec. B, Pg 2, pgs. 8-10, Para. 3 (xii), pg. 14, Para 4 (d).	Connections Provider Agency to update Progress Notes.	Provider Agency to submit Standard Detail Sheet.	
18	Proms Special Attire FFC only	n/a	NYS Standards of Payment for Foster Care of Children, Ch. 4, Section C, Pg. 36, pg 37, Para. 45 <i>and</i> Ch. 8, Sec. B, Pg 2, and Pg 8, Para (3)(2)(i).	No update required.	Provider Agency to submit Standard Detail Sheet.	

SECTION 1 – Family Foster Care - continued

	SPECIAL PAYMENT CATEGORY	RATE OF REIMBURSEMENT	PAYMENT AUTHORIZATION	CASE MANAGEMENT REQUIREMENTS	PAYMENT REQUIREMENTS	COMMENTS
19	Religious Observance Special Attire FFC only	n/a	NYS Standards of Payment for Foster Care of Children, Ch. 4, Section C, Pg. 36, pg 37, Para. 45 <i>and</i> Ch. 8, Sec. B, Pg 2, and Pg 8, Para (3)(2)(i).	No update required.	Provider Agency to submit Standard Detail Sheet.	
20	School Expenses (books, activity fees, field trips, club dues, school jewelry, school pictures, art supplies, yearbooks) FFC only	n/a	NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg. 36, pg. 37, Para. 45, <i>and</i> Ch. 8, Sec. B, Pg. 9, Para. 3(2)(ii).	No update required.	Provider Agency to submit Standard Detail Sheet.	
21	Sign Language Services FFC only <u>This expense is outside of the Special Payment Budget Allocation</u>	Rates charged vary depending on use of certified or non-certified interpreters, and on the nature of the assignment. Industry rates vary from \$70-100/hour. See Comments section for guidance on hiring interpreters. PLEASE NOTE (clarification Jan 2012) •Language Translation Services are not to be billed as Sign Language Interpretation Services. •Agencies should not be sending reimbursement requests to ACS for Language Translation Services which are covered in your contract with ACS.		Connections Provider Agency to update Progress Notes.	Provider Agency to submit Standard Detail Sheet. Provider Agency is to keep Invoices for Sign Language Services in Agency files. Invoices are to be made available to ACS upon request.	The organizations listed below can be resources for information on hiring Sign Language Interpreters – Registry of Interpreters for the Deaf (RID) www.rid.org 703-838-0030 (voice) 703-838-0459 TTY NYC Metro RID www.nycmetrorid.org
22	Transportation over 50 miles from foster care placement w/in New York State FFC only	Lowest cost mode of transportation as is appropriate to case.	NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 36, pg. 37, Para. 45, <i>and</i> Ch. 8, Sec. B, Pg. 2, Pg. 9, Para. 3(2)(v).	Connections Provider Agency to update Progress Notes.	Provider Agency to submit Transportation Detail Sheet.	Reimbursement for travel 50 miles or less from foster care placement is included within applicable rate.
23	Transportation Outside of New York State FFC only	Lowest cost mode of transportation as is appropriate to case.	NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg 36, pg. 37, Para. 45, <i>and</i> Ch. 8, Sec. B, Pg. 2, Pg. 9, Para. 3(2)(v).	Connections Provider Agency to update Progress Notes with location(s) and dates of travel.	Provider Agency to submit Transportation Detail Sheet.	Reimbursement for travel 50 miles or less from foster care placement is included within applicable rate.

SECTION 1 – Family Foster Care - continued

	SPECIAL PAYMENT CATEGORY	RATE OF REIMBURSEMENT	PAYMENT AUTHORIZATION	CASE MANAGEMENT REQUIREMENTS	PAYMENT REQUIREMENTS	COMMENTS
24	Tutoring FFC only	n/a		Connections Provider Agency to update Progress Notes.	Provider Agency to submit Standard Detail Sheet.	
25	Uniforms School Attendance Scouting Activities Other Circumstances FFC only	n/a	NYS Standards of Payment for Foster Care of Children, Ch. 4, Sec. C, Pg. 36, pg 37, Para. 45 <i>and</i> Ch. 8, Sec. B, Pg 2, and Pg 8, Para. 3(2)(i).	No update required.	Provider Agency to submit Standard Detail Sheet.	
26	Window Guards**	**to be supplied by landlord.				

SECTION 2 – Residential Care (all levels)

	SPECIAL PAYMENT CATEGORY	RATE OF REIMBURSEMENT	PAYMENT AUTHORIZATION	CASE MANAGEMENT REQUIREMENTS	PAYMENT REQUIREMENTS	COMMENTS
1	<p>College/University Room & Board</p> <p>Children under 21 years old Residing at college / university away from foster home or group facility.</p> <p>Off-campus or on-campus living</p> <p><u>This expense is outside of the Special Payment Budget Allocation</u></p>	<p>Reimbursement limited to Room & Board</p> <p>Amount of reimbursement may not exceed Provider Agency's actual cost for Room & Board OR current maximum pass-thru rate for children in age 12 & over category – whichever is less.</p> <p>Reimbursement for care of commuting students is made at applicable rate for their foster home or group care facility.</p> <p>SOURCE OF RATE NYS Office of Children & Family Services -Local Commissioner's Memorandum (LCM) -Re: Maximum State Aid Rate (from July to June) (Updated annually)</p>	<p>NYS Standards of Payment for Foster Care of Children, Ch. 10, Sec. H, Pg. 1, Payments for Foster Children Attending A College or University.</p> <p>18 NYCRR 628.3(a)(3)</p>	<p>Connections Provider Agency to update Progress Notes.</p>	<ul style="list-style-type: none"> • Requests for payment of Room Board must be made on a per semester basis. <ol style="list-style-type: none"> 1. College Room & Board Detail Sheet. 2. Itemized Invoice showing cost of Room & Board. 3. Proof of Enrollment. 4. College/University academic year calendar. 	<p>Payments for Room & Board will be made by Provider Agency to the College/ University, if not otherwise provided.</p> <p>The correct status of the child must be reflected in CCRS at all times. Report as suspended payment the period when child is residing at College/ University. During school vacation periods, when child is in care in Provider Agency's foster home or group care facility, Provider Agency is to report such days of care in CCRS.</p> <p>Payment for College/ University Room & Board terminates upon child's discharge from foster care.</p> <p>Costs for days of care at a College or University are not included in Provider Agency's per diem rate, and should not be included on DSS-2652 Report of Actual Expenditures.</p>
2	<p>Funeral Expenses</p> <p><u>This expense is outside of the Special Payment Budget Allocation</u></p>	<p>\$1400</p> <p>Max per foster child</p>	<p>18 NYCRR 352.7(n) <i>and</i> NY CLS Soc Serv §141(5).</p> <p>18 NYCRR 352.7(n) <i>and</i> NY CLS Soc Serv 141(5) limit burial expenses to \$900.</p>	<p>Connections Provider Agency to update Progress Notes.</p>	<p>Provider Agency to submit Standard Detail Sheet.</p>	