



Division of Children & Family Services

P.O. Box 1437, Slot S560, Little Rock, AR 72203-1437

P: 501.682.8770 F: 501.682.6968 TDD: 501.682.1442

December 15, 2023

Blake Gilliam, Legislative Analyst
Senate Interim Children and Youth Committee and the
House Aging, Children and Youth, Legislative and Military Affairs Committee
Arkansas Bureau of Legislative Research
Bureau of Legislative Research
#1 Capitol, 5th Floor
Little Rock, AR 72201

Re: Initial Filing – Regular Promulgation for - Financial Support to Resource Parents

Dear Mr. Blake Gilliam:

Please arrange for the rule to be reviewed by the Children & Youth Committee. If you have any questions or need additional information, please contact Mac Golden, Office of Rules Promulgation at 501-320-6383 by emailing Mac.E.Golden@dhs.arkansas.gov.

Sincerely,

A handwritten signature in blue ink that reads "Tiffany Wright".

Tiffany Wright
Director

TW:tr

Attachments

**QUESTIONNAIRE FOR FILING PROPOSED RULES WITH
THE ARKANSAS LEGISLATIVE COUNCIL**

DEPARTMENT _____
 BOARD/COMMISSION _____
 BOARD/COMMISSION DIRECTOR _____
 CONTACT PERSON _____
 ADDRESS _____
 PHONE NO. _____ EMAIL _____
 NAME OF PRESENTER(S) AT SUBCOMMITTEE MEETING _____
 PRESENTER EMAIL(S) _____

INSTRUCTIONS

In order to file a proposed rule for legislative review and approval, please submit this Legislative Questionnaire and Financial Impact Statement, and attach (1) a summary of the rule, describing what the rule does, the rule changes being proposed, and the reason for those changes; (2) both a markup and clean copy of the rule; and (3) all documents required by the Questionnaire.

If the rule is being filed for permanent promulgation, please email these items to the attention of Rebecca Miller-Rice, miller-ricer@blr.arkansas.gov, for submission to the Administrative Rules Subcommittee.

If the rule is being filed for emergency promulgation, please email these items to the attention of Director Marty Garrity, garritym@blr.arkansas.gov, for submission to the Executive Subcommittee.

Please answer each question completely using layman terms.

1. What is the official title of this rule?

2. What is the subject of the proposed rule? _____
3. Is this rule being filed under the emergency provisions of the Arkansas Administrative Procedure Act? Yes No

If yes, please attach the statement required by Ark. Code Ann. § 25-15-204(c)(1).

If yes, will this emergency rule be promulgated under the permanent provisions of the Arkansas Administrative Procedure Act? Yes No

4. Is this rule being filed for permanent promulgation? Yes No

If yes, was this rule previously reviewed and approved under the emergency provisions of the Arkansas Administrative Procedure Act? Yes No

If yes, what was the effective date of the emergency rule? _____

On what date does the emergency rule expire? _____

5. Is this rule required to comply with a *federal* statute, rule, or regulation? Yes No

If yes, please provide the federal statute, rule, and/or regulation citation.

6. Is this rule required to comply with a *state* statute or rule? Yes No

If yes, please provide the state statute and/or rule citation.

7. Are two (2) rules being repealed in accord with Executive Order 23-02? Yes No

If yes, please list the rules being repealed.

If no, please explain.

8. Is this a new rule? Yes No

Does this repeal an existing rule? Yes No

If yes, the proposed repeal should be designated by strikethrough. If it is being replaced with a new rule, please attach both the proposed rule to be repealed and the replacement rule.

Is this an amendment to an existing rule? Yes No

If yes, all changes should be indicated by strikethrough and underline. In addition, please be sure to label the markup copy clearly as the markup.

9. What is the state law that grants the agency its rulemaking authority for the proposed rule, outside of the Arkansas Administrative Procedure Act? Please provide the specific Arkansas Code citation(s), including subsection(s).

10. Is the proposed rule the result of any recent legislation by the Arkansas General Assembly?
Yes No

If yes, please provide the year of the act(s) and act number(s).

11. What is the reason for this proposed rule? Why is it necessary?

12. Please provide the web address by which the proposed rule can be accessed by the public as provided in Ark. Code Ann. § 25-19-108(b)(1).

13. Will a public hearing be held on this proposed rule? Yes No

If yes, please complete the following:

Date: _____

Time: _____

Place: _____

Please be sure to advise Bureau Staff if this information changes for any reason.

14. On what date does the public comment period expire for the permanent promulgation of the rule? Please provide the specific date. _____

15. What is the proposed effective date for this rule? _____

16. Please attach (1) a copy of the notice required under Ark. Code Ann. § 25-15-204(a)(1) and (2) proof of the publication of that notice.

17. Please attach proof of filing the rule with the Secretary of State, as required by Ark. Code Ann. § 25-15-204(e)(1)(A).

18. Please give the names of persons, groups, or organizations that you anticipate will comment on these rules. Please also provide their position (for or against), if known.

19. Is the rule expected to be controversial? Yes No

If yes, please explain.

FINANCIAL IMPACT STATEMENT

PLEASE ANSWER ALL QUESTIONS COMPLETELY.

DEPARTMENT _____
BOARD/COMMISSION _____
PERSON COMPLETING THIS STATEMENT _____
TELEPHONE NO. _____ **EMAIL** _____

To comply with Ark. Code Ann. § 25-15-204(e), please complete the Financial Impact Statement and email it with the questionnaire, summary, markup and clean copy of the rule, and other documents. Please attach additional pages, if necessary.

TITLE OF THIS RULE _____

1. Does this proposed, amended, or repealed rule have a financial impact?
Yes No

2. Is the rule based on the best reasonably obtainable scientific, technical, economic, or other evidence and information available concerning the need for, consequences of, and alternatives to the rule?
Yes No

3. In consideration of the alternatives to this rule, was this rule determined by the agency to be the least costly rule considered? Yes No

If no, please explain:

(a) how the additional benefits of the more costly rule justify its additional cost;

(b) the reason for adoption of the more costly rule;

(c) whether the reason for adoption of the more costly rule is based on the interests of public health, safety, or welfare, and if so, how; and

(d) whether the reason for adoption of the more costly rule is within the scope of the agency's statutory authority, and if so, how.

4. If the purpose of this rule is to implement a *federal* rule or regulation, please state the following:
 - (a) What is the cost to implement the federal rule or regulation?

Current Fiscal Year

General Revenue _____
 Federal Funds _____
 Cash Funds _____
 Special Revenue _____
 Other (Identify) _____

Total _____

Next Fiscal Year

General Revenue _____
 Federal Funds _____
 Cash Funds _____
 Special Revenue _____
 Other (Identify) _____

Total _____

(b) What is the additional cost of the state rule?

Current Fiscal Year

General Revenue _____
 Federal Funds _____
 Cash Funds _____
 Special Revenue _____
 Other (Identify) _____

Total _____

Next Fiscal Year

General Revenue _____
 Federal Funds _____
 Cash Funds _____
 Special Revenue _____
 Other (Identify) _____

Total _____

5. What is the total estimated cost by fiscal year to any private individual, private entity, or private business subject to the proposed, amended, or repealed rule? Please identify those subject to the rule, and explain how they are affected.

Current Fiscal Year

\$ _____

Next Fiscal Year

\$ _____

6. What is the total estimated cost by fiscal year to a state, county, or municipal government to implement this rule? Is this the cost of the program or grant? Please explain how the government is affected.

Current Fiscal Year

\$ _____

Next Fiscal Year

\$ _____

7. With respect to the agency's answers to Questions #5 and #6 above, is there a new or increased cost or obligation of at least one hundred thousand dollars (\$100,000) per year to a private individual, private entity, private business, state government, county government, municipal government, or to two (2) or more of those entities combined?

Yes No

If yes, the agency is required by Ark. Code Ann. § 25-15-204(e)(4) to file written findings at the time of filing the financial impact statement. The written findings shall be filed simultaneously with the financial impact statement and shall include, without limitation, the following:

- (1) a statement of the rule's basis and purpose;
- (2) the problem the agency seeks to address with the proposed rule, including a statement of whether a rule is required by statute;
- (3) a description of the factual evidence that:
 - (a) justifies the agency's need for the proposed rule; and
 - (b) describes how the benefits of the rule meet the relevant statutory objectives and justify the rule's costs;
- (4) a list of less costly alternatives to the proposed rule and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;
- (5) a list of alternatives to the proposed rule that were suggested as a result of public comment and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;
- (6) a statement of whether existing rules have created or contributed to the problem the agency seeks to address with the proposed rule and, if existing rules have created or contributed to the problem, an explanation of why amendment or repeal of the rule creating or contributing to the problem is not a sufficient response; and
- (7) an agency plan for review of the rule no less than every ten (10) years to determine whether, based upon the evidence, there remains a need for the rule including, without limitation, whether:
 - (a) the rule is achieving the statutory objectives;
 - (b) the benefits of the rule continue to justify its costs; and
 - (c) the rule can be amended or repealed to reduce costs while continuing to achieve the statutory objectives.

NOTICE OF RULE MAKING

The Department of Human Services (DHS) announces for a public comment period of thirty (30) calendar days a notice of rulemaking for the following proposed rule under one or more of the following chapters, subchapters, or sections of the Arkansas Code §§ A.C.A. § 9-28-103 and 25-10-129.

The Director of the Division of Children and Family Services (DCFS) updates the DCFS Policy and Procedure Manual regarding financial support to resource parents. The updates include increasing monthly board rates and adoption subsidies to resource parents by ten percent (10%) in accordance with previously approved funding to the DCFS State Fiscal Year 2024 budget for that specific purpose and clarifying the assessment process used to determine special board rates. Information was added to reflect the current practice of providing additional financial support to resource parents outside of the board payment, as appropriate, for medical expenses, transportation, clothing, expenses for children who are not in foster care but who are the children of minors in foster care, and incidental expenses. Technical changes were made in preparation for the Division's launch of the *ARfocus* case management system and for general formatting purposes. The proposed rule has no estimated financial impact. The proposed effective date is March 1, 2024.

Pursuant to the Governor's Executive Order 23-02, DHS repeals the following two rules as part of this promulgation: (1) Appendix 9 - Support Payments to Provisional Resource Payments, and (2) DDS Policy XI-C – Child Welfare Student Stipend Program.

The proposed rule is available for review at the Department of Human Services (DHS) Office of Rules Promulgation, 2nd floor Donaghey Plaza South Building, 7th and Main Streets, P. O. Box 1437, Slot S295, Little Rock, Arkansas 72203-1437. You may also access and download the proposed rule at ar.gov/dhs-proposed-rules.

Public comments must be submitted in writing at the above address or at the following email address: ORP@dhs.arkansas.gov. All public comments must be received by DHS no later than January 13, 2024. Please note that public comments submitted in response to this notice are considered public documents. A public comment, including the commenter's name and any personal information contained within the public comment, will be made publicly available and may be seen by various people.

If you need this material in a different format, such as large print, contact the Office of Rules Promulgation at (501) 320-6428.

The Arkansas Department of Human Services is in compliance with Titles VI and VII of the Civil Rights Act and is operated, managed and delivers services without regard to religion, disability, political affiliation, veteran status, age, race, color or national origin. **4502176296**



Tiffany Wright, Director

Division of Children and Family Services

Toni Roy

From: Legal Ads <legalads@arkansasonline.com>
Sent: Wednesday, December 13, 2023 3:22 PM
To: Toni Roy
Subject: Re: Full Ad Run - Financial Support Resource Parents

[EXTERNAL SENDER]

Notice will run Friday, December 15, Saturday, December 16, Sunday, December 17.

Thank you.

Cate Hubbard, filling in for
Gregg Sterne, Legal Advertising
Arkansas Democrat-Gazette
legalads@arkansasonline.com

From: "Toni Roy" <Toni.Roy@dhs.arkansas.gov>
To: "Legal Ads" <legalads@arkansasonline.com>
Cc: "Thomas Herndon" <Thomas.Herndon@dhs.arkansas.gov>, "Mac Golden" <Mac.E.Golden@dhs.arkansas.gov>, "Christin Harper" <Christin.Harper@dhs.arkansas.gov>, "Rebecca Murphy" <Rebecca.A.Murphy@dhs.arkansas.gov>, "Lakeya Gipson" <Lakeya.Gipson@dhs.arkansas.gov>, "Keeiyona Hill" <Keeiyona.Hill@dhs.arkansas.gov>
Sent: Tuesday, December 12, 2023 11:40:07 AM
Subject: Full Ad Run - Financial Support Resource Parents

Please run the attached public notice:

Friday, December 15, 2023;
Saturday, December 16, 2023; and
Sunday, December 17, 2023.

I am aware that distribution will be provided to all counties on Sundays and limited distribution on other days. Please let me know if you have any questions or concerns.

Please invoice to: **AR Dept. of Human Services**
DCFS, ATTN: Christin Harper
P.O. Box 1437, Slot S-570
Little Rock, AR 72203
(501) 682.8541

Christin Harper – Christin.Harper@dhs.arkansas.gov

Thank you,



TONI ROY

Toni Roy

From: Toni Roy
Sent: Friday, December 15, 2023 6:28 AM
To: register@sos.arkansas.gov
Cc: Thomas Herndon; Mac Golden; Christin Harper; Lakeya Gipson; Rebecca Murphy
Subject: DHS/DCFS - Proposed Filing - Financial Support Resource Parents
Attachments: SoS - Proposed Rule - Financial Support to Resource Parents.pdf

This ad will run in the Arkansas Democrat Gazette on the following dates:

Friday, December 15, 2023;
Saturday, December 16, 2023; and
Sunday, December 17, 2023.

The public comment period will end on January 13, 2024.

Please let me know if you have any questions or concerns.

Thank you,



TONI ROY

[Office of Policy and Rules](#)

Program Administrator

P: 501.320.6164
F: 501.404.4619
700 Main Street
P.O. Box 1437, Slot S295
Little Rock, AR 72203-1437
Toni.Roy@dhs.arkansas.gov

humanservices.arkansas.gov



This email may contain sensitive or confidential information.

CONFIDENTIALITY NOTICE: The information contained in this email message and any attachment(s) is the property of the State of Arkansas and may be protected by state and federal laws governing the disclosure of private information. It is intended solely for the use of the entity to which this email is addressed. If you are not the intended recipient, you are hereby notified that reading, copying, or distributing this transmission is **STRICTLY PROHIBITED**. The sender has not waived any applicable

Statement of Necessity and Rule Summary Financial Support to Resource Parents

Statement of Necessity

This rule revision by the Division of Children and Family Services (DCFS) updates the DCFS Policy and Procedure Manual regarding financial support to resource parents. The updates include increasing monthly board rates to resource parents by ten percent (10%) in accordance with previously approved funding to the DCFS State Fiscal Year 2024 budget for that specific purpose.

DCFS clarifies the assessment process used to determine special board rates. Information was also added to reflect the current practice of providing additional financial support to resource parents outside of the board payment, as appropriate, for medical expenses, transportation, clothing, expenses for children who are not in foster care but who are the children of minors in foster care, and incidental expenses. Technical changes were made in preparation for the Division's launch of the *ARfocus* case management system and for general formatting purposes.

Summary

The DCFS Policy and Procedure Manual has been updated as follows.

- Policy VII-M: Financial Support to Resource Parents:
 - To reflect the ten percent (10%) increase to all standard board payment rates;
 - To provide additional information to resource parents regarding when the monthly board payment is made and how board payments are pro-rated, as applicable;
 - To convey the Division's preference for resource parents to select the direct deposit option to help expedite the time in which they receive the monthly board payments;
 - To more clearly explain how board payments are augmented when a child of a minor who is in foster care is also placed in the resource home;
 - To provide policy guidance regarding special board rates to supplement resource parents who provide additional care for children with special needs;
 - To allow a special board rate to be considered when resource parents perform specific activities to support reunification;
 - To explain why a special board rate may be lower than a standard board rate due to the resource parent serving as the payee for the child for other federal benefits the child may receive;
 - To add details regarding current, additional financial support for which a resource parent may be eligible to support medical, transportation, clothing, and incidental expenses (for example, extracurricular activities) for the children placed in the resource home; and
 - To make formatting, organizational, and other technical changes in preparation for the Division's launch of the *ARfocus* case management system by striking instructional language specific to the Division's current CHRIS case management system and deleting other internal procedure guidance from the rule.

- Policy VIII-I: Adoption Subsidy
 - To reflect the ten percent (10%) increase to all standard board rates which are the basis for determination an adoption subsidy rate.
- Policy V-C: Family Support Fund:
 - To reflect that the Family Support Fund is designed to support biological families in an effort to prevent removal and re-entry into foster care.
 - To move information regarding support for extracurricular and other well-being activities for children in foster care to Policy VII-M: Financial Support to Resource Parents.
- Changes to ensure consistent terminology and updated effective dates are made throughout.

Repeals pursuant to the Governor's Executive Order 23-02:

1. Appendix 9 - Support Payments to Provisional Resource Payments; and
2. Policy XI-C – Child Welfare Student Stipend Program

POLICY VII-M: FINANCIAL SUPPORT TO ~~RESOURCE~~ FOSTER PARENTS

031/201224

The Division of Children and Family Services (DCFS or Division) provides ~~Title IV-E~~ foster care maintenance payments for a child in foster care ~~may cover the~~ to help defray the costs of ~~(and the cost of~~ providing:

- ~~Food~~
- Shelter
- ~~Clothing~~
- ~~Dshelter,~~ daily supervision
- ~~Sstandard~~ school supplies,
- ~~A~~ ~~a~~ child's personal incidentals
- A reasonable monthly allowance to the child depending on the child's age and other factors
- ~~L~~ liability insurance with respect to the child, ~~and~~
- Reasonable travel to the child's daycare, school, or extracurricular activities. ~~home for~~

The foster care maintenance payment is more frequently referred to as a monthly board payment. visitation with family or other caretakers. Local travel associated with the preceding list of items is also an allowable expense. The monthly board payment is for the period starting on the first of the month and ending the last day of the month and is paid by the fifteenth of the subsequent month. If a child is absent from the resource home for hospitalization or a trial placement for ten (10) days or less and is to return to that resource home, no change of status in the Division's information management system is necessary.- However, the child's Family Service Worker (FSW) must always be advised of an absence from the home. The agency pays according to the number of nights a child is in the resource home. Payment for stays of less than twenty-four (24) hours will be based upon a daily rate determined by the Division. If a child is in the home for part of a month, a partial board payment will be made.

Resource parents may choose to have their board payment directly deposited into their checking account or issued as a paper warrant and mailed to the resource home. DCFS strongly encourages the use of direct deposit to prevent payment delays when a warrant is lost in the mail or misplaced.

For children who are IV-E eligible and placed in a IV-E reimbursable foster care placement, title IV-E funds the board payment. For children who are either not IV-E eligible or who are placed in

a non-IV-E reimbursable foster care placement, other appropriate funding streams fund the board payment.

Standard Board Rate

DCFS shall pay resource parents a standard monthly board rate according to the chart below. These rates are effective for board payments as of beginning August 2023 and after continuing thereafter.

The Division shall review the amount of payment made for foster care maintenance every five (5) years to assure continued appropriateness.

Birth through 5 years **\$451.00 Monthly**

<u>Board and Care</u>	<u>381.00</u>
<u>Clothing</u>	<u>50.00</u>
<u>Personal Needs</u>	<u>20.00</u>

6 through 11 years **\$484.00 Monthly**

<u>Board and Care</u>	<u>397.00</u>
<u>Clothing</u>	<u>57.00</u>
<u>School and Personal Needs</u>	<u>30.00</u>

12 through 14 years **\$517.00 Monthly**

<u>Board and Care</u>	<u>410.00</u>
<u>Clothing</u>	<u>67.00</u>
<u>School and Personal Needs</u>	<u>40.00</u>

15 through 17 years **\$550.00 Monthly**

<u>Board and Care</u>	<u>425.00</u>
<u>Clothing</u>	<u>80.00</u>
<u>School and Personal Needs</u>	<u>45.00</u>

~~When a youth in foster care has a child who is placed in the same foster home or public/private child placement or child care agency, foster care maintenance payments made on behalf of the youth shall include and be limited to amounts that cover allowable cost (as defined above) for the child.~~

~~The Division shall review the amount of payment made for foster care maintenance every five (5) years to assure continued appropriateness.~~

Special Board Rate

~~The Division shall provide foster parents with a monthly board payment as an aid to cover the items listed above for each child receiving out-of-home placement services. When resource foster parents are caring for a child with special needs and the child's needs cannot be met with the standard regular board payment, the Division may provide the resource foster parents with a board payment that exceeds the standard board rates listed above. This is referred to as a special board rate additional payment to cover the extra expenses incurred.~~

Increased Special Board Rates

~~The amount of these higher, special board rates will be based on the nature and extent of the child's special needs and any additional activities that a resource parent takes part in to support those needs. Increased special board payments may also be considered when the resource parent is directly involved in certain family time activities that support reunification. The amount of this additional monthly payment will not exceed \$460.00 above the standard board rate for the child's age group. However, if the child is SSI eligible, the rate may exceed the SSI rate by up to \$460.00 if approved by the DCFS Assistant Director of Community Services or designee.~~

~~To determine the exact amount of an increased special board rate, local DCFS staff will complete the CFS-304: Justification of Special Board Rate after receiving documentation of the child's special needs and any additional activities required of or offered by the resource parents to meet those needs and submit to the DCFS Area Director. The Area Director or designee will have final approval of the CFS-304: Justification of Special Board Rate. The Area Director may consult with the DCFS Foster Care Unit Manager or designee for review and technical assistance as needed. Any special board rate over one thousand dollars (\$1,000) will also be reviewed and approved or denied by the Assistant Director of Field Operations or designee.~~

~~Other reasons for an increased special board rate that do not require the completion of the CFS-304: Justification of Special Board Rate form may occur under the following situations:~~

Board Payments to Youth in the Extended Foster Care Program

~~Refer to Policy VIII-B: Extended Foster Care for requirements to continue board payments for youth ages eighteen to twenty-one (18-21) years of age who participate in the Extended Foster Care Program and may qualify for an increased special board rate based upon his or her their individualized budget. Board payments must end the day the youth elects to leave the Extended Foster Care Program or the end of the month of his or her their twenty-first (21st)-birthday.~~

Providing Financial Support for Children of a Minor in Foster Care

When a minor in foster care or young adult in Extended Foster Care has a child of his or her own who is placed in the same resource home or other provider setting, foster care maintenance payments made on behalf of the youth shall include the board amounts listed above based on the age of the minor or young adult's child.

For youth participating in the Extended Foster Care Program who live independently and have a child or children of their own, the board payment for the youth in the Extended Foster Care Program may also be augmented to assist the youth in caring for their child in their custody. The maximum amount by which the youth's board payment will be increased is the board amount listed above based on the age of the young adult's child. The amount will also take into account the youth's overall budget when determining the additional amount designed to help care for the child of the young adult.

Providing a Comparable Board Rate to a Placement State

Increased special board rates may also be approved for children taken into foster care in Arkansas but placed via the Interstate Compact on the Placement of Children (ICPC) with kin in another state. In these situations, the Assistant Director of Field Operations or designee may approve an increased special board rate up to the amount of the placement state's standard foster care board rate for the age of the applicable child.

A special board rate becomes effective the day the Area Director or Assistant Director, as applicable, authorizes the rate to become active. -Retroactive payments will be determined on a case-by-case basis and must be approved by the Area Director or Assistant Director of Field Operations or designee.

While the child remains in the resource home placement, the local DCFS staff will review the continuing need for a special board rate as directed by the Area Director and, if appropriate, resubmit for reevaluation.

The special board rate will also be reviewed in consultation with new resource parents each time a child changes placement, to determine if the new resource placement is providing the same level of care and that the child continues to have the same behaviors or special needs. If the current approved special board rate is still appropriate, the CFS-304: Justification of Special Board Rate does not have to be completed again nor sent through the approval process each time the child changes placement.

DCFS staff will inform the resource parents in writing of the ultimate decision to continue or discontinue any currently approved special board rate and the reason for that decision, noting

that any continued approval for special board rate is for the period designated by the Area Director and the documentation of continuing need must be reviewed accordingly.

Any increased special board rate request for a resource home that will serve as a pre-adoptive placement must be provided to the Area Director or designee for review sixty (60) days prior to a pre-adoptive placement being made.

Decreased Special Board Rates

A special board rate can also be a decrease in the standard board amount. Federal law prohibits any individual from receiving more than one (1) federal payment designed to provide financial assistance for the care of another individual in his or her their care. As a result, DCFS will reduce a child's monthly board payment rate dollar for dollar based on the amount of the monthly federal benefits that a child receives when the resource home provider is the payee for that child. The resource parent will be expected to use the funds for which they are payee on behalf of the child to support the child's care. In instances when the child's federal benefits exceed the standard board amount, the DCFS board amount entered will be zero (0) dollars.

The only exception to reducing the DCFS board amount when the child is receiving other federal benefits is when a child in foster care receives Title II Death Benefits and the resource parent is the payee.

A child's income must be monitored as a resource in the home and the payee for the income must report how the income is used based on the requirement for the issuing source of the income. Resource parents are responsible for completing all reporting requirements to the payment source when becoming payee for a child's benefits. Resource parents are also required to report any change in payee status to DCFS.- To assist in this process, DCFS staff will inquire about payee status during visits to the resource home.

~~A special board rate is approved for a specific placement and need and will be periodically reviewed and adjusted. A change in placement will require a new request and review.~~

Medical Expenses

Medicaid is the primary payment source for medical and dental services for children in foster care, including hospitalization. If a child in foster care is eligible for Medicaid, resource parents are required to use a Medicaid provider for meeting the medical needs of the child. If Medicaid cannot cover such expenses, state funds may be a secondary payment option. Other services or

supplies needed by the child must be authorized and approved by DCFS. A child will not be denied medical services due to being ineligible for Medicaid.

Transportation

Transportation costs associated with the child's case plan, such as attending Family Team Meetings and court well as transporting the child to family time and medical appointments may be reimbursed. Allowable transportation costs are reimbursed to the resource parent at a rate determined by DCFS. To be reimbursed, the resource parent must complete a travel reimbursement request in the designated web-based system. Requests for travel reimbursement must be submitted at least monthly.

Clothing

As stated above, a portion of the monthly board allowance is designed to go toward defraying the cost of clothing for a child placed in a resource home. The portion for clothing costs may be spent monthly or may be saved and used for a larger purchase later. All receipts from the purchase clothes must be retained by the resource parent and given to the resource worker during the resource worker's quarterly visit.

However, when a child first enters foster care, DCFS may issue an initial clothing order for the purchase of new clothing. Initial clothing orders will be issued on a case-by-case basis. Not all children will need to purchase new clothing as they may enter foster care with ample and suitable clothing. The FSW will assess what clothing items are needed.

Supplemental clothing orders may also be approved for circumstances in which a child in foster care needs new clothing items that exceed the amount included in the monthly board payment. Examples include, but are not limited to, when a child has a significant growth spurt, the child has an event for a school, extracurricular, or faith-based event that requires special attire, or the child needs new items for an upcoming season. The resource parent must obtain prior approval from the FSW for supplemental clothing orders. Supplemental clothing orders will be approved no more than once a quarter.

Children will be included in the selection of their own clothing as age and developmentally appropriate. All clothing purchased for a child in foster care will be clean, well-fitting, seasonally appropriate, and comparable to community standards. Any clothing purchased for a child, whether through monthly board payment funds or supplemental clothing orders, and any other personal needs items will be sent with the child upon any change in placement.

Incidental Expense Fund

An Incidental Expense Fund for children ages birth to thirteen (13) years of age exists to provide items and activities intended to help normalize a child’s life experience while in care. Examples include but are not limited to, camp fees, extracurricular activities, school uniforms, field trips, and specialized school supplies such as graphing calculators required by the school. However, standard school supplies will be covered by personal needs monies within the board payment.

The Incidental Expense Fund is intended for items or activities that cost twenty-five dollars (\$25) or more and must be accompanied by documentation of need for the expense. Items covered by the monthly board payment or contracts are not eligible for reimbursement from this fund. In addition, the Incidental Expense Fund will not be used for holiday gifts.

The FSW will assist the resource parent in accessing these funding requests when the money is needed for a situation that meets these policy guidelines. These funding requests must also be approved by the DCFS Financial Support Unit. Use of the Incidental Expense Fund will be limited to one (1) request per quarter. Resource parents must have prior approval for such purchases.
PROCEDURE VII-M1: Financial Support to Foster Parents

Transitional Youth Services Funded through Chafee

Youth that are fourteen (14) years of age and older in foster care are eligible for John H. Chafee Foster Care Program for Successful Transition to Adulthood funding for a variety of activities designed to promote normalcy, develop leadership skills, or help youth in foster care prepare for adulthood. The maximum amount allowed for Chafee-funded activities is dependent on the particular activity and must receive final approval from the DCFS Director or designee. Generally, the use of Chafee funding will be pre-approved. However, Chafee funding may be provided on a reimbursement basis when necessary if all appropriate documentation is provided.

11/09

~~DCFS shall pay foster parents a monthly board rate according to the following chart; these rates are effective for board payments of November 2009 and after:~~

Birth through 5 years	\$410.00 Monthly
Board and Care	350.00
Clothing	45.00
Personal Needs	15.00

6 through 11 years	\$440.00 Monthly
Board and Care	365.00
Clothing	50.00
School and Personal Needs	25.00

12 through 14 years	\$470.00 Monthly
Board and Care	380.00
Clothing	60.00
School and Personal Needs	30.00

15 through 17* years	\$500.00 Monthly
Board and Care	395.00
Clothing	70.00
School and Personal Needs	35.00

~~*Refer to Policy VIII-B for requirements to continue board payments for youth ages eighteen to twenty (18-20) (board payments must end the day the youth elects to leave foster care or the end of the month of his 21st birthday).~~

Additional Assistance with Expenses

In addition to the items already described, the following items are allowable with the approval of the County Office Supervisor or designee: **PROCEDURE VII-M2: Requesting a Special Board Rate**

- A. Emergency medical services and drugs that are not covered by Medicaid.
- B. Childcare or baby-sitting fees may also be defrayed with financial support from DCFS, when the resource parent is required to attend resource parent training, if and when funding is available. This does not include childcare for a resource parent's employment as any regular childcare arrangements for a child in foster care will be arranged through the state's Child Care Assistance Program.

02/12

Note: Any Special Board Rate (SBR) request for a pre-adoptive placement must be provided to the Area Director for review sixty (60) days prior to a pre-adoptive placement being made.

The Family Service Worker FSW will:

- A. Check Verify documentation of the child's special need(s) and the additional activities required of the foster resource parents to meet the need(s).**

- ~~B. Complete the CFS 304: Justification of Special Board Rate by determining the level of care needed in each of the three two (2) need categories (Behavioral/Emotional, Life Functioning, and Child Risk Behaviors Accommodations by Resource Home and Resource Family and Characteristics of the Child), and adding the three two (2) levels.~~
- ~~C. Submit the request for a special board rate with documentation attached to the County Supervisor Area Program Coordinator/Director or designee for review and recommendation.~~
 - ~~— Once approved, review the continuing need for the request on a quarterly basis every 180 days (unless approval obtained from Area Director for less frequent review based on static youth needs) as designed by the Area Director and, if appropriate, resubmit for reevaluation by the Area County Supervisor/Program Coordinator, Area Program Administrator, or designee and the Area Director.~~
 - ~~— Re-evaluate the SBR in consultation with new Resource Parents each time a child changes placement to determine if the new resource placement is providing the same special care and experiencing the same hardships in caring for the child. This does not mean that the SBR must be resubmitted through the approval process each time the child changes placement if the current approved SBR is still appropriate:~~
 - ~~— FSW and County Supervisor have a responsibility to notify the Area Director or designee if a child's placement or circumstances have changed and would affect the SBR causing the SBR to decrease~~
 - ~~— FSW and County Supervisor have a responsibility to reassess and rekey (SBR ends each time a placement is exited) a standing SBR if a child:~~
 - ~~— Changes resource homes~~
 - ~~— Enters respite and then returns to the resource home~~
 - ~~— Enters acute care and then returns to the resource home~~
 - ~~— When rekeying an appropriate standing SBR, put "child changed placement and SBR continues to be appropriate" in the comments box of the pay scale screen~~
 - ~~— Inform the new resource parent in writing of the ultimate decision to continue or discontinue the current approved SBR and the reason for that decision, noting that any continued approval for Special Board Rate is for the period designated by the Area Director and the documentation of continuing need must be reviewed accordingly~~

~~D. —~~

~~The Area Director, County Area Program Coordinator, Area Program Administrator, or designee Supervisor will:~~

- ~~— Review the request for completeness and appropriateness within fourteen (14) days of receipt and:~~
 - ~~— Recommend approval or disapproval or~~
 - ~~A. Request more information from the submitting DCFS staff within three (3) working days of receipt.~~
 - ~~B. If approved, forward the request to the Area Director for review and approval or disapproval, as necessary.~~

- ~~C. If disapproved, forward the request with a recommendation for disapproval to the Area Director for review and action as appropriate.~~
- ~~D. Once approved, review the continuing need for the request and, if appropriate, resubmit the the request with updated information on a quarterly basis for reevaluation by the Area Director.~~
- ~~E. Inform the foster resource parent in writing of the ultimate approval or disapproval of the request and the reason for that decision, noting that approval is only for the period designated by the Area Director 90-180 days and the documentation of continuing need must be reviewed quarterly accordingly. If annual review is approved by the Area Director, then indicate necessary review period in the letter to the resource parent.~~

The Area Director will:

- ~~A. Receive requests from the County Supervisor Area Program Coordinator, Area Program Administrator, or designee.~~
- ~~B. Review the request for completeness and appropriateness, consider the County Supervisor's Area Program Coordinator or designee's recommendation and either approve or disapprove the request within three five (53) working business days.~~
- ~~C. Have the authority to approve all Special Board Rates up to \$96011601000.00.~~
- ~~D. Refer the request to the Foster Care Unit Manager for a second party review if the Area Director cannot decide on approval or disapproval. Inform the requesting County Supervisor Area Program Coordinator, or designee of the request's disposition and reasons for approval, disapproval, or referral to the Foster Care Unit Manager. A Special Board Rate becomes effective the day the Area Director or Assistant Director, as appropriate, approves authorizes the rate to become active it. Retroactive payments will be determined on a case-by-case basis and must be approved by the Area Director or Assistant Director of Community Services.~~
- ~~E. Once approved, assure ensure that the special board rate is reevaluated on a quarterly every 180 days (or as designated by the Area Director) based is for on continued appropriateness.~~
- ~~F. Maintain a file for each approved special board rate. The file should contain the requesting memo, supporting documentation, CFS-304: Justification of Special Board Rate, Notification of Approval memo, and a printout of the computer entry of the special board rate.~~
- ~~G. Maintain a log of special board rate approvals including the following column headings: Child's Name, Case Number, County, Effective Date, Termination Date, Rate, and Reason.~~

The DCFS Assistant Director of Community Services will:

- ~~A. Have the authority to approve or disapprove all Special Board Rates over \$9601160000.00.~~
- ~~B. Receive completed request packets for special board rates over \$960116000.00 from Area Directors.~~

~~C. Check each request packet for completeness to include:~~

- ~~1) A completed CFS-304: Justification for Special Board Rate.~~
- ~~2) Clear and convincing documentation of any emotional, physical, and/or auxiliary problems the child has that may justify a special board rate.~~
- ~~3) The Area Director's dated signature on the CFS-304: Justification for Special Board Rate as evidence of his their review.~~

~~— A Cover Memo from the Area Director to the Assistant Director that:~~

~~4) —~~

~~Identifies the proposed subsidy as over \$96011601000.00.~~

~~5) —~~

~~Provides a justification for the proposed special subsidy, and~~

~~Makes a recommendation regarding approval or disapproval~~

~~Review the request for appropriateness and consider the Area Director's recommendation.~~

~~6) —~~

~~7) — Makes a recommendation regarding approval or disapproval.~~

~~D. — Review the request for appropriateness and consider the Area Director's recommendation~~

~~E. Refer the request to the Foster Care Unit Manager for technical assistance if desired.~~

~~F. Reach a disposition regarding the request within three five (35) working business days.~~

~~G. Inform the requesting Area Director in writing of the request's disposition and reasons for approval or disapproval.~~

The Foster Care Manager will:

~~A. Provide only technical assistance when requested regarding special board rates.~~

~~B. Return the request to the Area Director or Assistant Director, as appropriate, for decision and action.~~

CHRIS Division Information Management System Procedures

~~If When the special board rate is approved for the initial entry date at the Provider placement service, the Family Service Worker Program Coordinator, Program Administrator, or designee will complete the Provider Recommendation Placement Pay Scale Screen screen in CHRIS. The FSW will:~~

~~A. — In the Payment Scale Information grouping, select the Child requires Special Rate checkbox.~~

~~B. — Enter the total approved Special Board Rate monthly amount in the Monthly Authorized Amount field.~~

~~C. — Select the appropriate Reason for Special Rate pick list value of Special Board Rate Justification or Other.~~

~~Enter a brief justification for the Special Board Rate in the Explanation for Special Rate text box;~~

~~D. Provide brief description of the behaviors, medical conditions, and hardships on the resource home requiring a SBR. This is mandatory if 'Other' is selected as the Reason for Special Rate.~~

~~E. Click Add button.~~

~~Click Approval button to check the Request for Approval checkbox.~~

~~F.~~

~~If the special board rate is approved after the initial entry date at the Provider placement service, the Family Service Worker will complete the Payment Scale screen in CHRIS. This can also be completed if the Special Board Rate was approved but was not entered on the Provider Recommendation screen as it should have been.~~

~~The FSW will:~~

~~A. Enter the End Date of the open Payment Scale (such as Normal or Clothing and Personal Allowance) and click Change button;~~

~~B. Select the Ok button to the following message:~~

~~382-This is the open placement for this client. Please open a new Payment Scale or remove the End Date for the last Payment Scale.~~

~~C. Click Clear button to complete the following:~~

~~• Select the Child requires Special Rate checkbox.~~

~~• Select the appropriate Reason for Special Rate pick list value of Special Board Rate Justification or Other.~~

~~• Enter the total approved Special Board Rate monthly amount in the Monthly Authorized Amount field.~~

~~• Enter a brief justification for the Special Board Rate in the Explanation for Special Rate text. This is mandatory if 'Other' is selected as the Reason for Special Rate.~~

~~• Enter the start date of the approved Special Board Rate in the Begin Date field.~~

~~• Enter the Review Date if deemed necessary.~~

~~D. Click Add button~~

~~E. Click Approval button to check the Request for Approval checkbox.~~

~~The Special Board Rate Approvals are three tier – FSW Requests, Supervisor Recommends, and Area Director Approves. The FSW Request portion was described in the procedures above. To complete this three tier process, the following operations should occur:~~

~~A. Family Service Worker Supervisor will:~~

~~1) Highlight the Payment Scale Request for Approval in their Supervisor Approvals' Box and click Show button~~

~~2) Review information for accuracy and click Approval button to click Recommend checkbox~~

~~3) If information is not accurate, click Approval button to click Deny checkbox and enter Denial~~

~~Reason. If denied, the denied Special Board Rate Payment Scale must be end dated and a new one entered.~~

~~B. Area Director will:~~

~~1) Highlight the Payment Scale Request for Approval in their Supervisor's Box and click Show button.~~

~~2) Review information for accuracy and click Approval button to click Approve checkbox.~~

~~3) If information is not accurate, click Approval button to click Deny checkbox and enter Denial~~

~~Reason:~~

~~If denied, the denied SBR Payment Scale must be end dated and a new one (1) entered~~

~~-If denied, the denied Special Board Rate Payment Scale must be end dated and a new one entered.~~

MARKKUP

MARKUP

POLICY VII-M: FINANCIAL SUPPORT TO ~~RESOURCE~~ FOSTER PARENTS

031/201224

The Division of Children and Family Services (DCFS or Division) provides Title IV-E foster care maintenance payments for a child in foster care ~~may cover the~~ to help defray the costs of ~~(and the cost of~~ providing:

- ~~F~~Food
- Shelter
- ~~C~~lothing
- ~~D~~, shelter, daily supervision
- ~~S~~, tandard school supplies,
- A ~~c~~a child's personal incidentals
- A, reasonable monthly allowance to the child depending on the child's age and other factors
- Liability insurance with respect to the child, ~~and~~
- Rreasonable travel to the child's daycare, school, or extracurricular activities. ~~home for~~

The foster care maintenance payment is more frequently referred to as a monthly board payment. ~~visitation with family or other caretakers. Local travel associated with the preceding list of items is also an allowable expense.~~ The monthly board payment is for the period starting on the first of the month and ending the last day of the month and is paid by the fifteenth of the subsequent month. If a child is absent from the resource home for hospitalization or a trial placement for ten (10) days or less and is to return to that resource home, no change of status in the Division's information management system is necessary.- However, the child's Family Service Worker (FSW) must always be advised of an absence from the home. The agency pays according to the number of nights a child is in the resource home. Payment for stays of less than twenty-four (24) hours will be based upon a daily rate determined by the Division. If a child is in the home for part of a month, a partial board payment will be made.

Resource parents may choose to have their board payment directly deposited into their checking account or issued as a paper warrant and mailed to the resource home. DCFS strongly encourages the use of direct deposit to prevent payment delays when a warrant is lost in the mail or misplaced.

For children who are IV-E eligible and placed in a IV-E reimbursable foster care placement, title IV-E funds the board payment. For children who are either not IV-E eligible or who are placed in

a non-IV-E reimbursable foster care placement, other appropriate funding streams fund the board payment.

Standard Board Rate

DCFS shall pay resource parents a standard monthly board rate according to the chart below. These rates are effective for board payments as of beginning August 2023 and after continuing thereafter.

The Division shall review the amount of payment made for foster care maintenance every five (5) years to assure continued appropriateness.

<u>Birth through 5 years</u>	<u>\$451.00 Monthly</u>
<u>Board and Care</u>	<u>381.00</u>
<u>Clothing</u>	<u>50.00</u>
<u>Personal Needs</u>	<u>20.00</u>

<u>6 through 11 years</u>	<u>\$484.00 Monthly</u>
<u>Board and Care</u>	<u>397.00</u>
<u>Clothing</u>	<u>57.00</u>
<u>School and Personal Needs</u>	<u>30.00</u>

<u>12 through 14 years</u>	<u>\$517.00 Monthly</u>
<u>Board and Care</u>	<u>410.00</u>
<u>Clothing</u>	<u>67.00</u>
<u>School and Personal Needs</u>	<u>40.00</u>

<u>15 through 17 years</u>	<u>\$550.00 Monthly</u>
<u>Board and Care</u>	<u>425.00</u>
<u>Clothing</u>	<u>80.00</u>
<u>School and Personal Needs</u>	<u>45.00</u>

~~When a youth in foster care has a child who is placed in the same foster home or public/private child placement or child care agency, foster care maintenance payments made on behalf of the youth shall include and be limited to amounts that cover allowable cost (as defined above) for the child.~~

~~The Division shall review the amount of payment made for foster care maintenance every five (5) years to assure continued appropriateness.~~

Special Board Rate

~~The Division shall provide foster parents with a monthly board payment as an aid to cover the items listed above for each child receiving out-of-home placement services. When resource foster parents are caring for a child with special needs and the child's needs cannot be met with the standard regular board payment, the Division may provide the resource foster parents with a board payment that exceeds the standard board rates listed above. This is referred to as a special board rate additional payment to cover the extra expenses incurred.~~

Increased Special Board Rates

~~The amount of these higher, special board rates will be based on the nature and extent of the child's special needs and any additional activities that a resource parent takes part in to support those needs. Increased special board payments may also be considered when the resource parent is directly involved in certain family time activities that support reunification. The amount of this additional monthly payment will not exceed \$460.00 above the standard board rate for the child's age group. However, if the child is SSI eligible, the rate may exceed the SSI rate by up to \$460.00 if approved by the DCFS Assistant Director of Community Services or designee.~~

~~To determine the exact amount of an increased special board rate, local DCFS staff will complete the CFS-304: Justification of Special Board Rate after receiving documentation of the child's special needs and any additional activities required of or offered by the resource parents to meet those needs and submit to the DCFS Area Director. The Area Director or designee will have final approval of the CFS-304: Justification of Special Board Rate. The Area Director may consult with the DCFS Foster Care Unit Manager or designee for review and technical assistance as needed. Any special board rate over one thousand dollars (\$1,000) will also be reviewed and approved or denied by the Assistant Director of Field Operations or designee.~~

~~Other reasons for an increased special board rate that do not require the completion of the CFS-304: Justification of Special Board Rate form may occur under the following situations:~~

Board Payments to Youth in the Extended Foster Care Program

~~Refer to Policy VIII-B: Extended Foster Care for requirements to continue board payments for youth ages eighteen to twenty-one (18-21) years of age who participate in the Extended Foster Care Program and may qualify for an increased special board rate based upon his or her their individualized budget. Board payments must end the day the youth elects to leave the Extended Foster Care Program or the end of the month of his or her their twenty-first (21st)-birthday.~~

Providing Financial Support for Children of a Minor in Foster Care

When a minor in foster care or young adult in Extended Foster Care has a child of his or her own who is placed in the same resource home or other provider setting, foster care maintenance payments made on behalf of the youth shall include the board amounts listed above based on the age of the minor or young adult's child.

For youth participating in the Extended Foster Care Program who live independently and have a child or children of their own, the board payment for the youth in the Extended Foster Care Program may also be augmented to assist the youth in caring for their child in their custody. The maximum amount by which the youth's board payment will be increased is the board amount listed above based on the age of the young adult's child. The amount will also take into account the youth's overall budget when determining the additional amount designed to help care for the child of the young adult.

Providing a Comparable Board Rate to a Placement State

Increased special board rates may also be approved for children taken into foster care in Arkansas but placed via the Interstate Compact on the Placement of Children (ICPC) with kin in another state. In these situations, the Assistant Director of Field Operations or designee may approve an increased special board rate up to the amount of the placement state's standard foster care board rate for the age of the applicable child.

A special board rate becomes effective the day the Area Director or Assistant Director, as applicable, authorizes the rate to become active. -Retroactive payments will be determined on a case-by-case basis and must be approved by the Area Director or Assistant Director of Field Operations or designee.

While the child remains in the resource home placement, the local DCFS staff will review the continuing need for a special board rate as directed by the Area Director and, if appropriate, resubmit for reevaluation.

The special board rate will also be reviewed in consultation with new resource parents each time a child changes placement, to determine if the new resource placement is providing the same level of care and that the child continues to have the same behaviors or special needs. If the current approved special board rate is still appropriate, the CFS-304: Justification of Special Board Rate does not have to be completed again nor sent through the approval process each time the child changes placement.

DCFS staff will inform the resource parents in writing of the ultimate decision to continue or discontinue any currently approved special board rate and the reason for that decision, noting

that any continued approval for special board rate is for the period designated by the Area Director and the documentation of continuing need must be reviewed accordingly.

Any increased special board rate request for a resource home that will serve as a pre-adoptive placement must be provided to the Area Director or designee for review sixty (60) days prior to a pre-adoptive placement being made.

Decreased Special Board Rates

A special board rate can also be a decrease in the standard board amount. Federal law prohibits any individual from receiving more than one (1) federal payment designed to provide financial assistance for the care of another individual in his or her their care. As a result, DCFS will reduce a child's monthly board payment rate dollar for dollar based on the amount of the monthly federal benefits that a child receives when the resource home provider is the payee for that child. The resource parent will be expected to use the funds for which they are payee on behalf of the child to support the child's care. In instances when the child's federal benefits exceed the standard board amount, the DCFS board amount entered will be zero (0) dollars.

The only exception to reducing the DCFS board amount when the child is receiving other federal benefits is when a child in foster care receives Title II Death Benefits and the resource parent is the payee.

A child's income must be monitored as a resource in the home and the payee for the income must report how the income is used based on the requirement for the issuing source of the income. Resource parents are responsible for completing all reporting requirements to the payment source when becoming payee for a child's benefits. Resource parents are also required to report any change in payee status to DCFS.- To assist in this process, DCFS staff will inquire about payee status during visits to the resource home.

~~A special board rate is approved for a specific placement and need and will be periodically reviewed and adjusted. A change in placement will require a new request and review.~~

Medical Expenses

Medicaid is the primary payment source for medical and dental services for children in foster care, including hospitalization. If a child in foster care is eligible for Medicaid, resource parents are required to use a Medicaid provider for meeting the medical needs of the child. If Medicaid cannot cover such expenses, state funds may be a secondary payment option. Other services or

supplies needed by the child must be authorized and approved by DCFS. A child will not be denied medical services due to being ineligible for Medicaid.

Transportation

Transportation costs associated with the child's case plan, such as attending Family Team Meetings and court well as transporting the child to family time and medical appointments may be reimbursed. Allowable transportation costs are reimbursed to the resource parent at a rate determined by DCFS. To be reimbursed, the resource parent must complete a travel reimbursement request in the designated web-based system. Requests for travel reimbursement must be submitted at least monthly.

Clothing

As stated above, a portion of the monthly board allowance is designed to go toward defraying the cost of clothing for a child placed in a resource home. The portion for clothing costs may be spent monthly or may be saved and used for a larger purchase later. All receipts from the purchase clothes must be retained by the resource parent and given to the resource worker during the resource worker's quarterly visit.

However, when a child first enters foster care, DCFS may issue an initial clothing order for the purchase of new clothing. Initial clothing orders will be issued on a case-by-case basis. Not all children will need to purchase new clothing as they may enter foster care with ample and suitable clothing. The FSW will assess what clothing items are needed.

Supplemental clothing orders may also be approved for circumstances in which a child in foster care needs new clothing items that exceed the amount included in the monthly board payment. Examples include, but are not limited to, when a child has a significant growth spurt, the child has an event for a school, extracurricular, or faith-based event that requires special attire, or the child needs new items for an upcoming season. The resource parent must obtain prior approval from the FSW for supplemental clothing orders. Supplemental clothing orders will be approved no more than once a quarter.

Children will be included in the selection of their own clothing as age and developmentally appropriate. All clothing purchased for a child in foster care will be clean, well-fitting, seasonally appropriate, and comparable to community standards. Any clothing purchased for a child, whether through monthly board payment funds or supplemental clothing orders, and any other personal needs items will be sent with the child upon any change in placement.

Incidental Expense Fund

An Incidental Expense Fund for children ages birth to thirteen (13) years of age exists to provide items and activities intended to help normalize a child’s life experience while in care. Examples include but are not limited to, camp fees, extracurricular activities, school uniforms, field trips, and specialized school supplies such as graphing calculators required by the school. However, standard school supplies will be covered by personal needs monies within the board payment.

The Incidental Expense Fund is intended for items or activities that cost twenty-five dollars (\$25) or more and must be accompanied by documentation of need for the expense. Items covered by the monthly board payment or contracts are not eligible for reimbursement from this fund. In addition, the Incidental Expense Fund will not be used for holiday gifts.

The FSW will assist the resource parent in accessing these funding requests when the money is needed for a situation that meets these policy guidelines. These funding requests must also be approved by the DCFS Financial Support Unit. Use of the Incidental Expense Fund will be limited to one (1) request per quarter. Resource parents must have prior approval for such purchases.
PROCEDURE VII-M1: Financial Support to Foster Parents

Transitional Youth Services Funded through Chafee

Youth that are fourteen (14) years of age and older in foster care are eligible for John H. Chafee Foster Care Program for Successful Transition to Adulthood funding for a variety of activities designed to promote normalcy, develop leadership skills, or help youth in foster care prepare for adulthood. The maximum amount allowed for Chafee-funded activities is dependent on the particular activity and must receive final approval from the DCFS Director or designee. Generally, the use of Chafee funding will be pre-approved. However, Chafee funding may be provided on a reimbursement basis when necessary if all appropriate documentation is provided.

11/09

~~DCFS shall pay foster parents a monthly board rate according to the following chart; these rates are effective for board payments of November 2009 and after:~~

Birth through 5 years	\$410.00 Monthly
Board and Care	350.00
Clothing	45.00
Personal Needs	15.00

6 through 11 years	\$440.00 Monthly
Board and Care	365.00
Clothing	50.00
School and Personal Needs	25.00

12 through 14 years	\$470.00 Monthly
Board and Care	380.00
Clothing	60.00
School and Personal Needs	30.00

15 through 17* years	\$500.00 Monthly
Board and Care	395.00
Clothing	70.00
School and Personal Needs	35.00

~~*Refer to Policy VIII-B for requirements to continue board payments for youth ages eighteen to twenty (18-20) (board payments must end the day the youth elects to leave foster care or the end of the month of his 21st birthday).~~

~~**Additional Assistance with Expenses**~~

~~In addition to the items already described, the following items are allowable with the approval of the County Office Supervisor or designee: **PROCEDURE VII-M2: Requesting a Special Board Rate**~~

- ~~A. Emergency medical services and drugs that are not covered by Medicaid.~~
- ~~B. Childcare or baby-sitting fees may also be defrayed with financial support from DCFS, when the resource parent is required to attend resource parent training, if and when funding is available. This does not include childcare for a resource parent's employment as any regular childcare arrangements for a child in foster care will be arranged through the state's Child Care Assistance Program.~~

~~02/12~~

~~**Note: Any Special Board Rate (SBR) request for a pre-adoptive placement must be provided to the Area Director for review sixty (60) days prior to a pre-adoptive placement being made.**~~

~~The Family Service Worker FSW will:~~

- ~~A. Check Verify documentation of the child's special need(s) and the additional activities required of the foster resource parents to meet the need(s).~~

- ~~B. Complete the CFS 304: Justification of Special Board Rate by determining the level of care needed in each of the three two (2) need categories (Behavioral/Emotional, Life Functioning, and Child Risk Behaviors Accommodations by Resource Home and Resource Family and Characteristics of the Child), and adding the three two (2) levels.~~
- ~~C. Submit the request for a special board rate with documentation attached to the County Supervisor Area Program Coordinator Director or designee for review and recommendation.~~
 - ~~— Once approved, review the continuing need for the request on a quarterly basis every 180 days (unless approval obtained from Area Director for less frequent review based on static youth needs) as designed by the Area Director and, if appropriate, resubmit for reevaluation by the Area County Supervisor Program Coordinator, Area Program Administrator, or designee and the Area Director.~~
 - ~~— Re-evaluate the SBR in consultation with new Resource Parents each time a child changes placement to determine if the new resource placement is providing the same special care and experiencing the same hardships in caring for the child. This does not mean that the SBR must be resubmitted through the approval process each time the child changes placement if the current approved SBR is still appropriate:~~
 - ~~— FSW and County Supervisor have a responsibility to notify the Area Director or designee if a child's placement or circumstances have changed and would affect the SBR causing the SBR to decrease~~
 - ~~— FSW and County Supervisor have a responsibility to reassess and rekey (SBR ends each time a placement is exited) a standing SBR if a child:~~
 - ~~— Changes resource homes~~
 - ~~— Enters respite and then returns to the resource home~~
 - ~~— Enters acute care and then returns to the resource home~~
 - ~~— When rekeying an appropriate standing SBR, put "child changed placement and SBR continues to be appropriate" in the comments box of the pay scale screen~~
 - ~~— Inform the new resource parent in writing of the ultimate decision to continue or discontinue the current approved SBR and the reason for that decision, noting that any continued approval for Special Board Rate is for the period designated by the Area Director and the documentation of continuing need must be reviewed accordingly~~

~~D. —~~

~~The Area Director, County Area Program Coordinator, Area Program Administrator, or designee Supervisor will:~~

- ~~— Review the request for completeness and appropriateness within fourteen (14) days of receipt and:~~
 - ~~— Recommend approval or disapproval or~~
 - ~~A. Request more information from the submitting DCFS staff within three (3) working days of receipt.~~
 - ~~B. If approved, forward the request to the Area Director for review and approval or disapproval, as necessary.~~

- ~~C. If disapproved, forward the request with a recommendation for disapproval to the Area Director for review and action as appropriate.~~
- ~~D. Once approved, review the continuing need for the request and, if appropriate, resubmit the the request with updated information on a quarterly basis for reevaluation by the Area Director.~~
- ~~E. Inform the foster resource parent in writing of the ultimate approval or disapproval of the request and the reason for that decision, noting that approval is only for the period designated by the Area Director 90-180 days and the documentation of continuing need must be reviewed quarterly accordingly. If annual review is approved by the Area Director, then indicate necessary review period in the letter to the resource parent.~~

The Area Director will:

- ~~A. Receive requests from the County Supervisor Area Program Coordinator, Area Program Administrator, or designee.~~
- ~~B. Review the request for completeness and appropriateness, consider the County Supervisor's Area Program Coordinator or designee's recommendation and either approve or disapprove the request within three five (53) working business days.~~
- ~~C. Have the authority to approve all Special Board Rates up to \$96011601000.00.~~
- ~~D. Refer the request to the Foster Care Unit Manager for a second party review if the Area Director cannot decide on approval or disapproval. Inform the requesting County Supervisor Area Program Coordinator, or designee of the request's disposition and reasons for approval, disapproval, or referral to the Foster Care Unit Manager. A Special Board Rate becomes effective the day the Area Director or Assistant Director, as appropriate, approves authorizes the rate to become active it. Retroactive payments will be determined on a case-by-case basis and must be approved by the Area Director or Assistant Director of Community Services.~~
- ~~E. Once approved, assure ensure that the special board rate is reevaluated on a quarterly every 180 days (or as designated by the Area Director) based is for on continued appropriateness.~~
- ~~F. Maintain a file for each approved special board rate. The file should contain the requesting memo, supporting documentation, CFS-304: Justification of Special Board Rate, Notification of Approval memo, and a printout of the computer entry of the special board rate.~~
- ~~G. Maintain a log of special board rate approvals including the following column headings: Child's Name, Case Number, County, Effective Date, Termination Date, Rate, and Reason.~~

The DCFS Assistant Director of Community Services will:

- ~~A. Have the authority to approve or disapprove all Special Board Rates over \$9601160000.00.~~
- ~~B. Receive completed request packets for special board rates over \$960116000.00 from Area Directors.~~

~~C. Check each request packet for completeness to include:~~

- ~~1) A completed CFS-304: Justification for Special Board Rate.~~
- ~~2) Clear and convincing documentation of any emotional, physical, and/or auxiliary problems the child has that may justify a special board rate.~~
- ~~3) The Area Director's dated signature on the CFS-304: Justification for Special Board Rate as evidence of his their review.~~

~~— A Cover Memo from the Area Director to the Assistant Director that:~~

~~4) —~~

~~— Identifies the proposed subsidy as over \$96011601000.00.~~

~~5) —~~

~~— Provides a justification for the proposed special subsidy, and~~

~~— Makes a recommendation regarding approval or disapproval~~

~~— Review the request for appropriateness and consider the Area Director's recommendation.~~

~~6) —~~

~~7) — Makes a recommendation regarding approval or disapproval.~~

~~D. — Review the request for appropriateness and consider the Area Director's recommendation~~

~~E. Refer the request to the Foster Care Unit Manager for technical assistance if desired.~~

~~F. Reach a disposition regarding the request within three five (35) working business days.~~

~~G. Inform the requesting Area Director in writing of the request's disposition and reasons for approval or disapproval.~~

The Foster Care Manager will:

~~A. Provide only technical assistance when requested regarding special board rates.~~

~~B. Return the request to the Area Director or Assistant Director, as appropriate, for decision and action.~~

CHRIS Division Information Management System Procedures

~~If When the special board rate is approved for the initial entry date at the Provider placement service, the Family Service Worker Program Coordinator, Program Administrator, or designee will complete the Provider Recommendation Placement Pay Scale Screen screen in CHRIS. The FSW will:~~

~~A. — In the Payment Scale Information grouping, select the Child requires Special Rate checkbox.~~

~~B. — Enter the total approved Special Board Rate monthly amount in the Monthly Authorized Amount field.~~

~~C. — Select the appropriate Reason for Special Rate pick list value of Special Board Rate Justification or Other.~~

~~Enter a brief justification for the Special Board Rate in the Explanation for Special Rate text box;~~

~~D. Provide brief description of the behaviors, medical conditions, and hardships on the resource home requiring a SBR. This is mandatory if 'Other' is selected as the Reason for Special Rate.~~

~~E. Click Add button.~~

~~Click Approval button to check the Request for Approval checkbox.~~

~~F.~~

~~If the special board rate is approved after the initial entry date at the Provider placement service, the Family Service Worker will complete the Payment Scale screen in CHRIS. This can also be completed if the Special Board Rate was approved but was not entered on the Provider Recommendation screen as it should have been.~~

~~The FSW will:~~

~~A. Enter the End Date of the open Payment Scale (such as Normal or Clothing and Personal Allowance) and click Change button;~~

~~B. Select the Ok button to the following message:~~

~~382-This is the open placement for this client. Please open a new Payment Scale or remove the End Date for the last Payment Scale.~~

~~C. Click Clear button to complete the following:~~

~~• Select the Child requires Special Rate checkbox.~~

~~• Select the appropriate Reason for Special Rate pick list value of Special Board Rate Justification or Other.~~

~~• Enter the total approved Special Board Rate monthly amount in the Monthly Authorized Amount field.~~

~~• Enter a brief justification for the Special Board Rate in the Explanation for Special Rate text. This is mandatory if 'Other' is selected as the Reason for Special Rate.~~

~~• Enter the start date of the approved Special Board Rate in the Begin Date field.~~

~~• Enter the Review Date if deemed necessary.~~

~~D. Click Add button~~

~~E. Click Approval button to check the Request for Approval checkbox.~~

~~The Special Board Rate Approvals are three tier – FSW Requests, Supervisor Recommends, and Area Director Approves. The FSW Request portion was described in the procedures above. To complete this three tier process, the following operations should occur:~~

~~A. Family Service Worker Supervisor will:~~

~~1) Highlight the Payment Scale Request for Approval in their Supervisor Approvals' Box and click Show button~~

~~2) Review information for accuracy and click Approval button to click Recommend checkbox~~

~~3) If information is not accurate, click Approval button to click Deny checkbox and enter Denial~~

~~Reason. If denied, the denied Special Board Rate Payment Scale must be end dated and a new one entered.~~

~~B. Area Director will:~~

~~1) Highlight the Payment Scale Request for Approval in their Supervisor's Box and click Show button.~~

~~2) Review information for accuracy and click Approval button to click Approve checkbox.~~

~~3) If information is not accurate, click Approval button to click Deny checkbox and enter Denial~~

~~Reason:~~

~~If denied, the denied SBR Payment Scale must be end dated and a new one (1) entered~~

~~-If denied, the denied Special Board Rate Payment Scale must be end dated and a new one entered.~~

MARKKUP

MARKUP

POLICY VIII-I: ADOPTION SUBSIDY

03/2023

SUBSIDY AMOUNT

If eligible, the Division will make adoption assistance payments to adoptive parents in amounts so determined through an adoption assistance agreement. The amount of such payment:

- 1) Will take into account the circumstances of the adopting parents and the needs of the child being adopted;
- 2) May be adjusted periodically with the concurrence of the adoptive parents to reflect changing circumstances; and
- 3) May not exceed the child's foster care maintenance payment that is in effect at the time a subsidy is approved (if the child with respect to whom the adoption assistance payment is made had been in a resource home).

The standard foster care maintenance board rate scale is found below. New rates will not be paid until the child reaches the next age range.

Age of Child	Amount of Monthly Maintenance
Birth through five (5) years	\$451.00
Six (6) through eleven (11) years	\$484.00
Twelve (12) through fourteen (14) years	\$517.00
Fifteen (15) through seventeen (17) years	\$550.00

POLICY V-C: FAMILY SUPPORT FUND

036/20242

The Division of Children and Family Services will ensure that staff has prompt access to the Family Support Fund to prevent support birth, post-adoptive, and resource families. The purpose of the fund is:

A. To prevent children from entering or remaining in Out of Home Placement foster care due to the parents' financial inability to meet the children's basic needs or to participate in case plan services. Examples may include short-term assistance with utilities, gas cards, or purchases for the home to help ensure the safety of children (such as a crib to ensure a safe sleep environment for an infant). All requests will be assessed on a case-by-case basis. -Requests to access the Family Support Fund for families involved in child maltreatment investigations and any type of case services will be made via the assigned Family Service Worker's chain of command.

B. To pay for Out of Home Placement incidental items that exceed twenty-five dollars (\$25.00) and are both outside of the contracting process and not covered by board payments. Examples include school field trips, camping dues, dance supplies, musical instruments, registration fees, specialized school supplies such as graphing calculators required by the school. However, standard school supplies will be covered by personal needs monies within the board payment; sport fees or equipment, social club fees, summer programs, specialized art supplies, and school pictures.

1) Providers will be required to provide documentation of the need for the expense. For example, a school letter requiring material purchase, or a camp registration form.

POLICY V-C: FAMILY SUPPORT FUND

03/2024

The Division of Children and Family Services will ensure that staff has prompt access to the Family Support Fund to prevent children from entering or remaining in foster care due to the parents' financial inability to meet the children's basic needs or to participate in case plan services. Examples may include short-term assistance with utilities, gas cards, or purchases for the home to help ensure the safety of children (such as a crib to ensure a safe sleep environment for an infant). All requests will be assessed on a case-by-case basis. Requests to access the Family Support Fund for families involved in child maltreatment investigations and any type of case services will be made via the assigned Family Service Worker's chain of command.

Proposed

RULES SUBMITTED FOR REPEAL

Rule #1: Appendix 9 - Support Payments to
Provisional Resource Payments

Rule #2: Policy XI-C Child Welfare Students Stipend
Program

APPENDIX 9: SUPPORT PAYMENTS TO PROVISIONAL RESOURCE PARENTS

11/2022

For relative and fictive kin resource homes (referred to collectively as kinship homes) that are opened on a provisional basis, the Division will provide a monthly support payment in the amount of \$240 per child placed in the home. The monthly support payment is designed to help defray costs associated with meeting the immediate needs of children placed in the provisional resource home. The support payment will be prorated, as applicable, based on the placement and exit dates of the child in the provisional kinship home service. Eligibility for support payments is limited to a maximum of six consecutive months per placement episode. When a kinship home moves from being provisionally approved to fully approved, the support payment will cease, and the fully approved kinship home will receive a full foster care maintenance payment for the children placed in their home.

POLICY XI-C: CHILD WELFARE STUDENT STIPEND PROGRAM

01/2010

The Division of Children and Family Services (DCFS) participates in a child welfare student stipend program in order to hire more employees with degrees in social work and social work-related fields on a state-wide basis to work in DCFS programs serving title IV-E eligible children. Any student awarded a stipend is under contract with the Division and will be required to work for DCFS after graduation. During the one year of employment following graduation, the employee (former student) shall not be placed as a primary investigator or protective services worker per Title IV-E regulations.

Eligible applicants may attend any participating degree program in the State of Arkansas. The Division and the University Partnership will determine yearly the number of stipends awarded. The Division, in conjunction with title IV-E university staff, will determine which students will receive stipends.

Students in the BSW and other participating bachelor's degree programs are awarded stipends during their senior year.

DCFS may approve stipends for second year BSW students provided that any DCFS educational leave positions are not filled and the number of BSW stipend students does not exceed the number of vacant educational leave positions.

REPEAL

The following information provides the procedures governing the Child Welfare Student Stipend Program.

PROCEDURE XI-C1: Process for Receiving a Stipend

Students interested in the Child Welfare Student Stipend Program are required to complete the CFS-4332: Child Welfare Student Stipend Application. Applications are reviewed and recommendations made by the title IV-E university staff and the DCFS Area Directors. Upon selection the university will submit a copy of the CFS-4332: Child Welfare Student Stipend Application and the original CFS-4330: Child Welfare Student Stipend Agreement to the DCFS Professional Development Unit for review. After review, the DCFS Professional Development Unit will forward the CFS-4330 to the DCFS Director for approval and signature.

The student is required to enter into a contract with the Division upon awarding of the stipend. The student must sign and adhere to the provisions of the CFS-4330: Child Welfare Student Stipend Agreement. If the student violates the terms of the contract, the Division will employ remedies to address the identified breach.

PROCEDURE XI-C2: Selection Criteria

The decision to award a stipend will be based on the following:

- A. Academic success. The student cannot be on probation or in jeopardy of not graduating.
- B. Interest in child welfare; e.g., volunteer work, attendance at workshops, special training, related work experiences, independent study projects.
- C. Completion, or plan to complete, one or more courses/seminars with an emphasis in child welfare.
- D. Willingness to work, following graduation, in any county based on the needs of the Division.
- E. Agreement by student to complete the number of hours required by the university for field placement, while based in an assigned DCFS county office under the joint supervision of a university field instructor and DCFS supervisor.
- F. The approval of MSW stipends will occur as outlined in Procedure XI-B6 "The Selection Process".

PROCEDURE XI-C3: Student Commitment to DCFS

- A. The student commits to fulfill field hours in a DCFS county office, as required by the participating university program.
- B. The student commits to accept employment with DCFS for a minimum of one year following graduation.

PROCEDURE XI-C4: DCFS Commitment to Student

The Division agrees to provide the student with the opportunity to complete the required field hours at a DCFS county office under the joint supervision of a university field instructor and DCFS supervisor.

PROCEDURE XI-C5: Employment with DCFS

- A. All stipend recipients must complete a "State of Arkansas Employment Application" and send it to the DCFS Professional Development Unit six weeks prior to the expected date of graduation.
- B. DCFS reserves the right to designate counties where staff are needed and require students to apply in those counties identified by DCFS.
- C. DCFS reserves the right to specify the minimum number of counties in which students must state on the "State of Arkansas Employment Application" that they will accept employment.
- D. On the State employment application, the student will list the job title as "Family Service Worker" and designate the minimum number of counties required by DCFS in which the student is willing to accept employment.
- E. Students must accept interviews, answer questions, and otherwise actively participate in the hiring process in an ethical manner. The university designee will coordinate with the DCFS Professional Development Unit to keep students abreast of employment opportunities with the Division and help them follow-through with their commitment to the Division.

- F. If the student is not offered a Family Service Worker position within 60 days following graduation, the student no longer is obligated to accept employment or repay the stipend.
- G. The student must repay any stipend monies received if a field placement is terminated or employment is denied due to the results of:
- 1) An Arkansas Child Maltreatment Central Registry check,
 - 2) An Arkansas State Police Criminal Record check (and if required, an FBI Background Check),
 - 3) A drug/alcohol screen, or
 - 4) The provisions of the State Vehicle Safety Program are violated.
- H. If the student becomes employed by DCFS but chooses to leave prior to fulfilling the stipend commitment, the student must repay the stipend pro-rated according to the number of months worked.