

REFERENCE GUIDE FOR CAREGIVERS

JANUARY 2017

POLICY REFERENCES: <ul style="list-style-type: none">A. Enhancement Policy Manual (EPM)B. Edmonton Region Child and Family Services Regional Guidelines and ProceduresC. Caregiver Rate Schedule FC1263	PROGRAM: Foster Care/Kinship Care – Edmonton Region Child and Family Services
ATTACHMENTS: <ul style="list-style-type: none">A. Travel Reimbursement FormB. Wardrobe GuidelinesC. CSD Placement Related Costs Table	

This guide was developed to clarify support and services to caregivers providing service in the Edmonton Region. The information contained is Ministry policy, with regional practice guidelines included. This guide will be distributed to all Edmonton Region caregivers and their agencies, Child and Family Services (CFS) staff and Collaborative Service Delivery (CSD) agencies.

This guide replaces the FINANCIAL MATTERS LETTER 06-02-04.

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TERMS

The term 'caregiver' references foster parents, kinship caregivers and adoptive applicants with a child placed in their home under Permanency Placement Adoption (PPA).

The term 'service team' references the child's caseworker, CFS supervisor and/or manager, the CSD partnered agency if one is involved, parents, child, caregiver, the foster care or kinship care caseworker, and any other agency partners or service providers that may be involved in decision making.

When a caregiver needs input from the team regarding decision making for the child, the first point of contact should be with their foster care caseworker or kinship caseworker.

When a CSD agency is involved, all financial decisions are made in collaboration with the agency partner and in accordance with policy. Payments made by CFS or CSD cannot be less than regional guidelines.

STANDARDS

Service descriptions include the Provincial and/or Regional standards or rates.

COST SHARING

It is the expectation of the Ministry that the child's caseworker and CSD partnered agency (when involved) will explore cost sharing with biological parents. In cases where it is the responsibility of the biological parent to obtain specific items, the child's caseworker will provide the caregiver with information on how the item may be obtained. Older teens may be asked as part of their transition plan to cover a portion of cost for specific items. This would be done in order to learn about budgeting and planning.

EXCEPTIONS

If a child needs a service that is not discussed in this handbook or that costs more than the standard, exceptions must be reviewed by the service team when CSD is involved; for legacy files, the Expenditure Officer through CFS will approve the exception.

The team must consider:

- the benefit to the child
- other sources of funding
- the cost

When making requests for exceptions it is important that the team has examined the benefits and alternatives to the best of their ability to ensure that the person authorizing the expense has adequate information to make a reasonable decision.

BASIC MAINTENANCE RATES (EPM Section 2, Chapter 2.4/ 3.3.6) (Caregiver Rate Schedule FC1263)

Basic maintenance and skill fees are paid to foster parents, and basic maintenance only is paid to kinship caregivers, each month automatically through the Region's Neighbourhood Centres or CSD agency if applicable for kinship care homes.

Basic Maintenance is a per diem rate paid to foster parents and kinship caregivers to cover all of a child's day to day needs. Basic maintenance is paid for every day a child is in the home including the day of arrival and the day of removal. Items to be purchased by a caregiver using the basic maintenance include:

- food;
- clothing;
- personal care items (toiletries and hair care products);
- general household costs (wear and tear, cleaning, paper supplies, insurance);
- spending allowance (minor recreation, toys, magazines, records and gifts); and
- gifts to the foster/kinship child and gifts from the foster/kinship child to other family members.

Some of these categories (e.g. clothing, spending allowance) have minimum amounts that the caregiver is required to allocate from their basic maintenance on a monthly or weekly basis for the child. These amounts are outlined in this document under their specific headings.

The basic maintenance rates effective April 1, 2014 are as follows:

Age	Per Diem
0-1	\$23.51
2-5	\$23.90
6-8	\$26.22
9-11	\$27.70
12-15	\$31.37
16-17	\$35.86

Food

The caregiver supplies a nourishing diet using the basic maintenance. When a special diet is required for a child at a doctor's direction, a medical note is required as over and above costs are typically approved as a separate item or are included in the special rates. For kinship care homes, the over and above cost must be noted in the support plan. The team will ensure that cost incurred is covered under one of these methods. If a CSD agency is involved, they will cover the over and above costs.

Clothing

Clothing inventory should be completed to ensure the child has an adequate wardrobe when placed. Initial costs to bring the wardrobe to the standard set by the Region are covered with prior approval. The costs for CFS foster/kinship homes are either covered by re-imbursement of caregiver's expenditures or by providing a Purchase Authorization and Invoice (CS0018C) to the caregivers to purchase wardrobe items. For Agency homes and CSD files, their process for reimbursement will apply.

Regional Practice Guideline 3126-5 Clothing to Standard – For a child or youth in which the director has assumed responsibility for the provision and maintenance of clothing, the caseworker, caregiver(s), family of origin and/or the youth themselves (whenever possible) all have a shared responsibility to ensure an acceptable wardrobe exists and is maintained. The maximum dollar amount to bring the clothing to standard is as follows:

Infants to 1 year	Up to \$300.00
1 – 6 years	Up to \$400.00
7-17 years	Up to \$600.00

After clothing is brought to standard, the caregiver maintains it using the basic maintenance. The basic maintenance includes the following clothing allowance:

Age	Per Month
0-1	\$26.90
2-5	\$37.60
6-11	\$49.05
12-15	\$68.45
16-17	\$70.05

If the child requires clothing after clothing has been brought to standard because of atypical growth, a handicap or behaviour has caused exceptional wear, or the child has moved without adequate clothing, the team may approve issue of supplemental clothing. Note: Follow up with previous caregivers may be required. Supplemental clothing is approved on a case by case basis and is not necessarily approved at the maximum amount of the initial clothing to standard. If the file is affiliated with CSD, the agency will cover the supplemental costs.

Personal Care

The caregiver supplies personal care items such as toiletries and hair care products using the basic maintenance.

Spending Allowances

Spending money will be provided to each child for expenses such as minor recreation, toys, magazines, and music, etc. Spending money is allotted in the basic maintenance and the following guideline is based on the age of the child:

<u>Age</u>	<u>Per Week</u>
6-8	\$2.75
9-11	\$6.95
12-15	\$11.00
16-17	\$15.15

Spending allowance may be paid directly to the child if appropriate. Best practice would be to have a discussion with the team in regards to the use of these funds, taking into account the developmental age of the child and the caregiver's family practices in terms of spending allowance. Withholding a child's spending allowance as a consequence is not recommended and should be part of a team discussion.

Household

The caregiver uses the basic maintenance to cover the child's share of general household costs such as wear and tear, cleaning and paper supplies, toiletries, vitamins and insurance.

Christmas/ Birthday Gifts

The caregiver purchases the gift from the basic maintenance unless the child was placed after October 31. If the child was placed after October 31, the caregiver is entitled to be reimbursed with a receipt by completing the Child Maintenance Invoice (CS0011) or Purchase Authorization and Invoice (CS0018C) unless the previous caregiver forwarded a gift. For Agency homes and CSD files, their process for reimbursement will apply.

The rates are as follows:

Age	Rate
0-2	\$21.35
3-5	\$25.55
6-9	\$29.70
10-12	\$33.85
12-15	\$38.00
16-18	\$42.20
18 +	\$46.35

If a child is placed in a placement less than 2 months prior to the child's birthday, the caregiver is to be reimbursed for the gift at the same rates listed above.

INFANT CARE COSTS (EPM Section 2, Chapter 3.3.6) (Caregiver Rate Schedule FC1263)

Foster parents will be reimbursed up to \$150 per child per month for the costs of formula, diapers and basic baby care supplies (baby clothing and items such as bottles, soothers, bunting bags & infant related items or consumables.) The intention is to offset additional costs

caring for infants. Prior approval is not required. Foster parents will submit their expenses with receipts to the child's caseworker (legacy/regional) or to the CSD agency if one is involved. Items specific to the child will go with the child if the child moves from the home.

Kinship care providers will be reimbursed with receipts for the costs of formula, diapers and other basic baby expenses through the Kinship Care Support Plan [FC3899]. If this causes financial difficulties, the caseworker or CSD agency will arrange to pay these costs directly.

PAYMENT AND REIMBURSEMENT OF PURCHASES AND SERVICES (EPM Section 1, Chapter 9.5.2)

Child and Family Services (CFS) Caregivers

Reimbursements can be claimed by using the Child Maintenance Invoice (CS0011) when a caregiver is required to pay "up front" for eligible expenditures. Caregivers should be aware that some purchases may require prior approval and should only be made in consultation with the service team. It is best practice to document the discussion around the rationale and to obtain a copy of the approval or authorization for your records. The approval documentation may be required at the time of reimbursement.

The caregiver must complete the Child Maintenance Invoice (CS0011) and attach receipts as well as the written authorization (if applicable) provided. The caregiver then submits the invoice and documentation to the child's caseworker or CSD worker for payment processing. Caregivers are encouraged to submit claims as accurately and as promptly as possible, preferably monthly. This will help to ensure that reimbursements occur in a timely manner.

In some circumstances the child's caseworker may provide a voucher (Purchase Authorization CS0018C), which the caregiver can then use to obtain goods or services from an approved vendor.

Agency Caregivers

The caregiver speaks to their Foster Care/Kinship caseworker in regards to the financial expenditure request they are seeking or have received approval from the child's caseworker. The agency will complete an approval form (after receiving the receipt), to be submitted to the child's caseworker.

Best practice is to document all conversations and consultations in regard to any over and above expenditure requests.

In some circumstances the child's caseworker may provide a Purchase Authorization (CS0018C), a voucher, which the caregiver can then use to obtain goods or services from a vendor. This may be used for CFS and Agency caregivers.

Note: CSD sites may have a different process in place for payment of purchased services. Caregivers will be informed if the file is with a CSD site and they will follow the process identified by that site for payment of purchased services.

Initial Foster Care Placement Allowance (EPM Section 2, Chapter 3.3.6) (Caregiver Rate Schedule FC1263) (Regional Practice Guideline 3168-04)

At the time of placement in a foster home, children often have immediate needs such as school expenses, personal items or clothing requirements. Such items often result in “out of pocket” expenses for foster parents. Obtaining the necessary authorization to spend the funds and receive reimbursement can be time consuming processes. In order to ensure children and youth are provided with necessities upon placement in a foster home, and to minimize the financial impact on foster parents, there is a one-time start-up allowance for foster parents to utilize.

The following information speaks to the intent to provide foster parents and kinship providers with an initial placement allowance to ensure they are able to meet the immediate necessities of children and youth placed in their care. These purchases may be paid up front by the foster parents or kinship provider or a Purchase Authorization (CS0018C) may be provided.

1. When a child is placed in a foster home/kinship home as his/her initial foster care/kinship care placement, foster parents/kinship parents are authorized to spend up to a maximum of \$600 (per child/youth) without prior approval from the child or youth’s caseworker or CSD worker. Foster/kinship parents are required to submit all receipts for purchases made using this funding.
2. To be spent on one-time acquisitions and is not for recurring expenses.
3. Items that are child or youth specific belong to the child or youth. Items that are purchased to support the placement may remain in the home after the child or youth has been moved.
4. The foster care caseworker/kinship caseworker should be consulted in regards to the disbursement of the allowance in order to help support appropriate policy compliance and the acquisition of required items.
5. The initial foster care/kinship care placement allowance includes the funds available to foster parents/kinship parents that are provided to meet immediate clothing needs. Purchases with respect to bringing clothing up to standard must be done in conjunction with Regional Directive 3126-5 Clothing to Standard.
6. To cover the cost of immediate school related expenses including school supplies.
7. The following items may be covered - strollers, high chairs, car seats, booster seats, change tables, beds, age specific toys, birthday gifts and personal incidentals, if the foster parent/kinship parent does not normally care for children in that age group.
8. The following items/services are not covered – respite, travel costs, eye glasses, electronic games or consoles, computers, recreation fees or equipment.
9. If Edmonton Region foster parents/kinship parents are paying for the item or services they must submit their receipts for reimbursement using a Child Maintenance Invoice (CS 0011). Items purchased using the \$600 allocation is to be coded using the Initial Placement Allowance coding 5270120 on the invoice. Receipts are to be submitted no later than the first 10 days of the following month. If they are an Agency or CSD foster home/kinship home, their reimbursement process will apply.

Note: *Kinship costs may be higher depending on an assessment of need and are to be determined on an as needed basis.*

Note: A child returning into care after 1 year will again be eligible to access the Initial Foster Care/Kinship Care Placement Allowance.

Note: This Regional Practice Guideline and the Infant Care Initial Expenses identified in Provincial Policy CANNOT be combined.

Infant Care Initial Expenses

Foster parents will be reimbursed with receipts for baby equipment up to a maximum of \$500 when an infant (aged 0-36 months) is placed in their foster home. Foster parents may require initial or additional baby equipment in order to accept an infant placement, including a crib, car seat, baby monitor, change table, high chair and/or stroller (or a similar item). The equipment is intended to ready the foster home placement for additional infants, and in most cases would remain in the foster home when the child leaves.

Kinship care providers will be reimbursed with receipts for baby equipment and other initial baby expenses through the Kinship Care Support Plan [FC3899]. If this causes financial difficulties, the caseworker or CSD agency may arrange to pay these costs directly.

Note: Kinship support including initial start-up costs, ongoing support and informal supports should all be documented on the Required Kinship Support plan as per policy 2.3 (Kinship Support Plans)

Note: Kinship caregivers and foster parents are encouraged to have a discussion with their agency about what items are required prior to purchasing items. Agencies may have items on hand that can be provided to the caregiver.

RECREATION, VACATION/CAMP FUNDS (Section 1, Chapter 9.4.3, 9.4.4, Section 2, Chapter 2.4 & 3.3.6) (Caregiver Rate Schedule FC1263)

Recreation

The purpose of recreational activities is to encourage active involvement and socialization, and could include activities considered “hobbies,” depending on interest, capacity and ability to be involved in active-like recreational activities. Some flexibility needs to be considered when a child or youth requests items such as gaming consoles, computers, digital media devices, theater tickets, and so on. These discussions need to occur ongoing at Service Team Meetings or POST meetings with the caseworker, foster care/kinship caseworker, foster/kinship parent and CSD agency partners. The discussion should take into consideration the caregivers’ understanding of the needs and interests of the child.

Funding is allocated annually (per fiscal year) to support children in care to participate in healthy social and recreational activities. The funding levels are:

Age	Rate
0-11 years	\$675

12-17 years	\$775
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Requests which exceed the recreation allowance require prior approval by the manager responsible for the child's file or, when CSD is involved, as a joint decision with the CSD agency partner.

Recreation requests, regardless of the child's age, should be consistent with their current level of development and function. Requests must be feasible and should address the specific needs of the child from a social, emotional, behavioural, functional and developmental perspective.

If an item is obtained using a child's recreation allowance, that item belongs to the child and goes with the child if they are moved.

As part of the planning for recreation, consideration should be given to any additional costs associated with the requested activity, to determine how those costs will be funded if they exceed the recreation allowance (e.g. costumes, competition fees, extensive travel, etc.)

Mileage claims related to recreational activity are NOT to be included in the recreation allowance and are paid out separately.

Extracurricular school team sports or activities where you represent the school are considered to be part of education costs. The same applies to sporting activities that are part of the curriculum or regular school day (Weekend ski trips/ camping trips, however, would be considered a recreation cost).

CFS caregivers need to provide receipts for reimbursement when accessing recreation funds. For Agency caregivers, their process for reimbursement will apply.

If the file is associated with a CSD agency, the agency covers the cost of recreation and vacation funds.

Best practice is to have ongoing discussions at STM's or Placement Oriented Service Team (POST) meetings. A tentative recreation plan should be developed for the year with flexibility and reoccurring discussion.

Cultural connectedness activities are not part of recreation.

Note: All children in care are eligible for recreational funding and costs within the provincially set rate and require no approval. Although approval is not required, the placement provider should consult with the team how the recreation funds will be spent.

Vacation/Camp

The director is committed to supporting children and youth in care to attend camp and/or participate with the caregiver family in vacation travel or activities. The placement provider may claim the annual maximum allowance for a child to attend camp or go on vacation according to

the Caregiver Rate Schedule [FC1263]. \$500 per child is allocated per fiscal year for this purpose. If the cost is less than the maximum allowable the remainder of the allowance may be used for another camp or vacation within that same year.

Note: An itinerary of a vacation plan or receipts is not required by caregivers.

Regional caregivers use the Child Maintenance Invoice (CS0011) to claim the allowance. This invoice is submitted to their foster care/kinship caseworker who submits it to the caseworker to pay for camp and/ or vacation costs. Alternatively, regional caregivers may request that the caseworker pay the camp fees directly to the vendor. For Agency homes and CSD files, their process for reimbursement will apply.

The team should be consulted in regards to camp selection. Caregivers are expected to provide the placement caseworker with information regarding the camp's itinerary or activities, and the length of time the activity spans. The placement caseworker will share the information regarding the plans with the child's team for review and input.

Caregivers formulate vacation plans at their own discretion. If their funding request exceeds the \$500 allowance, the team must determine whether to submit a request to approve the additional funds. If the child is travelling as part of an organized school, sports or church group, a copy of their detailed itinerary may be requested in over and above approval request submissions. When a child is planning to accompany their caregiver on a vacation, the caregivers may be requested to contribute to the cost of the trip.

For legacy files, the CFS worksite manager must approve all over and above funding associated with travel beyond the recreation and/or vacation allowance. If it is a CSD file, this approval is made in partnership with the CFS worksite manager.

If caregivers opt not to take a child on vacation, they continue to receive their daily rates which they use to pay the relief cost for an alternate caregiver. The rate paid is negotiated between the caregiver and the relief provider.

If caregivers are not permitted to take a child on vacation, they continue to receive their daily rates. Relief costs while family is on vacation will be paid by CFS for legacy files or by the agency for CSD files. The rate paid will be in accordance with the Caregiver Rate Schedule (FC1263) at \$65 per day.

Note: Recreation fund and Camp/Vacation funds can be used in any combination.

FOSTER CARE SUPPORT PLANS (EPM Section 2, Chapter 3.3.5)

A Foster Care Support Plan (FC3605) is used to support a foster home to provide care to a child when there is a need for additional support due to the complex needs of a child or exceptional circumstances of a foster home. As per policy, a Support Plan must be developed in the following instances:

- the foster home is classified at Level 1 but the child has 1/3 of the areas marked off in the Level 2 category (Foster Care placement need a Scoring Chart FC3603),
- a Level 1 or 2 home has a child with 1 or 2 areas marked in the specialized category,
- the child is classified at the specialized level,
- the child has specific needs or the foster family is experiencing exceptional circumstances, or
- there is approval to assign placements beyond the classification guidelines for the foster home.

Note: Unlike Kinship Care requirements, a Foster Care Support Plan is not required for all children residing in foster care. Support Plans are not meant to be financial approval documents and are not necessary for all 'Over and Above' expenses. The purpose of the Support plan is to enhance/support the foster parents in their efforts to provide care to a child. Foster Care Support Plans are not required for:

- *Automatic respite/relief*
- *Initial start-up costs*
- *Recreation/ vacation fund costs*
- *All "Over and above" costs*

When it is determined that a home requires a Support Plan, the Support Plan is negotiated by the foster care caseworker, child's caseworker, the CSD partner and the foster parent. In situations where the needs are complex other service team members and the casework supervisor may attend.

- Supports and services provided through the Support Plan must be in accordance with other provincial policies and regional guidelines.
- The Region will have financial responsibility for the services provided unless other arrangements are agreed to with the foster parents or there is a CSD agency involved and the over and above expenses fall under their scope of responsibility.
- Support plans require the approval of the casework supervisor, and the CSD agency, when involved.
- Support Plans are to be reviewed prior to the end date or at the POST meeting.

In the circumstances of denial of a Support Plan by a casework supervisor or in joint decision with the CSD team, foster parents can request a review by the manager of the caseworker. If the matter cannot be resolved at the worksite level, the foster parents can file a Request for an Administrative Review as per legislation and policy.

When completing a Support Plan please consider the following services which may be included but not limited to:

- Child Care
- Youth Worker
- Aid (1-1)
- In Home Support
- Training

- Cultural Advisor/Support
- Homemaker/Housekeeper/Cleaning Services
- Tutor
- Exceptional Recreational
- Counselling/Assessment
- Transportation (Drivers)
- Relief
- Respite

Specialized services and supports are available for children who present with severe physical disabilities, have complex needs, are medically fragile, and/or have mental health vulnerabilities that result in extreme challenging behaviour or functional needs. Long-term arrangements and short-term relief care to accommodate the needs of severely disabled and medically fragile children and their families are available through the **Family Home Program**. A Multi-Disciplinary Team is part of the review of complex cases and assists in determining services that are appropriate to the health and developmental needs of the child. These services include respite services, aide supports, child care supports and health-related supports.

KINSHIP CARE SUPPORT PLANS (EPM Section 2, Chapter 2.4)

A Kinship Care Support Plan (FC3899) must be developed for **ALL** kinship homes. They must be developed to assist kinship caregivers in meeting the needs of the children in their home.

Upon placement, initial and ongoing supports are identified and documented in the Kinship Support Plan (FC3899). The plan is negotiated by the kinship care caseworker, the child's caseworker, the kinship caregiver and the CSD agency if one is involved. In situations where the needs are complex other service team members and the casework supervisor may attend.

As per *EPM Section 2, Chapter 3.3.6 and the Caregiver Schedule FC1263*, if a kinship caregiver is requesting funds for infant care initial expenses or infant care costs, this must be negotiated in a support plan.

When completing a Kinship Care Support Plan the following supports and services can be considered which may be included but not limited to:

- Initial Supports
Initial supports may include safety expenses, start-up costs (i.e. crib, beds, dressers, clothing, car seats, food, baby monitors, high chair, and stroller).
- On-going Supports
Ongoing supports may include child care, youth work, one-to-one aides, in-home support, training, cultural advisor/support, a homemaker, exceptional recreation, counselling/assessment, transportation (drivers), formula, diapers and respite.
- Additional Supports
Ongoing informal supports should be identified in the support plan such as the family's existing support systems, monthly face-to-face contact, increased contact with the home, how and when contact will occur, and child-specific training, etc.

Also to consider:

- Supports and services provided through the Support Plan must be in accordance with provincial policy and regional guidelines.
- The Region will have financial responsibility for the services provided unless other arrangements are agreed to with the kinship parents or unless the file is associated with a CSD agency.
- Support Plans are to be reviewed prior to the end date.

If services requested on a Support Plan are denied by an expenditure officer or CSD team, kinship caregivers can request a review by the manager of the caseworker. If the matter cannot be resolved at the worksite level, the caregiver can file a Request for an Administrative Review as per legislation and policy.

***Note:** Kinship Support Plans are a requirement for all Kinship homes as per policy and if not completed prior to placement, they must be completed immediately after placement. If a Kinship caregiver indicates they are not in need of any support, the support plan must still be completed and it must be documented the client has declined support. Please ensure all support plans are shared with all relevant parties.*

TRANSPORTATION AND MILEAGE (EPM Section 2, Chapter 2.4 & 3.3.6) (Caregiver Rate Schedule FC1263) (Travel Reimbursement Form – Appendix A)

There must be ongoing discussion with the caseworker, the kinship/foster care caseworker, the CSD agency (when involved) and the caregivers regarding the mileage for activities before they occur so that all parties are aware of the expected expense.

All children related transportation costs (mileage and parking) are reimbursed according to the same rate as Government of Alberta employees and also follow the guidelines in the Provincial Corporate Human Resources (CHR) Regulation. When travel is authorized the most direct, practical and cost effective route and mode of transportation should be used.

Child related transportation may include medical appointments, recreation, cultural activities, family visits, school or day program, and any other transportation required pursuant to the child's case plan and their individual needs. Caregivers are encouraged, when possible, to provide transportation required for children in their care, to minimize the usage of contracted "drivers", thereby minimizing the necessity for non-caregivers to be involved with the child. The basic allowance caregivers receive does not include compensation for costs associated with transporting children, or other trips made on their behalf (e.g. attendance at meetings). The mileage for any trips undertaken solely on behalf of a child in care is to be reimbursed.

Each trip may be claimed on behalf of one child, or the mileage may be split if 2 or more children are involved in the trip caregivers will be paid mileage only; it is not acceptable to negotiate other forms of reimbursement such as gas vouchers, etc.

Note: Caregivers are required to document starting and ending points for all mileage claims. In addition, the Travel Reimbursement Form must be attached to a completed Child Maintenance Invoice.

MEDICAL/DENTAL/OPTICAL COVERAGE/PAYMENT (EPM Section 1, Chapter 9.1.4, 9.1.11, 9.5.2, Section 2, Chapter 3.2.4)

Medical, dental and optical services are covered primarily through the child's Personal Healthcare Number (PHN) through the Alberta Health Care Insurance Plan (AHCIP)/ or their Treatment Services Card (TSC). If the child does not have a PHN or a TSC, the caregiver must contact the child's caseworker or the Alberta North After-Hours Child Intervention Office if after hours. It is important to obtain **prior approval** from the child's caseworker before making any appointments or purchasing any services or supplies for the child if the caregiver does not have their PHN or their TSC. Please note that TSCs can only be issued for the time frame of the child's legal status in care. At times due to court adjournments a child's TSC may not be up to date.

Note: Extended medical benefits are provided to children with Treaty status through the Non-Insured Health Benefits for First Nations and Inuit Branch of Health Canada. TSC are not issued for Treaty Status children in temporary or permanent care. If the Treaty Card or the Treaty Card number, (if you do not have the physical Treaty Card) does not cover an expense, it is the responsibility of the Neighbourhood Centre or the CSD agency if one is involved to cover those costs via an Over and Above authorization if needed.

Hospital

Caregivers are to provide the hospital with the child's Personal Healthcare Number (PHN) or Treatment Services Card (TSC) to cover any hospitalization costs.

Ambulance

The child's TSC covers the cost of ground ambulance to the nearest hospital. In the event that the child does not have a TSC and requires an ambulance in an emergency, instruct the ambulance company to invoice the Region directly and provide them with:

- the child's full name and file number
- the child's caseworker's name
- the district office's mailing address

Medication/Supplies

The caregiver must obtain approval from the child's caseworker for any medical supplies or services **not** covered by Alberta Health or the TSC. A medical note may be required for reimbursement.

The caregiver purchases any needed **prescription** drugs and medical supplies or services using the TSC. If a prescription drug is not covered under the TSC, caregivers must obtain **prior approval** from the child's caseworker and are asked to request the pharmacy to bill the Region directly whenever possible. Approval for any prescription not covered under the TSC

must come from the caseworker in the event that a 'Consent by Director' approval is needed to authorize that the child may take the prescription. If a CSD agency is involved, the over and above expense will be forwarded to the agency.

The caregiver purchases any needed non-prescription drugs using the basic maintenance.

Note: Caregivers are required to document medication use for all children in their care, and have ongoing discussion about appropriate medication usage with service team members.

Infant Formula

Some infants have medical conditions that result in difficulties absorbing fats, digesting proteins and/or utilizing essential amino acids. These infants require special formulas to meet their basic nutritional and digestive needs. Prescription formulas are costly and therefore placement providers may require additional supports to purchase them. If the TSC or Health Canada does not cover the cost of the formula, the casework manager must approve an 'Over and Above' request. A medical note may also be required. The placement provider will submit a Child Maintenance Invoice Form [CS0011] to the caseworker and be reimbursed for the cost of the formula. If a CSD agency is involved, the CSD team will approve the cost and the agency will provide the reimbursement.

Dental/ Orthodontic Coverage

The TSC covers the cost of dental care for a child. If the child does not have a TSC, caregivers are to contact the child's caseworker to inform them of the pending appointment. The PHN covers the cost of any required dental surgery resulting from injuries or disease.

If the dentist recommends orthodontic work, the dentist refers the child to an orthodontist. The orthodontist diagnoses the condition and sends an estimate of the services needed to the Orthodontist Screening Committee (ADSC). If the Committee agrees with the orthodontist's recommendation, the Committee establishes the fee to be paid through the Alberta Dental Association.

If the service team agrees that the dental work is necessary or in the child's best interest, but the over and above for the dental work is not covered by the PHN or by the ADA, the cost will be discussed on a case by case basis to determine whether CSD or CFS will cover the payment.

Optical Coverage

Caregivers pay for eye examinations using the child's PHN. Caregivers pay for eyeglasses using the TSC. The TSC covers the cost of one pair of eyeglasses per calendar year. Please ensure that the optical store is made aware of how the eyeglasses are to be paid for.

If in the event that a child may for any reason need more than one pair of eyeglasses in one calendar year, if the child requires eyeglasses that are not covered by the TSC, or if the child has no TSC, approval and arrangement for payment must be obtained from the child's caseworker or the CSD agency prior to any purchase. When possible, arrange for the

Optometrist/optical store to submit the bill to the child's caseworker or to the CSD agency.

Medical Services Payment when not covered by a TSC

Payment may be necessary in situations where:

- the child does not yet have coverage,
- the costs exceeds the fee schedule,
- the hospital has an admission fee,
- the service provider refuses a TSC,
- special infant formula is prescribed by a doctor,
- prosthetic equipment, appliances and wheelchairs are not covered by Alberta Aids to Daily Living,
- a physician completes a Medical Report [CS0006] – a charge for filling out the form may be paid in addition to the charge for the examination, or
- the child does not have a TSC but requires dental work.

The caregiver is to obtain prior approval from the caseworker for all services that are not covered by the child's PHN or TSC.

With prior approval the placement providers may submit expenses for a child in their care on a Child Maintenance Invoice [CS0011]. Receipts for the purchased goods or services must be attached to the invoice. If the file is associated with a CSD agency, they will provide the reimbursement following their process.

Caseworkers may provide the caregiver with a voucher to purchase services that are not covered by the child's PHN or TSC.

The caregiver may also request (with prior approval) that the service provider bill the caseworker or CSD agency directly.

BED BUGS

The Director acknowledges that the cost of exterminating bed bugs is high. In order to alleviate the concern effectively, the child's caseworker must assess all environments the child is exposed to, in order to determine the source of the problem and also target the solution. The caregivers may contact Alberta Health Services to request that a Health Inspector assess the situation and provide an expert opinion on the best course of treatment. When intervention is required, the caregiver must gather information on related costs and contact the caseworker for approval. The cost of the treatment will covered by the director and handled on a case by case basis depending on the number of children in the home and the number of Neighborhood Centres involved. With prior approval the cost of treatment may be invoiced directly to the Neighborhood Centre or paid back to the caregiver via a Child Maintenance Invoice [CS0011] with receipts attached to the invoice. If a CSD agency is involved, they would cover the cost of treatment or a portion if there is more than one child in the home.

If the caregiver is living in a rented home, they must report bedbug concerns to their landlord or property manager. In Alberta, (rental) property managers and landlords are required by law to hire a licensed pest control operator to address confirmed bedbug infestations. The pest control service hired by the landlord/property manager will provide instructions on properly preparing the suite.

General Tips for Bed Bug infestation:

A licensed pest control professional may be hired to inspect and address infestations. Certain treatments may only be applied by certified pest control operators.

To help eliminate bedbugs without chemicals, homeowners can:

- Machine wash bedding, curtains, rugs, towels and clothes separately in the hottest water and dry on the hottest recommended cycle.
- Dry clean materials if needed and alert the dry cleaner of any infested clothing.
- Store clean items in plastic bags.
- Scrub mattress seams with a stiff brush to dislodge bedbugs and their eggs.
- Remove bedbugs and eggs from mattresses, bed frames, furniture, floors, and carpets, using a vacuum cleaner. Discard the used vacuum bag in a sealed plastic bag immediately after clean-up.
- Repair or seal cracks in the wall and repair loose wallpaper.

For more information and tips on how to treat bed bug infestations, caregivers can call Health Link Alberta, toll-free, at 1-866-408-5465.

LICE

The treatment of lice can vary from situation to situation. There are some lotions, shampoos and conditioners covered by the child's Treatment Services Card but issues may arise when the lice becomes chronic and cannot be brought under control without support. In order to alleviate the concern effectively, the child's caseworker must assess all environments the child is exposed to in order to determine the source of the problem as well as to target the solution. The caregivers may contact Alberta Health Services to obtain an expert opinion on the best course of action. If the cost of the treatment is not covered by the child's Treatment Services Card, any additional costs will be covered by the director and handled on a case by case basis depending on the number of children in the home and the number of Neighborhood Centers involved. If a CSD agency is involved, they will cover the cost of the treatment. Outside support resources such as Nit Pickers, homecare, etc., must be approved via a Support Plan.

Caregivers must consult with a medical professional for treatment options for children ages 2 and under. The safety of head lice medications has not been tested in children 2 years of age and under.

For more information and tips on how to treat lice, caregivers can call Health Link Alberta, toll-free, at 1-866-408-5465.

EDUCATION (EPM Section 1, Chapter 9.2, Section 2, Chapter 3.3.6)

School Transportation

If a child is in a school board operated program, the Department of Education is responsible for transportation costs. However, there may be exceptional circumstances requiring CFS to support a child's transportation to and from school. This is to be discussed with the team and decisions regarding payment for school transportation would be made on a case by case basis depending on the exceptional circumstance for the child.

Educational Expenses

CSD pays for supplies, fees and text book rentals for children in care, unless it is a CFS legacy file. Payment is made based on the actual cost of the service or supply with the provision that these costs are deemed reasonable by the caseworker and their supervisor.

Edmonton Region caregivers can pay for these supplies/fees/textbook rentals and submit receipts through a Child Maintenance Invoice (CS0011) to the caseworker for reimbursement. For Agency caregivers and CSD files, their reimbursement process will apply. They may also choose to have the school the child is attending bill the caseworker's office or CSD agency directly.

With prior approval from the team, costs covered can include:

- Bus passes;
- text rentals;
- field trip fees;
- school pictures;
- examination fees;
- notebook or laptop if required by school
- mathematical or scientific calculator (Grades 10-12);
- student union and locker fees;
- indoor and outdoor footwear for physical education programs;
- needed supplies appropriate for the child's grade level (as per the supply list provide by the school including a back pack);
- special lunch events;
- specialized or course specific supplies; or
- recreational or cultural courses if the student also takes credit courses.

Educational Trips

Prior to approving payment for a school-approved student exchange program, out of province/country travel/activity or school trip outside of normal school hours, the team must be consulted and approval must be given. The following will be considered prior to approving:

- Activity is a requirement for a course and is not supplemental (cost to be paid under education)

- The cost
- Whether the child will participate in any organized fund-raising project
- Contributions by the child
- Contributions by the parent
- Sports, band or other trips considered part of the curriculum and/or where the child is representing their school.
- The appropriateness for the child's development
- The community standard
- Out of province/country approval required

Graduation (Regional Practice Guideline 3260-5 Graduation Expenses)

Graduation costs for a child graduating from a junior or senior high or post-secondary program are covered as follows:

Grade 9:	up to \$400 for costs and \$100 for a gift
Grade 12:	up to \$800 for costs and \$250 for a gift
Post-secondary	up to \$800 for costs and \$300 for a gift

Gradation costs can include graduation attire, hair and makeup, photos and dinner.

Edmonton Region caregivers may be reimbursed for approved costs by providing receipts attached to a completed Child Maintenance Invoice (CS0011) or with prior approval have the costs billed directly to the caseworker's office by the service providers. For Agency caregivers or CSD files, their process for reimbursement will apply. These rates apply to all children in care regardless of placement type.

Tutor

The caregiver needs to contact the child's caseworker to obtain approval for a tutor. Prior to approving a tutor a letter of support will be required by the educational program the child attends that identifies learning needs and how a tutor can address these needs. Alternatives such as a volunteer, peer tutor, after hours teacher assistance must be explored before authorization is given for a tutor. Tutors are paid as per the Fee for Service guidelines (professional teacher: \$20.00 per hour & non-professional: \$12.00 per hour). If the file is affiliated with CSD, they will cover the expense.

Note: When utilizing a tutor not on the list, a sworn oath of confidentiality and an IRC are required.

Preschool/Day care

Preschool/day care costs may be covered in order to meet the child's developmental needs. If a child is identified as requiring additional support for developmental and/or social needs a discussion will occur between the caregiver and the team. The caseworker will seek approval and once approval is given the caregiver will arrange for registration. Pre-school/day care programs can bill the caseworker's office directly or CFS caregiver can submit receipts monthly by completing a Child Maintenance Invoice (CS0011) form. For Agency homes and CSD files,

their process for reimbursement will apply. If preschool/ day care are to be utilized for reasons other than the child's developmental or social needs, a Support Plan is required.

Distance/ Correspondence Learning

The caseworker will consult with the local educational program in order to determine if this method of education will meet the child's needs. Once approval is given the caseworker or CSD agency if one is involved, will cover the cost of the programs and needed supplies.

Summer School

Summer school will be approved by the team. Discussion regarding enrolment in summer school would occur at a Service Team Meeting. If the file is affiliated with CSD, they will cover the expense.

Private School/ Special Interest School

Discussions regarding enrolling a child in a private or special interest school will occur prior to placement or at Service Team Meeting. If more than one child in the home is being considered for enrolment, the discussion is to occur at a Placement Oriented Service Team (POST) meeting. Consideration must be given to the role of the Department of Education to covering the cost for the program. Transportation to the school program must also be taken into consideration. Approval is provided by the caseworker's office manager. If the file is associated with CSD, they must also be involved in discussion and approval and may incur the cost.

Post-Secondary

Post-Secondary schooling is part of the youth's transition planning. Options for funding include Advancing Futures Bursary, Alberta Foster Parent Association (AFPA) Bursary and other sources of funding such as grants. The caregivers and youth will explore with the caseworker all funding available to youth as they reach the age of majority.

DRIVER'S LICENSE/ DRIVER TRAINING (EPM Section 1, Chapter 9.3.3 and Section 2, Chapter 2.4 & 3.3.6)

Appropriate consent must be obtained for a child in the care of the director to obtain a license to operate a vehicle. Any child requires the consent of a guardian to obtain a class seven learner's driver's license. Consent is not required for obtaining a class five driver's license as the consent provided at the time of obtaining a learner's license remains sufficient.

Driver Training may be approved after considering the benefits for the child. Payment for a driving course must be through an accredited driving school and prior approval will be required by the caseworker. If approved, cost for the driving course will be covered. If the file is associated with CSD, they must also be involved in discussion and will incur the cost

Caregivers must investigate the cost of insurance in having a young person with a driver's licence in their home. Additional cost for insurance can be negotiated in the child's concurrent plan.

APPROVED ABSENCE / APPROVED TEMPORARY ABSENCES (EPM Section 1, Chapter 7.3.4, Section 2, Chapter 3.3.6) (Regional Practice Guideline 3168-6 Approved Temporary Absence from Foster Care as a Result of a Placement Resource Investigation)

The foster parents/kinship care providers are eligible to receive basic maintenance and skill fees (foster parents only) during a child's approved temporary absence from the placement, providing the intent is for the child to return to the placement and excluding foster parent/kinship parent relief or holidays. Temporary absences include hospitalization, extended visits, assessment and treatment programs, secure services, a youth justice placement, or when a child is removed from a foster home during an assessment of care concern. In the above-mentioned situations, the following rates will apply:

- The full basic maintenance and any skill fee (foster parent only) following the first 7 days; and
- 50% of the basic maintenance and 50% of any skill fee (foster parent only) for an additional 7 days;
- If the foster parent is actively involved with a child who is hospitalized or out of the home for an approved temporary absence, the casework manager may approve an extension of full basic maintenance and/or skill fee payments (including special rates) in order to maintain the placement.
- Under an assessment of care concern, the foster /kinship care home from which the child was removed will receive full basic maintenance and any skill fee or special rate (foster parent only) for the first 7 days following the child's removal. After the first 7 days, the care provider receives 50% of the basic maintenance and 50% of the skill fee or special rate up to an additional 33 days. If the approved temporary absence needs to be extended beyond the initial 40 days, authorization is required by the casework manager. The manager will document the length of the authorized extension in a Contact Log on the electronic information system. Payment during the authorized extension occurs at 50%. If the kinship home is affiliated with a CSD agency, they must be involved with the approval of an authorized extension.

Absent Without Leave (AWOL)

Where a child is AWOL, foster parents/ kinship caregivers receive the basic maintenance rate and skill fee (foster parents only) for a maximum of five days in any calendar month. Extensions to holding placements beyond 72 hours require both CFS manager and PCU manager approval.

In the case of placement with agency beyond 72 hours, PCU will contact the agency and the regional contract consultant.

CHILD CARE ARRANGEMENTS (EPM Section 2, Chapter 3.4) (Caregiver Rate Schedule FC1263)

Caregivers may require resources to provide child care while they attend appointments, other responsibilities and to allow for breaks from the day-to-day demands of parenting.

Caregivers may utilize child care options that fall along a spectrum, ranging from babysitting, relief care,

and respite care to alternate care providers. Each child care type is used for a different purpose and has distinct expectations for approval and reimbursement. For CSD files, the agency will cover the cost of babysitting, relief care, respite care and automatic relief/respite.

The caregiver must:

- provide the child's caseworker with information about the child care arrangements they make; and
- provide the child care provider they use with emergency contact information for themselves and the child's caseworker.

Babysitting

Caregivers may hire babysitters when attending to personal needs and commitments, taking a short reprieve from the demands of family life, or when participating in business related to their foster parent/ kinship parent role.

Caregivers may hire babysitters at their discretion for up to 12 hours on any one occasion, excluding overnight care.

Payment for babysitting related to performance of the caregiver role (meetings, appointments, etc.) will be reimbursed as per the Caregiver Rate Schedule (FC1263).

Relief Care

A relief care provider is chosen by the placement caregiver. This individual takes on the primary care giving role while the caregiver is away/ unavailable for an extended period of time (e.g. overnight, a weekend, a week at a time). Relief care can occur in or out of the foster parent or kinship caregiver's home. The caregiver is expected to consider the skills and experience of the relief provider, as well as the specific needs of the children involved.

The caregiver informs the child's caseworker and their foster care/kinship caseworker of the plan to use a relief care provider, prior to it occurring. The caregiver is required to provide:

- the name, address and contact information of the relief care provider;
- the dates/ times the child will be in relief care;
- the names of any other persons in the relief care provider's home;
- consent of the relief care provider, and any other adult in their home, to an Intervention Record Check (CS2687);
- any additional information requested by the caseworker.

Payment arrangements may vary, according to the reason for utilizing relief care. If relief care is necessary due to business associated with the foster care/ kinship caregiver role (e.g. meetings, facilitating visits, etc.); the caregiver will be reimbursed for child care costs by CFS or the CSD agency at the Caregiver Rate Schedule (FC1263) set rate of \$65 per day.

Note: If the need for relief is for another reason related to the foster parent (e.g. foster parent holiday), the foster parent will compensate their relief provider at the rate negotiated between the relief provider and the foster parent.

Relief care may be negotiated in a Foster Care/ Kinship Care Support Plan and paid directly or reimbursed through the support plan, if there are exceptional circumstances such as:

- the home has child placements beyond the classification level
- personal illness
- sickness or death within the immediate family
- the caregiver and the Region identify the need for support
- no other suitable arrangements can be made for the children.

Emergency Situations (EPM 3.3.6)

With the caseworker's approval, compensation for the care of foster children, other in-home or placement supports will be provided to a foster parent if they must be away from home or unable to provide care in emergency situations due to personal illness, sickness or death within the immediate family.

Respite Care

Respite is intended to provide caregivers with a break from the complex behavioural, medical or physical needs of a child in their care, and/ or to assist in meeting the child's needs.

Respite care **MUST** be provided out of the caregiver's home, by licensed caregivers, residential facilities, or in programs defined under the Child Care Act, to ensure the appropriate level of skill, knowledge and ability to meet the needs of the child.

Respite is paid for through reimbursement or directly through a Foster Care/ Kinship Care Support Plan at the rate of \$65 per day and/or negotiated to reflect a child's specialized needs.

Automatic Relief/Respite

All foster parents and kinship caregivers will be reimbursed for two days a month of relief or respite for each child placed in their home at a rate of **\$65/day per child**. Prior approval is not required and the caseworker must be informed of the provider. Foster parents and caregivers can bank up to 6 days of relief/respite to be used at one time. This automatic relief/respite is available to all caregivers not receiving relief or respite supports through a Support Plan.

\$2.60 per diem

CFS foster homes and kinship homes also receive a per diem of \$2.60 per day per child in addition to Basic Maintenance. This funding is intended to enable and encourage foster parents/ kinship caregivers to take necessary and healthy breaks from the day-to-day demands of caregiving.

This amount is not intended to pay for respite or relief arrangements that are addressed through other policies or would be negotiated as part of a foster care or kinship care support plan. This cost is paid monthly to foster homes and kinship homes and covered by the Region, except, if it is a kinship home supported by CSD then it is paid by the CSD agency.

TRAINING & COMPENSATION FOR TRAINING COSTS (EPM Section 2, Chapter 3.3.7)
(Caregiver Rate Schedule FC1263)

Foster parent training falls into 3 categories:

1. **Level 1 (Core) Training**,
2. **Supplemental training** to maintain required hours as per policy, and
3. **Training to meet individual needs** to address the specialized needs of a child.

Note: Although training for kinship homes is not mandatory, kinship caregivers are highly encouraged to also participate in training and will be reimbursed at the same rates as foster parents. If the kinship home is affiliated with a CSD agency, the agency will cover the cost of training.

Core Training

Reimburse a foster parent's costs according to the category. If the foster parent was approved to take core training other than parent preparation training or attends a regional conference and completes at least 6 hours (or shorter if that is approved) core training, reimburse the following costs:

- babysitting for the foster parent's children and the foster children:
- up to \$6.50 per hour per child;
- up to \$65.00 per day per child;
- up to \$195.00 per day per home;
- any needed lodging if a receipt is provided;
- any required transportation and meals according to the AFPA agreement. Travel and subsistence are as per government standards as indicated on the Caregiver Rate Schedule.

For CFS homes, the trainer obtains the AFPA claim forms from the regional training designate and sends completed claims to the AFPA for processing. For Agency homes, their process for reimbursement will apply.

Supplemental Training

Approve supplemental training based on the areas of skill development needed by, and of interest to, the foster parent. Registration fees for supplemental training to meet the need of a specific child may be paid through the child's file (e.g. FASD training). Cover babysitting for the foster child/ren and biological child/ren as per the rates identified in the Caregiver Rate Schedule (FC1263).

To maintain a home's classification, the foster parent must complete the following hours of

supplemental training each year:

- Level 1 - 9 hours
- Level 2 - 12 hours

For CFS homes the placement caseworker provides prior approval for the training costs and forwards the AFPA claim form to the regional training designate for processing. For Agency homes, their process for reimbursement will apply.

Training to Meet Individual Need

All costs associated with caregiver training specifically related to meet an individual child's need should be approved and covered by caseworker and CSD worker and covered under the child's file. This includes babysitting for both biological and foster children (as per the rates identified in the Caregiver Rate Schedule (FC1263), and travel costs.

CARING FOR YOUNG ADULTS: SUPPORT AND FINANCIAL ASSISTANCE AGREEMENTS (SFAA: EPM: 5.2.6)

An SFAA is available to assist young adults, who were receiving intervention services on their 18th birthday, in achieving independence or a transition to adult support services.

If the young adult arranges to remain in the home of their former foster or kinship family the caseworker and CSD workers must negotiate the terms of a three-party agreement between the young adult, the former caregivers and Human Services. If it is negotiated for the caregivers to provide any service besides room and board:

- describe the service and rate in the agreement, and
- pay as for any other fee-for-service

Young adults 18-24 years of age do not qualify for the Annual Recreation Allowance, Camp Fees or Vacation Allowance, however if appropriate, a financial need may be supported through an 'Over and Above' expenditure with CSD and worksite manager approval. For example, a laptop for school, recreation pass, or anything that may promote the client's health, emotional, developmental and physical well-being.

EX-GRATIA PAYMENTS (EPM Section 2, Chapter 3.3.6) (Foster Parent's Compensation Guide)

An ex-gratia payment is a financial payment that is made by Child and Family Services when there is no legal obligation to make a payment, but the Region may feel they have a moral reason to support a payment.

Some examples of an ex-gratia payment being claimed by a caregiver may include:

- Reimbursement of legal fees incurred by foster parents who have successfully defended themselves in a criminal matter arising from their foster care duties.
- Loss or damage to property caused by a child in care.

Child and Family Services staff must ensure that all alternative solutions are explored prior to the seeking an ex gratia payment. These may include, but are not limited to:

- Foster parents are required to carry private home insurance to cover damage caused by a child placed in their home. Foster parents should notify their insurance company and make a claim before seeking compensation from the Ministry. Proof of rejection is required for an ex-gratia request to be considered.
- Where the foster parent's own insurance policy declines responsibility for a claim resulting from damage caused by a foster child, the Alberta Foster Parent Association (AFPA) has a rider policy to cover malicious damage caused to a foster parent's home or property by a foster child. Claims under \$10,000 will be forwarded to the Region for consideration of reimbursement. Claims over \$10,000 will be processed through the AFPA rider policy.
- A caregiver who can demonstrate that every reasonable effort to obtain insurance was unsuccessful may request an ex gratia payment. Also, if a caregiver has paid a deductible within the last 3 years, that caregiver may request an ex gratia payment of up to \$100 to cover a subsequent deductible.
- Foster parents dispute resolution mechanism through the Alberta Foster Parents Association.
- Administrative Review Process for Child and Family Services
- If there is a claim for damage due to the actions of a child in the care of the director then the ability of the child to provide compensation may be considered.

When it is determined that an ex-gratia payment may be necessary or can be supported, specific support documentation must be assembled. This material must accompany any request to approve an ex-gratia payment. If a caregiver requests an ex gratia payment, advise the person to send a written request to the Regional Director. If it is regarding a legal matter, include a certified copy of the disposition. If a child in the care of the director has caused damage to property and the insurance company has denied the claim, include the statement from the claimant's insurance company noting that the claim is not covered under an insurance policy.

Caregivers should be informed that:

- a request may need approval of the Minister or Treasury Board, depending on the amount; and
- the approval process can take up to three months.

Ex-gratia payments cannot be given to the recipient unless the person to whom the payment is made releases, in writing, any and all future claims, rights, and demands against Child and Family Services and the Government of Alberta arising from the matter in respect of which the payment is made. Alberta Justice must be requested to provide assistance in drafting a release document for signing.

Note: *If a file is associated with a CSD agency and there is a request for payment due to damage by a child in care, the request must go through the ex-gratia payment process. CFS is responsible for ex-gratia costs and they should not be paid out by the CSD agency.*

LEGAL COSTS (EPM Section 2, Chapter 3.3.8)

The Legal Assistance program provides for financial assistance to foster parents and their adult children who are charged with a criminal offence (abuse) perpetrated against a foster child or former foster child.

In order not to be seen as pre-judging a case, the Region will not pay legal costs for a foster parent before the disposition. After a foster parent is found not guilty of a criminal charge and the appeal period expires, that foster parent may request an ex gratia payment of the legal costs.

If a foster parent requests an ex gratia payment, a written request should be submitted to their foster care caseworker with a certified copy of the disposition.

Note: Contact the AFPA for specific details on foster parent entitlement under this program.

Travel Reimbursement for Caregivers
Edmonton Region Child and Family Services

Date (MMMM d, yyyy)	Purpose of Trip	From: To:	Full Address	Round Trip (Y/N)	Total Kilometres	Parking Costs
		From: To:				
		From: To:				
		From: To:				
		From: To:				
		From: To:				
		From: To:				
		From: To:				
		From: To:				
		From: To:				
		From: To:				
TOTALS:					0.00	\$0.00

	Rate per Km	Total # of Kms	Subtotals
Total kilometres travelled for Month/Year	\$0.505	X 0.00	\$0.00
Total parking expenses			\$0.00
Total Amount of Claim =			\$0.00

I certify that the whole of the expenditure was incurred for mileage and parking reimbursement for activities/appointments where the foster child is the primary participant involved.

Name of Caregiver _____ Signature of Caregiver _____ Date _____

Child/Youth Caseworker _____ Supervisor/Expenditure Officer Approval Signature _____ Date _____

WARDROBE GUIDELINES – Appendix B

INFANTS TO 1 YEAR			BOYS AND GIRLS 1 – 6 YEARS		
ARTICLE	RECOMMENDED QUANTITY	RECOMMENDED UNIT PRICE	ARTICLE	RECOMMENDED QUANTITY	RECOMMENDED UNIT PRICE
Diapers*	1pkg	50.00	Snowsuit (2 pc)	1	75.00
Socks	5	7.00/3 pkg	Jacket (heavy)	1	45.00
Undershirts	2 pkgs	30.00/10 pkg	Jacket (light)	1	30.00
Sleepers	4	10.00 each	Dress (summer)	2	25.00
Sweater Set	1	50.00	Dress (winter)	1	30.00
Snow Suit	1	50.00	Skirts/Pants	2	20.00
Bonnet/Hat	1	10.00	Jeans/Overalls	2	35.00
Bibs	4 pkgs	10.00/2 pkg	Blouses	3	15.00
Shirts	2 pkgs	15.00/2 pkg	T-shirts	3	8.00
Shoes	1	30.00	Sweater	3	25.00
Jacket	1	25.00	Shorts	2	15.00
Layette	1	\$225.00	Bathing Suit	1	15.00
*exception: daily maintenance			Sweatshirt	1	15.00
			Bibs	4	6.00
			Briefs/Panties	3 pkgs	15.00/4 pkg
			Undershirts	3 pkgs	20.00/4 pkg
			Pyjamas	2	20.00
			Bathrobe	1	20.00
			Shoes/Runners	2	25.00
			Slippers	1	10.00
			Snow Boots	1	25.00
			Rain Boots	1	15.00
			Leotards/Tights	2 pkgs	10.00/2 pkg
			Socks	2 pkgs	15.00/5 pkg
			Suitcase	1	50.00
			Scarf	1	6.00
			Gloves/Mitts	1 pkg	15.00/2 pkg
			Hat (summer)	1	15.00

WARDROBE GUIDELINES

GIRLS 7 – 18 YEARS			BOYS 7 – 18 YEARS		
ARTICLE	RECOMMENDED QUANTITY	RECOMMENDED UNIT PRICE	ARTICLE	RECOMMENDED QUANTITY	RECOMMENDED UNIT PRICE
Jacket (heavy)	1	100.00	Jacket (heavy)	1	100.00
Jacket (light)	1	40.00	Jacket (light)	1	40.00
Ski pants	1	50.00	Ski pants	1	50.00
Dress (summer)	2	40.00	Jacket (dress)	1	50.00
Dress (winter)	1	40.00	Jeans/Pants	2	50.00
Blouse	3	25.00	Jogging Pants	1	25.00
Jeans	2	50.00	Casual Shirts	3	25.00
Sweater	2	25.00	Sweater	3	25.00
T-shirts	4	15.00	T-shirts	4	15.00
Shorts	2	15.00	Shorts	2	15.00
Hoodie	1	25.00	Hoodie	1	25.00
Bathing Suit	1	50.00	Bathing Suit	1	20.00
Panties	3 pkgs	10.00/4 pkg	Briefs	3 pkgs	12.00/4 pkg
Bras	3	25.00	Long Underwear	1	15.00
Shoes	1	40.00	Shoes (casual)	2	40.00
Running Shoes	1	40.00	Running Shoes	1	40.00
Snow Boots	1	50.00	Snow Boots	1	50.00
Tights	2	15.00	Socks	3 pkgs	4.00/5 pkg
Socks	3 pkgs	4.00/5 pkg	Pyjamas	4	20.00
Pyjamas	2	25.00	Bathrobe	2	25.00
Bathrobe	1	25.00	Gloves/Mitts	1	15.00
Gloves/Mitts	1	15.00	Scarf	1	10.00
Scarf	1	10.00	Hat (winter)	1	15.00
Hat (winter)	1	15.00	Suitcase	1	50.00
Suitcase	1	50.00			

