

**Guidelines for Foster Parent Reimbursement**  
**Collin County CPS Board**  
**Effective October 1, 2015**

On behalf of the Collin County Child Protective Services Board, we would like to personally thank each and every one of you for caring for the foster children of Collin County. We are so grateful to you and want to assist you in your care and support of these children.

The following guidelines are established to give foster parents caring for **Collin County Foster Children** additional financial assistance. While it is our desire to help and encourage foster parents as much as possible, all requests are **considered and either approved or declined fully at the discretion of the Collin County CPS Board.**

We have included the enclosed guidelines to inform you of the many services and types of assistance available to you and the foster children. This information also provides the necessary timelines required by the County to submit reimbursement requests. We want to do everything we can as a Board to help you. Should you have questions about these guidelines, please contact your CPS representative.

## **Understanding the Purpose of the CPS Board of Directors**

The Collin County Commissioners Court appoints local citizens to serve on the Collin County CPS Board. The mission of the Board is to provide leadership to achieve excellence in the protection, care, support services and utilization of resources and to enrich and enhance the quality of lives of abused children and their families in Collin County.

The Board has the responsibility to oversee the distribution of the County Budget for the foster children of Collin County. Some of the items that the County Budget pays for are clothing, emergency drug testing, publications, citations, medical costs and emergency shelter. The Board works directly with the Collin County Auditor's Office to process payments once approved.

The Board meets on the fourth Monday of each month. At this time, all requests for funds or reimbursements are reviewed. The Board considers all requests on an individual basis. All requests are considered and approved or declined fully at the discretion of the CCCP Services Board.

The Board receives grants, jury funds, and donations in addition to promoting fundraising in the community. These proceeds go directly to provide goods and/or services to Collin County foster children.

*Please note that the annual Collin County CPS Board budget year runs from October 1 through September 30 of the following year. All reimbursement requests for the current year must be submitted TWO WEEKS prior to the September Board Meeting (4<sup>th</sup> Monday of September) in order to be processed in the current year budget. Any receipts received after the two-week cut off through September 30 may be reimbursed if there are any remaining funds in the budget and will be addressed at the October Board meeting.*

## **Understanding the Reimbursement Process**

The CPS Board or Collin County Auditor's Office will reimburse or pay all Board approved expenditures. Payments or reimbursements come from either the County budget or Board funds. Requests for goods or services that are not payable or reimbursable with county funds are paid with Board funds. The Board determines when reviewing the requests what funds will be used to pay the approved request.

### **Overview of the Board reimbursement process:**

If the request is approved and determined that funds from the Board account will be used to pay the request, a check is written by the Board treasurer and mailed directly to the payee.

### **Overview of the county reimbursement process:**

If the request is approved and determined that county funds will be used to pay the request, an Affidavit is completed by the Board treasurer and delivered with the completed request to the Collin County Auditor's office for processing. The Affidavit and attached paperwork are then reviewed and checked for accuracy. Next, the request is sent to Accounts Payable at the Auditor's office for processing and entered into the system for check production. Afterward, the requests are presented at the Commissioners weekly meeting for approval. Upon approval by the Commissioners Court, the paperwork is processed to be included in the Application for Disbursement and signed off on by the County Judge. After approval, the request is sent to the Treasurer and the checks are mailed accordingly.

## **Understanding the County Reimbursement Timeline**

There are a number of variables that determine the processing timeline at the County level. These variables include:

- \* Delivery of paperwork to the Auditor's Office
- \* Paperwork processing by the Auditor's Office  
(Reviewing and accuracy checking)
- \* Processing by Accounts Payable
- \* Timing of Commissioners Meeting  
(Meetings can be cancelled for various reasons including holidays)

Reimbursements usually take 2 – 3 weeks once they are delivered to the Auditor's office. As you can see, there are many steps involved in obtaining reimbursement funds from the County due to the checks and balances in place at the County level.

## **Items that CAN be considered for reimbursement:**

### **Clothing**

**Educational Needs** - summer school, enrichment programs, tutoring, \*some private school expenses, etc.

\* For example – a special needs child who may be struggling in the public school setting.

**Special Needs Expenses** - camps, organized sports, dance, extra-curricular activities, music lessons, driver's license education, etc.

**Special Event Expenses** - graduation, prom, dances, class rings, etc. Keep in mind that these expenses should be reasonable in nature.

**Medical Expenses** - Expenses not covered by Medicaid or expenses incurred before Medicaid becomes effective

**Hardship Situations** - Situations may arise as a result of accepting care of foster children. The Board will consider temporary payment on a case by case basis and may include such things as food, transportation, shelter, and utilities.

## **Items that CANNOT be considered for reimbursement:**

Any item/service/good purchased over **90** days in the past. The Board cannot consider any receipt(s) for reimbursements that are older than 90 days.

Child Care Expenses

Immigration Expenses

Home Land Security Expenses

Baby Care Items (Diapers, Formula, \* Car Seats, \* Strollers, etc.)

\* These items are available through the Rainbow Room.

The above lists are not meant to be comprehensive. All requests will be considered by the Board on an individual basis and are approved or declined fully at the discretion of the CCCP Services Board.

# Clothing

Each Collin County foster child has a **\$350.00 per year** clothing allowance that begins with the first clothing reimbursement provided by the Board for the child. The clothing allowance period is from October 1 through September 30 to coincide with the Collin County Fiscal Year. Unused clothing funds expire and do not roll into the next allowance period.

The Board understands that many times foster children are received by foster parents without basic clothing to meet their needs and that children outgrow or wear-out their existing clothing. This includes items from under to outerwear, shoes, and school uniforms. Please note that clothing funded by County or Board funds are the property of the child and should follow the child should the child need to move to another home.

The Board anticipates these funds are used throughout the year to provide clothing for your foster child. The Board understands that situations arise where additional clothing is needed, even though the child has depleted their yearly clothing allowance. The Board will consider additional requests for funds on a case by case basis.

Collin County requires certain guidelines be followed for reimbursements. The reimbursement procedure is presented on subsequent pages in this document along with the required submission form.

The Current CPS Reimbursement Coordinator is Janyne Strange. If you have questions, her direct number is 972.633.6651.

**Please note, incomplete and/or incorrect paperwork will be returned to the foster parent to correct which will further delay the payment process.**

## How to Process a Clothing Reimbursement

The Board has worked to make the reimbursement process as easy as possible while still working within the County requirements.

Guidelines to follow for clothing reimbursement:

- Clothing must be purchased individually for each foster child. Do not mix sibling items on a receipt.
- Clothing must be purchased on an individual receipt. Do not purchase groceries, household items, medicines, etc. and include clothing expenses with these items.
- Fully and legibly complete the attached Clothing Reimbursement Request. Please do not copy the receipt description. Please identify each article of clothing (i.e. socks, shoes, sweater, jeans, etc.)
- Attach original/legible store receipts that **are less than 90 days old.**
- Mail completed form(s) with original receipt(s) to the following address:

CPS Reimbursement Coordinator  
Attn: Janyne Strange  
Dept. of Family and Protective Services  
Children's Advocacy Center of Collin County  
2205 Los Rios Blvd.  
Plano, TX 75074

- Payment will be received approximately three (3) weeks after Board approval if Collin County policies for reimbursement have been followed.

Please note that the Collin County CPS Board meets the fourth Monday of each month. In order to ensure a reasonable turn-around of payments and reimbursements, ALL REQUESTS (with proper paperwork) should be submitted to the CPS Reimbursement Coordinator so that he/she can submit to staff for processing **no later than the second Friday of the month. Incomplete and/or incorrect paperwork will be returned to the Foster Parent for correction.**

### Clothing Reimbursement Request

Child's Name: \_\_\_\_\_ Child's DOB: \_\_\_\_\_

Caseworker: \_\_\_\_\_

Please identify each item of clothing purchased (i.e. - socks, sweater, jeans, etc.) and attach the original receipt. If you are including more than one receipt, please sub-total each store.

Store Name	Item Description	Count	Unit Price	Total
<b>Total:</b>				

**Total Reimbursement for this Child:**

Name of Foster Parent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Signature of Foster Parent Date

## **How to Process a Reimbursement For Items Other than Clothing**

Guidelines to follow for reimbursement:

- Fully and legibly complete the attached Reimbursement Request. Please include as much pertinent information as possible to describe the expense.
- If applicable, attach original/legible store receipts that **are less than 90 days old.**
- Mail completed form(s) with original receipt(s) to the following address:

CPS Reimbursement Coordinator  
Attn: Janyne Strange  
Dept. of Family and Protective Services  
Children's Advocacy Center of Collin County  
2205 Los Rios Blvd.  
Plano, TX 75074

- Payment will be received approximately three (3) weeks after Board approval.

Please note that incomplete and/or incorrect paperwork will be returned to the foster parent to correct, which will further delay the payment process.



## Miscellaneous Reimbursement Request

Child's name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Caseworker: \_\_\_\_\_

Please describe the items or services that you are requesting for reimbursement. Please include as much information as possible.  
\*Receipts must be less than 90 days old.


Total Reimbursement for this child \$ \_\_\_\_\_

Printed Name of Foster Parent \_\_\_\_\_

Address of Foster Parent \_\_\_\_\_

Signature of Foster Parent \_\_\_\_\_

Date \_\_\_\_\_

## **How to Request Educational Need, Special Need, Special Event, Medical Expense or Hardship Funds**

Please contact your caseworker directly for assistance with these requests. The caseworker will work with you to complete a Special Needs request that will be processed and forwarded to the Board for approval at the monthly meeting.

If the request involves a prepayment, the Board will require a contract, quote or proposal be submitted with the request in order to approve.

In order to ensure that the Board is able to quickly review and approve a request without delay, it is imperative that as much information and details be included as possible. The Board wants to assist when possible, but when key information is missing, decisions must be delayed.