



**Administrative Policies and Procedures: 3.5**

<b>Subject:</b>	<b>Use of Foster Care Wraparound Funds and Interdependent Living Funds</b>
<b>Authority:</b>	TCA 37-5-105; 37-5-106; 37-5-108
<b>Standards:</b>	<b>DCS Practice Model Standard:</b> 2-501, 2-502
<b>Application:</b>	To All Department of Children's Services Finance and Program Support Employees

**Policy Statement:**

The Department of Children's Services shall use foster care wraparound funds to provide appropriate support for children living in DCS approved family foster homes.

**Purpose:**

To outline procedures for use of foster care wraparound funds and Interdependent Living fund accounts.

**Procedures:**

**A. Children/youth in DCS custody**

**1. Clothing items**

Current rates for initial clothing outlays and emergency clothing for children in state custody are specified in the *Delegated Purchase Authority Contract*.

**2. Travel expenses**

Travel is reimbursed for foster parents who transport foster children for appointments, visits and other necessary events.

- a) Approved travel reimbursement rates will be in accordance with Tennessee State Comprehensive Travel Regulations.
- b) Form **FA-0080, State of Tennessee Claim for Travel Expenses** will be completed with the dates of travel, to and from locations, amount of miles, mileage rate and amount of claim. Form **FA-0080, State of Tennessee Claim for Travel Expenses**, must be attached to form **CS-0493, Standard Claim Invoice**.
- c) Form **CS-0493, Standard Claim Invoice**, contains the child information, dates of service, amount of claim and original signatures of family service worker, foster parents and supervisor.
- d) All claims must be submitted to the DCS Finance and Program Support Division for payment.

	<p><b>3. Respite Care</b></p> <p>Requests for respite care for DCS foster care parents will be in accordance with DCS policy <a href="#"><u>16.8 Responsibilities of Approved Resource Parents: Attachment 1 Guidelines for Supplemental Respite Care.</u></a></p> <p><b>4. Independent Living</b></p> <p>Funds for Independent Living will be in accordance with DCS policy <a href="#"><u>16.53 Eligibility for Independent Living Services.</u></a></p> <p><b>5. Other Requests</b></p> <p>Requests to use foster care wraparound funds for other purposes must have approval of the Executive Director of Regional Services/designee prior to the expenditure.</p>
<p><b>B. Adoption assistance</b></p>	<ol style="list-style-type: none"> <li>1. The Team Coordinator or the Permanency Specialist must approve adoption assistance legal payments. They are to be submitted along with supporting documentation to Finance and Program Support Division, DCS Payables Division, in Central Office for payment.</li> <li>2. All other adoption assistance requests are approved by the Team Coordinator or the Permanency Specialist according to the terms of the individual adoption assistance agreements and DCS policy <a href="#"><u>15.10, Adoption Assistance Agreements Created Prior to October 1, 1997</u></a> and <a href="#"><u>15.11 Adoption Assistance.</u></a></li> <li>3. Travel expenses such as transportation and lodging for the prospective adoptive parent(s) related to the placement of a child with an out-of-county or out-of-state family. Any exceptions related to the transportation of a child during the process of placement must be referred to the Regional Administrator/Designee. Travel must be in accordance with State Comprehensive Travel Regulations.</li> </ol>

<p><b>Forms:</b></p>	<p><a href="#"><u>FA-0080, State of Tennessee Claim For Travel Expenses</u></a></p>
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<p><b>Collateral documents:</b></p>	<p><a href="#"><u>State of TN Comprehensive Travel Regulations</u></a>  <i>Delegated Purchase Authority Contract</i></p>
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