

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
March 7, 2013**

PI-13-05

TO: Directors, County Social Service Boards
Regional Supervisors
Tribal Social Services
Division of Juvenile Services

FROM: Dean Sturn, Administrator, Foster Care Program

SUBJECT: Foster Care Application

PROGRAMS: Foster Care Maintenance Payments, 623-05-15-20

EFFECTIVE: **Immediately**

RETENTION: Until Manualized

When financial assistance is needed to provide foster care payments, the parent(s), person or agency legally responsible for the financial support of the foster child or children needing foster care will make application on [SFN 641](#), Title IV-E/Title XIX Application-Foster Care. ~~A new application for foster care must be received by the financial county within 30 days of a foster care placement.~~ Every attempt should be made to provide the Administrative County with a timely application.

Documentation needed to determine Title IV-E eligibility and reimbursability must be received by the Administrative County within 45-days of receiving the application for foster care. If the information is not received within 45-days, the application will be considered incomplete and closed. ~~In the case of Title IV-E children under the custody of tribal social services, this refers to a foster care paid placement.~~

Retroactive payments in excess of 90 days are not allowed. For the purposes of initial payment, foster care expenses in excess of 90 days from when all documents are received by the administrative county to determine eligibility would not be eligible for reimbursement.