

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA**

October 23, 2021

PI 21-24

TO: Human Service Zones
Division of Juvenile Services
Tribal Social Services
Field Service Specialists

FROM: Kelsey Bless, Permanency Administrator
Deb Lachenmeier, CFS Eligibility Unit Supervisor

SUBJECT: Charts - Irregular Payments 623-05-25-10 - DELETE
Category 10 - Activities & Incidentals 623-05-30-05
Charts 623-05-65

PROGRAMS: Foster Care Maintenance ~ Irregular Payments

RETENTION: Until Manualized

Children and Family Services identified a need to clarify approvals granted for the purchase of infant care items (diapers, wipes, special lotions, cream, cribs, high chairs, car seats and more). Irregular payment categories 10 and 20 have expenditure limits and guidance. In addition, CFS created a chart "Infant Care Purchases" as part of policy to reference what will be reimbursed by the CFS FCSA Eligibility Unit. Case managers are expected to review expenditures and annual maximums with foster parents in advance of approving the purchase.

In addition, the online policy manual was not displaying the most recent irregular payment charts from February 2021. Upon notice, we reviewed the charts and made slight modifications to replicate the policy changes highlighted in this PI. Policy updates are in red/underline.

If you have questions or need technical assistance, contact Deb Lachenmeier, CFS Eligibility Unit Supervisor, at dlachenmeier@nd.gov or Kelsey Bless, Permanency Administrator, at kmbless@nd.gov.

Attached:

1. Infant Care Handout
2. Irregular Payment Chart (family)
3. Irregular Payment Chart (residential)

~~Charts — Irregular Payments 623-05-25-10~~

~~Charts are helpful tools used to reiterate policy and offer quick reference to allowable versus unallowable payment options. Below are two charts summarizing what is available to children placed in family foster care and residential facility foster care placements.~~

~~Irregular Payment Categories & Codes (Family)~~

~~The chart entitled “Irregular Payment Categories & Codes (Family)” outlines the categories, ages, expenditure limits, approval process, and a brief summary of what is allowable. Note that several categories are without expenditure limit, such as child care for foster child. This is due to factors which make setting expenditure limits for certain categories unrealistic. The custodian and others involved must base expenditure approvals on prevailing rates and local factors.~~

~~Irregular Payment Categories & Codes (Residential Care)~~

~~The irregular payment policy has very limited application for residential care, as rates for those facilities are governed by N.D.A.C. Rate Setting 75-03-15. The chart entitled “Irregular Payment Categories & Codes (Residential Care)” outlines the categories, ages, expenditure limits, approval process, and a brief summary of what is allowable. Not all irregular payment categories are eligible for this level of care.~~

Category 10 - Activities & Incidentals 623-05-30-05

Foster children placed in a licensed or approved (Tribal Affidavit) family foster home or residential settings are eligible for irregular payments related to limited school supplies, extra-curricular activities, and personal incidentals. The foster care case manager is responsible to identify the needs of the child and discuss appropriate expenditure limits with the foster care provider. Foster care case managers ~~will~~must submit receipts for the CFS Eligibility Unit to process irregular payments and authorize reimbursement to the licensed provider.

General school supplies (~~tablets~~paper notebooks, folders, binders, markers, crayons, pens, pencils, etc.) are included in the standard maintenance payment offered monthly to the provider. However, at times there are school fees above and beyond the routine school supply requirement. See the codes for Category 10 “Activities & Incidentals”.

In addition, gGeneral household items, beds, bedding, towels, toiletries, dishes, sippy cups, water bottles, toys, books, and laundry supplies are expected to be furnished by the foster parent without the need to request

additional reimbursement. However, for infant care there are purchases such as formula and diapers that may be approved for a limited monthly irregular payment. See infant care chart in 623-05-65.

Codes under Category 10:

Code 11

- Field Trips,
- Specialized School Supplies; shop/art/lab fees, scientific calculator,
- School Pictures,
- Senior Pictures, Announcements, Cap/Gown, Class Ring

Code 12

- Non clothing related athletic equipment including sport shoes
- Gym class required attire (shirt and shorts)
- Sports related personal incidentals

Code 13

- Prom Dress
- Tux Rental

Code 14

- Camp Registration and Fees
- Extra-Curricular Activity Fees (school activity pass, swimming lessons, karate, bowling club, gymnastics, dance, girl scouts, boys scouts, 4H, etc.)
- ~~Summer school or~~ After school programming provided by the school district; when the program is not licensed as a ND child care provider.
- Driver's Education, considered a non-school curriculum expenditure.

Code 15

- Music Lessons
- Instrument lease, rental, or purchase ~~Lease, rental, or Purchase of Instrument~~

Code 16

- Personal Incidentals

- School Backpack,
- Personal Hygiene Items,
- Cosmetics,
- Over the counter medications,
- Special dietary foods, and
- Limited infant and toddler supplies.
- ~~Infant and toddler supplies, including high chairs, formula, diapers, and miscellaneous items.~~

All Category 10 expenditures require receipts and are subject to expenditure limits based on the child's age. **No exceptions** to the maximum limit.

Age specific expenditure limits include:

Age Limits	Expenditure Limit/Year
0-4	\$300
5-12	\$500
13+	\$700

The year is computed from the first date of entry into a paid foster care setting. If a child enters and leaves care during the same year, the yearly limit remains the same. The "expenditure limit/year" is a maximum amount per child regardless of multiple entries to foster care during that twelve month period of time.

Expenditures cannot exceed the age-appropriate limit during a one-year time period. Foster care case managers may choose to require or budget a quarterly maximum for each child to ensure that spending does not exceed the annual limit. For example: The 3 year old child is allocated \$75 per quarter, not to exceed \$300 per year.

[Infant and toddler supplies should be limited to a monthly maximum for the purchases of formula, diapers, wipes and occasionally purchased items. See Infant Care handout.](#)

Charts 623-05-65

Below are a variety of charts that will assist foster care case managers in quickly applying policy specific to ~~court order requirements~~, irregular payments, provider rates and annual maximums.

1. [Child Care Quick Reference](#)
2. [Transportation Quick Reference](#)
3. [Irregular Payment Categories & Codes Family](#) (Update 10/2021)
4. [Irregular Payment Categories & Codes \(Residential\)](#) (Update 10/2021)
5. Infant Care Purchases (add new handout)
- ~~5. [Court Order Hard Card—under age 18](#)~~
- ~~6. [Court Order Hard Card—18+](#)~~
- ~~7.6. [Nexus-PATH Program Components](#)~~ (Update 7/2021)
- ~~8.7. [Nexus-PATH Payment Chart](#)~~ (Update 7/2021)
- ~~9.8. [ND Maintenance Rates](#)~~ (Remove link of the document) [can be found online at https://www.nd.gov/dhs/info/pubs/docs/family/nd-foster-care-maintenance-rates.pdf](https://www.nd.gov/dhs/info/pubs/docs/family/nd-foster-care-maintenance-rates.pdf)