

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
December 27, 2021

PI 21-27

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

FROM: Kelsey Bless, Permanency Administrator

SUBJECT: Category 40 - Child Care for Foster Children 623-05-30-20
Charts 623-05-65

PROGRAMS: Foster Care Program

RETENTION: Until Manualized

Children and Family Services is adding policy to the irregular payment section specific to child care needs for foster parents. There are various extenuating circumstances that require a foster parent to take personal leave from their employment. Federal regulations are clear that if a foster parent is unemployed, NDDHS cannot reimburse for child care costs through Category 40 unless the foster parent is seeking employment, interviewing, etc. NDDHS has expanded the policy to offer additional flexibilities to employed foster parents who must take personal time off and still require supervision of the foster child through their already established child care setting. In addition, the policy references illness for both employed and unemployed foster parents.

If you have questions, please contact Deb Lachenmeier dlachenmeier@nd.gov or Kelsey Bless at kmbless@nd.gov.

Attached: Chart – Child Care Quick Reference

Category 40 - Child Care for Foster Children 623-05-30-20

*****Only showing portion of the policy that was updated.***

Foster children placed in a licensed or approved (Tribal Affidavit) family foster home are eligible for child care reimbursement if case management determined-determines a needneeded. The foster care case manager is responsible to identify the child care needs ~~of the child~~ and assist the foster

family in securing reimbursable child care. ~~Foster care case managers will submit the~~ The SFN 920, Foster Care – Child Care Invoice, is required to be completed and signed by the child care provider. The foster parent is responsible to review the completed SFN 920 for accuracy, sign and date the form and submit to the custodial agency. After review by the case manager, the SFN 920 must be submitted to ~~child care invoice is required to be completed and signed by the child care provider. The foster care provider is responsible to review the completed SFN 920 for accuracy, sign and date the form and submit to the custodial agency. After review by the case manager, the SFN 920 must be submitted to~~ for the CFS FCSA Eligibility Unit to process the irregular payment and authorize reimbursement to the licensed foster care provider.

Foster care case managers must reassess the need for child care when a foster child's:

1. Placement changes to a new licensed foster home or
2. Child care provider changes.

Foster care case managers must verify if the child care provider meets the state Early Child Care licensing regulations. The NDDHS child care licensur website at-<http://www.nd.gov/dhs/services/childcare/info> may be able to assist in verification prior to approval.

Codes under Category 40

41 – Child Care for Foster Children (~~Working~~ Employed Foster Parents)

43 - Child Care for Foster Children (Non-~~working~~ employed Foster Parents)

Code 41 can be applied when:

1. A foster parent is ~~working~~ employed and child care ~~supervision~~ is required during ~~scheduled the foster parent's~~ working hours when a foster child is not in school, ~~or~~
2. A foster parent is enrolled in and attending post-secondary education to obtain a degree or meet educational requirements for their current employment, or
3. A foster parent is actively seeking employment; reimbursement for child care can be approved for a reasonable amount of time (Ex: Up to eight weeks) to allow for a proper employment search.

Code 43 can be applied when

1. The foster parent is ~~not working, but is~~ required to attend activities which are beyond the scope of "ordinary parental duties" ~~such as that~~ may include the following:
 - a. Child & Family Team meetings without the child,~~or~~
 - b. Court hearings without the foster child,~~etc.~~
 - c. Training required by the Title IV-E agency,~~or~~
 - d. Foster Parent Illness: Child care for the purpose of a foster parent's illness is not an allowable expenditure under Title IV-E foster care maintenance. However, state general funds may be used to accommodate child care costs in the event of a foster parent's extended illness (surgery, hospitalization, etc). Reimbursement requires identified timeframes and pre-approval from the department (CFS FCSA Eligibility Unit supervisor).

[Reference Chart](#)

"Child Care – Quick Reference Related to Foster Care."