

## **27 - Funding**

# LESSON PLAN

## MICHIGAN DEPARTMENT OF HUMAN SERVICES – Child Welfare Training Institute

FOSTER CARE CPA  
New Worker Policy & Procedure

Title: Funding

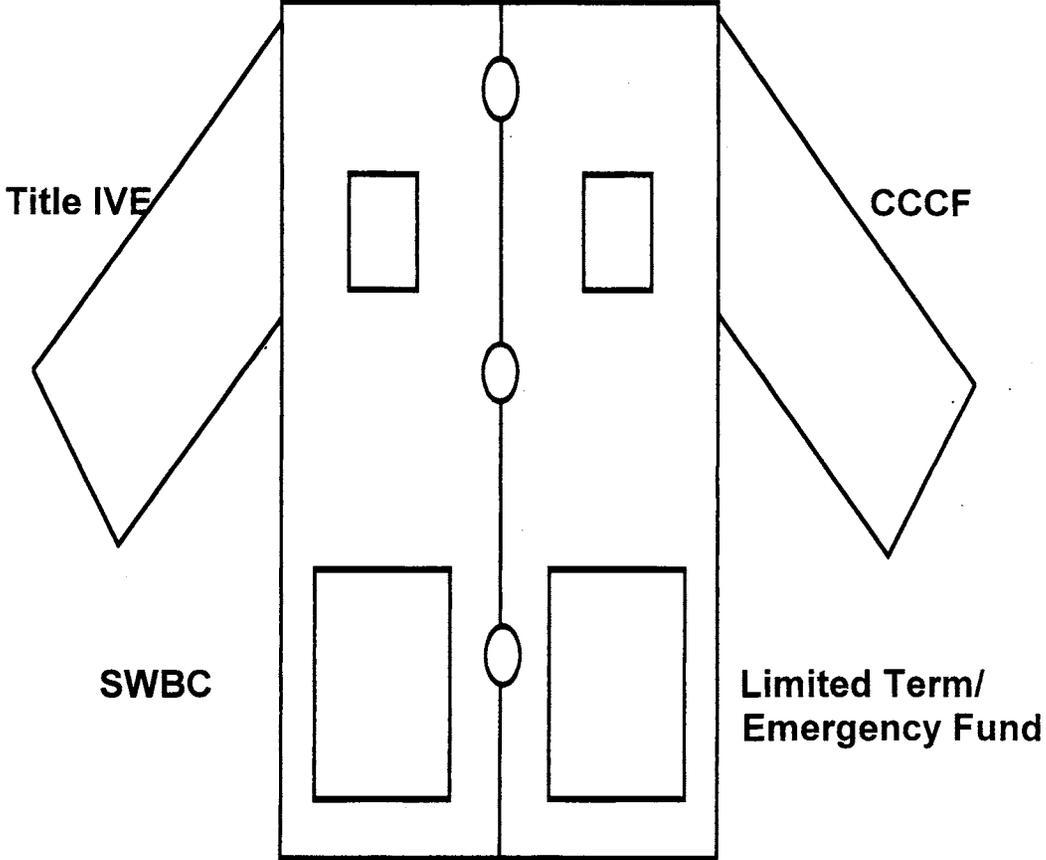
Suggestions to Instructor	Reference	Content
<p><b>Objective:</b></p> <ol style="list-style-type: none"><li>1. Private agency staff will have a basic knowledge of funding sources and resources available to support the needs of a child in out of home care.</li><li>2. Private agency staff will have the skills needed to access the funding resources via their DHS counterparts.</li></ol> <p><b>Performance Measure:</b> Private agency staff will demonstrate their knowledge and skills through DOC training exercises and exercises involving a variety of NSP situations. Successful completion of these exercises will indicate competency in Assessment of DOC/rate determination and, for NSP's, appropriate documentation and funding access.</p> <p><b>Note</b></p>		<p>I have broadly referred to the local office DHS worker as "DHS worker". In some counties this may be a monitoring worker and in some counties this may a direct service DHS worker with a mixed caseload of direct and purchase. Some smaller counties also have cases shared by the private agency and DHS i.e. some of the children are in purchase and some in direct and who is doing the family work is negotiated as part of the placement agreement (DHS 3600).</p> <p>Since the target audience for this content is the private agency trainees, "your agency" refers to the private / purchase / contract agency.</p>

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		 <p>The diagram shows a coat with four buttons. The labels are positioned as follows: 'Title IVE' is on the left side, pointing to the top-left button; 'SWBC' is on the left side, pointing to the bottom-left button; 'CCCF' is on the right side, pointing to the top-right button; and 'Limited Term/ Emergency Fund' is on the right side, pointing to the bottom-right button.</p>



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	<p style="text-align: center;"><b>FOM</b>  <b>902-1</b>  <b>902-2</b>  <b>902-3</b>  <b>902-4</b>  <b>902-5</b></p> <p style="text-align: center;"><b>FOM</b>  <b>902-7</b></p>	<p style="text-align: center;"><b>Pocket #1 – Title IVE</b></p> <ul style="list-style-type: none"> <li>• Generally has Federal and State funds in this pocket</li> <li>• Pays for room and board, some incidentals, and administrative costs, - we'll talk more about administrative costs when we talk about purchasing placements and incidentals will be covered much more when we discuss Non-scheduled Payments.</li> <li>• Supports eligible court and State wards</li> <li>• Funds issued from Lansing</li> </ul> <p style="text-align: center;"><b>Pocket #2 – County Child Care Fund</b></p> <ul style="list-style-type: none"> <li>• The County pays and the State provides some matching funds</li> <li>• Pays for room and board, administrative costs and some incidentals</li> </ul>

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	<b>FOM 902-8</b>	<ul style="list-style-type: none"> <li>• Supports eligible court wards</li> <li>• Funds issued locally</li> </ul> <p style="text-align: center;"><b>Pocket #3 – State Ward Board and Care</b></p> <ul style="list-style-type: none"> <li>• All State funds in this pocket</li> <li>• Pays for room and board, administrative costs, and some incidentals</li> <li>• Supports eligible State wards – including those placed with relatives</li> <li>• Funds issued from Lansing</li> </ul>
	<b>FOM 902-9</b>	<p style="text-align: center;"><b>Pocket #4 – Limited Term and Emergency Foster Care</b></p> <p>Foster care staff who have been around a long time may refer to this fund as “temporary foster care” funds – TFC.</p> <ul style="list-style-type: none"> <li>• Very small pocket of State funds – These funds are used for very limited situations <ul style="list-style-type: none"> <li>➤ The child of a female state ward on whom DHS is filing a neglect petition</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>➤ Former permanent MCI wards who have reached the age of 19 and are still in school or training – and reside in foster care or on independent living</li>   <li>➤ Emergency foster care for children of a family receiving FIP where hospitalization or incarceration of the caretaker for 7 days or less occurs and no other arrangements could be made through the FIP program</li> <li>➤ A child placed in care prior to a parental voluntary release under Act 196</li> <li>➤ The ward is Title IVE eligible but receiving SSI benefits.</li> </ul> <p>There are some stipulations and limitations to the use of Limited Term and Emergency Foster Care funds. If you find a case using them, check in the policy manual – Item 902 and/or the DHS worker.</p> <p style="text-align: center;"><b>Inside Pocket – Other Resources</b></p> <p>Other resources are non-cash resources used to support the ward or provide needed services.</p> <ul style="list-style-type: none"> <li>• Medicaid – this is basically a health insurance program covering doctor, hospital, dental and vision care. There are</li> </ul>

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<p>Picture of card in trainee handbook – may also use PPT to show on overhead so class can see in color.</p>		<p>limitations and the Medicaid service provider is your best source for what is covered. A Mihealth Card is issued for each foster care child eligible for Medicaid at the time initial eligibility is determined by DHS.</p> <p>The card is like a plastic credit card and will have the ward's name and identification number on the front of the card. There is a picture of the front of the card and the text from the back of the card in your handbook.</p> <p>Medicaid service providers use the ID number to determine coverage and billing. So It is necessary to present the mihealth card at the time of service.</p> <p>If the child is new to care, whether the card will come to your agency or to the foster family depends on your local procedure with DHS – generally the card is issued within 48 hours of Medicaid opening.</p> <p>If a child is moved, it will be important to make sure the mihealth card accompanies the child. For lost cards, call your local DHS worker who will request a new card – the cards are not issued by the local DHS office and will take at least 48 hours for replacement.</p>

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<p><b>Ask Question →</b></p>		<p>Some children in foster care have private health insurance through their families. Your agency/foster family will need to have this information since private health insurance is to be used before Medicaid is billed.</p> <ul style="list-style-type: none"> <li>• SSI</li> </ul> <p>There is another resource called SSI for short --</p> <p><b>What does SSI stand for?</b></p> <p>Response: Supplemental Security Income</p> <p>SSI is a federally funded program that provides financial support and Medicaid to disabled adults and children.</p> <p>The ward's DHS worker will determine if a child's disabilities <b>may</b> qualify for SSI and DHS will make the application to the Social Security Administration. DHS will receive the funding and your agency will receive foster care payments through the regular foster care process.</p> <p>In your training handbook is the form that the local DHS worker uses to determine if a disability <b>may</b> warrant a referral for</p>

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<p>DHS 4700 in trainee handbook.</p>	<p style="text-align: center;">?</p>	<p>application for SSI benefits. The form is DHS-4700. Red items merit a referral; items in black must be in combination to merit referral.</p> <p>For a child already receiving SSI prior to coming into foster care, the court and DHS will handle parental support orders or a change of payee, if appropriate.</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Do you have any questions about these funding sources?</p> <p style="text-align: right; font-weight: bold; font-size: 1.2em;">Who Decides Which Pocket?</p>
<p><b>Ask Question →</b></p>		



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<p>This benefit is related to Indian Child Welfare policy – see FOM 902-12</p>	<p style="text-align: center;">K</p>	<ul style="list-style-type: none"> <li>• Changes in legal status</li>   <li>• Changes in ward's assets               <ul style="list-style-type: none"> <li>➤ Benefits                   <ul style="list-style-type: none"> <li>▪ Social Security</li> <li>▪ SSI</li> <li>▪ Veteran's Benefits</li> <li>▪ Court ordered parental support</li> <li>▪ <u>Gaming distributions/casino profit sharing</u></li> </ul> </li> </ul> </li>   <li>• Changes in child's level of physical, mental and intellectual functioning – improvement as well as any deterioration</li>   <li>• Changes in ward's property               <ul style="list-style-type: none"> <li>➤ Real estate</li> <li>➤ Trust Fund</li> <li>➤ Bank accounts</li> <li>➤ Cash</li> <li>➤ Stocks/bonds</li> <li>➤ Life insurance</li> <li>➤ Motorcycles, boats, etc.</li> </ul> </li> </ul>

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?	K	<ul style="list-style-type: none"> <li>• Changes in parental circumstances               <ul style="list-style-type: none"> <li>➤ Parental absence – separation, divorce, death</li> <li>➤ Disability</li> <li>➤ Employment – getting a job or becoming unemployed</li> </ul> </li> <li>• Changes in placement</li> </ul> <p><b>Do you have any questions about the types of funding information that needs to be shared with the DHS worker?</b></p> <p>You / your agency will be notified of the funding source as part of the DHS worker's case opening and any changes at redetermination.</p> <p>If you have any questions about funding or payments for DHS contracted wards, call the ward's local DHS worker.</p> <p style="text-align: center;"><b>How is the FC Rate Determined?</b></p>

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?	K	<p>The foster care rate includes:</p> <ul style="list-style-type: none"> <li>• Agency administrative rate</li> </ul> <p>The administrative rate is what your agency is paid for doing the placement and planning work on the case. The administrative rate is set through a contract process between your agency and the Central Office of DHS.</p> <p>There may be more than one administrative rate if your agency provides general foster care, specialized foster care and perhaps supervised independent living.</p> <p><b>What is the difference between general and specialized foster care?</b></p> <p>Response:  Specialized care is for children requiring exceptional caregiver skills and time to maintain them in a family setting. They also require more frequent contact by the private agency worker. As a worker you may be seeing the child weekly and doing therapy; or in the foster home weekly working with the foster family on behavior management or an area of needed support to the foster family.</p>

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		<p>Specialized means an intensive level of service delivery is needed to maintain the child in a family setting.</p> <ul style="list-style-type: none"> <li>• Room and board rate:           <p>The room and board portion of the foster care rate is the foster parents' reimbursement for the cost of care. Please note that room and board is a reimbursement -- neither a wage nor a salary. Foster parents are not paid for the care they provide.</p> <p>The room and board rate is broken into three parts –</p> <ul style="list-style-type: none"> <li>➤ room and board</li> <li>➤ personal incidentals &amp; allowance</li> <li>➤ clothing</li> </ul> <p>During the intake process on your case, you and the DHS worker will meet to discuss the case information, plan and develop an "Individual Service Agreement" DHS 3600.</p> <p>One part of the agreement includes specific language regarding funding source and rate. This agreement is case specific and will need to be renegotiated by the end of 10 months if the ward is still in care with your agency.</p> </li> </ul>

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<p style="text-align: center; font-size: 2em;">?</p> <p>CFF item 905-3 needs to be displayed on the data show as the trainer discusses the break down of room and board age appropriate rates and the other rate tables in this item.</p>	<p style="font-size: 2em;">K</p>	<p>There is a blank 3600 in your handbook so you can become familiar with it before working on your first Individual Service Agreement.</p> <p>Let's go to the Internet and look at the current rates in the Foster Care Policy and Procedures Manual –</p> <p><b>Would someone please tell us how to find the rates?</b></p> <p>Response:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.michigan.gov/DHS">www.michigan.gov/DHS</a></li> <li>• link – News, Publications &amp; Information</li> <li>• Program Policies and Procedures Manuals</li> <li>• Children's Foster Care Manual</li> <li>• FOM 905-3</li> </ul> <p><b>Age Appropriate Rate Table</b> --The first table displays the break down of age appropriate rates including the semi annual clothing allowance, which is automatically issued – no request required.</p> <p>Notice that the age appropriate rates are</p>

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		<ul style="list-style-type: none"> <li>• biweekly – covering a two week period</li> <li>• broken into two age groups – zero through 12 and 13 +</li> <li>• the rate for Independent Living is the highest and there is no semi annual clothing allowance – it is pro-rated into the daily total</li> </ul> <p><b>DOC Rate Table</b> -- The second table displays the rates for levels of care based on age. These rates are added to the age appropriate rate for reimbursement of foster parents providing extraordinary care.</p> <p>Extraordinary care is based on the documented needs of the child and the documented time/efforts required on the part of the foster parents to maintain the child in a family setting.</p> <p>In a minute we will talk about how the level of care is determined.</p> <p><b>Initial Clothing Allowance Table</b> --You also see a table with the maximum initial clothing allowance rates – notice that there are three age groups for the clothing allowance.</p>

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		<p>Also note that the amount is a <u>maximum</u> – if a ward comes into care with appropriate clothing, only those items needed will be approved for purchase. Sometimes it will be the maximum.</p> <p>We will talk more about requesting the clothing allowance when we discuss payments.</p> <p>Right now, let's talk about how the daily foster care rate for a ward is determined.</p> <p style="text-align: center;"><b>DOC</b>  <b>Determination of Care</b></p> <p>The daily rate for a ward will automatically begin with the age appropriate rate.</p> <p>Some wards require an extraordinary amount of time, work and skills on the part of the foster parents. To determine if this situation exists, it is necessary to do an Assessment for Determination of Care with the foster parents. This is generally referred to as the DOC.</p> <p>Through this process, you will determine if the level of care needed to maintain the child is greater than what would be</p>



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		<p>There are copies of all three forms in your handbook – let’s look at them –</p> <p>The first two forms are both called “Assessment for Determination of Care for Children in Foster Care” – one is for children ages 1 day through 12 years; the other, 13+.</p> <p>The third form is different and addresses children of all ages who are medically fragile. The bold print at the top of the form tells you that medically fragile means there is a diagnosis of a condition that is chronic or acute – the condition is threatening to health, life or independent functioning. The condition(s) must be documented in writing in the case record and provided to the DHS worker.</p> <p>Let's look at the DHS 470 and 470A –</p> <p>The forms really do guide you through the process – for each area there is a description of the care required by the foster parent to maintain the ward – then each description is assigned a score – the total of the scores will determine the level of care.</p>

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		<p>You can see that the description of care on the form has three levels for each area. The levels are rated from the least to the most intense. Such as under Behavior Management, the level goes from no special involvement to weekly to daily to constant basis.</p> <p>At the end of each scored area, you document the <b>specific activities</b> the foster parent is doing for this area of the child's needs. <u>Documentation needs to be very specific and support the level of care checked.</u></p> <p><b>Looking at the 470A and Behavior Management at the daily level -- and being creative – would someone please give me an example of a very general statement documenting the foster parents' activities?</b></p> <p><b>Now, would someone please take the general statement and make it specific? – again, be creative.</b></p> <p><b>Now look at Mental Health Participation for the at least</b></p>
?	K	
?	K	

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?	K	<b>weekly level -- again, being creative – please give me an example of a very general statement documenting the foster parents' activities?</b>
?	K	<b>A more specific statement? – Remember, be creative.</b>
?	K	<b>Education Participation at the at least ½ hour of daily intervention level -- a very general statement documenting the foster parents' activities?</b>
?	K	<b>And a more specific statement?</b>
?	K	<b>Are there any questions about the specificity of the documenting statements needed?</b>
DOC exercises in handbook.		

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<p>Break class into groups – assign scenarios so that each DOC form is used at least once.</p> <p>How many groups and how assigned will depend on each classes size and demographics.</p>		<p style="text-align: center;"><b>DOC Exercises</b></p> <p>Now were going to practice using the forms. In your handbook is a set of scenarios we are going to use for this exercise.</p> <p>I will tell you which scenarios you will work on once we broken into work groups.</p> <p>Let's break into groups – please select a spokesperson and decide who will do the official recording for your group. The spokes person and recorder may be the same person.</p> <p>Notice that at the end of each scenario are questions – they the same for each scenario. Let's review them quickly.</p> <ol style="list-style-type: none"> <li>1. Which DOC form did you use? And why.</li> <li>2. Do you have enough information? If not, what else do you need?</li> <li>3. How will you get the documentation you need? I.E. What will be your source – an individual, a data system, an agency?</li> </ol> <p>Will you get it in writing, verbally – will you need a release of information?</p>

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<p style="text-align: center; font-size: 2em; font-weight: bold;">?</p> <p>Optional exercise – have the groups exchange their DOC and play supervisor – would they approve the DOC level – if not, why not?</p>	<p style="font-size: 2em; font-weight: bold;">K</p>	<p>4. Are there appointments with professionals that need to be made?</p> <p>5. What would be the daily rate for the DOC as you scored it?</p> <p><b>(Trainer assign scenarios)</b></p> <p>Your task is to read your assigned scenario(s) - complete the DOC form you think is appropriate and answer the questions on the back of the exercise.</p> <p>I'll check in with you in about 15 minutes to see how you're progressing -- <b>Are there any questions about the exercise?</b></p> <p>(Note to trainer: Process exercise outcomes – discuss differences in opinions continuing to emphasize the DOC is based on the foster family's activities and not just the child's situation.)</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">?</p>	<p style="font-size: 2em; font-weight: bold;">K</p>	<p><b>Are there any questions about the assessment for DOC process?</b></p>

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<p><b>Note to trainer:</b> when using a programmed note it is essential that the material be presented in the order shown in the lesson plan and in basically the same words – sometimes easier to train from a completed programmed note sheet.</p> <p style="text-align: center; font-size: 2em;">?</p>	<p style="text-align: center; font-size: 2em;">K</p>	<p style="text-align: center;"><b>Some More Things about DOC You Need to Know</b></p> <p>There is a programmed note in your handbook – this is critical information and these pages will help you note the information without having to write down all of the information --</p> <p><u>When do you do the DOC --</u></p> <ul style="list-style-type: none"> <li>• DOC must be completed on each child coming into your agency's care – within 30 days of placement</li> <li>• DOC is then re-done every 6 months or sooner if circumstances change i.e. child's level of care increase or decrease, type of care on part of foster family changes, change in foster placement (replacement)</li> </ul> <p><b>What would indicate to you that the child's level of care has changed and you need to do a new DOC?</b></p> <p>Possible Responses:  Foster parent is indicating areas of improvement in the</p>

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	<p>CFF 903-3 p. 5 &amp; 6</p>	<p>child's functioning – self-care, education, behavior, etc. Academic achievement. Therapist's reports.</p> <p><b>Note:</b> After a child has been in a stable placement, it is not unusual for the level of care to decrease. It is wise to prepare your foster parents for this and how the decrease indicates success on their part – the child is improving due in part to their care.</p> <p><u>How do you make the request to DHS --</u></p> <ul style="list-style-type: none"> <li>• Requests to DHS for a DOC <u>must be submitted in writing</u></li> <li>• If you make a request to the DHS worker within 30 days of DHS placing the child with your agency, the exceptional rate will be effective the date of placement.</li> <li>• After the first 30 days, any authorized exceptional rates will become effective as of the date of the request.</li> <li>• You will be notified in writing of the disposition of your</li> </ul>

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		<p>request – within 30 days unless the request is for a DOC greater than level III.</p> <p><u>What if your DOC request is denied --</u></p> <ul style="list-style-type: none"> <li>• If your request for a DOC rate is denied, you have a right to an administrative review (a local office process not open to appeal) – which you must request in writing to DHS.</li> <li>• If the DOC indicates a supplemental rate is no longer needed or lowered, a written notice will be issued within 5 working days with the action effective after 30 days.</li> </ul> <p>The request for an administrative review needs to be in writing and done within the 30 days. Payment will not be reduced until the administrative review process is completed.</p> <p>That's probably more than you wanted to know about FC rates!</p> <p><b>Do you have any questions about the rate setting process?</b></p>

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<p>Note: There is no DHS form # for the</p>		<p align="center"><b>Payments -- FC Per Diem</b></p> <p>We've looked at what funding sources are available, how a rate for each ward is determined and maintained – now let's talk about how the funds actually get issued.</p> <p>Some funds are issued through DHS Central Office in Lansing and some are issued by the local DHS office. Let's look at the funds coming from Lansing first.</p> <p>They are –</p> <p align="center"><b>Title IVE and State Ward Board and Care Funds (SWBC)</b></p> <p>The payment process is initiated in the local DHS office with a computer request for payment going to the Central Office in Lansing.</p>

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<p>Notice of Authorization</p> <p>If trainees have been provided with the publication DHS Pub 843, "Foster Care / Agency Provider Payment Handbook" point out the material so they are aware they have it for future reference.</p> <p>This publication is also available on the public DHS web site.</p>		<p>For Title IVE and SWBC you will receive in the mail from Lansing a "Notice of Authorization".</p> <p>Each billing period – remember the Biweekly rate chart? -- Your agency receives a form called the "Children's Foster Care Invoice", DHS 4765. In most agencies the fiscal office probably takes care of this paperwork –</p> <p>At the end of each billing period (2 weeks – Monday through Sunday) the invoices need to be completed, signed and returned to Lansing.</p> <p>When Lansing gets the invoice, the placement dates must correlate with placement dates the DHS worker has on the computer so it is important for your agency to correctly complete the form and keep the DHS worker updated on changes.</p> <p>Once everything is signed and matches, authorization is sent to Treasury for the check to be issued. Generally the check will be received within two weeks of the end of the billing period.</p> <p>The initial authorization may take longer if it requires any exceptional authorizations or signatures.</p>

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Suggestions to Instructor	Reference	Content
<p>Note: There is not DHS form # for the Statement of Payments</p> <p style="text-align: center; font-size: 2em;">?</p>	<p style="font-size: 2em;">K</p>	<p>A "Statement of Payments" will be received through the mail to assist in record keeping.</p> <p>Basically the DHS worker takes care of the payment process – but your agency needs to verify the placement by signing the invoice and send it back. That's it.</p> <p><b>Are there any questions about the issuing of Title IVE or SWBC funds from Lansing?</b></p> <p style="text-align: center;"><b>County Child Care Funds</b></p> <p>Each county has its own procedure for issuing County Child Care Funds. This is a question to ask when you get back to your agency – what forms are used and what is the frequency of payment.</p> <p style="text-align: center;"><b>Payments – Incidentals</b></p> <p>You are going to run into expenses that aren't covered by room and board – incidentals. Your DHS worker calls these Non-Scheduled Payment (NSP) items – because it is not a payment that is scheduled to be issued each billing period.</p>

**LESSON PLAN**  
**MICHIGAN DEPARTMENT OF HUMAN SERVICES – Child Welfare Training Institute**

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	<p style="text-align: center;"><b>FOM</b> <b>903-9</b></p>	<p>Two important things to know about NSP's –</p> <ol style="list-style-type: none"> <li>1. Double check with the DHS worker before you commit to spending money – what is covered varies with funding source and legal status.</li> <li>2. Document, document, document – and get receipts! Sometimes the documentation of the need for a service is part of the process of getting funds and you may need a receipt to request reimbursement from DHS.</li> </ol> <p>For example, when requesting an initial or exceptional clothing allowance, it is necessary to complete the "Clothing Allowance Checklist" DHS 3377 (available on the internet) – or in some cases, school tutoring where the need must be documented and prior authorization received.</p> <p>Let's take a look at the variety of Non-scheduled situations.</p>

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<p>NSP exercises in trainee handbook – trainer also needs the trainer answer sheet for the exercises.</p>		<p>FOM 903-9 tells you about NSP's – the sort of documentation required, what is covered – what is not</p> <p>Let's take a look at some situations and see how Non-Scheduled Payments apply.</p> <p>In your handbook is a set of exercises. Please get them out.</p> <p>There are several scenarios to work on. We are going to work on them in groups and then provide feedback to the group. So, again, please decide who in your group is going to take notes and have a spokesperson.</p> <p><b>Trainer note:</b> Divide the class into groups and then review the questions on the first sheet. Then assign scenarios – if you have more scenarios than groups, suggest discussing after completion of exercises and feedback.</p> <p>Notice the list of activities on the first page of the exercise.</p> <p>1. Find the manual reference(s) that apply to your case situation</p>

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<p>Job aid in handbook – quick reference to NSP's with handbook cites.</p> <p style="text-align: center; font-size: 2em;">?</p>	<p style="text-align: center; font-size: 2em;">K</p> <p style="text-align: center; font-size: 2em;">K</p>	<p>2. Determine if the need can be covered using the NSP process</p> <p>3. What sort of documentation is needed to support your request</p> <p>4. Are there any special circumstances that pertain to your case</p> <p>You may also find a question or two at the end of your scenario pertaining to your case situation. Please do the 4 questions for you're assigned scenario(s) plus the case specific question.</p> <p><b>You have a cheat sheet to help you!</b></p> <p>In your handbook is a quick reference sheet for Non Scheduled Payments -- gives you an idea of what is covered, any special criteria, whose authorization is required, and the manual item reference.</p> <p>(Trainer – assign scenario(s))</p> <p><b>Do you have any questions about the exercise?</b></p>

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		<p>I will check in with you in about 15 minutes to see how you are doing – if you get stuck or have a question, please let me know.</p> <p>(Process results of group work – trainer: see trainer answer sheet for the exercise)</p> <p><b>Any questions about non-scheduled payments?</b></p> <p><b>Any questions about any of the funding information</b></p>