

## **F-210 REIMBURSEMENT OF EXPENDITURES BY THE FOSTER PARENT OF A CHILD IN CARE**



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**Version 8 effective May 6, 2019**

(previously FA-24)

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### **Policy**

The expenditures incurred by a foster family for a child in care are reimbursed in accordance with the procedure described below. The level of compensation must ensure that the child in care enjoys the same lifestyle as other members of the foster family and members of the community. Basic expenditures are compensated through a daily allowance (per diem) for day to day expenses, and a reimbursement of expenditures associated with the child's special needs or the family's lifestyle. These payments are not treated as taxable income by the Canada Revenue Agency.

### **Procedure**

#### **1. Reimbursement to the foster family**

Approved regular foster parents are compensated for basic expenditures for the child's care through an age-related per diem as described in point A. Per diem in Annex F-210. This per diem is paid for every day of the placement, not including the child's day out.

#### **2. Extended family (kinship)**

Extended families (kin) are compensated as set out in point A. Per diem in Annex F-210.

#### **3. Respite, child care and periods during which the child is away**

When a child receives respite care from another foster family, the per diem is paid to the family providing the respite care, as set out in point B. Private respite in Annex F-210.

A foster family is entitled to 36 days of respite care per calendar year and will still receive the per diem while the child is away. After returning from an extended absence from the foster home, the per diem will be paid for a maximum of five (5) days during the child's absence, including the day that the child leaves.

If the foster parents have to take a child in care to an appointment and require child care for the biological children, the cost of child care for the biological children will be reimbursed upon presentation of a receipt from the child care provider.

The cost of child care for a child in care when the foster parents go out, have a personal appointment or an appointment for another child in care, etc., will be reimbursed upon presentation of a receipt from the child care provider. The receipt must be signed by the child care provider, and must indicate the reason for the care, the date and the number of hours for which the care was provided.

When both foster parents work outside the home, they may request a child care allowance. They will require prior approval from the worker to claim those costs in accordance with the official receipt.

#### **4. Clothing**

Foster parents will receive money to purchase clothes in accordance with point C. Clothing of Annex F-210. Foster parents manage this expenditure in accordance with the child's needs. This clothing allowance is paid monthly together with the allowance. Detailed receipts are not required, but should be kept for up to seven (7) years in the event of an audit. Foster parents may request additional funds under particular circumstances, but must obtain prior approval from the worker.

#### **5. Spending Money**

Foster parents receive spending money for the child along with the per diem, as set out in Point D. Spending money of Annex F-210 in order to teach the child the value of money and how to manage it. Foster parents may choose to give a portion of this spending money to the child for performing household chores or responsibilities, and may provide the money to the child to spend freely as he wishes, or they may choose to deposit the money in a bank account and give it to the child at an appropriate time.

#### **6. Birthday and Christmas presents**

Foster parents receive the amount set out in Point E. Presents of Annex F-210 for birthday and Christmas presents for the child. Those amounts are provided annually with the per diem.

#### **7. Vacation**

Foster parents who choose to have the child accompany them on their family vacations may request a vacation allowance. They may also request an additional amount to cover extraordinary vacation expenditures, such as lodging or an airline ticket. The amount of the allowance must be determined in advance by the supervisor and confirmed in writing by the Finance unit.

#### **8. Positive incentives**

Based on the foster family's commitment and the child's progress, the basic per diem can be increased through positive financial incentives. These incentives are related to the qualities and attitudes of good parents according to the *Looking After Children* (LAC) approach. Positive financial incentives are remitted quarterly or annually with the per diem.

There are four (4) basic incentives that may be added to the regular per diem. However, these financial supplements may not exceed \$4,000 per child or youth per 365 days of placement, as stipulated in point F. Positive incentives of Annex F-210.

**i. Foster Family's Experience – quarterly incentive**

We recognize the foster parents' months and years of care and commitment to the children and the agency. Every year, based on established criteria, the Positive Incentives Committee will determine each foster family's recognized years of experience. This incentive will be calculated based on the number of days of placement of each child for the period in question according to our database, as indicated in point F.1. Experience of Annex F-210.

**ii. Training – quarterly incentive**

We encourage foster parents to familiarize themselves with Valoris, its approaches and service philosophies, such as Social Role Valorization (SRV), in order to fully assume their parental roles and responsibilities. Training also gives them the opportunity to meet other parents, community members and Valoris staff.

The amount stipulated in point F.2. Training of Annex F-210 will be paid to individuals or couples who are already recognized under spectrum code 8.1.C, that is to say, an approved or officially open foster home. Such individuals or couples must take, and successfully complete, a course offered by Valor & Solutions – Professional and Community Development Services, as well as the mandatory PRIDE (Parents – Resources for Information, Development and Education) training (not including the Valoris annual conference and symposium). External training will also be recognized if approved ahead of time. Valor & Solutions will record foster parents' participation and there will be a maximum of two (2) possible reimbursements per quarter.

**iii. Stability – annual incentive payable in December**

Home stability is a key to successful personal development and family integration for a child in care. Children who participate actively in family life and who are treated as equals benefit from family commitment that far exceeds mere placement. These children benefit from both the stability and commitment of the family. On October 31<sup>st</sup> of each year, Valoris identifies the families that have cared for a given child or youth for twelve (12) months or more. The amount payable is set out in point F.3-Stability in Annex F-210.

**iv. Family commitment – annual incentive payable in December**

Children in care should be an integral part of the family, and Valoris encourages respite care to be provided within the foster family's informal network. Every foster family is entitled to 36 days of paid respite annually to be used at their discretion. As

a positive incentive fifty percent (50%) of the balance of the 36 days of respite to which they are entitled in any given calendar year is allocated to parents who instead use free intra-family respite care. This incentive is calculated through the database on October 31<sup>st</sup> each year, and paid in accordance with the rates set out in point F.4. Family commitment in Annex F-210.

## **9. Automatically reimbursed expenditures**

The expenditures outlined in point G. of Annex F-210 do not require pre-approval. However, they do require an official receipt. Certain expenditures are subject to maximum amounts before taxes. Any expenditure in excess of the maximum amount must be pre-approved by the worker.

## **10. Reimbursement of pre-approved expenditures**

The expenditures listed in the table in point H. of Annex F-210 may be reimbursed if they have been pre-approved by the worker. Every expenditure requires an official receipt, and certain expenditures are subject to maximum amounts.

## **11. Mileage**

Foster parents are responsible for the usual transportation for family outings or activities. The mileage for getting a child in care to appointments, activities, visits or work will be reimbursed at the rate in effect at Valoris.

The worker may negotiate a lower rate or a lump-sum payment for long distance transportation.

Foster parents will be reimbursed for mileage required to attend training sessions.

## **Administrative Procedures**

### **1. Direct Deposit**

The per diem is deposited directly into the foster parents' bank account on the eleventh business day of each month. A notice of deposit is sent to the foster parents.

### **2. Deadline for submitting claims**

Foster parents must submit an expenditure claim for each child every month, and every expenditure must be documented and accompanied by an official receipt (not the method of payment slip). For certain school items or activities for which receipts are not available, a note from the school will do in lieu of a receipt.

The claim form is to be submitted to the worker every month by the last day of the month in which the expenditures were incurred, regardless of the amount.

The expenditures (monthly expenditures of foster families) duly approved by the worker and the supervisor will be reimbursed on the tenth (10<sup>th</sup>) business day after the claim form is received by the Finance unit.

### **3. Error**

If a foster parent notices that a payment error has been made in the per diem or in the reimbursement of expenditures, they must notify the Finance unit, which will check the situation and get back to the foster parent. If an adjustment is required, it will be made in the following month.

### **Definition**

*Kin*: means a child in care with Valoris who is placed with a member of the child's extended family.

*Kith*: means a child in care with Valoris who is placed with a member of the child's community.

### **Annex(es)**

- Annex F-210
- Monthly Expenditure Sheet for Foster Families Form available on Valoris' SharePoint section for Forms in the [Finance category](#)

### **References**

***Child, Youth and Family Services Act, 2017***  
**Canada Revenue Agency (social assistance)**

## **ANNEX F-210 Reimbursement of Expenditures by the Foster Parent of a Child in Care**

### **Rates effective April 1, 2019**

#### **A. Per diem:**

##### **Foster family:**

- Direct deposit on the 11<sup>th</sup> business day of the following month.
- Regular foster family:
  - **\$32.73 per day for a child aged 12 or under.**
  - **\$36.03 per day for a child aged 13 or over.**

The per diem is paid for every day of placement except the day that the child leaves. When the child returns after an extended absence from the foster home, the per diem is paid for a maximum of five (5) days during the child's absence (e.g. runaway, hospitalization, visit, etc.).

##### **Extended family – Extended family foster family (*kinship* in care):**

- family under assessment (safe place): \$20 per day of care;
- approved family: \$25 per day of care; and
- family that successfully completed the *Pride* training: same rate as the regular foster family according to age.

##### **Costs included in the per diem:**

- meals, school lunches, family outings to the restaurant;
- birthday cake, baby food;
- time spent on parenting and activities with the child in care;
- lodging, furniture, linens, renovations, laundry, and care of the child's clothing;
- personal hygiene and health products for the child (shampoo, soap, deodorant, toothpaste, first aid kit, antibiotic cream, analgesics, etc.); and
- standard mileage for family outings, shopping and family activities.

#### **B. Private respite (with overnight stay):** (respite provided by the foster family's circle (known) and for which the foster parent requests financial compensation): \$25 per day.

The parameters for private respite are subject to approval by the worker. The foster family is responsible for notifying the worker of the respite dates to ensure reimbursement. When it is not possible to notify the worker ahead of time, the worker should be notified as soon as possible during or immediately after the respite.

For kin families, the rate for private respite is \$25 per day. If the family is under assessment, the rate for private respite is \$20 per day.

**C. Clothing:**

Direct deposit on the 11<sup>th</sup> business day of the following month, as part of the per diem.  
All ages: \$1,300 annually (\$3.56 per day of care)

**D. Spending money for the child:**

Direct deposit on the 11<sup>th</sup> business day of the following month, as part of the per diem.

**Rate:**

- 3 to 7 years           \$12 per month (\$0.40 per day of care)
- 8 to 10 years       \$22 per month (\$0.73 per day of care)
- 11 to 12 years     \$20 per month (\$0.99 per day of care)
- 13 to 15 years     \$50 per month (\$1.65 per day of care)
- 16 years and over \$56 per month (\$1.85 per day of care)

**E. Presents:**

- Birthday presents (for all ages): \$125 *payable the month before the birthday month*
- Christmas presents (for all ages): \$150 *payable in November*

**F. Positive incentives:**

**1. EXPERIENCE (with placement) – Quarterly incentive**

<b>12-23 months</b>	<b>\$0.50 per day of care</b>	<b>\$182.50 per year</b>
<b>24-35 months</b>	<b>\$1.00 per day of care</b>	<b>\$365.00 per year</b>
<b>36-59 months</b>	<b>\$1.50 per day of care</b>	<b>\$547.50 per year</b>
<b>60-83 months</b>	<b>\$2.00 per day of care</b>	<b>\$730.00 per year</b>
<b>84-119 months</b>	<b>\$2.50 per day of care</b>	<b>\$912.50 per year</b>
<b>120 months +</b>	<b>\$3.00 per day of care</b>	<b>\$1,095.00 per year</b>

Calculated on June 30:	Payable in August
Calculated on September 30:	Payable in November
Calculated on December 31:	Payable in February
Calculated on March 31:	Payable in May

**2. TRAINING** – Quarterly incentive

A \$150 incentive will be paid to individuals or couples who successfully completed a *Valor & Solutions* course, other than PRIDE (Parents - Resources for Information, Development and Education) or an outside course. Maximum of two (2) reimbursements per quarter.

Calculated on June 30: Payable in August  
Calculated on September 30: Payable in November  
Calculated on December 31: Payable in February  
Calculated on March 31: Payable in May

**3. STABILITY** – Annual incentive Calculated on October 31 and payable in December

<b>1 year</b>	<b>\$200</b>
<b>2 years</b>	<b>\$400</b>
<b>3 years</b>	<b>\$600</b>
<b>4 years</b>	<b>\$800</b>
<b>5 years</b>	<b>\$1,000</b>

**4. FAMILY COMMITMENT** – Annual incentive Calculated on October 31 and payable in December

Unclaimed respite days (maximum of 36 days per year) at 50% of the per diem.  
Example: 18 days of care times the per diem of \$32.73 or \$36.03 = \$589.14 or \$648.54.

**G. Reimbursable upon presentation of an official receipt**

<b>Automatically Reimbursed</b>	<b>Maximums</b>
Baby formula, diapers and basic items.	Actual cost / within reason.
School supplies, school photos, educational outings.	Actual cost / within reason.
Books for recreational reading and educational textbooks.	Actual cost / within reason.
Haircuts.	\$25
Prescription medication or medication recommended by the doctor, or specific to the child.	Actual cost.
Phone calls by the foster parents related to the child in care (e.g. call to the biological family, a professional working with the child, etc.).	Actual cost / within reason.
Backpack.	Actual cost / within reason.
Photo album, scrapbook, copies of photos, disposable camera.	Actual cost / within reason.
Personal products: sun screen, vitamins, medicated ointment for lips, condoms, cough syrup, sanitary pads, shaving cream or hair removal cream, razors, anti-acne products, non-prescription medicated products.	Actual cost / within reason.
Birthday present for a friend or sibling placed with another family.	\$25
Batteries (preferably rechargeable, with charger).	Actual cost / within reason.
Halloween costume.	\$25
Present, cake, etc. for special occasions such as a first communion, confirmation or birthday present.	\$25
Present, cake, etc. for special occasions such as a graduation.	Elementary/Secondary/ Postsecondary: \$125.
Glasses (corrective lenses).	Prescription: Actual cost. Frame: \$200.
Helmet for recreational activities (bicycling, skateboarding, hockey, motorcycle, etc.).	Actual cost / within reason.
Mileage to drive children to their appointments (doctor, dentist, therapy and other professionals). <i>The worker may negotiate a lower rate or a lump-sum payment for long distance transportation.</i>	\$0.51 per km
Mileage to drive children to their activities (e.g. scouts, hockey, graduation, visits with family and friends, school gatherings, work, etc.) To encourage a sense of responsibility, the foster parent can ask the child to pay part of that cost (e.g.: driving to work). <i>The worker may negotiate a lower rate or a lump-sum payment for long distance transportation.</i>	\$0.51 per km (minus any contribution by the youth).
Mileage to drive to training sessions for the foster parent.	\$0.51 per km

Child care for biological children or children in care if necessary to take children in care to appointments. Child care for a child in care when foster parents have to go out for personal reasons, such as an appointment or Valoris-approved training.	\$8 per hour
Basic items for babies, generally not shared, such as soothers, bottles, small plates, spoons and bibs.	Actual cost / within reason.

**H. Reimbursable with prior approval by the worker** (in accordance with Policy F-103  
Delegation of authority for expenditure approval)

<b>Reimbursable With Prior Approval</b>	<b>Maximums</b>
Additional clothing in excess of the annual \$1,300 due to special requirements (e.g. winter boots and coat, graduation, weight gain or loss, school uniform).	Actual cost / within reason.
Long-distance phone calls from the child to family or friends.	Actual cost / within reason.
Clothing required when taking a child into care.	\$250
Additional toys and books.	Actual cost / within reason.
Registration, classes, sports or recreation equipment, art supplies.	Actual cost / within reason.
Admission fee for the child attending an activity – if a foster parent <b>must</b> accompany the child, its admission fee is also reimbursed.	Actual cost / within reason.
Day care or extra-curricular activity.	Assessed on a case by case basis.
Orthodontic treatment – three submissions are required if over \$10,000, as well as prior approval by the supervisor.	Assessed on a case by case basis.
Bicycle.	0 to 12 years — \$150 12 years and over — \$250
Getting hair done for a special occasion (e.g. perm, colouring, etc.)	Actual cost / within reason
Driver’s licence.	75% of the amount (25% must be paid by the youth).
Driving school.	75% of the amount (25% must be paid by the youth).
Vacation-related costs (vacation with foster parents, camp, abroad) – submit a request (an estimate) – prior approval by the supervisor and written notice to the Finance unit required.	\$350 per week up to \$500 for two weeks. Once a year.
Exceptional vacation-related costs (fare for transportation, accommodations). Prior approval by the supervisor required.	Assessed on a case by case basis.
Massages.	With a doctor’s prescription.