
**CONTRACTUAL
AGREEMENTS**

A contractual services agreement must be in effect with every family who provides shelter home services. The processing of these contracts is the responsibility of the Division of Contracts and Rate Setting (DCRS) in Central Office. Requirements for all Agency Contracts are located in the Administrative Handbook. The following is the specific process to be used for shelter home contracts.

Responsibility

Action

Local Office

Identifies a shelter home, ensures the Department of Consumer and Industry Services licenses the home and contacts the Children's Foster Care (CFC) Section in the Child and Family Services Administration.

CFC

Prepares a Project Identification form and forwards it to DCRS

DCRS

Reviews Project Identification form to ensure it is complete; has contract typed. Proofreads contract and makes copies. Sends contract and one copy to local office.

Local Office

Reviews contract with the family and obtains signatures on both copies. Returns signed contract copies with signed Department of Human Services Board Review document to DCRS.

DCRS

Sends contract copies for DHS Director's signature. Has signed contract duplicated. Distributes contract copies.

- Original for DCRS files
- Original signature copy plus additional copy to local office (one for local office file, original signature copy to parents)

- One copy to Payment/Document Control Section
- One copy to CFC.

MANAGEMENT FORMS AND PROCEDURES

Most shelter home forms are completed by staff, but a few are completed by the shelter home parents.

Admission and Discharge Record DHS-2600

This report is the admission and discharge record (See DHS-2600 - RFF-2600) for each child placed in the shelter home. The discharge section includes an informal evaluation of the child which is valuable for the child's worker in planning for that child.

The report is completed at the time of admission and at discharge, preferably as a joint product of staff and the shelter home parents. One copy of the completed report, upon discharge of the child from the shelter home is to be forwarded to the child's worker and a copy retained in the local office files.

Truancy Report DHS-868

The Truancy Report is completed for every unauthorized absence of an individual from the shelter home. It describes the circumstances of the truancy, actions taken by shelter home parents and staff and should also serve as a supervisory tool in the local office.

The Truancy Report (See DHS-868 - RFF-868) is a two-page form, one copy given to the local office supervisor and one retained in the shelter home's file in the local office.

Personal Property List - DHS-2597

The Personal Property List - DHS-2597 (See 2597 - RFF-2597) is used by the shelter home as an intake record of a child's personal belongings as well as a release record. The report serves to avoid confusion as to the ownership of personal property as children come and go from a shelter home.

This report is completed in the home by the shelter home parents and later filed in the local office records.

Program Evaluation Narrative

The Program Evaluation is to be completed quarterly by the staff of the shelter home. It is an evaluation of activities and performance, a report of significant changes in the home or family and a planning tool for both staff and the shelter home parents. A copy is to be retained in the local office. An evaluation must be completed and forwarded to CFC annually in order to initiate payment of the Incentive Bonus.

The following is a Guideline for the completion of the Evaluation.

QUARTERLY REPORT

(Name) Shelter Home
(Quarter - Year)
(Name of Staff Completing Report)

REPORT FORMAT

Statistical Section

1. Total number of children served
 - a. admissions
 - b. discharges
2. Releases
 - a. Satisfactory
 - b. Truant
 - c. Unsatisfactory
3. Occupancy Rate/Quarter

Past Quarter's Activities

This section should highlight activities of children in the home including school, work, recreation, trips, crafts, etc., problems, special projects, etc.

**Parent
Involvement and
Growth**

This section should describe the shelter home parent's involvement with the children and their ability to provide controls, discipline, acceptance, tolerance, etc. Information should be included regarding the parent's relationship with staff, cooperation, etc.

**Shelter Home
Utilization**

This section should speak to the effectiveness of the home, the age, gender, and characteristics of the children the shelter home parents are most effective with and describe other significant events in the home.

Physical Facility

Initially this is a description of the home and utilization of the rooms within it, the grounds, accessibility to town, shopping, schools, etc. This section should be updated as changes occur.

**Evaluation of
Program Needs**

This section should assess the total program, the integration of the parents, staff and collateral resources into an effective service, strengths, areas needing improvement and goals for the future. This part should be brief yet it should cover the major concerns/activities during the reporting period.

Inventory List

The Inventory list is to be utilized by the shelter home to record all non-consumable supply and equipment items purchased with State funds that are being used in a home. The list should be reviewed against all property when a new shelter home replaces a closed one, when a shelter home closes, when any new items are obtained, or at least every six months. The list should contain the following information:

Item: All items with a value of \$50.00 or more and which would be expected to last one year or more should be listed, Describe the item, such as bicycle, basketball, etc.

Brand Name, Type, Model, Serial No.: Enter as much information as is available about each item.

Value: Enter its value when item was new or purchased.

DHS Tag No: Enter, if appropriate

Date Received: self-explanatory

Disposition of Item: Indicate the whereabouts of each item; e.g., "in the home", "worn out", "destroyed", etc.

These items should be returned to DHS when the home closes.

PAYMENT FORMS AND PROCEDURES

The budget and payment systems are set up so that federal reimbursement for the care of eligible children can be received. All payments, when possible, must be related to the care of an individual child and charged to the appropriate program cost account. Therefore, when reimbursements are requested on the Budget Detail and Monthly Statement of Expenditures, the following must be clearly identified: category of expenditure (e.g., personal allowance), the total expenditures (year-to-date and current month), and separation of Title IVE (ADC-FC) and non-Title IVE eligible expenditures. Child specific detail on expenditures is to be retained in the local office shelter home file. The items for which Title IVE can be claimed are identified in the budget as Child Maintenance.

CHILD MAINTENANCE ITEMS

- A. Board and Care Payments are initiated in accordance with the policies and instructions located in Services Manual Item 900 Series, Payment Resources.
- B. Initial Clothing - Maximums are listed in Services Manual Item 905.3, page 1. Criteria for authorizing initial clothing are contained in Services Manual Item 903.9, page 2.

The following expenditures are to be reported on Budget Detail and Monthly Statement of Expenditures report. If a vendor is to be paid directly a DHS-1582CS, Payment Voucher (See DHS-1582CS-Rff-1582CS), is to be attached to the "monthly statement"; and this amount is not to be included as shelter home

parent reimbursement on page 2, "Amount to be paid this Voucher".

- C. Personal Allowance - Maximum: \$5.00/child/week can be paid as a shelter home parent reimbursement on the "monthly statement".
- D. Youth Attendant - Used when needed for children whose behavior, (i.e., running, suicidal, unusually destructive, etc.) needs special monitoring to allow child to remain in the shelter home. (See relief section for rates and payment method).
- E. Holiday Allowance for Youth - \$25/child is paid by the Foster Care Payment System around the 15th of December.
- F. Ward Travel - Reimbursement for transportation to home visits, school, medical or dental appointments, etc. Note: Title IVE can be claimed for transportation to home visits only. Transportation expenditures for other reasons must be shown as non-Title IVE. Expenditures are to be reported on Budget Detail and Monthly Statement of Expenditures report. If a vendor is to be paid directly a DHS-1582, Payment Voucher is to be attached to the "monthly statement"; this amount is not to be included as shelter home parent reimbursement on page 2, "Amount to be paid this Voucher".

PROGRAM SERVICE ITEMS

- A. Bed Subsidy - \$100 per contracted bed per month. The purpose is to assure that shelter is available when needed by a child. Payment is initiated on the Monthly Statement of Expenditures.
- B. Respite - Approved and processed by assigned staff on "monthly statement".

\$150 for shelter homes for a maximum vacation period of one (1) week per fiscal year (10/1-9/30).

- C. Relief Help - Processed for payment the same as Respite.

\$550/year/shelter home

The maximum hourly rate is the minimum wage. The going rate, if less, should be used.

The maximum rate for 24 consecutive hours of relief help including overnight is \$50.00/day. Approval by the local office is required prior to agreeing to use the daily rate.

- D. Recreation, education, cultural enrichment activities and supplies - (Identify youth specifically and Title IVE eligible or not if appropriate). Examples of items which could be included are YMCA membership, bicycles, sports equipment for the home, etc. Processed on the "monthly statement".

\$128/bed/year in shelter homes.

- E. Home Supplies - Processed on "monthly statement".

\$65/bed/year in shelter homes.

Supplies are defined as consumable items costing under \$100/item. If the supply item is a nonconsumable item under \$100 per item, it should be classified as controlled property and tagged/recorded for inventory. Such items should be returned to DHS when the home closes.

- F. Travel

\$475/year/shelter home for parents @ \$.21/mile.

Processed for payment on "monthly statement".

Budget Detail and Monthly Statement of Expenditures

The monthly statement is to be submitted within thirty days of the end of the monthly billing period.

Expenditures for all columns are to be listed by budget category.

The "year to date expenditure" column is to include all expenditures from the beginning of the fiscal year to the beginning of the month for which the report is being prepared.

1. For the October report, this column will be blank.
2. The November report is to reflect "current month expenditures" from the October report.

3. For all subsequent reports, this column is to reflect the total of the year to date and current month expenditure columns from the previous month's report.

Expenditures for the report month are to be itemized by method of payment and, if appropriate to the budget category, by Title IVE or Non-Title IVE eligible.

1. Imprest Cash Payment

- a. If imprest cash is the method of payment, the established DHS imprest cash procedures are to be used. (Section 2-2-13 of Department of Management and Budget's Administrative Manual).

2. Voucher Payments; There are two types of voucher payments; a) reimbursement to the shelter home parents and b) payments to a "vendor".

- a. Reimbursement to the shelter home parents: The amount to be paid directly to the parents is to be listed on page 2 of the Budget Detail and Monthly Statement of Expenditures on the line "Amount to be Paid this Voucher".

- 1) This amount must be detailed to identify the distribution of payment according to program cost account, agency object code, Index code and amount.
- 2) Both the worker and one or both of the parents must sign the statement.
- 3) A voucher will be prepared by Payment Control Division in Central Office upon receipt of the monthly statement.

- b. Vendor Payments: If any of the amounts listed under current month expenditure are to be paid to a person/organization other than a shelter home parent, a DHS-1582(s) (See DHS-1582 - RFF-1582) must be prepared and submitted to Payment Control Division attached to the monthly report.

- 1) These DHS-1582s will be processed for payment at the same time the reimbursement to the parent is processed.

- 2) **Note:** If DHS-1582s are submitted without an attached monthly statement, these will be returned to the local office.

The year to date balance column is to reflect the amount of the annual allocation remaining after the year to date and current month expenditures have been subtracted. The local office has the responsibility of assuring that expenditures do not exceed the budgeted amount.

The local office may approve transfers of up to a 5% increase above the line item budget category provided the sum of all expenditures does not exceed the total amount of the contract.

Payment Voucher DHS 1582

All payments to a person/organization other than a shelter home parent shall be made using the following procedures:

1. Complete the DHS-1582 (See DHS-1582 - RFF-1582) in detail including the Federal ID or Social Security Number of the vendor, the ward's name(s), case number(s), the appropriate program cost account, agency object code and Index code.
2. Receipts and original invoices are to be attached to the voucher, except for travel. Receipts for Relief Help should also be attached to the voucher if reimbursement is requested.
3. Reimbursement for transportation are to include the following:
 - a. Odometer reading at start and end of travel. Attach receipt for expenditures for lodging, food, parking, etc.
 - b. Destination.
 - c. Total miles at the designated rate per mile.
 - d. Date of travel and time of departure and return.
 - e. Reason for travel.
 - f. Child's name and case number.
4. Voucher must be signed and dated by the authorized local office staff.
5. Submit attached to Monthly Statement of Expenditures.

INCENTIVE BONUS

The incentive bonus is designed to recognize quality and longevity in providing shelter care and to provide an “incentive” which encourages parents to remain in the program. A written performance evaluation is to be submitted with the request for the Incentive Bonus payment. The evaluation report is to be completed by the shelter home staff in consultation with supervision. This bonus recognizes only completed years of service and current contracted number of beds.

Incentive Bonus is based on the length of time the family has provided shelter care, the number of contracted beds, a satisfactory performance evaluation and plans to continue to provide shelter care. Payment is initiated on the DHS-1582, and forwarded to the Children's Foster Care Policy Section with the performance evaluation report during the month prior to the anniversary date.

Former shelter home parents, who have left the program in good standing, upon re-entering the program will be given credit for the completed years of service that they had at the time the contract terminated, providing that their absence from the program has not exceeded 3 years. Years of service refers to parents' level in the incentive/bonus program, such as the 2nd year level or 5th year level, etc.

Re-entering parents' anniversary date is determined by crediting them with prior completed and partially completed years of service in combination with a determination of the additional months of service needed to fulfill another complete year of service.

INCENTIVE BONUS PAYMENT SCALE

Years of Service	2 Bed	3 Bed	4 Bed	5 Bed
1	\$100	\$150	\$200	\$250
2	200	300	400	\$500
3	300	450	600	\$750
4	400	600	800	\$1,000
5 or more	500	750	1,000	\$1,250