



GUIDELINES – REIMBURSABLE FOSTER CARE EXPENSES Edmonton and Area
2024

CATEGORY 1: No Prior Authorization Required

<p>SCHOOL SUPPLIES (<i>Suggested – Keep school supply list</i>)</p> <ul style="list-style-type: none"> Kindergarten \$ 50.00/year Grades 1-6 \$100.00/year Grades 7-12 \$175.00/year <p>CLAIM: School supplies, graphing calculators, gym clothes, indoor shoes.</p> <p>NOT COVERED: Outdoor shoes</p>	<p>INFANT CARE ALLOWANCE</p> <p>For children 0 – 36 months</p> <p>CLAIM:</p> <ul style="list-style-type: none"> Formula Diapers Basic baby care supplies <p>Submit receipts for up to \$150 per month per child.</p>							
<p>SCHOOL</p> <ul style="list-style-type: none"> Photos Special Projects School Bus Pass (<i>not City bus pass</i>) Lunchroom Fees - <i>Discuss with caseworker</i> Field Trips - <i>School receipt or cancelled cheque required to claim</i> 	<p>AUTOMATIC RELIEF/RESPITE *</p> <p>Two days / month / child will be reimbursed @ \$65/night without requiring caseworker permission. <i>See criteria below</i></p>							
<p>CHRISTMAS GIFTS <i>for child placed AFTER Oct 31st of the current year</i></p> <table border="0"> <tr> <td>0 – 2 = \$21.35</td> <td>10 – 12 = \$33.85</td> <td rowspan="3">NOT COVERED: Gifts for children placed prior to Nov 1st are paid through daily stipend.</td> </tr> <tr> <td>3 – 5 = \$25.55</td> <td>13 – 15 = \$38.00</td> </tr> <tr> <td>6 – 9 = \$29.70</td> <td>16 – 17 = \$42.20</td> </tr> </table>	0 – 2 = \$21.35	10 – 12 = \$33.85	NOT COVERED: Gifts for children placed prior to Nov 1 st are paid through daily stipend.	3 – 5 = \$25.55	13 – 15 = \$38.00	6 – 9 = \$29.70	16 – 17 = \$42.20	
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<p>REIMBURSEMENT PROCEDURE</p> <p align="center">Original Receipts + <u>Expense Claim Form</u> = Reimbursement</p> <p><i>TIMELINE: Submit receipts by 3rd day of the month following the expense to be reimbursed on the 15th.</i></p>	<p align="center">* AUTOMATIC RELIEF/RESPITE DAY Criteria</p> <p>NOT COVERED: A child who has a respite Support Plan</p> <p>PROCEDURE: Inform FCSW when and where respite will be. FCSW will notify the Caseworker.</p> <p>BANKING AUTOMATIC RESPITE DAYS: Bank to a maximum of 6 days (3 months). (i.e., foster parent does not use their automatic respite for May and June, and then takes 6 days in a row in July.)</p>							

CATEGORY 2: Authorization Required FROM AGENCY

<p align="center">Either INITIAL PLACEMENT ALLOWANCE or INFANT INITIAL PLACEMENT FUND</p>	
<p>Foster parents may spend up to \$600 per child on one-time items, to provide for immediate necessities of children new to care or returning to care after 1 year. (<i>Cannot be accessed if INFANT INITIAL PLACEMENT FUND has been used</i>)</p>	<p>0 – 36 Months: Up to \$500 per infant for initial or additional equipment to accept an infant placement. (<i>Cannot be accessed if INITIAL PLACEMENT ALLOWANCE has been used</i>)</p>

<p align="center">RECREATION & VACATION FUNDS</p>	<p align="center">Recreation Fund</p>
<p>Your Support Worker will discuss these plans with you, then will notify the Caseworker of “funds released”.</p> <p>Original Receipts are required for:</p> <ul style="list-style-type: none"> Recreation programs & equipment Camp Fees <p>Itinerary is required for vacation plans. (No receipts are required unless otherwise requested).</p>	<p>Sports, Clubs, Extracurricular School Activities, Hobbies, etc.: (Per Fiscal Year = Apr 1st – Mar 31st)</p> <ul style="list-style-type: none"> Infant to 11 yrs - \$675.00 per child per year 12 to 17 years - \$775.00 per child per year
	<p align="center">Vacation & Camp Fund</p>
	<p>(Per Fiscal Year = Apr 1st – Mar 31st)</p> <p>Foster parent must present a specific vacation plan before funds will be released.</p> <ul style="list-style-type: none"> All ages: \$500.00 per child per year

<p>GRADUATION – Authorization FROM CASEWORKER * <i>Reference for Caregivers 2021</i></p>
<p>Amounts are meant to cover gifts, attire, photos, and dinner. Foster Parent and Caseworker should discuss plans for spending to avoid exceeding maximum amounts. Grade 9 Grad: \$400 plus \$100 for a gift</p> <p align="center">Grade 12 Grad: \$800 plus \$200 for a gift and *\$200 for photos</p>

ALLOWANCE & CLOTHING	Monthly Clothing Allowance	
<p>Funds for Allowance and Clothing are included in the Basic Maintenance part of the Foster Parent Stipend. Amount listed is the minimum required, Foster parents may round up allowance amounts to allow for easier accounting; however, this is not required.</p> <p>Additional funds can be requested from the Caseworker to bring a child's wardrobe up to standard. i.e., Growth spurt, new season.</p> <p>It is required that foster parents submit monthly allowance records with their monthly documentation and strongly suggested that clothing allowance records [including receipts] be kept at their homes. This is proof that the funds were spent appropriately. Foster parents must be able to produce detailed records, with receipts, when requested to prove that the minimum monthly amounts were spent. Failure to provide proof could result in the foster parent paying that amount to the foster child, even after a child has been discharged from the program.</p>	0 – 1	\$26.90
	2 – 5	\$37.60
	6 – 11	\$49.05
	12 – 15	\$68.45
	16 - 17	\$70.05
	Weekly Spending Allowance	
	6 – 8	\$2.75
	9 – 11	\$6.95
	12 – 15	\$11.00
	16 - 17	\$15.15

CHILDCARE & MILEAGE	Regional Childcare Claims	
<p>REGIONAL CORE TRAINING: Foster parents may claim childcare expenses for bio and foster children while parents are at Core training. Mileage and Meals for a full day course may also be claimed for Core Training. See the Training Expense Claim form for details.</p>	Up to \$6.50 / hour / child	
	Up to \$65.00 / day / child	
	Up to \$195.00 / day / home	
<p>AGENCY REQUIRED TRAINING: Usually, Crossroads will either provide 'in-house' babysitting at our office or will reimburse for babysitting at foster parent homes. Check with your Support Worker to see if babysitting will be provided or reimbursed.</p>	<p>AGENCY EVENTS: Mileage for agency events cannot be reimbursed, as the agency does not receive regional funding to cover this expense.</p>	

CLOTHING TO STANDARD - Foster parents contribute monthly to the child's wardrobe. Caseworker must approve additional funds to bring the wardrobe up to standard in certain circumstances.		
Infant to 1 year of age ~ up to \$300	1 - 6 years of age ~ up to \$400	7 - 17 years of age ~ up to \$600

TRANSPORTATION EXPENSES	
*REIMBURSEMENT PROCEDURE	CI PRACTITIONER & CSD WRITTEN AGREEMENT:
<p>ONE CHILD: Mileage is claimed at \$0.550 / km (*Dec. 2023) Parking Receipts (<i>original or handwritten</i>) + Mileage Claim Form (<i>one per child</i>) = Reimbursement <i>TIMELINE: Submit receipts by 3rd day of the month following the expense to be reimbursed on the 15th.</i></p>	<p>There must be ongoing documented discussion with the CI Practitioner, the FCSW, CSD and the caregivers re: the mileage for activities before they occur so that all parties are aware of the expected expense. <i>Reference Guide for Caregivers, Transport. & Mileage, Dec 2021</i></p>
SHARED RIDE:	WHAT TRIPS SHOULD I CLAIM?
<p>If two or more children share a ride, separate forms must be filled out for each child. On each child's form note 'SPLIT' and state the same thing, including why the ride was shared. EXAMPLE: Mileage Claim for Child: Bubba Doe Total Cost: \$15 SPLIT by 3 children = \$5 each Reason: Ride shared to speech therapist and pediatrician on the same day and located in same office building.</p>	<p>Mileage reimbursement re:</p> <ul style="list-style-type: none"> • Specialist & Therapist appointments • Bio family and sibling visits • Parking (specialists, court, and hospital) • Drives to & from school <i>might</i> be covered, especially if the school is out of your district - Talk to your child's CIP • Driving children to Summer Camps located outside of the city of Edmonton • Sporting activities and practices • Normal medical, dental & optical appointments