Kids Central, Inc. System of Care
Policy & Procedure

Series:	**Placement and Foster Care**
Policy Name:	**Respite and Other Foster Parent Supports**
Policy Number:	**117**
Origination Date:	**04/09/08** **Revision Date: 03/19/13**
Authority:	**409.175(14) F.S., 409.803 F.S., 65C-13.033**
Attachments:	**Request for Respite Care Form (Kids Central-209)** **FP Respite Log** **FP Monthly Interview Protocol**

Policy

It is the policy of Kids Central, Inc. to ensure respite services are provided in the best interest of the child and in accordance with administrative code. This also serves to provide the foster parents with clear guidelines in accessing respite services.

Procedure

A. Preferences

1. Foster parents are strongly encouraged to have respite services provided in their home thereby minimizing disruption to the child/children (particularly during the school year).

B. Guidelines regarding payment and limitations:

1. Foster parents are entitled to twelve (12) respite days per fiscal year (July-June). Respite days do not need to be taken all at one time; however, unused respite days do not rollover into the next year and foster parents are not paid for unused respite days.

2. During the respite period, the respite provider will be paid $17.00 per day for children 0-13 and $19.00 per day for children 13-17 in a traditional foster home. If the respite is located in a residential group care setting, the daily respite rate is dependent on that particular provider. For children who are placed in a medical foster home, the foster parent will receive $20.00 per day in respite monies if it is noted the home is a medical provider. In addition to the respite provider being paid, the foster parent requesting the respite will also be paid the regular board rate.

3. In the event the respite provider is not a licensed foster parent, board payment and respite payment will go to the foster parent who will be responsible for paying the respite provider.

4. A respite period begins on the day the children are dropped off with the respite provider and ends with the last night the foster children spend in the care of the respite provider (i.e., If a child is dropped off with a respite provider on Sunday and picked up on Saturday, six (6) respite days would be used. If a foster parent needs additional respite days beyond the twelve (12) days they are allotted, the foster parent will not be paid for these days and the foster parent will be responsible for payment to the respite provider for services rendered.

C. Guidelines for establishing and securing appropriate respite providers:

1. Foster parents should attempt to make their own respite arrangements with friends and family members who are familiar to the child and who have been cleared through the background screening process to be in a caretaker role with foster children.

2. Foster parents are strongly encouraged to identify someone who is not a licensed foster parent to be their back-up.

3. When a foster parent identifies someone they would like to complete the background screening process for, they should contact their Licensing Specialist for the proper paperwork.

4. Respite providers must be other licensed foster parents if the foster child is to stay in their home.

5. Babysitters or non-licensed respite providers who have completed and been cleared through the background screening process must provide care in the foster home. The child is prohibited from staying in the home of a respite provider if the home is not a licensed provider. If a foster parent is unable to coordinate their own respite, the responsibility for finding respite arrangements lies with the Placement Department. The ~~PS~~ Placement Specialist will take the following into consideration in order to determine the most suitable, safe and nurturing respite home for a child: child and caregiver characteristics, strengths, needs and resources available.

6. If a foster parent cannot locate a respite provider, the foster parent should contact a Placement Specialist fifteen (15) business days prior to the respite being needed unless it is an emergency, such as a death in the family.

7. The Placement Specialist will enter the request onto the Respite Tracking Log the day they are contacted and a Placement Specialist will begin looking for placement three (3) business days from the foster parent's request.

8. A respite provider must be located at least five (5) business days prior to the placement occurring.

9. Upon a suitable respite provider being located, the Placement Specialist will consult with the Licensing Specialist for the respite provider reviewing the following information to determine if approval is appropriate: number of biological, adopted and foster children in the respite provider's home, number of foster children to be placed for the purpose of respite, sleeping arrangements and the number of caretakers available in the respite provider's home (single vs. two parent foster home).

10. The respite provider's licensed capacity will be taken into consideration and, as a general rule, Kids Central, Inc. will work toward the goal of remaining within the "Rule of 5" guidelines even in respite circumstances.

11. In the event the child being placed for respite will put the respite provider over their licensed capacity or will bring the total number of children in the home to more than five (5), a waiver will need to be completed prior to the child's placement.

12. Without exception, any time a foster family has more foster children placed in their home than their licensed capacity and any time there are more than a total of five (5) children in the home, including foster, adoptive and biological children and relative or non-relative placements, a waiver must be completed and approved by the CEO or his/her designee prior to the respite period.

13. Upon the respite placement being located and confirmed, the Placement Specialist will initiate the Request for Respite Form.

14. The Placement Specialist will notify the foster parent who made the request, the primary Family Care Manager (FCM) and the Guardian ad Litem if applicable via email or by telephone a minimum of five (5) business days prior to the placement occurring of the respite provider's information, to include name, address, phone number and dates of the respite.

15. The Placement Specialist will request the FCM complete a second set of placement paperwork to go with the child to the respite provider.

16. The primary foster parent must ensure the respite provider has the necessary Medical Consent and placement paperwork for each child at the time of placement. If the paperwork has not been provided by the FCM, the primary foster parent should make a duplicate copy of their paperwork.

17. If the respite provider is within a reasonable distance from the primary foster parent's home, the primary foster parent is responsible for transportation to and from the respite provider's home. The respite provider is responsible for

transportation of the child to and from school unless other arrangements were made and approved by all parties. The FCM and/or transporter are not required to assist with transportation in these situations, although they can assist at their discretion.

D. Guidelines for foster parents and respite care

1. Efforts will be made to find a respite placement ~~that is~~ familiar to the child and who is familiar with his/her daily routines, preferred foods, ~~and~~ activities and any needed therapeutic or medical care.

2. Respite providers will be expected to respect the culture, race, ethnicity, language, religion and sexual orientation of the child.

3. Respite providers will be expected to maintain a child's involvement in school and extra-curricular activities, as well as offering activities appropriate for the child's interests, age, development, physical abilities, interpersonal characteristics, culture and special needs.

4. When a child in respite care experience injuries, health problems or changes in appearance or behavior, this information should be reported to the Family Care Manager (FCM) immediately. The FCM will then complete and submit a Licensing Concern form and follow up by the Licensing Specialist for the home will occur, as needed.

5. Respite providers will not release the child to anyone other than the foster parents or another person who is approved by the foster parents.

6. When respite care is provided in response to a crisis, Kids Central, Inc. will work with the respite provider to ensure support services and age appropriate interventions are implemented.

D. Procedural Process for Approval and Payment:

1. Once respite arrangements are confirmed, the following should be completed:

   a. The In Home Service documenting the respite should be entered in FSFN by a Placement Specialist no later than two (2) business days of the respite beginning.

   b. Upon the respite ending and it is verified the respite occurred, the Placement Specialist will end the In Home Service in FSFN no later than two (2) business days. On the same date the In Home Service is end dated, the Placement Specialist will send an email to Accounting requesting approval of this In Home Service. If the respite episode does not occur, the Placement Specialist will contact Accounting to make them aware.

c. Within two (2) business days of the respite ending, the Placement Specialist will complete the Request for Respite Form and submit via email to the Placement Supervisor for approval.

d. The Placement Supervisor will review the Request for Respite Form within three (3) business days of receipt, approve and email to Accounting for processing of payment.

Approved By:

John Cooper, Chief Executive Officer — Date 11/4/13