

1753 FOSTER PARENT TRAINING-RELATED CHILD CARE

Chapter: **Foster Care Providers**

Section: **Foster Parent Training**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **02-13**

Approved:

Effective Date: **September 30, 2001**

Scheduled Review Date:

DCYF Director

Related Statute(s): [RSA 170-E](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s):

Bridges' Screen(s) and Attachment(s):

Purpose

DCYF recognizes the importance of continuing training and education for foster parents to increase their capacity to meet the needs of children in care. Additionally, the retention of foster parents in their caregiving role is increased by providing self-development and peer support that may be available through training sessions.

Policy

- I. Foster parents may request reimbursement for child care while attending pre-approved training. While this service may provide an incentive to attend training, it is not intended to replace other arrangements for child care which were previously available.
- II. Pre-approved training is limited to those training sessions sponsored by the DCYF Staff Development Partnership including College for Lifelong Learning (CLL) courses (credit and non-credit), the Annual DCYF Conference, and the Annual New Hampshire Foster and Adoptive Parent Conference.
- III. Funding is limited for this service. District Office allocation of funds is made based on the percentage of foster parents licensed by each District Office.
- IV. The Staff Development Unit (SDU) reviews the expenditures by District Office quarterly and reallocation of unexpended funds may occur after the second quarter's review.
- V. Eligible children include the child in care as well as the foster parent's children. Children 12 years and younger are eligible to receive training-related care. If children over 12 years require supervision by an adult, the District Office Supervisor may pre-approve payment.
- VI. Upon registration for training, foster parents must request child care to ensure that funds are available. Foster parents may request only one child care voucher per household, per training event.
- VII. Vouchers are available at the training site from the instructor. Required information includes the name of the foster parents attending the training, mailing address, course or training title, date of training event, and the name of the District Office.
- VIII. The rates of reimbursement per training event, per household, excluding travel time are:
 - A. 3 hours or 1/2 day-----\$10.00; or

- B. 6 hours or all day-----\$20.00
- IX. A maximum reimbursement of \$50.00 is limited to each foster home during the fiscal year (July 1-June 30). If funds are available to cover additional expenses and all foster parents have had an equal opportunity to request funds, DCYF processes requests that exceed the maximum per household at the end of the fiscal year on a first come, first served basis.

Procedures

- I. The Foster Parents:
 - A. Register for approved training and request child care reimbursement;
 - B. Attend training as specified in POLICY part (II);
 - C. Complete a child care voucher available at each training; and
 - D. Submit a completed voucher to the instructor.
- II. The Training Instructor:
 - A. Submits vouchers directly to DCYF/SDU, if he or she is a SDU trainer;
 - B. Mails vouchers on the last day of class, back to CLL in SASE, if a CLL instructor; and
 - C. Submit vouchers directly to DCYF/SDU, if a conference presenter.
- III. The staff at the Staff Development Unit (SDU):
 - A. Encumbers child care funds upon registration;
 - B. Receives completed child care vouchers from the instructors;
 - C. Compares vouchers to training attendance lists;
 - D. Processes vouchers for payment to the foster parents; and
 - E. Updates the financial tracking system by recording the total amount of reimbursement issued by each district office.