

FOSTER PARENT INSURANCE CLAIM

Name of Foster Parent _____ Date _____

Address _____

Telephone _____ Day _____ Evening _____

E-mail _____

Name of Child in Foster Care _____

DOB _____ Date of Placement _____

Name of CPSW/JPPD _____ District Office _____

Telephone _____

* * * * *

Date of Damage of Loss _____ Amount \$ _____

Description of Damage or Loss _____

Police Report: No Yes Name of Police Department _____

Name of Officer: _____ Telephone _____

Witness: No Yes Name of Witness _____

Address _____

Telephone _____

Be sure to attach other documentation to support this claim.

Return this completed form to the Resource Worker

Forward this form to: **FOSTER CARE SPECIALIST AT STATE OFFICE**

Instruction for the "Foster Parent Insurance Claim"

PURPOSE:

The "Foster Parent Insurance Claim" is used to submit a claim for loss or damage reimbursement caused by a child in foster care.

INSTRUCTIONS:

Form 2370 is a one-page template completed by a foster parent. The Foster Care Worker provides copies of the form upon request from the foster parent. The completed form is returned to the FC Worker for review, and then it is forwarded to the Foster Care Specialist at State Office.

FORM COMPLETION:

Enter the current date.

Enter your name, address, and telephone numbers.

Enter the name of the child in foster care who caused the loss or damage, his or her date of birth, the date of placement in your home, the name of the CPSW/JSO who placed the child, his or her office location, and telephone number.

Enter the date the damage or loss occurred and the dollar amount of the claim.

Briefly describe the damage or loss.

Check whether the police wrote a report of the incident and enter the name of the department. Check whether a witness can be asked about the incident, and enter his or her name, address, and telephone number.

Documentation may include receipts and insurance claim forms.

Attach additional sheets if necessary.

RETENTION:

The foster parent is to retain a copy of Form 2370 until the claim is paid or finalized. The FC Worker retains copies of the form in the Foster Parent's record.