



Request For Special Funding

- Clothing Allowance
□ Bus Ticket
□ Training Fee Reimbursement
□ Flexible Respite

FW Family Name _____ Date Submitted _____

Description of request (for example, flexible respite activity including dates, rationale for how event pertains to respite, how training is relevant, evidence of county approval for clothing, understanding of shared responsibility for bus tickets, etc.):

Four horizontal lines for describing the request.

Amount being requested: _____

Signature of Foster Parent _____ Date _____

Signature of FW Worker _____ Date _____

*****For Office Use Only*****

Date Received in Main Office _____

Family's Respite account balance as of date of receipt _____

Training Credits as of date of receipt:

Training for _____ Total Credits _____

Training for _____ Total Credits _____

Approved _____ Denied _____ If approved, amount approved _____

If denied, reason for denial _____

Signature – Administrative Coordinator _____ Date _____

Date contacted foster parents _____ Date receipts were received _____

Family's Respite amount deducted _____ date deducted _____

Amount paid _____ Date paid _____

(Revised 9/10)

Flexible Respite

Accumulated respite may be used for a variety of activities, including re-imbursement for the costs of special outings for families. ***Prior approval must be granted before reimbursement will be made.*** The activity must be in keeping with the intent of respite – it must offer an opportunity for the family to have a break in the routine, which is likely to revitalize the FW parents. For example, FW may assist with expenses for a weekend “getaway” that includes the foster kids when the FW parents may otherwise have difficulty getting away on their own.

Before FW families may use accumulated respite, they must still have a minimum of three “banked” days of respite for each child in care *after* the request for flexible respite expenditure has been granted. For example, if they have three kids, nine days of respite cannot be used for flexible respite but must remain on the books for more conventional use if needed. In addition, foster parents must be current with their training credits at the time they submit the flexible respite request.

Remember, not all families will have a need for flexible respite. Families are first expected to use their respite in the standard manner outlined above. Receipts must accompany reimbursement requests.

To receive flexible respite:

1. Fill out a *Request for Special Funding* form **prior to** your event/vacation.
2. Have the form authorized by your social worker and submit request to the main office.
3. Save your receipts and turn them in to the main office **no later** than the 5th of the month following your event/vacation.

Reimbursement for Costs of Seminars or Conferences

Each FW parent is eligible for up to \$100 reimbursement per licensing year for registration fees for education and training sessions. Prior approval by a FW social worker or supervisor is required.

A FW parent may request additional financial support if an especially relevant training opportunity arises and is more expensive than usual.

To receive reimbursement, the FW parent may request through (their FW social worker) that the agency pre-pay a registration fee. If the training has been approved by staff and the FW parent has paid the registration fee, the parent should forward a receipt for the cost of registration to the main office by the 5th of the following month. Reimbursement will be provided along with their next regularly scheduled parent payment (on the 10th of the following month).

Initial Clothing Allowance

Sometimes, when a child enters foster care for the first time, he or she is given a one-time-only clothing allowance from the placing agency. This allowance is meant to help when children have lived in a situation when there was not enough money for adequate clothing. The intent is to provide enough appropriate clothes so children do not feel different from the other children in their community. When a child arrives with few appropriate clothes, the FW social worker should be informed and options explored for obtaining clothes quickly. This may include an advance from Family Works.

The agency placing the child with Family Works decides if they will grant an initial clothing allowance. The amount may be up to \$200.00. Remember, this is a one-time allocation to bring the child's wardrobe up to minimum community standards.

To receive a clothing allowance, the FW social worker must receive verbal assurance that the placing agency is willing to make the allocation. The FW worker then notifies our main office, and we will issue a check to the FW family for the amount approved by the placing agency. The FW family needs to fill out a *Request for Special Funding* form and itemize the clothes they purchased. This form, *along with original receipts* for the clothing, must be returned to our main office. FW will then seek reimbursement from the county.

County clothing allowances must be spent and documented within 3 months of the child's placement in the FW home.