




Policy and Procedures

<u>DEPARTMENT NAME</u> Fiscal		
<u>SUBJECT</u> Foster Parent Mileage Reimbursement	<u>POLICY NUMBER:</u> AP-442	
<u>APPROVAL:</u> 	<u>Effective Date:</u> 10-6-2020	<u>REPLACES</u> AP-442 10/20/2016

- I. **PURPOSE:** To describe how the Children’s Network will reimburse foster parents for mileage expenses.
- II. **REVIEW HISTORY:** Original 8/1/2003 and updated October 20, 2016.
- III. **CONTACT:** Chief Financial Officer
- IV. **PERSONS AFFECTED:** All Children’s Network staff and foster families providing care for youth under the jurisdiction of Circuit 20 dependency court.

V. **POLICY**

Foster parents **shall** be reimbursed for reasonable mileage expenses that the foster parent incurs as a direct result of caring for the child that Children’s Network of SW Florida has placed in the home.

VI. **PROCEDURE**

A. Foster parents may seek reimbursement for qualifying mileage incurred as a direct result of caring for the foster child by completing a Department of Children and Families form **Foster Parent Voucher for Reimbursement** form according to form instructions. Mileage reimbursement request must be submitted within 30 days of the travel and no travel over 90 days will be reimbursed if due to delays of submittal. Foster Parents are encouraged to submit travel reimbursement on a monthly basis.

1. Qualifying mileage items are as follows:

- Medical, Dental, Mental Health, Pharmacy.
- Legal meetings, Court, Judicial Reviews, Child Staffing.
- Court ordered visits with Parents, Grandparents, Siblings, other family members
- Initial WIC interview and all follow up reviews
- Mileage for transportation for any trip that is court ordered

**Children's Network of Southwest Florida
Foster Parent Mileage Reimbursement**

- Transport to and from another foster home for respite
 - Homemaker transport
 - Tolls - must have original receipts
2. Non-qualifying mileage includes:
- School and Daycare transport unless special placement or with prior approval.
 - Recreational trips, shopping, day to day family activities
- B. Foster parents can request mileage reimbursement but are expected to transport children for medical, dental or other behavioral health appointments.
- C. The foster parent must precisely record the odometer reading at the beginning and at the end of the trip for which mileage reimbursement is sought.
- D. The Foster Parent must record the child name transported along with the date and purpose of the trip.
- E. The mileage listed on the form must agree with the difference between the beginning and ending odometer readings listed.
- F. The foster parent must sign the form(s) and submit them to the assigned Placement Unit Supervisor within the Case Management Organization for initial review and preliminary approval. Additional reviews may be conducted by the Licensing Unit as well. These requests will be forwarded within 5 working days to the Accounts Payable department of Children's Network of SWFL, LLC final review and payment.
- G. Accounting staff will review the mileage form for completeness and enter the charges into FSFN under each child transported. A copy of the Form 188 will be attached to the mileage as part of the paid documentation.
- H. Exceptions to the qualifying mileage listed above must have prior approval from the Licensing Unit before the foster parent incurs the expense. Review and approval will be done on a case by case basis depending on the circumstances and nature of the mileage cost incurred.
- I. Travel mileage expenses will be paid in accordance with CFOP 40-1 procedure.