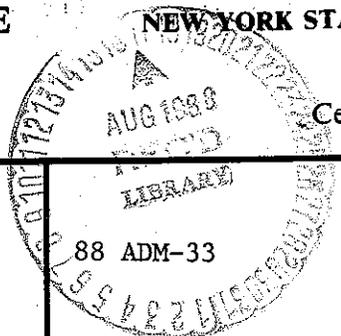


ADMINISTRATIVE DIRECTIVE

NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES
40 North Pearl Street
Albany, New York 12243
Cesar A. Perales, Commissioner



TRANSMITTAL NO: 88 ADM-33

DATE: August 12, 1988

DIVISION: Family and Children Services

TO: Commissioners of Social Services
Directors of Authorized Agencies

SUBJECT: Outside Camp Fees in Foster Boarding Home Programs

SUGGESTED DISTRIBUTION: Child Welfare Staff
Voluntary Agency Social Work Staff
Accounting Supervisors
Staff Development Coordinators

CONTACT PERSON: Joseph Della Rocca, Bureau of Resource Management, Telephone:
1-800-342-3715, extension 3-1496 or (518) 473-1496.

I. PURPOSE

This is to advise you that the Department has revised the method of payment and claiming reimbursement for outside camp fees for children placed in foster boarding homes operated by authorized agencies. The revision is effective on July 1, 1988.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Department Regs.	Social Services Law and Other Legal References	Manual References	Miscellaneous Reference
85 ADM-7		427.3(a) 431.13 443.3(p) 605.2(c)(4)(iii)	153(1) 398.6(1) 398-a(2)	82 MB-26	

II. BACKGROUND:

Section 398.6(l) of the Social Services Law gives each social services commissioner the power and duty in accordance with regulations of the Department, to provide maintenance in a summer camp for children and minors who are being cared for away from their own homes as public charges when in the commissioner's judgment summer camp placement is advisable for the welfare of such children and minors.

Currently, in foster boarding home programs, summer camp fees, transportation to and from camps and registration fees can be paid directly by the authorized agency or by the foster parent. However, the cost, up to the amount of the foster parent's monthly payment is deducted from such payment. Some local districts have informed us that this is a disincentive to retaining or recruiting the services of foster parents.

As part of the Department's continuing efforts to assist local districts and voluntary child care agencies in attracting and retaining foster parents, we are revising this policy. The camp fees and related costs are being added to the items of special payments set forth in 82 MB-26, Manual Bulletin 200, page 74. In addition, time spent in residential summer camps will be considered vacation for the child, thereby allowing the district to continue the foster parent per diem payment as a reimbursable absence from care as set forth in Section 605.2(c)(4)(iii) of the Department's regulations and in 85 ADM-7.

III. PROGRAM IMPLICATIONS:

- A. The provision of camp fees for foster children is a service that the social services district should consider when evaluating the circumstances of specific children. This may lead to an increase in the number of foster children attending summer camps.
- B. The policy change makes the local district responsible for the payment of camp fees and allows foster parents to retain their full monthly payment.
- C. A new method of claiming reimbursement for the camp fees is being implemented and will be explained in Section IV, Required Action.
- D. The method of reimbursing the costs of summer camps for children residing in group care programs is not altered by this directive.

IV. REQUIRED ACTION:

A. Programmatic

1. Summer camp placement should be provided at the discretion of the social services district in a consistent manner. Each district should develop a policy outlining the circumstances warranting its use. The district must advise all current and prospective foster parents of the policy and include it in the foster parent manual required by Section 443.3(p) of the Department's regulations.
2. The district's prior approval is needed for a summer camp placement and the need for such a placement must be documented in the child's Uniform Case Record and the foster family's records, including the reason for providing such services and the actual services authorized.

3. In accordance with Section 431.13 of the Department's regulations, placement may only be made in summer camps operated by non-profit organizations, corporations or agencies having permits issued by the appropriate public health officials in whose jurisdiction the camps are located.
4. If a child is attending a formal summer school program based on educational needs, placement in a residential summer camp can not be made until after the summer school program has ended.

B. Fiscal

1. Prior to the placement of a child in a summer camp that charges a fee, the authorized agency must attempt to find an appropriate camp at no charge.
2. The costs for day or residential summer camp fees, including transportation to and from camps and registration fees are to be considered special payments as found in Section 427.3(a) of the Department's regulations.
3. The social services district has complete discretion when considering how to pay for summer camps as follows:
 - a. The social services district may make payment directly to its foster parent.
 - b. The social services district may make payment directly to the summer camp.
 - c. The social services district may make payment directly to the voluntary agency so that it can either make payment to its foster parent or directly pay the summer camp. If this method is chosen, the details must become part of the model contract for the purchase of foster care services.
4. Reimbursement for summer camp fees for foster children will be allowed and its costs reimbursed through either Title IV-E foster care or Child Welfare (CW) expenditures. The determination of whether the child is IV-E or CW will be in accordance with the usual formulas.
5. Reimbursement for residential summer camp fees will be available for a maximum of two weeks.
6. Claiming reimbursement for payments made for summer camps and related fees for foster children should be done on the Department's Schedule K-- Child Care Reimbursement Claim for Child Care Expenditures (DSS-3479) on line three as follows:
 - a. Specify "agencies" if the payment is made to a voluntary agency on behalf of the foster parents.
 - b. Specify "foster homes" if the payment is made either directly to the foster parents or to the summer camp.
 - c. Enter the expenditures under the FNP columns for CW cases and under the FP columns for Title IV-E eligible cases.

7. Voluntary agencies must obtain the prior approval of the social services district that pays for a child's care, for any plan to compensate foster parents for the costs of summer camp and to continue the foster care payment as a reimbursable absence for vacation. This will ensure that the service and payment is considered foster care for purposes of claiming and reimbursement. It must also be made part of the district's local purchase of service agreement (model contract) with the voluntary agency.

V. SYSTEMS IMPLICATIONS:

Modifications will be made to the authorization component of Services--WMS to reflect this change. Districts will be notified via Services Information Systems notification letter once these modifications are available.

VI. ADDITIONAL INFORMATION:

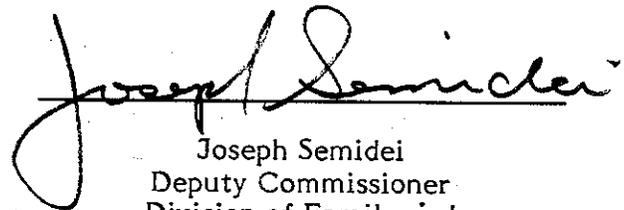
The social services district may continue payments to its foster parents or to the voluntary agency as a reimbursable absence from care for vacation while the child is attending a residential summer camp. This is provided for in Section 605.2(c)(4)(iii) of the Department's regulations and in 85 ADM-7.

When a child is at a residential summer camp, each 24-hour day may be claimed as vacation, including weekend days. On the day the child enters camp and on the day the child returns from camp, the child is considered to be in care. For example, if the child enters camp on a Saturday and returns to the foster home on the following Saturday, both Saturdays would be claimed as regular days in care. Sunday, Monday, Tuesday, Wednesday, Thursday, and Friday would be claimed as reimbursable absence days of care and labeled vacation days on the appropriate billing forms.

Effective July 1, 1988, if the local district elects to have the voluntary agency pay the summer camp directly, the agency can not claim these costs in Account 09, Outside Camp Fees, on DSS 2652-1, Report of Actual Expenditures. The agency will report these costs in Account 45, Special Payments (Boarding Home) under the family boarding home cost center.

VII. EFFECTIVE DATE:

This directive is effective July 1, 1988.



Joseph Semidei
Deputy Commissioner
Division of Family and
Children Services