



When seeking the best placement match for a child in need of foster care, a local district may choose to contract with another district and "borrow" a foster home. In order to pay the other district, a contract header must be established in CONNECTIONS, which sends the home's Vendor ID (VID) to the Benefits Issuance Control System (BICS) via an overnight batch.

This tip sheet, for district staff, describes the steps necessary to create a contract header when borrowing another district's home.

Borrowing District Creates a Contract Header in CONNECTIONS

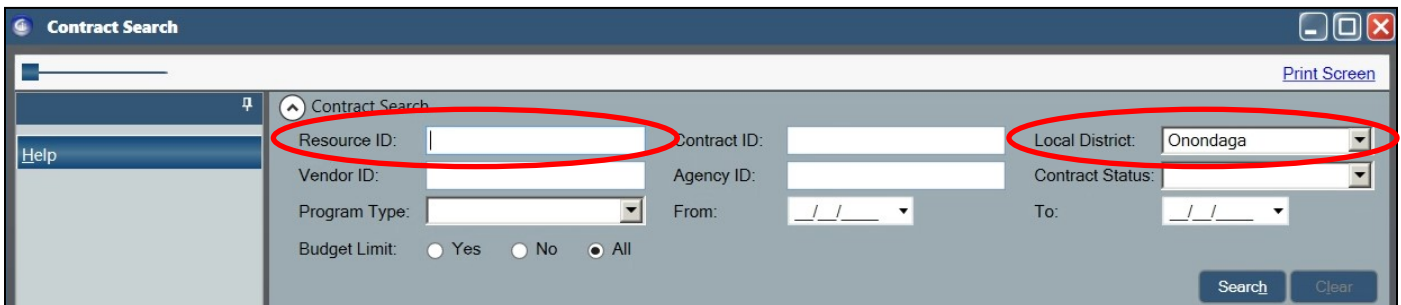
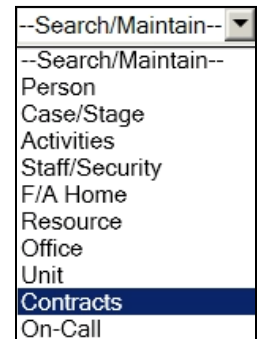


NOTE: You must have the MAINT CONTRACTS business function to perform these steps.

1. On the main CONNECTIONS window, select **Contracts** from the Search/Maintain menu.

The Contract Search window displays.

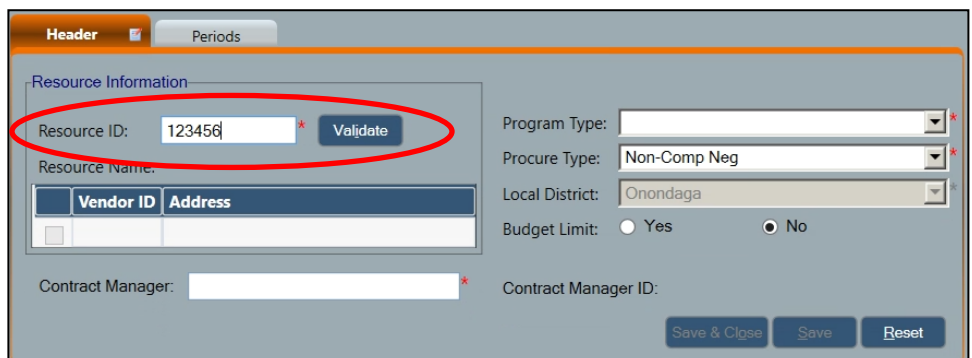
2. Select the Local District from whom you wish to borrow the home.
3. In the Resource ID field, enter the Resource ID (RID) for the other district's foster home.



4. Click the **Search** button.
5. Click the **New** button.

The Contract Search tabs display with the Header tab active.

6. On the Header tab, enter the Resource ID for the resource for the home to be borrowed and to which payments need to be made.



7. Click the **Validate** button.

The Resource Name, Vendor ID (VID) and Address populate.

8. Review the information to verify that this is the correct home.

Resource Information

Resource ID: 82700068 * Valjdate

Resource Name: Holmes, Barbara

| Vendor ID | Address |
|--|--------------|
| <input checked="" type="checkbox"/> 07270033 | 174 HOPE AVE |

9. Using the **Staff Search** link in the navigation pane, complete a search and select the person who will be the Contract Manager. This is simply the person to whom the contract is associated.

Header Options ^

Staff Search

Help

10. Click the **OK** button to confirm your choice.

You are returned to the Contract Search window with the name of the selected Contract Manager now displaying .

Header | Periods

Resource Information

Resource ID: 82700068 * Valjdate

Resource Name: Holmes, Barbara

| Vendor ID | Address |
|--|--------------|
| <input checked="" type="checkbox"/> 07270033 | 174 HOPE AVE |

Contract Manager: **May100, Sally** *

Program Type: Foster Care *

Procure Type: Non-Comp Neg *

Local District: Onondaga *

Budget Limit: Yes No

Contract Manager ID: 15599

Save & Close Save Reset

11. In the **Program Type** field, select the appropriate option from the dropdown menu.
12. Leave the Procure Type field as **“Non-Comp Neg”**.
13. Leave the Budget Limit radio button set to the default value of **“No”**.
14. Click the **Validate** button to confirm the information.

If you validate the Resource ID prior to completing all other required fields on the window, you will need to validate again to enable the Save button.

15. Click the **Save** button.
16. Click **“Yes”** to the warning message, “Once saved the Budget Limit cannot be changed. Continue?”.

A new row is added at the top of the Contract List grid and remains selected.

17. Click the **Save & Close** button.



In order to be able to close the home when the family no longer wishes to foster, a contract period must be entered for the borrowed home. The entered period can remain in Pending status and does NOT need to correspond to an actual contracted period with the certifying county.

18. Select the **Periods** tab.

19. On the **Period Detail** tab, enter a Start and End date.

The Closure field will prefill with the selected end date and the Status field prefills as "Pending".

The screenshot shows the 'Period Detail' tab with the following fields: Start: 06/30/2018, End: 06/29/2021, and Closure: 06/29/2021. There are small red 'x' icons next to the date fields.

20. Click the **Add** button.

A new row displays on the Periods grid and remains highlighted.

21. Click the **Save** button.

Adding Services by Area

For payment information to flow to BICS, the borrowing district must also be added to the Services by Area tab in the Resource Directory for this home.



This step must be done by either a worker from the county that has certified the home or by OCFS staff such as CONNECTIONS Implementation staff, who are assigned the MAINT RESOURCES business function. It cannot be done by the borrowing county worker.

Step-by-Step: Adding Services by Area Information

The screenshot shows a dropdown menu with the following options: Person, Case/Stage, Activities, Staff/Security, F/A Home, Resource (highlighted), and Office.

1. From the Search/Maintain menu, select **Resource**.

The Resource Search window displays.

2. In the Identifiers field, select Resource ID and enter the RID of the home to be borrowed.

The screenshot shows the 'Identifiers' form with 'Type' set to 'Resource ID' and the value '82700068' entered in the text field.

3. Click the **Search** button.

The Resource Search results display the designated home.

4. Highlight the resulting home in the Resource Search List.

The Resource tabs display.

5. Select the **Services by Area** Tab.

The screenshot shows the 'Services by Area' tab with a table of services and a form for adding new services. The table has columns for Category, Service, C, County, P, INC, and State. The form has fields for Category, State, County, and Service, along with radio buttons for 'All Counties', 'Partial Counties', and 'Income Based'. There are buttons for 'Add', 'Modify', 'Delete', 'Clear', 'Save & Close', 'Save', and 'Reset'.

6. From the **Category** dropdown menu, select Foster Care.
7. From the **County** dropdown menu, select the name of the borrowing county.
8. Select the appropriate service from the **Service** dropdown menu.

The screenshot shows a web form titled "Service Detail" with a "Population" tab. The form contains the following fields:

- Category:** Foster Care (dropdown menu)
- State:** NY (dropdown menu)
- County:** ALBANY (dropdown menu)
- Service:** Regular Service (dropdown menu)

Below the Service dropdown, there are three checkboxes: "All Cou", "Partial", and "Income". The Service dropdown menu is open, showing a list of options including "Minor Parent & Child Fos Care", "Non-Med Needs Handicap Child", "Plan Respite-Foster Fams", "Regular Service & Maintenance" (which is highlighted), "Rent Specials", "Replacement Clothing", and "School Expenses".

9. Click the **Add** button.
The new service displays in the Services by Area grid.

10. Click the **Save & Close** button.

The new service information will be sent to BICS in an overnight batch.

Resources

- CONNECTIONS Job Aids and Tip Sheets: <https://ocfs.ny.gov/connect/jobaides/jobaides.asp>
- CONNECTIONS Regional Implementation Staff: <https://ocfs.ny.gov/connect/contact.asp>
ocfs.sm.conn_app@ocfs.state.ny.us
(NOTE: address contains an underline)
- CONNECTIONS Application Help Mailbox: *A Helpdesk ticket is now required before sending requests to the Triage Unit. This can be acquired by emailing FixIt@its.ny.gov.*