

**Policy Transmittal  
Office of Child Welfare Programs**



Greg Westbrooks, Foster Care and Youth  
Transitions Manager

**Authorized signature**

**Number:** CW-PT-18-023

**Issue date:** 11/5/2018

**Topic:** Foster Parent Support Funds: Flexible  
Funding and Respite Care

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
 Manual update   
 Other:

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                     | <input type="checkbox"/> County Mental Health Directors                          |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities    | <input type="checkbox"/> Office of Developmental<br>Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs             | <input type="checkbox"/> ODDS Children’s Intensive In<br>Home Services           |
| <input type="checkbox"/> County DD program managers            | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                    |
| <input type="checkbox"/> ODDS Children’s Residential Services  | <input type="checkbox"/> Other (please specify):                                 |
| <input checked="" type="checkbox"/> Child Welfare Programs     |  |

<b>Policy/rule title:</b>	Procedure Manual <a href="#">Chapter 4 Section 39</a>		
<b>Policy/rule number(s):</b>			
<b>Effective date:</b>			
<b>References:</b>			
<b>Web address:</b>	<a href="http://www.dhs.state.or.us/caf/safety_model/procedure_manual/index.html">http://www.dhs.state.or.us/caf/safety_model/procedure_manual/index.html</a>		

**Discussion/interpretation:** The legislature provided funding to support foster parents/relative caregivers in caring for foster children/youth. Part of this funding is to provide respite support. The respite funds are child specific and are intended to be used for retaining the foster parent/relative caregiver, providing placement stability and meeting the individual needs of children and youth placed in foster care. The respite providers must be approved, as currently required, by OAR [413-200-0281](#). The payment for respite is done through a one-time payment reimbursement to the foster

parent/relative caregiver, not as a payment to respite provider directly. The funds can be accessed by completing form [DHS 2897](#) with a supervisor approval. The limitation is up to 3 days of respite per month at \$55 per day. A program manager may approve respite longer than 3 days per month.

**Payment specifics:**

- Service Type Description: Foster Parent Respite
- Service Category: Caregiver Services
- Budget Source: Contracted Foster Care Service

**Implementation/transition instructions:** Conference calls with business staff and communication with district management staff are planned.

**Local/branch action required:** Managing budget allocation; prioritizing respite needs.

**Central office action required:** Available for consultation.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

*If you have any questions about this policy, contact:*

Contact(s): Greg Westbrook, Foster Care and Youth Transitions Manager
Phone: 503-945-5987
Email: <a href="mailto:greg.westbrooks@dhsola.state.or.us">greg.westbrooks@dhsola.state.or.us</a>