

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Child and Family Services Agency



**Administrative Issuance: CFSA-16-5**

TO: CFSA All Staff

FROM: Courtney Hall,  
Deputy for Program Operations

DATE: December 6, 2016

RE: Incentive Payments for Resource Parent Referrals of Prospective Resource Parents

The Child and Family Services Agency (CFSA) makes available a financial incentive to current resource parents who refer persons interested in becoming foster or adoptive parents to CFSA. This recruiting tool expands the pool of available foster care placements and supports the safety, permanence, and well-being of children in care. Financial incentives shall be awarded through “Demand payments” for services that shall meet the needs of a child or family. This governance outlines the requirements, process, and schedule for distributing the incentive payment to current resource parents who make such referrals.

This incentive cannot be used for contracted services. The Office of the Chief Financial Officer (OCFO) shall deny such payments.

If you have questions regarding this AI, please contact the Family Resource Division General Recruitment Unit at (202) 727-7045.

**Eligibility Requirements for a Financial Incentive**

1. To receive a financial incentive, the referring person shall be a current foster or adoptive parent doing business with CFSA.
2. CFSA’s total financial incentive payment will be \$250 per referral.
3. CFSA’s financial incentive is to be paid out in two installments.
  - a. An initial installment \$150 is paid to a current resource parent when the Family Resource Division General Recruitment Unit (FRDGRU) confirms that the referred prospective foster or adoptive parent has completed all of the foster parent licensure requirements and is licensed as a CFSA resource parent.
  - b. A second installment of \$100 is paid to the current resource parent the very first time a child in care is placed in the newly referred (and newly licensed) resource parent’s home.

**To Request a Demand Payment**

1. Demand payment shall be requested and distributed by the FRDGRU Supervisor who shall ensure the following:
  - a. The FACES.net Provider ID is current for the existing resource parent who made the referral.



- b. The referral source is a current resource parent with CFSA (e.g. a licensed foster care provider or an active adoption or guardianship subsidy recipient).
  - c. The payment/installment is correct.
  - d. The following documentation is prepared to support the payment:
    - i. A written memo that attests that the referred resource parent has met the eligibility criteria for payment, includes the name and FACES Provider ID of the referred (newly licensed) resource parent, and includes the name and FACES.net Provider ID of the referring resource parent
    - ii. A fiscal Operation Administration Demand Payment Form (in FACES.net), with Provider ID numbers for the referral source and referred resource parent, date of licensure and if a placement has been accepted
    - iii. Approval from Accounting
    - iv. Demand payment request along with issuance for payment
2. The supervisor or administrator shall approve the request in FACES.net, then the request is self-loaded and sent to CFSA's Accounts Payable department. Likewise, the request form and a copy of the issuance shall be scanned and sent to the Accounts Payable department at [cfsa.accountspayable@dc.gov](mailto:cfsa.accountspayable@dc.gov).
  3. Demand payment requests along with notes shall be placed in the resource parent's file.
  4. Once the completed *Demand Payment Request Form* (in FACES.net) and notes are received, then the Accounts Payable department shall:
    - a. Process the request within five-seven business days of receipt
    - b. Receive the check from the District of Columbia's Office of Finance and Treasury, and
    - c. Mail the check directly to the resource parent.