

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-08-12

TO: All CFSA Staff

FROM: Roque R. Gerald, Interim Director

DATE: October 21, 2008

RE: Bed Hold Payments

In order to promote stability for children and youth in placement, the Child and Family Services Agency has established a protocol for “holding a bed” during such periods of time when a youth or child may be temporarily absent from a placement setting. This issuance provides guidance and criteria for determining whether a placement resource should be held for children or youth who are expected to return after an extended period away from a placement. In addition, this issuance outlines the processes for obtaining approval for the “bed hold” and for terminating bed hold arrangements.

*Note: Federal regulations do not allow for the Agency to obtain federal funding for board and care when children are not residing in the resource home. The ability to “hold a bed” for a child is limited to the following circumstances:**

1. A child in a resource home placement enters a hospital or a mental health or substance abuse treatment center and is expected to be discharged within 30 days.
2. A youth is in abscondence from placement.

If you have any questions about this issuance, please contact your program administrator.

Children and Youth in the Hospital

Children or youth receiving medical, mental health, or substance abuse treatment in a hospital will generally have the best opportunity for maintaining wellness if they are able to transition to a familiar, family-like setting upon discharge. It should be expected that the child will always return to the placement resource. In the event that there are extenuating circumstances that require a review of the child’s return, workers and managers shall take into consideration how well the placement was meeting the child’s or youth’s needs, as well as the overall appropriateness of the placement for the child prior to the hospitalization.

1. When a child or youth is in the hospital, resource parents and other placement providers will continue to receive full payment of board and care for up to 30 days.
 - a. The resource parent or other placement provider must be actively involved in the treatment and discharge planning for the child or youth (as directed by the treating physician or treatment team).

- b. If the child remains in the hospital on the 30th day but is expected to be discharged to the placement resource within the next 15 days, the social worker may request a 15-day extension of the bed hold payment. The written extension request must be approved through the social worker's chain of command and finally approved by the Agency Director.
- c. If the child is not expected to return to the placement resource, the social worker will notify the Placement Reconciliation Unit. The payment will then end on the day that the determination to change placement is made.

Youth in Abscondence

In the event that a child or youth's whereabouts cannot be ascertained, the youth is considered to be "in abscondence".* In the interest of preserving placements for children or youth who are in abscondence, CFSA will continue board and care payments to "hold the bed" for a maximum of 3 days.

* *Requirements for reporting abscondence are outlined in the [Missing Children/Youth policy](#).*