

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Child and Family Services Agency



**Administrative Issuance: CFSA-17-7**

TO: CFSA All Staff

FROM: Stacy Rodgers,  
Deputy Director for Program Operations

DATE: December 18, 2017

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

The Child and Family Services Agency (“CFSA”) makes available a financial incentive to licensed resource parents who refer persons interested in becoming non-contracted foster or adoptive parents with CFSA. The intent of this recruiting tool is to expand the pool of available foster care placements and to support the safety, permanence, and well-being of children in care. Financial incentives shall be awarded through “Demand Payments.” This governance outlines the requirements, process, and schedule for distributing the incentive payment to licensed resource parents who make such referrals.

Questions regarding this Administrative Issuance (AI) may be directed to the Family Resource Division General Recruitment Unit (FRDGRU) at (202) 727-7045. ***This Administrative Issuance supersedes Administrative Issuance CFSA-16-5, dated December 6, 2016.***

### **Eligibility Requirements for a Financial Incentive**

1. To receive a financial incentive, the referring person shall be a licensed resource parent doing business with CFSA (e.g., a licensed foster care provider or an active adoption or guardianship subsidy recipient).
2. A prospective resource parent must not have applied to be, or been, licensed by CFSA previously.
3. The incentive payment to a referring resource parent will be \$500 per referral, to be paid in two installments.
  - a. An initial installment of \$300 is paid to a current resource parent when the 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 \$200 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.

### **Demand Payment Request, Approval, and Issuance**

1. The Demand Payment shall be requested and distributed by the FRDGRU Supervisor, who shall ensure that:
  - a. The FACES Provider ID is current for the existing resource parent who made the referral.
  - b. The referral source is a current resource parent doing business with CFSA.



- c. The payment or installment amount is correct.
- d. The following documentation is prepared to support the payment:
  - i. A written memo detailing the nature of the request, attesting that the referred resource parent has met the eligibility criteria to justify payment to the referring resource parent, and including the names and FACES Provider ID numbers of both the referred (newly licensed) resource parent and the referring resource parent.
  - ii. A *Demand Payment Request Form* (in FACES) with the Provider ID number for the referring resource parent and, for the referred resource parent, the Provider ID number, date of licensure and indication if a placement has been accepted.
  - iii. Approval from the Agency Fiscal Officer.
  - iv. Demand payment request along with issuance for payment.
2. The supervisor or administrator shall approve the request in FACES, and then e-mail the paper demand payment request to the CFSA Accounts Payable Unit at [cfsa.accountspayable@dc.gov](mailto:cfsa.accountspayable@dc.gov).
3. Copies of the *Demand Payment Request Form* along with explanatory memo shall be placed in the resource parent's file.
4. Once the completed *Demand Payment Request Form* (in FACES) and memo are received, then the Accounts Payable unit will review and process the payment consistent with OCFO policies and procedures.