

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-19-2

TO: CFSA Staff
FROM: Brenda Donald, Director
DATE: May 24, 2019
RE: Placement Stability Incentive Payments for Resource Parents

A child's placement stability during his or her stay in foster care is a key indicator for positive outcomes. The Child and Family Services Agency (CFSA) seeks to minimize unplanned moves and placement disruptions, which can extend a child's stay in foster care. CFSA therefore makes available a financial incentive to licensed CFSA resource parents who demonstrate the ability to contribute to positive outcomes for children in their care by maintaining a safe and stable placement for those children and by working toward timely permanency.

This governance outlines the requirements, process, and schedule for distributing the incentive payment to resource parents who qualify for the incentive. Questions regarding this administrative issuance should be directed to the Placement and Foster Family Support Division at 202-724-5505.

Eligibility Requirements for a Financial Incentive

To qualify for a placement stability incentive, a licensed resource parent must maintain a foster youth in the home for 12 consecutive months from the date of placement. The youth must be in a licensed, family-based foster home. CFSA will issue an annual incentive payment according to the criteria outlined in the table below:

Placement Stability Criterion	Incentive Payment (per child who meets the criterion)
The CFSA resource parent maintained stability for a child placed in his/her home for a 12-month period from the date the child was placed in the home.	\$1,100

Placement Disruption Qualifiers

Situations occur in which stable placements disrupt due to circumstances that are beyond a resource parent's control. Such circumstances are outlined in the placement disruption qualifiers listed below. Should any of these circumstances occur during an otherwise stable 12-month placement period, a resource parent may nonetheless receive an incentive payment:

1. **Abscondence:** If a youth absconds from the placement, then the resource parent may still qualify for an incentive if the youth returns to the same resource parent's home within 3 days.



2. **Hospital stay:** if a youth is hospitalized for any duration of time during the 12-month period, then the resource parent may still qualify for an incentive payment if the youth returns to the same resource parent's home.
3. **Respite:** if a youth enters respite care for any duration of time during the 12-month period, then the resource parent may still qualify for an incentive payment if the youth returns to the same resource parent's home.

Positive Permanency Payment

If a youth achieves placement stability with a resource parent for a period of 6 consecutive months or more and thereafter successfully achieves permanency through Reunification, Adoption or Guardianship while in the care of the resource parent, the resource parent may be eligible for a pro-rated placement stability incentive payment.

Eligibility to receive this payment is contingent on the provider's good faith effort to effectuate timely permanency as determined by the Agency Director.

Process for Placement Stability Incentive Payments

CFSA will process annual incentive payments according to a rolling quarterly schedule, and resource providers will receive their annual payment according to the date of the child's placement into the home.

The quarterly payment processing schedule, which adheres to the District of Columbia fiscal year (October 1 through September 30), is as follows:

If the child was placed with resource parent during this fiscal quarter:	And the child remained in that placement for 12 consecutive months, then the payment will be issued by:
October 1 to December 31 of the current fiscal year	January 31 of the following fiscal year
January 1 to March 31 of the current fiscal year	April 30 of the following fiscal year
April 1 to June 30 of the current fiscal year	July 31 of the following fiscal year
July 1 to September 30 of the current fiscal year	October 31 of the year after the following fiscal year

For instance, if the child was placed in the resource parent home on August 23, 2018, and the child remained stable in that resource home until August 23, 2019, then CFSA would issue the incentive payment on October 31, 2019.

Over time, the resource provider will continue to receive the annual incentive payment according to the anniversary date of the child's placement in the home for as long as the child continues to meet the placement stability criteria outlined herein.



Demand Payment Request, Approval, and Issuance

1. Contracted family-based foster care vendors are to submit incentive payment requests according to the requirements of their contracts.
2. Demand payment shall be requested and distributed by the Placement and Foster Family Support Program Manager who shall ensure the following:
 - a. The FACES Provider ID is current for the existing resource parent who met the incentive criterion.
 - b. The payment/installment is correct.
 - c. The following documentation is prepared to support the payment:
 - i. A detailed verification of the placement date and length of time the youth was in the placement.
 - ii. A written memo that attests that the referred resource parent has met the eligibility criteria for payment, includes the name and FACES Client ID of the child(ren) who met the placement stability criterion, and the name and Provider ID of resource parent.
 - iii. A *Demand Payment Request Form*.
 - iv. Approval from the Agency Fiscal Officer.
 - v. Demand payment request along with issuance for payment.
 - d. The completed *Demand Payment Request Form* is entered into FACES for approval and is then e-mailed (with memo attached) to the CFSA Accounts Payable office (at cfsa.accountspayable@dc.gov) for payment processing.
 - e. The request in FACES is entered and approved as a client-specific demand payment request for each client and the service line "Room and Board/Stability Incentive" is used.
 - f. The resource parent is informed about the Agency's decisions around payment and the payment processing schedule.
3. Copies of the *Demand Payment Request Form* along with notes shall be placed in the resource parent's file.
4. Once the completed *Demand Payment Request Form* (in FACES) and notes are received, then the Accounts Payable unit shall:
 - a. Process the request within five-seven business days of receipt; and
 - b. Ensure the incentive payment is loaded onto the resource parents debit card.

Reporting & Monitoring

The Program Operations Analytics Unit will verify resource parent eligibility for the placement stability incentive payment.

