

# LICENSED FOSTER CARE FINANCIAL INFORMATION

## Clothing Vouchers

1. Clothing Vouchers are for children who are brand new to care only. Only children placed in **licensed foster homes** are eligible for the clothing vouchers.
2. Vouchers are issued by the Pls or FCCs and approved by their supervisors. Supervisors should have the vouchers available to the FCCs. If not, please see Lisa Vickery.
3. Please fill out the form completely. It must include the name of the person it's issued to, the child's name and birth date, the foster family name, and the "Authorized By" name & signature.
4. Vouchers can be used at Kmart (in Gainesville), Weecycle (in Gainesville), JC Penny (in Lake City), Once Upon a Time Quality Resale (in Branford), Beall's Outlets (within our services areas, including Orange Park), Ross Stores, (throughout the state of Florida), and Burlington (in Gainesville, Jacksonville & Tallahassee). *Burlington is new to receiving our vouchers, so they aren't on the form yet. When Burlington is being used, please write in our customer ID # for the store on the form. The # is **B814**. We will add store to the form, when we need to reorder again. Burlington will require an ID, in order to use the voucher.*
5. After the voucher is used, the white copy should be placed in the child's blue folder, and/or scanned into ImageNow, by FCC. This way there is a record that the child did receive one, and isn't issued another one in error. The yellow copy is kept by the store. The store will send it to Lisa Vickery with a receipt, to be reimbursed. The white copies should not be sent to the finance office.
6. When a foster parent lives in an area where none of these stores are located, a clothing check request can be submitted to Lisa Vickery by the FCC, to reimburse the foster parent for spending their own money to purchase clothing. This of course can only be for the amounts that the child would be eligible for, if it were a voucher, and receipts will need to be submitted to be reimbursed.

## Clothing Allowances

1. Clothing allowances are issued for children once they've been in care for six months and then annually after that. If you have a child that has reached the six month point, please contact Lisa Vickery to have a clothing allowance issued for the child. The annual clothing allowances go out every year right before school starts back, normally just before tax free week.
2. The clothing allowances are for clothing and shoes only.
3. Receipts should be sent to Lisa Vickery when purchases are made. If a foster parent gives the receipts to their FCC, they need to be given to Lisa, immediately. If the receipts are not received, PFSF will recoup the clothing money from the foster parent's next board payment.
4. We want the money spent right away in case a child is moved to another home. This way the funds are used for the child and not misused. If the child is moved before the money is spent, the foster parent is to return it to us. They are not to give the money to the new foster parent or to the child's parents, if the child is returning home.
5. It's important that the FCCs make sure that their kids have gotten new clothing and shoes when the allowances are issued, this will insure that the money was spent appropriately, and so the FCCs know to take these items with the kids if/when they are moved.

### Educational Funding

1. The educational fund is used for school field trips, athletics, prom dues, etc. If a child is not in school yet, the funding can be used to purchase educational toys and books. All of these payments have to go through the FCCs for approval. This way they know of items that were purchased and know that the items are to be moved with the child, if/when moved.
2. For teens, it can also be used for GED studies & testing, FL ID's and driver's licenses. Driver's Licenses can be paid for by "Keys to Independence", please check with IL regarding this prior to requesting to be paid through the educational fund. An email request is to be submitted to Lisa Vickery by the FCC, with documentation regarding the expense. If someone is being reimbursed, Lisa will need documentation as well as a receipt.

### Foster Care Monthly Board Payments

1. The board payments are due to the foster parents by the 10<sup>th</sup> of each month. We process them and have them out early each month, but they should not be considered late until after the 10<sup>th</sup> of the month.
2. Portions of the money from the board payments are to be used to purchase the children clothing and incidentals, as well as an allowance to be paid to the children each month, listed below. (Allowances cannot be withheld as a form of punishment).

	<u>Ages 0-5</u>	<u>Ages 6-12</u>	<u>Ages 12+</u>
<b>Child's Allowance</b>	\$10.00	\$10.00	\$12.00
<b>Incidentals</b>	\$8.00	\$9.00	\$11.00
<b>Clothing</b>	\$35.00	\$36.00	\$43.00

3. Please let the foster parents know that if they receive a payment for a child that is no longer in their care, they need to send those funds back to us.
4. Direct Deposit of the board payments is available and is strongly encouraged. Payments that are direct deposited are received sooner than checks.

### Normalcy Funds

When funding is available, the normalcy fund can be used (if approved), for things that are considered normal for children. Example: Proms, sports, etc. The child's educational funding would have to have been used for any items considered educational. *Please check with Lisa Vickery for approval prior to requesting the funds, to be sure that there are donated funds available and that the request can be approved.*

***If you have any questions regarding any of the funding, please feel free to contact Lisa Vickery in the finance office at 352-244-1560 or [lisa.vickery@pfsf.org](mailto:lisa.vickery@pfsf.org)***