

## **OPTIONS FOR FAMILIES AND YOUTH POLICY ON FOSTER PARENT TRAVEL EXPENSES**

It is the policy of Options for Families and Youth to continually make an effort to fairly reimburse foster parents for expenses related to travel that assists our case management staff.

Effective October 1, 2011, Options for Families and Youth (OFY) will offer payment for foster parent travel expenses in the following situations:

- 1) Transporting a child to and from family visitation.
- 2) Transporting a foster child to and from individual counseling appointments.

Foster parents will receive the identical, standard payment rate per mile that is provided to OFY staff members. If there is a fee for parking, OFY will also pay for the cost of parking provided that a receipt is attached to the form referenced below.

In order to receive payment for the above travel expenses a foster parent must:

- 1) Use the accompanying "Foster Parent Travel Expense" form.
- 2) Record the date of each travel expense.
- 3) List the travel points; beginning address, middle address and ending address. Indicate whether the travel is for a family visit (FV) or an individual counseling appointment (C) in parentheses after the travel points.
- 4) List the miles traveled rounded off to the nearest 1/10<sup>th</sup> of a mile (eg. 7.4 or 5.2).
- 5) Turn the Travel Expense form into the OFY office no later than the 15<sup>th</sup> of the month for the prior month (February expenses are due by March 15<sup>th</sup>). ***If you turn it in after the 15<sup>th</sup>, you won't receive payment.***
- 6) OFY will total your mileage and expenses and calculate your payment. Do not do this yourself.

Your Travel Expense check will be in with your following reimbursement check; about the 10<sup>th</sup> of the next month.