

State of Utah  
Division of Child and Family Services

January 1, 2022

Dear Foster Parent,

The State of Utah Division of Child and Family Services (DCFS) will, when circumstances warrant, help foster parents and kinship placements deal with property damaged by your foster child. This is not an insurance policy. Rather, it is DCFS' effort to support those who provide foster care. This aid covers only physical loss or damage to items caused by the direct action of any ward of the State under the care of a Foster Parent or Kinship Placement. Proctor parents in the employ of a placing agency are not eligible for this service.

A claim is defined as a single incident where damage has occurred. Multiple incidents separated by time will be treated as separate claims, regardless if the claims are submitted together or individually. Claims should be filed within 90 days of the initial incident date if at all possible. Exceptions to the 90 day limit may be granted by this office on a case by case basis. If the claim is found to be missing any items, you would then be notified. Please supply any missing documentation within 30 days. Failure to meet these deadlines can result in the claim being denied.

With proper approval and support, DCFS can provide financial help up to but not to exceed \$1,500 per claim. For the first claim in a fiscal year (July 1 through June 30), a \$150 deductible will first be applied. For any additional claims filed within the same fiscal year, the deductible will be reduced to \$50. The calculation of the financial aid may take into account the age, condition, and depreciation of the property at the time of the incident. Financial aid may not necessarily be based on replacement value.

One of the reasons for the deductible is that aid is meant for larger dollar value items. Part of your daily reimbursement rate is meant to cover smaller losses and to be used to help meet the deductible.

In order to start the claim process, please complete the attached form and supply the requested documentation. Please provide as much detail as you feel is necessary. If needed, attach any additional files to the email. For attachments, PDF or JPEG documents are preferred.

The provider will be responsible for full disclosure of the damage claim request including any potential payout from insurance companies and may be liable for any potential payback as a result of duplicate claims. While generally the IRS treats such reimbursements for loss as non-taxable, please consult with your own tax professional regarding any tax ramifications.

To start the claim process, email the documents to:

***fosterparentclaim@utah.gov***

Sincerely,

Division of Child and Family Services

## **FOSTER PARENT CLAIM DATA SHEET**

*Please print:*

<b>Foster Parent Name:</b>	
<b>Address:</b>	
<b>Foster Parent Social Security number:</b>	
<b>Email address:</b>	
<b>Phone Number(s):</b>	
<b>Child's Full Name and Age:</b>	
<b>Child's Caseworker and phone number:</b>	
<b>Date the Damage Occurred:</b>	

**In addition to the above information, please also provide:**

- 1. On a separate sheet or in the email, please provide a detailed type-written explanation of the circumstances that resulted in the damage.**
- 2. On a separate sheet or in the email, please provide a type-written description of the damaged item(s). Include the estimated age of each item.**
- 3. Include a written independent estimate to repair or a receipt to replace the damaged item. Please understand we cannot use a value supplied by the foster parent. The repair or replacement value must be documented by an independent source. If you have any questions, please contact DCFS at the given email address**
- 4. Include or attach to the email a photo(s) of the damaged item(s).**
- 5. The DCFS office that you work with must show that they are aware of and support this aid. Include a written statement from your caseworker, Resource Family Consultant (RFC), or other DCFS Regional Administrator to this end. An email directly to the given email address from the region works as well.**