 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Child Welfare
	<b>Chapter No./Name</b>	6 – Foster Care (FC)
	<b>Part No./Name</b>	16 – Payments, Expenditures and Approvals
	<b>Section No./Name</b>	Payments, Expenditures and Approvals
	<b>Document No./Name</b>	6-1605 Board Payments for Foster Children
	<b>Effective Date</b>	July 15, 2025

## I. STATEMENT OF POLICY

In accordance with [LA R.S. 46:286](#), the Department of Children and Family Services shall establish a system for reimbursement of foster home child care costs based on the level of care for all foster children placed in a foster home providing temporary or long-term foster care for not more than six children receiving the services of the department. The department shall promulgate rules as needed for implementation of the reimbursement annually, but only if funds are made available by appropriation by the legislature, and shall submit such rules in accordance with the Administrative Procedures Act. At a minimum, the department shall recommend each year through the budgetary process funds sufficient to reimburse foster parents at a rate at least equal to the cost for child care as reported and published by the United States Department of Agriculture for the Southeastern United States.

“In accordance with (42 USC 671(a)(11); 45 CFR section 1356.21(m)91); 45 CFR section 1356.60(a)(1) and (c)), a Child Welfare agency administering a Title IV-E program must have a plan approved by the Administration for Children and Families (ACF) which must provide for periodic review of payment rates for Foster Care maintenance payments at reasonable, specific, time-limited periods established by the Title IV-E agency to assure the rate’s continuing appropriateness for the administration of the Title IV-E program.”


Monthly board rates are made to foster caregivers \*\*\* whose homes are certified for children in the custody of the State. Board rates are intended to \*\*\* \* reimburse the foster caregiver for \*\* the daily needs of the child for shelter, food, clothing, allowance and incidental expenses. The board rates shall not be used by foster caregivers \*\*\* for expenditures which are not related to meeting the daily care needs of the child. Any funds which are not used within the month, such as the clothing allotment, child's allowance, personal items or gift allowance should be held for the child to be utilized when needed by the child. Any unused funds remain the property of the child, and should follow the child to the next placement or be provided to the child at discharge from foster care.

## II. PROCEDURES

### A. REGULAR BOARD RATES FOR FOSTER FAMILY HOMES

The state Foster Care Program Manager is responsible for convening the annual meeting to determine the department recommendation for the budgetary process for foster home board rates. This meeting shall be held prior to the annual legislative session and shall include representatives from the Office of Juvenile Justice (OJJ) to review payment rates for Foster Care maintenance payments to assure the rate’s continuing appropriateness for the administration of the Title IV-E program.

A breakdown of the average monthly payment, based on a 30 day month, giving the amount generally intended for the various items, established by the Department of Children and Family Services for payment to DCFS certified foster family homes is as follows:

 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Child Welfare
	<b>Chapter No./Name</b>	6 – Foster Care (FC)
	<b>Part No./Name</b>	16 – Payments, Expenditures and Approvals
	<b>Section No./Name</b>	Payments, Expenditures and Approvals
	<b>Document No./Name</b>	6-1605 Board Payments for Foster Children
	<b>Effective Date</b>	July 15, 2025

- For a child birth up to age two years:

\$392.10 – room and board  
 76.87 – diapers and formula  
 76.87 – clothing  
 12.15 – child's monthly allowance  
 19.22 – personal items  
 6.89 – gift allowance

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 \$584.10 = average monthly payment (\$19.47 per day)

- For a child age two through age five years:

\$393.17 – room and board  
 76.78 – clothing  
 12.41 – child's monthly allowance  
 19.22 – personal items  
 6.92 – gift allowance

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 \$508.50 = average monthly payment (\$16.95 per day)

- For a child age six years through age 12 years:

\$405.39 – room and board  
 92.18 – clothing  
 37.00 – child's monthly allowance  
 19.23 – personal items  
 6.90 – gift allowance


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 \$560.70 = average monthly payment (\$18.69 per day)

- For a child age 13 years of age or older:

\$438.88 – room and board  
 100.38 – clothing  
 58.32 – child's monthly allowance  
 20.40 – personal items  
 7.82 – gift allowance

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 \$625.80 = average monthly payment (\$20.86 per day)


The breakdown of the board rate and the assessment of the utilization of the \* monthly board for the allocated purposes should be discussed by the foster care case \*\* worker with the foster caregiver at each monthly contact.

 Department of <b>Children &amp;  Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Child Welfare
	<b>Chapter No./Name</b>	6 – Foster Care (FC)
	<b>Part No./Name</b>	16 – Payments, Expenditures and Approvals
	<b>Section No./Name</b>	Payments, Expenditures and Approvals
	<b>Document No./Name</b>	6-1605 Board Payments for Foster Children
	<b>Effective Date</b>	July 15, 2025

## B. PROCEDURE FOR PAYMENT OF PLACEMENTS AND TRACKING PLACEMENT HISTORY FOR PAYABLE AND NON-PAYABLE PLACEMENTS

This information shall be coordinated with TIPS procedures for data entering client information for a foster child and authorizing payment for a certified foster \* home \*\* or other placements. Steps to initiate an automatic monthly board rate payment for a child placed in a foster family home are as follows:

- The child shall be correctly entered into the Foster Care Program with the [TIPS 100](#) (Client Information Form). Refer to [Appendix D](#), TIPS LARE Data Entry Foster Care Child and TIPS Procedural Manual Forms for instruction on completion of the TIPS 100, Client Information Form.
- The provider data must be entered into TIPS or TIPS/LARE and a provider number must be assigned. Home Development enters data for certified foster homes. Refer to the [Form 431](#), Provider Foster Family Source Document, for information to be entered on certified foster homes in TIPS/LARE. State Office enters data for private child care provider agencies and then Home Development enters data on private foster families for those agencies. Refer to the [TIPS 300](#), Provider Information Inventory Form, for required information to be entered on private providers and vendors. The Foster Care case worker enters noncertified caregiver into TIPS or completes the TIPS 300 for data entry according to local office procedures.
- The CW Form [TIPS 106](#), Client Service Authorization, or [FAST III](#), Change Redetermination Form, placement authorizations must be data entered within five working days of the placement or the last day of the month. For the payment to be automatically generated by TIPS, the data must be entered by the first of the month following the month in which payment is due. Board rates, if applicable, are paid in arrears, with payment made on or around the seventh of the month following the month for which payment is made. When the placement provider data is not entered timely for the board authorization to be entered, a payment can be made using the TIPS Form 211, Provider Manual Payment, to manually enter the data for the placement.
- Manual payments are not necessary unless an automatic board payment was not authorized prior to the deadline or an error on the provider record prevented automatic payment. Refer to TIPS Manual for the TIPS Form 211 and instructions for payments.
- Placement is authorized for payment and/or placement history tracking in TIPS by:
  - Entry of the Foster Care Client Service Authorization Form, TIPS 106b or FAST III; or ,
  - Direct entry by the case worker who signs a copy of the screen printout verifying accuracy of the data and authorizing the placement.

 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Child Welfare
	<b>Chapter No./Name</b>	6 – Foster Care (FC)
	<b>Part No./Name</b>	16 – Payments, Expenditures and Approvals
	<b>Section No./Name</b>	Payments, Expenditures and Approvals
	<b>Document No./Name</b>	6-1605 Board Payments for Foster Children
	<b>Effective Date</b>	July 15, 2025

- The placement authorization has a begin and end date and a major/minor service code, which TIPS uses to automatically generate a payment on a monthly basis, if applicable, and/or track placement history. The begin date is the first day of the placement. The exact end date of placement may not be known at the time of placement. The end date is initially entered according to the expected length of placement, but shall not exceed 12 months. A monthly TIPS report (Worker Service Authorization Report) is issued to notify staff of service authorizations due to expire. The authorization must be extended if the child remains in the same placement beyond the maximum placement authorization period. The authorization can be extended in the month it expires, by changing the end date of the existing service authorization to the new end date of the expected placement period. Placement codes must be entered in order to extend the authorization period. The end date is the last full day the child remained in the placement, not the day of departure from the placement. Two placements may not be paid for caring for the same child on the same date due to a prohibition on duplicate board payments except in the following circumstances:
  - When payments are made for respite care – (refer to [6-920](#), Respite Care and Alternative Child Care Plans); or
  - When a bed is being held for a child receiving drug or psychiatric treatment, not to exceed 60 days (refer to [6-1135](#), Psychiatric Hospitalization/Inpatient Services – Acute Care).


### C. \*\*\* SPECIAL BOARD \* REQUESTS \*\*

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In addition to receiving the regular board rate, DCFS foster homes, Private Foster Care (PFC) Homes and Specialized Family Foster Homes may receive an additional **Special Board** compensation for \*\*\* child(ren) \* in foster care. Special board requires assessment of the child's characteristics and behaviors to \*\* \*\*\* provide compensation to the foster caregiver based on the special needs of the child as it relates to their \* observable \*\* condition. \*\*\* Special board shall be assessed upon entry into foster care and continually assessed throughout the child's placement. Once qualified, the foster care \* case \*\* worker will reassess the child's \*\*\* \* characteristics and behaviors to adjust the special board at least every six months. The re-assessment \*\* \*\*\* may determine if it is possible to increase, reduce, or eliminate the special board. Approval for special board \*\*\* shall not exceed six months at any given time and the child's \* characteristics and behaviors \*\* \*\*\* must be identified within the case plan. \*\*\*

\* Alternate Family Care (AFC) homes may receive a special board under specific circumstances. Refer to [6-525](#), Treatment Foster Homes Alternate Family Care/Therapeutic Foster Care and Medical Therapeutic Foster Care Programs. Diagnostic and Assessment (D&A) homes do not receive special board payments.

If a child is in a medical facility for a calendar month, the board payment can be paid providing the foster parent is planning to have the child returned to their home. **However, special board**

 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Child Welfare
	<b>Chapter No./Name</b>	6 – Foster Care (FC)
	<b>Part No./Name</b>	16 – Payments, Expenditures and Approvals
	<b>Section No./Name</b>	Payments, Expenditures and Approvals
	<b>Document No./Name</b>	6-1605 Board Payments for Foster Children
	<b>Effective Date</b>	July 15, 2025

**cannot be paid during the child's hospitalization.** The authorization for special board ends and is reassessed upon the child's discharge from the hospital.

The progress of the child's **characteristics and behaviors** \*\* \*\*\* should be reviewed on an ongoing basis. The child's progress or lack thereof should be addressed in the case plan. Some special needs of a child may be related to a condition which may requires a consistent or increased level of care to support or maintain the child's level of functioning. When the degree of need has changed or no longer exists, the special board payment should be **\* reduced** accordingly. **The foster care case worker should also explain the expectations of the foster caregivers upon requesting special board. The foster caregiver must learn, practice, and adapt special care to meet the child's needs and provide specialized care to meet the specific care needs of the child. In addition, the foster caregiver should gain enhanced knowledge, skills, increased patience and capacity to care for the child/youth and provide special care to ensure child safety and the necessary services to promote well-being, child development, and placement stability.**

The special board compensation is paid automatically each month.

## 1. REQUESTS FOR SPECIAL BOARD

The foster care case worker shall **complete the Special Board Request Form** \*\* \*\*\* on behalf of the foster caregiver: \*\*\*

### a. \* Identifying Information \*\*

- \*\*\* Child's name, TIPS number, age, date of birth, and sex
- Region of Origin (Court of Jurisdiction)
- Current Case Worker/Supervisor Name
- Foster Caregiver's Name/Provider Number
- \* Foster Caregiver's Address

### b. Characteristics or Behaviors \*\*


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- \* Selecting the appropriate age group and all characteristics that apply

### c. Levels of Special Board \*\*

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- \* Select the appropriate level of special board that is most consistent to the child's current characteristics and behaviors.
- The case worker shall document child specific behaviors to support the level of special board chosen. \*\* \*\*\* \* Child specific information shall include intervention resources, services explored and/or in place to meet the child's special needs such as Early Periodic Screening Diagnostic Treatment (EPDST), Early Steps, Human Services District, Medicaid Waiver, Personal Care Services and Personal Care Attendant, special support services at school etc. List the intervention, resources, and/or services

	<b>Division/Section</b>	Child Welfare
	<b>Chapter No./Name</b>	6 – Foster Care (FC)
	<b>Part No./Name</b>	16 – Payments, Expenditures and Approvals
	<b>Section No./Name</b>	Payments, Expenditures and Approvals
	<b>Document No./Name</b>	6-1605 Board Payments for Foster Children
	<b>Effective Date</b>	July 15, 2025

in place, and describe how and when the foster caregiver will be providing additional, special services that necessitate a special board.

- Recommended beginning and end dates with appropriate authorizations.

Special board payment should be assessed and considered to begin when the child's \* characteristics and behaviors \*\* \*\*\* qualifies and can be paid retroactively. A statement explaining retroactive payment requests will only be approved for two months prior to the date of request. A case worker should assess the child's characteristics and behaviors \*\* \*\*\* during each contact.

## 2. APPROVAL LEVEL AND TIPS CODES FOR SPECIAL BOARD

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Foster Home Type	Level A \$5 per day = \$150/mo	Level B \$10 per day = \$300/mo	Level C \$15 per day = \$450/mo	Level D \$21 per day and over = \$601 and over
DCFS Regular/Relative Foster Home (02-FH or FR)  DCFS Regular Private Foster Care (06-FH)	Tips Code: • 010-010 Approver: Supervisor	Tips Code: • 010-010 Approver: Supervisor	Tips Code: • 010-011 Approver: CW Manager for (02-FH and 02-FR) or State Office Residential Unit for (06-FH)	Tips Code: • 010-017 Approver: State Office Foster Care Unit
Specialized Home (02-FS)	Tips Code: • 010-015 Approver: CW Manager	Tips Code: • 010-015 Approver: CW Manager	Tips Code: • 010-017 Approver: State Office Foster Care Unit	Tips Code: • 010-017 Approver: State Office Foster Care Unit
AFC (02-FA)	Tips Code: • 010- 009 Approver: CW Manager	Tips Code: • 010- 009 Approver: CW Manager	Tips Code: • 010-017 Approver: State Office Foster Care Unit	Tips Code: • 010-017 Approver: State Office Foster Care Unit **

Once a special board request is approved, the authorization is entered and the form filed in the child's foster care record.

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## D. PAYMENTS TO OUT-OF-STATE FOSTER HOMES

DCFS will provide a monthly board rate to foster homes in another state in the following circumstances.

 Department of <b>Children &amp;  Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Child Welfare
	<b>Chapter No./Name</b>	6 – Foster Care (FC)
	<b>Part No./Name</b>	16 – Payments, Expenditures and Approvals
	<b>Section No./Name</b>	Payments, Expenditures and Approvals
	<b>Document No./Name</b>	6-1605 Board Payments for Foster Children
	<b>Effective Date</b>	July 15, 2025

## 1. Receiving State Requests Board Rates for Home DCFS Selects

If the home in which the foster child is placed in another state requests a board rate, the home must meet certification standards for foster homes in that state before a board rate can be authorized. A need for financial assistance shall be part of the assessment made prior to placement of the child.

When the assessment for placement includes a need for financial assistance, the case worker shall request documentation the home being considered meets the certification standards for foster homes for that state through the Interstate Compact on the Placement of Children (ICPC) process. Once this documentation is received, the case worker submits a report to the Regional Home Development Unit that the home be certified in TIPS.

The request to Home Development shall include identifying information on the home and copies of any home studies and/or evaluations.

The home is certified and entered in TIPS by the Home Development Unit. When the child is placed in the home, board payment can be made. Payment authorization is made via [TIPS 106B](#), Client Service Authorization, or [FAST III](#), Change Redetermination Form, by the child's case worker.


If the child's case is carried in a different parish from the family's (SP) case, the child's case shall be transferred immediately after placement to the parish carrying the family's case. The case worker carrying the family's case shall be assigned the child's case.

All of the policies concerning regular board rates and special board compensation apply for out-of-state foster homes.

## 2. Receiving State Requests Board Rate for One of Their Homes

There are situations that may arise in which a Louisiana foster child may be placed in a foster home belonging to another state. This can happen when a placement made by DCFS in the parent's home or relative's out-of-state home breaks down and the child needs to be removed immediately. As a service to Louisiana, the other state makes a temporary placement for the child in one of their homes, until DCFS can make arrangements to return the child to Louisiana.

The other state expects that DCFS will pay their foster parents' room and board for the child. The amount to be paid can be the Louisiana board rate or the other state's board rate, whichever the other state prefers. Payment shall be based on a daily rate and calculated on the number of days the child was in the home.

	<b>Division/Section</b>	Child Welfare
	<b>Chapter No./Name</b>	6 – Foster Care (FC)
	<b>Part No./Name</b>	16 – Payments, Expenditures and Approvals
	<b>Section No./Name</b>	Payments, Expenditures and Approvals
	<b>Document No./Name</b>	6-1605 Board Payments for Foster Children
	<b>Effective Date</b>	July 15, 2025

The case worker is responsible for obtaining identifying information on the out-of-state foster parents and requesting that the State Office Home Development Unit certify the out-of-state foster parents in TIPS once ICPC approval is received.

Home Development shall notify the case worker of the TIPS provider number when the home is certified so that payment can be made. The case worker is responsible for authorizing payment to the provider (foster home). Payment shall be authorized via [TIPS 106B](#), Client Service Authorization or [FAST III](#), for automatic payments although manual payments are required for payment in arrears.

In some instances the other state will pay their foster home directly and request that Louisiana reimburse their central or state office. Such payments should be made with a TIPS 212, Vendor Reimbursement, with the other state being paid as a vendor.

### **3. DCFS Foster Home Moves to Another State with Foster Child**

When ICPC approval from the receiving state is given for Louisiana foster parents to move to another state with their foster child, board rates shall continue in the regular manner. The child's case record shall be maintained by the parish carrying the family's case. If there is no SP case, the child's record and foster parent record should be maintained by the parish having court of jurisdiction. Refer to ICPC for further information on out-of-state placement of foster children.

### **4. Payments to a Louisiana Foster Home by Another State**

If a child in the custody of another state is placed in a Louisiana approved foster home, payments for the child's care should be made directly to the foster parent by the other state. The Foster Care case worker assigned to the child's case is responsible for making this arrangement with the other state. The amount to be paid can be the Louisiana rate or the other state's board rate, whichever seems appropriate.

Any payment problems that occur shall be brought to the attention of the Deputy Compact Administrator of the Interstate Compact on the Placement of Children (ICPC). The staff in the ICPC Unit shall work with their counterparts in the sending state to resolve the situation. The only expenses for these children are for pre-service and in-service training, related babysitting, and the renewal physical examination. The case worker may claim reimbursement for mileage for the child on a TIPS 213, Worker Reimbursement.


## **III. FORMS AND INSTRUCTIONS**

CW [Form FAST III](#) / [Instructions](#) Change Redetermination Form

CW [Form TIPS 100](#) / [Instructions](#) Client Information Form

CW [Form TIPS 300](#) / [Instructions](#) Provider Information Inventory Form

CW [Form TIPS 106B](#) / [Instructions](#) TIPS 106B Client Service Authorization

 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Child Welfare
	<b>Chapter No./Name</b>	6 – Foster Care (FC)
	<b>Part No./Name</b>	16 – Payments, Expenditures and Approvals
	<b>Section No./Name</b>	Payments, Expenditures and Approvals
	<b>Document No./Name</b>	6-1605 Board Payments for Foster Children
	<b>Effective Date</b>	July 15, 2025

CW Form 211 Provider Manual Payment

CW Form 212 Vendor Reimbursement

CW Form 213 Worker Reimbursement

CW [Form 431/Instructions](#) Provider Foster Family Source Document

\* CW Special Board Request [Form / Instructions](#) \*\*

#### IV. REFERENCES

[LA R.S. 46:286](#), Foster home child care; reimbursement system; rules US Department of Agriculture Report for Southeastern United States (42 USC671(a)(11); 45 CFR section 1356.21(m)(1); 45 CFR section 1356.60(a)(1) and (c)) DCFS Policy 9-210, Qualifications of the Foster and Adoptive Parents