# AIFACS
## American Indian Family and Children's Services

### **Respite Care and Substitute Care Policy**

The purpose of this policy is to provide ongoing support for our Foster Parents. This respite and substitute care policy will enable AIFACS Foster Parents to receive time away from caring for their foster children. The Minnesota Statute states AIFACS Licensors must always know the whereabouts of all children in foster care, in case of emergencies.

All respite and substitute care requests must be **submitted in writing** (via Respite and Substitute Care Request Form) to your licensor **10 days PRIOR** to use of care. The Respite and Substitute Care Request Form is located on our website under the Forms tab. You must notify your licensor so they can communicate with our staff, approving payment for respite care or substitute care. Failure to comply could result in lack of payment to you as the Foster Parent. The Foster Parent is required to request approval for respite or substitute care by completing and submitting the following documents **10 days PRIOR** to the start of the care:
- Respite and Substitute Care Request Form
- Copies of the documents and completed training (below) for substitute caregivers

Each foster home that has a foster child in placement will earn respite care or substitute care. Foster homes will earn 2 days per month that the child was in care. Unused respite days expire at the end of every quarter. Below is a breakdown of the quarters:
- Jan 1 - March 31
- April 1 - June 30
- July 1 - Sept 30
- October 1 - Dec 31

Neither respite care nor substitute care will be approved during the last two weeks in December. It is very difficult for children to be in an unfamiliar home and find a respite home available for holidays, so please try to avoid using respite care or substitute care over holidays.

AIFACS may approve respite care or substitute care for unforeseen circumstances on an individual basis. These situations must be discussed and approved by your Licensor and the Executive Director.

When a foster child enters respite care or substitute care, the licensed home will be paid only the daily rate and no MAPCY level rate for that child while they are in respite care. The respite provider will be paid a rate of $50.00 per day. Respite care and substitute care must be used and paid in 24-hour increments only.

After respite or substitute care is completed, the respite provider AND the foster provider **each** need to submit separate "Respite Payment Request Forms" found on our website under Forms **within 10 days of provided care**. The payment for the respite care or substitute care will only be made to the respite provider, not the Foster Parent. The respite payment check will be paid on the 15th of the following month. If the respite provider or substitute care provider does not submit a "Respite Payment Request Form", respite does not get paid.

Revised and Approved by Board of Directors March 2024
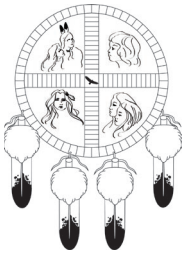
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If an AIFACS licensed home chooses to provide respite for foster children from another foster care agency, there must be a contract between AIFACS and the financially responsible party prior to the respite being provided. Members of AIFACS staff that are licensed providers through other foster care agencies may not provide respite care for any of the AIFACS foster homes.

AIFACS is required to follow the Minnesota Statute 2960.3090 regarding respite care and substitute care for family settings. All respite care and substitute care providers must be at least 18 years of age.

**The requirements for respite care are as follows:**
- Respite must be provided in a licensed foster care home.

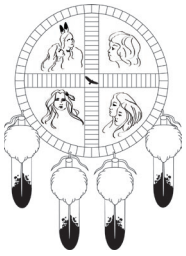**The requirements for Short-term Substitute Care are as follows (less than 72 hours of care):**
- The foster parent and the placing agency must agree the short-term substitute caregiver is able to meet the needs of the foster child.
- Must complete and submit documentation of medical equipment training on the equipment used to care for the foster child, if the child has medical needs.
- Must complete and submit documentation for Sudden Unexpected Infant Death (SUID) and Abusive Head Trauma (AHT) if providing care for foster children through age 5.
- Must complete and submit documentation for Child Passenger Restraint Training (CARS) prior to providing care for children under age 8
- Proof of automobile insurance PRIOR to providing care, if transporting children

**The requirements for Long-term Substitute Care are as follows (more than 72 hours of care):**
- A completed and cleared background study
- Must complete and submit documentation of Children's Mental Health training
- Must complete and submit documentation of Fetal Alcohol Spectrum Disorders training
- Must complete and submit documentation of Sudden Unexpected Infant Death (SUID) & Abusive Head Trauma (AHT) trainings if providing care to children through age 5
- Must complete and submit documentation for Child Passenger Restraint Training (CARS) prior to transporting foster children under age 98
- Proof of automobile insurance PRIOR to providing care, if transporting children

**If the Long-term Substitute Caregiver will be providing care for more than 30 cumulative days, they will need to submit the following in addition to the Long-term Substitute Care requirements:**

- A signed statement of good health and be physically able to care for foster children.
- Have at least 6 hours of training or 20 hours of experience caring for children with needs specific to the child being cared for.
- Provide documentation of medical equipment training on the equipment used to care for the foster child, if the foster child has medical needs.

PO Box 40 * McGregor, MN 55760                25 Empire Drive * St. Paul, MN 55103
651-223-8526 Office * 651-528-7595 St. Paul Fax * 218-768-2894 McGregor Fax

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**<u>If the above required expectations are not met, respite will not be approved</u>**.

By signing below, you are confirming that you understand and will adhere to the AIFACS respite policy and the MN Statute regarding respite and substitute care for family settings that goes into effect on April 1, 2024.

_____

Foster Parent print name                    Signature                    Date

_____

Foster Parent print name                    Signature                    Date

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