

Section: Family and Children's

Subject: Alternate Care – Supplemental/Exceptional Rate

Title: SUPPLEMENTAL/EXCEPTIONAL RATE SETTING POLICY

- I. PURPOSE:** Children placed in foster care with emotional, behavioral and physical and personal cares beyond what is developmentally appropriate and/or with exceptional needs must receive specific services to address those needs. To insure that children who are placed in La Crosse County foster homes receive the level of care and services necessary each child will be assessed jointly by the social worker(s) and foster parent(s) responsible for the care of the child. It is imperative that children receive individualized and specific care and that foster parents be compensated in accordance with the Wisconsin Uniform Foster Care Rate. Standardized Supplemental/Exceptional rate setting assessment forms and the contract for exceptional payment will be utilized to determine child specific level of care, services and monthly supplemental and exceptional rates.
- II. APPLICABILITY:** This policy applies to all La Crosse County Child Foster homes (and other licensed child foster homes that we are borrowing from private agencies) that have placement of La Crosse County children.
- III. DEFINITIONS:** “Emotional, behavioral and physical and personal cares” are specifically defined in HSS 56, Wisconsin Administrative Code for the licensing of Foster Home Care for Children. See HSS 56.09(1), and 56.09(2)(a), (b), (c) and (d). “Difficulty of Care Level” is outlined in HSS 56.09(3) (a – c). “Exceptional payment” is specified in HSS 56.09(4).
- IV. POLICY/PROCEDURE:**
- 1.) Initial assessment of the child shall be made within thirty (30) days of placement in the foster home that will be providing ongoing foster care for the child. If the assessment is not completed within 30 days due to extenuating circumstances it will not affect payment or rate setting (i.e. effective date for the rate change will be back dated).
 - 2.) The Alternate Care social worker will schedule a meeting with the foster parents within the 30 day time limit. If a meeting is not possible all parties will be contacted prior to completion of the assessment/rate setting.
 - 3.) The Alternate Care social worker in consultation with the foster parents and ongoing social workers, will complete the contract for exceptional payment and obtain the signature of the foster parent(s).
 - 4.) The Alternate Care social worker will complete the Uniform Foster Care Supplemental/Exceptional Rate setting form.
 - 5.) The Alternate Care social worker shall submit the rate setting form and contract for exceptional payment to the Alternate Care Supervisor by the 25th of each month. Rates will be set by the Alternate Care Supervisor and the effective date of payment will be set based on the date of placement or on the date that exceptional needs were identified.
 - 6.) Respite Care will be provided to the foster parents in accordance with the respite policy and will be based on the child's difficulty of care level.
 - 7.) Written confirmation of the supplemental rate, exceptional rate, effective date and approval of respite care will be sent no later than fifteen days after review and setting of the rate.

- 8.) If there is disagreement or dispute about the established supplemental and/or exceptional rate the following process must be followed in sequence:
 - a.) Contact your Alternate Care social worker for discussion and clarification.
 - b.) Provide written documentation of circumstances (i.e. behaviors, exceptional needs) which support your request for an increase in supplemental or exceptional payments.
 - c.) Meet with the Alternate Care Supervisor and Alternate Care social worker to discuss the rate and expectations for the placement.
- 9.) Supplemental and Exceptional rates and services will be reviewed every **six months**. Generally rates will not be reviewed sooner than six months, unless there is a significant change in the child's level of difficulty that has been documented. Foster parents and ongoing social workers will be notified of changes in the rate or services. If rates and services remain the same verbal notice will be given by the Alternate Care social worker.

V. METHOD OF REVIEW: This policy will be reviewed in March of each year.

Effective: 11/15/00
Revised: March 2007
Approved: Nancy Pohlman, 11/00