

## SECTION 26: REIMBURSABLE POLICIES

Department: Alternative Care	POLICY #:
Section: Reimbursable Policies	
Subject: Alternative Care Parent(s) Reimbursable	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 22	

### ALTERNATIVE CARE PARENT(S) REIMBURSABLE

#### POLICY

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*Mnaasged Child and Family Services will provide fair and equitable compensation to Alternative Care Parents in a standardized manner.*

*Mnaasged Child and Family Services recognizes that from time to time a Child/Youth may require an alternative placement. The maintenance of continuity of care and what is in the best interest of a Child/Youth are equally important. Continuation of the Alternative Care per diem may, therefore, be required.*

*Mnaasged Child and Family Services acknowledges that there will be various costs involved in the Care of Children. Each young person is unique and has different needs. Therefore, it is critical to establish procedures and guidelines for spending to ensure fair and equitable treatment for all Children in Care with Mnaasged’s financial limitations.*

#### PROCEDURE

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1. Alternative Care per diem payments are calculated per Child/Youth and based on the number of days in Care. Mnaasged will issue monthly payments to the Alternative Care Provider on the 6th business day of each month.
2. The monthly board payment will include the basic rate, a portion for relief, and the spending allowance.

## BASIC RATES

1. The Alternative Care Helper will identify where the Alternative Care Parent(s) is placed on the recognition grid. The following is a listing of the components of the basic boarding rate to be included in the monthly deposits:

### REGULAR ALTERNATIVE CARE

Age	Basic Rate	Skill Enhancement	Spending Allowance
0–5	\$40.00	Up to \$6.00	As per Policy
6–11	\$43.00	Up to \$6.00	As per Policy
12 plus	\$53.00	Up to \$6.00	As per Policy

### SPECIALIZED ALTERNATIVE CARE

Age	Basic Rate	Skill Enhancement	Spending
0–5	\$58.00	Up to \$6.00	As per Policy
6–11	\$61.00	Up to \$6.00	As per Policy
12 plus	\$70.00	Up to \$6.00	As per Policy
		Up to \$6.00	As per Policy

### TREATMENT ALTERNATIVE CARE

Age	Basic Rate	Skill Enhancement	Spending
0–5	\$76.00	Up to \$6.00	As per Policy
6–11	\$80.00	Up to \$6.00	As per Policy
12 plus	\$88.00	Up to \$6.00	As per Policy

### SKILL ENHANCEMENT

1. At the time of review of the Annual Service Agreements, the Alternative Care Helper will record all training hours that the Alternative Care Parents completed in accordance with the Alternative Care Parent Recognition Grid.

## HOLDING RATES

Mnaasged will pay a per diem of \$30 for up to seven (7) days for a Child/Youth in the following situations:

1. At camp (once per year)
  - a) On visits (when the plan is to return the Child/Youth to the Alternative Care Home)
  - b) Young Offenders Act and the Alternative Care Parent(s) is still involved
  - c) In hospital and the Alternative Care Parent(s) is visiting daily
2. Mnaasged will pay a per diem of \$19.14 for up to an additional 23 days for a maximum of 30 days, provided that the bed is being held and the plan is to return the Child/Youth to the Alternative Care Home.
3. Generally, only one resource will be paid where the Child/Youth is being lodged for the night. This includes pre-placement and integration visits.

## RELIEF

1. It is the belief of Mnaasged that the Alternative Care Parent(s) is entitled to support in helping maintain the health and integrity of the family. One form of support is regular relief.
2. For regular and specialized Alternative Care, Mnaasged will include an amount equivalent to two (2) days (48 hours) of relief per month in the daily per diem.
3. It is the responsibility of the Alternative Care Provider(s) to decide on the nature of the relief and when it will occur. It is also the responsibility of the Alternative Care Parent(s) to pay the provider directly for the relief from the amount included in the per diem.
4. Alternative Care Parents are expected to arrange for relief with their Alternative Care Helper. A request for regular relief requires a one-week notice by the Alternative Care Parents.
5. Treatment Alternative Care Parents will be provided with two (2) days of relief per month. The relief provided to Treatment Alternative Care Parents will be paid directly by Mnaasged to the Alternative Care Parents providing the relief.

## SPECIAL CIRCUMSTANCES AND ADDITIONAL SUPPORTS

1. Mnaasged recognizes that, at times, the Alternative Care Parents require assistance for unexpected circumstances. When such circumstances arise (e.g., sickness or death of a family member or extended family member), Mnaasged will assist the family either by

providing additional support or by making alternative arrangements for the Care of the Alternative Care Child in the Home. Where arrangements are made to move a Child to an auxiliary home, only the auxiliary home will be paid.

2. In an effort to provide continuity of Care and relationships for Children in Care, a process has been established to review all situations where the current placement of a Child/Youth in Alternative Care is in jeopardy. Alternative Care Parents are encouraged to identify these situations as soon as possible to their Alternative Care Helper. The Alternative Care Helper and the Alternative Care Parents will decide on whether to contract appropriate supports as required to maintain the placement of the Child/Youth. These may include one or more of the following:
  - a) Extended family members
  - b) A special friend assigned through Volunteer Services
  - c) Child and Youth Alternative Care Helper
  - d) Emergency supports
  - e) Special training
  - f) Other appropriate supports

#### ITEMS COVERED BY THE BASIC RATE

The following is a list of items covered by the basic daily rate:

#### LODGING

1. All homes are expected to provide safe and appropriate shelter, furnishings, and equipment for the Care and day-to-day living of Children within their identified specifications. These will include, but not be limited to, such items as beds, linens, cribs, car seats, toys, games, baby monitors, and indoor and outdoor play equipment.

#### FOOD

2. All homes are expected to provide all food consumed by the Child/Youth, which includes meals, baby food, snacks, school lunches (including special lunches at school such as pizza day), and meals away from home with the Alternative Care Family.

## TRANSPORTATION

3. All costs incurred by the Alternative Care Parents for normal outings and excursions by the Family or Child/Youth, such as daily errands (e.g., banking and groceries), driving to school that would normally be within walking distance, and shopping trips are covered under the daily rate.

## ENTERTAINMENT

4. All costs incurred either individually or with the Family as part of the normal family recreation and leisure activities are covered under the daily rate.

## PERSONAL NEEDS

5. The costs of shareable family care items, such as toothpaste, shampoo, baby wipes, standard first aid items, bug spray, and sunscreen are covered under the daily rate as well as most over-the-counter medication (including Tylenol, cough syrup, and acne medicine). Clothing maintenance costs (e.g., laundry and repairs) and those costs incurred as part of the daily hygiene regime (e.g., razors, hair dryers, combs, deodorant, hairspray, and toothbrushes) are also covered under the daily rate.

## BABYSITTING

6. Expenses incurred to provide family care (for both biological and Alternative Care Children) when the Alternative Care Parents are engaged in leisure and recreational activities of their choice and when running errands for the purpose of providing for the Children are all covered under the daily rate when babysitters are hired.

## DAY-TO-DAY LIVING

7. Incidental out-of-pocket expenses incurred as part of normal family living and entertainment, such as video rentals, postage costs, treats, Halloween costumes, Valentine cards, Easter gifts, and church collection are covered under the daily rate.

## NORMAL WEAR AND TEAR

8. Expenses incurred under normal wear and tear are covered under the daily rate, which include the costs of maintaining, repairing, and replacing household furniture, appliances, buildings, and recreational equipment because of normal family living, where necessary.

## BABY NEEDS

9. Expenses covered under the daily rate include the costs for small items for babies, such as baby wipes, creams, bottles, liners and nipples, teething supplies, soothers, over-the-counter medications (e.g., Children's Tylenol), and baby foods.

## ALLOWANCES

### SPENDING ALLOWANCE

1. The following daily amounts will be included with the monthly boarding deposits:

0 to 5 years	\$0
6 to 11 years	\$20
7 to 10 years	\$25
11 to 12 years	\$30
13 + years	\$40

2. The Alternative Care Parent(s) is requested to give spending allowances received from Mnaasged to the Child/Youth. When it is not appropriate to give the full allowance, the Alternative Care Parent(s) will save the allowance for the Child/Youth or use it for special needs.
3. The Child/Youth should not be expected to use the money to purchase items that would be normally included in the basic board rate (e.g., personal care products).
4. Spending allowances will not be paid for Children while they are incarcerated or on free care.

### BIRTHDAY ALLOWANCE

1. The birthday allowance will be added to the board deposit, which will be accessible before the Child's/Youth's birthday. Rates are as follows:

0 to 2 years	\$40.00
3 to 6 years	\$60.00
7 to 12 years	\$80.00
13 years and older	\$100.00

2. The birthday allowance is designed to purchase a gift for the Alternative Care Child/Youth. Gifts for others should be purchased out of the spending allowance and in consultation with the Alternative Care Helper. Receipts must be submitted.

### CHRISTMAS ALLOWANCE

1. The Christmas allowance will be added to the November board deposit made in December and will be as follows:

0 to 2 years	\$60.00
3 to 6 years	\$80.00
7 to 12 years	\$100.00
13 years and older	\$120.00

2. The Christmas allowance is designated to purchase a gift for the Alternative Care Child. Gifts for others should be purchased out of the spending allowance and in consultation with the Alternative Care Helper.
3. Alternative Care Provider(s) will submit receipts for Christmas gift purchases.

### VACATION ALLOWANCE

1. Alternative Care Parents are encouraged to take Alternative Care Children on family vacations and under special situations; *vacationing expenses up to \$100 per Child/Youth per year* may be approved for a Child/Youth in Care. Meals, accommodations, and any other items normally included in the per diem are not covered. A vacation plan should be submitted to the Children's Circle of Care Helper for prior approval.
2. The vacation allowance must be requested from the Children's Circle of Care Helper and can be divided into more than one request; however, the total number of requests cannot exceed \$100 per year.

### REIMBURSABLE

1. Requests for reimbursement of all eligible disbursements other than travel must be made by the completion of the "Alternative Care Parents Statement of Child Care Expenses."

**RECEIPTS MUST ACCOMPANY REQUESTS FOR REIMBURSEMENT.**

## CULTURAL ALLOWANCE

1. All Children in Alternative Care Homes will be provided with the opportunity to participate in cultural events, activities, and Teachings to help reinforce their cultural heritage and pride.
2. Mnaasged Child and Family Services will cost share the expense with the Alternative Care Family for a Child's/Youth's participation in cultural events to a maximum of \$250 annually. Reimbursable expenses include, but are not limited to, the purchase of a Child's/Youth's Traditional regalia, tobacco, give-away gifts, or expense(s) related to attendance to Pow Wows, ceremonies, or spiritual and cultural gatherings.

## CLOTHING

1. Alternative Care Parents will be reimbursed for the purchase of required clothing up to the following annual amounts:

0 to 6 years	\$500	(plus diapers)
7 to 10 years	\$600	(plus diapers, if special need exists)
11 to 12 years	\$800	(plus diapers, if special need exists)
13 years and older	\$1,000	(plus diapers, if special need exists)

2. Children must be placed in a Mnaasged Child and Family Services Alternative Care Home for a minimum of three (3) months to be eligible for quarterly clothing amounts.
3. For expense tracking purposes, the year will start on *April 1st*. Amounts for Children in Care for part of the year will be pro-rated. Amounts are to be pro-rated to the nearest half month, but under no case will be less than what is required for emergency/admission clothing (see below). Purchase orders are available from the Children's Circle of Care Helper.
4. This annual limit includes emergency and seasonal clothing but not Special Occasion Apparel.
5. Recreational and special activity apparel form part of, and are considered, recreational reimbursable.
6. Bug jackets are considered part of regular clothing.
7. Whenever feasible, older Children and Youth should be involved in the discussions regarding the budgeting, selection, and purchase of clothing as a component of life skills training. If a Youth chooses clothing items beyond the reasonable cost, they should be expected to contribute using their personal allowance or earned money.



## EMERGENCY/ADMISSION CLOTHING

1. Emergency clothing is to allow for the immediate purchase of the basic clothing requirements for a Child/Youth when they first arrive to an Alternative Care Home, while their future plans are being established and their possessions can be retrieved from the previous home or the last living situation. Purchase orders are available from Mnaasged.
2. Amounts for purchases are not included in the annual limits as per above and will not exceed the following:

0 to 6 years	\$85.00
7 to 10 years	\$100.00
11 to 12 years	\$130.00
13 years and older	\$160.00

## SPECIAL OCCASION CLOTHING

1. Mnaasged will reimburse the Alternative Care Parents for the cost of purchasing special occasion or event clothing, such as for graduations, participation in weddings, and religious ceremonies. The amount required should be established with the Mnaasged Children's Circle of Care Helper prior to purchasing the clothing.

## SCHOOL UNIFORMS

1. Mnaasged will reimburse for the cost of school uniforms (including gym clothing) to a maximum of \$300 per year. Expenditures exceeding \$300 will be deducted from the annual clothing maximum. School uniforms must be pre-approved by the Children's Circle of Care Helper.

## MEDICAL AND HEALTH-RELATED EXPENSES

1. Upon admission to the Care of Mnaasged, the Child/Youth will be assigned a card with a 10-digit claim secure number. This card is to be provided to the health care professionals as payment for prescription, dental, and vision claims.
2. The First Nation status number for First Nation Children will be provided to the Alternative Care Parents and utilized as a first form of payment.

## MEDICAL

1. The Alternative Care Parents will be reimbursed for all prescriptions, medical appliances, medical devices (including eyeglasses), or procedures prescribed by a physician (e.g., G-tube feedings, prescribed dietary supplements, and physiotherapy).
2. The First Nation Status number for First Nation Children will be provided to the Alternative Care Parent(s) and utilized as a first form of payment.

## OTHER HEALTH-RELATED COSTS

10. The following health-related costs not covered by OHIP will be paid by Mnaasged:
  - a) Physician fees for doctor's notes
  - b) Psychological fees when required by Mnaasged
  - c) Ambulance fees
  - d) Health Insurance for out-of-country travel
  - e) All forms of therapy, such as occupational therapy, speech therapy, physiotherapy, and audiology when pre-approved by Mnaasged

## DENTAL

1. Basic dental care such as regular checkups, cleanings, and fillings will be paid for by Medical Services or Mnaasged.

## ORTHODONTICS

1. All orthodontic procedures need to be first negotiated with Mnaasged for prior approval.

## HEALTH INSURANCE

1. Extended health insurance for out-of-country travel is required for all Children in Care. This requires prior approval from Mnaasged, and all invoices are to be sent to the Children's Circle of Care Helper.

## PEDICULOSIS SUPPLIES

1. Mnaasged will reimburse the Alternative Care Parents for the costs incurred to purchase supplies needed to control and rid a home of head lice or other contagious parasites (e.g.,

lotion, combs, and sprays). Use of a professional head lice removal service is permitted at reasonable costs and with prior approval.

## TRANSPORATION AND TRAVEL

### MILEAGE

1. Alternative Care Parents are expected to provide transportation for the Children whenever feasible, if possible. *They are also expected to accompany young Children to all appointments and to accompany older Children when appropriate.* The Children's Circle of Care Helper and the Alternative Care Parent will negotiate for any exceptions.
2. The Alternative Care Parents transporting Children must carry \$2 million liability insurance.
3. Mileage will be reimbursed at the approved rate for the following:
  - a) Case conferences, Mnaasged conferences, and family circles
  - b) Court
  - c) Medical, dental, and therapy appointments
  - d) Alternative Care Parents' attendance at mandatory training
  - e) Driving Children to school at Mnaasged's request
  - f) Planned pre-authorized visits with the Parent or Guardian family
  - g) Transportation to relief homes and access visits
  - h) Parking cost with a receipt for the above will also be reimbursed

*(If the Child/Youth is a status First Nation, the Alternative Care Provider(s) may be eligible to receive transportation costs to medical, dental, and therapy appointments.)*

### RECREATIONAL TRAVEL AND MILEAGE

1. Alternative Care Parents are expected to accompany the Children to recreational activities.
2. Mileage for regular, planned, or pre-authorized attendance at registered recreational activities (as identified in the Cultural Plan) will be reimbursed at the approved rate, unless the recreational activity is being requested by Mnaasged.
3. Recreational travel outside the community should be pre-approved by the Children's Circle of Care Helper.

## LOCAL PUBLIC TRANSPORTATION

1. Alternative Care Parents will be reimbursed for the costs associated with purchasing either tickets or bus passes for a Youth when it is necessary for school or work. This will be established among the Youth, the Alternative Care Parent(s), and the Children’s Circle of Care Helper.

## OUT-OF-TOWN TRAVEL

1. Requests for reimbursement for out-of-town travel expenses must be made by the Alternative Care Provider.
2. Any anticipated mileage over 200 kilometres weekly requires prior approval by the Children’s Circle of Care Helper and Mnaasged.
3. Any costs associated with out-of-jurisdiction travel, the Alternative Care Parents require prior approval, including a travel letter from Mnaasged. A meal allowance will be provided according to Mnaasged rates (see chart below).

## OUT-OF-TOWN/LONG-DISTANCE TRAVEL

1. Alternative Care Parents will be reimbursed for the costs for either a Child/Youth or the Alternative Care Parents who are required to travel out of town on Mnaasged business or to facilitate visiting with the biological family, as an example. This requires prior approval by Mnaasged and is typically discussed on the Child’s/Youth’s Plan of Care. The most economical means of travel must be considered. Mileage rates must be considered in conjunction with the cost of renting a car when determining the most cost-effective alternatives.
2. Where Alternative Care Parents prefer to use their own transportation, reimbursement will reflect similar costs to those of the car rental or the most cost-effective means of transportation. Reimbursement for actual meal costs for Youth and Alternative Care Parents will be made but not exceeding the following meal rates:

Item	Approved Rates
Kilometres	\$0.40
Breakfast	\$11.37
Lunch	\$14.63
Dinner	\$26.00
Incidentals	\$17.30

## RECREATIONAL ACTIVITIES AND EQUIPMENT

1. The Cultural Plan should be the vehicle used to consider the recreational and activity needs of the Child/Youth. Alternative Care Families include Alternative Care Children in family-based outings and activities, including vacations. In addition, participation in planned, regular recreational activities must be negotiated by the Children's Circle of Care Helper and the Alternative Care Parent(s) in consultation with the Child/Youth, while keeping in mind the following the Child's/Youth's special interests and skills and previous activity:
  - a) Available community activities within a reasonable travelling distance
  - b) The cost of the activity, including the necessary equipment and travelling costs
  - c) The number of activities available to the Child/Youth within a given year
  - d) Wardship and plan for the Child/Youth

## OTHER CONSIDERATIONS

1. Registration fees for planned recreational activities should not exceed two (2) per year (one winter, one summer).
2. Where feasible, Mnaasged will request a contribution from the Parent(s) or Guardian(s) to be applied towards the purchase of recreational equipment:
  - a) Reasonable judgment should apply to the authorization of funds, based upon the cost of the activity and equipment
  - b) Funds for recreational equipment, in addition to the equipment necessary for the planned activity, will not exceed one (1) item per year, such as a bicycle
  - c) Whenever feasible, the purchase of used equipment or equipment exchanges should be considered
  - d) Whenever appropriate, older Children should be expected to contribute to the cost of recreational equipment
  - e) The Alternative Care Parent(s) is encouraged to accumulate equipment based on the family's activities and the Children's needs. This equipment can be shared by Children in short-term placements
3. Alternative Care Parents will be reimbursed for the costs of recreational and leisure activities and equipment for the Child/Youth in their Care. This will include, but is not limited to, registration fees, equipment and supplies, mandatory safety equipment, enrichment lessons, purchase of seasonal passes to recreational or enrichment facilities,

weekend recreational camps, and day camps as defined in the Child's/Youth's Cultural Plan and within Mnaasged's practices and guidelines.

4. For Children who are in short-term Care or the length of their stay is undetermined, recreational and leisure activities should be time-limited and with minimal expense.
5. Preference for high-cost and long-term activities will be given to Children/Youth residing in long-term placements.

## BIKES

1. Mnaasged may approve up to \$250 for a Crown ward, \$120 for a non-ward, and for temporary care if the Child/Youth has been in Care six (6) months or more toward the purchase of a bicycle. Whenever possible, the Parent(s) or Guardian(s) will be encouraged to contribute to the costs. A bike and helmet purchased for a ward belong to that ward. Receipts are required for these purchases. All Children must have a helmet that is reimbursable.

## RESIDENTIAL AND DAY CAMPS

1. Paid residential camp arrangements will not exceed a two-week period per year. If the Child/Youth is attending residential camp, the Alternative Care Parent(s) will be entitled up to one (1) week of full per diem and one (1) week of a half per diem per calendar year (see section on holding rates). During this period, the Alternative Care Provider(s) must be available to deal with any emergencies or crises that may occur with the Child/Youth at camp. If this is not possible, costs including transportation should not exceed \$350 per week.
2. If a Child/Youth is not attending residential camp, the Alternative Care Parent(s) may negotiate with the Children's Circle of Care Helper for up to four (4) weeks paid day camp. When costs for Children requiring specialty camps, such as music or camps for the developmentally handicapped, exceed the above, a special request should be made to the Children's Circle of Care Helper.
3. All exceptions to the above are to be negotiated with the Children's Circle of Care Helper and the Supervisor.
4. The registration costs for a Child/Youth to attend a residential camp is paid for by Mnaasged directly to the facility.

## EDUCATION

All reimbursements for school expenses will be paid according to school-written requests.

## SCHOOL TRIPS

1. Alternative Care Parents will be reimbursed for the cost of one-day school trips and activities. Trips longer than one day require prior approval and must be negotiated with Mnaasged prior to the expense being paid.
2. Costs associated with extra-curricular activities require a prior discussion with the Children's Circle of Care Helper for pre-approval.

## TUTORING

1. Tutoring costs, whenever possible, will be paid directly to the tutor and require prior approval by the Children's Circle of Care Helper. In instances where the Alternative Care Parent(s) is paying for the tutoring directly and has received prior approval, the Alternative Care Parent(s) will be required to submit receipts for reimbursement.

## DAY CARE AND NURSERY SCHOOL

1. If day care or nursery school is obtained for therapeutic reasons, then the service provider will invoice Mnaasged directly. Day care and nursery school costs require *prior approval by the Children's Circle of Care Helper*.

## EDUCATION EXPENSES

1. Alternative Care Parents will be reimbursed for expenses incurred for the Child/Youth to participate fully in normal school educational programs and activities, such as school supplies and student activity cards to a maximum of \$50 per year for elementary students and \$75 per year for secondary students. Each expense will be reviewed individually.

## SCHOOL PHOTOS AND GRADUATION PICTURES

1. Alternative Care Parents will be reimbursed for the standard package of school photos. The order form must be attached with the receipts.
2. Alternative Care Parents will be reimbursed for graduation pictures up to a maximum of \$50 for Grade 8 and \$100 for Grade 12 Graduation.

## OTHER SCHOOL EXPENSES

1. Other educational or developmental tools deemed necessary or recommended by school personnel require prior approval and authorization.

## MISCELLANEOUS

### LONG DISTANCE CHARGES

1. Alternative Care Parents will be reimbursed for any long-distance calls made for Mnaasged business.
2. Alternative Care Parents will be reimbursed for calls to the Parent(s) or Guardian(s) and others as decided by the Children's Circle of Care Helper. The length and frequency of calls are to be determined in advance by the Children's Circle of Care Helper.
3. Alternative Care Parents who must use long distance are requested to research and take advantage of special discount rates and savings. All calls to and from the biological family members should be arranged for times when discount rates apply.
4. Receipts must accompany any request for reimbursements.

### BABY NEEDS

1. Alternative Care Parents will be reimbursed for the costs of the following baby items:
  - a) Infant formula
  - b) Diapers
  - c) Training pants (pull-ups)
  - d) Latex gloves
  - e) Special baby supplies as recommended by a health care professional

### PERSONAL EFFECTS

1. Alternative Care Parents will be reimbursed for the cost of feminine hygiene products.

### PICTURES AND LIFE BOOKS

1. Alternative Care Parents will be reimbursed for the costs associated with creating a Life Book, including the cost of photographs and film up to a maximum of \$100 per year.



## GIFTS FOR PERSONAL CELEBRATIONS

1. The following dollar amounts for a gift will be reimbursed with a receipt:

a) Baptism	\$30
b) Spirit Name	\$30
c) Confirmation	\$30
d) First Communion	\$30
e) Grade 8 Graduation	\$30
f) Grade 12 Graduation	\$50
g) Post-Secondary Graduation	\$100
h) Graduation from Treatment	\$30
i) Moving on to Adulthood at age 21 plus a meal with the Children's Circle of Care Helper	\$50

2. Monies spent for religious or cultural keepsakes and artifacts that are attached to any of the above ceremonies will also be reimbursed if there is a receipt.

## HAIRCUTS AND HAIR STYLING

1. Alternative Care Parents will be reimbursed for the cost of haircuts and hair styling to a maximum of \$30 every two (2) months.

## BABYSITTING

1. Babysitting is defined as temporary care hours during the day or evening but not for overnight periods.
2. Alternative Care Parents may nominate an appropriate family or extended family member to act as a babysitter or may arrange with friends, neighbours, or other Alternative Care Parents to assume temporary care of the Alternative Care Child/Youth. However, in the event care or responsibility is being transferred, the Children's Circle of Care Helper must undertake whatever inquiries are necessary to ensure the safety and well-being of the Alternative Care Child/Youth before the placement or transfer of responsibility occurs.
3. Alternative Care Parents will be reimbursed for babysitting expenses while on Mnaasged business (including conferences, court, medical, dental, and therapy appointment and planned pre-authorized visits with the biological families) for mandatory training, family emergencies, or crises. Babysitting will not be paid for family outings, entertainment or recreational outings, and shopping.
4. Exceptional circumstances should be discussed with the Children's Circle of Care Helper.

5. Babysitting expenses may be claimed for adult Children to babysit, but only when all Alternative Care Parents in the Home are unavailable.
6. Babysitting costs are as follows:

Per hour	Number of Children	Maximum per day
\$5.00	One Child/per hour	\$35.00
\$7.50	Two Children/per hour	\$52.50
\$10.00	Three Children/per	\$70.00
\$12.50	Four Children/per hour	\$87.50

7. Babysitters for Alternative Care Parents may be reimbursed for Police Criminal Record Checks.

### DAMAGE CLAIMS

1. Alternative Care Parents are required to carry adequate homeowners and content insurance and to ensure that valuables are properly secured.
2. Mnaasged will consider claims for damages or theft made by Alternative Care Children under the following circumstances:
  - a) The Child/Youth deliberately caused the damage, and the action was witnessed
  - b) The damage or theft was reported to the Children's Circle of Care Helper or the Supervisor within one (1) working day
  - c) A claim has been made to the homeowner's insurance company and has been denied
3. Written confirmation of the denial must be obtained from the insurance company. When damages are less than \$500, Mnaasged will consider paying the cost without the submission of an insurance claim.
4. The estimates will be submitted to the Supervisor for approval if less than \$500 and to the Senior Manager if more than \$500.
5. Where the claim for damages is paid by the insurance company, Mnaasged will consider the reimbursement of any deductible.
6. In the event of theft, a joint plan will be made if the Police need to be involved. A recommendation will then be made to the Supervisor as to what action that needs to be taken.
7. Reimbursement CANNOT be claimed for the following:
  - a) Shopping

- b) Family outings (e.g., parks, Wonderland, and movies)
- c) Vacations
- d) Entertainment or recreational outings (e.g., movies, sporting events, and picnics)
- e) Driving Children to visit friends
- f) Day care or any other support when Mnaasged is providing the support

#### METHOD OF PAYMENT – PER DIEMS AND ALLOWANCES

1. The Alternative Care Parents will complete an “Application for Direct Deposit,” which contains all the information required for making deposits and will give it to the Children’s Circle of Care Helper once completed.
2. The Children’s Circle of Care Helper will provide a copy of the Application for Direct Deposit to Mnaasged’s Manager of Finance.
3. The Children’s Circle of Care Helper will calculate monthly per diem payments based on the number of days in Care. Per diems will be paid monthly via direct deposit to the Alternative Care Parent’s bank account on the sixth (6) business day of the month. The monthly payments will include the following:
  - a) Per Diem
  - b) Relief
  - c) Child Care Expenses (if applicable)
  - d) Spending Allowance
  - e) Travel (if applicable)

**Note:** The Christmas and birthday allowances will be added as required.

  - f) The Children’s Circle of Care Helper will submit the Days in Care Form to the Supervisor for approval.
4. The Supervisor will submit Days in Care Forms to the Finance Manager no later than two (2) business days.
5. The Finance Manager will ensure that the payments are transmitted before the cut-off time on the 5th business day.

## METHOD OF PAYMENT – REIMBURSABLE

1. Requests for reimbursements of all eligible disbursements, other than travel, must be made by the completion of the “Alternative Care Statement of Child Care Expenses.” The form will be submitted along with the Days in Care Form at the end of each month by the Children’s Circle of Care Helper. The following guidelines are to be followed:
  - a) Complete a separate form at the end of the month for each Child/Youth. Attach receipts; no payment will be made without receipts
  - b) The Supervisor must approve all requests
  - c) Requests over \$500 must be approved by the Senior Manager

## METHOD OF PAYMENT – MILEAGE

1. Requests for reimbursement of mileage must be made by the completion of the “Alternative Care Mileage Claim Form.” This form will be submitted along with the Days in Care Form at the end of each month by the Children’s Circle of Care Helper.

## POLICY REFERENCE

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Financial Policy and Procedure Manual