

840 Travel Authorization for Foster Children

This section outlines procedures to be followed when approving travel plans for foster children, both within and outside of the state. The rationale behind these procedures is that the agency must be aware that trips are occurring, must know the purpose of the trips, must approve non-routine trips, and must ensure that any individual transporting a foster child can quickly notify the agency and respond to the child's needs in the event of an emergency.

*Note: For ICPC related travel or visitation, also reference Sections 841, 841.2, 841.3, and 841.5.

Foster Provider

1. Providers should not be routinely required to seek permission for children to participate in recreational outings of short duration (such as bowling, skating, swimming, overnights with friends, etc.), unless there are extenuating circumstances related to the child's best interest. Unless an emergency exists, notifies agency staff at least one week in advance of out-of-state travel plans to obtain approval. For in-state travel provider contacts foster care worker for concurrence.

*Note: See #2

Foster Care/MTS worker

2. Can concur with in-state routine travel. This could include a child traveling with a provider (or church, school, or other recognized organizational sponsorship type situation) for such activities as weekend camping trips, band competitions, visits to foster family's friends' or relative homes, etc.

Foster Care Staff

3. Receives a request from a provider for approval of an upcoming out-of-state trip. Obtains the following information about the trip:

- a. Identification of chaperones, location of destination, date of departure and return, mode of travel, and a telephone number as an emergency contact.

4. Determines if there are any case management planning issues or reasons why out-of-state travel would not be in the best interest of the child by:

Foster Care/MTS worker

- a. Reviewing relevant court orders for any restrictions or specifications related to visitations or travel; and
 - b. Staffing the plans with supervisory staff and the Guardian ad litem; and
 - c. Involving the biological parents for their approval. The County Director will have the authority to resolve any disputes that may arise with a parent over a proposed trip; and
 - d. The approval and signature of the County Director must be obtained on DSS Form 1103.
5. If the travel plans involve costs for the agency, then staff must obtain the signature of the Director of Regional and County Operations (or his/her designee) on DSS Form 1103.
6. If the travel plans involve the foster child going out of the country, then additionally the signature of the State Director authorizing any emergency medical care needed by the child. Any agency HelpLine numbers should also be listed for the provider.

Definition and Examples of Non-Routine Travel: includes extended travel that is for more than a few days such as holiday travel, vacations, mission trips, extended school band trips, and travel outside of the state or country.

Definition of Other Insurance Coverage: For reimbursement of medical costs through Medicaid, the treatment provider must be a Medicaid enrolled provider. There is a phone number on the back of the children's Medicaid cards for treatment providers to call prior to treatment. For children traveling on extended trips out of state or county, staff and foster parents can consider acquiring additional temporary insurance coverage. Further, foster parents are to be made aware that should a child require emergency medical care, to try and access a Medicaid provider and/or utilize a public treatment facility.

Referenced Documents

Human Services 841
Human Services 841.02
Human Services 841.03
Human Services 841.05
DSS Form 1103

Revision Comments