



South Carolina Department of Social Services
Work Aid (5.1) – Foster Care Policy Work Aid: Respite Care

Supplemental to DSS Policy: Chapter 5: Foster Care

A. Referral for Respite Care	1. When a child, youth, or young adult's Foster Care Case Manager or a foster parent's Family Support Coordinator is notified by a foster parent that paid respite care is needed, the following must occur: a) A referral is made via email to the Foster Family Licensing and Support Placement (FFLS) Unit's email address with the following information: the child, youth, young adult's name, date of birth, behavioral and medical needs, school information, and the dates respite care is needed. i. UpstatePlacementUnit@dss.sc.gov ii. MidlandsPlacementUnit@dss.sc.gov iii. LowcountryPlacementUnit@dss.sc.gov iv. PeeDeePlacementUnit@dss.sc.gov b) If the Foster Family Licensing and Support Placement (FFLS) Unit is notified by the foster family directly, FFLS are to email the child, youth, or young adult's Foster Care Case Manager of the requested placement information within one business day. 2. Once a respite care placement is identified, the Foster Family Licensing and Support Placement (FFLS) Unit will complete Section C of DSS Form 37508: Placement Notification Form and email the Case Manager and placementchanges@dss.sc.gov with the identified respite provider. 3. Within one business day of respite care starting, the Family Support Coordinator must complete DSS Form 30249: Foster Care Respite/College Youth Overnight Payment Invoice and mail it to the respite care provider along with a federal W-9 form for the respite care provider's signature and a request to return the completed documents to the Family Support Coordinator. Please note: If a W-9 is already on file for the calendar year, a newly executed W-9 is not needed. Once these documents have been returned by the respite care provider, the Family Support Coordinator will review the documents for accuracy and sign the DSS Form 30249: Foster Care Respite/College
-------------------------------------	--

Work Aid: Respite Care
Effective Date: July 28, 2020

	Youth Overnight Payment Invoice which will then be submitted to the Program Development/Financial Services for processing after all signatures are received. Within 1 business day of receiving DSS Form 30249: Foster Care Respite/College Youth Overnight Payment Invoice the Family Support Coordinator will email it to fcrespiteinvoices@dss.sc.gov. Please note: Program Development/Financial Services cannot process the payment until after the respite care stay has occurred.
B. Special Circumstances	1. If the foster parent requests a period of respite care that exceeds the built-in allowance, it will be considered supplemental respite care days and require pre-authorization from the County Director or Regional Director. 2. The foster parent must explain to the Foster Care Case Manager the reason why the period of respite care needs to exceed the built-in allowance, and the dates the respite care will occur. 3. The Foster Care Case Manager will complete the DSS Form 30249: Foster Care Respite/College Youth Overnight Payment Invoice and attach the foster parent's written request to exceed the 14 days. These documents must be submitted to the Foster Care Supervisor within one business day of receipt of the request. 4. The Foster Care Supervisor will provide the DSS Form 30249: Foster Care Respite/College Youth Overnight Payment Invoice and attachments to either the County Director or Regional Director for approval within one day of receiving the request. 5. The Foster Care Case Manager will notify the foster parent of the approval or denial of the request. 6. If approved, the Foster Care Case Manager will request a respite care placement from the Foster Family Licensing and Support Placement (FFLS) Unit along with a copy of the request and approval within one business day.

	7. Once a respite care placement is found, the Foster Family Licensing and Support Placement (FFLS) Unit completes the requirements found in section A of this Work Aid. 8. The Foster Care Case Manager completes the requirements of section A of this work aid once a respite care placement is identified.
Documentation	1. The Family Support Coordinator will document the foster parent's request for respite care, including the specific dates, in the Foster Home License screen in CAPSS (Child and Adult Protective Services System) within two business days. 2. The Family Support Coordinator will place a copy of the written request for respite care in the Foster Home Licensing File and upload the documents into CAPSS. 3. The Foster Care Case Manager will document the respite care request in the child, youth, or young adult's foster care case in CAPSS within three business days. 4. The State Office Foster Family Licensing and Support Placement Unit will enter the respite care placement in the Temporary Placement or Events section in CAPSS by the close of the next business day after receiving DSS Form 37508: Placement Notification Form. 5. State Office Foster Home Licensing and Support will enter the end date of the respite care placement by the close of the next business day after receiving DSS Form 37508: Placement Notification Form.