



State of South Carolina

Department of Social Services

Policies and Procedures: Child Welfare, Foster Care

Subject:	Respite Care
Authority:	N/A
Standards:	Guiding Principles and Standards (GPS) Practice Model
Application:	Foster Care Case Managers and Team Leaders; Foster Family Licensing and Support Coordinators and Supervisors
Purpose:	
To provide information and directives to Foster Care Case Managers and Team Leaders as well as Foster Family Licensing and Support Coordinators and Supervisors on respite care for foster parents who are licensed and managed by the South Carolina Department of Social Services (DSS).	
Policy Statement:	
DSS licensed foster parents are eligible for up to 12 payable respite days per calendar year. Group homes and private agency foster parents are not eligible for respite care from DSS.	
Policy Administration:	
The Child Welfare Services Permanency Division is the owner of this policy. The Director of the Child Welfare Services Permanency Division, or their designee, will review this policy at a minimum of annually or as needed due to changes in practice, law, or statute.	
Procedures:	
A. Respite Care Accrual and Payment Information	1. Paid respite care is accrued at the rate of one day each month a licensed foster family (standard or provisionally licensed home) has a child, youth, or young adult placed with them for the entire month. This does not apply to families where the foster child or youth is placed pre-adoptively or adoptively. 2. Twelve days can be consecutive days off while an Approved and Safe Person cares for the foster child, youth, or young adult. 3. A maximum of six earned respite days can be carried over to the next calendar year. The six days carried over must be used within 90 calendar days of the new year. 4. Respite care will be reimbursed at the current board rate. 5. Payment to the ongoing foster parents will not be decreased during the child, youth, or young adult's absence.

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B. Documentation	1. The case manager for the foster child, youth, or young adult who needs respite care will update the Universal Application and submit to the Regional Placement Team along with the reason why respite is needed and for what length of time. 2. The Regional Placement Team identifies the respite placement and notifies, via email, the case manager, Regional Family Support Coordinator, and Regional Contract Administrator. 3. Respite care placement information for a foster child, youth, or young adult will be entered into CAPSS by the Regional Contract Administrator within two business days of notification. 4. The Family Support Coordinator for the foster family requesting respite will complete DSS Form 30249: Foster Care Respite/College Youth Overnight Placement Invoice and have it signed by the foster family identified to provide respite placement along with a W-9 form. 5. Upon receipt of the executed forms, the Family Support Coordinator will submit them to the Financial Services Fiscal Analyst. 6. The Family Support Coordinator shall enter dictation into CAPSS regarding the child, youth, or young adult being placed in respite care to include length of time, reason why and with whom. All dictation shall be entered within five calendar days in both the child and licensing cases.
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Forms:	DSS Form 30249: Foster Care Respite/College Youth Overnight Placement Invoice
Related Management Reports:	N/A

Glossary:
Approved and Safe Person: This is only used for respite care providers with whom the agency has identified to provide respite care. It is a licensed foster parent with DSS. Calendar Year: The calendar year is from January 1st through December 31st. Paid Respite Care: These are the 12 days the agency will pay another DSS licensed foster parent to care for a child, youth, or young adult placed with them. Placement is entered in CAPSS as a temporary event. Respite Care: a temporary break in caretaking responsibility either because of a child, youth, or young adult experiencing a crisis, the caregiver's need for a break, or as part of a child, youth, or young adult's case plan (planned or unplanned).