


DEPARTMENT OF HUMAN RESOURCES
SOCIAL SERVICES ADMINISTRATION
311 WEST SARATOGA STREET
BALTIMORE, MARYLAND 21201

DATE February 8, 2008

CIRCULAR LETTER # SSA 08 – 13

TO: Directors, Local Departments of Social Services
Assistant Directors of Social Services
Local Departments of Social Services

FROM: Cathy F. Mols, Executive Director 
Social Services Administration

RE: Foster Parent Cash Award Incentive; This Circular Letter
replaces and supersedes Circular Letter SSA # 87 – 12
(Foster Parent Finder's Fee For Foster Parent Referrals).

PROGRAMS AFFECTED: Out-of-Home Placement Services (Foster Care)
And Resource Units

ORIGINATING OFFICE: Resource Development Placement and Support Services

BACKGROUND The history of utilizing existing foster parents in the foster
parent recruitment process dates back to 1987. Under the
preexisting policy dated January 1, 1987, the referring
foster family received a \$50.00 finders fee when the
prospective foster family became approved and received
their first foster child.

On February 1, 2006, the Department of Human
Resources (DHR) re-instituted the Cash Incentive
Program for current foster families who recruit
prospective foster families. The cash incentive was
increased and disbursed in three intervals, \$25.00 after
attending the orientation meeting, \$50.00 after completion
of the application and \$75.00 after the first child was
placed in the home.

ACTION REQUIRED OF: Out-of-Home Placement Services
Foster Care and Resource Units

REQUIRED ACTION Employ, monitor and report monthly on the use of the Foster Parent Recruitment and Retention Cash Award Incentive Plan

ACTION DUE DATE: January 1, 2008

CONTACT PERSON: Kevin Keegan, Director
Resource Development Placement and Support Services
410-767-7910

PURPOSE

To support the current foster parent recruitment and retention drive, a new and improved foster parent Cash Award Incentive initiative has been designed to better utilize existing foster parents as part of the foster parent recruitment and retention team. This policy provides a Cash Award Incentive for current foster parents who recruit, encourage, mentor, and support others to become approved public foster families who serve children placed in Maryland's foster care system.

FOSTER PARENT CASH AWARD INCENTIVE

DEFINITION

Under this policy, current foster parents/families receive a \$500.00 Cash Award Incentive for referring others to become foster parents/families. The Foster Parent Cash Award Incentive is to be disbursed as follows: \$250 after the first foster child is placed with the newly approved foster parent/family and another \$250 to be received one year later at the reconsideration date as long as a child has resided in the home over the past year and the home remains open to placement of new foster children.

REQUIREMENTS

A foster parent/family can make up to four referrals per fiscal year that qualify for the cash award incentive. The new foster parent must provide public foster care services to at least one child placed in foster care in Maryland in order for the referral to qualify for the incentive program, including fostering to adopt.

WHO IS ELIGIBLE

Any existing approved foster parent/family actively providing public foster care services is eligible for the Foster Parent Cash Award Incentive for referring a prospective foster parent/family.

Current foster families are prohibited to receive the Foster Parent Cash Award Incentive if they recruit families during foster parent recruitment and retention promotional events, local Department of Social Services foster parent recruitment and retention activities, community based and local foster Parent association recruitment events, etc. All referrals made by current foster parents/families during promotional events will be found ineligible.

CASH AWARD
INCENTIVE
RATES &
CHARGE CODE

The Foster Parent Cash Award Incentive consists of one \$500.00 award per referral, not to exceed four new qualifying awards per fiscal year. The award is to be distributed in two intervals of \$250.00. The project code to be used for the Foster Parent Cash Award Incentive is 0304.85 and the PCA code is GC860.

RESPONSIBILITY
OF LDSS

Each local department is required to get-the-word-out to their current public foster parents, local foster parent association and the community. Each local department is required to track and document each foster parent recruiter and note the date of the referral. Listings of all prospective foster parents and the person who referred them is to be documented and tracked with the Foster Parent Cash Award Incentive Tracking Form and the revised Foster Parent Recruitment and Retention Monthly Report. In addition, each local department is required to track each prospective foster parent from the initial referral, to the placement of the first child, to his or her one-year anniversary.

If the referring foster parent and the prospective foster parent reside in different counties, the original tracking form must be maintained in the resource home record of the referring foster parent/family. A copy of the tracking form must be retained in the resource home record of the prospective foster parent/family. The Foster Parent Cash Award Incentive Tracking Form must be signed and dated by all resource workers and their supervisors.

RESPONSIBILITY
OF DHR/SSA

DHR/SSA will develop a flyer and/or another venue to be distributed to the local departments for the purpose of publicizing the Foster Parent Cash Award Incentive. DHR/SSA will monitor all disbursements of the Foster Parent Cash Incentive through the revised Foster Parent Recruitment and Retention monthly report.

FOSTER PARENT CASH AWARD INCENTIVE TRACKING FORM

(Instructions on reverse side)

Date: _____
 State Fiscal Year: _____
 Name of Referring Foster Parent/Family(s): _____
 Address: _____
 Telephone #: _____
 Client ID #: _____

Name of Prospective Foster Parent/Family	Telephone Number	Address (Include zip code)	Name of County if Different From That of the Referring Foster Parent/Family	Date of Approval	Client ID #	Date Received First Child	Date of Reconsideration	Date of First Cash Incentive Installment	Date of final Cash Incentive Installment

Resource Worker's Signature: _____ Date: _____
 Supervisor's Signature: _____ Date: _____

Signature of Resource Worker of prospective foster parent/family, if different from that of the referring foster parent/family: _____ Date: _____
 Supervisor's Signature: _____ Date: _____