



Practice Alert

Children's Division Cooperative Agreements for Foster Care Services

The purpose of this Practice Alert is to establish the process for maintaining the Cooperative Agreements for resource providers supervised by a private agency. Once a Children's Division Cooperative Agreement, (CM-9, CM-14, etc.) is approved and entered into FACES at Central Office, a copy is returned to the local county office that is identified on the agreement. If the local CD office receives a Cooperative Agreement for a resource provider and a licensing case file does not exist in the office in which to place the agreement, staff in the local office will:

1. Look up the resource provider in FACES using the DVN located on the agreement to identify what agency is providing supervision for the resource home; and
2. If FACES indicates that the provider is being supervised by a private agency, place the Cooperative Agreement in a file labeled **Private Agency Monitored Homes**.
3. The local office will maintain the Private Agency Licensure Supervised Homes file, which will contain the CD Cooperative Agreements for the private agency supervised resource providers in their county. The private agency may receive a copy of the CD Cooperative Agreement from the local office if requested.

In order for a resource provider to be paid by CD for foster care services, there must be the correct vendor type opened in FACES and the correct corresponding Cooperative Agreement active in FACES.

A CD developed resource provider may contract with a private agency to provide foster care services. Services for a private agency are paid by the private agency. Private agency contracts are not entered or tracked in FACES.

When a private agency develops a resource home, the resource provider may choose to be available for CD to place children in their home. The provider will sign a CD Cooperative Agreement for payment to be made by CD. The private agency will notify the local CD office of the availability of home for use by CD.

Respite Only Providers

FACES does not recognize RS Cooperative Agreements for respite only vendors. The instructions provided to staff in an email on 10/10/10 for payment, are now located in the [FACES Instructions for Resource Licensing and Resource Approvals](#). The respite payment by

CD will not be processed unless there is an open RS or RP vendor type approval in FACES and a Cooperative Agreement for the Purchase of Respite Care for Career Foster Parents, CM-9, for Level B respite, or Cooperative Agreement for the Purchase of Foster Respite Care Services, CM-10, for traditional respite active in FACES.

When a resource provider utilizes respite services, it is the responsibility of the case manager of the child to complete the necessary steps for payment to the respite provider.

To generate a CD respite payment for those vendors who are only approved to provide respite:

- a) The Resource Provider completes and submits the signed Respite Provider Evaluation & Invoice, CD-111, to their licensing worker;
- b) The child's case manager reviews the form for accuracy and completeness;
- c) The child's case manager attaches a copy of the active CM-10 cooperative agreement to the CD-111 and submits the documents to the case manager of the child(ren) that were in respite care;
- d) The child's case manager completes the Payment Request and attaches it to the CD-111 and CM-10;
- e) The child's case manager submits the documents to Central Office Payment Unit for processing.

To generate a CD respite payment for those vendors who are not respite only vendors, all the steps above are followed except step "c".

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