



Practice Alert

November 1, 2016

Payment Requests for Resource Parents

On behalf of the Division of Finance & Administrative Services (DFAS) FACES Payment Unit and DFAS Accounts Payable Unit please remember the following:

- When submitting a payment request for a resource parent in the SAMII system, the resource parent must be registered in SAMII system using the [Vendor Input form](#) MO300-1489. Submit to the Office of Administration/Accounting, PO Box 809, Jefferson City, MO 65102 or by fax at (573) 526-9813) as indicated on the form.
- Use the Monthly Expense report to reimburse a resource parent for allowable training mileage; a link to the form is provided on the Foster Parenting Information page, <http://dss.mo.gov/cd/fostercare/fpinfo2.htm> .
- Use the receipt form for baby sitters to submit babysitting reimbursement introduced with memo [CD10-66](#) in June, 2010, http://dss.mo.gov/cd/info/forms/reference/receipt_for_services_rendered.dot .
- Use generic invoice for reimbursing resource parents for babysitting http://dss.mo.gov/cd/info/forms/reference/generic_invoice.doc .
- Use the CD-106 for child specific transportation reimbursement only, first introduced in 2008 and most recently revised in 2013.
- For further instruction, refer to the FACES Financial System Payment Handbook, http://dssweb/fsd/administration/fmos/docs/faces_handbook_files.pdf
- For questions email, DFAS.FacesPaymentUnit@dss.mo.gov

Also refer to previous Practice Points regarding payments to resource parents; [PA14-02](#), [PA13-03](#), [PA11-13](#), [PP10-03](#), [PP09-02](#)

Also refer to previous memos regarding payments to resource parents; [CD13-52](#), [CD11-01](#), [CD10-66](#)

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