Foster Care Contracts
OBJECTIVES

- Understand the foster care contract process
- Correctly complete foster care contracts with your foster parents
- Submit accurate foster care contracts for processing
- Know when to complete a modification to the foster care contract
Foster Care Contract Process

- All workers complete a foster care contract with their foster parents
- Kinship foster parents sign a foster care contract as quickly as possible after placement is made
- Traditional and supported foster parents sign a foster care contract once all foster care requirements are met and prior to accepting placement of a child
- Signed contracts are submitted to Yolanda Thomas with the Foster Care Program Unit
- Yolanda assigns a contract number through finance and inputs the contract number in KIDS
A Designated Client Number (DCN) is assigned to the foster care contract.
The OK Debit Mastercard is generated once the DCN number is assigned. The foster parent will receive the card in the mail within 1-2 weeks.

- Beginning in January 2016, all foster parents will receive an OK Debit Mastercard in order to access the online portal. This includes foster parents who sign up for direct deposit.
- If a foster parent receives child support, the foster care maintenance payment will go to a separate OK Debit Mastercard.

The foster parent must receive a copy of the executed contract with OKDHS signatures.
Foster Care Contract Requirements

- Current Fixed Rate Foster Care Contract
  - Kinship
  - Traditional
- Non-Collusion Certification
- A legible copy of the driver’s license, state-issued ID, or military ID and social security card for each foster parent that signed the contract. IDs must be current.
- Copy of the Vendor File Inquiry from Financial Services online
STATE OF OKLAHOMA
DEPARTMENT OF HUMAN SERVICES
Service Contract for Providers of Out-of-Home Care
Fixed Rate Kinship Foster Care Contract

Social Security # 123-45-6789
Primary Contractor Jane Carole Doe

This contract, made and entered into by and between the Oklahoma Department of Human Services, hereinafter referred to as “DHS”, and

Jane Carole Doe and John J. Doe
PO Box 103
Foster Parent, OK 71111-1234
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PO Box 103
Foster Parent, OK 71111-1234
EXAMPLES

Article XV: Location Where Services Provided

Purchased services under this contract will be provided in the following location(s):

1234 We Love Kids Lane
Foster Parent, OK 71111-1234

For the faithful performance of the terms of this contract the parties hereto in their capacities as stated, affix their signatures.

DEPARTMENT OF HUMAN SERVICES

__________________________________
Primary Contractor

_____________________________
Secondary Contractor

CONTRACTOR
What to include on the contract, cont.

- Effective date: This is the effective date of the contract
  - The KIDS resource open date should be on or before the contract effective date
  - For kinship homes: date of initial kinship approval
    - The child’s placement date should come on or after the contract effective date
  - For traditional/supported homes: date of home approval

- Foster parent signatures on the foster care contract and the non-collusion certificates
EXAMPLES

Article I: Contract Term

This agreement shall take effect on the _5th_ day of _January_, 2016, and shall terminate at 11:59 p.m. on the _30th_ day of _June_, 2016. At the end of the original term, or any successive term, this Agreement will automatically renew for successive terms of one (1) year each, under the same terms and conditions, unless either party gives written notice of its intent not to renew to the other party at least ninety (90) calendar days prior to the expiration of the previous term (the "Term").
The primary foster parent must be added into Finance before a contract number can be assigned

The VUR automatically generates in KIDS when the foster care resource is created

The VUR **must** have the last 4 of the zip code
- If USPS does not show the last 4 of the zip code, use 9999. Print off the USPS page and attach it with both the VUR and contract.

The VUR should be emailed to *STO.Finance.VUR along with a copy of one of the following for the foster parent:
- Social Security card
- Letter from the social security office
- Recent W-2
- Tax return within the last 2 years
Look Up a ZIP Code™

You entered:
42679 S 350 RD
PAWNEE OK

Unfortunately, this address wasn't found.
Please double-check it and try again.
VUR, CONT

- Workers can see if the VUR has been added to Finance by checking the Vendor File Inquiry online.

- This should happen within 48 hours.
News

DHS announces budget cuts from revenue failure -- The Oklahoma Department of Human Services outlined budget cuts in response to the second revenue failure which amounted to nearly $25 million state dollars that must be reduced before June 30, 2016. -- March 21, 2016

DHS makes energy crisis assistance available for low-income households — The Oklahoma Department of Human Services (DHS) will make a limited amount of funds available across the state through the federal Low-Income Home Energy Assistance Program (LIHEAP). — March 9, 2016
Bridges Out of Poverty Training
This one-day training will last from 9 am – 4:30 pm and will take place in the OU / DHS Training Center Equity Room. Registration beings at 8:30 am. Please arrive on time to register.

The Rumor Mill
We created this page as an official source of information on things you need to sort out as fact, fiction or exaggeration.

Visit this page for more information

Inside DHS
Submit your Social Media Postings & Inside DHS story ideas!

Inside DHS Archive
Enter your OKDHS network user ID (i.e. u#) and password:

Username: 
Password: 
Login
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<td>Administrative Expenditures to Excel</td>
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<td>Authorized Signature Inquiry</td>
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<td>Claim History Inquiry</td>
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<td>Fingerprint Vouchers By Issuance Date</td>
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<td>Foster Care Inquiry (Child Support)</td>
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<td><strong>Unredeemed Authorization Voucher</strong></td>
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<td>Vendor File Inquiry</td>
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<th>Claims Processing - Employee Travel</th>
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<td>CONUS Per Diem Rates</td>
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<td>DCS Fleet Management Calculator (Trip Optimizer)</td>
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<td>DCS Motor Pool and Rental Sites</td>
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Vendor File Inquiry

Search by WORD

Search by NUMBER

Email assistance
Vendor File Inquiry

Enter Search word (or partial)
Vendor/FEI Number: 

Search
Reset

Email assistance
If the foster parent is not added in Finance
If the foster parent is added in Finance
COMMON MISTAKES WHEN SUBMITTING THE VUR

- The address on the VUR is incomplete
- The VUR is missing the last 4 of the zip code
  - Reminder – if using 9999 as the last 4 due to not having it, print off the USPS page and attach it to the VUR
- The social security card is
  - Not attached
  - Illegible
  - For the wrong HOH
- Wrong documentation is provided
**Non-Collusion Certification**

- All foster care contracts should have a signed non-collusion certification attached.
- The non-collusion certification should have the foster parent’s name listed at the top and bottom.
- The foster parent should sign, date, add their email address, and check the bottom checkbox.
- Each foster parent signs a separate non-collusion certification.
NOTE: A certification shall be included with any competitive bid and/or contract exceeding $5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: ____________________________
Supplier Legal Name: Jane Carole Doe

SECTION I [74 O.S. § 85.22]:
A. For purposes of competitive bid:
   1. I am the duly authorized agent of the above named bidder submitting the competitive bid hereunder, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
   2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
   3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
      a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
      b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
      c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
      d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45.1 of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:
For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor’s direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:
For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

☐ the competitive bid attached herewith and contract, if awarded to said supplier;

OR

☒ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Jane Carole Doe
Printed Name

Foster Parent
Title

Phone Number

Email

Fax Number
I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

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The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

☐ the competitive bid attached herewith and contract, if awarded to said supplier;

OR

☒ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Jane Carole Doe
Supplier Authorized Signature

Jane Carole Doe
Printed Name


Certified This Date

Foster Parent
Title


Phone Number


Email


Fax Number


OMES FORM CP 004 – Purchasing I Rev. 11/2015
Foster Parent Names/Signatures on the Foster Care Contract

- The foster parent’s names should be typed on the contract as they are typed on their social security card – Do not go by the driver’s license
- Foster parents should sign the contract as it is written on their social security card
  - It is ok if the social security card is not signed
- Foster parents sign on the primary and secondary contractor lines. These must correspond to the appropriate HOH listed in KIDS.
- Each foster parent will also sign a separate non-collusion certification
EXAMPLE

For the faithful performance of the terms of this contract the parties hereto in their capacities as stated, affix their signatures.

DEPARTMENT OF HUMAN SERVICES

CONTRACTOR

Head of Household 1
Primary Contractor

Head of Household 2
Secondary Contractor
SUBMITTING FOSTER CARE CONTRACTS

- Effective Feb. 1, 2016, all foster care contracts will be submitted via email.
- The email should include scanned copies of the following:
  - Fixed Rate Foster Care Contract
  - Non-collusion Certification
  - Driver’s license, state-issued ID, or military ID, for both the primary and secondary contractor
  - Social security card for both the primary and secondary contractor
  - Copy of the Vendor File Inquiry from Finance Applications
SUBMITTING CONTRACTS VIA EMAIL

- The email address is found in Outlook under *CWS.FosterCare.Contracts*
  - RFP agencies will continue to send their contracts through their assigned liaison. The liaison will then send the contracts and vendor file inquiry to the contracts email for processing

- The subject line on the email should read: Contract Last Name Resource Number, example: Contract Jones R#123456

- The contract should be submitted in the following order: contract, non-collusion certification, driver’s license, social security card, and vendor update inquiry
SUBMITTING FOSTER CARE CONTRACTS, CONT.

- If a kinship foster parent does not have a copy of their social security card, a letter from the Social Security Office, a copy of their W-2, or tax return within the prior 2 years is acceptable to submit with the contract to avoid a delay in payment. However, the worker must submit a copy of the foster parent’s social security card within 3 weeks of submitting the contract. Finance must have a copy of the social security card filed with the original contract at State Office.
Submitting Foster Care Contracts, Cont.

- Once the foster care contract is received by the Foster Care Program Unit, it will be printed, assigned a contract number, and then signed by Program Staff.
- The OKDHS signed contract will then be re-scanned and emailed back to the assigned foster care worker.
- It is the foster care workers responsibility to then save the contract to the resource file cabinet and to send a copy to the foster parents.
COMMON MISTAKES WHEN SUBMITTING CONTRACTS

- The social security number of the primary contractor (HOH 1) is incorrect
- The names listed on the contract are not the legal names as typed on the social security cards
- No address is listed or the address is incomplete. The address must include the last 4 of the zip code.
- The contract effective date is incorrect
- The foster parent did not sign the contract or non-collusion certification correctly
- No identification was provided or it was expired, illegible, or doesn’t match the HOH listed in KIDS
Re-opening a foster home

- If the home has been closed less than a year and the contract is still open in finance, a new contract is not needed. (only applies if the same resource is being re-opened)
- If the contract was closed out in finance, regardless of the length of closure, a new foster care contract is completed

Converting or dually-certifying a foster home

- If a home is converting to another foster home type, or becomes a dually-certified home, the worker can email the current contract number, the new resource number, and the contract effective date for the new resource prior to having a contract signed. A new contract will still need to be signed and submitted to the Foster Care Program Unit.
MODIFICATIONS

- A contract modification is needed when:
  - The foster parent moves
  - The foster parent changes their name
  - If HOH 2 leaves the home
  - If adding HOH 2 to the contract
CHANGES TO THE HOH

- If the HOH 2 changes to HOH 1 a new contract will need to be completed and submitted to the Foster Care Program Unit. The new contract effective date must be for the beginning of the following month.
  - Example: If HOH 1 leaves the home on January 15, 2016 the claims for that month will need to process under the current HOH 1. After the claim has processed, a new contract will need to be entered for HOH 2 for February 1, 2016. HOH 2 will need to be entered as HOH 1 in KIDS.
  - Claims will not process for a partial month under one contract number and then the rest of the month under another contract number.
**Foster Care Contracts Do’s and Don’ts**

Do:

- Thoroughly go through the contract with the foster parents
- Review foster parent signatures on the contract and non-collusion certifications for accuracy
- Ensure the foster parent checks the bottom checkbox and dates the non-collusion certification
- Scan legible copies of the driver’s license and social security cards
- Save an OKDHS signed copy of the contract to the KIDS resource file cabinet
- Provide an OKDHS signed copy of the contract to the foster parents
Foster Care Contracts Do’s and Don’ts

Don’t:

- Submit a contract if the vendor has not been added to finance
- Submit a contract without the appropriate signatures from the foster parents
- Submit illegible copies of the driver’s license or social security card
- Use any type of white-out or liquid paper on the contract
- Handwrite anything on the contract or non-collusion certification. All fields should be typed, other than where the foster parents sign and date.
If you have any questions regarding contracts you can contact:

- Lindsey Jones, Foster Care Program Field Rep.
  - Lindsey.jones@okdhs.org
  - 405-767-2515
- Yolanda Thomas, Contracts
  - Yolanda.thomas@okdhs.org
  - 405-767-2825