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What to Expect Regarding Foster Care Payments

Once a child is placed with you, your Department of Child Safety (DCS) Specialist will authorize payments for services and supports for which you are eligible and you will receive a *Notice of Authorization* in the mail. If you do not receive this notice within 15 days of a child being placed with you, please follow up with the DCS Specialist. Once services are authorized, you will be included in the monthly billing process and will receive a CHILDS billing form. This form is a reflection of what is authorized in the CHILDS system at a point in time when the document is generated.

CHILDS Billing Form:

Read the instructions on the billing form for information about how to claim the items listed and adjust incorrect items.

You must review the billing form for accuracy and only claim the days the child(ren) were with you. Claiming everything on the bill without reviewing it for accuracy, may result in an overpayment which will be collected when the error is discovered.

If you receive a billing document that is missing children who have been placed with you, please add the children to your billing document and contact your DCS Specialist. If you were told that you were approved for something that is not listed on the billing document, contact your DCS Specialist for resolution. The payment unit cannot pay any items that are not authorized.

Timelines:

You should receive a billing document during the first week of the month following the month of service. For example, if a child was placed with you on June 5, 2017, you should receive a billing document during the first week of July. Please verify, sign and return the billing document upon receipt. Failure to submit documents timely may result in a delay, or in rare circumstances, denial of payment. From the date the payment unit receives your complete and accurate billing document, they have 30 days to process the bill.

For instance, if you submitted your bill on July 10, 2017, the DCS Payment Unit has until August 9, 2017 to make payment. In this case, June services may be paid in August and that is considered an on-time payment.

Payment Inquiries:

The 1st through the 15th of each month is the payment processing unit's busiest time. Accounting specialists are

focused on processing billing documents, therefore calling during this time may result in delays. To ensure your call is addressed promptly, please call after the 15th of the month for payment status inquiries.

Coordination of Benefits:

There are limitations to the benefits you can receive for a child. For example, if you are licensed, receiving foster care payments, and the child is eligible for Social Security (SS) payments, the Department will be the representative payee for the SS benefits. In addition, if DCS is paying for a child who becomes eligible for Division of Developmental Disabilities (DDD) payments, you must notify DCS, who will adjust or stop the DCS payments. Failure to notify DCS of this change may result in an overpayment that will be recovered.

Payments:

When you receive your payment, review it for accuracy and notify the DCS Payment Processing Unit at (602) 255-3300, of any payments that you received in error. Let's say you adjusted an end date to an earlier date, but the accounting specialist paid the whole month, that would need to be reported and the overpayment returned.

Recoupment of Overpayments:

DCS may bill you for, or offset future payments, to recover any amounts paid to you in error.

