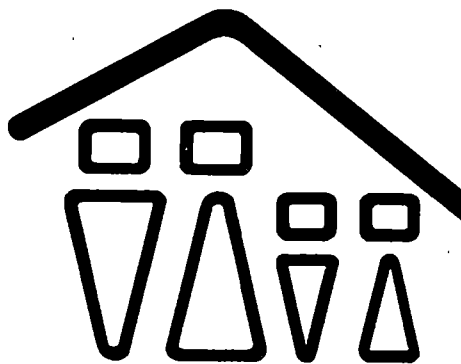


WELCOME TO THE FAMILY;

A HANDBOOK FOR FOSTER PARENTS,



New Jersey.

Prepared by:
The Division of Youth & Family Services,
and
The New Jersey State Foster Parents
Association

Your District Office Phone Number: _____

After Hours Toll-Free Emergency Phone: 800-792-8610

974.90
C536
1977
copy 3

NEW JERSEY STATE LIBRARY
DEPARTMENT OF EDUCATION
TRENTON, NEW JERSEY

TABLE OF CONTENTS

	<u>Page</u>
1) Using this Handbook	1
2) A Few Words About Foster Care and Foster Parents	2-3
3) The Agency	4
4) Your Social Worker	5
5) Natural Parents	6-7
6) You and Your Foster Child	8-10
Discipline	11-12
Visitation	13-14
Vacation	15
Separation and Removals	16-17
7) School	
Registration	18
First Day of School	18-19
Foster Parents Relationship with School	19
Higher Education	19-20
Free School Lunches	21
8) Emergencies	
Emergencies that Need to be Reported Immediately to the Division	22-23
Other Emergencies	23
Out-of-State Emergency Medical Care	27-28
9) Medical Care	
Routine Medical Care	24
How Medicaid Works	25-26
<u>Emergency Medical Care</u>	
How to Use Medicaid Out of State	27-28
Medicaid and Psychiatric and Psychological Services	29
10) Re-evaluation of Foster Homes	30

TABLE OF CONTENTS (Continued)

	<u>Page</u>
11) Foster Care Financial Arrangements	
Board Payments	31
Clothing Allowance and Basic Wardrobe	32
Transportation Expenses	33
Liability	34-35
Income Tax Information	36
Food Stamps	37
12) Special Services (Day Care, Homemaker Service and Summer Camps)	38-39
13) Foster Parent Educational Opportunities	40
14) The Foster Parent Association	41-42
15) Foster Parent Adoptions and Subsidized Adoptions	43-44

APPENDIX

1. DYFS 5-6 form (Agreement between State of New Jersey,
Division of Youth and Family Services and Foster Parents)
2. Clothing Guides
 - 2a. Clothing Guide - Up to 2 Years
 - 2b. Clothing Guide - Girl 2 through 4 Years
 - 2c. Clothing Guide - Boy 2 through 4 Years
 - 2d. Clothing Guide - Girl 5 through 12 Years
 - 2e. Clothing Guide - Boy 5 through 12 Years
 - 2f. Clothing Guide - Girl 13 and over
 - 2g. Clothing Guide - Boy 13 and over
3. Board Rates and Supplemental Service Payments
4. DYFS 16-41 - Transportation Reimbursement
5. Higher Education Financial Assistance
6. Bibliography
7. District Office Addresses & Telephone Numbers

USING THIS HANDBOOK

This handbook was developed to aid you in the provision of foster family services. It is indexed for easy reference. The handbook also has an appendix which contains forms and other information referred to in the handbook.

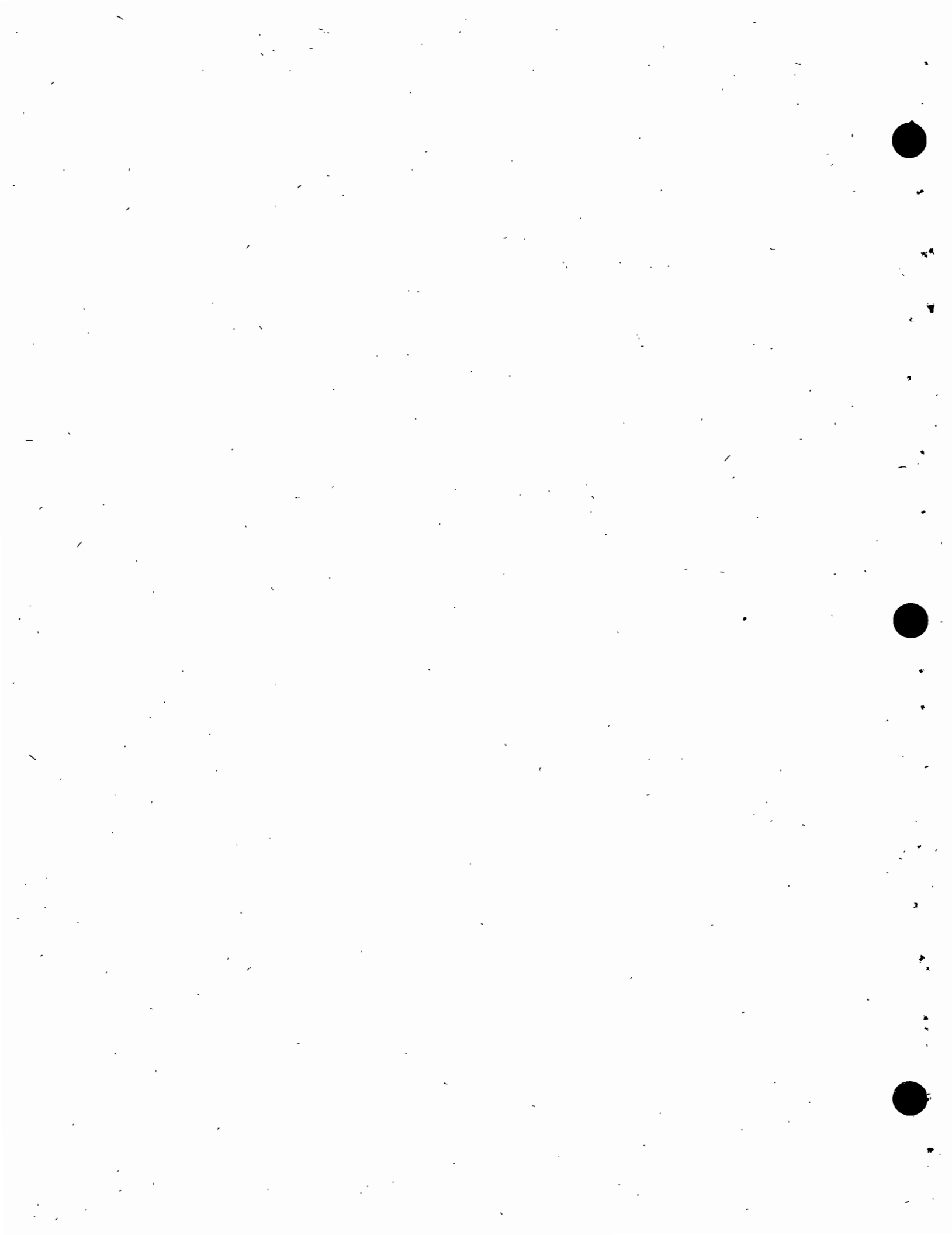
The handbook is in looseleaf form. If information in one subject area is changed, you will be mailed a revision for that section and can readily add the updated policy or information.

If you have any comments or questions concerning the handbook, you may send them to:

John Giglio
New Jersey Division of Youth and Family Services
Program Assistance Unit
1 South Montgomery Street
Trenton, New Jersey 08625

In order to maintain an up-to-date handbook, it will be important for you to add or replace sections when these revisions are mailed to you.

We hope you find this handbook a useful document and dedicate it to all foster parents in New Jersey.



A FEW WORDS ABOUT FOSTER CARE AND FOSTER PARENTS

A recent DYFS survey showed that the public-at-large generally has positive attitudes about foster parents and the vital role they play in providing care for children. Yet, all foster parents at times come into contact with people who may not understand the nature of foster care and, thus, may question or criticize it. In these instances, it is important for foster parents to realize that negative reactions are not widespread and probably stem from misconceptions about foster care that are largely outdated and unfounded today.

The most common misconceptions about foster care date back to the late 19th century when the program originated as a charity service for troubled or neglected children who otherwise would have been placed in almshouses, orphanages or institutions or would have been indentured as workers. To provide more adequately for such children, Charles Loring Brace founded the New York's Children's Aid Society in 1853. It was the first large-scale effort to place a large number of children in a community-based family setting, although children had always been and still are placed informally outside their own homes with relatives or friends. The Society placed 100,000 New York City youngsters in "free" foster homes in the midwest. The cost was negligible, since the foster families were providing the service out of concern for the children; the largest expenditure probably was the cost of transporting the children from New York to the midwest.

However, the lack of resources at that time sometimes meant there was not careful selection and adequate supervision of foster homes, giving rise to public suspicions about the quality of foster care services. At times, children in such situations were mistreated and neglected; few tangible services were provided to foster families to help them meet the needs of these children; and rehabilitative services for the natural families were scarce and limited, resulting in many children spending their entire childhoods in foster care.

In the latter part of the last century, individual states began offering maintenance and board payments for these children in an effort to recruit better foster homes and insure improved care for the children being placed. (Massachusetts initiated the practice in 1860). Unfortunately, some persons, unknowing or misinformed about the nature and purpose of foster care, came to suspect that many foster parents were "in it for the money," a suspicion still held by a small -- and diminishing -- segment of society today.

A FEW WORDS ABOUT FOSTER CARE AND FOSTER PARENTS (Con't)

Early in this century, foster care began to gain acceptance and recognition as an important and vital service for troubled children. The first White House Conference on Children, called in 1909 by President Theodore Roosevelt, acknowledged that "the carefully selected foster home is, for the normal child, the best substitute for the natural home." Since that time, substantial improvements in the foster care system have been instituted: more intensive supportive services are provided to natural families in an effort to prevent placement of children outside the home; placements are made only when necessary to insure the children's safety and well-being. While a child is in placement, rehabilitative services to the natural family continue, so that the child's return home can be effected as soon as possible. And when it is determined that the child's return to the natural family is not possible, other permanent plans -- such as adoption placement -- are initiated promptly on the child's behalf. In fact, the DYFS is presently developing, through a three-year federal grant, a foster care review system designed to insure that the cases of all foster children are reviewed regularly and often, so that permanent plans -- either a return home or adoption or other permanent placement -- are instituted on behalf of all such children at the earliest opportunity.

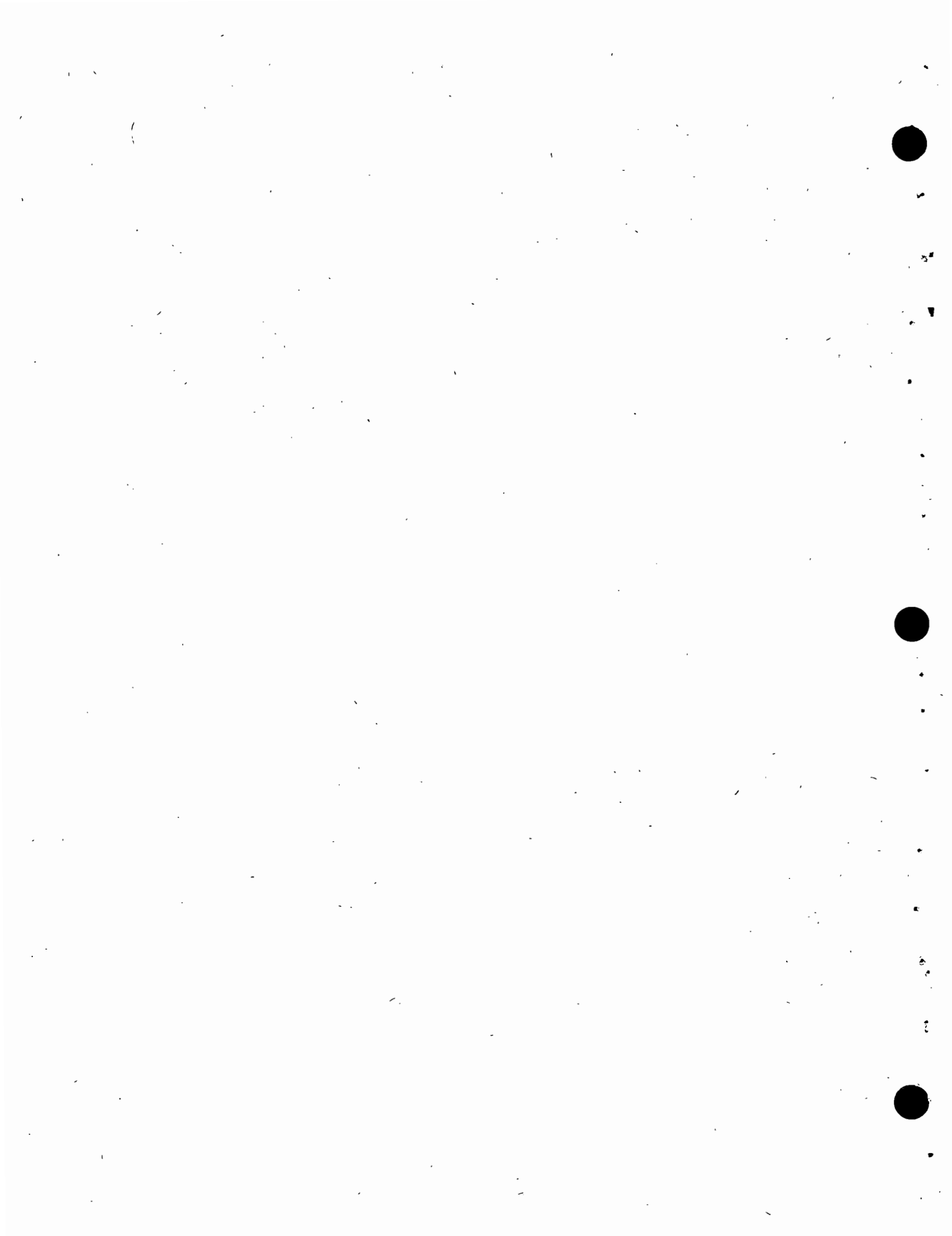
Supportive services to foster parents to help them meet the needs of children under their care have also featured in the growth and development of sound foster care practices. The Division of Youth and Family Services has taken and continues to take steps to improve these supportive services further: training and educational opportunities for foster parents are being developed and implemented; foster parent organizations are burgeoning throughout the State, bringing together the energies and resources of foster parents to promote greater understanding of the problems and benefits of foster parenthood, and to seek to improve foster care services; and the Division's foster home recruitment capacity has been expanded and restructured on a regional basis to enlarge the network of quality foster home resources.

Of course, much more progress must be made to insure that foster care achieves its potential as a vital service for children in New Jersey. Budgetary restrictions and extremely high caseloads naturally impose limits on the Division's efforts to expand and improve services to its foster care constituency. However, efforts to overcome these obstacles are being made, and ways to expand services and resources continually explored. With the vigorous support, assistance and services of its foster parents, the Division is confident it can meet its obligation and commitment to those children in New Jersey needing substitute placement.

THE AGENCY

The Division of Youth and Family Services (DYFS) is a tax-supported State agency with local district offices throughout New Jersey. The agency offers a range of services to children and families, including counseling, foster care, day care, adoption, residential placement, some parole supervision, and investigation of child abuse and neglect situations and treatment services to both the children and their parents.

The agency's primary goal is to keep families together. When family problems become so severe that foster or residential placement of the child is necessary, the agency's goal is to return the child to his family as soon as possible. When the parents are unable to assume their role as parents, the agency's goal is to make a permanent plan for the child. Every child deserves a permanent family.

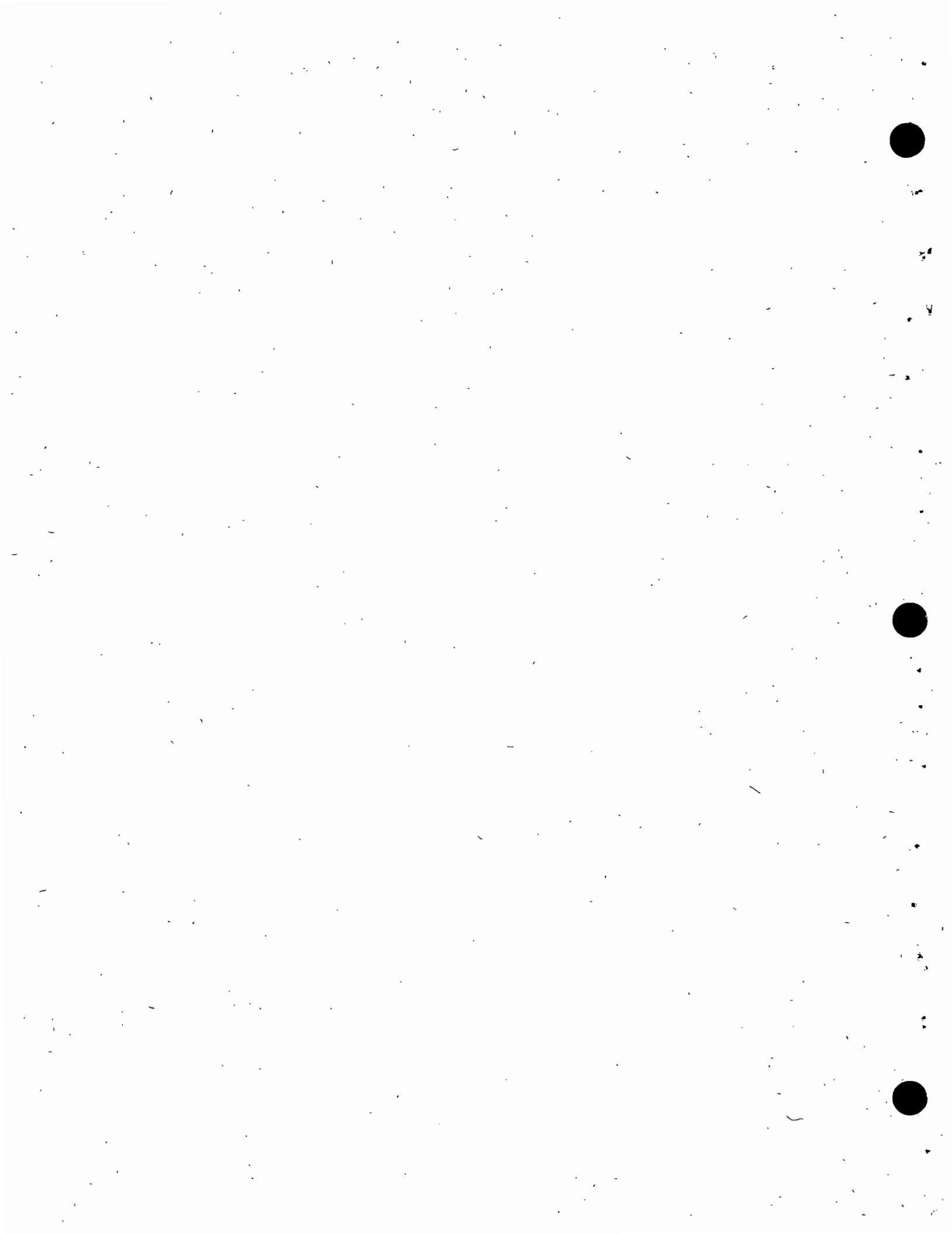


YOUR SOCIAL WORKER

Natural parents, foster parents and social workers are a team working for the well-being and best interests of the child. Because foster parents provide 24-hour care for the child, they are a crucial factor in determining the success of a child's placement. In order to work effectively, we must communicate with each other. Better plans for the child can be made, if we openly discuss issues together - even if we have different ideas. One of the primary expectations for foster parents is that they communicate with the social workers regarding children in their care.

Your social worker is trained to help you and your foster child. He/she is required to visit you periodically, and can be called at the district office, whenever you need help. You should feel free to discuss the child's development, and any changes or problems that arise, so that needed services can be provided.

Since there is frequent staff turnover at all public agencies, you will most likely have several social workers during your career as a foster parent. All of them, however, are there to help you. Social workers handle many different kinds of situations. If you are in disagreement with your worker, try to discuss this with him frankly. If you feel that no adequate solution has been reached, you may call the worker's supervisor to discuss the matter further.



NATURAL PARENTS

Natural parents of a child in foster care are people who have problems. Many of them have been forced by medical and/or financial setbacks or by the death of a spouse to place their child in foster care. Other natural parents have emotional problems. A majority of natural parents with a child or children in foster care have made a very difficult decision - to place children whom they love in the care of others. In some cases, the courts have made this decision on behalf of natural parents in the best interests of the child. In the great majority of cases, strong emotional ties between the natural parents and the child continue during the child's placement with you. This is true even in those cases where a child has been abused or has had other difficult experiences while living with his natural parents. It is one of your main responsibilities to recognize and support the positive feelings a child has for his natural parents.

Natural parents come to DYFS from many sources - they may have already known about the Agency's foster care program or they may have been referred by friends, relatives, clergymen, schools, hospitals, the police, courts, or other agencies. They come for help in solving problems. It is the role of the DYFS caseworker to help natural parents define problems clearly and to explore alternative ways of solving these problems. The goal of DYFS is to help natural

Natural Parents

parents and to help foster children by helping their parents to provide a secure, healthy atmosphere for them so that parents and children can be reunited successfully, whenever possible. You support this goal by recognizing a foster child's love for his natural parents.

YOU AND YOUR FOSTER CHILD

Every foster child needs the same care and love that all children need to grow and develop - yet he is going through an experience most children will never have. The foster child has gone from his own home and parents to a new place to live - your home, with you as his substitute parent. This experience is very frightening for any child, and there are things to keep in mind in trying to help a child adjust to your home and family. The child is naturally feeling frightened and insecure - no matter how welcoming and loving you are, no matter how comfortable and warm your home is. He may not understand why he is being placed in a foster home, away from relatives and friends. The child may be feeling abandoned and rejected, and he may think he is bad or worthless, or even blame himself for the circumstances which made foster care necessary in the first place. He may feel foster care is his punishment. It often takes time for the child to deal with these feelings - to recognize and accept the love you have to give him. When a child does not respond to you during the beginning of his stay in your home, it is not his fault. Importantly, it is not your fault either. There may be nothing you can do to make acceptance happen more quickly. If the child is very anxious or frightened, and if this reaction lasts for a long time, it is important to let the caseworker know. The caseworker may be able to help you considerably explore other approaches.

You and Your Foster Child

The foster child faces two major adjustments: adjusting to separation from parents and familiar surroundings and adjusting to your home - an environment which may seem very strange to him. He is probably used to one set of "rules" - a certain time to go to bed, rules about taking food from the refrigerator, about washing - and a thousand other things. He may be allowed to do things in your home he was punished for in his own home and vice versa. He may miss a favorite toy or a pet. There is no way for you or the caseworker to know everything about the child and what life in his own home was like. Both you and the child need time to learn about each other.

Children, like adults, need time to work out their feelings. These feelings frequently show up in a child's behavior. Remember that all people have a right to their feelings; in recognizing that right, we learn to accept people (in this case, your foster child) more fully. As a result of the upset of moving from his own home to your home, a child may demonstrate a wide range of behavior. He may be angry, stubborn, sulky, unusually shy, timid, rebellious. Often, he may initially seem "too good" - this is often called the "honeymoon period". Problems such as bedwetting, lying or fighting may occur - right away or later on in the child's stay with you. Children who are unsure of their "belonging" may do things to annoy or make you angry to test your determination to keep them or love

You and Your Foster Child

them even when they are "bad". As your foster child's substitute parent, you may become the object of feelings and behaviors which are really directed at the natural parents. Accept the child's right to have these feelings, but establish limits for him, just as you do with your own children. Foster children are not guests, but temporary members of your own family. Also, just as each of your own children has individual needs and personalities, your foster child has a right to his identity and personal reality - the family he left behind and will return to.

Your foster child has the same need for varied experiences as your own child. Educational experiences (such as museum or zoo trips), religious and recreational experiences, and others are an important part of his life.

Here are a few "ground rules" to help you through the first few weeks:

1. Don't look for trouble, but be prepared for problems to arise and share them with your caseworker.
2. Don't expect the honeymoon period, when a child is "too good to be true", to last.
3. Don't expect your foster child to be affectionate at first (although he may be!)
4. Don't expect behavior changes right away. The adjustment is hard for you and the child. Change takes time.
5. Most importantly, don't blame yourself for problems that arise, but do share them with the caseworker.

DISCIPLINE

Separation from their natural parents often causes foster children to feel rejected, insecure and distrustful of adults. As such, foster children need to receive calm, fair, firm and consistent treatment from their foster parents. To discipline a child means establishing and enforcing limits of acceptable behavior within which the child can grow and develop. Establishing and enforcing limits of behavior entails explaining to the child at the start of his placement in your home what you expect of him. In order to enforce rules, you should try to demonstrate to the child the advantages of good behavior by giving encouragement, praise and positive experiences, as well as discouraging unacceptable behavior by expressing your displeasure with such behavior. It should be clear to the child that it is his behavior that you have found unacceptable -- not the child himself.

Foster parents should never threaten to have a child removed from the home in an attempt to make a child behave. Such an approach will only serve to weaken the relationship between the foster parent and the child, making the child feel further rejected and more insecure.

Corporal punishment, including striking, whipping, slapping or any other form of discipline that inflicts the child with physical pain, must not be used, and is contrary to Agency policy and State law. Whenever you have made reasonable efforts to change a child's behavior, but have

Discipline

had no success, or if you feel you do not know how to handle a specific behavior problem after giving it consideration, discuss alternatives with your caseworker. Please do not wait until you are at your wits end to ask for advice or express your frustration. Caseworkers do not know all the answers to behavior problems, but often can help you come up with a solution.

VISITATION

Since the goal of foster care is to return your foster child to his/her family, visitation with his family will be an important step toward this goal. The frequency and duration of visits will be established by the caseworker when he/she considers the individual needs of the child and the natural parents. Your caseworker will try to make visitation as convenient as possible for you. In other cases, decisions about visiting are made by the court. The caseworker may be less free, in these cases, to consider your convenience.

Parents have the right to visit with their child. Your foster child has the right to visit with his parents. Visitation is also a way of keeping the relationship between a child and his parents alive and up-to-date. Visiting is especially important in the majority of cases where return to the natural family is the plan for the child.

After visiting, your foster child may show or express bad feelings about his parents. He may express angry feelings toward you or become confused or agitated. He may develop sleeping or eating problems and become harder to control. These behaviors usually stem from the child's hurt and anger at being separated from his parents. Visits tend to bring these feelings back to the surface. These reactions are often temporary. It is sometimes very hard to deal with the child's feelings. The question sometimes comes up for

Visitation

foster parents: "Why permit visiting, when it only upsets the child?" It is important to remember that the child's feelings are natural, and that it is important for the child to come to terms with them. DYFS asks you to accept your foster child's feelings - which may be negative - and, at the same time, to support your foster child's positive feelings toward his parents. This can be very difficult because many children really do become upset - and this upset often means problems for you. Your feelings are natural, too. Your social worker will help you deal with your foster child's feelings - and your own feelings as well. By allowing your foster child to become upset and to work out his feelings about his parents, you will be helping him tremendously.

If visits continuously upset the child, or if the amount of upset is extreme, you should talk the situation over with your caseworker. Usually, it is essential that such visits continue; however alternative solutions to the problems that may result can be explored.

VACATIONS

When you and your foster child go on vacations, it is required that you notify the social worker of your plans in advance, including where you can be reached and the length of your stay. This is important because in many cases parental permission is required and time is needed to secure the consent from the parents or the court.

If your foster child will not be able to accompany you on your vacation, notify your caseworker as far in advance as possible, so that alternate plans can be made.

Be sure to read the section of this manual on "How to Use Medicaid Out of State" - pages 27-28.

SEPARATION AND REMOVALS

One of the most difficult periods for foster parents occurs when it is time for a child to leave their home.

Placement changes require careful planning. You and your social worker need to help prepare the child for his move. Your foster child may be returning to his own family, may be moving into a permanent adoptive home, or may have special needs that would be better met in another foster home, a group care setting, or residential treatment setting. He needs your support to ease the way.

Whenever you have questions about your ability to provide continued care for your foster child, you should discuss them carefully with your social worker. If the child is presenting many problems, talk with the social worker about these problems. Your open, honest discussions with your caseworker will be in your foster child's and your best interests. The removal of a foster child is sometimes requested by a foster parent when all attempts to solve the problems have failed. Removals are a last resort measure and should be planned in advance. It must be understood that the social worker will need time to arrange another placement and prepare the child to leave your home. In all instances, removal should only occur after your efforts in working with your social worker to handle the problems have not proved successful.

Whenever a foster child leaves your home, it is im-

Separation and Removals

portant to permit him to take those possessions that have meaning and importance to him, as well as any clothing that you may have bought for him.

Saying "goodbye" to your foster child is a difficult experience. However, you should remember that you have helped him and have been a positive influence in his life. In most cases, you will be happy for him; he is going back to his own family or to a permanent adoptive home.

SCHOOL

School Registration

A foster child's schooling is an important area which you will need to discuss with your caseworker before the child is placed in your home. Your caseworker will be able to share with you information about how the foster child has functioned in school and the type of school experiences the child has had, as well as information on how to secure school transfers and enroll the child. Your caseworker will help with school transfers and arrange for child's records to be sent to the new school. The actual enrollment may be made by you or the caseworker. You and your caseworker can decide this together.

It is the responsibility of the foster parent to ensure that the child attends school regularly, and to help the child achieve to the best of his ability. If problems come up, feel free to contact your caseworker. While you may contact school personnel directly, it is also helpful to keep the caseworker informed of problems as they arise.

First Day of School

Moving into a new family and changing schools at the same time can be an overwhelming experience for your foster child. Depending on the age of the child and his expressed feelings, it may be very helpful if you accompany him on the first day.

SCHOOL

First Day of School

It is important that the school know how to reach you in case of an emergency. Of course, it is important for the child to have this information, too.

Foster Parents' Relationship with School

Most public (and other) schools request periodic parent-teacher conferences to discuss the child's progress in school. It is important that you attend these conferences. You also have a right to request a conference, whenever you have concerns about your foster child's school experiences.

Your caseworker needs to know about the child's progress. If serious or acute school-related problems arise, including truancy, special class placement or serious disciplinary action taken by the school, these should be discussed with your caseworker immediately.

Higher Education

Many foster children have the desire to attend college, but do not have the financial resources to do so. Many scholarships and other financial aids are available. Your caseworker and school guidance counselor can find out what assistance is available and will help you and the child apply for financial help. Planning for financial help often takes a good deal of time. You should begin discussing such plans during the child's junior year of high school. For

SCHOOLHigher Education

starters, we have included a "Financial Aid Information Sheet" in the Appendix, which lists some possible financial aid resources (Appendix 5).

SCHOOLFree School Lunches

All children in foster care are eligible to receive free lunches in school, provided they attend a "cooperating" public or private school, participating in the free and reduced-price lunch program. Almost every school in New Jersey participates in this program, which is administered by the State Department of Education. Call the school office to determine whether the school participates in this program and to ask questions about its use.

To protect the confidentiality of the foster children in the program, schools distribute meal tickets in a variety of ways. Students may pick up their meal tickets at the school office, cafeteria manager's office, nurse's office, or homeroom. Other arrangements are sometimes made to insure confidentiality.

EMERGENCIES

One of the questions most frequently asked by foster parents concerns which situations need to be reported immediately to the district office, especially when they occur outside normal working hours. The following situations should always be reported to the district office immediately:

1. Emergency medical care. In the case of serious illness, accident, hospitalization or surgery, contact your social worker as quickly as possible. All consents for operations require the approval of the district office supervisor. If you cannot reach the worker during regular hours, ask to speak to the worker's supervisor first, and if he is not available, speak with the supervisor in charge of the office. If the telephone line is busy, call the emergency toll-free number (800-792-8610) or explain to the telephone operator that this is an emergency and ask her to cut into the district office line and put your call through.

Before or after regular office hours (9 to 5) or on holidays or weekends, call the emergency toll-free number (800-792-8610). Give your child's name, social worker's name, Medicaid number, and a phone number where you can be reached. The person with whom you are speaking will give you further instructions, and is authorized to give consent for hospitalization and surgery.

In an extreme emergency, where the life of a child may be risked by delay, sign for the emergency treatment and then notify your worker immediately.

2. An illness or accident resulting in the death of a foster child.
3. An attempt by a child's natural parents to remove a child from your home.
4. Any attempt by anyone to take the child from your home without your permission.
5. Any other emergency that, in your judgment, needs the advice or assistance of a caseworker immediately

Emergencies

and cannot wait until normal working hours. If the emergency cannot wait call 800-792-8610; out of state call 609-292-8799 COLLECT.

6. If your child runs away and does not return within a reasonable period of time. The district office should always be notified if a child runs away overnight.

Other Emergencies

There are many emergencies that may or may not need to be reported immediately, depending upon the age and circumstances of your child. Use your discretion to define which of these situations needs to be reported immediately.

The emergency toll-free number is to be used only in the situations enumerated above. If you are not able to contact your worker during regular office hours over a period of time, ask to speak with the worker's supervisor. The emergency hotline is not to be used for routine office business.

MEDICAL CARERoutine Medical Care

All foster children are covered by Medicaid which assumes the cost of their medical and dental services. You are responsible for securing routine medical, dental and vision care for the foster children including their examinations, prescribed medication, eyeglasses, etc. Complete physical examinations should be arranged as follows:

Newborn to Age 1....Every 3 months (4 times during 1st year)
Age 1 to Age 2.....Every 6 months (twice during 2nd year)
Over Age 2.....At least once a year.

There have been changes in Medicaid since the State's fiscal crisis in June 1975. Due to large budget cuts in the Division of Medical Assistance and Health Services, Medicaid has reduced the amount paid to service providers (doctors, dentists, etc.). This reduction has lead to many service providers withdrawing from the Medicaid program, and you may experience some problem in locating a service provider close to your home. The best suggestion at this point is first to ask your own family doctor, dentist and pharmacist if they accept Medicaid. If they do not, ask your social worker for a suggestion of service providers in your area who do participate in the program.

MEDICAL CAREHow Medicaid Works

When a child is first placed with you, you should receive from your caseworker a "Temporary Identification and Validation of Eligibility" form. This form is valid for 30 days after the date issued. With your first board check and with each board check you receive thereafter, a stub will be attached which is the Medicaid validation for the next 30 day period.

If your temporary validation expires before receipt of your first board check or if you lose your check stub, request a "Temporary Validation" from your social worker. This is very important as a child's validation must be presented whenever medical services are obtained for him.

You will also receive a permanent plastic Medicaid identification card with the child's name and Medicaid number on it. You present this plastic card as well as your monthly validation stub each time you take your foster child for health services.

Your foster child will be eligible for several services through Medicaid. Included are the services of a doctor or dentist, or the hospitalization of a foster child. Some special services such as orthodontia do, however, require prior approval and you will be informed of this by the person providing the service. The provider will arrange for the approval, but there may be a waiting period. Under no

MEDICAL CAREHow Medicaid Works

circumstances should you pay for medical services. Before taking a child to the provider, be sure that person accepts Medicaid. If the provider requests money from you, please notify your social worker.

EMERGENCY MEDICAL CAREHow to Use Medicaid Out of State

When you are going out of state with your foster child, the following information is extremely important in the event the child should need medical attention:

1. Always notify your caseworker (as far in advance as possible) when you are planning a visit out of state for more than three days.
2. Be sure to take the child's plastic Medicaid identification card (if you have one) and the validation stub attached to the board check each month.
3. If your foster child becomes ill or has an accident, it is very important to explain to the doctor, pharmacist, or hospital staff that the child is covered by New Jersey Medicaid.
4. The doctor, pharmacist or hospital must submit the bill on their billhead. The bill must include the following information:
 - a) the child's Medicaid number
 - b) the diagnosis
 - c) the treatment given
 - d) the doctor's copy of any prescription.
5. Doctors' (including dentists) bills should be sent by the doctor to the Prudential Insurance Company, P.O. Box 1900, Millville, N.J. 08332.
6. Pharmacy or hospital bills must be forwarded by the pharmacist or hospital to the Hospital Service Plan of New Jersey, 33 Washington St., Newark, N.J. 17102.
7. If the doctor, pharmacist or hospital absolutely refuses to use Medicaid and demands payment, be sure to obtain a receipt covering the amount paid. The receipt should then be submitted to your caseworker, who will provide you with a reimbursement form requesting the return of your money.
8. If you have a medical emergency requiring hospitalization and/or surgery, you should first call

How to Use Medicaid Out of State

the district office from the hospital for a consent for surgery. In an extreme emergency when the life of the child may be endangered by delay, sign for the emergency treatment and then notify your caseworker immediately.

- **9. The DYFS should always be notified of any serious illness or injury to the foster child whether you are in or out of state -- since the Division must notify the natural parents.

Always take the phone number of your district office with you when out of state, and the numbers for emergencies after 5:00 p.m. (609-292-8799 or 609-292-8813). In an emergency, you may reverse the charges.

Do not feel isolated or deserted in the event of an emergency; the district office is there to help. Call, and if your caseworker is not there, ask for the caseworker's supervisor or the district office supervisor.

One idea! As you are notifying your caseworker about your vacation plans, you could also discuss how to use the emergency procedures that have been outlined here. If you discuss the procedures, you will be more familiar with them and certainly more confident should you ever need them.

EMERGENCY MEDICAL CARE

Medicaid and Psychiatric and Psychological Services

Psychiatric evaluations and psychotherapy by a psychiatrist are covered by Medicaid.

Private psychological evaluations and psychotherapy by a psychologist are also covered by Medicaid.

If your child is experiencing emotional or behavioral problems, discuss these with your social worker. If it is decided that psychological or psychiatric services are indicated, the worker will make the necessary arrangements. Should the child require continuing treatment, your participation in some of the sessions with the therapist may be required. Your support of the child's treatment is very important, and most often foster parents are responsible for providing the transportation for such appointments. You can be reimbursed for this transportation on behalf of the child by submitting a Transportation Reimbursement Slip with the mileage you recorded for each month. These forms can be obtained from your social worker and a sample is in the appendix of this handbook.

RE-EVALUATION OF FOSTER HOMES

Before and after children are placed in your home, the caseworker will review your home situation with you periodically. The main purpose of this review is to note any changes in your family situation since the original study, and then to decide with you the type child best suited for your home. Both you and your caseworker should discuss problems during these reviews - even when they are difficult to bring up or discuss. Problems are best solved when they are discussed openly.



FOSTER CARE FINANCIAL ARRANGEMENTSBoard Payments

Board rates are graduated, increasing with the age of the child. The rates are as follows:

Ages birth to 6	- \$100 per month
Ages 6 through 10	- \$106 per month
Ages 11 through 14	- \$113 per month
Ages 15 and over	- \$123 per month

Board checks are mailed around the 20th of each month for the preceding month. For example, if a child is placed with you on April 2, you will get your first check shortly after May 20th. This check will cover the time the foster child was with you in April (April 2 through April 30). If your check is late or inaccurate, call your social worker. Board money is to be used solely for the child's food, shelter, personal allowance, cultural or recreational events and other incidentals.

Occasionally, higher board rates (supplementary service payments) can be approved for children who are physically, emotionally, or mentally handicapped, and who, therefore, require extra care. If you feel your child requires extra care and you need a higher board rate to provide this care, discuss it with your social worker. Determinations are made on the basis of individual needs. Your social worker may not know your child is in need of special consideration, unless you discuss it. These special board rates require supervisory approval and are reviewed on an ongoing basis.

(See the appendix for a description and the amounts of the supplementary service payments discussed here. Appendix 3).

FOSTER CARE FINANCIAL ARRANGEMENTS

Clothing Allowance and Basic Wardrobes

Clothing allowances are issued quarterly and are included in the regular board checks in February, May, August and November. The amount of the clothing allowance varies with the age and sex of the child and with the seasons of the year. Higher allowances may be issued for oversized children. If you feel your child should be considered for a higher clothing allowance because he is unusually tall or overweight for his age, discuss this with your social worker.

When a child is first placed in your home, you may be given a clothing allowance for basic clothing. If he has an adequate wardrobe, you may get a partial allowance to purchase items he does not have, such as a winter coat.

Special clothing allowances can be issued for graduation, religious ceremonies, scout uniforms and some other special events. Please make arrangements in advance with your social worker.

See the appendix for the amounts of the initial basic and quarterly allowances (Appendix 2a through 2g.)

Transportation Expenses

Foster parents can be reimbursed for travel necessary to secure medical or dental treatment, to take a foster child to visit with his brothers, sisters and other relatives, or for foster parent visits to the foster child if he is in a hospital or an institutional setting. Reimbursement for such travel is done by submitting your receipts for public transportation, or by submitting the total mileage for each trip when your personal car is used, along with a DYFS Form #16-41 called a "Transportation Reimbursement Slip". A copy of this form and directions for its use are in Appendix 4. A supply of these forms can be secured from your caseworker.

School transportation costs may be reimbursed if the local school district is not required to provide transportation, and if the physical handicap or the safety of the child warrants a school transportation expenditure. Before arranging school transportation, please discuss this with your caseworker, who must secure approval from the district office supervisor. Reimbursement for approved school transportation is also secured by the completion of the "Transportation Reimbursement Slip" - DYFS Form #16-41.

FOSTER CARE FINANCIAL ARRANGEMENTSLiability

Foster parents have liability insurance coverage through the Agency. Under this policy, the maximum amounts payable on behalf of each foster family are \$300,000 for personal and bodily injury and \$300,000 for property damage. Coverage is effective for the period that you provide foster care services for the Agency. The insurance does not cover personal and bodily injury claims for yourself or members of your family or claims for your personal property. These are specifically excluded from this policy.

Coverage under the policy does include the following:

1. Protection in the event a foster child is injured and a claim or lawsuit is brought against the State or foster family by the child's natural parents or guardians;
2. Protection against claims for bodily injury and/or property damage to other persons or property of other persons because of any act of the foster child;
3. Protection against claims for bodily injury and/or property damage caused by the foster child against someone in the foster home who is not a household member, provided the foster parents are not already covered for such injury or damage under their own household or personal liability policy;
4. Protection against claims for personal injury resulting from offenses either committed by or sustained by a foster child. Such offenses would include false arrest, detention, or malicious prosecution; the publication or utterance of a libel or slander or other defamatory or disparaging comments; a publication or utterance in violation of an individual's right or privacy; wrongful entry or eviction, or other invasion of a person's residence.

The policy does not provide coverage for:

1. Any loss or portion of any loss already covered by any existing policy owned by the foster parents, such as a Comprehensive Liability Policy, Home-owners Policy or any other individually secured policy. The State policy is designed to provide supplemental insurance for foster parents not covered or only partially covered by an existing policy;
2. Claims for damage to property which is owned, rented or occupied by the foster parent. In other words, foster parents cannot collect for damages to their own property caused either by themselves or the foster child under the terms of the policy. However, the policy does provide coverage for a landlord for any property not rented or occupied by the foster parent. If a foster child, for example, damages another apartment or some common area of the building in which the foster parent resides, the policy would cover claims for damages;
3. Meetings, social gatherings, or other functions of the Foster Parent Association.

If you have reason to file a claim, please notify your social worker immediately so that he can provide you with the necessary forms and further information and assistance in completing them. The social worker will also take responsibility for forwarding the forms to the Division's Bureau of Fiscal Services.

The Agency is looking toward purchasing a more comprehensive policy for foster parents, but presently coverage for foster parents is available through only two companies. You, as foster parents, should know that we do realize the shortcomings of the existing policy and want to provide more comprehensive coverage as soon as it is available and when budgetary considerations permit it.

FOSTER CARE FINANCIAL ARRANGEMENTSIncome Tax Information

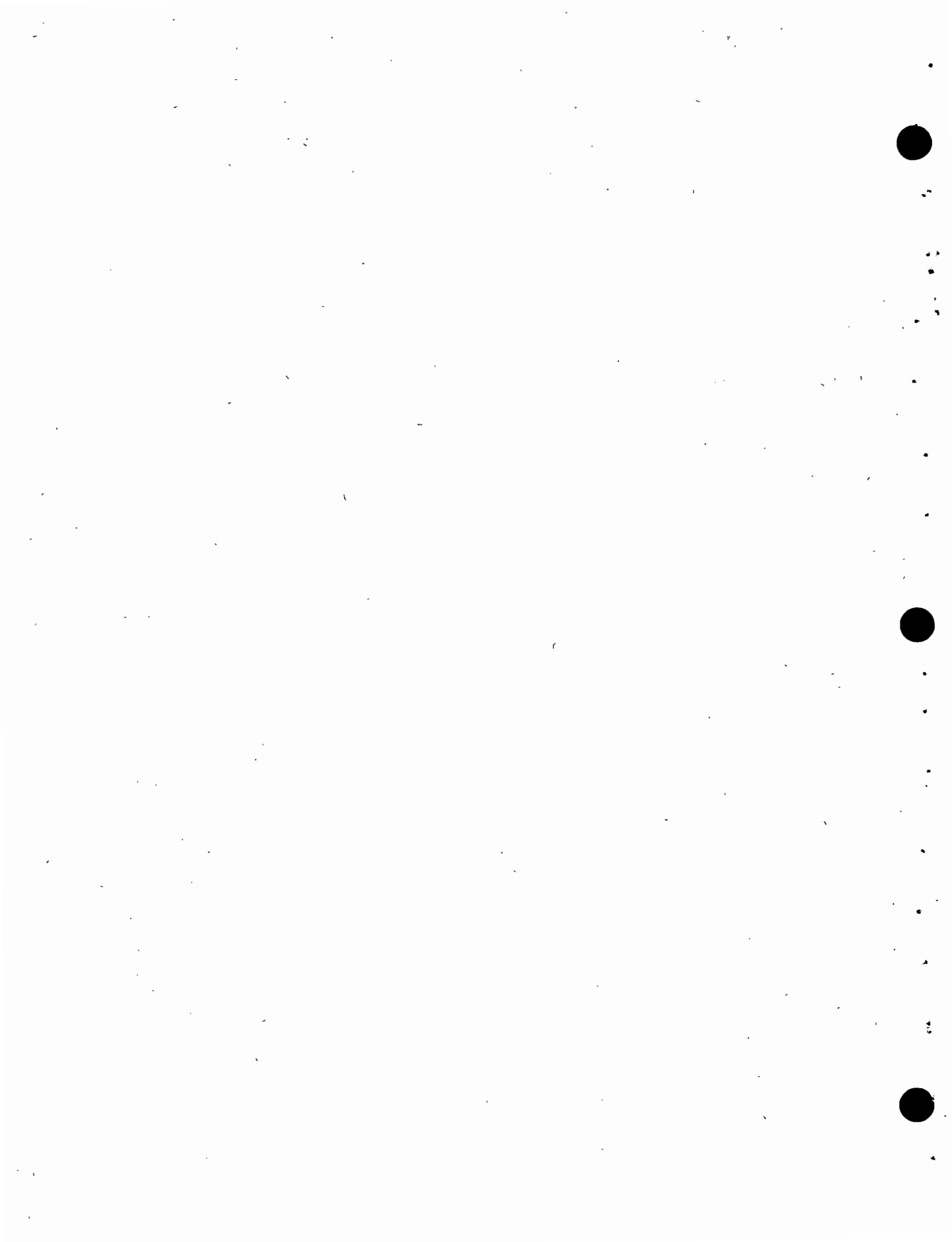
Foster parents cannot claim a foster child as a dependent for income tax purposes, unless the foster parents have contributed an amount equal to or more than that received from DYFS for the support of the foster child and can document this. The board payments you receive for your foster children are not considered as income and need not be reported in filing your annual federal income tax return. If you receive excess board payments, the amount in excess of the standard rate may be taxable as income.

If you wish to find out more about this, free advice can be obtained from your nearest Internal Revenue Service office. Toll-free telephone numbers are also available for the public's use, as follows:

Residents in Area Code 201: Call 800-242-5872.
Residents in Area Code 609: Call 800-322-8680.

FOSTER CARE FINANCIAL ARRANGEMENTSFood Stamps

Food stamps are available to some foster families living on limited incomes. Your adjusted income, including the monthly board payments you receive for your foster child, will be considered in determining your eligibility to receive food stamps. If you think you qualify, the best source of information is your local food stamp office. If you are unsure who to contact, please ask your social worker.



SPECIAL SERVICES

The Division of Youth and Family Services, represented by your social worker, will try to provide the necessary resources to enable you to provide for the special needs of your foster children, and special situations that you may face in the provision of foster parenting. In certain situations, the Agency can provide day care, or homemaker service. For instance, the Agency may provide day care for a child having a special need for such an experience, or might provide a homemaker to help you if you become temporarily incapacitated and have no family or friends to assist you. The Division has budgetary restrictions that limit the scope of such programs, but if you feel that your foster child or you have special needs, discuss them with your social worker to find out exactly what special services are available. You and he (she) can decide on their appropriateness.

Every summer, the Agency is able to send a limited number of foster children to residential or day camps (usually for one or two weeks). Each district office maintains an updated list of available residential and day camp opportunities along with information on the specific requirements for each program. If you feel your foster child could benefit from one of these programs, you should discuss this with your worker -- preferably by March or April to allow sufficient time for planning.

Special Services

Other services may become available in your area. Feel free to question your caseworker about them - or simply describe needs you see for your foster child. Your caseworker can explore the possibility of special services for you and your foster child.

FOSTER PARENT EDUCATIONAL OPPORTUNITIES

More and more educational opportunities, including parenting education programs, will be developing for foster parents each year, in keeping with the Division's Annual Training Plan.

To find out what is currently going on in your area, or to get in on the planning for future programs, contact your local Foster Parent Association or your caseworker, or call the Division's Human Development Services office in Trenton at 609-292-1676.



FOSTER PARENT ASSOCIATION

One of the greatest advances for foster parents, the Division of Youth and Family Services, and children in New Jersey has been the emergence of a strong association of foster parents in New Jersey. Among the many achievements directly or indirectly attributable to this group of hard working individuals are: the subsidized adoption program; foster parent liability insurance coverage, foster parent educational opportunities, and this handbook for foster parents.

The New Jersey State Foster Parent Association was founded with the following goals enumerated in Article II of its Constitution:

- (a) To establish a statewide organization bringing together all foster parent associations, foster parents, ex-foster parents, Agency personnel, and interested community citizens who wish to work together for the same purpose as set forth in Article II of the by-laws of the New Jersey State Foster Parent Association;
- (b) To promote the general welfare of children who need protective care everywhere; at home, in the communities, in institutions, and in public, private, and religious schools;
- (c) To develop a better understanding of the problems of foster home care, by the persons involved in caring for the children, Agency personnel, and the general public, and,
- (d) To encourage the training and education of foster parents and Agency personnel for work in the field of foster care and to encourage the recruitment and retention of foster homes.

Local foster parent associations often provide lists of community resources available to you and your foster child. Some maintain clothing exchanges and provide emergency

Foster Parent Association

items, such as crutches; some lend highchairs, cribs, bassinets, and playpens. Through local meetings, they provide you with an opportunity to share your experiences and learn from other foster parents who have weathered difficult situations. Foster parent associations often act as spokespersons for foster parent needs in negotiations with DYFS and with the State Legislature.

All foster parents are urged to join and participate in the activities of the Foster Parent Association. Members of the association now meet bi-monthly with the Director of the Division to discuss mutual concerns, participate in the orientation of new caseworkers and foster parents, serve on committees of the Child Welfare League and the Citizen's Committee for Children of New Jersey, and are involved in a multitude of other local, statewide, and national projects. For more information contact your local District Office and speak to the liaison to the Foster Parent Association.

FOSTER PARENT ADOPTIONS AND SUBSIDIZED ADOPTIONS

While candidates to provide foster care are told, quite accurately, that foster care is not a back door to adoption, there are instances where some foster children may eventually become legally free for adoption. In such instances, your caseworker will discuss with you the possibilities of your being considered as adoptive parents for your foster child. The length of time a child has been in your home, his adjustment to your home and family, and other factors will be considered in determination.

Also, since July 25, 1973, a subsidized adoption program has been in operation in New Jersey. Essentially, this program provides a "subsidy" for the adoptive parents to enable them to adopt children with special needs for whom the Division has been unable to find an adoptive home. Included are older children; those of racial or ethnic minority groups, children with physical, emotional or mental handicaps, or sibling groups.

Two types of subsidies are available under the law:

Monthly Maintenance

Providing up to 80 percent of current monthly foster care payments for as long as necessary, until the child is 18 years of age (at present, foster payments range from \$100 to \$123 a month);

Special Services

Providing payments on either a continuing or once-only basis to cover certain special costs, including legal fees

Foster Parent Adoptions and Subsidized Adoptions

related to the adoption, medical costs for physical or mental conditions recognized before the adoption; speech or physical therapy, extensive dental treatment or other special services or appliances to meet health or medical needs. To qualify, a family or individual must demonstrate to the Division that it meets Agency standards for adoptive parents and that it needs financial assistance to cover the expenses of adopting a child or children, without lowering its existing standard of living.

Since the inception of this program, over 265 children have been adopted with "subsidy". Of that total, 81% have been by foster parents. If you are notified by your caseworker that one of your foster children may become "free" for adoption, you may want to discuss whether the child would be identified in this program and the procedure for your making an application for the child's adoption.

If you as foster parents are interested in the adoption of "hard-to-place" children, your caseworker can identify appropriate individuals within the Division with whom you could speak.

A G R E E M E N T
between
STATE OF NEW JERSEY
DIVISION OF YOUTH AND FAMILY SERVICES
and
FOSTER BOARDING PARENTS

The Division of Youth and Family Services approves your home as a foster home for children. In order to avoid misunderstanding, the following agreement is drawn up to clarify the respective responsibilities of the Division of Youth and Family Services (hereafter referred to as DYFS) and the foster boarding parents:

The DYFS will assist you in carrying out your responsibility toward the child by giving you information regarding the child's needs through suggestions and consultation regarding care of the child;

The social worker will visit your home and the child regularly, and will be available to give any service needed for the child's welfare;

DYFS will pay board to boarding parents, for each child placed in your home, at the current rate;

DYFS will provide each child with a basic wardrobe upon placement as required and will send quarterly clothing allowances to boarding parents for replacements in an amount in accordance with each child's age and sex;

DYFS will be responsible for arranging and paying for necessary medical and dental care and treatment for the child placed in your home when informed that the child is in need of such care and treatment;

DYFS will be responsible for arranging overall plans and visiting plans for the child's parents and for helping to keep the child informed about the situation of his own family;

DYFS will share with you plans for removal of the child from your home as soon as this information is available and will share responsibility for helping to prepare the child for the change.

We, the foster boarding parents, agree as follows:

We will be responsible for providing the child with a normal wholesome home life, including adequate shelter, well-balanced diet, affection, understanding, development of self-responsibility, training, recreation, education, moral and ethical training, appropriate religious guidance if the child has a faith, and opportunity for social relations with other children and adults;

We will give the worker information regarding the child and his development, will consult with the social worker before making important decisions, and will permit the worker to have individual conferences with the child;

We agree that we shall not make independent plans for the child's welfare with his parents, relatives, or others and that we shall not receive money or other payments for the child's care except with the knowledge of DYFS;

We understand that the child will retain his own legal name to which he has a right;

We will arrange for the child to see his own parents or relatives in private according to a plan worked out with DYFS;

We will secure consent from DYFS before taking the child for extended visits or vacations outside of the city or county;

We will notify the district office immediately if the child develops abnormal behavior;

We will notify the district office immediately of illness of the child or of any serious illness of any members of our family;

We will arrange for emergency medical care for the child in accordance with the plan previously set up for each child and within policies of DYFS;

We will notify the district office of any change in our address or any change in the membership of our family;

We will incur no expenditure without authorization from DYFS if reimbursement is expected;

If, for any reason, we cannot keep the child or properly care for him, we will immediately notify the district office and give the DYFS time to make other plans for the child and to prepare him for the change;

We will board no child except those approved by DYFS;

We will assist in preparing the child for leaving our home so that he can comfortably move on, regardless of our personal feeling about future plans for him.

(signature of supervisor)

(district office)

(date)

(signature of foster father)

(signature of foster mother)

(street address)

(city)

(county)

(date)

State of New Jersey
Division of Youth and Family Services

DYFS 3-1A
(rev. 11/73)

CLOTHING GUIDE -- UP TO 2 YEARS

Items of Clothing	Unit Cost	Basic Wardrobe	Initial Allowance			
Up to 6 months						
Bibs	\$.63	3	\$ 1.89			
Bunting	6.17	1	6.17			
Diapers	3.63	4 doz.	14.52			
Dresses	3.17	1	3.17			
Gowns	1.60	3	4.80			
Panties	.71	3	2.13			
Receiving blanket	1.03	3	3.09			
Shirts	.91	6	5.46			
Sleeping bag	3.47	2	6.94			
Sweater set	4.07	1	4.07			
Socks	.42	4	1.68			
Wrappers	1.52	3	4.56			
Crib blankets	5.83	2	11.66			
Crib sheets	1.22	4	4.88			
Quilted pads	1.10	3	3.30			
Rubber sheet	2.13	1	2.13			
			<u>\$ 80.45</u>			
Add. for 6 months to 2 years						
Anklets	.42	4	1.68			
Bathing suit	3.40	1	3.40			
Bathrobe	3.57	1	3.57			
Cap	1.74	1	1.74			
Dresses (Girl)	3.40	3	10.20			
Mittens	1.18	1	1.18			
Overalls	2.72	5	13.60			
Polo shirts	1.47	6	8.82			
Scarf	1.13	1	1.13			
Sleepers	2.78	3	8.34			
Snowsuit with cap or hood	9.51	1	9.51			
Sweaters	4.15	2	8.30			
Sunsuits	1.61	2	3.22			
Training pants	.64	6	3.84			
Undershirts	.75	6	4.50			
Wash suits (Boy)	3.46	3	10.38			
Galoshes	4.30	1	4.30			
Shoes	6.00	2	12.00			
			<u>\$109.71</u>			
	Maximum Initial Allowance	Annual Replacement Allowance	Quarterly Allowances			
			Jan.-Mar. (pd.Feb.)	Apr.-June (pd.May)	July-Sept. (pd.Aug.)	Oct.-Dec. (pd.Nov.)
Birth to 6 mos.	\$ 80.00	\$100.00	\$23.00	\$17.00	\$31.00	\$29.00
6 mos. to 2 yrs.	110.00					

State of New Jersey
Division of Youth and Family Services

DYFS 3-1B(f)
(rev. 11/73)

CLOTHING GUIDE – GIRL 2 THRU 4 YEARS

Items of Clothing	Unit Cost	Basic Wardrobe	Initial Allowance
Outerwear			
Bathing suit	\$ 3.93	1	\$ 3.93
Dresses	4.56	2	9.12
Hat or cap	1.89	1	1.89
Mittens	1.24	1	1.24
Overalls	3.51	3	10.53
Polo shirts	1.66	3	4.98
Shorts	1.69	2	3.38
Snowsuit with cap	15.83	1	15.83
Sweaters	4.11	2	8.22
Underwear			
Panties	.66	3	1.98
Slips	1.92	2	3.84
Sleepers	3.04	3	9.12
Vests	.72	3	2.16
Footwear			
Anklets	.47	4	1.88
Bedroom slippers	2.81	1	2.81
Galoshes	3.77	1	3.77
Rubbers	2.76	1	2.76
Shoes	6.41	2	12.82
			<u>\$100.26</u>

Maximum Initial Allowance	Annual Replacement Allowance	Quarterly Allowances			
		Jan.-Mar. (pd. Feb.)	Apr.-June (pd. May)	July-Sept. (pd. Aug.)	Oct.-Dec. (pd. Nov.)
\$100.00	\$115.00	\$32.00	\$20.00	\$35.00	\$28.00

DYFS 3-1B(r)
(rev. 11/73)

State of New Jersey
Division of Youth and Family Services

CLOTHING GUIDE – BOY 2 THRU 4 YEARS

Items of Clothing	Unit Cost	Basic Wardrobe	Initial Allowance
Outerwear			
Bathing suit	\$ 2.15	1	\$ 2.15
Denims or corduroys	1.99	2	3.98
Mittens	1.40	1	1.40
Shirts, cotton knit	2.16	3	6.48
Shirts, dress	3.25	1	3.25
Shorts	2.24	2	4.48
Slacks, cotton twill	3.26	2	6.52
Snowsuit with hood or cap	13.36	1	13.36
Sweaters	3.82	2	7.64
Underwear			
Sleepers	2.84	3	8.52
Undershirts	.94	3	2.82
Undershorts	.80	3	2.40
Footwear			
Bedroom slippers	3.32	1	3.32
Galoshes	5.20	1	5.20
Rubbers	3.24	1	3.24
Shoes	7.47	1	7.47
Socks	.63	4	2.52
			<u>\$84.75</u>

Maximum Initial Allowance	Annual Replacement Allowance	Quarterly Allowances			
		Jan.-Mar. (pd. Feb.)	Apr.-June (pd. May)	July-Sept. (pd. Aug.)	Oct.-Dec. (pd. Nov.)
\$ 85.00	\$105.00	\$29.00	\$18.00	\$32.00	\$26.00

State of New Jersey
Division of Youth and Family Services

DYFS 3-1C(f)
(rev. 11/73)

CLOTHING GUIDE – GIRL 5 THRU 12 YEARS

Items of Clothing	Unit Cost	Basic Wardrobe	Initial Allowance
Outerwear			
Bathing suit	\$ 6.70	1	\$ 6.70
Blouses	3.64	2	7.28
Car coat	15.93	1	15.93
Coat, spring or summer	17.07	1	17.07
Coat, winter	23.90	1	23.90
Dresses, cotton	6.03	4	24.12
Dresses, best	7.17	1	7.17
Hat	2.31	1	2.31
Jeans or cotton twill slacks	4.34	2	8.68
Mittens	1.56	1	1.56
Raincoat with hood	5.42	1	5.42
Scarf	1.93	1	1.93
Shorts	2.96	2	5.92
Ski pants	5.68	1	5.68
Skirts	5.58	2	11.16
Sweater, cardigan	5.91	1	5.91
Sweater, slipover	3.99	1	3.99
Underwear			
Bathrobe	7.17	1	7.17
Pajamas	3.88	3	11.64
Panties	.64	3	1.92
Slips	1.91	2	3.82
Vests	.80	3	2.40
Footwear			
Anklets	.53	6	3.28
Bedroom slippers	3.13	1	3.13
Galoshes	5.00	1	5.00
Rubbers	2.71	1	2.71
Shoes	7.28	2	14.56
Sneakers	3.40	1	3.40
			\$213.66

Special circumstance allowance for graduation or religious exercises – \$17.00
This usually includes such items as a dress, slip, stockings, shoes, gloves, veil or hat.

Maximum Initial Allowance	Annual Replacement Allowance	Quarterly Allowances			
		Jan.-Mar. (pd. Feb.)	Apr.-June (pd. May)	July-Sept. (pd. Aug.)	Oct.-Dec. (pd. Nov.)
\$215.00	\$200.00	\$53.00	\$40.00	\$59.00	\$48.00

DYFS 3-1C(r)
(rev. 11/73)State of New Jersey
Division of Youth and Family Services

CLOTHING GUIDE - BOY 5 THRU 12 YEARS

Items of Clothing	Unit Cost	Basic Wardrobe	Initial Allowance
Outerwear			
Bathing suit	\$ 3.39	1	\$ 3.39
Belt	1.30	1	1.30
Cap or hat	1.96	1	1.96
Dungarees, cotton twill or corduroy slacks	4.44	2	8.88
Gloves	1.69	1	1.69
Gym trunks	2.11	1	2.11
Jacket, heavy weight	19.46	1	19.46
Jacket, light weight	5.88	1	5.88
Raincoat and helmet set	4.35	1	4.35
Shirts, dress	3.12	1	3.12
Shirts, cotton flannel	2.93	2	5.86
Shirts, cotton knit	2.30	2	4.60
Slacks	4.86	1	4.86
Suit	13.81	1	13.81
Sweater	5.16	1	5.16
Ties	.98	1	.98
Underwear			
Bathrobe	5.00	1	5.00
Pajamas	3.46	2	6.92
Undershirts	.85	3	2.55
Undershorts	.85	3	2.55
Footwear			
Bedroom slippers	3.39	1	3.39
Galoshes	5.87	1	5.87
Rubbers	3.69	1	3.69
Shoes	9.62	2	19.24
Sneakers	4.41	1	4.41
Socks	.50	8	4.00
			\$145.03

Special circumstance allowance for graduation or religious exercises - \$17.00
This usually includes a suit and shoes which can ordinarily be used as part of the boy's regular wardrobe.

Maximum Initial Allowance	Annual Replacement Allowance	Quarterly Allowances			
		Jan.-Mar. (pd. Feb.)	Apr.-June (pd. May)	July-Sept. (pd. Aug.)	Oct.-Dec. (pd. Nov.)
\$145.00	\$160.00	\$45.00	\$27.00	\$48.00	\$40.00

State of New Jersey
Division of Youth and Family Services

DYFS 3-1D(f)
(rev. 11/73)

CLOTHING GUIDE – GIRL 13 YEARS AND OVER

Items of Clothing	Unit Cost	Basic Wardrobe	Initial Allowance
Outerwear			
Bathing suit	\$10.53	1	\$10.53
Blouses	5.06	2	10.12
Coat, winter	30.92	1	30.92
Coat, spring	19.25	1	19.25
Dresses, cotton	9.64	2	19.28
Dresses, best	10.09	2	20.18
Gloves	1.51	1	1.51
Gym suit	3.08	1	3.08
Handbag	4.48	1	4.48
Hat	4.44	1	4.44
Jacket, water repellent/stormcoat	17.54	1	17.54
Raincoat	11.21	1	11.21
Scarf	1.57	1	1.57
Skirt	7.17	1	7.17
Slacks	5.38	2	10.76
Sweater, cardigan	5.89	1	5.89
Sweater, slipover	6.39	1	6.39
Underwear			
Bathrobe	7.40	1	7.40
Brassieres	1.77	2	3.54
Garter belt	1.75	1	1.75
Girdle, 2-way stretch	4.26	1	4.26
Pajamas	4.17	2	8.34
Panties	.66	3	1.98
Slips	3.36	2	6.72
Footwear			
Anklets	.49	4	1.96
Hose	.56	2	1.12
Bedroom slippers	3.19	1	3.19
Galoshes	6.01	1	6.01
Shoes, school	8.28	1	8.28
Shoes, dress	8.49	1	8.49
Sneakers	3.13	1	3.13
			\$250.49

Special circumstance allowance for graduation or religious exercises – \$22.00
This usually includes such items as a dress, slip, stockings, shoes, gloves and veil or hat.

Maximum Initial Allowance	Annual Replacement Allowance	Quarterly Allowances			
		Jan.-Mar. (pd. Feb.)	Apr.-June (pd. May)	July-Sept. (pd. Aug.)	Oct.-Dec. (pd. Nov.)
\$250.00	\$250.00	\$69.00	\$43.00	\$76.00	\$62.00

DYFS 3-1D(r)
(rev. 11/73)State of New Jersey
Division of Youth and Family Services

CLOTHING GUIDE – BOY 13 YEARS AND OVER

Items of Clothing	Unit Cost	Basic Wardrobe	Initial Allowance
Outerwear			
Bathing suit	\$ 3.56	1	\$ 3.56
Belt	1.49	1	1.49
Cap, winter type	2.09	1	2.09
Hat, dress	3.84	1	3.84
Dungarees or twills	4.33	2	8.66
Gloves, wool	1.83	1	1.83
Gym trunks	1.72	1	1.72
Jacket, mackinaw or stormcoat	19.52	1	19.52
Jacket, windbreaker type	6.48	1	6.48
Raincoat	7.56	1	7.56
Shirt, dress	3.62	2	7.24
Shirt, cotton flannel	2.85	2	5.70
Shirt, cotton knit	2.98	2	5.96
Slacks	5.80	1	5.80
Suit (may be sport jacket & trousers)	26.58	1	26.58
Sweater, long-sleeved pullover	6.59	2	13.18
Ties	1.72	1	1.72
Underwear			
Bathrobe	6.40	1	6.40
Pajamas	3.64	2	7.28
Undershirts	.91	3	2.73
Undershorts	.88	3	2.64
Footwear			
Bedroom slippers	3.36	1	3.36
Galoshes	5.70	1	5.70
Rubbers	3.94	1	3.94
Shoes	10.89	2	21.78
Sneakers	4.11	1	4.11
Socks	.52	8	4.16
			\$185.03

Special circumstance allowance for graduation or religious exercises – \$22.00
This usually includes a suit and shoes which can ordinarily be used as part of the boy's regular wardrobe.

Maximum Initial Allowance	Annual Replacement Allowance	Quarterly Allowances			
		Jan.-Mar. (pd. Feb.)	Apr.-June (pd. May)	July-Sept. (pd. Aug.)	Oct.-Dec. (pd. Nov.)
\$186.00	\$190.00	\$52.00	\$33.00	\$58.00	\$47.00

BOARD RATES

Ages birth to 5 - \$100 per month
Ages 6-10 - \$106 per month
Ages 11-14 - \$113 per month
Ages 15 & over - \$123 per month

Special Supplementary Service Payment

\$40 monthly service payment for children who need additional physical care or supervision. Examples: this includes children who need extra care following hospitalization; children who may be having a bedwetting problem; or children needing to attend regularly a mental health or medical facility.

\$75 monthly service payment for children who need extensive supervision or extensive physical care. Examples: this includes children who are destructive in the foster home, who are not attending school, or who have a physical problem requiring considerable time and care.

\$115 monthly service payment for children who need very intensive supervision or physical care. Examples: children who are bedridden and who need total physical care; certain retarded children awaiting institutionalization and disturbed children who are very hyperactive and/or destructive.

State of New Jersey
 Department of Institutions and Agencies
 Division of Youth and Family Services

DYFS 16-41
 (rev. 10/74)

TRANSPORTATION REIMBURSEMENT

	NAME OF CHILD	CASE NUMBER	BOARDING OR FREE
1.			
2.			
3.			
4.			
5.			

From _____ One Way Date(s) of Travel _____
 To _____ Round Trip Reason for Travel _____
 Number of Trips _____

METHOD OF TRAVEL

Private Automobile Number of Miles _____ Cost @ 14¢ per mile _____
 Bus _____ (cost) Vendor F.I. or S.S. # _____
 Train _____ (cost) Name _____
 Plane _____ (cost) Street _____
 Taxi _____ (cost) City _____

Date bill prepared _____

Payment approved in amount of \$ _____ _____ SUPERVISOR'S SIGNATURE _____ DATE DISTRICT OFFICE

INSTRUCTIONS

Refer to page 35, Foster Care Financial Arrangements, for explanation of types of transportation for which the foster parents can be reimbursed. These transportation reimbursement slips should be forwarded to the district office the first of each month for which reimbursement is sought. If the reimbursement is received during the first week of the month, and the form does not have to be returned to you for clarification, it can be processed in time for you to be reimbursed with your board check the same month.

HIGHER EDUCATION FINANCIAL ASSISTANCE

A variety of financial aid programs are available. High school guidance counselors are in the best position to advise the student of the process of applying to colleges, arranging for Scholastic Aptitude Testing, and applying for financial aid. If he/she has not done so already, the student should initiate contact with his/her counselor. He/she should also inquire of the financial aid officer of the college or university to which he/she applies as to the availability of financial resources from the college.

SCHOLASTIC APTITUDE TEST (SAT)

Almost all colleges and universities in the U.S. require the student to take the SAT and sometimes one or more Achievement Tests to be considered for admission. In addition, some financial aid programs also require this as part of their application procedure. The costs of these tests can be waived. A student filing a "Fee Waiver Card" (blue) may be eligible to have the fee waived for the Scholastic Aptitude Tests. Fees may also be waived up to 3 Achievement Tests by filing a "Fee Waiver Card" (yellow) for those particular tests. The "FWC's" are available at all high school guidance counselor offices.

Further, by indicating the college(s) to which he is applying on the "FWC" the student may also be entitled to have the entrance application fee waived by the college. The student should indicate the fact that he has filed an "FWC" on the college application form. Most colleges and universities throughout the country are members of this program; in New Jersey all state colleges participate, as well as Rutgers, Caldwell, Drew, Fairleigh Dickinson, NCE, Princeton, Rider, St. Peter's, Seton Hall, Steven's, Union and Upsala.

The following is a general outline of the process of applying for particular financial aid programs for which children under DYFS supervision are specifically eligible.

N.J. DEPARTMENT OF HIGHER EDUCATION-FINANCIAL AID PROGRAMS

1. State Scholarships (SS)

Applications for State Scholarships (SS-Green) must be filed by November 15 for the following fall semester.

Students applying for this aid should demonstrate academic ability as well as financial need and plan to attend full-time an approved college, university or nursing school. SS cannot be used for business, technical or vocational schools. Students who do not meet SS criteria are automatically considered for tuition aid grant.

2. Tuition Aid Grant (TAG) and County College Graduate Scholarship (CCGS) programs

TAG provides assistance to students attending non-tax supported colleges and universities in New Jersey. Grants range from \$200 to \$1,000. State Scholarship holders are not eligible and there are no academic requirements.

CCGS provides scholarship assistance to graduates of New Jersey County Colleges who are transferring to a four-year institution. The awards are based on financial need only. Students receiving a New Jersey Educational Opportunity Fund (EOF) grant or State Scholarship are not eligible.

There is no established deadline for these two (2) programs. Applications will be accepted as long as funds are available. Applications can be secured from a college financial aid office or from the Bureau of Resource Development.

3. Educational Opportunity Fund (EOF)

EOF is a grant geared to students who have both a financial and academic liability. Regarding the latter, EOF is essentially for students who did not achieve in their high school setting but who, nevertheless, have the potential to do college level work. EOF provides from \$250 to \$1,000 per academic year. Eligibility is determined by the participating college in New Jersey and by the EOF Executive Director for students who plan to attend out-of-state colleges. The latter should contact:

Department of Higher Education
EOF, Box 1417
Trenton, New Jersey 08625
(609-292-4435)

Students receiving State Scholarships are not eligible for EOF. The deadline for applying is May 1.

4. Guaranteed Student Loans

These loans are available for full and half time students at colleges, universities, nursing schools, and approved

technical, vocational, and business schools. A student may borrow up to \$2,500 a year, not to exceed \$7,500 for undergraduate study. Repayment begins nine months after graduation or withdrawal from school at 7% simple interest. Loan applications (NJHEAA100) are available at most commercial and savings banks, savings and loan associations, and credit unions.

Applications should be filed two months prior to the date funds are needed. Only the student's signature is required for the loan.

FEDERAL FINANCIAL AID PROGRAMS

1. Basic Educational Opportunity Grant (BEOG) Program

This grant is available to students who began their post high school education after 4/1/73. BEOG is based on financial need to qualified students attending approved colleges, community/junior colleges, vocational, technical and nursing schools. The maximum grant for the 1974-1975 school year is \$800. Applications for any academic year become available the preceding Spring of that year and can be filed through April 1 of the academic year. Applications for the 1974-1975 academic year may be obtained from post secondary educational institutions, high schools, Talent-Search, Upward Bound Projects, Public Libraries, and the Bureau of Resource Development in the Division of Youth and Family Services.

2. Supplemental Educational Opportunity Grant (SEOG) Program

SEOG is for students of exceptional financial need who, without this grant, would be unable to continue their education. This program is open only to undergraduate and vocational students. Grants range from \$200 to \$1,500 with a maximum of \$4,000 for four years of study or \$5,000 for five years. When a student receives SEOG, the educational institution must provide additional assistance at least equal to it.

3. National Direct Student Loan (NDSL) Program

NDSL's are available through the financial aid office of college or vocational school. Students can borrow up to \$2,500 the first 2 years; the maximum for 4 years of undergraduate study is \$5,000. Repayment begins 9 months after graduation or withdrawal, with interest set at 3% on the unpaid balance of the loan principal.

OTHER FINANCIAL AID

1. Turrell Scholarship Program

This program offers grants "to cover otherwise unmet needs and can be used for trade schools, etc." There is no minimum or maximum financial aid, but it is to be used in addition to other financial aid the student receives. The student does not need to be known to the court to be eligible for this program. Employees of DYFS are not eligible for these scholarships.

2. Geraldine L. Thompson Scholarship Fund

This foundation is open to all children under DYFS guardianship. Applications are to be sent directly to the Division's Bureau of Resource Development, 1 South Montgomery Street, Trenton, New Jersey 08625.

3. Local Organizations and Groups

Many district offices have found local organizations and groups to be very helpful in meeting their students' higher education financial needs. Women's clubs, Alumni Associations, the VA, local foundations, the American Legion, Kiwanis, the VFS, and others, generally have college financial aid programs.

OTHER STUDENT LOANS

Commercial or personal loans are available at any bank. They have no limit, but do have a higher interest rate and require a co-signer. Also, repayment may have to begin while the student is still in school.

SELECTED REFERENCES

The College Handbook, published by the College Entrance Examination Board. Available at most libraries and high school guidance counselor offices.

Making It: A Guide to Student Finances, published by Harvard Student Agencies, E. P. Dutton, publisher.

Meeting College Costs 1975-1976, published by the College Entrance Examination Board. Available in most schools and libraries, it can also be obtained free from the Publication Order Office, CEEB, Box 592, Princeton, New Jersey, or through the Division's Bureau of Resource Development, 1 South Montgomery Street, Trenton, New Jersey 08625.

BIBLIOGRAPHY

The following pages offer a list of publications of the Child Welfare League of America. They have been designed especially for foster parents, are of excellent quality, and are relatively inexpensive. If you would like to order any of these publications, include the name of the publication desired with its code number and a check or money order payable to the Child Welfare League of America. Address your order to:

Publications Order Department
 Child Welfare League of America
 67 Irving Place
 New York, New York 10003

Postage and handling is included in the price of the publication. You may also request a complete list of CWLA publications from this address.

CHILD DEVELOPMENT

MATERNAL DEPRIVATION, Witmer, Yarrow, Ainsworth, Glaser - 1962, 72 pp., 4th printing.

CD-12 \$2.75

SEPARATION ANXIETY: A CRITICAL REVIEW OF THE LITERATURE, John Bowlby, M.D. - from Journal of Child Psychology and Psychiatry, February 1961, 19 pp., 6th printing.

CD-13 \$1.75

AN INFANT RATING SCALE: ITS VALIDATION AND USEFULNESS, Janet L. Hoopes - 1967, 106 pp. An instrument for evaluation by social workers.

CD-15 \$4.25

LIFE AMONG THE GIANTS, Leontine Young - McGraw-Hill, N.Y., 1966, 193 pp. A child's-eye view of the grownup world.

KM-77 \$3.25

THE MAGIC YEARS, Selma H. Fraiberg - Chas. Scribner's Sons, N.Y., 1959, 302 pp. The problems of early childhood.

KCD-32 \$3.95

PROBLEMS IN RECOGNIZING EMOTIONAL DISTURBANCE IN CHILDREN, Lois B. Murphy - from CHILD WELFARE, 1963, 15 pp., 3rd printing. A diagnostic aid.

CW-21 \$1.25

SAFEGUARDING THE EMOTIONAL HEALTH OF OUR CHILDREN, Anna Freud - 1955, 16 pp., 5th printing. An inquiry into the concept of the rejecting mother.

CD-10 \$1.25

FOSTER CARE - GENERAL

SOME TRAUMATIC EFFECTS OF SEPARATION AND PLACEMENT, Ner Littner, M.D. - 1956, 32 pp., 8th printing. Basic to placement practice.

F-17 \$1.50

THE STRAINS AND STRESSES ON THE CHILD WELFARE WORKER, Ner Littner, M.D. - 1956, 22 pp., 7th printing.

AM-12 \$1.75

INSTITUTIONS OR FOSTER FAMILY - A CENTURY OF DEBATE, Wolins and Piliavin - 1964, 62 pp., 2nd printing. Includes an extensive bibliography.

F-32 \$2.25

THE NEED FOR FOSTER CARE, Ann Shyne - 1969, 132 pp. A CWLA Research Center examination of requests for service in seven metropolitan areas.

F-37 \$3.95

FOSTER CARE IN QUESTION: A NATIONAL REASSESSMENT BY TWENTY-ONE EXPERTS, Helen D. Stone (ed.) - 1970, 275 pp., 2nd printing. Proceedings of the National Foster Care Conference in New Orleans.

F-38 \$5.50

DOLLARS AND SENSE IN THE FOSTER CARE OF CHILDREN: A LOOK AT COST FACTORS, Fanshel and Shinn - 1972, 47 pp. How better planning by child placement agencies can help children and also save money.

F-43 \$3.50

CHILDREN ADRIFT IN FOSTER CARE: A STUDY OF ALTERNATIVE APPROACHES, Sherman et al. - 1973, 129 pp., 2nd printing. A CWLA Research Center field demonstration of strategies to cope with the problem.

F-46 \$4.00

Especially for Foster Parents

CONVERSATION NO. 1 - TO: FOSTER PARENTS: FROM: MARY REISTROFFER - WHAT YOU ALWAYS WANTED TO DISCUSS ABOUT FOSTER CARE BUT DIDN'T HAVE THE CHANCE OR THE TIME TO BRING UP - 1971, 41 pp., 5th printing. Everyday problems of placement, in everyday language.

F-41 \$2.25

CONVERSATION NO. 2 - TO: FOSTER PARENTS: FROM: MARY REISTROFFER - WHAT'S SO SPECIAL ABOUT TEENAGERS? - 1972, 42 pp., 3rd printing. Dealing with the common problems of adolescents.

F-42 \$2.25

CONVERSATIONS NO. 3 - TO: FOSTER PARENTS: FROM: MARY REISTROFFER - FOSTER PARENTS AND SOCIAL WORKERS: ON THE JOB TOGETHER - 1974, 40 pp., 2nd printing. Untying the tangles in this essential relationship.

F-50 \$2.25

FOSTER PARENTING YOUNG CHILDREN: GUIDELINES FROM A FOSTER PARENT, Evelyn H. Felker - 1974, 96 pp., 2nd printing. Comprehensive, highly experienced and practical counsel for prospective and practicing foster parents.

F-51 \$3.25

ON FOSTERING: 15 ARTICLES BY AND FOR FOSTER PARENTS - 1972, 90 pp., 2nd printing. The first collection of its kind for reading and study by foster parents.

F-44 \$3.50

THE PARENT IN THE SHADOWS, Phyllis Johnson McAdams - reprinted from CHILD WELFARE, January 1972, 5 pp. A mother's account of her experience with foster family placement of her six children.

FP-1 \$.30

State of New Jersey
 Department of Institutions and Agencies
 Division of Youth and Family Services
 CENTRAL OFFICE: 1 South Montgomery Street
 Trenton, New Jersey 08625

TELEPHONE

ATLANTIC
 609-344-4141

BERGEN
 201-487-5380

BURLINGTON
 609-261-3021

CAMDEN
 609-757-2500

CAPE MAY
 609-886-1105

CUMBERLAND/SALEM
 609-451-3100 (Cumberland)
 609-935-6350 (Salem)

ESSEX COUNTY
 (Excluding Newark)
 201-672-2900

NEWARK (City Only)
 201-648-2644

GLOUCESTER
 609-848-6604

HUDSON
 201-653-5750

HUNTERDON/SOMERSET
 201-722-2224

MERCER
 609-883-7970

MIDDLESEX
 210-249-4616

MONMOUTH
 201-741-3878

DISTRICT OFFICE

18 South Arkansas Avenue
 Atlantic City, NJ 08401

190 Main Street
 Hackensack, NJ 07601

P.O. Box 518
 Rancocas Road
 Mt. Holly, NJ 08060

P.O. Box 738
 808 Market Street
 Camden, NJ 08102

P.O. Box 222
 Rts. #9 & #47
 Rio Grande, NJ 08242

40 East Broad Street
 Bridgeton, NJ 08302

139 Main Street, 2nd Floor
 Orange, NJ 07050

Newark Center Building
 1100 Raymond Blvd.
 Newark, NJ 07102

818 North Broad Street
 Woodbury, NJ 08096

550 Summit Avenue
 Jersey City, NJ 07306

73 East High Street
 Somerville, NJ 08876

1901 North Olden Avenue
 Trenton, NJ 08618

78 Carroll Place
 New Brunswick, NJ 08901

270 East Highway #35
 Middletown, NJ 07748

APPENDIX 7

TELEPHONE

MORRIS
201-822-1770

OCEAN
201-244-4300

PASSAIC
201-742-1428

SUSSEX
201-729-9163

UNION
201-289-3333

WARREN
201-475-3903

DISTRICT OFFICE

187 Columbia Turnpike
Florham Park, NJ 07923

954 Lakewood Road
Toms River, NJ 08753

370 Broadway
Paterson, NJ 07501

200 Woodport Road
Sparta, NJ 07801

1155 Magnolia Avenue
Elizabeth, NJ 07208

Runyon Building
325 Front Street
Belvidere, NJ 07823