



**Holiday:** FCS office will be closed on 9/4/17

**Vacation:** Please remember that client vacations must be approved in advance. Communicate plans to your client supervisor as soon as possible so the team can determine what is necessary.

**Travel Request Form:** Individuals in the ID Program need to submit a Travel Request Form for approval. Client funds cannot be released until the approval is granted so please submit the form as early as possible. Your client supervisor can review this new form and instructions.

**End of the fiscal year.** Program Funds expire at the end of the fiscal year which is June 30. Expenditures made by June 30 use the old year's money. Expenditures after June 30 use the new year's money. Bills and reimbursement forms for the fiscal year ending June 30 must be submitted to your client supervisor by **July 20**. The date of expenditure determines which fiscal year's money is used. Do not mix expenditures from both years on the same reimbursement form. There is no need to spend all the money available to the client. Unused funds will be applied to other program needs. This procedure does not apply to client owned funds.

**Tracking changes:** Client leave and respite must be approved in advance so notify your client supervisor as soon as you start making plans. Don't wait to report these changes during regularly scheduled home visits.

**Client mail:** It is important that client mail from the Social Security Administration, County Assistance Office, or other government agencies is opened immediately to determine the level of priority. In some cases eligibility applications are delivered to the client's address where they are currently living but must be returned to the relevant program office within 10 days. If the applications are not sent back in the required timeframe, denial of services and funding is possible. It would be best to avoid service denials; so please call your client supervisors quickly if you receive eligibility paperwork in the mail.

**CRR Homes:** There has been an increase of children diagnosed with a mental health illness needing out of home placements. We need more homes interested in serving these children in our CRR Program. You already know what it takes to be good parents and can explain this information to others. Please speak with your family, friends, co-workers and neighbors. If you know of others that may be interested in opening their homes to these children and adolescents, please pass the word. Contact Andrea Adams if you know anyone that might be ready to help these children. Thank you so much for any assistance you can provide.

### **\$100 Bonus!**

Do you have friends or family that may be interested in being a resource family, caregiver, or adoptive parent? Let us know! When they provide care for 30 days, YOU get \$100! Invite them to contact our recruiting team leader Andrea Adams, ext. 209. Her email is [aadams@familycareservices.org](mailto:aadams@familycareservices.org).

**Family members:** It is important that FCS is notified prior to anyone new moving into your home. The programs have different requirements regarding guests, returning family members, and new placements; however, in most cases new physicals and criminal history checks are needed prior to anyone new moving into the home. It is important that all client supervisors working in your home are notified of home composition changes prior to anyone spending the night or any new placement or respite.

**Resource Parent Training:** Enjoy the summer. The next FCS class is not until 8/15/17. There are many outside training hours available that you can complete on your own free time. Talk with your client supervisor if you need assistance.

**HCQU Training:** Training available at the Franklin County Annex from 10-12 and 1-3 on the dates listed below. Call your client supervisor to RSVP for the free class. The next classes are Medication Errors on 8/11/17 and Behavior Support Plans on 9/8/17.

# FCS Contact List

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**The FCS office will be closed on the following holidays:**

9/4/17	Labor Day
10/9/17	Columbus Day
11/10/17	Veterans Day
11/23&24/17	Thanksgiving
12/25&26/17	Christmas
1/1/18	New Year's

**FCS Web Site! Calendar of events, Resource Family Manual, current forms, 12 months of this newsletter, resources, staff listing and phone numbers are all on:**  
**<http://www.familycareservices.org>**

### **Bullying: Targeting Children in Foster Care**

Are you caring for a child who may be a target for other children? Or maybe one who is the bully? Even if it's not a concern right now, there likely will come a day when it will be, as children in foster care are at greater risk for becoming both. The Adoption Coalition of Franklin County is sponsoring a training for parents to explore the roles and characteristics of bullying, what the law has to say about it, and what can be done about it. Family Design Resources trainers will be conducting the seminar, and resource parent training credit will be provided. The training will be on **August 8, 2017**, from **6:30-8:30pm** at **King Street Church**. RSVP to Andrea Adams at 263-2285 x209 or [aadams@familycareservices.org](mailto:aadams@familycareservices.org). RSVP is appreciated to help us plan but not required.



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