

 <p>Children's Services Administration</p> <p>Communication Issuance</p> <p>23-046</p>	Subject/Title	Foster Parent Referral Incentive Program
	Type	<input checked="" type="checkbox"/> Informational Memorandum <input type="checkbox"/> Program Instruction <input type="checkbox"/> Policy Guide
	Issuance Date	5/15/2023
	Obsolete Date	NA
	Contact Name	Monica Jackson
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	Phone	N/A
	Due Date	N/A
Due to	N/A	
<i>Distribution</i>	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> MDHHS BSC and County Directors <input checked="" type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> MDHHS Child Welfare Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Office of Workforce Development and Training <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input type="checkbox"/> Private Residential Abuse/Neglect Managers/Staff <input type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input type="checkbox"/> Other:	

While recruitment of new foster homes has become increasingly challenging over the past few years, licensing a sufficient number and adequate array of foster families remains a priority for MDHHS. To increase the number of new foster homes recruited, time limited incentive payments are being offered when currently licensed foster parents refer a new foster family that achieves licensure.

When a referred family's inquiry is entered into the Child Welfare Licensing Module (CWLM), 'Other' must be selected in response to the question, "How did you hear about our program?" Then, 'Foster Parent' must be selected, and the name of the referring foster parent must be typed in the "Other Source" field. Licensing workers assigned to referring and/or referred families are responsible for submitting referral incentive program payment requests.

After the new family successfully achieves licensure, the referring licensed foster parent(s) will become eligible to receive a \$250 incentive payment. To be eligible, the referral must have occurred on or after April 1, 2023, with licensure achieved on or before September 30, 2024.

An additional incentive of up to \$500 is available to referring licensed foster homes, when the referred family accepts their first placement. Amounts will vary based on the type of placement accepted. To be eligible for this incentive, the initial placement must be made on or before September 30, 2024.

Referred families may also become eligible to receive an incentive payment after maintaining their first placement for 90 days. The incentive amount will vary based on the type of placement accepted. To be eligible for this incentive, the initial placement must be made on or before September 30, 2024.

Payment amounts and types are listed below.

CURRENTLY LICENSED REFERRING FAMILIES

Eligibility Requirement	Incentive Amount	Incentive Time Period
New family referred by currently licensed foster family – licensure achieved	\$250	April 1, 2023 – September 30, 2024
New family referred by currently licensed foster family – licensure achieved, and placement of one child, age 0-12, made in the new home	\$250	April 1, 2023 – September 30, 2024
New family referred by currently licensed foster family – licensure achieved, and placement of a sibling group made in the new home	\$350	April 1, 2023 – September 30, 2024
New family referred by currently licensed foster family – licensure achieved, and placement of a child, age 13-17, made in the new home	\$400	April 1, 2023 – September 30, 2024
New family referred by currently licensed foster family – licensure achieved, and placement of a child with a DOC level 3 or 4 made in the new home	\$500	April 1, 2023 – September 30, 2024

NEWLY LICENSED REFERRED FAMILIES

Eligibility Requirement	Incentive Amount	Incentive Time Period
New family referred by currently licensed foster family – licensure achieved, and placement of one child, age 0-12, maintained for 90 days	\$250	April 1, 2023 – September 30, 2024
New family referred by currently licensed foster family – licensure achieved, and placement of a sibling group maintained for 90 days	\$350	April 1, 2023 – September 30, 2024
New family referred by currently licensed foster family – licensure achieved, and placement of a child, age 13-17, maintained for 90 days	\$400	April 1, 2023 – September 30, 2024
New family referred by currently licensed foster family – licensure achieved, and placement of a child with a DOC level 3 or 4 maintained for 90 days	\$500	April 1, 2023 – September 30, 2024

Only one placement incentive payment may be claimed per family. For example, if a family's first placement is a sibling group that includes a teen, the family is only eligible to receive the greater incentive amount of \$400 rather than two payments of \$350 and \$400.

Currently licensed and referred foster families are **not eligible** to receive the incentive payment if:

- They are currently employed by the State of Michigan.
- The referring family closes their license prior to the referred family achieving licensure or accepting their first placement. (However, the referred family may still become eligible for the placement incentive.)
- Licensure or placement occurs after September 30, 2024.
- The referral was made prior to April 1, 2023.
- The referring family is employed as a recruiter or licensing worker for a private agency foster care (PAFC) partner or another contracted program.

Statewide Integrated Governmental Management Applications (SIGMA)

If not already registered, the referring licensed foster parent must register on the SIGMA Vendor Self Service Website at www.Michigan.gov/SIGMAVSS. Vendor Self Service may be contacted at (888) 734-9749 for questions about this process.

Documentation Requirements

For a foster parent to receive payment, the assigned licensing worker must submit the following documents:

- Completed invoice with foster parent's signature – **Invoices without signature will not be processed.**
- Screenshot from CWLM showing date of license approval.
- Screenshot from MISACWIS showing child(ren)'s date of placement (if applicable).

Sending Foster Parent Referral Incentive Program Payment Requests

The invoice and other required documentation for the Foster Parent Referral Incentive Program must be emailed to Monica Jackson at JacksonM9@michigan.gov.

Include only one family per email request. In the subject line, include Family's Last Name/Agency Name/ Foster Parent Referral Incentive Program.

Please submit the required documentation within 14 days of licensure, first placement, or the date that placement has been maintained for 90 days.

Invoices submitted after December 31, 2024, will NOT be processed, as funding will no longer be available.

Attachments:

Foster Parent Referral Incentive Program Flyer

Foster Parent Referral Incentive Program Payment Invoice