

**BUTLER COUNTY CHILDREN SERVICES**

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| POLICY NO.: 4.15 | SUBJECT:<br><b>SCHOOL FEES, GRADUATION FEES AND RELATED FEES OF CHILDREN IN CUSTODY</b> |
| OAC:             | EFFECTIVE DATE: 12/7/03   |
| PCSAO:           | REVISION DATE: 11/21/06, 9/15   |
|                  | REVIEW DATE: 9/28/04, 12/6/05, 1/23/07, 8/08, 9/15                                      |

**PURPOSE:** To ensure that employees and foster parents understand the agency's responsibility regarding school fees and other related fees.

**POLICY:**

1. The agency will pay school fees for children in Butler County Children Services foster homes that are billed by the school. The original invoice from the school needs to be sent to the agency to the caseworker's attention. The caseworker will complete the Poverty Based Assistance (PBA) School Fees Information Sheet and submit to the financial unit's attention along with the original invoice. The financial unit will verify if the school is PBA funded. School supplies (ie paper, pencils, notebooks, workbooks, etc.) are the responsibility of the foster parent. Non-BCCS foster homes are responsible for all school fees.
2. It is the responsibility of the foster parents to pay for school pictures, with the exception of senior pictures, for all children placed in their home.
3. With prior administrative approval, the Butler County Children Services will be responsible for the following school expenses for a child in substitute care:
  - Tuition, uniforms, tools, lab fees, etc. related to specialized vocational training;
  - Class ring, minimum cost and must have documentation;
  - High School senior pictures, yearbooks, minimum cost and must have documentation;
  - Related graduation expenses (i.e. cap, gown, announcements) minimum cost and must have documentation.
4. Extraordinary costs for child's participation in a school's extracurricular activities (ie. school band, club trip etc.) should be requested through the Foster Child Enrichment Fund. Homecoming and prom expenses should also be requested through the Foster Child Enrichment Fund.
5. Other related expenses the agency will be responsible for but not limited to include:
  - Drivers Education Training

- State of Ohio I'D's

Sept. 29, 2015

Approval Date:

A handwritten signature in blue ink that reads "William Morrison". The signature is fluid and cursive, with the first name "William" and last name "Morrison" clearly distinguishable.

William Morrison, Director