

FOSTER PARENT NOTICE OF LOSS PROCEDURES

State of Idaho

Department of Health & Welfare and Bureau of Risk Management

1. Foster parents should notify the child's social worker as soon as possible after a loss occurs.
2. Foster parents and/or the social worker should notify the police if necessary.
3. The foster parents must complete pages 1 & 2 of the attached "Foster Parent Loss Report/Verification Report" and include any additional information that may help in the processing of this claim.
4. The social worker must inspect/verify the loss and damages and complete page 3 of the "Foster Parent Loss Report/Verification Report" form.
5. The social worker will route the completed claim to the Children and Family Services Program Manager, or designee, for review and signature.
6. After the information is completed and signed, send the claim and any supporting documentation (insurance statement, estimates, receipts, etc.) to:

Division of Family and Community Services
Attn: Foster Care Program Specialist
P. O. Box 83720
450 W. State St, 5th Floor
Boise, ID 83720-0036

7. Once the claim is received and documented in Central Office, it is then submitted to the Bureau of Risk Management for processing.

- PLEASE NOTE THE FOLLOWING:
- LOSSES MUST BE REPORTED TO THE BUREAU OF RISK MANAGEMENT WITHIN 90DAYS FROM THE DATE OF LOSS USING THE AFOREMENTIONED PROCESS.
- SUBMIT ONE CLAIM FORM PER INCIDENT.
- THERE IS A \$50.00 DEDUCTIBLE PER INCIDENT.
- THE MAXIMUM ALLOWABLE PER INCIDENT IS \$2,000 – WITH AN AGGREGATE OF \$2,000 PER STATE FISCAL YEAR, PER FOSTER FAMILY. (This means a family could submit one claim or several claims up to \$2,000 in a state fiscal year.)

If you have questions please contact:

Erika Wainaina, Foster Care Program Specialist
450 W. State St, 5th Floor
Boise, ID 83720-0036
208-334-6618