Foster Care for Children with Intellectual or Developmental Disabilities (I/DD) **Monthly Child Financial Ledger**

Name of foster provider(s):

Address of Child Foster Home:

|  |  |
| --- | --- |
| Month: | Year: |
| Child’s Name: | Date of Birth: |
| Type of account for child’s Personal Incidental Funds/personal spending:  Checking  Savings  Cash | |
| Name/address of bank: | |

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| **Ledger** | | | Enter beginning PIF balance (prior month’s ending balance) | | | | $ | |  | |
|  | **INCOME** | | **EXPENDITURES** | | | |  | |  | |
| Date | Source of Income (include check number if applicable) | Amount  (+) | Description | | | Amount  (-) | PIF  Balance | | Receipt # and store/ vendor\* | Initials |
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| **Exit Information (if applicable)** | | | Ending PIF balance (next month’s beginning balance) | | | | $ | |  | |
| Date of last evening in the foster home overnight | |  | Reason child exited/moved out | |  | | | | | |
| Child’s ending balance must follow the child. | | | | Date ending balance transferred | | | | |  | |
| Ending balance transferred to | |  | | | Method of transfer | | |  | | |

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| **Signature Key** |  | |
| **Name (print)** | **Name (signature)** | **Initials** |
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\*When any single transaction more than $25.00 is purchased using a child’s PIF, a copy of the receipt must be kept with the child’s financial record unless otherwise indicated in the child’s ISP.



Foster Care for Children with Intellectual or Developmental Disabilities (I/DD)

**Monthly Child Financial Ledger Requirements and Instructions**

Under Oregon Administrative Rules, Chapter 411, Division 346, Foster Homes for Children with Intellectual or Developmental Disabilities:

* A foster provider must maintain a separate financial record for each child in foster care.
* A foster provider must keep a child’s financial records for a minimum of three years after the child exits foster care services.
* A child's ISP team may address how the personal spending money of a child is managed.
* If a child has a separate commercial bank account, records from the account must be maintained with the child's financial record.
* A child's personal funds must be maintained in a safe manner and separate from the funds of other members of the household.
* Misuse of funds may be cause for suspension, revocation, or denial of renewal of a child foster home certificate.

A foster provider must record all the following in a child’s financial record:

* Date, amount, and source of all income received on the child's behalf.
* Date and amount of Room and Board (R&B) paid to the foster provider each month.
* Date and amount of Personal Incidental Funds (PIF)/child’s personal spending disbursed on the child's behalf.
* Date, amount, and purpose of other funds (i.e., allowance for chores), if applicable, dispersed on the child’s behalf.
* Date, amount, and description of all purchases made using the child’s PIF.
* When any single transaction more than $25.00 is purchased using a child’s PIF, a copy of the receipt must be kept with the child’s financial record unless otherwise indicated in the child’s ISP.
* Signature of the person making each entry on the financial record.
* Errors must be corrected with a single strike through and initialed by the person making the correction.

Exit Information

* A child’s personal spending belongs to the child and must follow the child when they leave your foster home.
* The ending PIF balance identified on the financial ledger must be forwarded to the new provider or the child’s legal guardian, depending on why the child exited.
  + If the child exited your foster home and moved to another I/DD setting (such as a foster home or group home), the PIF balance must be forwarded to the new provider.
  + If the child exited your foster home for any other reason, the PIF balance must be forwarded to the child’s legal guardian.
* The Services Coordinator for the child will provide you with instructions on transferring the child’s PIF balance. Once you have instructions from the Service Coordinator, complete the Exit Information section of the financial ledger.

Foster Care for Children with Intellectual or Developmental Disabilities (I/DD) **Monthly Child Financial Ledger Example**

Name of foster provider(s): Mary Jones & Elizabeth Smith

Address of Child Foster Home: 123 Alphabet Avenue, Canby, Oregon 97123

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| --- | --- |
| Month: March | Year: 2022 |
| Child’s Name: Erin Example | Date of Birth: 01/02/2013 |
| Type of account for child’s Personal Incidental Funds/personal spending:  Checking  Savings  Cash | |
| Name/address of bank: US Bank, 1234 Money Street, Canby, OR 97123 | |

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| **Ledger** | | | Enter beginning PIF balance (prior month’s ending balance) | | | | $0.00 | |  | |
|  | **INCOME** | | **EXPENDITURES** | | | |  | |  | |
| Date | Source of Income (include check number if applicable) | Amount  (+) | Description  SAMPLE | | | Amount  (-) | PIF  Balance | | Receipt # and store/ vendor\* | Initials |
| 3/1/2022 | State Check #12345678 | $841.00 | Room & Board to provider | | | $654.00 | $187.00 | |  | MJ |
| 3/1/2022 |  |  | Child’s weekly spending | | | $10.00 | $177.00 | |  | MJ |
| 3/8/2022 |  |  | Child’s weekly spending | | | $10.00 | $167.00 | |  | MJ |
| 3/15/2022 |  |  | Child’s weekly spending | | | $10.00 | $157.00 | |  | MJ |
| 3/18/2022 |  |  | Outdoor game bundle | | | $32.00 | $125.00 | | #12/  Amazon | MJ |
| 3/22/2022 |  |  | Child’s weekly spending | | | $10.00 | $115.00 | |  | MJ |
| 3/29/2022 |  |  | Child’s weekly spending | | | $10.00 | $105.00 | |  | MJ |
| **Exit Information (if applicable)** | | | Ending balance (next month’s beginning balance) | | | | $105.00 | |  | |
| Date of last evening in the foster home overnight | |  | Reason child exited/moved out | |  | | | | | |
| Child’s ending balance must follow the child. | | | | Date ending balance transferred | | | | |  | |
| Ending balance transferred to | |  | | |  | | |  | | |

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| **Signature Key** |  | |
| **Name (print)** | **Name (signature)** | **Initials** |
| Mary Jones | Mary Jones | MJ |

\* When any single transaction more than $25.00 is purchased using a child’s PIF, a copy of the receipt must be kept with the child’s financial record unless otherwise indicated in the child’s ISP.