

**informationinc.**

**Foster Care - Finance Guide**

*Prepared by:*

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# Foster Care - Finance Guide

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## Contents

Information, Inc. Contact Information.....	2
Overview .....	2
Reports.....	3

## Information, Inc. Contact Information

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## Overview

Information, Inc. Foster Care is a web-based system to manage and track foster care payment requests. The application allows users to manage foster children and their resource family/facility stays and will automatically calculate boarding payment requests based on the facility stays entered for each child.

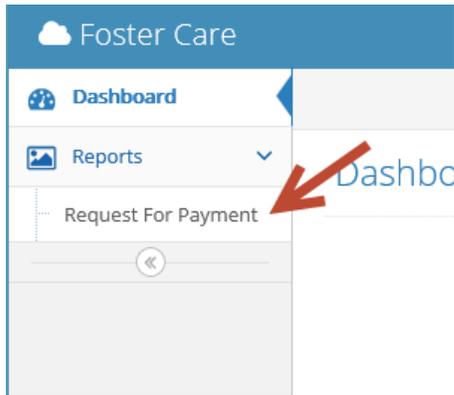
Admins generate boarding payment requests for an entire month with the click of a button. Boarding payment requests are calculated based on the child’s age, facility type and length of stay, factoring in any child income to be applied towards boarding payments. Users can add manual payment requests for additional fees such as clothing. After boarding payment requests are generated, admins review, edit if necessary, and approve all payment requests prior to submitting them to finance.

Once payment requests are submitted, finance will receive an email notification that the payment request report is ready for review. The system supports multiple finance user roles and provides admins with the ability to specify separate payment accounts for line item groups.

## Reports

After payment requests are submitted, DSS Finance and Finance users will receive an email notification. Upon receipt of the notification, the DSS Finance and Finance users can log into the system to retrieve the Request for Payments report.

1. Click on the 'Reports' menu item in the left navigation and select 'Request for Payment'.



2. The report will display a breakdown of the payment request amounts by licensing agency, facility, and child. Amounts displayed in black are associated with payment accounts that your role is responsible for paying. Amounts in red may be hidden by clicking the 'Toggle Amounts in Red' link at the top of the report.

### Request For Payment Report » report showing submitted payment requests

Month  Year

[Toggle Amounts in Red](#)

#### ABC-123 : Faith in Families - 123-123

232 Gilmer Street, Suite 206 , Reidsville, NC-North Carolina, 27320

#### ABC-222 : The Smith Family - 343-222

123 River Road, , Reidsville, NC-North Carolina, 27320

Chris Cox (State)	\$275.81
Gary Vine (IV-E)	\$356.00
SSA	\$187.52
<b>Total</b>	<b>\$819.33</b>

#### ABC-123 : Faith in Families - 123-123

232 Gilmer Street, Suite 206 , Reidsville, NC-North Carolina, 27320

Barbara Broadwell (Half-Board)	\$356.71
James Green (IV-E)	\$270.97
Walter Snow (Half-Board)	\$0.00
SSI	\$56.23
Bob Barker (IV-E)	\$250.00
SSI	\$45.97
<b>Total</b>	<b>\$979.88</b>