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BROADCAST 5877

DATE: October 2, 2009

TO: Local Department of Social Services Directors, Foster Care and Adoption Supervisors and Staff, Licensed Child Placing Agencies, CSA Coordinators, Foster and Adoptive Parents

FROM: Paul D. McWhinney, Director, Division of Family Services  
Therese Wolf, Foster Care Program Manager

TIME: 10:45 a.m.

SUBJECT: Rate Structuring for Additional Daily Supervision: Forms

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This Broadcast is the fifth in a series regarding rate structuring for enhanced maintenance payments made to foster parents for Additional Daily Supervision (ADS) that went into effect on Oct. 1, 2009. [Broadcast 5690](#) issued June 17, 2009, [Broadcast 5774](#) issued August 5, 2009, [Broadcast 5790](#) issued August 17, 2009 and [Broadcast 5841](#) issued September 18, 2009 provide additional information.

### Forms

In support of the requirements in the “Additional Daily Supervision: Rate Structuring for Enhanced Maintenance Payments Guidance,” the Department developed and posted the following forms to be used by LDSS and foster parents. These forms will be available on the LDSS internal SPARK forms page at <http://spark.dss.virginia.gov/divisions/dgs/warehouse.cgi>, the Department’s public web site at <http://www.dss.virginia.gov/family/fc/forms.cgi>, or through the public web page on rate structuring at <http://www.dss.virginia.gov/family/fc/forms.cgi>. The forms that will be used in implementing the ADS Rate Structure are:

1. The “**Virginia Enhanced Maintenance Assessment Tool (VEMAT)**” used only by trained VEMAT raters approved by the LDSS to determine the enhanced maintenance rate for ADS;
2. The “**Financial Agreement for Local Department of Social Services Approved Providers (Foster Parents)**” which is a revision of the Financial Agreement form previously on-line in SPARK;
3. The “**Request for VEMAT Review**” used by the foster parent or Guardian ad Litem to request a review of the VEMAT results and consideration of readministering the VEMAT;
4. The “**LDSS Response to Request for VEMAT Review**” used by LDSS to respond in writing to the request for a review of the VEMAT results; and
5. The “**Request for VEMAT Administration Due to Change in Child’s Behaviors**” used by foster parents to have a new VEMAT administered as a result of sustained changes in the child’s behaviors.

These forms can be downloaded from the web site, completed, and printed (when applicable). They can also be printed and completed by hand. The “Request for VEMAT Review” and the “Request for VEMAT Administration Due to Change in Child’s Behaviors” can also be downloaded, completed and emailed to the appropriate person at the LDSS.

Regarding the “Financial Agreement” form, LCPAs are requested to specify the basic and enhanced maintenance rate for ADS separately in their foster parent financial agreement forms to ensure that the two rates are clearly identified.