

Filing a Claim:

1. **Request a Foster Parent Reimbursement Claim form (DSHS 18-400x Rev. 12/04), OR a Third Party Claim form (DSHS 18-400Ax Rev. 12/04) as appropriate from the child's assigned DSHS social worker.**
2. **Provide all the requested information on the claim form (except in social worker section).**
3. **Attach all the required documentation indicated on the claim form.**
4. **Sign and date the claim form, and submit it to the child's assigned DSHS social worker within thirty (30) days of an occurrence.** (Claims one year old are rejected.)
5. **The DSHS social worker will submit your claim to the DSHS/Children's Administration for processing.**

How does the Reimbursement and Liability Plan work?

The Plan works in a similar manner to a homeowner insurance policy. Whenever you experience property damage, loss, or emergency medical treatment expense, you must file a claim.

Assistance/Questions:

Foster parents who have questions concerning completion of claim forms and required substantiating documentation should contact the child's assigned DSHS social worker.

Social workers who have questions regarding the PLAN or the filing of claims should address them to:

DSHS/Children's Administration
P.O. Box 45710 (Mailstop 45710)
Olympia, WA 98504-5710
Telephone No: (360) 902-0286
Email: MNEA300@dshs.wa.gov

Our Internet Website is:
www.dshs.wa.gov



Foster Parent Reimbursement & Liability Plans



Foster Parent Reimbursement Plan:

Provides some financial relief to foster parents and their household members who incur property damages, losses, and emergency medical treatment expenses which are caused by their foster/respice care/VPP children during placement in their foster family home.

Eligibility:

Foster parent's licensed by the Department of Social and Health Services (DSHS) or DSHS-certified child-placing agency who are providing approved DSHS-funded foster care services to children in the care, custody, and supervision of DSHS or a DSHS-certified child-placing agency, OR providing approved DSHS-funded respice care, or VPP care to developmentally disabled children.

Some occurrences not covered:

Motor Vehicles, Aircraft, Watercraft:

Losses related to the operation of any motor vehicle, aircraft, or watercraft. (Does not include inoperable, stored, or parked vehicles, aircraft, or watercraft.)

Unsubstantiated:

Losses not substantiated as having been caused by foster/respice care/VPP child. A police/fire department report must be attached for claims over \$250/property or \$100/cash, or fire.



Valuable Items:

Items that are high value or appreciate which include, but are not limited to antiques, heirlooms, jewelry (original cost over \$100), figurines, and coin collections.

Some reimbursement limitations:

Property Damage/Loss Items:

Limited to the repair/cleaning cost or substantiated replacement value up to \$5,000 Maximum per Occurrence.



Emergency Medical:

Limited to costs incurred for receiving emergency medical treatment services not payable or required to be provided elsewhere, up to \$1,000 Maximum per Occurrence.

Dental & Vision Expenses:

Limited to costs not payable under a medical/dental plan up to \$5,000 Maximum per Occurrence.

Veterinary Expenses:

Limited to treatment expenses incurred up to \$500 Maximum for each occurrence. Substantiated replacement value paid for losses up to \$5,000 Maximum per Occurrence.

Foster Parent Liability Plan:

Provides coverage for payment to third parties resulting from an act of foster parents or their foster/respice care/VPP children.

Excess Coverage:

Foster parents must access any available insurance coverage prior to coverage under the plan.

Payments:

Payments are limited to \$25,000 per Occurrence.

Legal Defense:

Legal Defense may be available to Foster Parents who have claims (lawsuits filed against them) through the Office of the Attorney General (ATG) who face legal action resulting from their role as foster parents.

