

**Foster Care for Children with Intellectual or Developmental Disabilities**

**Monthly Child Financial Ledger**

Name of foster provider(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Child Foster Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| 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 #/  Description\* | Initials |
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| **Termination of foster care services (if applicable)** | | | | Ending balance (next month’s beginning balance) | | $ |  | |
| Date of last evening in the foster home | | |  | Date termination reported to DD Services Coordinator | | |  | |
| Reason for termination | |  | | | | | | |
| Child’s personal spending balance must be transferred to the child’s legal guardian: | | | | | | | | |
| Date transferred | |  | Method of balance transfer | |  | | | |

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| **Signature Key** |  | |
| **Name (print)** | **Name (signature)** | **Initials** |
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\*When any single item costing 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**

**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 item costing 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.



**Foster Care for Children with Intellectual or Developmental Disabilities**

**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 PIF (Personal Incidental Funds/personal spending):  Checking  Savings | |
| 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 | Amount  (-) | PIF  Balance | Receipt #/  Description\* | 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 |  | | SAMPLE | Child’s weekly spending | $10.00 | $105.00 |  | mj |
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| **Termination of foster care services (if applicable)** | | | | Ending balance (next month’s beginning balance) | | $105.00 |  | |
| Date of last evening in the foster home | | |  | Date termination reported to DD Services Coordinator | | |  | |
| Reason for termination | |  | | | | | | |
| Child’s personal spending balance must be transferred to the child’s legal guardian. | | | | | | | | |
| Date transferred | |  | Method of balance transfer | |  | | | |

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

\*When any single item costing 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.