


KVC Behavioral HealthCare, Inc.		SECTION:	CPA
	POLICY: Foster Home Recruitment Fee	POLICY #:	85
		PAGE:	1 of 2
		ORIGINAL DATE:	
		APPROVED DATE:	

I. Purpose:/Objective: KVC is continually recruiting qualified foster homes. Staff and KVC foster homes can recommend and recruit new foster homes.

II. Policy Text:

A. KVC Foster homes and Employees can recruit and recommend new foster homes for KVC Sponsorship. When recruited homes complete the licensing process and have a placement for at least 90 days, the foster home or employee will be given a recruitment fee.

III. Scope:

A. KVC Kansas

IV. Responsibilities: It is the responsibility of each KVC employee to understand the process for recruiting potential foster homes.


V. Procedure:

A. When a foster parent or employee is referring a potential foster home to be newly sponsored by KVC, they will need to notify the CPA supervisor of the referral.

B. Foster parents and employees will be eligible for the recruitment fee when the referred home completes the following:

1. TIPS-MAPP or TIPS-Deciding Together
2. Licensing process, with KVC as their sponsor
3. Has a placement in their home for at least 90 days.

C. When a foster home has completed the requirements, the CPA supervisor shall notify the CRS supervisor. The CRS supervisor will then submit a check request through accounting, so the home or employee can receive their recruitment fee.

KVC Behavioral HealthCare, Inc.		SECTION:	CPA
	POLICY: Foster Home Recruitment Fee	POLICY #:	85
		PAGE:	2 of 2
		ORIGINAL DATE:	
		APPROVED DATE:	

I. Revision History:

Date	Revision Number	Change	Reference Section	Board Approval Date

II. Review History:

Date	Purpose of Review