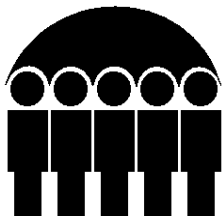


September 18, 2009

Employees' Manual  
Title 15  
Chapter C Appendix

# **FOSTER GROUP CARE SERVICES CONTRACTING APPENDIX**



Iowa  
Department  
of  
Human Services

[FOSTER GROUP CARE SERVICES PROVIDER HANDBOOK](#)



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

September 18, 2009

## GENERAL LETTER NO. 15-C-AP-25

ISSUED BY: Bureau of Purchasing Services, Division of Fiscal Management

SUBJECT: Employees' Manual, Title 15, Chapter C, **FOSTER GROUP CARE SERVICES CONTRACTING APPENDIX**, Title page, new; Contents (page 1), new; and

**Foster Group Care Services Provider Handbook**, Title page, new; Contents (pages 1 and 2), new;

Chapter A. *Introduction*, Contents, page 1, revised; pages 1 through 10, new; and form 470-3057, *Verification of Receipt of Handbook*, new

Chapter B. *Contract*, Contents, page 1, revised; pages 1 through 42, new; and the following forms:

- 470-3052 *Foster Group Care Services Contract*, new
- 470-3051 *Foster Group Care Services Contract Face Sheet*, new
- 470-0670 *Report of On-Site Visit*, unchanged
- 470-3053 *Amendment of Foster Group Care Services Contract*, new
- 470-3054 *Contract Renewal and Evaluation Guide*, new

Chapter C. *Establishment of Rates*, Contents, page 1, revised; pages 1 through 18, new; and form 470-4414, *Financial and Statistical Report for Remedial Services*, unchanged

Chapter D. *Program Requirements*, Contents, page 1, revised; and pages 1 through 30, new

Chapter E. *Billing and Payment*, Contents, page 1, revised; and pages 1 through 12, new; and the following forms:

- 470-3055 *Referral and Authorization for Child Welfare Services*, unchanged
- 470-0020 *Purchase of Service Provider Invoice*, unchanged
- S472N013 *Provider Statement*, new
- S472N087-1 *Provider Invoice Status Report*, new

Chapter F. *Audits, Sanctions, and Appeals*, Contents, page 1, revised; and pages 1 through 21, new; and form 470-3366, *FGCS Billing Audit Adjustment Summary*, new

## Summary

Administrative rules in 441 Chapter 152 related to new *Foster Group Care Services Contract*, were effective July 1, 2009, and published in the Iowa Administrative Bulletin on May 6, 2009, as ARC 7741B.

This letter issues a new ***Foster Group Care Services Provider Handbook***, which describes the foster group care services program and contracting requirements, and is published as an appendix to Employees' Manual 15-C, ***FOSTER GROUP CARE SERVICES CONTRACTING***. The manual includes the following six chapters:

- ◆ **Chapter A. Introduction**, which includes a program overview, organization of the handbook, and verification of receipt of the handbook.
- ◆ **Chapter B. Contract**, which includes the process for developing new contracts, renewals, amendments, and terminations. Outlines contract terms and conditions.
- ◆ **Chapter C. Establishment of Rates**, which includes a description of the negotiated rate process and financial reporting and record keeping requirements.
- ◆ **Chapter D. Program Requirements**, which outlines program requirements related to licensure, staffing, service provision, maintenance of records, other program documentation, and compliance with laws.
- ◆ **Chapter E. Billing and Payment**, which includes an overview and description of service referral, authorization, billing and payment processes.
- ◆ **Chapter F. Audits, Sanctions, and Appeals**, which includes information on independent audits, fiscal audits, billing review procedures, provider sanctions, and appeal procedures.

## Effective Date

July 1, 2009

## Material Superseded

None

## Additional Information

Refer questions about this general letter to your service area manager or the Bureau of Purchased Services.