

FOSTER PARENT REPORT OF STOLEN/DAMAGED PROPERTY OR PERSONAL INJURY

Foster Parent(s) Name: _____

Address: _____

Phone: _____ License No.: _____

COMPLETE DESCRIPTION OF DAMAGED/STOLEN PROPERTY OR NATURE OF INJURY:

LOCATION AT TIME OF INCIDENT: _____

DATE AND TIME OF LOSS/INJURY OR FIRST INDICATION ITEM(S) MISSING/DAMAGED:

CIRCUMSTANCES:

POLICE WERE NOTIFIED: DATE: _____ TIME: _____

(The police must be notified of incidents of theft or personal injury.)

NAME OF POLICE DEPARTMENT: _____

POLICE REPORT NO.: _____

POSSIBLE SOURCES OF INFORMATION (List Names and Addresses of Witnesses):

NAME OF FOSTER CHILD RESPONSIBLE: _____

NAME OF CHILD'S CASE WORKER: _____

HOW WAS IT DETERMINED THAT THIS CHILD IS RESPONSIBLE?

NAME OF OCS EMPLOYEE TO WHOM INCIDENT FIRST REPORTED: _____

OFFICE LOCATION: _____ DATE REPORTED: _____

PRECAUTIONS TAKEN TO AVOID OR PREVENT LOSS/DAMAGE OR INJURY:

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE ABOVE
STATEMENTS ARE TRUE AND CORRECT.

Foster Parent Signature

Date

INSTRUCTIONS FOR USE OF FORM 06-9440
FOSTER PARENT REPORT OF STOLEN/DAMAGED
PROPERTY OR PERSONAL INJURY

PURPOSE: This form is used to report a direct financial loss to a foster parent arising out of the following types of circumstances:

1. loss of foster parents' property or belongings not covered by insurance policies which was caused by a foster child placed by the Office of Children's Services; or
2. physical injury to a member of the foster parents' household by a foster child which resulted in medical expenses not covered by other insurance policies.

Directions:

1. Foster parents must report the loss to the local law enforcement agency having jurisdiction in that area;
2. report the loss to the child's worker or the office which placed the child by means of this form. The loss must be reported within 72 hours of the occurrence; and
3. the report requires the foster parents to specify the exact nature of the loss or injury, as well as the circumstances, and to give notice to law enforcement. In addition, they must show evidence that it was determined that the foster child was responsible for the loss, and that the foster parents were providing adequate supervision and exercised reasonable precautions to prevent the occurrence.

ACTION OF REPORT:

Requests for reimbursement which are made as a result of a loss reported on this form are made by a worker using form 06-9695, "Request for Special Needs Funds for Foster Care", and must receive approval from a regional manager if the expenditure is under \$300, and additionally from the field administrator if over \$300. No expenditures can be authorized prior to approval.