

Child incidental payments – Who pays for what? Residential care service provision by service providers.

1. Purpose

To identify who is responsible for paying expenses for children/young people in service provider contracted residential care.

2. Scope

This agreement covers residential care service agreements established and executed prior to 13 August 2020.

3. Authority

3.1 Legislative context

Please refer to the [Legislation and standards](#) service provision requirement page on the service provider area of the Department for Child Protection (DCP) website.

3.2 DCP requirements

- [DCP Contract Management Framework](#)
- [DCP Contract Performance Management Framework](#)
- [DCP Performance Measurement Specification](#)

4. Requirements

4.1 Who is responsible for paying expenses for children/young people in service provider contracted residential care?

The residential care contract payments include funding to cover the day-to-day ordinary costs, such as food, clothing, recreation, entertainment, basic medical costs, travel etc., when caring for a child or young person in a residential care placement.

Any DCP contributions to child incidental costs will require pre-approval and be documented in the child or young person's approved case plan.

The information in Attachment 1: Child incidental payments table summarises who is responsible in relation to payment of various expenses for children in contracted residential care.

4.2 Exceptions

DCP has established this guidance to maintain consistency for service providers. The information in Attachment 1 provides a clear outline of the expenses for which service providers are responsible.

Sometimes exceptions may need to be considered when extraordinary, one-off situations arise where service providers face additional expenses because of the circumstances of the child or young person. Such exceptions must be discussed with the DCP contract manager. These exceptions may be required to be managed via contract variation processes.

4.3 Prior approval to purchase items outside of agreed contract items

It is essential that the DCP contract manager give approval prior to the purchase of goods or services for which the service provider wishes to be reimbursed that are outside of the contracted items listed.

The contract manager will be required to provide prior approval of any amounts outside of the approved contract value and these amounts may be required to be recorded as a variation to the contract.

5. Compliance, monitoring and evaluation

Compliance with this agreement will be measured in line with the [Contract Performance Management Framework](#).

As part of the Policy Governance Framework, this document will be reviewed and updated by Finance and Corporate Services in accordance with the review date shown at 'Document Control'.

Document control

Reference No./ File No.			
Document Owner		Lead Writer (name, position)	
Directorate/Unit: Finance and Corporate Services		Jessica Brodie Senior Project Officer	
Accountable Director: Joanne Male			
Commencement date	2 May 2022	Review date	1 July 2025
Risk rating Risk Assessment Matrix	Consequence Rating	Likelihood	Risk Rating
	Minor	Unlikely	Low

REVISION RECORD		
Approval Date	Version	Revision description
1 April 2022	V1.2	Reviewed in line with review date. Formatting changes only to comply with current requirements. Table formatted as attachment 1.
17 June 2019	V1.1	Amended to clarify property and vehicle insurance and education costs.
21 May 2019	V1.0	New document

Attachment 1: Child incidental payments table

Child and/or young person needs	Service Provider Financial Responsibility (what residential care providers are expected to cover)	Additional DCP funding assistance that may be available.
Accommodation and vehicles		
<u>Housing</u> Wear and tear Repairs, maintenance and damage Insurance	All housing and vehicle costs covered by service provider in line with approved contract.	It is the expectation of DCP that all residential care providers will have insurance coverage and will draw on that insurance as required to support repairs, maintenance and damage. Any property or vehicle damage that is not covered by the service provider's insurance cover will need to be discussed with DCP to determine liability.
Household goods and services	All costs covered by service provider in line with approved contract.	
Home help and equipment	All costs covered by service provider in line with approved contract.	
Food		
Food	Nutritious daily meals and snacks, including school lunches and recess meals.	
Clothing, footwear, and personal care		
Clothing and footwear	All clothing and footwear.	
Personal care	All personal care products including toiletries, general hygiene items, nappies etc. Haircuts. Ear or other body piercing (only with pre-approval from DCP).	
Transport		
Transport	Transport to and from routine, everyday activities and events such as; preschool and school, babysitting and child care, leisure and sporting activities, one-off medical, dental or specialist appointments. Bus and train fares.	

Child and/or young person needs	Service Provider Financial Responsibility (what residential care providers are expected to cover)	Additional DCP funding assistance that may be available.
	Transport to non-everyday appointments and activities specific to a child or young person in care. Non-everyday travel may include travel to/from: <ul style="list-style-type: none"> • respite care (in liaison with respite carer) • ongoing and recurring specialist medical, dental and psychological (e.g. therapy) appointments. • cultural connection activities and events • family contact and reunification (optional – see Family Contact and Reunification information). 	
Motor vehicle (general)	For each vehicle, the service provider is responsible for: <ul style="list-style-type: none"> • fuel • maintenance and running costs • maintaining registration and roadworthiness. 	
Motor vehicle (insurance)	Motor Vehicle Insurance – damage to service provider vehicles: <ul style="list-style-type: none"> • the service provider is required to have (as a minimum) Third Party Property Damage Insurance • the service provider is required to claim on the service provider insurance in the first instance. 	Any vehicle damage that is not covered by the service provider’s insurance cover will need to be discussed with DCP to determine liability.
Education		
Education	All children and young people in care are eligible for a school card. Education costs including: <ul style="list-style-type: none"> • preschool fees • books and stationery • school uniforms and footwear • excursions • Travel to/from school (except where the school is outside your local area, but only when approved by DCP) • school photos. 	Education costs including: <ul style="list-style-type: none"> • school camps (overnight stays) • contributing toward the cost of a young person’s year 12 formal • arranging tutoring (may be through Department for Education or The Smith Family) • travel to/from a school outside of your local area, but only when approved by DCP

Child and/or young person needs	Service Provider Financial Responsibility (what residential care providers are expected to cover)	Additional DCP funding assistance that may be available.
	<p>NOTE: Approval for ALL non-government (private) school enrolments must be obtained prior to enrolling a child or young person (even if you are willing to pay for all the costs associated with the child or young person attending the non-government school). Please discuss your options with your case manager.</p>	<ul style="list-style-type: none"> • additional school photos for parents, extended family members, or the child or young person's file • an overseas educational exchange or travel experience (e.g. Spirit of Science) • contributing to special education supports in non-government schools only (but only when part of the child or young person's Education Plan) • the hire of clothing and/or equipment required for a school trip or activity (e.g. snow trip) • school uniforms where a placement changes necessitating changes of school within the school year. <p>DCP may contribute towards the partial or full costs of pre-approved non-government school fees. Please discuss with your case worker and contract manager.</p> <p>DCP will ensure that young people are aware of the TAFE initiative to waive fees for young people under, or previously under, guardianship of the Chief Executive.</p>
Recreational and social activities	Social and leisure activities (hobbies) Entertainment including: <ul style="list-style-type: none"> • outings (including lunches, snacks and nibbles) • toys • safety equipment (including but not limited to bike helmets, knee and elbow protectors and other sporting protective equipment) • holiday and recreational camps • holiday activities and events. 	Specialist sports training, coaching or activities and events at an elite or representative level (e.g. SAPSASA or representing South Australia).
Extra-curricular activities	service providers are expected to pay for the costs of at least one extra-curricular activity per school term as agreed to with DCP. This includes:	

Child and/or young person needs	Service Provider Financial Responsibility (what residential care providers are expected to cover)	Additional DCP funding assistance that may be available.
	<ul style="list-style-type: none"> ongoing costs associated with sporting activities (e.g. weekly fees), uniforms and equipment ongoing costs associated with recreational activities (eg weekly fees), uniforms and equipment club memberships, equipment and events (eg Scouts). 	
Life skills	Undertake a life skills program of relevant to child's age.	
Pocket money and savings	Provide weekly pocket money in line with DCP pocket money guidelines The suggested rates are available on the DCP website. Assist the child or young person develop savings and budgeting plans and develop money management skills	
Family and community relationships		
Cultural connections	Support for children to be involved in cultural connection activities.	DCP may assist with covering the cost of cultural connection camps or activities for Aboriginal or Torres Strait Islander children or cultural activities for children from other cultural backgrounds
Gifts and presents	Gifts for birthdays, Christmas, other religious festivals or special events. Birthday parties and special parties for the child or young person.	DCP will contribute toward the cost for 18th birthday parties for young people in non-family based care or independent living only. DCP will pay for a birthday and Christmas gift (or appropriate alternative e.g. voucher) for a child or young person (in addition to gifts the service provider gives him/her). Providers should discuss the appropriateness of gifts purchased by DCP with the child's case worker prior to the event. DCP may contribute toward the cost of gifts from the child to parents or siblings for birthdays and special occasions, where this is assessed as being appropriate, especially during a period of reunification.

Child and/or young person needs	Service Provider Financial Responsibility (what residential care providers are expected to cover)	Additional DCP funding assistance that may be available.
Family contact and reunification	Co-operate with family reunification plans. Reasonable costs as agreed and documented in the case plan.	
Court, legal, and official documents		
Court attendance Legal costs Official documents	Transport and support for court attendance	<p>DCP may cover all legal costs subject to consideration by DCP legal services.</p> <p>A copy of the child or young person's birth certificate. If additional copies are required, please discuss this with the child's case worker.</p> <p>Obtaining a passport.</p> <p>Costs associated with locating or retrieving other personal records.</p>
Healthcare		
Physical, emotional, and behavioural.	<p>Basic medical treatment including everyday visits to a general practitioner (GP). This includes any Medicare gap payment applied</p> <p>One-off treatments through a registered alternative health provider</p> <p>Optometrist consultations (bulk billed)</p> <p>All over-the-counter medications, prescriptions, pharmaceuticals or natural remedies/medications for every-day, temporary conditions and ailments. For example: a visit to the doctor and a subsequent prescription for antibiotics for tonsillitis.</p> <p>Minor dental procedures (e.g. local anaesthetic, fillings and routine procedures)</p> <p>NOTE: All non-basic medical treatment must be pre-approved by DCP.</p> <p>Private health cover:</p> <p>DCP may cover the private health cover gap costs for specific medical or dental treatment, but only when pre-approved by DCP and in specific circumstances (see 'Additional DCP funding assistance that may be available' opposite).</p>	<p>Medicare card and Health Care card: All children in care will have a Medicare card and are eligible to receive a government Health Care card. If a child in your care does not have either of these cards please contact your child's case worker.</p> <p>Public health and dental care: Children in care have priority access to public health and dental services. Medical and dental treatment should, in the first instance, be carried out through the public health and dental system. Initial health and dental assessments need to be arranged by the child's case worker.</p> <p>DCP may cover the costs for:</p> <ul style="list-style-type: none"> • on-going treatment for chronic conditions through a registered health provider • pre-approved ongoing alternative health treatment from registered providers • prescription medication not covered by the Pharmaceutical Benefits Scheme (PBS) • optical costs (frames and lenses)



Child and/or young person needs	Service Provider Financial Responsibility (what residential care providers are expected to cover)	Additional DCP funding assistance that may be available.
		<ul style="list-style-type: none"> • ambulance cover • specialist medical and allied health services, as recommended by a general practitioner, specialist or other qualified professional where the child is not able to access the service in the public health system (particularly speech therapy, occupational therapy and physiotherapy) • counselling, therapy and other psychological interventions • costs of dental services not available in the public system. For example: dental treatment for a child/young person, requiring general anaesthetic, not eligible for services at the Women’s and Children’s Hospital.