

LICENSED FOSTER CARE SITTER / HOME HEALTH SERVICES

Sitter/Home Health Services may be available when there is a need for one-on-one oversight for a child in a placement.

The following documents are required per service:

- Level 2 background screening with fingerprints.
- Affidavit of Good & Moral Character.
- W-9, EFT Form (with voided check)
- State Issued Picture ID.
- Rate Agreement per Child.
- Weekly Timesheet.

Who is responsible for payment?

- **Out of Home Care** is responsible for the service if at the time of placement in licensed care, the provider requests additional assistance for the child to maintain the placement.
- **Case Management Organization** has the discretion to use the service in the following, but not limited to, situations: school transition, summer camp needs, etc. Consultation with the applicable NWF Health Network Circuit Administrator is recommended. The Circuit Administrator shall be consulted with by the CMO when a potential budgetary concern is suspected as due to Sitter/Home Health Services.

Rate Agreements per child are completed by the NWF Health Network Out of Home Care Director or their designee.

Sitters/Home Health Providers are contracted providers who are paid 30 days from the time a completed invoice and supporting documents are submitted to Tara Stancel (Tara.Stancel@nwfhealth.org) and Amia Nunn (Amia.Nunn@nwfhealth.org) for a Purchase of Service (POS) completion.

The Electronic Funds transfer (EFT) form initiates direct deposit (there are two versions, one for an individual and the other one for a business). A voided check or a letter from their bank that includes the routing and account number must be attached. All new providers are required to receive a paper check for their first payment.

To ensure there are no delays with processing the timesheet, providers should use an electronic version of the attached timesheet for submission. The timesheet has been prepared with settings and formulas to simplify entry as well as review. Providers are to use 15-minute intervals.

Where do I begin?

1. NWF Health Network team members will submit paperwork for background screenings.
2. Gather documents for accounting: W9, EFT Form (letter from bank with account number), copy of driver license, and rate agreement.
3. Ensure the provider is set up in Florida's Safe Families Network system (FSFN). If a provider is not in FSFN, please contact the NWF Health Network Data Team to create provider.

Process to have POS processed:

1. Enter POS in CoBris and attach all required documents.
2. POS is sent to the Accounting Department for approval.
3. Accounting sends the approved POS with POS # to Vouchering for entry into FSFN.
4. Once entered in FSFN a check write file is produced and sent to accounting for a check to be processed.
5. The entire process can take up to 30 days.