

Purpose of form

Form 04FE003E is used by the emergency foster care contractor to request an increase in the rate of care for a child in the custody of the Oklahoma Department of Human Services (OKDHS) and describe special needs of the child that justify the request.

Instructions

Contractor staff prepares the form, entering the Children and Family Services Division (CFSD) representative's name and mailing address. The requested effective date for increased payment and the child's identifying information are provided. A description of the condition(s), special service and care needs, essential supplies, and equipment required that qualify the child for the increased rate is given. The frequency and intensity of services and special needs are explained, for example, appointments, feeding, medical care, supervision, and costs to the provider of supplies and equipment.

Routing

Original - CFSD, Foster Care programs field representative
Copy - CW case record
Copy - contractor file