

# SOUTHEAST CHILD AND FAMILY SERVICES

## FOSTER PARENT PAYMENT SCHEDULE

### APRIL 2018

05-Apr-18      END OF THE MONTH CHILD MAINTENANCE PAYMENTS ( March 16 -31, 2018)  
 09-Apr-18      RESPITE FOR MARCH 2018  
 20-Apr-18      REIMBURSEMENTS  
 20-Apr-18      MID MONTH CHILD MAINTENANCE PAYMENTS  
 30-Apr-18      RESPIE TIMESHEETS DUE (APRIL 1 - 30, 18)  
 30-Apr-18      REIMBURSEMENT CUT OFF

### MAY 2018

05-May-18      END OF THE MONTH CHILD MAINTENANCE PAYMENTS (April 16 - 30, 2018)  
 07-May-18      RESPITE FOR APRIL 2018  
 18-May-18      MID MONTH CHILD MAINTENANCE PAYMENTS  
 18-May-18      REIMBURSEMENTS  
 31-May-18      RESPIE TIMESHEETS DUE (MAY 1 - 31, 18)  
 31-May-18      REIMBURSEMENT CUT OFF

### JUNE 2018

05-Jun-18      END OF THE MONTH CHILD MAINTENANCE PAYMENTS (May 16 -31, 2018)  
 07-Jun-18      RESPITE FOR MAY 2018  
 20-Jun-18      MID MONTH CHILD MAINTENANCE PAYMENTS  
 20-Jun-18      REIMBURSEMENTS  
 30-Jun-18      RESPIE TIMESHEETS DUE (JUNE 1 - 30, 18)  
 30-Jun-18      REIMBURSEMENTS CUT OFF

### \*\*\* IMPORTANT INFORMATION

#### FINANCE DEPARTMENT PROCESSES

REIMBURSEMENTS	SUBMIT TO CHILD'S SOCIAL WORKER FOR APPROVAL
TRAVEL	SUBMIT TO CHILD'S SOCIAL WORKER FOR APPROVAL
FAMILY VISITS	SUBMIT TO CHILD'S SOCIAL WORKER FOR APPROVAL
ADDITIONAL RESPITE	SUBMIT BY:
ATTENTION: LAURA	FAX: 204-947-9418 EMAIL: <a href="mailto:RESPITE@SECFSS.ORG">RESPITE@SECFSS.ORG</a> DIRECT: 4TH FLOOR - 360 BROADWAY AVE.
UNPAID ITEMS	IF YOU HAVE SUBMITTED AN ITEM THAT HAS NOT BEEN PAID OR THERE ARE ANY DISCREPANCIES, PLEASE CONTACT YOUR WORKER OR SEND YOUR INQUIRY TO THE FOLLOWING <a href="mailto:FINANCIAL.INQUIRIES@SECFSS.ORG">FINANCIAL.INQUIRIES@SECFSS.ORG</a> PLEASE ALLOW UP TO 3 WEEKS FROM THE DATE OF SUBMISSION BEFORE INQUIRING ABOUT ANY UNPAID ITEMS.

PLEASE ENSURE RESPITE TIMESHEETS ARE SUBMITTED ON TIME.

\*\* PLEASE NOTE DATES ARE SUBJECT TO CHANGE