

SOUTHEAST CHILD AND FAMILY SERVICES

FOSTER PARENT PAYMENT SCHEDULE

JANUARY. 2018

08-Jan-18 RESPIRE FOR DECEMBER 2017
 19-Jan-18 MID MONTH CHILD MAINTENANCE PAYMENTS
 19-Jan-18 REIMBURSEMENTS
 31-Jan-18 RESPIRE TIMESHEETS DUE (JANUARY 1 - 31, 18)
 31-Jan-18 REIMBURSEMENT CUT OFF

FEBRUARY. 2018

05-Feb-18 END OF THE MONTH CHILD MAINTENANCE PAYMENTS (January 16 -31, 2018)
 07-Feb-18 RESPIRE FOR JANUARY 2018
 20-Feb-18 MID MONTH CHILD MAINTENANCE PAYMENTS
 20-Feb-18 REIMBURSEMENTS
 28-Feb-18 RESPIRE TIMESHEETS DUE (FEBRUARY 1 - 28, 18)
 28-Feb-18 REIMBURSEMENT CUT OFF

MARCH.2018

05-Mar-18 END OF THE MONTH CHILD MAINTENANCE PAYMENTS (February 16 - 28, 2018)
 07-Mar-18 RESPIRE FOR FEBRUARY 2018
 20-Mar-18 MID MONTH CHILD MAINTENANCE PAYMENTS
 20-Mar-18 REIMBURSEMENTS
 31-Mar-18 RESPIRE TIMESHEETS DUE (MARCH 1 - 31, 18)
 31-Mar-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: RESPITE@SECF.S.ORG 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 FINANCIAL.INQUIRIES@SECF.S.ORG 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