

## SOUTHEAST CHILD AND FAMILY SERVICES

### FOSTER PARENT PAYMENT SCHEDULE

#### JULY. 2018

05-Jul-18 END OF THE MONTH CHILD MAINTENANCE PAYMENTS ( June 16 -30, 2018)  
09-Jul-18 RESPIRE FOR JUNE 2018  
20-Jul-18 REIMBURSEMENTS  
20-Jul-18 MID MONTH CHILD MAINTENANCE PAYMENTS  
31-Jul-18 RESPIRE TIMESHEETS DUE (JULY 1 - 31, 18)  
31-Jul-18 REIMBURSEMENT CUT OFF

#### AUGUST. 2018

03-Aug-18 END OF THE MONTH CHILD MAINTENANCE PAYMENTS (July 16 - 31, 2018)  
08-Aug-18 RESPIRE FOR JULY 2018  
20-Aug-18 MID MONTH CHILD MAINTENANCE PAYMENTS  
20-Aug-18 REIMBURSEMENTS  
31-Aug-18 RESPIRE TIMESHEETS DUE (AUGUST 1 - 31, 18)  
31-Aug-18 REIMBURSEMENT CUT OFF

#### SEPTEMBER. 2018

05-Sep-18 END OF THE MONTH CHILD MAINTENANCE PAYMENTS (August 16 -31, 2018)  
10-Sep-18 RESPIRE FOR AUGUST 2018  
20-Sep-18 MID MONTH CHILD MAINTENANCE PAYMENTS  
20-Sep-18 REIMBURSEMENTS  
30-Sep-18 RESPIRE TIMESHEETS DUE (SEPTEMBER 1 - 30, 18)  
30-Sep-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: RESPIRE@SECFCS.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@SECFCS.ORG PLEASE ALLOW UP TO 3 WEEKS FROM THE DATE OF SUBMISSION BEFORE INQUIRING ABOUT ANY UNPAID ITEMS.

**PLEASE ENSURE RESPIRE TIMESHEETS ARE SUBMITTED ON TIME.**

**\*\* PLEASE NOTE DATES ARE SUBJECT TO CHANGE**