

COMPLETE BIENNIAL FOSTER FAMILY AGENCY RATE REQUEST

A complete rate request must be submitted for each foster family agency program in operation (treatment and non-treatment). A complete rate request is one that contains all the required documents necessary to set the rate. This means that data is required for the corporation's **prior two fiscal years**. Please refer to the regulations and the instructions on the reverse side of each FFA form when preparing the rate request. The instructions will assist you in completing the rate request package correctly. **Please use the most current forms found on-line to complete the biennial reporting information.** The forms and documents listed in Sections 1, & 2 are required for a complete FFA rate request.

SECTION 1: REQUIRED FORMS

FCR forms:

- FCR 1FFA: Foster Family Agency Data and Certification Sheet** with original Signature;

PLEASE ensure that you complete items # 7d and 8c (EMAIL) on this form. In order to receive e-mail information, please print clearly and legibly, or type in the address by using the form on-line.

- FCR 2FFA: Program Description Checklist;**
- FCR 3FFA: Days of Care Schedule-** *Two separate* FCR 3FFAs are required; **one for each reporting period.** Use actual data, do not average or estimate;

SECTION 2: OTHER REQUIRED DOCUMENTS

- 1.) A list of the corporation's Board of Directors on *corporation letterhead* including full **names, titles, mailing addresses, phone numbers, e-mail address**
- 2.) Non-Profit Declaration Statement: a statement **signed and dated** by the non-profit corporation's Board of Directors;
- 3.) A copy of all current Community Care Licensing (CCL) licenses for each office, **including sub-offices;**
- 4.) Tax-Exempt status letter from either the **Internal Revenue Service (IRS)** or the Franchise Tax Board (FTB) designating the organization as tax exempt;

- 5.) A copy of your social workers' degrees as specified in Health and Safety Code Section 1506-only submit degrees of the social workers **who were hired during the biennial rate periods** (last two fiscal reporting periods);

Note: A foster family agency is to immediately notify the Department if the agency ceases to operate on a nonprofit basis, becomes inactive, suspended, or otherwise is not in good standing with the California Secretary of State (SOS).

- 6.) Copy of the Articles of Incorporation filed with the Secretary of State.

All items are required for a complete FFA rate request.

For online forms or sample documents please refer to the Foster Care Rates Bureau, Rate Application/Request Requirements website located here:

<http://www.childsworld.ca.gov/PG2393.htm>

WHERE TO SEND APPLICATION

A complete rate request/application **should be mailed** to the attention of your Rates Consultant at the following address:

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
Foster Care Rates Bureau
744 P Street, M.S. 8-11-74
Sacramento, CA 95814**