

Date: 12/29/2014

From: **SCDSS**

Subject: **Incentive for Recruitment of Resource Families**

A recruitment incentive of \$200 is available to existing foster families licensed by SCDSS. The criteria to be eligible for an incentive payment is:

A - Currently licensed Resource Families recruit and mentor potential families

B – Referred family must be eligible and complete the licensing process.

C – Referred family must accept their first placement of a child.

There is no limit to the number of incentive payments to a foster family. This incentive is not available to foster homes licensed through child placing agencies (CPA).

The procedure for obtaining the payment is as follows:

1. The Resource Family who successfully recruited a new family that meets the above criteria must complete an IRS Form W-9 in order to receive the incentive payment. A Form W-9 or a copy of the Form W-9 must be submitted with each request for payment.
2. The Resource Family to whom the payment is to be made must complete and sign an invoice with the following information: their name and address, their Social Security Number and the name of the family who has been licensed. An example of an invoice is attached for reference.
3. The caseworker forwards the invoice and Form W-9 to the attention of Program Development in State Office.
4. Once the recruited family has been licensed and a placement has been made into their home, the payment is forwarded directly to the recruiting family.

A copy of Form W-9 is available from the Internal Revenue Web Site at <www.irs.gov>.

Please share this information with current Resource Families and staff who recruit, license and support these families.

This memo replaces the “Incentive for Recruitment of Foster Families” dated September 16, 2002.

Questions regarding the incentive and the status of an incentive payment should be directed to Joanne Freeman, (803) 898-0881.

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