Title: Child Related Costs – Long-term guardian support

Procedure No.: 608-2

Purpose

To inform child safety staff of the eligibility criteria for use of the Child Related Costs (CRC) account detailed in this procedure to support decision making and case planning for a child or young person who is placed with an approved foster or kinship carer who is subsequently granted the long-term guardianship of the child or young person under the Child Protection Act 1999.

General Information

As the obligations of the Chief Executive are fully assumed by the long-term guardian from the date of the making of the long-term guardianship order in the suitable person’s favour, the child no longer requires a Child Health Passport, Education Support Plan, transition to adulthood case work support or a Cultural Support Plan. In addition, where the child requires therapeutic or behavioural support or intervention, the guardian will access relevant services from within the general community.

The child does however remain eligible for related services funded through CRCs, where approved by the financial delegate.

Process

As part of the case planning process, the pre-approval of the financial delegate is required for any child related costs reimbursement or expenditure to proceed. Only delegated officers can authorise the provision of child related costs for children and young people. This is obtained by submitting a Child Related Costs Approval Form (CRC) to the CSSC manager or the relevant financial delegate who can approve the child related costs.

The only exception to this is under emergent circumstances where an eligible long-term guardian has had to seek urgent medical treatment where the costs are not covered within the fortnightly caring allowance. In such cases a CSSC manager may exercise their discretion in approving this child related cost.

The processing of approved child related costs expenditure or reimbursement is made by submitting the approved CRC with required payment documentation (receipts, invoice, etc), to a CSSC administration officer. Once processed the CRC is placed on the client file.

Wherever practical, reimbursement of CRC expenses should be processed when the accumulated total of the receipts is $50 in value or higher.

Eligible long-term guardians must be advised by their CSO that receipts for CRC reimbursement should be submitted during the current financial year and therefore be less than 12 months old.

Permanent guardians will only be eligible for Child Related Costs reimbursement, in exceptional circumstances, if the chief executive considers it necessary to ensure the
wellbeing and best interests of a child on a permanent care order, and it is identified through the review of the child’s case plan. Approval of these requests will be made by the CSSC Manager in accordance with the same criteria used to determine the payment of CRC to a long-term guardian.

For young people on dual orders (both child protection and youth justice), please refer to the procedures of the Child Safety Practice Manual Chapter 5, What if’s: 10. What if a child is also subject to youth justice intervention?

**Case plan immediately prior to applying for a long-term guardianship order**

Wherever possible, all anticipated CRC expenditures will be approved as part of the case plan for the child or approved foster or kinship carer, prior to an application being made to the Childrens Court for a child protection order seeking long-term guardianship to the child’s foster or kinship carer.

**Subsequent CRC requests**

Following the making of a long-term guardianship order to the foster or kinship carer, an eligible guardian may request reimbursement of CRCs that were not approved within the child or young person’s existing case plan. In this circumstance, the proposed costs are to be considered and pending approval, approved as ‘Emergent child related costs’ – as categorised in the Child Related Costs Approval Form.

An eligible long-term guardian is responsible for providing information or evidence (verbal or written, depending on the type or nature of the request or the cost) to the CSO, to support the application for CRCs that are not endorsed within the child or young person’s existing case plan.

Following the receipt of the request, and the supporting information or evidence, the CSO determines which child related strengths or needs the long-term guardian’s request relates to. This determination is based on the information or evidence provided by an eligible guardian, given that the case plan for the child may not reflect the child or young person’s current strengths or needs.

Following approval of the CRC request, the approved CRC expenditure/s may be immediately incorporated in the child or young person’s case plan. Alternatively, the approved CRC expenditure/s will be incorporated in the child or young person’s case plan during the next scheduled case plan review (where the approved CRC expenditure/s is to continue beyond the date of the case plan review).

**Long-term guardian support (Account code: 54450)**

This account category is used to capture all ‘Medical’, ‘Travel’, ‘Carer Support’, ‘Outfitting’, ‘Education Support’ and ‘Client Support and Family Contact’ CRC expenditure/s for a child subject to a long-term guardianship order to an eligible guardian, instead of the usual account codes nominated in all other CRC policies and procedures.

While the child or young person subject to the long-term guardianship order to a suitable person is eligible for all types of expenditures identified in related CRC policies and procedures, the request by an eligible long-term guardian for CRC approval must be indicative of a significant and/or ongoing cost in relation to the child. What constitutes a significant and/or ongoing cost is a matter for determination by the relevant financial delegate, having regard to the circumstances of the long-term guardian and the needs of the child.

In addition to these procedures, all other requirements outlined under each account code within the relevant CRC policies and procedures (‘Medical’, ‘Travel’, ‘Carer Support’, ‘Outfitting’, ‘Education Support’ and ‘Client Support and Family Contact’) are to be met, except as outlined below.
Where the CRC request is made following the making of a long-term guardianship order to an eligible guardian and the CRC is not approved within the case plan that was submitted to the Childrens Court prior to the making of the order:

- the child or young person’s medical or educational needs are not required to be documented in a health assessment or an education support plan
- the child or young person is not required to have their needs documented in a current child strengths and needs assessment, or case plan
- the long-term guardian is not required to have a Placement Agreement.

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**Records File No.:**

**Date of approval:** 15 December 2011  
**Date of operation:** 11 January 2012  
**Date to be reviewed:** December 2014 (Minor update 18 October 2018)

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**Office:** Department of Child Safety Youth and Women  
**Help Contact:** Operational Support

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**Links**

**Related Legislation or Standards:**

Financial Accountability Act 2009  
Child Protection Act 1999

**Related Government Guidelines:**

Statement of Commitment between the Department of Child Safety, foster care services and the carers of Queensland

**Related Departmental Policy:**

Child Related Costs – Travel (595)  
Child Related Costs – Education support (599)  
Child Related Costs – Outfitting (600)  
Child Related Costs – Client support and family contact (598)  
Child Related Costs – Carer support (597)  
Child Related Costs – Medical (596)  
Child Related Costs – Long-term guardian support (608)
Supporting children in the care of long-term guardians (607)
Expenses - Fortnightly caring allowance and inter-state foster payments (365)
Regional/Remote loading for carers (379)
Dual payment of carer allowances (289)
High Support Needs Allowance (296)
Complex Support Needs Allowance (612)
Expenses – General (FSE001)
Expenses – Payment Methods (FSE008)
Financial Delegations

Forms:
Child Related Costs Approval Form

Rescinded Procedure:
608-1 Child Related Costs – Long-term Guardian Support

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