

## Short-Term Case Aide Support Services Rate Page

Effective 7-1-2022

### Case Aide:

An hourly rate of \$35.00 per hour for service related travel time and services delivered to foster parents, inclusive of any and all administrative expenses associated with delivering services to foster parents under this contract.

The Contractor shall adhere to the following travel time stipulations:

- Allowable travel time is portal to portal. DCYF may use Google Maps to evaluate reasonableness of claimed time;
- Travel time shall be calculated as the distance from the case aide's workplace (location where the case aide normally performs his/her work) or previous client appointment;
- No reimbursement for travel shall be paid for travel between case aide's residence and office; and
- Travel time shall be reasonable.

### Activity Fee:

A youth activity fee of up to \$15.00 per youth per activity. Requires original receipts which must be maintained on file in the contractor's office and made available for inspection when requested by DCYF.

### Staffing Start Up Cost:

The Contractor may bill up to 10% of the first year's maximum consideration for the first 30 days of the contract as follows:

- \$93.33 per day for a case aide who meets minimum requirements, has cleared a background check, and is:
  - Performing work under this contract,
  - Participating in staff and/or case aide training,
  - Supporting awareness of the new service, or
  - Developing program infrastructure resources.

**DCFY Contact to Submit Billing:**

Michael Campbell  
Placement Stability Program Manager  
509) 654-4940  
[Michael.campbell@dcyf.wa.gov](mailto:Michael.campbell@dcyf.wa.gov)

**DCYF Licensing Division Contact**

LD staff assigned to confirm foster parent eligibility and will serve as back-up for one another when the contractor must verify eligibility requirements:

<b>Region</b>	<b>Name</b>	<b>E-mail</b>	<b>Phone</b>
Region 1/2/4	Maria Rivera	<a href="mailto:maria.rivera@dcyf.wa.gov">maria.rivera@dcyf.wa.gov</a>	509.571.3859
Region 3/5	Carlita Boyd	<a href="mailto:Carlita.boyd@dcyf.wa.gov">Carlita.boyd@dcyf.wa.gov</a>	253.328.3145
Region 6 and Statewide Tribal CPAs	Melanie Morris	<a href="mailto:Melanie.morris@dcyf.wa.gov">Melanie.morris@dcyf.wa.gov</a>	360.827.2463