



# Child Safety PROCEDURE

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**Title:** Child Related Costs – Carer Support

**Procedure no:** 645.5-3

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## Purpose

This procedure guides the use of Child Related Costs (CRC) to fund supports for carers looking after children and young people in a care arrangement, this includes children and young people subject to statutory intervention with Child Safety or support service cases.

This procedure is to be used in line with the Child Related Costs Policy (CRC Policy) – 645.

## Scope

CRC Carer Support provides financial support to a carer for safety equipment and/or for support services which assist the carer to look after children and young people in their care.

The term 'carer' within this document is inclusive of foster carers, kinship carers and provisionally approved carers.

The following categories are part of the CRC Carer Support procedure and show the associated General Ledger (G/L) Account Code:

- Property Modifications (G/L Account Code: 530439)
- Motor Vehicle Expenses (G/L Account Code: 530440)
- Support Costs (G/L Account Code: 530438)

## Process

Upon a CRC request being received by the Child Safety Officer (CSO), the CSO is to refer to the CRC Policy – 645 and the corresponding procedure to determine if the request meets the guidelines for CRC.

Once the CSO has determined that the guidelines are met, the CSO can progress the request for approval. To progress approval the CSO will consult with their Business Officer and relevant financial delegate for the request.

Business Officers in each Child Safety Service Centre (CSSC) are authorised to manage and pay requests up to and in accordance with their delegated authority.

The carer, child, young person or parent will be required to provide receipts for all reimbursement requests.

For requests for payment/reimbursement of \$100 or under, a CRC form is not required. Consultation between the Business Officer, CSO and Senior Team Leader is required to determine the outcome of the request. If the request is supported, the Business Officer will approve the request and process the reimbursement.

For requests for payments/reimbursements over \$100 a completed CRC form is required. Consultation between the CSO, Senior Team Leader and the financial delegate is required to determine the outcome of the request. If the request is supported, the financial delegate will approve the request and Business Services will process the reimbursement.

*A link to the financial delegations has been provided under Delegations at the end of this procedure.*

Child Safety Officers will:

- Consider the use of CRC as part of the case planning processes.
- Make sure carers are aware of how to request CRC for unplanned expenses as they arise.
- Make sure CRC support is consistent with the case plan and/or supportive of the care arrangement.

Business Officers will:

- Ensure the correct CRC G/L Account Code is used
- Ensure all transactions are substantiated, and necessary substantiating documentation (for example, invoices and receipts) is filed to ensure an audit trail.

Should the request not be supported, the CSO will inform the person making the request of the outcome including an explanation for the decision.

## **Categories for child related costs carer support**

### **Property Modifications (G/L Account Code: 530439)**

This category is to provide financial support for the costs associated with approved modifications to the home or property of a carer to support a long-term care arrangement as outlined in the case plan.

Expenditure under this category can include:

- Installation of ramps for wheelchair access for a child or young person with a physical disability
- Installation of handrails
- Other safety and security modifications required to meet the specific needs of a child or young person
- Modifications to a motor vehicle

Expenditure under this category can also include reimbursing eligible carers for the installation of smoke alarms to meet the legislative changes to the *Fire and Emergency Act 1990*.

Any existing smoke alarm being replaced must be a photoelectric-type alarm which complies with Australian Standard 3786-2014.

Reimbursement for the installation of compliant smoke alarms is capped at \$1500. Expenditure for this purpose is time limited and will end 1 January 2027.

Expenditure for reimbursements for the installation of smoke alarms will use cost centre 1386215.

In order to receive financial support for the smoke alarm installation, carers need to meet the following criteria:

- The house they are installing needs to be their principal place of residence and they must be the owners of the house.
- Installation is for compliant alarms and can only be claimed once.
- Installation has to be undertaken by a certified electrician.

Carers will provide the following documents with their application to prove they meet the criteria for the smoke alarm installation:

- Rates notice with the address they are claiming for (evidence of principle place of residence)
- A certificate of installation and invoice with the electrician's licence number (evidence of expenditure to be reimbursed, compliance with new legislation and use of a certified electrician)

Carers are responsible for ensuring the work is done by a certified electrician. The electrician's licence number included on certification details supplied by a care can be confirmed on the following website: <https://www.electricalsafety.qld.gov.au/find-a-licensed-electrician>

Information on requirements for smoke alarms can be confirmed on the following website: <https://www.qfes.qld.gov.au/prepare/fire/smoke-alarms/existing-properties>

### **Motor Vehicle Expenses (G/L Account Code: 530440)**

This category is used for all costs associated with a carer's vehicle expenses.

Expenditure under this category can include:

- an approved lease
- maintenance and running costs for a motor vehicle leased for a carer for a short-term arrangement between four to six weeks

When a vehicle lease is required to support a care arrangement long-term, please refer to the Individual Placement Support policy and procedure.

The lease of any vehicle for a carer must be part of an approved case plan and have demonstrated benefits for the child or young person. The lease must be for a specified period between four to six weeks and must be the most efficient, effective and economic use of the child related costs funding, as per the requirements of the *Financial Accountability Act 2009*.

In circumstances where a carer chooses to lease a vehicle for reasons not included as part of an approved case plan, the costs will be met by the carer.

### **Support Costs (G/L Account Code: 530438)**

This category provides financial support to a carer to purchase support services and/or goods in circumstances where an acute illness, stress or crisis, is impacting on the carer's ability to care for the children and young people in their care.

This category can also be used to purchase goods where an emergent situation has arisen.

Emergent situations may include circumstances where:

- children and young people are placed with carers and the carer payments have not yet commenced; or
- children and young people are placed with a carer in emergent accommodation.

The types of costs included in this category are:

- Safety equipment such as a car seat, safety locks and child barriers required in emergent situations.

- Prepaid essential gift card to purchase food, toiletries and clothing for a child or young person; and
- In-home services such as a cleaner or short-term baby-sitting to assist the carer in the day-to-day care of a child or young person under the circumstances mentioned above. This is a short-term arrangement and regular review must occur.

Please also see policy Dual Payment of Carer Allowances if emergent respite is considered a more appropriate solution.

The gift cards G/L account code: 530426 is to be used for the bulk purchase of gift cards. For further details, refer to the finance procedure 'Prepaid gift cards FME026.1' for guidance on the purchase, control and issue of prepaid gift cards.

### **Personal Assets: When a child or young person leaves a care arrangement**

As a general rule, all clothing, gifts and personal items purchased for the child or young person belong to the child or young person. All items belonging to the child or young person will go with them to their next care arrangement, when they transition to adulthood, or when they return home to their family.

In cases where a carer purchases shared items or gifts for the carer family, these items need to be detailed in the child or young person's case plan and/or placement agreement that they are shared items and are to remain with the carer. These items should be agreed upon with the CSO.

Examples of these items include but are not limited to:

- bedding/towels
- bunk beds
- bookshelves
- swing sets

In order to facilitate this, carers are encouraged to maintain a personal assets list in order to assist with managing items purchased for the children and young people in their care.

## **Authority:**

*Child Protection Act 1999*

*Financial Accountability Act 2009*

## **Delegations:**

The use of CRC will be in accordance with departmental financial delegations and standards.

[Financial Delegations](#)

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**Date to be reviewed:** 8 June 2025

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**Office:** Investment and Commissioning

**Help Contact:** Family Based Care and Support

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## **Links**

### *Related Policy*

CRC – 645

Case Planning (263)

Early Childhood Education and Care Participation Minimum Gap Payment Policy – CPADC 640-2

### *Related Procedures*

CRC – Education and Child Care Support 645.2

CRC – Travel Support 645.3

CRC – Child and Young Person Support 645.4

CRC – Carer Support 645.5

Child Safety Practice Manual

## **Related Legislation**

*Financial Accountability Act 2009*

*Child Protection Act 1999*

*Child Protection Regulation 2023*

*Adoptions Act 2009*

*Human Rights Act 2019*

## **Related Guidelines**

Financial Support for Foster and Kinship Carers: Quick reference guide – Who Pays?

## **Forms**

CRC Approval Form

## **Rescinded Policies/Procedures**

Child Related Costs – Carer Support CPD 597-5

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