



IDAHO DEPARTMENT OF
HEALTH & WELFARE

RESOURCE PARENT NOTICE OF LOSS PROCEDURES

STATE OF IDAHO DEPARTMENT OF HEALTH & WELFARE AND
BUREAU OF RISK MANAGEMENT

1. Resource parents should notify the child's assigned social worker as soon as possible after a loss occurs.
2. Resource parents and/or the social worker should notify law enforcement as soon as possible, if necessary.
3. Resource parents must complete the first two pages of the attached *Resource Parent Loss Report/Verification Report* and include any additional supporting documentation, such as insurance statement/denial letter, pictures of the damage, estimates/invoices, receipts, etc.
4. The assigned social worker must inspect/verify the loss and damages and complete page 3 of the *Resource Parent Loss Report/Verification Report* form.
5. The assigned social worker must route the completed claim to the Child and Family Services Hub/Regional Program Manager, or designee, for review and signature.
6. Upon complete information, review and signature, the claim and any supporting documentation shall be sent to Sabrina Brown via email Sabrina.Brown@dhw.idaho.gov or mail:

Division of Family and Community Services
Attn: Sabrina Brown
P.O. Box 83720
450 W. State Street, 5th Floor
Boise, Idaho 83720-0036

7. Once the claim and all necessary supporting documentation are received and documented in Central Office, it is then submitted to the Bureau of Risk Management for processing.

***PLEASE NOTE:**

- **Losses must be reported to the Bureau of Risk Management within 90 days from the date of loss utilizing the process outlined above.**
- **Submit one claim per incident.**
- **There is a \$50.00 deductible per incident.**
- **Maximum allowable reimbursement per incident is \$2,000.00—with a total of \$2,000 per state fiscal year, per resource family—A family could submit one claim or several claims up to \$2,000.00 per state fiscal year (July-June).**

If you have questions, please contact Sabrina Brown at 208-334-5648 or Sabrina.Brown@dhw.idaho.gov.