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# CLAIM FORMS

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- Child foster homes complete one form for each child in their care each month. A separate claim form should be used for preauthorized education expenses.
- Foster Home Claim forms will be sent directly to your residence upon request.
- Additional forms may be obtained by calling Foster Care Licensing at (763) 324-1694.
- Complete the forms as follows:
  1. Enter name of caseworker supervising the child.
  2. Clearly indicate your name, address, and zip code.
  3. Clearly indicate the name and/or case number of the child. You may not always have complete information on the child, but this may usually be obtained from the caseworker.
  4. Clearly indicate the month that your claim is for and the days of the month the child was in your home.
  5. Record any other expenses if pre-authorized through the caseworker.
  6. Sign and date.
  7. Retain pink copy for your records.
- Claim Forms should be submitted the first work day of the month.
- Questions regarding payment should be directed to Placement Support Unit at (763) 324-1403.
- **Foster care billings will be paid within 30 days of the receipt at Anoka County Social Services.**
- These forms should be mailed to:

Placement Support Services  
Anoka County Government Center  
2100 Third Avenue, Suite 500  
Anoka, MN 55303

If you are interested in filling out these forms as a **new user setup for online**, please email your request to:

[RS-SS-PSU@co.anoka.mn.us](mailto:RS-SS-PSU@co.anoka.mn.us)

Claim forms will be returned for the following reasons:

1. Month of service left blank and/or the calendar not completed with at least the date of the first day of service and the date of the last day of service
2. No signature
3. No signature date and/or dated prior to the last date of service for the month
4. Post marked and/or dropped off at the County prior to the last service date for the month claimed
5. Name of child is left blank or is incomplete