



HOLD NUMBER: \_\_\_\_\_

ARKANSAS DEPARTMENT OF HUMAN SERVICES
Division of Children and Family Services
FOSTER CARE SERVICES – AUTHORIZATION FOR BILLING

AUTHORIZED PROVIDER:

I. Name \_\_\_\_\_
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

II. CLIENT INFORMATION:

Child's Name \_\_\_\_\_ SSN \_\_\_\_\_ Family Case # \_\_\_\_\_ Trust ID \_\_\_\_\_
Child's Age \_\_\_\_\_ Child's Gender \_\_\_\_\_ Child's Placement Type \_\_\_\_\_ Date Child Entered Placement \_\_\_\_\_

III. FUNDING SOURCE (Select one from A and one from B):

- A. Select One: [ ] Regular Trust Account [ ] Dedicated Trust Account
B. Select One: [ ] Visa State Procurement "P" Card Purchase (does not require provider's signature or W-9) [ ] Non-State Procurement "P" Card Purchase (REQUIRES provider's signature and W-9)

IV. AUTHORIZED SERVICES:

- A. Maximum Amount Authorized by DCFS: \$ \_\_\_\_\_
B. Services (Following Services May be Approved by the DCFS County Supervisor):
Select One: \_\_\_\_\_

COUNTY SUPERVISOR – AUTHORIZATION

Supervisor Name \_\_\_\_\_
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

AREA DIRECTOR – AUTHORIZATION

Area Director Name \_\_\_\_\_
Area Director Signature \_\_\_\_\_ Date \_\_\_\_\_

V. FORM CFS-334 PREPARED BY:

DCFS Shopper Name & Title \_\_\_\_\_ Last 4 digits of P Card # \_\_\_\_\_
Name/Code \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

VI. PROCESS PAYMENT (to be completed by service provider for Non-State P Card purchases only; not required for P Card purchases)

Total Amount of Purchase \$ \_\_\_\_\_ SSN/EIN # \_\_\_\_\_ Date: \_\_\_\_\_
Provider's Name \_\_\_\_\_ Provider's Signature \_\_\_\_\_

VII. Area Financial Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_
Central Office Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: For non-P Card purchases, you MUST attach the W-9 (indicate if provider is a parent or foster parent) AND invoice/bill to this form. If W-9 and invoice/bill are not attached for non-P Card purchases, payment will not be processed. P Card purchases do not require additional documentation.