

# Children in Care Reimbursement Online Tool Guide

This guide provides instruction for using the Foster Parent/Respite Provider Reimbursement Claim Online Tool. The preferred method of submitting the Foster Parent/Respite Provider claim is by using the online tool.

## Getting started

Have your completed Foster Parent/Respite Provider Claim form and images of receipts saved as computer files.

## Step 1

Enter the Online Tool link [surveys.gov.ns.ca/TakeSurvey.aspx?SurveyID=9I0J696M](https://surveys.gov.ns.ca/TakeSurvey.aspx?SurveyID=9I0J696M) into your internet browser address bar and click 'Enter'. You will see the following page:

The screenshot shows the Nova Scotia logo at the top center. Below it is the title "Foster Parent Respite Provider Reimbursement Claims". The main content area is titled "Welcome to the Online Tool" and contains the following instructions and form fields:

To receive your reimbursement in 10 days or less, one Reimbursement Claim form is to be completed per child. Reimbursement Claim forms should be submitted at least once a month. If a receipt is for more than one child, then the receipt must be split. Do not use this form to submit a claim for a child in care with Miramichi Family and Children's Services.

- From the drop-down box, choose the office closest to your home.
- If you are completing or submitting the old claim form, enter the child's case ID number below.
- Name and contact number of Department staff submitting claim via the online tool.  
(for Community Service staff only)
- Foster Care Reimbursement Email Address (do not change)
- Please attach your claim form and receipts.  
**Select file to upload:**  
(click "browse" button below to locate file)  
File size restricted to: 10000 KB  
File type restricted to: No file type restrictions  
   
File Name: (limit 255 characters)  
  
File Description: (limit 255 characters)  
  
Files Uploaded:

## Step 2

Click on the question 1 drop down box and select the location which is closest to you.

## Step 3

Do not change the email address in question 2. It is there to ensure that your claim is sent to the Financial Clerk.

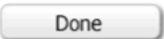
## Step 4

Click on Browse to locate the Claim file which you completed and saved earlier on your computer. Then select Upload to attach the file to the tool.

## Step 5

Click on Browse to locate the receipt file which you saved earlier on your computer. Then select Upload to attach the file to the tool. Repeat as necessary.

## Step 6

Click on the  button once all the documents are uploaded to the tool.

## Step 7

The Logoff window will then appear, click on the Logoff button and your submission is complete.

