

# ABSENT DAY



The absent day is applicable when a child is absent from, and the plan is for the child to return to, the BRS program.

*Examples include:*

- *Runaway*
- *Child in detention*
- *Home visit*
- *Other: Overnight hospital stay, camp, etc.*

***\*\*Child may not be out of the BRS Program in excess of 14 billable care days in a given month\*\****



The *BRS Contractor* (see OAR 410-170-0020) or *BRS provider* obtains authorization from the *BRS client's caseworker* (see OAR 410-170-0020) and the *contract administrator* (see section (5) of this rule) to bill the calendar day as an absent day.

To request an absent day service, the BRS provider completes the *CF 0094 form: Absent Day Request* and submits to: [WellBeing.Contracts@state.or.us](mailto:WellBeing.Contracts@state.or.us) or fax to (503)-947-5084

- *Please send form in active word format using subject line: [Absent Day Request](#)*
- *Providers are responsible for communicating the date child returned to program. Please email return date to: [WellBeing.Contracts@state.or.us](mailto:WellBeing.Contracts@state.or.us)*
- *The BRS Placement Desk will route request to BRS client's caseworker and contract administrator for the needed approvals*
- *Once approvals are received, the BRS Placement Desk will enter the service information into the OR-Kids database and send the finalized CF 0094 form to provider, caseworker, and contract administrator.*