



North Carolina Department of Health and Human Services
Division of Social Services

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DSS ADMINISTRATIVE LETTER
PERFORMANCE MANAGEMENT/REPORTING AND EVALUATION MANAGEMENT
PM-REM-AL-01-14

TO: County Directors of Social Services

ATTENTION: Child Welfare Services Program Administrators/Managers
Child Welfare Services Supervisors
Child Welfare Services Social Workers

DATE: January 31, 2014

SUBJECT: Subject: Capturing IV-E Eligibility on the DSS – 5094

Generally, worker time spent managing the case of a child in Foster Care under the care and placement responsibility of a county Department of Social Services during a given month may be charged to IV-E Administrative funds provided the child was eligible for and received an IV-E payment for or during that month. Worker time could not be reimbursed with IV-E if the child received no IV-E payment during the month in question, *except* under certain limited situations. These situations include:

- 1) When the child is placed in the home of the Legal Guardian (Living Arrangement Type Code 51) for a period of up to six months since the last Court Review;
- 2) When the child is placed in the home of either the removal or non-removal parent (Living Arrangement Type Code 75) for the purpose of a Trial Home Visit, for a period of up to six months since the last Court Review;
- 3) When the child is placed in a Department of Juvenile Justice and Delinquency Prevention facility (Living Arrangement Type Code 54) for a period not to exceed one calendar month;
- 4) When the child is placed in a hospital setting (Living Arrangement Type Code 63) for a period not to exceed one calendar month; or
- 5) When the child is in a Jail, Lock-up, Detention Facility or Facility Administered by the State Department of Corrections (Living Arrangement Type Code 69) for a period not to exceed one calendar month.

In these situations, the child is considered IV-E Admin-Eligible, and the worker's time spent working on the case may be charged to IV-E. That is, the worker's time may be coded, along with the appropriate Service Code(s), to program Code "Z – IV-E Administration" on the DSS-4263.

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While the child's Living Arrangement is tracked on the DSS-5094, there has been no simple, reliable way to determine through query of the Child Placement and Payment System (CPPS) data, those children in the above Living Arrangements that retained their IV-E Admin-Eligible status in a given month, due to the time constraints and Court-Review requirements involved. It is desirable, however, to identify these children so as to increase the statewide IV-E Foster Care Penetration Rate, thereby maximizing the IV-E reimbursement rate for each month. It is anticipated that doing so could increase the State's IV-E Foster Care Penetration rate by as much as 1% or more.

To that end, the DSS-5094 has been modified to add a new checkbox "IV-E Admin-Eligible" to Field 55 – Funding Source. This checkbox will be used only to indicate a child's status as IV-E Admin-Eligible when the current Living Arrangement Type Code (Field 45) is either 51, 75, 54, 63 or 69. It has no impact on maintenance payments and may be checked (or left blank, as appropriate) regardless of whether the "IV-E", "State" or "TEA" checkbox is checked in Field 55. Workers completing the DSS-5094 should enter an "X" in the IV-E Admin-Eligible checkbox when the child's current Living Arrangement Type Code (Field 45) is either 51, 75, 54, 63 or 69 and the conditions cited above are not violated. This will indicate that the child is IV-E Admin-Eligible even if s/he receives no IV-E maintenance payments while in the current Living Arrangement.

Data-entry personnel keying information from the DSS-5094 into the CPPS system are required to enter either an "X" or a "space" in the IV-E Admin-Eligible field, as appropriate, whenever the current Living Arrangement Type Code (Field 45) is either 51, 75, 54, 63 or 69. On-line edits are in place to prevent the entry of an "X" if any of the above time period or Court Review conditions for the specific Living Arrangement Type Code are violated. In those cases, a "space" must be entered until the condition is corrected by updating the Court Review Date or the Living Arrangement Begin or End Date(s).

At the end of each month, a batch process will examine those records with Living Arrangement Type Code (Field 45) of either 51, 75, 54, 63 or 69 to determine if any applicable limiting condition described above exists as of the last day of the month. If so, the CPPS system will automatically clear the IV-E Admin-Eligible checkbox. The checkbox will also be cleared if, as of the last day of the month, the child's Living Arrangement Type Code (Field 45) is a value other than 51, 75, 54, 63 or 69.

Workers should use due diligence whenever updating the Living Arrangement on the DSS-5094 for a child in foster care to insure that the IV-E Admin-Indicator is completed correctly. This will minimize issues that might otherwise occur when keying the form on-line.

A new report titled 'DHRPQA IV-E ADMIN ELIGIBLE' is available in NCXPTR listing all Foster Care children for whom the IV-E Admin-Eligible indicator is checked, but whose Admin-Eligible status will potentially expire during the month if no updates to Living Arrangement Type Code or Court Review Date are made. This report will be generated on the first workday of each month.

If you have any questions, please feel free to contact the Performance Management/Reporting and Evaluation Management Section at 919-527-6270.

Sincerely,

Hank Bowers, Chief



Performance Management / Reporting and Evaluation

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Attachment

<http://info.dhhs.state.nc.us/olm/forms/dss/dss-5094.pdf>