

# Services Information System (SIS) User's Manual

01-01-2006

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**NOTE: IV-E Reimbursement For Program Administration**

The following special considerations are to be taken into account in coding Child Protective Services, Foster Care Services for Children and Adoption Services. Eligible services should be charged to IV-E (program code Z) whenever permissible. For example, service code 101 with program code Z can always be used when establishing *initial* eligibility for IV-E, whether or not the child is eventually determined to be IV-E eligible. However, when redeterminations of eligibility are performed, only redeterminations for IV-E eligible children may be charged to program code Z, using the appropriate service code.

Allowable costs for activities such as recruitment, licensing, and training foster and adoptive parents that are not linked directly to a child's eligibility must be allocated to the Title IV-E program code Z by program staff. Fiscal staff may then decide which funding source to apply for the non-IV-E share. The percent of allowable charges to IV-E is based on the statewide percentage of the children in DSS custody that are IV-E eligible. The percentage rate changes from month to month and may be accessed by contacting the NC Controller's website at <http://www.dhhs.state.nc.us/control/> and following the appropriate prompts.

## Service Codes

### I. FAMILY SUPPORT/CHILD WELFARE SERVICES

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
<b>Adoption Services For Children</b>						
Diagnostic and Treatment Services (Non-Residential) -Adoption	005	005	Yes	005	Yes	N,P,R,V,X,0,5,6,7,8,9,22
Adoption Case Management	009	009	Yes	009	Yes	N,P,R,V,X,Z,0,5,6,7,8,22,30
Adoption Services	010	010	Yes	010	Yes	N,P,R,V,X,0,5,6,7,8,22,30
Recruitment and Assessment of Adoptive Parents		011	No	011	No	N,P,R,V,X,Z,0,5,6,7,8,22,30
Adoption Assistance Case Management	012	012	Yes	012	Yes	N,P,R,V,X,Z,0,5,6,7,8,22
Training for Adoptive Parents		014	No	014	No	N,P,R,V,X,Z,0,5,6,7,8,22,30
Post Adoption Case Management	016	016	Yes	016	Yes	N,P,R,V,X,Z,0,5,6,7,8,22,30
Adoption Case Planning/Case Management	019	019	Yes	019	Yes	N,P,R,V,X,Z,0,5,6,7,8,22
Preparation for and Participation in Judicial Determinations-Adoptions	028	028	Yes	028	Yes	N,P,R,V,X,Z,0,5,6,7,8,22
<b>Foster Care Services For Children</b>						
Diagnostic and Treatment Services (Non-Residential) -Foster Care	100	100	Yes	100	Yes	A,N,P,R,V,X,Y,0,5,6,7,8,9,22
Foster Care Assistance Eligibility		101	Yes	No	No	A,N,P,V,X,Z,Y,5,6,7,8,22
Training for Foster Parents		102	No	102	No	A,N,P,R,V,X,Z,Y,0,5,6,7,8,22,30
Recruitment and Assessment of Foster Parents		103	No	103	No	N,P,R,V,X,Z,0,5,6,7,8,22,30
Foster Care Special Services				104	Yes	R,V,0,9
Foster Care Optional Elements				105	Yes	R,0
Foster Care Case Management	109	109	Yes	109	Yes	A,N,P,R,V,X,Z,Y,0,5,6,7,8,9,22
Foster Care Case Planning/Case Management-Team Setting	119	119	Yes	119	Yes	N,P,R,V,X,Z,0,5,6,7,8,22,30
Preparation for and Participation in Judicial Determinations-Foster Care	128	128	Yes	128	Yes	N,P,R,V,X,Z,0,5,6,7,8,22
LINKS Activities: Outreach Services	132	132	No	132	No	K,N,X
LINKS Services to Current/Former Foster Youth 13-15	135	135	Yes	135	Yes	A,K,N,P,X,Y,Z,5,6,7,8
LINKS Activities: Services to Current or Former Foster Youth Ages 16-21	136	136	Yes	136	Yes	A,K,N,P,X,Y,Z,5,6,7,8
LINKS Activities – Group Setting		137	No	137	No	K,N,V,X,Z,5,6,7,8
LINKS – Program Planning		138	No	138	No	K,N,V,X,Z,5,6,7,8

**I. FAMILY SUPPORT/CHILD WELFARE SERVICES (continued)**

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
<b>Protective Services For Children:</b>						
CPS – Investigative Assessment	210	210	Yes	No	No	R,0,5,6,7,8,9,22
CPS – Intake		211	No	No	No	R,0,9,22
CPS – Medical, Psychological, and Medico-Legal Diagnostic Services	212			212	Yes	P,R,X,0,5,6,7,8,9,22
CPS – Case Planning And Case Management (Child Defined as Reasonable Candidate For Foster Care)	215	215	Yes	No	No	N,R,X,Z,0,9
Protective Services for Children-Team Setting	219	219	Yes	219	Yes	P,R,X,Z,0,5,6,7,8,22,30
Unsuccessful Efforts to Locate Alleged Victim Child		220	No	No	No	0,R
Preparation for and Participation In Judicial Determinations In Juvenile Court (Preplacement)		228	Yes	No	No	Z,22
Other Court Related Activity (Preplacement)		229	No	No	No	A,P,R,Y,0
Diagnostic and Treatment Services (Non-Residential) -CPS	230	230	Yes	230	Yes	N,P,R,X,0,5,6,7,8,9,22
<b>General Services For Children</b>						
Delinquency Prevention	050	050	Yes	050	Yes	N,P,X,5,6,7,8,22,30
Family Reunification Services	120	120	120	120	Yes	A,N,P,Q,R,X,Y,0,5,6,7,8,9,22,30
Family Preservation Services	121	121	Yes	121	Yes	A,N,P,Q,R,X,Y,0,5,6,7,8,9,22,30
Family Support Services	122	122	Yes	122	Yes	A,N,P,Q,R,X,Y,0,5,6,7,8,9,22,30
Intensive Family Preservation Services	123	123	Yes	123	Yes	A,N,P,Q,R,X,Y,0,5,6,7,8,9,22,30
IFA Camping Component	241			241	Yes	R,0,9
Residential Treatment For Emotionally Disturbed	293			293	Yes	R,0
Evaluation Activities for Child Welfare Programs		320	No	320	No	N,P,X,Z,5,6,7,8,22,30
Other Child Welfare Services	390	390	Yes	390	Yes	N,P,R,V,0,5,6,7,8,9,22,30

**II. ADULT SERVICES**

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Day Care For Adults – Daily Care	030			030	Yes	
Day Care For Adults – Recruitment		031	No	No	No	N,X
Employment And Training Support	070	070	Yes	070	Yes	A,N,P,X,Y,5,6,7,8
Adult FC Recruitment and Evaluation		091	No	No	No	N,O,X
Adult Placement Services	095	095	Yes	No	No	N,X
Guardianship	107	107	Yes	No	No	N,X
Day Health For Adults	155			155	Yes	
<b>Protective Services For Adults</b>						
PS For Adults – Intake		200	No	No	No	J,N,X
PS For Adults – Evaluation	202	202	Yes	No	No	J,N,X
PS For Adults – Planning and Mobilizing	204	204	Yes	204	Yes	J,N,X,2
Adult Care Home Case Management	396	396	Yes	396	Yes	2,N
Adult Care Home Screening		397	No	No	No	2,N

**III. GENERAL SERVICES**

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
<b>In-Home Aide Services:</b>						
Level I Home Management	041	041	Yes	041	Yes	A,B,C,H,I,N,P,R,U,X,Y,0,5,6,7,8,9
Level II Personal Care	042	042	Yes	042	Yes	A,B,C,H,I,N,P,R,U,X,Y,0,9
Level II Home Management	043	043	Yes	043	Yes	A,B,C,H,I,N,P,R,U,X,Y,0,9
Level III Home Management	044	044	Yes	044	Yes	A,B,C,H,I,N,P,R,U,X,Y,0,9
Level III Personal Care	045	045	Yes	045	Yes	A,B,C,H,I,N,P,R,U,X,Y,0,9
Level IV Home Management	046	046	Yes	046	Yes	A,B,C,H,I,N,P,R,U,X,Y,0,9
Health Support – Family Planning	080	080	Yes	080	Yes	A,F,N,X,Y
Health Support Services:	110	110	Yes	No	No	A,N,P,X,Y,5,6,7,8
Housing and Home Improvement	140	140	Yes	140	Yes	A,B,C,I,N,P,R,X,Y,0,5,6,7,8,9
Personal And Family Counseling	170	170	Yes	170	Yes	A,N,P,R,X,Y,0,5,6,7,8,9
Preparation And Delivery of Meals	180	180	Yes	180	Yes	B,C,I,N,X
Problem Pregnancy Services	190	190	Yes	190	Yes	A,N,P,X,Y
Transportation Services	250	250	Yes	250	Yes	A,B,C,I,N,P,X,5,6,7,8,30
Transportation Services	250	250	Yes	250		T (Report purchased costs <b>only</b> on DMA-2055)
Health Support – Mobility				281	Yes	
Health Support – Companionship				282	Yes	
Health Support – Special Health Needs				284	Yes	
Health Support – Communication Assistance	285	285	Yes	285	Yes	A,N,X,Y
Community Living Services	303			303	No	
Individual And Family Adjustment	330	330	Yes	330	Yes	A,N,P,R,X,Y,0,5,6,7,8,9,30
Individual And Family Adjustment Representative Payee	331	331	Yes	No	No	N,R,X,0,9
Individual And Family Adjustment Paraprofessional Services	332	332	Yes	332	Yes	N,P,R,X,0,5,6,7,8
TANF Domestic Violence Case Management	350			350	Yes	10
TANF Domestic Violence Case Management	350	350	Yes	No	No	N
TANF Domestic Violence Emergency Assistance	351			351	Yes	10
At Risk Case Management Services	395	395	Yes	No	No	N,2

**IV. INTAKE AND CASE MANAGEMENT**

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Case Management		380	No	No	No	A,N,P,T,X,Y,5,6,7,8
Case Management	380	380	Yes	No	No	R,0,9
Service Intake		381	No	No	No	A,N,P,R,T,X,Y,0,9
Case Management – State Abortion		385	Yes	No	No	N
Case Management –In-Home Services	386	386	No	386	No	B,C,I,N,X
Case Management –In-Home Services	386	386	Yes	386	No	R,0,9

**011 – Recruitment and Assessment of Adoptive Parents** – Arranging/conducting recruitment and assessment activities to ensure the availability of adoptive homes, including developing and distributing information about adoption opportunities. Activities include:

- Recruitment and assessment of prospective adoptive parents.
- Adoptive home assessments.
- Social Worker travel associated with recruitment and assessment adoptive parents.
- Documentation associated with the recruitment and assessment of prospective adoptive parents.

**012 - Adoption Assistance Case Management** – Activities include:

- Determination of eligibility for special needs children for Adoption Assistance benefits.
- Identification, assessment, selection, and preparation of adoptive families for children eligible for Adoption Assistance benefits.
- Preparation and review of Adoption Assistance benefits.
- Participation in grievances, appeals, and fair hearings surrounding denial of Adoption Assistance benefits.
- Annual review of eligibility for Adoption Assistance benefits.
- Ensuring that special needs adoptive placements across state lines are in compliance with Interstate Compact laws.
- Management of non-recurring adoption costs eligibility determination, approval and authorization for reimbursement.
- Travel associated with Adoption Assistance Case Management.

**014 – Training for Adoptive Parents** – Activities include:

- Short term training of current or prospective adoptive parents.
- Travel associated with the training of adoptive parents.

**100 - Diagnostic and Treatment Services (Non-Residential)-Foster Care**

Direct outpatient psychological, clinical, or therapeutic counseling or treatment provided to a child in a structured individual or group session by a qualified professional for the purposes of ameliorating or remedying personal problems, behaviors, or home conditions that endanger the stability of the foster placement. This code should not be used when a worker is making a referral for these services to be provided to the client, or is otherwise referring the client to these services.

**This code can only be used when Medicaid funding is not available.**

**101 - Foster Care Services for Children - Foster Care Assistance Eligibility** means time spent by service worker on either establishing initial eligibility or reestablishing on-going eligibility for Foster Care Assistance.

**102 – Training for Foster Parents** – Activities include:

- Short term training of current or prospective Foster parents.
- Travel associated with the training of Foster parents.

**103 –Recruitment and Assessment of Foster Parents** – Arranging/conducting recruitment and assessment activities to ensure the availability of foster homes, including developing and distributing information about fostering opportunities. Activities include:

- Recruitment and assessment of prospective Foster parents.
- Foster home assessments.
- Social Worker travel associated with recruitment and assessment Foster parents.
- Documentation associated with the recruitment and assessment of prospective Foster parents.
- Documentation and related activities associated with the re-assessment and re-licensing of foster parents.

**104 – Foster Care Services For Children – Special Services** means, at county option, the provision by a foster family home of services, in addition to basic foster care, which meets the special needs of children in that home.

**105 – Optional Elements** At county option, services may include payment of resource items provided to support participation in school. Resource items include supplies, special clothes, and fees for membership in school sponsored extra curricular activities. Tutoring may be considered a resource item if it is provided as a part of Independent Living Services.

At county option, services may include the provision of legal services to facilitate permanency planning for a child.

**109 - Foster Care Services For Children -Case Management** This includes a broad range of activities related to supervising the care of the child and managing the case plan and case reviews. This includes time spent on:

- Referral to, coordination with, and utilization of other services;
- Maintenance of contact with the family and others significant to the case. This also includes aftercare services to the family when a child is placed via a court order with the parents, a relative, or a non-relative, or who has been placed on a court ordered trial home visit.
- Working with the parents on the status of the case and case goals;
- Giving information, instruction, guidance, and mentoring regarding parenting skills;
- Preparation for and participation in court, e.g., petitions, motions, reviews, reports;
- Preparation of the child and biological family for separation and placement, including negotiation/preparation of visitation agreements and any subsequent time spent on notices related to changes in where the child is living;
- Monitoring and updating the Family Services Case plan;
- Periodic reviews of case plans including foster care review team meetings;
- Supervising the care of the child and of the foster care arrangement to assure that the child receives proper care.
- Grievances, appeals, and fair hearings surrounding termination of use of foster care facilities which have been found unsuitable for the care of children, or associated with any individuals claim that benefits and services have been denied or not acted upon with reasonable promptness, or related to complaints about the agency's failure to keep parents involved in case planning, case reviews, and placement decisions.

**119 - Foster Care Case Planning/Case Management-Team Setting**

Planning, arranging, and conducting multidisciplinary assessment and planning team meetings on behalf of specific children in agency custody whose permanent plan goal is other than adoption, including but not limited to:

- Day One conferences;
- Community Assessment Teams;
- Permanency Planning Action Teams;

**120 – Family Reunification Services** are services to address the problems of families whose children have been placed in foster care so that reunification may occur in a safe and stable manner in accordance with the Adoption and Safe Families Act.

**121 – Family Preservation Services** are services for children and families (including adoptive or extended families) designed to help families that are at risk of or in crisis. These services include, but are not limited to, 1) permanency planning services, 2) preplacement prevention services, 3) respite care and 4) parenting support services.

**122 – Family Support Services** are community based services to promote the well-being of children and families designed to increase the strength and stability of families (including adoptive, foster and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive family environment, and otherwise to enhance child development.

**123 – Intensive Family Preservation Services** are family focused, community based crisis intervention services that are designed to maintain children safely in their homes and prevent unnecessary separation of families. Such services are characterized by very small caseloads for workers, short duration of services, 24-hour availability of staff, and the provision of services primarily in the child's home or in another familiar environment.

**128 - Preparation for and Participation in Judicial Determinations-Foster Care** – Activities include:

- Preparation for and participation in court, e.g. petitions, motions, reviews, and court reports
- Travel associated with preparation and participation for judicial determinations.

**132 – LINKS Activities: Outreach Services** Locating and offering services to former foster youth ages 13-21 have aged out of foster care or are otherwise known to be in need of LINKS services..

**135 – LINKS Services to Current/Former Foster Youth 13-15** Assessment of needs, skills, and resources, engaging young adolescents in planning and implementing LINKS services, and service delivery to the targeted group.

**136 – LINKS Activities: Services to Current or Former Foster Youth ages 16-21** Assessment of needs, skills, and resources, engaging youth and young adults in planning and implementing LINKS services, and service delivery to the targeted group of older adolescents and young adults who are or were in DSS custody/planning responsibility.

**137 – LINKS Activities – Group Setting** Activities associated with planning, coordinating and conducting activities with eligible LINKS participants in a group setting for the purposes of instruction, skill-building, leadership development, or collaboration with other youth-serving agencies to conduct such activities.

**138 – LINKS – Program Planning** General administrative activities conducted by the county LINKS liaison/coordinator to include LINKS program planning, data collection and analysis, preparation of reports, surveys, and development of agency plans.

**210 – Protective Services for Children - Investigative Assessment** - Activities Include:

- Conducting those activities necessary to determine whether or not allegations of abuse, neglect, or dependency are true, and to evaluate the safety of the child in the home.
- The primary elements of investigations as defined by law and Administrative Rule are included in this service code.
- Activities related to petitions for interference with an investigation are to be coded in this category.
- Tasks related to information gathering for the purpose of making a case decision, such as referral to CME/CMHEP, are included under this code.
- Giving information, instruction, guidance, and mentoring regarding parenting skills; ongoing determination of the need for placement; referrals to other service providers and evaluation of services provided; and gathering information for case plans.
- Completion of the investigative assessment includes the use of a shared decision making process to make a case decision, as well as case closure activities.
- Documentation of pre-placement activities and related travel time.

**211 – Protective Services for Children - Intake - Activities Include:**

- Receiving and documenting a report, which alleges that, a child or children may be abused, neglected or dependent.
- Making a thorough evaluation of the information provided by the reporter to determine whether a protective services investigation will be initiated.
- Informing the person making the report of the agency's decision whether or not to investigate and their right to a review of this decision.
- Directing the reporter to other agency or community resources, when indicated.
- Making referrals to the district attorney and/or law enforcement, when indicated.
- Completing thorough documentation of the above activities.

**212 – Protective Services For Children – Medical, Psychological, and Medico-Legal**

**Diagnostic Services** - Medical, psychological and medico-legal diagnostic studies and evaluations when needed to substantiate and assess the circumstances of abuse or neglect of children.

## **Appendix C**

### **PROGRAM CODE DEFINITIONS**

The following Program Codes are potentially available to all counties.

- B. In-Home Services – Age 18 through 59**  
The provision of In-Home Aide Services, Housing and Home Improvement, Preparation and Delivery of Meals, Transportation (In support of In-Home Services only), and In-Home Services Case Management services to individuals aged 18 through 59 when the services are funded by the State In-Home Services Fund.
- C. In-Home Services – Age 17 and Under**  
The provision of In-Home Aide Services, Housing and Home Improvement, Preparation and Delivery of Meals, Transportation (In-Support of In-Home Services only), and In-Home Services Case Management services to individuals aged 17 and under when the services are funded by the State In-Home Services Fund.
- D. Food Stamp Workfare**  
A program planned and operated by individual county Departments of Social Services to assist food stamp recipients obtain employment through participation in work experience, education and training.
- E. Crisis Intervention Program**  
Crisis intervention activities reported under Service Code 991.
- F. Family Planning**  
Funds to provide educational and social services to enable individuals to exercise choice in determining the number and spacing of their children.
- G. General Administration**  
General administration activities reported under Service Code 990.
- H. In-Home Aide Services - HCCBG Option A Reporting**  
Funds to be claimed from the Division of Aging Home and Community Care Block Grant (Reporting Option A) for In-Home Aide services provided by county departments of social services staff.
- I. In-Home Services - Age 60 and Over**  
The provision of In-Home Aide Services, Housing and Home Improvement, Preparation and Delivery of Meals, Transportation (In support of In-Home Services only), and In-Home Services Case Management services to individuals aged 60 and over when the services are funded by the State In-Home Services Fund.
- J. Adult Protective Services State Fund**  
Adult protective services are services aimed at providing protection to disabled adults alleged to be abused, neglected, or exploited and in need of protection. Adult protective services activities include intake and screening, evaluation, and mobilization of services.

- K. LINKS (formerly Independent Living Program)**  
Chafee Foster Care Independence Act Funds that are designated for supplemental services to adolescents ages 13-21 who are or were in the custody/planning authority of the Department of Social Services. Services and purchases must be directly related to assisting the youth or young adult to become a self-sufficient adult
- L. Child Care and Development Fund**  
Funds from the Day Care Section provided to counties for child day care support services.
- N. Non-DSS Reimbursable**  
100% county funds used to provide social services.
- O. State Adult Homes Specialist Fund**  
Provides funds to support the Foster Care Services for Adults – Recruitment and Evaluation activities reported under Service Code 091.
- P. Permanency Planning - Families for Kids**  
Funds to strengthen and expand services to children whose situations make foster care placement imminent; to prevent prolonged foster care through reunification efforts, and to provide adoption opportunities for children who cannot be returned home. The funds may also be used to support backlog reduction and system reform activities when approved in writing by the Division of Social Services.
- R. TANF 100% Federally Funded**  
This code refers to 100% TANF Block Grant funds. These funds are allocated to county departments of social services on a formula basis for their Work First programs, and are also used to fund some child welfare services under the TANF provision that allows services to be provided solely under prior law.

This code may be used by Work First case managers to document Work First supportive services provided to TANF eligible families to accomplish one of the four purposes of the TANF program. Those purposes include: (1) Assistance to needy families; (2) promotion of job preparation, work and marriage to end dependency of needy families; (3) prevention and reduction of out of wedlock pregnancies; and (4) encouragement of formation and maintenance of two parent families.

This code may be used by child welfare social workers, to provide services that were approved in the former AFDC-EA State Plan. These services are provided under the TANF provision that allows services to be "provided solely under prior law". All eligibility requirements outlined in law and policy must be met. (Please refer to Family Services Manual, Volume I, Chapter IV: Child Placement Services, Section 1205.)

Briefly, when used for allowable child welfare services, the following eligibility requirements must be met:

- The family must be experiencing an emergency (policy defines what the term "emergency" means); **and**
- the child must be living with a parent or specified relative (or, if the child is in foster care, the child must have lived with a parent or specified relative within six months of the eligibility determination); **and**
- the family does not have the resources to meet the emergency.

- S. Food Stamp Employment and Training**  
A program of education, training and employment operated by the Division of Social Services through a contract with the Employment Security Commission, I in cooperation with county Departments of Social Services, for food stamp recipients to help them become employed.
- T. Title XIX Medical Transportation**  
Medicaid funds to provide transportation for medical services to authorized Medicaid recipients.
- U. In-Home Aide Services - HCCBG Option B Reporting**  
Funds to be claimed from the Division of Aging Home and Community Care Block Grant (Reporting Option B) for In-Home Aide services provided by county departments of social services staff.
- V. TANF Transferred to SSBG**  
Funds transferred from TANF to the Social Services Block Grant (SSBG) and used following the rules described under the SSBG (for staff and purchased services to provide a wide variety of services to adults and children).
- W. Work First Non-DSS Reimbursable**  
Non-DSS Reimbursable funds associated with Work First and specified Child Protective Services.
- X. SSBG**  
Funds from the Social Services Block Grant for staff and purchased services to provide a wide variety of services to adults and children.
- Z. IV-E Administration Activities**  
Funds to provide staff training and administrative support to the child protective services, foster care services and adoption services programs; and provide maintenance payments to foster care facilities and adoption assistance benefits for children who meet eligibility requirements.

0. **TANF CPS & FC/Adopt (Zero)**

This code refers to a special allocation of 100% TANF Block Grant funds for the purpose of increasing the number of social workers providing child welfare services. This code has the same eligibility requirements as does Program Code **R – 100% TANF Federally Funded**, when used to provide those services approved in the former AFDC-EA State Plan under the TANF provision that allows services to be "provided solely under prior law".

This code is used to track costs associated with the expansion of child welfare services to TANF-eligible children and their families. Workers should consult with their supervisors, program administrators and/or fiscal officers as to if and when this Program Code should be used when documenting services to TANF-eligible children on their daily reports of services to clients (day sheets).

2. **Medicaid Case Management**

Funds provided to counties operating a certified at-risk case management services program under Title XIX (Medicaid) or offering Adult Care Home Case Management under Title XIX.

3. **Able-Bodied Adults Without Dependents (ABAWDS)**

The Balance Budget Act of 1997 provides states with 100% funding under the Food Stamp Employment and Training Program to help ABAWDS meet work Requirements. Specific requirements must be met.

**9. Work First Block Grant**

This code refers to Maintenance-of-Effort requirements outlined in the federal TANF regulations. Each county has its own MOE spending requirement that must be met in order for North Carolina to receive TANF block grant funds.

When this code is used by Work First case managers to document supportive services provided to Work First participants, the eligibility requirements for TANF and Work First outlined in law and policy must be met. North Carolina's TANF State Plan identifies the following as permissible uses of MOE funds:

- Work First Family Assistance
- Child care
- Supportive and Preventive Services
- Educational activities intended to increase self-sufficiency, job training and work, excluding any expenditure for public education in the State except expenditures which involve the provision for services or assistance to a member of an eligible family which is not generally available to others
- Administrative Costs (may not exceed 15% - see TANF State Plan for further clarification)
- Case Management Services, including outreach and follow-up activities
- Services such as housing assistance or health care assistance which can help families meet their goals for self-sufficiency
- Automating the provisions of law
- Other uses that can reasonably be expected to enable families care for their children in the home, and support the four purposes of TANF.

When this code is used by child welfare social workers to document allowable services to children and their families, the eligibility requirements outlined in law and policy must be met. (Please refer to Dear Director Letter, dated 03-03-00, "Use of Maintenance of Effort (MOE) Funds for Child Welfare Services".) At a minimum, use of Program Code 9 involves the following eligibility factors:

- Services provided to a family must meet the 1st TANF goal of maintaining the child in his/her own home or the home of a relative.
- The family must meet income requirements (income must be no greater than 200% of the Federal Poverty Level), citizenship requirements (workers usually check with their Work First staff to determine this), and
- the child must be living with a parent or specified relative (or if the child is in foster care, the child is considered a family of one).

If a child is IV-E eligible and the service provided is one funded by IV-E, IV-E funds must be used rather than MOE.

**10. TANF Domestic Violence**

Domestic violence services include screening, and identification of victims of domestic violence, development of safety and service plans, counseling, referral to appropriate agencies, batterers programs and support groups, determining the need for waivers for the Work First program requirements and other direct services to clients that relates to domestic violence. Emergency assistance: Short term emergency services that ensure client safety such as emergency shelter, food, clothing, legal services and helping victims relocate to a safe place within or outside of the state not to exceed four months.

## **County-Specific Program Codes**

Use of the following Program Codes is limited to specific counties.

- A. Adolescent Parenting Program - Medicaid**  
Provides funds for staff purchased services, resource materials, training and volunteer costs for services to young first time parents (Medicaid eligible) to encourage continued school attendance, discourage second pregnancies, and promote parenting skills. Funds are provided to participating counties only.
- M. Community Child Protection Fund**  
Community Child Protection Team grant funds are state funds used to support child protection projects or initiatives. Allowable costs include direct payment for services to children and families, contracted services, and administrative costs. Awards are granted to local Community Child Protection Teams annually based on proposals submitted by the team and approved by NCDSS/DHHS.
- Q. Family Preservation Fund**  
A combination of State and Federal funds to operate a program of Family Preservation, community-based family support services, time limited family reunification services, and adoption promotion and support services. Awards for the funds are based upon proposals submitted by counties and approved by NCDSS.
- Y. Adolescent Parenting Program - Non-Medicaid**  
Provides funds for staff purchased services, resource materials, training and volunteer costs for services to young first time parents (non-Medicaid eligible) to encourage continued school attendance, discourage second pregnancies, and promote parenting skills. Funds are provided to participating counties only.
- 4. Smart Start**  
Smart Start is North Carolina's public-private early childhood initiative for children under six and their families, whose goal is to help all children enter school healthy and ready to succeed. Smart Start helps assure access to affordable high quality childcare, provides health services and screenings, and offers resources for family support. Smart Start funds are administered statewide through 81 local partnerships, with local decisions made to meet the communities' specific needs. All costs associated with the provision of allowable services are included.
- 5. IV-E Waiver – Eligible Reinvestment**  
Reinvestment funds earned under the IV-E Waiver Demonstration Project that tests the hypothesis that flexible use of federal funds will result in measurable reduction in the number of children who enter the foster care system and the length of time they remain in the system. Only available in 38 specified counties. (Use this code for IV-E Eligible children).
- 6. IV-E Waiver – Non-Eligible Reinvestment**  
Reinvestment funds earned under the IV-E Waiver Demonstration Project that tests the hypothesis that flexible use of federal funds will result in measurable reduction in the number of children who enter the foster care system and the length of time they remain in the system. Only available in 38 specified counties. (Use this code for IV-E Eligible children).

7. **IV-E Waiver – Eligible**  
Demonstration Project that tests the hypothesis that flexible use of federal funds will result in measurable reduction in the number of children who enter the foster care system and the length of time they remain in the system. Only available in 38 specified counties. (Use this code for IV-E Eligible children).
  
8. **IV-E Waiver – Non-Eligible**  
Demonstration Project that tests the hypothesis that flexible use of federal funds will result in measurable reduction in the number of children who enter the foster care system and the length of time they remain in the system. Only available in 38 specified counties. (Use this code for IV-E Eligible children).
  
22. **Federal Adoption Incentive Fund**  
100% federal funds that have been awarded to our state for exceeding the established baseline for adoptions since 1998. The funds can be used for allowable costs under Titles IV-B and IV-E. Equipment, training, supplies, etc., may not be directly charged to these funds without prior approval of the Division's Budget Office. Funds are available to all counties that finalized adoptions for children in the foster care system for fiscal years 98-99 and 99-00. Avery, Camden, Chowan, Clay, Gates, Graham, Hyde, Swain, and Tyrrell counties cannot participate in the fund since no foster children were adopted during this time period.
  
30. **IV-B1 (Family to Family – Casey Foundation)**  
Program Code 30 identifies a specific funding stream for exclusive use with the Family to Family initiative (Annie E. Casey Foundation). The funds are federal IV-B1 funds and are capped allocations to each of the five counties (Durham, Cumberland, Guilford, Mecklenburg and Wake) participating in the initiative.

## APPENDIX E

XI. (Reserved)

## APPENDIX F

**XII. (Reserved)**