

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	
Adoption Services For Children						
Diagnostic and Treatment Services (Non-Residential) -Adoption	005	005	Yes	005	Yes	N,P,R,V,X,0,9,22
Adoption Case Management	009	009	Yes	009	Yes	N,P,R,V,X,Z,0,22,30
Adoption Services	010	010	Yes	010	Yes	N,P,R,V,X,0,22,30
Recruitment and Assessment of Adoptive Parents		011	No	011	No	N,P,R,V,X,Z,0,22,30
Adoption Assistance Case Management	012	012	Yes	012	Yes	N,P,R,V,X,Z,0,22
Training for Adoptive Parents		014	No	014	No	N,P,R,V,X,Z,0,22,30
Post Adoption Case Management	016	016	Yes	016	Yes	N,P,R,V,X,Z,0,22,30
Adoption Case Planning/Case Management	019	019	Yes	019	Yes	N,P,R,V,X,Z,0,22
Preparation for and Participation in Judicial Determinations-Adoptions	028	028	Yes	028	Yes	N,P,R,V,X,Z,0,22
Foster Care Services For Children						
Diagnostic and Treatment Services (Non-Residential) -Foster Care	100	100	Yes	100	Yes	A,N,P,R,V,X,Y,0,9,22
Foster Care Assistance Eligibility		101	Yes	No	No	A,N,P,V,X,Z,Y,22
Training for Foster Parents		102	No	102	No	A,N,P,R,V,X,Z,Y,0,22,30
Recruitment and Assessment of Foster Parents		103	No	103	No	N,P,R,V,X,Z,0,22,30
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,0,9,22
Foster Care Case Planning/Case Management-Team Setting	119	119	Yes	119	Yes	N,P,R,V,X,Z,0,22,30
Preparation for and Participation in Judicial Determinations-Foster Care	128	128	Yes	128	Yes	N,P,R,V,X,Z,0,22
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
LINKS Activities: Services to Current or Former Foster Youth Ages 16-21	136	136	Yes	136	Yes	A,K,N,P,X,Y,Z
LINKS Activities – Group Setting		137	No	137	No	K,N,V,X,Z
LINKS – Program Planning		138	No	138	No	K,N,V,X,Z

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	
Protective Services For Children:						
CPS – Assessments	210	210	Yes	No	No	R,0,9,22
CPS – Intake		211	No	No	No	R,0,9,22
CPS – Medical, Psychological, and Medico-Legal Diagnostic Services	212			212	Yes	P,R,X,0,9,22
CPS – In-Home Services (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,0,22,30
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,0,9,22
General Services For Children						
Delinquency Prevention	050	050	Yes	050	Yes	N,P,X,22,30
Family Reunification Services	120	120	Yes	120	Yes	A,N,P,Q,R,X,Y,0,9,22,30
Family Preservation Services	121	121	Yes	121	Yes	A,N,P,Q,R,X,Y,0,9,22,30
Family Support Services	122	122	Yes	122	Yes	A,N,P,Q,R,X,Y,0,9,22,30
Intensive Family Preservation Services	123	123	Yes	123	Yes	A,N,P,Q,R,X,Y,0,9,22,30
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,22,30
Other Child Welfare Services	390	390	Yes	390	Yes	N,P,R,V,0,9,22,30

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	
Protective Services For Adults						
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	
In-Home Aide Services:						
Level I Home Management	041	041	Yes	041	Yes	A,B,C,H,I,N,P,R,U,X,Y,0,9
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
Housing and Home Improvement	140	140	Yes	140	Yes	A,B,C,I,N,P,R,X,Y,0,9
Personal And Family Counseling	170	170	Yes	170	Yes	A,N,P,R,X,Y,0,9
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,4,30
Transportation Services	250	250	Yes	250		T (Report purchased costs only 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,0,9,30
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
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,4
Case Management	380	380	Yes	No	No	R,0,9
Service Intake		381	No	No	No	A,N,P,R,T,X,Y,0,4,9
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

V. OTHER ADMINISTRATIVE ACTIVITIES

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
County General Assistance		980	No	No	No	N
General Administration		990	No	No	No	G
Crisis Intervention Program		991	No	991	No	E,N
Child Day Care Services Delivery		816	No	No	No	L,N,X,4
Child Day Care Program Management		002	No	No	No	L,N,X,4
Other Non-DSS Reimbursable Service	781	781	No	No	No	N
Other Non-DSS Reimbursable Service	782	782	No	No	No	N
Other Non-DSS Reimbursable Service	783	783	No	No	No	N
Other Non-DSS Reimbursable Service	784	784	No	No	No	N
Other Non-DSS Reimbursable Service	785	785	No	No	No	N
Other Non-DSS Reimbursable Service	786	786	No	No	No	N
Other Non-DSS Reimbursable Service	787	787	No	No	No	N
Other Non-DSS Reimbursable Service	788	788	No	No	No	N
Other Non-DSS Reimbursable Service	789	789	No	No	No	N
Adolescent Parenting Admin Act.		804	No	No	No	A,N,Y

VI. LONG TERM CARE SCREENING PROGRAM

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Case Management	610	610	Yes	No	No	N,X

VII. FOOD STAMP EMPLOYMENT & TRAINING AND WORKFARE

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Assessment And Development E&T Plan	505	505	Yes	No	No	D,N
Employment and Training Services	515	515	Yes	515	Yes	D,N,S
Transportation	567	567	Yes	567	Yes	D,N,S
Employment Case Management		580	No	No	No	D,N,S
Employment Programs Intake		581	No	No	No	D,N,S
Work Site Development and Management		582	No	No	No	D,N
Program Development		583	No	No	No	D,N
ABAWDS Case Management		590	No	590	No	3
ABAWDS Work Site Development, Placement And Management	591	591	Yes	591	Yes	3
ABAWDS Education Development, Placement, And Management	592	592	Yes	592	Yes	3
ABAWDS Training Development, Placement And Management	593	593	Yes	593	Yes	3

VIII. FAMILY SUPPORT/WORK FIRST SERVICES

SERVICE	DSS 5027	DSS4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Work First Information/Referral		520	No	520	No	R,9,W
Child Care		521	No	521	No	R,9,12,W
Case Management Without Eligibility Determination		522	No	522	No	R,9,12,W
Adult Care	523	523	No	523	Yes	R,9,W
Education/Training				527	No	R,9,12,W
Work First Transportation Services				532	No	R,9,12,W
Participation Expenses	537			537	No	R,9,12,W
Transportation Retention Services	541			541	Yes	R,9,W
Child Care Retention Services	542			542	Yes	R,9,W
Other Retention Services	543			543	Yes	R,9,W
On-The-Job Training	544	544	Yes	544	Yes	R,9,12,W
Work First Eligibility Determination		545	No	No	No	R,9,W
Job Development and Placement	546	546	No	546	No	R,9,12,W
Job Search/Job Readiness	547	547	No	547	No	R,9,12,W
Non-Custodial Parents Case Management	548	548	Yes	548	Yes	R
Non-Custodial Parent Child Care	549			549	Yes	R
Mental Health Services	551	551	Yes	551	Yes	R,9,W
Substance Abuse Services	552	552	Yes	552	Yes	R,9,W
Subsidized Employment	553	553	Yes	553	Yes	R,9,W
Other Supportive Services	554	554	Yes	554	Yes	R,9,W
Non-Custodial Parent Other Work Related Expenses	555			555	Yes	R
Fraud Activities		557	No	No	No	R,9,W
Case Mgt. Retention Services	558	558	Yes	558	Yes	R,9,W
Child And Family Enrichment Services	561	561	No	561	No	R,9,12,W
Pregnancy Prevention Services	562	562	Yes	562	No	R
Individual Development Account Expenses				566	Yes	R,9,W
Non-Custodial Parents – Transportation	569			569	Yes	R
Job Access Transportation Services – Non-Custodial Parents	570			570	Yes	R
Job Access Transportation Services – Current Work First Recipients				571	Yes	R
Job Access Transportation Services – “Other” Recipients	572			572	Yes	R
Medical Insurance Premiums	573			573	Yes	9
Housing Subsidies That Do NOT Meet Federal Definition of “Assistance”	574			574	Yes	9
Work First Housing Expenditures – Other Than Housing Subsidies	575	575	Yes	575	No	R,9
Housing Subsidies That Meet the Federal Definition of “Assistance”	576			576	Yes	9

*When a CLIENT ID# REQ'D is required on the Day Sheet and there is no policy requirement for using a SIS Client ID, use the EIS Individual ID # (10-digit number and last digit blank in column 10 on the DSS-4263)

*NOTE: If it is a Purchased service and does not require a Client ID, it goes on the DSS-1571 Part II. If an ID is required it goes on the DSS-1571 Part IV

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 Out of Home Family Services Agreement;
- Periodic reviews of the Out of Home Family Services Agreement 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.

210 – Protective Services for Children - CPS Assessments - 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.
- CPS Assessments refer to both CPS Family Assessments and CPS Investigative Assessments.
- The primary elements of CPS Assessments as defined by law and Administrative Rule are included in this service code.
- Activities related to petitions for interference with a CPS Assessment 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/CFEP, 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 initial case plans.
- The CPS Assessment encompasses the completion of the Structured Decision Making Tools including the Safety Assessment, Family Risk Assessment, Family Assessment of Strengths and Needs, and the Case Decision Summary/Initial Case Plan.
- 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 CPS Assessment will be initiated.
- Informing the person making the report of the agency's decision whether or not to conduct a CPS Assessment 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.

215 – Protective Services For Children – In-Home Services For Children Defined As Reasonable Candidates For Foster Care and Their Families,

after there has been a substantiation of child abuse, neglect, and/or dependency or a case decision of services needed and removal of the child is a reasonable possibility in the absence of such services. This code should be used when:

- Monitoring, expanding and updating the In-Home Family Services Agreement to address identified areas of need.
- Routine case supervisory activities;
- Maintenance of contact with the family and others significant to the case.
- Working with the parents on the status of the case and case goals.
- Giving information, instruction, guidance and mentoring regarding parenting skills.
- Referral to monitoring of service as appropriate, including referrals to DSS-provided clinical treatment.
- Ongoing determination of appropriateness of need for out-of-home placement.
- Ensuring that foster care placements across state lines are in compliance with interstate compact laws.
- Documentation of CPS In-Home Services activities.
- This code should be used for travel associated with any of the above activities.

When a CPS Assessment is not substantiated or if there was not a finding of Services Needed, the CPS case is closed and related activities are not IV-E reimbursable. The family may be referred to voluntary services or services outside the agency.

219 - Protective Services for Children-Team Setting

Planning, arranging, and conducting multidisciplinary assessment and planning team meetings on behalf of children reported for abuse, neglect, or dependency or for whom there has been a substantiation of child abuse, neglect, or dependency and for whom removal from the home is a reasonable possibility in the absence of such services. This code includes, but not limited to:

- Day One conferences;
- Community Assessment Teams;
- Child and Family Team Meetings

220 – Unsuccessful Attempts to Locate Victim Child

Unsuccessful efforts to locate the alleged victim child in order to initiate the CPS Assessment.

228 – Preparation For and Participation in Judicial Determinations in Juvenile Court (Pre-Placement)

Activities which contribute to preparing a report for the juvenile court, or preparing for or participating in a juvenile court proceeding, with the exception of cases involving interference with a CPS Assessment.

229 – Other Court Related Activity (Preplacement)

This code should be used when a worker is engaged in preparation for or participation in court-related activities other than for Juvenile Court, e.g., divorce/custody cases or criminal cases.

12. Work First Demonstration Grant (TANF)

Federal TANF dollars allocated to approved Work First Demonstration Grant Counties for demonstration initiatives that are designed specifically to increase participating counties' All-Family and Two-Parent Work Participation Rates. Counties may utilize these funds when providing services to Work First participants including: child care; transportation; educational activities intended to increase self-sufficiency; job search and readiness; job training, development and placement; payment of expenses to facilitate participation in approved activities; child and family enrichment activities and case management.

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.