

CWS4026W Title IV-E New Worker

LEARNER HANDOUTS



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

LTD Local Training
and Development

Course Agenda

Prerequisite Online Modules 1 through 6

Module 1

Getting Started in Title IV-E *15 minutes*

Module 2

Determining Initial Title IV-E Eligibility *30 minutes*

Module 3

AFDC Relatedness *60 minutes*

Module 4

Placements and Licensing *30 minutes*

Module 5

Annual Judicial Reviews *30 minutes*

Module 6

Payment Accuracy *30 minutes*

Virtual Course- Virtual Classroom Agenda

Day 1

Activity A: Welcome and Agenda

Activity B: Title IV-E Resources

Activity C: Title IV-E Foster Care Application

Day 2

Review D: Review

Activity E: Title IV-E Foster Care Evaluation

Day 3

Activity F: Review

Activity G: Disposition of the Initial Evaluation and Notice of Action

Activity H: July 2025 updates

Day 4

Activity I: Review

Activity J: Ongoing Case Management

Activity K: Documentation

Activity L: Closing

Learning Objectives and Course Competencies

Learning Objectives: Upon completion of Title IV-E New Worker Training, the worker will be able to:

- Explain the importance of accurate IV-E eligibility determinations. (A, B,H)
- Recognize the use of the title IV-E foster care application and necessary supporting information and documentation required. (C)
- Classify and analyze required verifications and understand when to utilize best available information. (C,D)
- Identify and interpret title IV-E eligibility policy to render accurate IV-E eligibility determinations by use of the title IV-E foster care evaluation. (D)
- Apply policy to ensure ongoing eligibility requirements for title IV-E and ensure proper documentation is maintained. (E, F, G, H, I)

Course Competencies:

1. Knows the roles and responsibilities of other community agencies, professionals, and service providers involved in child protection and family support
2. Ability to use casework relationship to engage and empower families to collaborate with the agency
3. Ability to conduct casework interviews with individuals and family groups
4. Ability to gather, prepare, and document case information for court
5. Knows the importance of adhering to the provisions of federal law, state statutes and VDSS guidance in child welfare casework
6. Knows what types of evidence must be gathered, documented and maintained in case records to support court proceedings
7. Ability to complete case documentation, and organize and maintain family case records
8. Knows the importance of timely, accurate case documentation for agency accountability
9. Knows multiple types, purposes and uses of case documentation
10. Can use the computerized data collection and management systems to document casework activities and pertinent case information

1.2.1 Definitions

The following words and terms are unique to title IV-E, when used in this manual, shall have the following meaning, unless the context clearly indicates otherwise. If additional definitions are needed please refer to Section 1.2 of Chapter E (Foster Care) of the VDSS Child and Family Services Manual.

Term Definition

Agency-Approved Foster Home Any LDSS-approved provider home that gives 24-hour substitute family care, room and board, and services for children or youth.

Aid for Families with Dependent Children (AFDC) The benefit program prior to Temporary Assistance for Needy Families (TANF). AFDC was repealed but the AFDC Program requirements that were in effect in Virginia on July 16, 1996, remain in effect for the title IV-E eligibility determinations.

AFDC Determination Month The AFDC determination month is the month that the petition is filed by the agency or the physical removal: whichever occurs earliest. If the removal and petition are completed in the same month, the AFDC determination month is the same as the Eligibility month.

Allowable Costs The expenses identified as reimbursable in Federal guidance.

Annual Judicial Review (AJR) Court hearing and signed order held within a 12-month period that evaluates and approves the permanency plan for a foster care child.

Assistance Unit The grouping of persons who were residing in the removal home in the month of removal prior to the child's actual (physical or constructive) removal from the home whose income and resources shall be considered during the eligibility month when evaluating AFDC eligibility.

Benefit Programs Specialist (BPS) The worker is primarily responsible for determination and ongoing evaluation of documentation for title IV-E requirements for a foster care case.

Best Available Evidence The allowable use of documentation that, based upon a preponderance of evidence, can be reasonably viewed to satisfy certain title IV-E eligibility requirements.

Certificate of Approval (COA) The document provided to a foster home as proof of meeting standards for approval.

Child-Placing Agency (CPA) Any person who places children in foster homes, adoptive homes, or independent living arrangements pursuant to § 63.2-1819 of the Code of Virginia or a local board that places children in foster homes or adoptive homes pursuant to §§ 63.2-900, 63.2-903, and 63.2-1221 of the Code of Virginia. Officers, employees, or agents of the Commonwealth, or any locality acting within the scope of their authority as such, who serve as or maintain a child-placing agency, shall not be required to be licensed.

Children's Services Act (CSA) The legislation that created a collaborative system of services and funding that is child-centered, family-focused, and community-based to address the strengths and needs of troubled and at-risk youth and their families in the Commonwealth (§ 2.2-5200 et. seq.).

Contrary to the Welfare A determination made by a judicial order with language to the effect that continuation in the home would be contrary to the child's welfare, or that placement is in the child's best interest.

Court Order Any order issued by a court that removes custody, approves custody, or approves placements and conditions for foster care. This includes Petition for Removal, Emergency Removal orders, Preliminary Removal orders, Annual Judicial reviews and CHINS petitions. Nunc Pro Tunc (now for then) orders or affidavits attesting that the judicial determination occurred at a previous hearing court orders that change the substance of a prior judicial determination or constitute a judicial determination not previously made are not acceptable documentation in support of a judicial determination. Nunc Pro Tunc orders are acceptable for verifying administrative oversights.

Date Child Entered Foster Care The earlier date of a judicial finding of abuse or neglect or 60 days from the date the child is physically removed from the home.

Deeming The procedure to evaluate income of an individual living in the removal home who is not included in the AFDC assistance unit but whose income may be considered available to the AFDC assistance unit.

Deprivation Verification that the child does not have parental support or care due to the death, absence, or physical or mental incapacity of one parent, unemployment or underemployment (when both parents reside in the home). The initial determination of deprivation is based on the conditions in the specified relative's home during the month the Voluntary Placement Agreement (VPA) is signed or the removal petition is filed.

Eligibility Month The eligibility month is the month a petition was filed or court proceedings were initiated to remove the child or the month a VPA is signed by the last party whose signature is required. If the removal and petition, court proceedings, or VPA are not completed in the same month, the eligibility month may be different than the AFDC determination month.

Episode of Foster Care The period of time beginning with the date the agency receives custody of a child through a court order or VPA and ends the date the court releases agency responsibility.

Evidence Based Programs A defined curriculum or set of services that, when implemented with fidelity as a whole, has been validated by some form of scientific evidence. Evidence-based practices and programs may be described as "supported" or "well-supported", depending on the strength of the research design.

Family Services Specialist (FSS) The worker primarily responsible for case management or service coordination and meeting the foster care requirements for a foster care case.

Income The funds earned by members of the assistance unit from wages, salaries, commissions, or profit through self-employment or unearned income received for which no service is performed such as child support, disability/retirement payments, Social Security, or Veterans' benefits.

Legal Custody The legal status created by court order which vests in a custodian the right to have physical custody of the child, to determine and redetermine where and with whom he shall live, the right and duty to protect, train and discipline him and to provide him with food, shelter, education and ordinary medical care, all subject to any residual parental rights and responsibilities or (ii) the legal status created by court order of joint custody as defined in § 20-107.2. A court order that gives responsibility for the child's daily care and supervision to relatives or other interested individuals whom the court has determined is: • Willing and qualified to receive and care for the child. • Willing to have a positive and continuous relationship with the child. • Committed to providing a permanent suitable home for the child. Willing and able to protect the child from abuse and neglect (§§ 16.1- 278.2 and 16.1-288).

Licensed Child-Placing Agency (LCPA) Any CPA who is licensed and places children in foster homes, adoptive homes or independent living arrangements pursuant to § 63.2-1819 of the Code of Virginia.

Local Department of Social Services (LDSS) The local department of social services of any county or city in Virginia.

Personal Incidentals These items are typically allowable costs using maintenance funds to purchase for the child on an occasional, as-needed basis and may include a variety of items. Specifically, we consider the following categories of expenditures examples of "personal incidentals": items related to personal hygiene; cosmetics; over-the-counter medications and special dietary foods; infant and toddler supplies, including highchairs and diapers; fees related to activities, graduation fees; and miscellaneous items such as stamps, envelopes, writing paper, etc. Personal incidentals are solely funded using Budget Line 811.

Physical Custody The physical care and supervision of a child (§ 20-146.1).

Qualified Residential Treatment Program (QRTF) A designation of non-family-based placements by the Administration for Children and Families (ACF). QRTFs serve children with specific treatment needs who require short term placement out of their home. (Update: QRTF was suspended effective April 1, 2023.)

Relatives of Fifth Degree Any relative by blood, marriage, or adoption that is within five (5) generations of child which goes back to:

- 5th degree-Great-great-great grandparent; Great-great aunt/uncle; Great-great niece / nephew; First cousin once removed (child of first cousin).
- 4th degree-Great-great grandparent; Great aunt/uncle; Great niece / nephew; First cousin.
- 3rd degree-Great grandparent; Aunt / Uncle; Niece / nephew.
- 2nd degree-Grandparent; Sibling.

Removal Home The home of the individual from whom the child is being removed.

Residential Placement A placement in a licensed publicly or privately owned facility, other than a private family home, where 24-hour care is provided to children separated from their families. A residential placement includes children's residential facilities as defined in § 63.2-100 of the Code of Virginia.

Resources Real and personal property with countable value owned by the members of the assistance unit.

Sibling Two or more children with at least one natural or adoptive parent in common.

Specified Relative Any relation by blood, marriage or adoption who is within the fifth degree of kinship to the dependent child. This includes great-great-great grandparents and first cousins once removed (children of first cousins).

System Inquiries Automated resources used to substantiate eligibility. Databases that may be accessed include APECS (Automated Program to Enforce Child Support), SVES (State Verification Exchange System), DMV (Department of Motor Vehicles), SPIDeR (Systems Partnering in a Demographic Repository), MMIS Medicaid Management Information System), VaCMS (Virginia Case Management System) and VEC (Virginia Employment Commission) wage records.

Title IV-E The title of the section of the Social Security Act that authorizes federal funds for prevention, foster care, and adoption assistance.

Voluntary Placement Agreement (VPA) An agreement entered into by the parent(s) or legal guardian which leads to a physical or constructive removal of the child from the home. VPAs include Permanent and/or temporary entrustments and Non-custodial foster care agreements.

<https://fusion.dss.virginia.gov/Portals/%5Bdfs%5D/Files/Title%20IV-E%20Foster%20Care%20Manual%20July%202021.pdf>

CWS4026W: Title IV-E New Worker Training Resources

Guidance

Title IV-E Foster Care manual July 2021:

<https://fusion.dss.virginia.gov/Portals/%5Bdfs%5D/Files/Title%20IV-E%20Foster%20Care%20Manual%20July%202021.pdf>

Foster Care manual July 2022:

Section 4.5 Referrals for maintenance: Title IV-E and State Pool funds

[https://fusion.dss.virginia.gov/Portals/%5Bdfs%5D/Files/DFS%20Manuals/Foster%20Care%20Manuals/Foster%20Care%20Manual%2007-2022/section 4 opening and maintaining case.pdf](https://fusion.dss.virginia.gov/Portals/%5Bdfs%5D/Files/DFS%20Manuals/Foster%20Care%20Manuals/Foster%20Care%20Manual%2007-2022/section%204%20opening%20and%20maintaining%20case.pdf)

Section 18 Funding Maintenance Costs July 2022:

[https://fusion.dss.virginia.gov/Portals/%5Bdfs%5D/Files/DFS%20Manuals/Foster%20Care%20Manuals/Foster%20Care%20Manual%2007-2022/section 18 funding maintenance costs.pdf](https://fusion.dss.virginia.gov/Portals/%5Bdfs%5D/Files/DFS%20Manuals/Foster%20Care%20Manuals/Foster%20Care%20Manual%2007-2022/section%2018%20funding%20maintenance%20costs.pdf)

Class Materials on Fusion

Local Training and Development Learner Materials:

<https://fusion.dss.virginia.gov/wds/LTD-Home/Learner-Materials>

Title IV-E Forms (Eligibility)

Title IV-E Foster Care Notice of Action with Instructions (DOCX) revised 070125

Title IV-E Foster Care and IV-E Medicaid Application (blank) Excel sheet 070125

Title IV-E Foster Care and IV-E Medicaid Evaluation (blank) Excel sheet 070125

Forms <https://fusion.dss.virginia.gov/dfs/DFS-Home/Title-IV-E/Title-IV-E-Forms>

Resources and Job Aids

<https://fusion.dss.virginia.gov/dfs/DFS-Home/Title-IV-E/Title-IV-E-Resources-and-Job-Aids>

QA Reviews (Documents)

<https://fusion.dss.virginia.gov/dfs/DFS-Home/Title-IV-E-Foster-Care/Quarterly-QA-Reviews>

Handouts CWS4026W Learner Handouts pdf revised Jan 2026

A-1 Course Agenda

A-2 Course Learning Objectives and Competencies

B-1 (currently being updated)

B-2 Definitions and Acronyms

B-3 List of Handouts and Resources

B-4 Consultants contacts

C-1 Application Quick Reference Guide- revised October 2025

C-2 Making Ends Meet Statement- New job aid! July 2025

C-3 Services Checklist for Initial Application

Day 2:

E-1 Title IV-E Application Checklist of Needed Documents- New job aid! July 2025

E- 2 Judicial Determination- Entrust (entry) date 180 Due Date for Obtaining Reasonable Efforts

E-3 60 Day due date for Obtaining Reasonable Efforts

E-4 5th Degree of Relationship

E-5 Determining Removal Home- Revised July 2025

E-6 Forming the Assistance Unit – Revised July 2025

Day 3:

G-1 Eligibility Checklist for IV-E Documents revised October 2025

G-2 FY26 Quick Reference Guide revised October 2025

G-3 Title IV-E Foster Care Notice of Action revised 070125

H-1 Resource Home Checklist- new

H-2 Unable to Determine Checklist- new

H-3 Resource Home Review job aid- October 2025

Day 4:

J-1 Annual Judicial Review Tracking Sheet revised October 2025

J-2 Due Date for First AJR

J-3 Definitions and Details: Title IV-E Allowable Costs revised July 2025

J-4 Clothing Tracking Sheet

J-5 Child Care Verification

K-1 OAIS Job Aid Funding Screen Cheat Sheet

K-2 Initial Foster Care Validation Checklist

K-3 COMPASS

K-4 Title IV-E COMPASS Portal Naming Convention revised 070125

K-5 SPR Certification Checklist- New! 070125

K-6 Standard Payment Record Information Sheet- New! 070125

K-7 New Funding Validation Checklist- October 2025

K-8 Title IV-E Ongoing Review Checklist- October 2025

Case Scenario Handouts: CWS4026W Case Scenario pdf revised Jan 2026

Case HO-1 Case Scenario Henry Walker

Case HO-2 Affidavit

Case HO-3 Emergency Removal Order

Case HO-4 Preliminary Removal Order

Case HO-5 Adjudicatory Order for Abuse or Neglect Case

Case HO-6 Certificate of Approval

Case HO-7 Checklist for Initial Provider Approval

Case HO-8 Financial Agreement for LDSS Approved Providers

Case HO-9 IV-E Foster Care Notice of Action

Case Scenario Application- Excel sheet

Case Scenario Evaluation- Excel sheet

Transfer of Learning (TOL)

CWS4026W TOL Day 1

CWS4026W TOL Day 2

CWS4026W TOL Day 3

QUALITY ASSURANCE AND ACCOUNTABILITY (QAA) REGIONAL CONSULTANTS (FEB 2026)

This is a federal program designed to provide funding to states to ensure proper care for eligible children in foster care and to provide ongoing assistance to eligible children with special needs receiving adoption subsidies. The program is authorized under Title IV-E of the Social Security Act and it is funded by federal and state/local matching funds. Administration is handled by state and local public child welfare agencies.

Title IV-E is a program under which the Commonwealth of Virginia is entitled to reimbursement for certain foster care and adoption expenses. Although there is no cap on reimbursement, it is limited to three areas and the funding formula is different for each: Maintenance (e.g. room, board and transportation to visit parents and siblings), Administration (e.g. eligibility determination and case management activities), and Training (e.g. training for child welfare staff and foster and adoptive parents)

On Fusion: Click Family Services, then click on Title IV-E subtitle, then QAA Title IV-E contacts

<https://fusion.dss.virginia.gov/dfs/DFS-Home/Title-IV-E/QAA-Title-IV-E-Contacts>

Central: Email the team: dssqaacentral@dss.virginia.gov

Kimberly Reilly kreilly@dss.virginia.gov (804) 291-8014

Viodia Jallah viodia.jallah9@dss.virginia.gov (804) 726-7000

Vacant

Eastern: Email the team: dssqaaeastern@dss.virginia.gov

Tami Muskelly tami.muskelly@dss.virginia.gov (804) 418-9176

Petra Smith petra.smith@dss.virginia.gov (804) 517-3500

Brenda Snead brenda.snead@dss.virginia.gov (804) 912-5109

Northern: Email the team: dssqaanorthern@dss.virginia.gov

Kate Welton kate.welton9@dss.virginia.gov (804) 972-4065

Logan Arnold L.Arnold@dss.virginia.gov (804) 337-3198

Lynn Berry L.Berry@dss.virginia.gov (804) 486-0406

Piedmont: Email the team: dssqaapiedmont@dss.virginia.gov

Frances Goad f.goad@dss.virginia.gov (276) 274-2684

Deborah “Debbie” Beirne deborah.beirne@ss.virginia.gov (804) 297-8709

Kim Ramirez kimberly.ramirez@dss.virginia.gov (804) 335-5958

Western: Email the team: dssqaawestern@dss.virginia.gov

Tammy Bobbit tammy.bobbit@dss.virginia.gov (804) 971-1991

Melinda Burris melinda.burris@dss.virginia.gov (804) 385-7663

Kiashia “Kia” Hargis kiashia.hargis@dss.virginia.gov (804) 912-0137

Foster Care Consultants if needed: <https://fusion.dss.virginia.gov/dfs/DFS-Home/Foster-Care/Foster-Care-Team>

Medicaid Consultants if needed: <https://fusion.dss.virginia.gov/bp/BP-Home/Medical-Assistance/CONTACTS-Medical-Assistance>

Resource Family Consultants if needed: <https://fusion.dss.virginia.gov/dfs/DFS-Home/Resource-Family/Family-Engagement-and-Resource-Family-Contacts>

Title IV-E Foster Care & IV-E Medicaid Application

QUICK REFERENCE GUIDE

When completing the application, it is important that you ***do not leave blocks/sections blank***. If siblings enter care at the same time, complete a ***separate application for each child***.

*Applications are to be submitted within **10 calendar days** (the day of entry is day one).*

I. IDENTIFYING INFORMATION

Child's Information

- List the child's complete name, social security number (SSN) and address at **removal**. If the child is living with an interim caregiver at the time of removal, that is the address that should be listed.
- If the child does not have an SSN, then one needs to be applied for, and a copy of the SSN application needs to be uploaded to the **Participant** icon.

Parents' Information

- List both parent's information, social security numbers and addresses at removal. (NOTE: Parents **only** regardless of where the child is living at the time of removal)
- If the parent is homeless, list Homeless; if unknown, list Unknown.
-

II. INITIAL COMMITMENT INFORMATION

Court Order

- If the agency filed a removal petition that granted the agency custody, attach a copy of the petition and affidavit (if applicable).
- If the child entered foster care through a court order, attach the court order. Indicate on the application if the court order has the required judicial language:
 - Contrary to the Welfare (CTW) – CTW **must** be marked on the initial order, if not, the case is **ineligible** for title IV-E for the **entire episode** of foster care.
 - Reasonable Efforts – you have 60 days to obtain, if not received the case cannot be title IV-E

Voluntary Placement Agreement (VPA)

- If the child entered foster care through a VPA, indicate the **type** of VPA, attach a copy of the agreement and ensure the document is **signed and dated** by all parties.

III. NON-FINANCIAL INFORMATION

1. Eligibility Month

- List the eligibility month which is the month the petition is filed alleging abuse/neglect or the date the judge signed the court order – whichever is **earlier**. This is important as this is the starting point to determine the removal home and needs to align with the affidavit; and can affect the date title IV-E funds can be utilized.
- VPA: the date the **last** required signature is obtained.

2. List the name & relationship of person whom contrary to the welfare was made against

- If you're unsure check with the FSS and if unable to determine ask FSS to check with the agency attorney

3. Was the child removed from the home of a Specified Relative that CTW was made against?

- Check **YES** or **NO** ○ If **YES**, add the **date** the child was physically removed ○ If **NO**, add the date the child last lived with the specified relative that CTW was against.

4. Name and address of Specified Relative, whom CTW was made against, at REMOVAL. This is the **REMOVAL HOME**.

This is the same person that is listed in #2.

- This information is critical to the case. Whom was CTW founded against that resulted in the child coming into foster care? This information may need to be obtained from the agency attorney.

Title IV-E Foster Care & IV-E Medicaid Application

QUICK REFERENCE GUIDE

5. List all individuals residing in the removal home on the day of the child's PHYSICAL removal from the home.
 - It is important to list ALL individuals residing in the **removal home** at the time of the child's removal. Based upon whom CTW was founded against determines the individuals to be included in the assistance unit and may need to be clarified.
6. Deprivation
 - Deprivation is based on your knowledge at time of removal. The BPS may have follow-up questions.
 - Select **ALL** that apply.
 - A. Death of a Parent – proof of death is not need unless you have conflicting information/knowledge.
 - B. Disabled Parent – disability must be proven; SSI is acceptable as proof.
 - C. Unemployed Parent – both parents are in the home, and neither is disabled.
 - D. Continued Absence from Home of a Parent – paternity must be established.
 - E. Paternity Not Established – select for putative or unknown fathers; no father named on birth certificate or birth letter.
7. Citizenship/Alienage Declaration
 - Citizenship needs to be documented.
 - If the child is an alien, documentation of his/her alien status will be required. Provide *Alien Number* and attach INS documentation.
8. Enrolled in school?
 - If the child is enrolled in school, list the name of the school and the current grade level.
9. Child Support Referral
 - A referral to DCSE must be completed on each parent (even if “unknown”) unless an exception is met (TPR or Death). If Good Cause is claimed, a referral is **still completed** as the BPS will advise DCSE not to pursue support. NOTE: Only one copy per parent needs to be uploaded to COMPASS.

IV. and V. TITLE IV-E FINANCIAL SCREEN – RESOURCES/INCOME

- If the child was removed from the home of a parent(s), resources/income of each must be counted in the initial screening. If a parent(s) wasn't living in the home **on the day of removal** their information is not needed.
- If the whereabouts of the parent(s) are unknown, indicate *Parent's whereabouts are unknown* as the reason information is not available.
- Only list information for those listed: foster child, parent(s), and minor siblings who were residing in the home at the time of removal. Do not list information for others such as an aunt, uncle, grandparent, etc.
- If the parent(s) states they have no resources or income, accept their verbal statement.
- If there is no reported income, there must be documentation in the case record of how the family is “**making ends meet**.” The BPS will **deny** the evaluation if the statement is not provided.
- If a parent refuses to provide resources/income information, indicate “**Parent refuses to provide.**” • Do NOT leave this section “blank”.

NOTE: Two additional items are required.

- If a stepparent is living in the removal home and is paying **child support**, provide the AMOUNT of child support paid during the **eligibility month**.
- If **childcare expenses** are paid during the **eligibility month**, provide the AMOUNT paid for each child.

Title IV-E Foster Care & IV-E Medicaid Application

QUICK REFERENCE GUIDE

VI. PLACEMENT INFORMATION

The placement section needs to be completed to show **ALL** placements up to the **point of the application submission**. The BPS will need the placement information to authorize payment(s); however, not to determine the case. If applicable, the Notice of Action (NOA) will indicate that the case is *title IV-E eligible but ineligible for payment*.

- Changes in a child's placement must be reported to the BPS within three days – this includes children who are in a run-away status.
- Provide a copy of the Certificate of Approval (COA) for an LDSS home, LCPA home or a residential placement.
- Provide a copy of the current LCPA license.
- If the placement is with an LDSS home, a complete copy of the *Checklist for Family Initial or Reapproval* with signature is required.
 - A copy of the OBI letter(s) must be uploaded to the LDSS file in COMPASS.
- If the placement is with an LCPA home, a copy of the latest *Non-conviction Letter* (NCL) that supports the current COA is required.
- A copy of the financial agreement is required for LDSS & LCPA homes.
- If the placement is congregate care, provide a copy of the financial contract/agreement and rate sheet if applicable. **NOTE:** Only the initial 14 days are eligible for title IV-E funding.

VII. MEDICAL INFORMATION AND ASSIGNMENT OF RIGHTS

- It is important to enter all information regarding any medical insurance.
- The medical information is needed by the BPS to ensure the child is enrolled in Medicaid timely or, if already enrolled, that the aid category is updated to reflect the child is in foster care.

FSS must sign and date the application

(to determine if the application was submitted timely)

NOTE: *If a child entered care through a non-custodial agreement, the parent/legal guardian must complete a separate Medicaid application and parent/legal guardian must sign the application.*

What to submit with the application:

____ Completed Title IV-E Foster Care & Medicaid Application

____ Initial court order placing custody with the LDSS; include the petition and/or affidavit, if applicable (or VPA)

____ Citizenship or alien status

____ Social security number or proof of application

____ "501 forms" – Absent Parent/Paternity Information

____ Resources (best available acceptable)

____ Income or how "making ends meet" statement (best available acceptable)

____ Foster care placement approval/license documentation

Communication between the FSS and the BPS is imperative in all cases!

All information requested by the BPS should be provided timely to allow a determination within
45 calendar days of submission.

Making Ends Meet Statement

If the family has no reported income, document how the family is reportedly “making ends meet”. It should be noted that a statement of zero income is not the same as a “making ends meet” statement.

"Making ends meet" refers to the ability to manage one's finances to cover necessary expenses, often implying a struggle to do so.

Essential Monthly Living Expenses:

HOUSING EXPENSES (rent/mortgage):

Click or tap here to enter text.

FOOD (groceries):

Click or tap here to enter text.

UTILITIES (electricity/gas, water/sewer, phone/internet):

Click or tap here to enter text.

TRANSPORTATION (vehicle/gas and/or fees, i.e. taxi/Uber):

Click or tap here to enter text.

PERSONAL & HOUSEHOLD (clothing, personal care/hygiene):

Click or tap here to enter text.

If the family states they are receiving **FINANCIAL ASSISTANCE from family/friends**, indicate the **amount of money** received during the month of removal.

Click or tap here to enter text.

Information provided by: Click or tap here to enter text.

Date: Click or tap here to enter text.

Worker's Signature: Click or tap here to enter text.

Service Checklist for IV-E Documents

The original application should be submitted **within 10 calendar days**. All other documents are copies, provided to the BPS; original documents should be maintained in the service file.

	Title IV-E Foster Care and Medicaid Application Completed with date and signature by the FSS
	Petition and Affidavit If used for initial removal
	Court Order With correct language marked <i>Contrary to the Welfare</i> and <i>Reasonable Efforts</i>
	Voluntary Placement Agreement (Entrustment or Non-custodial Agreement) Signed by all required parties
	Citizenship Verification Or proof of alien status
	Social Security number Or application for Social Security Number
PLACEMENT	
_____	LDSS Home: Certificate of Approval (COA) and Approval Checklist
_____	LCPA Home: LCPA Foster Home Certificate (COA) and current non-conviction letter (NCL); current LCPA license
_____	Residential License
	Financial contract/agreement with provider Regardless of placement type
	VEMAT Signed approval page with score/amount listed
	Referral to Child Support Enforcement Absent Parent/Paternity Information Form (DCSE) required for ALL parents and unknown or putative fathers. Inform the BPS if <i>Good Cause</i> is being claimed (501 still needed)
	Medicaid information If currently enrolled

Date submitted: _____

Title IV-E Application: Checklist of Needed Documents

From: **BPS**

To: **FSS**

Child's Name & Case Number: Date Child Entered Care:

Application received:

The following information is missing (X) and/or incomplete and must be provided by

DOCUMENT	Comment	Received
<input type="checkbox"/> Application	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Petition/Affidavit	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Initial Court Order	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Citizenship or Alien Status	<input type="text"/>	<input type="text"/>

Additional Documentation Needed	Date Requested	Date Received
<input type="checkbox"/> Social security number verification or proof of application	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> DCSE - absent parent/paternity information	<input type="text"/>	<input type="text"/>
Placement, LDSS resource home <input type="checkbox"/> (1) Certificate of Approval (COA) <input type="checkbox"/> (2) Checklist for Provider Approval/Reapproval <input type="checkbox"/> (3) OBI letters for foster parent(s)	<input type="text"/>	<input type="text"/>
Placement, LCPA resource home <input type="checkbox"/> (1) Certificate of Approval (COA) <input type="checkbox"/> (2) Non-Conviction Letter (NCL) <input type="checkbox"/> (3) LCPA license	<input type="text"/>	<input type="text"/>

Additional documentation/information needed by (DATE):

<input type="checkbox"/> VEHICLES: <input type="text"/>	
RESOURCES <small>(enter the amount of any of the below items that apply)</small>	INCOME <small>(enter the amount verified at the TIME OF REMOVAL)</small>
<input type="checkbox"/> Cash: <input type="text"/>	<input type="checkbox"/> Earned/Unearned: <input type="text"/>
<input type="checkbox"/> Checking: <input type="text"/>	<input type="checkbox"/> Child Support: <input type="text"/>
<input type="checkbox"/> Savings: <input type="text"/>	<input type="checkbox"/> SSA/SSI: <input type="text"/>
<input type="checkbox"/> IRA/CD/Stocks/Bonds/Life Insurance/Trust Funds/Burial Funds <input type="text"/>	<input type="checkbox"/> Veteran Benefits/Retirement/Pensions/Military Allots <input type="text"/>
<input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Unemployment/Worker's Comp: <input type="text"/> <input type="checkbox"/> Other: <input type="text"/>
<input type="checkbox"/> If the family has no reported income, document how the family is reportedly "making ends meet". (i.e., housing, food, utilities, transportation, personal care, etc.) <input type="text"/>	
NOTE: If the family states they are receiving <i>FINANCIAL ASSISTANCE from family/friends</i> , indicate the amount of money received during the month of removal . <input type="text"/>	

OASIS Updated: ☐ Placement screen

☐ Funding screen

☐ Hearings screen

IV-E 45 day Evaluation Deadline:

Sign/Date:

Judicial Determination of Best Interests Language -180 Day Due Date for IV-E Jan-Jun

Handout E-2

Entrust Date	Due Date	Leap	Entrust Date	Due Date	Leap	Entrust Date	Due Date		Entrust Date	Due Date		Entrust Date	Due Date		Entrust Date	Due Date	
1-Jan	29-Jun	28-Jun	1-Feb	30-Jul	29-Jul	1-Mar	27-Aug		1-Apr	27-Sep		1-May	27-Oct		1-Jun	27-Nov	
2-Jan	30-Jun	29-Jun	2-Feb	31-Jul	30-Jul	2-Mar	28-Aug		2-Apr	28-Sep		2-May	28-Oct		2-Jun	28-Nov	
3-Jan	1-Jul	30-Jun	3-Feb	1-Aug	31-Jul	3-Mar	29-Aug		3-Apr	29-Sep		3-May	29-Oct		3-Jun	29-Nov	
4-Jan	2-Jul	1-Jul	4-Feb	2-Aug	1-Aug	4-Mar	30-Aug		4-Apr	30-Sep		4-May	30-Oct		4-Jun	30-Nov	
5-Jan	3-Jul	2-Jul	5-Feb	3-Aug	2-Aug	5-Mar	31-Aug		5-Apr	1-Oct		5-May	31-Oct		5-Jun	1-Dec	
6-Jan	4-Jul	3-Jul	6-Feb	4-Aug	3-Aug	6-Mar	1-Sep		6-Apr	2-Oct		6-May	1-Nov		6-Jun	2-Dec	
7-Jan	5-Jul	4-Jul	7-Feb	5-Aug	4-Aug	7-Mar	2-Sep		7-Apr	3-Oct		7-May	2-Nov		7-Jun	3-Dec	
8-Jan	6-Jul	5-Jul	8-Feb	6-Aug	5-Aug	8-Mar	3-Sep		8-Apr	4-Oct		8-May	3-Nov		8-Jun	4-Dec	
9-Jan	7-Jul	6-Jul	9-Feb	7-Aug	6-Aug	9-Mar	4-Sep		9-Apr	5-Oct		9-May	4-Nov		9-Jun	5-Dec	
10-Jan	8-Jul	7-Jul	10-Feb	8-Aug	7-Aug	10-Mar	5-Sep		10-Apr	6-Oct		10-May	5-Nov		10-Jun	6-Dec	
11-Jan	9-Jul	8-Jul	11-Feb	9-Aug	8-Aug	11-Mar	6-Sep		11-Apr	7-Oct		11-May	6-Nov		11-Jun	7-Dec	
12-Jan	10-Jul	9-Jul	12-Feb	10-Aug	9-Aug	12-Mar	7-Sep		12-Apr	8-Oct		12-May	7-Nov		12-Jun	8-Dec	
13-Jan	11-Jul	10-Jul	13-Feb	11-Aug	10-Aug	13-Mar	8-Sep		13-Apr	9-Oct		13-May	8-Nov		13-Jun	9-Dec	
14-Jan	12-Jul	11-Jul	14-Feb	12-Aug	11-Aug	14-Mar	9-Sep		14-Apr	10-Oct		14-May	9-Nov		14-Jun	10-Dec	
15-Jan	13-Jul	12-Jul	15-Feb	13-Aug	12-Aug	15-Mar	10-Sep		15-Apr	11-Oct		15-May	10-Nov		15-Jun	11-Dec	
16-Jan	14-Jul	13-Jul	16-Feb	14-Aug	13-Aug	16-Mar	11-Sep		16-Apr	12-Oct		16-May	11-Nov		16-Jun	12-Dec	
17-Jan	15-Jul	14-Jul	17-Feb	15-Aug	14-Aug	17-Mar	12-Sep		17-Apr	13-Oct		17-May	12-Nov		17-Jun	13-Dec	
18-Jan	16-Jul	15-Jul	18-Feb	16-Aug	15-Aug	18-Mar	13-Sep		18-Apr	14-Oct		18-May	13-Nov		18-Jun	14-Dec	
19-Jan	17-Jul	16-Jul	19-Feb	17-Aug	16-Aug	19-Mar	14-Sep		19-Apr	15-Oct		19-May	14-Nov		19-Jun	15-Dec	
20-Jan	18-Jul	17-Jul	20-Feb	18-Aug	17-Aug	20-Mar	15-Sep		20-Apr	16-Oct		20-May	15-Nov		20-Jun	16-Dec	
21-Jan	19-Jul	18-Jul	21-Feb	19-Aug	18-Aug	21-Mar	16-Sep		21-Apr	17-Oct		21-May	16-Nov		21-Jun	17-Dec	
22-Jan	20-Jul	19-Jul	22-Feb	20-Aug	19-Aug	22-Mar	17-Sep		22-Apr	18-Oct		22-May	17-Nov		22-Jun	18-Dec	
23-Jan	21-Jul	20-Jul	23-Feb	21-Aug	20-Aug	23-Mar	18-Sep		23-Apr	19-Oct		23-May	18-Nov		23-Jun	19-Dec	
24-Jan	22-Jul	21-Jul	24-Feb	22-Aug	21-Aug	24-Mar	19-Sep		24-Apr	20-Oct		24-May	19-Nov		24-Jun	20-Dec	
25-Jan	23-Jul	22-Jul	25-Feb	23-Aug	22-Aug	25-Mar	20-Sep		25-Apr	21-Oct		25-May	20-Nov		25-Jun	21-Dec	
26-Jan	24-Jul	23-Jul	26-Feb	24-Aug	23-Aug	26-Mar	21-Sep		26-Apr	22-Oct		26-May	21-Nov		26-Jun	22-Dec	
27-Jan	25-Jul	24-Jul	27-Feb	25-Aug	24-Aug	27-Mar	22-Sep		27-Apr	23-Oct		27-May	22-Nov		27-Jun	23-Dec	
28-Jan	26-Jul	25-Jul	28-Feb	26-Aug	25-Aug	28-Mar	23-Sep		28-Apr	24-Oct		28-May	23-Nov		28-Jun	24-Dec	
29-Jan	27-Jul	26-Jul	29-Feb		26-Aug	29-Mar	24-Sep		29-Apr	25-Oct		29-May	24-Nov		29-Jun	25-Dec	
30-Jan	28-Jul	27-Jul				30-Mar	25-Sep		30-Apr	26-Oct		30-May	25-Nov		30-Jun	26-Dec	
31-Jan	29-Jul	28-Jul				31-Mar	26-Sep					31-May	26-Nov				

If Entrustment was signed between January 1 and February 29 of a leap year (1984, 1988, 1992, 1996, 2000, 2004, 2008, 2012), use date in Leap column

If Entrustment was signed between September 3 and December 31, of a year immediately preceding a leap year (1983, 1987, 1991, 1995, 1999, 2003), use date in Leap column.

Judicial Determination of Best Interests Language -180 Day Due Date for IV-E Jul-Dec

Entrust Date	Due Date		Entrust Date	Due Date		Entrust Date	Due Date	Leap	Entrust Date	Due Date	Leap	Entrust Date	Due Date	Leap	Entrust Date	Due Date	Leap
1-Jul	27-Dec		1-Aug	27-Jan		1-Sep	27-Feb		1-Oct	29-Mar	28-Mar	1-Nov	29-Apr	28-Apr	1-Dec	29-May	28-May
2-Jul	28-Dec		2-Aug	28-Jan		2-Sep	28-Feb		2-Oct	30-Mar	29-Mar	2-Nov	30-Apr	29-Apr	2-Dec	30-May	29-May
3-Jul	29-Dec		3-Aug	29-Jan		3-Sep	1-Mar	29-Feb	3-Oct	31-Mar	30-Mar	3-Nov	1-May	30-Apr	3-Dec	31-May	30-May
4-Jul	30-Dec		4-Aug	30-Jan		4-Sep	2-Mar	1-Mar	4-Oct	1-Apr	31-Mar	4-Nov	2-May	1-May	4-Dec	1-Jun	31-May
5-Jul	31-Dec		5-Aug	31-Jan		5-Sep	3-Mar	2-Mar	5-Oct	2-Apr	1-Apr	5-Nov	3-May	2-May	5-Dec	2-Jun	1-Jun
6-Jul	1-Jan		6-Aug	1-Feb		6-Sep	4-Mar	3-Mar	6-Oct	3-Apr	2-Apr	6-Nov	4-May	3-May	6-Dec	3-Jun	2-Jun
7-Jul	2-Jan		7-Aug	2-Feb		7-Sep	5-Mar	4-Mar	7-Oct	4-Apr	3-Apr	7-Nov	5-May	4-May	7-Dec	4-Jun	3-Jun
8-Jul	3-Jan		8-Aug	3-Feb		8-Sep	6-Mar	5-Mar	8-Oct	5-Apr	4-Apr	8-Nov	6-May	5-May	8-Dec	5-Jun	4-Jun
9-Jul	4-Jan		9-Aug	4-Feb		9-Sep	7-Mar	6-Mar	9-Oct	6-Apr	5-Apr	9-Nov	7-May	6-May	9-Dec	6-Jun	5-Jun
10-Jul	5-Jan		10-Aug	5-Feb		10-Sep	8-Mar	7-Mar	10-Oct	7-Apr	6-Apr	10-Nov	8-May	7-May	10-Dec	7-Jun	6-Jun
11-Jul	6-Jan		11-Aug	6-Feb		11-Sep	9-Mar	8-Mar	11-Oct	8-Apr	7-Apr	11-Nov	9-May	8-May	11-Dec	8-Jun	7-Jun
12-Jul	7-Jan		12-Aug	7-Feb		12-Sep	10-Mar	9-Mar	12-Oct	9-Apr	8-Apr	12-Nov	10-May	9-May	12-Dec	9-Jun	8-Jun
13-Jul	8-Jan		13-Aug	8-Feb		13-Sep	11-Mar	10-Mar	13-Oct	10-Apr	9-Apr	13-Nov	11-May	10-May	13-Dec	10-Jun	9-Jun
14-Jul	9-Jan		14-Aug	9-Feb		14-Sep	12-Mar	11-Mar	14-Oct	11-Apr	10-Apr	14-Nov	12-May	11-May	14-Dec	11-Jun	10-Jun
15-Jul	10-Jan		15-Aug	10-Feb		15-Sep	13-Mar	12-Mar	15-Oct	12-Apr	11-Apr	15-Nov	13-May	12-May	15-Dec	12-Jun	11-Jun
16-Jul	11-Jan		16-Aug	11-Feb		16-Sep	14-Mar	13-Mar	16-Oct	13-Apr	12-Apr	16-Nov	14-May	13-May	16-Dec	13-Jun	12-Jun
17-Jul	12-Jan		17-Aug	12-Feb		17-Sep	15-Mar	14-Mar	17-Oct	14-Apr	13-Apr	17-Nov	15-May	14-May	17-Dec	14-Jun	13-Jun
18-Jul	13-Jan		18-Aug	13-Feb		18-Sep	16-Mar	15-Mar	18-Oct	15-Apr	14-Apr	18-Nov	16-May	15-May	18-Dec	15-Jun	14-Jun
19-Jul	14-Jan		19-Aug	14-Feb		19-Sep	17-Mar	16-Mar	19-Oct	16-Apr	15-Apr	19-Nov	17-May	16-May	19-Dec	16-Jun	15-Jun
20-Jul	15-Jan		20-Aug	15-Feb		20-Sep	18-Mar	17-Mar	20-Oct	17-Apr	16-Apr	20-Nov	18-May	17-May	20-Dec	17-Jun	16-Jun
21-Jul	16-Jan		21-Aug	16-Feb		21-Sep	19-Mar	18-Mar	21-Oct	18-Apr	17-Apr	21-Nov	19-May	18-May	21-Dec	18-Jun	17-Jun
22-Jul	17-Jan		22-Aug	17-Feb		22-Sep	20-Mar	19-Mar	22-Oct	19-Apr	18-Apr	22-Nov	20-May	19-May	22-Dec	19-Jun	18-Jun
23-Jul	18-Jan		23-Aug	18-Feb		23-Sep	21-Mar	20-Mar	23-Oct	20-Apr	19-Apr	23-Nov	21-May	20-May	23-Dec	20-Jun	19-Jun
24-Jul	19-Jan		24-Aug	19-Feb		24-Sep	22-Mar	21-Mar	24-Oct	21-Apr	20-Apr	24-Nov	22-May	21-May	24-Dec	21-Jun	20-Jun
25-Jul	20-Jan		25-Aug	20-Feb		25-Sep	23-Mar	22-Mar	25-Oct	22-Apr	21-Apr	25-Nov	23-May	22-May	25-Dec	22-Jun	21-Jun
26-Jul	21-Jan		26-Aug	21-Feb		26-Sep	24-Mar	23-Mar	26-Oct	23-Apr	22-Apr	26-Nov	24-May	23-May	26-Dec	23-Jun	22-Jun
27-Jul	22-Jan		27-Aug	22-Feb		27-Sep	25-Mar	24-Mar	27-Oct	24-Apr	23-Apr	27-Nov	25-May	24-May	27-Dec	24-Jun	23-Jun
28-Jul	23-Jan		28-Aug	23-Feb		28-Sep	26-Mar	25-Mar	28-Oct	25-Apr	24-Apr	28-Nov	26-May	25-May	28-Dec	25-Jun	24-Jun
29-Jul	24-Jan		29-Aug	24-Feb		29-Sep	27-Mar	26-Mar	29-Oct	26-Apr	25-Apr	29-Nov	27-May	26-May	29-Dec	26-Jun	25-Jun
30-Jul	25-Jan		30-Aug	25-Feb		30-Sep	28-Mar	27-Mar	30-Oct	27-Apr	26-Apr	30-Nov	28-May	27-May	30-Dec	27-Jun	26-Jun
31-Jul	26-Jan		31-Aug	26-Feb					31-Oct	28-Apr	27-Apr				31-Dec	28-Jun	27-Jun

If Entrustment was signed between January 1 and February 29 of a leap year (1984, 1988, 1992, 1996, 2000, 2004, 2008, 2012), use date in Leap column

If Entrustment was signed between September 3 and December 31, of a year immediately preceding a leap year (1983, 1987, 1991, 1995, 1999, 2003), use date in Leap column.

60 DAY DUE DATE FOR OBTAINING REASONABLE EFFORTS Jan-Jun

Entrust Date	Due Date	Leap	Entrust Date	Due Date	Leap	Entrust Date	Due Date	Entrust Date	Due Date	Entrust Date	Due Date	Entrust Date	Due Date
1-Jan	1-Mar	29-Feb	1-Feb	1-Apr	31-Mar	1-Mar	29-Apr	1-Apr	30-May	1-May	29-Jun	1-Jun	30-Jul
2-Jan	2-Mar	1-Mar	2-Feb	2-Apr	1-Apr	2-Mar	30-Apr	2-Apr	31-May	2-May	30-Jun	2-Jun	31-Jul
3-Jan	3-Mar	2-Mar	3-Feb	3-Apr	2-Apr	3-Mar	1-May	3-Apr	1-Jun	3-May	1-Jul	3-Jun	1-Aug
4-Jan	4-Mar	3-Mar	4-Feb	4-Apr	3-Apr	4-Mar	2-May	4-Apr	2-Jun	4-May	2-Jul	4-Jun	2-Aug
5-Jan	5-Mar	4-Mar	5-Feb	5-Apr	4-Apr	5-Mar	3-May	5-Apr	3-Jun	5-May	3-Jul	5-Jun	3-Aug
6-Jan	6-Mar	5-Mar	6-Feb	6-Apr	5-Apr	6-Mar	4-May	6-Apr	4-Jun	6-May	4-Jul	6-Jun	4-Aug
7-Jan	7-Mar	6-Mar	7-Feb	7-Apr	6-Apr	7-Mar	5-May	7-Apr	5-Jun	7-May	5-Jul	7-Jun	5-Aug
8-Jan	8-Mar	7-Mar	8-Feb	8-Apr	7-Apr	8-Mar	6-May	8-Apr	6-Jun	8-May	6-Jul	8-Jun	6-Aug
9-Jan	9-Mar	8-Mar	9-Feb	9-Apr	8-Apr	9-Mar	7-May	9-Apr	7-Jun	9-May	7-Jul	9-Jun	7-Aug
10-Jan	10-Mar	9-Mar	10-Feb	10-Apr	9-Apr	10-Mar	8-May	10-Apr	8-Jun	10-May	8-Jul	10-Jun	8-Aug
11-Jan	11-Mar	10-Mar	11-Feb	11-Apr	10-Apr	11-Mar	9-May	11-Apr	9-Jun	11-May	9-Jul	11-Jun	9-Aug
12-Jan	12-Mar	11-Mar	12-Feb	12-Apr	11-Apr	12-Mar	10-May	12-Apr	10-Jun	12-May	10-Jul	12-Jun	10-Aug
13-Jan	13-Mar	12-Mar	13-Feb	13-Apr	12-Apr	13-Mar	11-May	13-Apr	11-Jun	13-May	11-Jul	13-Jun	11-Aug
14-Jan	14-Mar	13-Mar	14-Feb	14-Apr	13-Apr	14-Mar	12-May	14-Apr	12-Jun	14-May	12-Jul	14-Jun	12-Aug
15-Jan	15-Mar	14-Mar	15-Feb	15-Apr	14-Apr	15-Mar	13-May	15-Apr	13-Jun	15-May	13-Jul	15-Jun	13-Aug
16-Jan	16-Mar	15-Mar	16-Feb	16-Apr	15-Apr	16-Mar	14-May	16-Apr	14-Jun	16-May	14-Jul	16-Jun	14-Aug
17-Jan	17-Mar	16-Mar	17-Feb	17-Apr	16-Apr	17-Mar	15-May	17-Apr	15-Jun	17-May	15-Jul	17-Jun	15-Aug
18-Jan	18-Mar	17-Mar	18-Feb	18-Apr	17-Apr	18-Mar	16-May	18-Apr	16-Jun	18-May	16-Jul	18-Jun	16-Aug
19-Jan	19-Mar	18-Mar	19-Feb	19-Apr	18-Apr	19-Mar	17-May	19-Apr	17-Jun	19-May	17-Jul	19-Jun	17-Aug
20-Jan	20-Mar	19-Mar	20-Feb	20-Apr	19-Apr	20-Mar	18-May	20-Apr	18-Jun	20-May	18-Jul	20-Jun	18-Aug
21-Jan	21-Mar	20-Mar	21-Feb	21-Apr	20-Apr	21-Mar	19-May	21-Apr	19-Jun	21-May	19-Jul	21-Jun	19-Aug
22-Jan	22-Mar	21-Mar	22-Feb	22-Apr	21-Apr	22-Mar	20-May	22-Apr	20-Jun	22-May	20-Jul	22-Jun	20-Aug
23-Jan	23-Mar	22-Mar	23-Feb	23-Apr	22-Apr	23-Mar	21-May	23-Apr	21-Jun	23-May	21-Jul	23-Jun	21-Aug
24-Jan	24-Mar	23-Mar	24-Feb	24-Apr	23-Apr	24-Mar	22-May	24-Apr	22-Jun	24-May	22-Jul	24-Jun	22-Aug
25-Jan	25-Mar	24-Mar	25-Feb	25-Apr	24-Apr	25-Mar	23-May	25-Apr	23-Jun	25-May	23-Jul	25-Jun	23-Aug
26-Jan	26-Mar	25-Mar	26-Feb	26-Apr	25-Apr	26-Mar	24-May	26-Apr	24-Jun	26-May	24-Jul	26-Jun	24-Aug
27-Jan	27-Mar	26-Mar	27-Feb	27-Apr	26-Apr	27-Mar	25-May	27-Apr	25-Jun	27-May	25-Jul	27-Jun	25-Aug
28-Jan	28-Mar	27-Mar	28-Feb	28-Apr	27-Apr	28-Mar	26-May	28-Apr	26-Jun	28-May	26-Jul	28-Jun	26-Aug
29-Jan	29-Mar	28-Mar	29-Feb		28-Apr	29-Mar	27-May	29-Apr	27-Jun	29-May	27-Jul	29-Jun	27-Aug
30-Jan	30-Mar	29-Mar				30-Mar	28-May	30-Apr	28-Jun	30-May	28-Jul	30-Jun	28-Aug
31-Jan	31-Mar	30-Mar				31-Mar	29-May			31-May	29-Jul		

The 60 day due date for Reasonable Efforts Language (RE) is affected in a leap year between January 1 and February 29 (2016, 2020, 2024, 2028, 2032, 2036 etc.), use the date in the Leap column for these **PLEASE NOTE:** If utilizing this chart to determine when a child entered foster care to determine annual judicial review (AJR), add one day to the 60 day due date for Reasonable Efforts Language chart date. The reason for this is because the chart includes the date of removal for RE language (which is required) as day one, while the date of removal is not included when determining when the child entered foster care to determine annual judicial review (AJR).

60 DAY DUE DATE FOR OBTAINING REASONABLE EFFORTS Jul-Dec

Entrust Date	Due Date		Entrust Date	Due Date		Entrust Date	Due Date	Entrust Date	Due Date	Entrust Date	Due Date	Entrust Date	Due Date
1-Jul	29-Aug		1-Aug	29-Sep		1-Sep	30-Oct	1-Oct	29-Nov	1-Nov	30-Dec	1-Dec	29-Jan
2-Jul	30-Aug		2-Aug	30-Sep		2-Sep	31-Oct	2-Oct	30-Nov	2-Nov	31-Dec	2-Dec	30-Jan
3-Jul	31-Aug		3-Aug	1-Oct		3-Sep	1-Nov	3-Oct	1-Dec	3-Nov	1-Jan	3-Dec	31-Jan
4-Jul	1-Sep		4-Aug	2-Oct		4-Sep	2-Nov	4-Oct	2-Dec	4-Nov	2-Jan	4-Dec	1-Feb
5-Jul	2-Sep		5-Aug	3-Oct		5-Sep	3-Nov	5-Oct	3-Dec	5-Nov	3-Jan	5-Dec	2-Feb
6-Jul	3-Sep		6-Aug	4-Oct		6-Sep	4-Nov	6-Oct	4-Dec	6-Nov	4-Jan	6-Dec	3-Feb
7-Jul	4-Sep		7-Aug	5-Oct		7-Sep	5-Nov	7-Oct	5-Dec	7-Nov	5-Jan	7-Dec	4-Feb
8-Jul	5-Sep		8-Aug	6-Oct		8-Sep	6-Nov	8-Oct	6-Dec	8-Nov	6-Jan	8-Dec	5-Feb
9-Jul	6-Sep		9-Aug	7-Oct		9-Sep	7-Nov	9-Oct	7-Dec	9-Nov	7-Jan	9-Dec	6-Feb
10-Jul	7-Sep		10-Aug	8-Oct		10-Sep	8-Nov	10-Oct	8-Dec	10-Nov	8-Jan	10-Dec	7-Feb
11-Jul	8-Sep		11-Aug	9-Oct		11-Sep	9-Nov	11-Oct	9-Dec	11-Nov	9-Jan	11-Dec	8-Feb
12-Jul	9-Sep		12-Aug	10-Oct		12-Sep	10-Nov	12-Oct	10-Dec	12-Nov	10-Jan	12-Dec	9-Feb
13-Jul	10-Sep		13-Aug	11-Oct		13-Sep	11-Nov	13-Oct	11-Dec	13-Nov	11-Jan	13-Dec	10-Feb
14-Jul	11-Sep		14-Aug	12-Oct		14-Sep	12-Nov	14-Oct	12-Dec	14-Nov	12-Jan	14-Dec	11-Feb
15-Jul	12-Sep		15-Aug	13-Oct		15-Sep	13-Nov	15-Oct	13-Dec	15-Nov	13-Jan	15-Dec	12-Feb
16-Jul	13-Sep		16-Aug	14-Oct		16-Sep	14-Nov	16-Oct	14-Dec	16-Nov	14-Jan	16-Dec	13-Feb
17-Jul	14-Sep		17-Aug	15-Oct		17-Sep	15-Nov	17-Oct	15-Dec	17-Nov	15-Jan	17-Dec	14-Feb
18-Jul	15-Sep		18-Aug	16-Oct		18-Sep	16-Nov	18-Oct	16-Dec	18-Nov	16-Jan	18-Dec	15-Feb
19-Jul	16-Sep		19-Aug	17-Oct		19-Sep	17-Nov	19-Oct	17-Dec	19-Nov	17-Jan	19-Dec	16-Feb
20-Jul	17-Sep		20-Aug	18-Oct		20-Sep	18-Nov	20-Oct	18-Dec	20-Nov	18-Jan	20-Dec	17-Feb
21-Jul	18-Sep		21-Aug	19-Oct		21-Sep	19-Nov	21-Oct	19-Dec	21-Nov	19-Jan	21-Dec	18-Feb
22-Jul	19-Sep		22-Aug	20-Oct		22-Sep	20-Nov	22-Oct	20-Dec	22-Nov	20-Jan	22-Dec	19-Feb
23-Jul	20-Sep		23-Aug	21-Oct		23-Sep	21-Nov	23-Oct	21-Dec	23-Nov	21-Jan	23-Dec	20-Feb
24-Jul	21-Sep		24-Aug	22-Oct		24-Sep	22-Nov	24-Oct	22-Dec	24-Nov	22-Jan	24-Dec	21-Feb
25-Jul	22-Sep		25-Aug	23-Oct		25-Sep	23-Nov	25-Oct	23-Dec	25-Nov	23-Jan	25-Dec	22-Feb
26-Jul	23-Sep		26-Aug	24-Oct		26-Sep	24-Nov	26-Oct	24-Dec	26-Nov	24-Jan	26-Dec	23-Feb
27-Jul	24-Sep		27-Aug	25-Oct		27-Sep	25-Nov	27-Oct	25-Dec	27-Nov	25-Jan	27-Dec	24-Feb
28-Jul	25-Sep		28-Aug	26-Oct		28-Sep	26-Nov	28-Oct	26-Dec	28-Nov	26-Jan	28-Dec	25-Feb
29-Jul	26-Sep		29-Aug	27-Oct		29-Sep	27-Nov	29-Oct	27-Dec	29-Nov	27-Jan	29-Dec	26-Feb
30-Jul	27-Sep		30-Aug	28-Oct		30-Sep	28-Nov	30-Oct	28-Dec	30-Nov	28-Jan	30-Dec	27-Feb
31-Jul	28-Sep		31-Aug	29-Oct				31-Oct	29-Dec			31-Dec	28-Feb

The 60 day due date for Reasonable Efforts Language (RE) is affected in a leap year between January 1 and February 29 (2016, 2020, 2024, 2028, 2032, 2036 etc.), use the date in the Leap column for these **PLEASE NOTE:** If utilizing this chart to determine when a child entered foster care to determine annual judicial review (AJR), add one day to the 60 day due date for Reasonable Efforts Language chart date. The reason for this is because the chart includes the date of removal for RE language (which is required) as day one, while the date of removal is not included when determining when the child entered foster care to determine annual judicial review (AJR).

5th Degree of Relationship

Includes any relative by blood, marriage, or adoption who is within the fifth degree of kinship to the foster care child

<u>5th degree</u>	Great-great-great grandparent; Great-great aunt/uncle; Great-great niece/nephew; First cousin once removed (child of first cousin)
<u>4th degree</u>	Great-great grandparent; Great aunt/uncle; Great niece/nephew; First cousin
<u>3rd degree</u>	Great grandparent; Aunt/Uncle; Niece/nephew
<u>2nd degree</u>	Grandparent; Sibling
<u>1st degree</u>	Parent

Table of Relationships

Type of Relationship: _____

(Maternal or Paternal)

			Great-Great-Great Grandparents (5 th degree): Name:	
			Great-Great Grandparents (4 th degree): Name:	Great-Great Uncles/Aunts (5 th degree): Name:
			Great Grandparents (3 rd degree): Name:	
			Grandparents (2 nd degree): Name:	Great Uncles/Aunts (4 th degree): Name:
			Parents (1 st degree): Name:	Uncles/Aunts (3 rd degree): Name:
Child in Foster Care Name:	Siblings (2 nd degree): Name:	First Cousins (4 th degree): Name:	First Cousins Once Removed (5 th degree): Name:	
Children (1 st degree): Name:	Nephews/Nieces (3 rd degree): Name:	First Cousins Once Removed (5 th degree): Name:		
	Great Nephews/Nieces (4 th degree): Name:			
	Great-Great Nephews/Nieces (5 th degree): Name:			

Determining Removal Home

Handout E-5

1. Who was *Contrary to the Welfare* against? [Click or tap here to enter text.](#) (This may have to be determined by examining the affidavit or answered by the FSS in conjunction with the Permanency Consultant as this information is not listed in court orders.)
2. Who was the child living with when the agency was awarded custody? [Click or tap here to enter text.](#)
Is this person a specified relative within the fifth degree of relationship?
☐ YES, proceed to #3 ☐ NO, proceed to #4.
3. Is the person in #1 and in #2 the same?
☐ YES, proceed to #5 ☐ NO, proceed to #4.
4. Did the child live with the person listed in #1 during the previous six months?
☐ YES, proceed to #5 ☐ NO, Case is IV-E ineligible for this episode of foster care.
5. Was [Click or tap here to enter text.](#) (Name of person in #1) a relative of specified degree?
☐ YES, proceed to #6 ☐ NO, Case is IV-E ineligible for this episode of foster care.
6. What is the eligibility month? [Click or tap here to enter text.](#) Continue to #7.
(Date agency filed removal petition based on abuse/neglect or date of court order removing child if no removal petition filed; date of last required VPA signature.)
7. Did the child live with [Click or tap here to enter text.](#) (name of person in #1) during the eligibility month?
☐ YES, proceed to #9 ☐ NO, proceed to #8
8. Did the child live with [Click or tap here to enter text.](#) (name of person in #1) at any time during the six months **prior** to the eligibility month?
☐ YES, proceed to #9 ☐ NO, Case is IV-E ineligible for this episode of foster care.
9. **Removal home** is [Click or tap here to enter text.](#)
Eligibility month is [Click or tap here to enter text.](#)

Form the AFDC assistance unit based on the individual who were living in the removal home **on day of** the child's removal. The foster care child is **always included** as a member of the removal home regardless of where s/he was living when the removal occurred.

Example 1: Child is removed from the home of aunt and contrary to the welfare is again the aunt. No six-month look-back would apply as the child lived in the home of the specified relative (aunt), contrary to the welfare was again the aunt, and the child was physically removed from the aunt.

Example 2: Child is removed from the home of an interim caretaker via a court order dated June 23, 2025. The eligibility month is June 2025. The six-month look-back period would go back to December 2024. If the child lived with the specified relative **whom contrary to the welfare was against** at any time between December 1, 2024, and May 31, 2025, the living with requirement is met. The child will be considered to have lived with the specified relative during June 2025.

Forming the AFDC Assistance Unit for Initial Title IV-E Screening

The AFDC assistance unit is the grouping of people who were residing in the removal home on the day of the child's physical removal whose income and resources shall be considered during the eligibility month when evaluating AFDC eligibility. The assistance unit (AU) is required to include the parent and minor siblings of the child entering foster care. After determining "required" members, determine if any of the required AU members need to be excluded from the assistance unit.

Exception: The foster care child is always included even if the child was living elsewhere at the time of removal or is receiving SSI.

AFDC Assistance Unit (AU)

FOSTER CHILD (required)

Click or tap here to enter text.

Foster Child's Parent(s)

Click or tap here to enter text.

Click or tap here to enter text.

Foster Child's Siblings (Full/Half)

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Stepparent (Parent of Minor Half Siblings)

Click or tap here to enter text.

Stepparent's Minor Child(ren)

ONLY when included in the AU

Click or tap here to enter text.

Click or tap here to enter text.

The following child(ren) are NOT included in the AFDC assistance unit:

- A child who is receiving SSI, unless the child is entering foster care.
- A child who receives a foster care maintenance payment or whose needs are included in the foster care maintenance payment for his/her parent.
- A child who receives an adoption assistance maintenance payment.
- A child of the child entering foster care.

The following parents are NOT included in the assistance unit:

- A parent who is receiving SSI.
- A parent who is not a U. S. Citizen or a qualified alien.
- A parent who is a foster care child.
- A parent who is ineligible for a specified period of time because of an intentional program violation penalty imposed while a required unit member of an assistance unit receiving AFDC (not TANF).
- A parent who is a convicted offender, serving a court-imposed sentence of unpaid public work, or unpaid community service during work hours, while still living in the home.

Eligibility Checklist for IV-E Documents

PARTICIPANT icon

Permanent Verification:

- _____ Proof of citizenship – birth certificate, passport, Alienage status, Refugee status, birth letter
- _____ Proof of SSN or application for SSN – SS card, SOLQ, and/or SVES

PERMANENCY CASE icon or PREVENTION CASE icon (depending upon the type of case)

Court Order/VPA:

Court orders:

The initial order must have Contrary to the Welfare (CTW). Reasonable efforts (RE) is usually marked on the initial order; however, you have 60 days to obtain. If the RE is received within 60 days, IV-E eligibility could begin at the beginning of the month received.

If you have CTW and no RE within the required 60 days, the case cannot be IV-E eligible for this episode of care.

All court orders are required to be uploaded as they are needed to track Annual Judicial Reviews (AJR).

Initial:

- _____ Petition/Affidavit (if applicable)
- _____ Court order which transferred legal custody to the agency
 - _____ ERO – Emergency Removal Order
 - _____ Transfer of Custody/CHINS/etc.
 - _____ PRO – Preliminary Removal Order
- _____ Court order which adjudicated abuse/neglect (if applicable)
- _____ ADJ – Adjudicatory Order
- _____ Voluntary Placement Agreement (VPA) – temporary, permanent, or non-custodial

Fostering Futures:

- _____ VCSSA – Voluntary Continuing Services & Support Agreement
- _____ Order Approving Voluntary Continuing Services & Support Agreement (VCSSA)
- _____ Best Interest (BI) received within 180 days

Initial Screening:

- _____ Title IV-E Foster Care and IV-E Medicaid Application – If the application has blanks, the BPS needs to clarify the missing information & document the discrepancies OR return it to FSS for completion (this is an agency decision).
- _____ Title IV-E Foster Care and IV-E Medicaid Evaluation (applies to both eligible & ineligible cases)
- _____ Title IV-E Foster Care and IV-E Medicaid Evaluation - **Denied (temporary status up to 120 days)**
- _____ Title IV-E Application and Evaluation for **Fostering Futures**
- _____ Notice of Action for initial screening
- _____ AFDC Documentation – Only do system searches for AU members, those living in the removal home at the time of removal. *Can be multiple uploads or may be one upload for the assistance unit.*
- _____ **How making ends meet when there is no income in the removal home**
- _____ SPIDeR – is completed on assistance unit (AU) members only – only those living in the removal home at the time of removal.
- _____ Income statement – best available is acceptable unless contradicting information is received
- _____ Resource statement - best available is acceptable unless contradicting information is received
- _____ Any other document(s) that support the application or evaluation such as clarification emails between the FSS and BPS to explain and/or clarify case information.
- _____ **Fostering Futures** supporting documents, can be multiple uploads or may be one upload.

Eligibility Checklist for IV-E Documents

Other IV-E documents:

- _____ Notice of Action(s) – NOAs for change in payments (suspension or reinstatement); source of payment changes; case closures
- _____ Other Communication(s) – not the same as AFDC documentation for initial screening
- _____ Optional:
 - _____ Other Job Aids and Tracking Tools – {specific upload} - {name of youth}
 - _____ Annual Judicial Tracking Sheet (AJR tracking sheet)
 - _____ Forming the Assistance Unit (AU)
 - _____ Determining the Removal Home
 - _____ Clothing Tracking Sheet or documentation of how the agency is tracking the yearly clothing allowance

Payment:

- _____ Clothing Allowance Receipts - Clearly labeled & ensure the receipt is readable and the date is visible.
If you have a receipt for “textiles” or “miscellaneous” be sure to list what the item is – shirt, pants, socks, etc.
Do not pay for shipping & handling (S&H), taxes paid on S&H, nor bag fees.
- _____ Case actions to support monthly maintenance, childcare payments, clothing, etc.
If not uploaded the agency will need to provide a finance file at each review which supports the payments during the PUR.
- _____ Transportation:
 - BID (Best Interest Determination) – required before IV-E funds can be utilized for school transportation.
 - Payment invoices
 - Documentation – proof of mileage (map showing mileage), contract, etc.
- _____ VEMAT – only page 1 & page 7 are required

Permanent Verification:

- _____ DCSE Referral – required for both parents; one upload per parent is sufficient for multiple children/siblings.
- _____ Paternity verification –
DNA testing, Acknowledgment of Paternity, court order, testimony under oath (Code of Virginia § 20-49.5)

Placement:

- _____ License for Child Care Provider – provisionally licensed providers cannot be IV-E funded
- _____ Proof of Foster Parents Need for Child Care – new one required with each placement change
- _____ Financial Agreement(s) – Each placement change and/or change in rates, requires a new Financial Agreement.
- _____ Kinship Waiver Request Form – initial **and** completion of waiver are needed.
- _____ ICPC Documents – signed 100A & 100B and proof of safety checks (fingerprints & CPS (varies by state))
- _____ Residential Facility Rate Sheet - obtain a new rate sheet for each fiscal year
- _____ **Fostering Futures** Independent Living Arrangement Agreement (ILAA)

Eligibility Checklist for IV-E Documents

PLACEMENT PROVIDER icon

Placement *LDSS or LCPA Home file*

For each placement: Ensure the resource home has the COA(s) back to the initial fingerprints and **all** of the corresponding LDSS provider approval checklist(s) or LCPA non-conviction letter(s). This may require multiple COAs & provider approval checklists or LCPA non-conviction letters.

Effective July 1, 2025, OBI letters must be uploaded for LDSS homes.

To use IV-E funds, there can be ***no lapses*** in COAs and/or safety checks*

*National Fingerprint Criminal Record Checks, Virginia State Police Check (if applicable) and Central Registry Checks

LDSS home:

- _____ Foster Home Certificate of Approval (COA)
- _____ Checklist for Initial Provider Approval – safety checks* must be within **120 days prior** to the provider's approval, effective 1/1/21
- _____ Checklist for Provider Re-Approval
- _____ Addendum – needed when there is a change in the home (address, number of children) or a change in household members

LCPA home:

- _____ Foster Home Certificate of Approval (COA)
- _____ LCPA Non-Conviction Letter – safety checks* must be within **90 days prior** to the provider's initial approval. Re-approvals do not need to meet the 90-day rule as long as there was no lapse in COAs and/or safety checks*

ICPC home:

- _____ Foster Home license, signed 100A & 100B and proof of safety checks (fingerprints & CPS (varies by state))

Placement *LCPA Agency file*

- _____ LCPA License – ensure the current LCPA license is uploaded.

LCPA license should be saved under the specific placement provider in COMPASS, not under the LCPA resource home.

Placement *Residential Facility/Group Home file*

- _____ Residential Facility/Group Home License

**All documents must be uploaded into COMPASS in accordance with the
*Naming Convention document***

[Title IV-E COMPASS Naming Convention - Revised July 2025](#)

STANDARDS OF NEED							MONTHLY MAINTENANCE PAYMENT RATES -July 2025						
185%				100%									
AU	Group 1	Group 2	Group 3	Group 1	Group 2	Group 3	Age of Child	Room & Board	Clothing	Pers Care, Reading Recreation	Monthly Allow	Total Payment	
1	\$270	\$322	\$450	\$146	\$174	\$243	0 thru 4	\$397	\$72	\$111	\$0	\$580	
2	\$424	\$475	\$605	\$229	\$257	\$327	5 thru 12	\$453	\$94	\$118	\$12	\$677	
3	\$546	\$596	\$727	\$295	\$322	\$393	13 & over	\$551	\$144	\$128	\$38	\$861	
4	\$662	\$714	\$845	\$358	\$386	\$457	Independent Living Stipend					\$800	
5	\$781	\$845	\$1,003	\$422	\$457	\$542	Supplemental Clothing Allowance						
6	\$875	\$942	\$1,097	\$473	\$509	\$593	Age of Child		Jul-25	Jul-24	Jul-23		
7	\$990	\$1,055	\$1,212	\$535	\$570	\$655	0 thru 4		\$387	\$376	\$365		
8	\$1,113	\$1,177	\$1,334	\$602	\$636	\$721	5 thru 12		\$485	\$471	\$457		
9	\$1,215	\$1,280	\$1,441	\$657	\$692	\$779	13 & over		\$581	\$564	\$548		
10	\$1,328	\$1,395	\$1,550	\$718	\$754	\$838	Child & Family Services Manual, Section E. Foster Care, Chapter 18.1: Paying for Basic Maintenance						
Each Add'l person	\$113	\$113	\$113	\$61	\$61	\$61							
Daycare	FT=\$200 Max <2		FT=\$175 Max >2		PT=\$120 Max								
VEMAT RATES - effective 10/1/12							PRORATED FOSTER CARE RATES						
Emergency Placement Rate - \$1120													
Score	Rate	28 Days	30 Days	31 Days	Child & Family Services Manual, Section E. Foster Care, Chapter 18.2: Paying for Enhanced Maintenance (VEMAT Guidance)	Effective	Age	Monthly	28 Days	30 Days	31 Days		
0	0	0	0	0		July, 2025	0 thru 4	\$580	\$20.71	\$19.33	\$18.71		
4	\$224	\$8	\$7.47	\$7.23			5 thru 12	\$677	\$24.18	\$22.57	\$21.84		
8	\$448	\$16	\$14.93	\$14.45			13 & over	\$861	\$30.75	\$28.70	\$27.77		
						Independent living stipend payment beginning 7/1/23 - \$800							
12	\$672	\$24	\$22.40	\$21.68		July, 2024	0 thru 4	\$563	\$20.11	\$18.77	\$18.16		
16	\$896	\$32	\$29.87	\$28.90			5 thru 12	\$658	\$23.50	\$21.93	\$21.23		
20	\$1,120	\$40	\$37.33	\$36.13			13 & over	\$836	\$29.86	\$27.87	\$26.97		
24	\$1,344	\$48	\$44.80	\$43.35		Independent living stipend payment thru 6/30/23 - \$644							
28	\$1,568	\$56	\$52.27	\$50.58		July, 2023	0 thru 4	\$547	\$19.54	\$18.23	\$17.65		
32	\$1,792	\$64	\$59.73	\$57.81	5 thru 12		\$639	\$22.82	\$21.30	\$20.61			
36	\$2,016	\$72	\$67.20	\$65.03	13 & over		\$811	\$28.96	\$27.03	\$26.16			
Laser Codes/Budget Lines													
81107	Children's Residential Facility						81401	Fostering Futures (LCPA) - Basic Maintenance					
81108	Licensed Child Placed Agency (LCPA) - Basic Maintenance						81402	Fostering Futures Foster Homes - Basic Maintenance					
81110	Local Agency Foster Homes - Basic Maintenance						81403	Fostering Futures IL - Basic Maintenance					
81112	Licensed Child Placed Agency (LCPA) - Enhanced Maintenance						81404	Fostering Futures (LCPA) - Enhanced Maintenance					
81113	Local Agency Foster Homes - Enhanced Maintenance						81405	Fostering Futures Foster Homes - Enhanced Maintenance					
							IV-E Prevention LASER codes/Budget Lines						
							83501	IV-E Prevention Well-Supported Practice					
							83502	IV-E Prevention Supported Practice					
							83503	IV-E Prevention Promising Practice					

Annual Judicial Reviews (AJR's)	
<p>1st box for Return Home; 2nd box (has specific criteria); 3rd box for APPLA; 4th box for APPLA, Placement with Relatives, Adoption; IL (eff. 7/1/11 eliminated as a new goal) or Continued Foster Care (eff. 7/1/09 eliminated as a new goal).</p> <p>Remember: For AJR's, the reasonable efforts language may address the goal written on the current order or any goal that was in place in the previous 12 months.</p>	<p>Foster Care Review Order has the following reasonable efforts language that corresponds with the goal:</p> <div><p><input type="checkbox"/> Reasonable efforts [] have been made [] have not been made by the agency to reunite the child with his or her parents, guardian or other person standing <i>in loco parentis</i> to the child.</p><p><input type="checkbox"/> Reasonable efforts to reunite the child with the parents are not required pursuant to Virginia Code § 16.1-281 B</p><p><input type="checkbox"/> Another planned permanent living arrangement having been approved as the plan for the child, reasonable efforts [] have been made [] have not been made to place the child in a timely manner in accordance with the foster care plan and reasonable effort [] have been made [] have not been made to monitor the child's status in another planned permanent living arrangement.</p><p><input type="checkbox"/> Reasonable efforts [] have been made [] have not been made by the agency to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</p></div>
<p>1st box for Return Home; 2nd box (has specific criteria); 3rd box for APPLA, Placement with Relatives, Adoption; IL (eff. 7/1/11 eliminated as a new goal) or Continued Foster Care (eff. 7/1/09 eliminated as a new goal).</p> <p>Note: Checking more than one box does not invalidate the order so long as one of the boxes checked addresses current goal or goal within past 12 months.</p>	<p>Permanency Planning Order has the following reasonable efforts language that corresponds with the goal:</p> <div><p><input type="checkbox"/> Reasonable efforts [] have been made [] have not been made by the agency to reunite the child with his or her parents, guardian or other person standing <i>in loco parentis</i> to the child.</p><p><input type="checkbox"/> Reasonable efforts to reunite the child with the parents are not required pursuant to Virginia Code § 16.1-281 B</p><p><input type="checkbox"/> The board or agency has identified a permanent goal for the child other than returning the child home and reasonable efforts [] have been made [] have not been made to achieve the permanent goal identified in the foster care plan.</p></div>

COMMONWEALTH OF VIRGINIA DEPARTMENT OF SOCIAL SERVICES TITLE IV-E FOSTER CARE NOTICE OF ACTION- (This notice does not address Medicaid eligibility. Any actions pertaining to Medicaid will be sent separately).	ELIGIBILITY CASE NUMBER	SERVICE CASE NUMBER
	LOCAL AGENCY:	FIPS:
TO: _____ (Family Services Specialist)	RE: _____ (Foster Care Child)	
CC: <input type="checkbox"/> Finance _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> CSA Coordinator _____ <input type="checkbox"/> Other _____		
PLEASE LOOK AT THE BOX OR BOXES CHECKED BELOW. THE STATEMENT FOLLOWING THE CHECKED BOX APPLIES TO THE CHILD INDICATED		

Section I. Initial determination of case (to be completed only during INITIAL determination)

<input type="checkbox"/> Case is <u>title IV-E eligible</u> for this episode of foster care. <input type="checkbox"/> Child is eligible for Maintenance payment *See SECTION II PAYMENT INFORMATION below* <input type="checkbox"/> Child is not eligible for Maintenance payment *See COMMENTS section below* <input type="checkbox"/> Child is eligible as a result of a reconstructed application	<input type="checkbox"/> Case is <u>ineligible for title IV-E</u> funding for this episode of foster care. Select all reason(s) for ineligibility: <input type="checkbox"/> Initial court order does not meet language requirements <input type="checkbox"/> Does not meet IV-E citizenship/alien requirements <input type="checkbox"/> Does not meet age requirements <input type="checkbox"/> Does not meet removal requirements <input type="checkbox"/> Does not meet deprivation requirements <input type="checkbox"/> Excess resources in removal home <input type="checkbox"/> Excess income in removal home <input type="checkbox"/> 120 th day evaluation of denied application/missing AFDC information
<input type="checkbox"/> Case is <u>temporarily denied</u> for title IV-E funding due to incomplete or missing information. Case should be re-evaluated if additional information is provided. Final resolution for determination is required within 120 days of the child entering care.	
REMEDY (IF APPLICABLE): _____	

Section II. Initial determination of case payment information (to be completed only during INITIAL determination)

<input type="checkbox"/> Date Title IV-E ELIGIBLE maintenance payment(s) effective:	
<input type="checkbox"/> Monthly Basic Maintenance Amount: \$ Prorated Basic Maintenance Amount for Partial/Initial Month: \$ (days @ \$)	
<input type="checkbox"/> Monthly VEMAT Amount: \$ Prorated VEMAT Amount for Partial/Initial Month: \$ (days @ \$)	
<input type="checkbox"/> Children Residential Facility Amount(s) Room and board \$ Daily Supervision \$	

Section III. Changes in payment AFTER initial determination

<input type="checkbox"/> Title IV-E monthly maintenance payment changed effective: _____ (mm/dd/yyyy) from \$ _____ to \$ _____	Reason: _____
<input type="checkbox"/> Title IV-E VEMAT/Daily Supervision payment changed effective: _____ (mm/dd/yyyy) from \$ _____ to \$ _____	Reason: _____

Section IV. Closure/Termination

<input type="checkbox"/> Eligibility for Title IV-E is TERMINATED Effective: _____ (mm/dd/yyyy) Select the reason for termination: <input type="checkbox"/> No longer meets the age requirement <input type="checkbox"/> Entered LDSS custody as the result of a VPA, the LDSS did not obtain judicial determination regarding child’s best interest by the 180th day <input type="checkbox"/> LDSS custody has been terminated <input type="checkbox"/> Trial Home Visit (THV) for more than six (6) consecutive months without adequate information in a court order justifying a longer period of time <input type="checkbox"/> Runaway or absent without leave (AWOL) status for more than six (6) consecutive months <input type="checkbox"/> Committed to DJJ <input type="checkbox"/> Adoption finalized <input type="checkbox"/> The LDSS did not obtain judicial determination regarding child’s best interest by the 180th day following the final required signature on the VCSSA agreement <input type="checkbox"/> Fostering Futures does not meet at least one of the criteria to continue eligibility for the Fostering Futures program <input type="checkbox"/> Fostering Futures youth voluntarily terminated participation in the Fostering Futures program
--

COMMENTS:

BENEFIT PROGRAMS SPECIALIST Name/Signature	TELEPHONE NUMBER	DATE
	_____	_____

Instruction sheet for Title IV-E Foster Care Notice of Action

To: Enter the Family Services Specialist name
RE: Enter the foster care child’s name
Finance: Enter the agency’s finance contact
CSA coordinator: Enter the CSA coordinator’s name
Other: Enter the name of any other agency personnel that needs to be informed of actions taken with this case.

Section I. Initial determination of case (to be completed only during initial determination): Once this section (with three options) is completed at initial determination, this section of the NOA would no longer be completed for the remainder of the episode.

Option 1: Eligible

- ☐ **Case is title IV-E eligible for this episode of foster care:** Check this box if the case was determined as title IV-E eligible.
- ☐ **Child is eligible for Maintenance payment:** Check this box if the child is eligible for title IV-E funding currently and complete section II payment information.
- ☐ **Child is not eligible for Maintenance payment:** Check this box if the child is not eligible for title IV-E funding currently (usually due to placement requirements not being met) and complete the comments section below.
- ☐ **Child is eligible as a result of a reconstructed application:** Check this box if the case is eligible for title IV-E funding as a result of a reconstruction.

Option 2: Ineligible

- ☐ **Case is ineligible for title IV-E funding for this episode of foster care:** Check this box if the case is ineligible for title IV-E funding for the episode of foster care.

In addition, check **all** reasons for ineligibility (see below).

☐ Initial court order does not meet language requirements

☐ Does not meet IV-E citizenship/alien requirements

☐ Does not meet age requirements

☐ Does not meet removal requirements

☐ Does not meet deprivation requirements

☐ Excess resources in removal home

☐ Excess income in removal home

☐ 120th day evaluation of denied application/missing AFDC information.

Option 3: Temporarily Denied

- ☐ **Case is temporarily denied for title IV-E funding:** Check this box if you are missing AFDC information/clarification. Do not deny for missing a social security application/number, placement documentation or DCSE forms. Once the AFDC information is provided, evaluate the information and determine the case. If the information is not provided by the 120th day, determine the case ineligible.

Remedy: List the missing documentation needed to make a determination only list AFDC required criteria.

Section II. Initial determination of case payment information (to be completed only during initial determination).

- ☐ **Date Title IV-E ELIGIBLE maintenance payment(s) effective:** ____ (mm/dd/yyyy): Check this box if case is title IV-E eligible for this episode of foster care, child is eligible for maintenance payment. This is the date the child is eligible for maintenance payment.
- ☐ **Monthly Basic Maintenance Amount: \$ _____:** Enter the child’s basic monthly amount based on age.
- Prorated Basic Maintenance Amount for Partial/Initial Month: \$ _____ (xx days @ \$ xx):** This section is not required, but highly encouraged to be completed by the agency. Enter the amount of partial/initial basic payment.
- ☐ **Monthly VEMAT Amount: \$ _____:** Enter the child’s monthly VEMAT based on either Emergency VEMAT or VEMAT score at initial determination of case.
- Prorated VEMAT Amount for Partial Month: \$ _____ (xx days @ \$ xx):** This section is not required, but highly encouraged to be completed by the agency. Enter the amount of partial/initial Emergency or VEMAT payment.
- ☐ **Children Residential Facility Amount(s) Room and board \$ _____ Daily Supervision \$ _____:** Enter the daily room and board and daily supervision amount if title IV-E funding is being utilized.

Section III Changes in payment after initial determination: This section is to be completed for changes in payment AFTER initial determination

- ☐ **Title IV-E monthly maintenance payment or room and board changed effective:** ____ (mm/dd/yyyy) from \$ _____ to \$ _____: Check this box if title IV-E monthly payment is changing, enter the date of the effective date of change and the current payment amount (monthly unless placement is residential placement, if residential placement enter the daily rate) and enter the new amount.
- Reason: Enter** the reason the maintenance payment is changing to include but not limited to: unallowable placement, placement change, AWOL, placement paid by other funding, and adoption agreement signed.

- ☐ **Title IV-E VEMAT/Daily Supervision payment changed effective:** ____ (mm/dd/yyyy) from \$ _____ to \$ _____:
- Check this box if title IV-E VEMAT or Daily Supervision payment is changing, enter the date of the effective date of change and the current payment amount (monthly unless placement is residential placement, if residential placement enter the daily rate) and enter the new amount.
- Reason: Enter** the reason the maintenance payment is changing to include but not limited to: unallowable placement, placement change, AWOL, placement paid by other funding, and adoption agreement signed.

Section IV. Closure/Termination

- ☐ **Eligibility for Title IV-E is TERMINATED Effective:** ____ (mm/dd/yyyy): Enter the effective date the case is closing, title IV-E funding will cease.
- Select the reason:** Select the reason the title IV-E is terminating/closing.
- ☐ No longer meets the age requirement
- ☐ Entered LDSS custody as the result of a VPA and the LDSS has not obtained judicial determination before the 180th day of custody to the effect that continued voluntary placement is in the child’s best interest
- ☐ LDSS custody has been terminated
- ☐ Trial Home Visit (THV) for more than six (6) consecutive months without adequate information in a court order justifying a longer period of time
- ☐ Runaway or absent without leave (AWOL) status for more than six (6) consecutive months
- ☐ Committed to DJJ
- ☐ Adoption finalized

Comments:

Enter comments if section I, option 2, case is not eligible for title IV-E funding currently is selected (usually due to placement requirements not being met). Agency may use this section for other case comments.

BENEFIT PROGRAMS SPECIALIST: Enter the Benefits Programs Specialist’s name/signature.
TELEPHONE NUMBER: Enter the Benefits Programs Specialist’s phone number.
DATE: Enter the date the Notice of Action (NOA) is completed.

Resource Home Checklist

Effective July 1, 2025, you are only required to go back to the most recent Fingerprint Check date for foster parents named on the COA for title IV-E funding compliance. If the fingerprint date(s) do not meet current resource requirements, you will need to look back further to ensure compliance.

Resource Home Name: **Resource ID:**

Current COA dates: **to**

☐ **Current Provider Checklist with signature page OR Non-conviction letter to support the following information.**

Fingerprint date(s): Parent A: **Parent B:**

Current CPS date(s): Parent A: **Parent B:**

Do the fingerprint date(s) and CPS date(s) support the current COA?

- ☐ Yes, home is in compliance with title IV-E funding requirements.
- ☐ No, the home is not in compliance with title IV-E funding requirements. It is encouraged that you utilize the following tables to list COA & safety check dates to assist you in determining when the home initially went out of compliance and to determine what is needed.

If you have a lapse in the COA or required safety checks title IV-E funds cannot be utilized.

COA:		
Name of foster parent(s)	<input type="checkbox"/> Fingerprints <input type="checkbox"/> Name Search results	CPS

COA:		
Name of foster parent(s)	<input type="checkbox"/> Fingerprints <input type="checkbox"/> Name Search results	CPS

COA:		
Name of foster parent(s)	<input type="checkbox"/> Fingerprints <input type="checkbox"/> Name Search results	CPS

☐ **Current Provider Checklist with signature page OR Non-conviction letter to support the following information.**

☐ **LDSS only - OBI letter(s) uploaded, and the date the fingerprints were completed, (not date received), matches the date reflected on the Provider Checklist?**

☐ **All documents are uploaded to the Placement Providers icon in COMPASS.**

If no to any of the requirements, title IV-E funding may not be utilized until the home is in compliance with federal and Virginia requirements.

Does your OBI letter indicate that fingerprints were unable to be determined?

☐ If yes, STOP and refer to the [Unable to Determine Checklist](#) for the additional requirements that must be met to utilize title IV-E funds. In the meantime, title IV-E funds cannot be used.

☐ The Unable to Determine Checklist requirements are now met, and required additional documentation is uploaded to the Placement Provider icon.

Reminders:

LCPA homes must meet safety requirements as well as the initial criteria for the issuance of a COA. Additionally, there cannot be a lapse between safety checks or the renewal of COAs. However, regional Resource Consultants and QAA Consultants are not able to provide input on licensing issues related to LCPAs. If you have questions about the approval of an LCPA home, please contact the LCPA directly for guidance. Be sure to upload the necessary resource documents to ensure that the LCPA meets licensing requirements, which supports compliance with title IV-E regulations.

It is important to note:

- LCPAs require safety checks within 90 days of the initial COA issuance.
- Re-approvals do not have a required timeframe as long as there is no lapse in the COA or required safety checks.

If you have an older home and need assistance with remembering the rules please utilize the [Resource Home Review Job Aid](#) located on FUSION.

If you still are unsure send this completed checklist to the QAA Consultant at [dssqaa\(region\)@dss.virginia.gov](mailto:dssqaa(region)@dss.virginia.gov) for assistance. Also, ensure all documents have been uploaded to the Placement Providers icon so that we can view as needed.

If you have any questions regarding additional LDSS resource home approval requirements including another adult, please contact your Resource Consultant.

UNABLE TO DETERMINE CRITERIA FOR TITLE IV-E FUNDING

“UNABLE TO DETERMINE”-“ADEQUATE INFORMATION IS NOT AVAILABLE” LETTER

This letter is sent by the Office of Background Investigations (OBI) when an individual has been charged or arrested, and OBI is unable to obtain a disposition or determine the nature of the arrest.

TITLE IV-E RATIONALE

When an agency receives an “unable to determine” response for background checks of a prospective foster parent from OBI, certain criteria must be met before utilizing title IV-E funding. According to federal title IV-E guidelines, such “unable to determine” letters from OBI require thorough research and documentation prior to accessing any title IV-E funding.

Before making a final decision about the qualification of prospective foster parents as a resource family home, the agency should consult with the regional resource consultant. Any questions concerning the resource home approval process should be directed to the regional resource consultant.

It is important to note that the federal title IV-E funding consideration is distinct from the resource home approval decision, and the criteria for using title IV-E funding are outlined below.

COMPLETE

- ☐ The agency will contact OBI when they receive the “unable to determine” letter to clarify what information is unable to be determined.
- ☐ Discuss the offense that is unable to be determined with OBI. If the “unable to determine” is due to charges such as “fail to appear” or “contempt of court”, the underlying charge that initiated the “fail to appear” or “contempt of court” must be evaluated.
- ☐ Obtain a statement, signed and dated by the prospective foster parent, detailing the offense in question and the outcome of the court involvement. This documentation must include the date of the offense, the final charge(s), and the jurisdiction of the offense.
- ☐ The LDSS must also obtain verifying documentation from the court in the jurisdiction of the “unable to determine” offense to support the report of the prospective resource parent. This step is necessary for title IV-E funding purposes and can be carried out by either the foster parent or the agency.

NEXT STEPS

- ☐ Gather all the required information and provide it in one email to your regional QAA consultant for an eligibility determination on the utilization of title IV-E funding.
- ☐ The FSS (*or* LDSS) must document the determination and proceed with approval or ineligibility based on the verified details.

REMEMBER

These situations will need to be determined on a case-by-case basis.

This checklist is only for determining when/if title IV-E funding can be utilized.

<p>Approved or re-approved prior to 1/1/2020.</p>	<ul style="list-style-type: none"> - Fingerprints and Central Registry check must be completed before the initial approval and before the COA is issued. - For reapprovals -Safety checks are valid through the end of the COA - or- the safety checks must be completed prior to the last checks expiring (within 36 months) and there can be no lapse (<u>whichever is later</u>). <p>Example: CRC completed 11/16/15 CPS completed 12/1/15 COA issued 5/15/16 - 5/30/18</p> <p>These checks would not expire with the COA in May 2018 because 36 months from the completion date would be 11/16/18</p>
<p>Approved or re-approved from 1/1/2020-12/31/2020</p>	<ul style="list-style-type: none"> - Checks must be completed no more than 90 days of COA issued. - Safety checks are valid through for 36 months to the date. - For reapprovals the safety checks must be completed prior to the last checks expiring (within 36 months) and there can be no lapse."
<p>Approved or re-approved after 1/1/2021</p>	<ul style="list-style-type: none"> - Checks must be completed no more than 120 days of COA issued. - Safety checks are valid through for 36 months to the date. - For reapprovals the safety checks must be completed prior to the last checks expiring (within 36 months) and there can be no lapse.
<p>COVID Regulatory Waivers - Broadcast</p>	<ul style="list-style-type: none"> - The re-approval process, including background checks is suspended during the State of Emergency. - Based on the waiving of regulatory requirements, title IV-E funds can continue to be used for children placed in these homes

**Broadcast
issued
4/16/20 -
12/31/20**

children placed in these homes.

- Effective January 1, 2021 agencies will be required to obtain all verification, as mandated in guidance, for continued approval by March 31, 2021 or the home will no longer be approved.

Ongoing Judicial Activity

Case Name: OASIS#: Client ID:

Date Removed: [Click or tap here to enter text.](#) Date Entered Foster Care: [Click or tap here to enter text.](#)

Date of Adjudicatory Order OR 60 days from child's physical removal . . . whichever occurs first.

[illegible]

Ongoing Judicial Activity

The federal government requires that all Title IV-E children have annual judicial reviews to determine if the LDSS is making reasonable efforts to finalize the permanency plan for the child.

The Foster Care Review Order has the following reasonable efforts language boxes:

☐ Reasonable efforts ☐ have been made ☐ have not been made by the agency to reunite the child with his or her parents, guardian or other person standing *in loco parentis* to the child.

☐ Reasonable efforts to reunite the child with the parents are not required pursuant to Virginia Code § 16.1-281 B

☐ Another planned permanent living arrangement having been approved as the plan for the child, reasonable efforts ☐ have been made ☐ have not been made to place the child in a timely manner in accordance with the foster care plan and reasonable efforts ☐ have been made ☐ have not been made to monitor the child's status in another planned permanent living arrangement.

☐ Reasonable efforts ☐ have been made ☐ have not been made by the agency to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.

1st box for Return home

2nd box has specific criteria pursuant to Virginia Code § 16.1-281 B

3rd box for APPLA Note: If the child is under the age of 16 years and this goal is selected IV-E funds cannot be used

4th box for APPLA (Note if the child is under the age of 16 and the goal of APPLA is selected IV-E funds cannot be used), Placement with relatives, Adoption, Permanent Foster Care (Note if the child is under the age of 16 and the goal of Permanent Foster Care is selected IV-E funds cannot be used).

The Permanency Planning Order has the following reasonable efforts language boxes:

☐ Reasonable efforts ☐ have been made ☐ have not been made by the agency to reunite the child with his or her parents, guardian or other person standing *in loco parentis* to the child.

☐ Reasonable efforts to reunite the child with the parents are not required pursuant to Virginia Code § 16.1-281 B

☐ The board or agency has identified a permanent goal for the child other than returning the child home and reasonable efforts ☐ have been made ☐ have not been made to achieve the permanent goal identified in the foster care plan.

1st box for Return home

2nd box has specific criteria pursuant to Virginia Code § 16.1-281 B

3rd box is for APPLA (Note if the child is under the age of 16 and the goal of APPLA is selected IV-E funds cannot be used), Placement with relatives, Adoption, Permanent Foster Care (Note if the child is under the age of 16 and the goal of Permanent Foster Care is selected IV-E funds cannot be used).

REMEMBER: To be considered “valid”, the court order shall be signed and dated by the judge and have reasonable efforts language that addresses the current permanency goal (goal written on current order) or any permanency goal that was on any prior court orders within 12 months of the current order.

NOTE: Checking more than one Reasonable Efforts box does not invalidate the order.

Due Date for First Annual Judicial Review (AJR)

NOTE: When documenting dates, format as *mm/dd/yy*

Step #1

- A.** Enter the date the child was physically removed from the home. [Click or tap here to enter text.](#)
For *constructive removals*, enter the date of the court order. [Click or tap here to enter text.](#)
- B.** Enter the date from **Step #1. A.** [Click or tap here to enter text.](#) and add **60** day = [Click or tap here to enter text.](#)

Step #2

- A.** Was the child adjudicated as being an abused/neglected child? ☐Yes ☐No
1. If yes, enter adjudication date [Click or tap here to enter text.](#)
 2. Enter the second date from **Step #1. B.** [Click or tap here to enter text.](#)
- B.** Compare the two dates from **Step #2. A.** and enter the *earlier* date [Click or tap here to enter text.](#) *
- Note: If there was **no** adjudication of abuse and neglect, enter the date in **Step #2. A. 2.** in **B.***

Step #3

- A.** Enter month/year from **Step #2. B.** [Click or tap here to enter text.](#) and add 12 months = [Click or tap here to enter text.](#) which is the due date for the first AJR.

***This is the date the child is “considered to have entered foster care” as defined by the federal government. The federal government requires the first judicial review to be completed within 12 months from this date.**

Definitions and Details: Title IV-E Allowable Costs

Definition of Maintenance

Maintenance means payments made on behalf of a child in foster care to cover the cost of (and the cost of providing) food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to a child, and reasonable travel for the child to visit with family or other caretakers and to remain in his or her previous school placement.

Child must be title IV-E eligible and the Foster Family Home (FFH) or Children's Residential Facility (CRF) must be approved in order to claim title IV-E funds.

Foster Family Home Rates

- All child placing agencies shall use a standard rate of payment based on a child's age (Basic Maintenance).
- Enhanced maintenance payments shall be based on the VEMAT (Enhanced Maintenance).
- "Basic Maintenance payments" include clothing, school supplies, personal incidentals, daily supervision, and allowance.
- Payments for the cost of providing care to foster children are not intended to include reimbursement in the nature of a salary for the exercise by the foster parent of ordinary parental duties.

Note: If a foster child's minor child is residing with and in the custody of the foster child and the foster parent is receiving a maintenance payment for the child in foster care, title IV-E may be used for the maintenance payments for the minor child's maintenance needs as applicable.

Foster Family Home Definitions

Room and Board:

- Costs associated with providing and maintaining living quarters for the child.
- Costs associated with providing food for the child, the food itself and meal preparation.

Enhanced Maintenance:

Enhanced Maintenance payments are available when a child has a clearly defined need that requires the parent to provide increased support and supervision due to the child's behavioral, emotional, or physical/personal care requirements.

- Used for all children placed in LCPA homes.
- Optional for use with LDSS approved homes.
- Used for all children in negotiating the adoption assistance agreement.

Daily Supervision/Child Care:

- Costs associated with normal 24-hour supervision of the child. These costs are embedded in the FFH rate.
- Child care: Care that provides daily supervision during a foster parent's working hours when the child is not in school and facilitates the foster parent's attendance at activities which are beyond the scope of "ordinary parental duties".

Note: Child care services for children in foster care must be delivered by a child care provider that is considered to be legally operating in the state and is not operating with a Provisional License.

	<p><u>Allowable child care may be reimbursed when:</u></p> <ul style="list-style-type: none"> • The foster parents work or are enrolled in education programs when the child is not in school. • The foster parent is required to participate, without the child, in activities associated with parenting a child in foster care that are beyond the scope of ordinary parental duties, such as attending administrative or judicial reviews, case conferences, or foster parent training. <p><u>Child care costs for a foster child’s minor child are allowable under title IV-E when:</u></p> <ul style="list-style-type: none"> • The foster child attends school or works. • The foster child is title IV-E eligible. • The child care provider is legally operating. <p><u>Reasonable Travel Costs:</u></p> <p>Title IV-E funds shall be used to pay transportation costs for title IV-E eligible children when transportation is needed for two distinct purposes described below. These payments are made in addition to the basic maintenance payments.</p> <p><u>Transporting the child to visits with either parents or siblings.</u></p> <p>Title IV-E funds cannot be used for parents to travel to visit children. Reasonable travel costs for a child to visit siblings, parents, and prior custodians to whom the child is expected to return may be made if needed. Costs may include documented mileage (calculated at the state mileage reimbursement rate), bus tickets, or other transportation costs. Providers shall submit receipts for travel costs to the LDSS in order to receive reimbursement.</p> <p><u>Transporting the child to remain in the school in which the child was enrolled prior to entry into foster care or prior to a placement change.</u></p> <p>Transportation costs for a child to remain in the same school are allowable maintenance costs and shall be made available when the LDSS and school jointly determine that remaining in the same school is in the child’s best interests. Reasonable costs of transportation include mileage (paid at the state rate with proof of miles driven), bus fare, or other similar and reasonable transportation costs. The Best Interest Determination (BID) form is required to be in the eligibility file.</p>
<p>Clothing Allowance</p>	<p><u>Supplemental Clothing Allowance:</u></p> <p>The clothing allowance should pay for needed clothing at initial placement, placement changes, for back-to school, as the child grows; and if items are lost or destroyed.</p> <p>The supplemental clothing allowance shall not exceed the designated rate posted in Section 18.3 of the Foster Care Manual. The clothing allowance should be used by May 31st each year. The date the bill is paid determines the fiscal year in which the payment is counted. Payments made after May 31st will count towards the next fiscal year. In situations where the foster parent purchases clothing for the child sales tax may be reimbursed and the sales tax will apply to the annual clothing allowance.</p>

	<p>All supplemental clothing allocations shall be verified and tracked by the Benefit Programs Specialist through documentation that the funds were used to purchase clothing for the designated child. This may include a purchase order to the store and receipt or a receipt from store(s) where the foster parents purchased the items. The decision as to the appropriateness and reasonableness of the items purchased is the responsibility of the Family Services Specialist.</p> <p>If the child outgrows clothing or his clothing is lost or destroyed, an additional supplemental clothing allowance may be approved by the VDSS Regional Foster Care Consultant, using the following protocol. The LDSS provides the name, age, and why the emergency amount is needed for the child/youth over and above the supplemental clothing allowance for the year. The regional Foster Care Consultant may approve up to \$250.00 additional emergency clothing monies for the year. This process must be documented in writing; an email request with documented approval shall suffice.</p>
Children's Residential Facility	<p>Room and Board: Room and board should be clearly defined and provided in written documentation by the facility and a copy placed in the eligibility file. For example, <i>Includes semi-private room, 3 meals and 2 snacks per day, personal care items.</i></p> <p>Residential Daily Supervision: Residential daily supervision should be clearly defined and provided in written documentation by the facility and a copy placed in the eligibility file. For example, <i>A resident to staff ratio as required by DBHDS, 1:6 awake hours and 1:10 sleeping hours, with documented supervision checks every 15-minutes.</i></p>
Family First Requirements – Q RTP Suspension	<p>SUSPENSION OF Q RTP DESIGNATION - These placements will need to be funded through CSA beginning April 1, 2023.</p> <p>Broadcast link https://fusion.dss.virginia.gov/broadcasts/article/7437/suspension-of-qrtip-designation</p> <p>Title IV-E funds can be used for the first 14 days of the congregate care placement, so long as the child is IV-E eligible, and the facility meets the IV-E requirements for an approved placement as outlined in Section 1.6.2.</p>
Non-reimbursable Costs	<ul style="list-style-type: none"> • All service costs are unallowable (e.g., counseling, mentoring, tutoring, respite care, education, psychological, educational, and medical assessments, costs of child's recreation). • Medical care. • Title IV-E Maintenance payment for a foster care child's minor child if the foster parent is not receiving a title IV-E maintenance payment for the foster child. • Specialized service payments to foster parents providing a service (i.e., physical therapy) for the child. • Respite payments. • Costs related to the shipping and handling of items purchased (e.g., clothing, personal incidentals). • Transportation costs other than those allowed for the child to visit family or attend the child's school of origin. • Travel costs for family members to visit the child. • Costs associated with a foster parents travel to visit the foster care child who is placed elsewhere. • Travel costs associated with recreational and/or sports or cultural events. • Childcare for foster parent's attendance at school conferences. • Childcare costs for a child in a facility that is not legally operating.

	<ul style="list-style-type: none">• Child is placed in a Psychiatric Residential Treatment Facilities (PRTF) placement. For this example, Medicaid funding must be utilized. The Medicaid rate for a PRTF covers room and board and daily supervision; therefore, title IV-E funds cannot be used for these placements.• Administrative costs such as Case Management/Administrative fees.
--	---

Clothing tracking sheet

Name: _____

Date of Birth: _____ (mm/dd/yy)

Age _____ allotment amount: _\$ _____

Fiscal Year _____ - _____

Service Month (date purchased)	Amount	Date Paid	Balance for current FY

Supplemental Clothing Allowance

Age of Child

0 thru 4	\$387
5 thru 12	\$485
13 and over	\$581

Childcare Verification for Eligibility Record

Foster Child: _____

Current Placement: _____

Will the Foster Parent(s) need day care for the child above?

- ☐ Yes, the foster parent(s) will need childcare
- ☐ No, the foster parent(s) will not need day care

If yes, why does the Foster Parent(s) need childcare? Please choose ONE below:

- ☐ All available foster parents (both parents for dual-parent homes or single foster parent for single parent homes) are employed full-time and need additional supervision for the child when the child is not in school or too young for school
- ☐ Other, please specify: _____

Information about foster child's childcare center:

Where will the foster child be attending childcare? (Note: If there are multiple locations, please specify which location):

Family Services Specialist_____
Date

Funding Screen Cheat sheet

Upon entry into Foster Care

- Every child that enters care should have funding entered as CSA for Eligibility Determination and Source of Payment until a final determination is made.

Basic Maintenance			Additional Maintenance		IL Stipend
Eligibility	Date Effective	End Date	Source of Payment	Rate	Basic Payment
CSA	04/01/2019	00/00/0000	CSA	Monthly	\$568.00

- If the child is determined to be eligible for title IV-E, you would update this funding line to show Eligibility Determination and Source of Payment as title IV-E so long as the youth is in an approved setting for title IV-E.
- When a child is placed in a Kinship Provider, title IV-E funds cannot be utilized until the beginning of the month in which the safety checks (CPS and Criminal Record Checks) are received for all adult household members and a Certificate of Approval is issued. When entering this type of placement in the funding screen, remember once the youth is determined to be eligible for title IV-E they remain a title IV-E youth, but the placement is not eligible for title IV-E payments until the requirements are met. In the case below, the COA and the criminal record checks were received at some point during the month of March 2017. Title IV-E funding can begin effective 3/1/17. From 2/23/17-2/28/17 the funding screen should reflect Eligibility as title IV-E and source of payment as CSA.

Basic Maintenance			Additional Maintenance		IL Stipend
Eligibility	Date Effective	End Date	Source of Payment	Rate	Basic Payment
TITLE IV-E	04/01/2019	00/00/0000	TITLE IV-E	Monthly	\$568.00
TITLE IV-E	03/01/2017	03/31/2019	TITLE IV-E	Monthly	\$552.00
TITLE IV-E	02/23/2017	02/28/2017	CSA	Monthly	\$552.00

- Other examples in which title IV-E may be selected as the Eligibility Determination but not the Source of Payment include AWOL, hospitalization, detention, or a trial home visit. Once an Eligibility Determination is made for the foster child, it will remain for the entire episode of care with only a few rare exceptions (AWOL more than 6 months or on THV more than 6 months).

Change of Placement

- When a foster child changes placement, the placement screen will have an overlap of placements. For example, if a youth changes placements on February 22, 2019, the placement screen would have the old placement ending on 2/22/19 and the new placement beginning on 2/22/19. The funding screen, however, does not have an overlap. The funding screen for the old placement would end on 2/21/19 and the new placement would begin on 2/22/19. For the funding screen remember the phrase "Head in the Bed": you only pay the placement where the child slept that evening.

Placement screen:

Placement Record			
OASIS Entry Date	Date Entered	Placement Change /Discharge Date	Resource Type
00/00/0000	02/22/2019	00/00/0000	LDSS Home
00/00/0000	09/13/2018	02/22/2019	Residential

Funding screen:

Basic Maintenance			Additional Maintenance		IL Stipend
Eligibility	Date Effective	End Date	Source of Payment	Rate	Basic Payment
TITLE IV-E	04/01/2019	00/00/0000	TITLE IV-E	Monthly	\$721.00
TITLE IV-E	02/22/2019	03/31/2019	TITLE IV-E	Monthly	\$700.00
TITLE IV-E	09/06/2018	02/21/2019	TITLE IV-E	Daily	\$190.00

Placement in Congregate Care or Group Home - QRTP placement

- When entering funding for Congregate Care/Group Home placement, you must consult that placement's rate sheet in order to correctly enter funding.
- Room and Board should be entered on the Basic Maintenance and Daily Supervision should be entered on the Enhanced Maintenance tab. Rates should always be entered as the daily rate.
- Residential Case Management and Residential Supplemental Therapies on the rate sheet below would not be entered into OASIS as these are services and not maintenance expenses.

Berryville Psychiatric Residential Treatment (PRT)	
Residential Room and Board	\$111.00/day
Residential Daily Supervision	\$172.04/day
Residential Case Management	\$39.00/day
Residential Supplemental Therapies	\$92.00/day
Total	\$414.04/day
Residential Treatment Center – Residential Services	\$700.00/day
Residential Treatment Center – all inclusive	\$1,300.00/day
<u>Title IV-E</u>	
Residential Daily Supervision	\$172.04/day
Residential Room and Board	\$111.00/day

Entering VEMATs

- VEMATs are effective the 1st day of the month after they are completed. The only exception to this is if it is an initial placement into a VEMATed foster home. For example, if Jimmy enters foster care on 3/5/19, that would be the start date for the VEMAT. On the other hand, if a VEMAT was completed for Jimmy on 3/5/19, the new rate would not start until 4/1/19.
- VEMATs need to be entered into the Additional Maintenance tab.
- Therapeutic Foster Care Services costs should not be documented in OASIS as those are service fees and not maintenance.

Basic Maintenance		Additional Maintenance			IL Stipend
Eligibility	Date Effective	End Date	Source of Payment	Rate	Additional Payment
CSA	03/05/2019	00/00/0000	CSA	Monthly	\$1,120.00



New Entry into Foster Care

PRTF OASIS entry

- Beginning July 1, 2021, Medicaid will become the sole payer of non-educational costs for children in foster care placed in a PRTF.
- Title IV-E will no longer be used to pay for Room and Board and Daily Supervision costs for these placements.

PRTF placements that began prior to 7/1/2021

Basic Maintenance		Additional Maintenance		IL Stipend	
Eligibility	Date Effective	End Date	Source of Payment	Rate	Basic Payment
TITLE IV-E	07/01/2021	00/00/0000	NONE		\$ 00
TITLE IV-E	04/15/2021	06/30/2021	TITLE IV-E	Daily	\$111.00
TITLE IV-E	02/24/2021	04/14/2021	TITLE IV-E	Daily	\$202.55

Effective Date : 07/01/2021 End Date : 00/00/0000

Eligibility Determination (Program Category):

☒ TITLE IV-E

☐ CSA

Basic Payment: \$ 00

☐ Daily Rate ☐ Monthly Rate

Other Resources

SSI : ☐ Yes ☒ No

SSA : ☐ Yes ☒ No

Child Support : ☐ Yes ☒ No

☐ Other

Source of Payment:

☐ TITLE IV-E

☐ CSA

☒ NONE

Medicaid funded PRTF

- For children placed in PRTF placement prior to July 1, 2021, the Eligibility category from which funding has been determined for the youth would not change; however, effective 7/1/2021, the Source of Payment from which funding is paid for PRTF placements should be updated to **None**.
- The selection of **None** indicates that no money for Room & Board and Daily Supervision is being paid out of title IV-E or CSA funds for the child. The Room & Board amounts should be documented as a \$0 payment on the basic maintenance funding screen because these costs will be shifted to Medicaid.

Additional Maintenance screen for a child who was in a PRTF placement prior to 7/1/2021

Basic Maintenance		Additional Maintenance		IL Stipend	
Eligibility	Date Effective	End Date	Source of Payment	Rate	Additional Payment
TITLE IV-E	04/15/2021	06/30/2021	TITLE IV-E	Daily	\$172.04
TITLE IV-E	02/24/2021	04/14/2021	TITLE IV-E	Daily	\$110.16

- Since the additional maintenance screen doesn't have the option to indicate None, then the prior additional maintenance funding line for Daily Supervision needs to be end-dated effective 6/30/2021 if the child was placed in a PRTF prior to 7/1/2021.

PRTF placements that began on or after 7/1/2021

- For children placed in PRTF placements on or after July 1, 2021, the Eligibility category from which funding has been determined for the youth would not change; however, the Source of Payment from which funding is paid for PRTF placements should be updated to None effective the date the child was placed in that PRTF placement.
- The selection of **None** indicates that no money for Room & Board or Daily Supervision is being paid out of title IV-E or CSA funds for the child. The Room & Board amounts should be documented as a \$0 payment on the basic maintenance funding screen because these costs will be shifted to Medicaid.
- Since the additional maintenance screen doesn't have the option to indicate **None**, then for children placed in a PRTF placement on or after 7/1/2021, nothing will be entered in on the additional maintenance screen for the Daily Supervision for the PRTF placement.

Basic Maintenance screen for a child who was in a PRTF placement on or after 7/1/2021

Basic Maintenance		Additional Maintenance		IL Stipend	
Eligibility	Date Effective	End Date	Source of Payment	Rate	Basic Payment
TITLE IV-E	08/03/2021	00/00/0000	NONE		\$.00
TITLE IV-E	07/01/2021	08/02/2021	TITLE IV-E	Monthly	\$735.00
TITLE IV-E	02/24/2021	06/30/2021	TITLE IV-E	Monthly	\$721.00

Effective Date :	08/03/2021	End Date :	00/00/0000
------------------	------------	------------	------------

Eligibility Determination (Program Category):		Source of Payment:	
<input checked="" type="radio"/> TITLE IV-E		<input type="radio"/> TITLE IV-E	
<input type="radio"/> CSA		<input type="radio"/> CSA	
		<input checked="" type="radio"/> NONE	
		PRTF placement 8/3/2021-Medicaid funded	

Basic Payment:		\$.00
<input type="radio"/> Daily Rate	<input type="radio"/> Monthly Rate	

Other Resources		<input type="checkbox"/> Other
SSI :	<input type="radio"/> Yes <input checked="" type="radio"/> No	
SSA :	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Child Support :	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Fostering Futures

- The basic maintenance funding screen for Fostering Futures only has to be updated if the youth's Eligibility Source changes when the new episode of Foster Care begins (when the VCSSA is fully executed) or if the youth moves from a residential placement to a IL or foster home placement.
- The enhanced maintenance funding screen for Fostering Futures should be end dated only if the youth leaves the foster home. If the youth remains in the foster home, no changes are necessary unless the youth's Eligibility Source changes.
- If a youth is placed in a supervised independent living program, only the basic maintenance needs to be documented in OASIS. The case management fees are services and do not need to be documented in OASIS as they are not maintenance costs.

Other Hints

- A new funding line is not required unless there is a rate change
- No child should have a blank funding screen. The only circumstance in which the funding screen is end dated and there is no new entry made is when the youth is - adoption: non-finalized and subsidy is paying for the child's maintenance expenses.
- For hospitalizations, trial home visits and AWOL, the correct procedure is to end date the previous funding and clear for a new screen. On the new screen you will enter the begin date of the day the child started the applicable placement and choose the "none" option for the amount. You can indicate in the box provided the reason there is no maintenance payment being made.

Initial Foster Care Validation Checklist

	Initial AFDC determination Application and evaluation forms including support documents
	Verification of child's citizenship and social security number <i>Proof of citizenship</i> – birth certificate, passport, Alienage status, Refugee status, birth letter <i>Proof of SSN or application for SSN</i> – SS card, SOLQ, and/or SVES
	DCSE 501s One 501 form for <u>each</u> parent may be used for <u>multiple</u> siblings
	Appropriate system checks <u>Only</u> for assistance unit member(s)
	_____ Copies of all initial title IV-E applicable/required court orders Petitions, affidavits, initial order granting agency custody (ERO, PRO, CHINS, etc.) _____ Copy of all Entrustment/Voluntary Placement Agreements (if VPA placement) VPA: Temporary, permanent, or non-custodial
<p>For each PLACEMENT: Ensure the resource home has the COA(s) back to the beginning of the original certification and all of the corresponding LDSS provider approval checklist(s) or LCPA non-conviction letter(s).</p> <p>To use IV-E funds, there can be no lapses in COAs and/or safety checks*</p> <p>*National Fingerprint Criminal Record Checks, Virginia State Police Check (if applicable) and Central Registry Checks</p> <p>LDSS Home</p> <p>_____ Foster Home Certificate of Approval (COA)</p> <p>_____ Checklist for Initial Provider Approval – safety checks* must be within 120 days prior to the provider's approval (effective 1/1/21).</p> <p>_____ Checklist for Provider Re-Approval</p> <p>_____ Addendum – needed when there is a change in the home (address, number of children) or a change in household members.</p> <p>LCPA Home</p> <p>_____ Foster Home Certificate of Approval (COA)</p> <p>_____ LCPA Non-Conviction Letter – safety checks* must be within 90 days prior to the provider's initial approval</p> <p>ICPC Home</p> <p>_____ Foster Home license, documentation of safety requirement – varies by state</p> <p>Residential</p> <p>_____ Residential license</p>	
<p>OASIS reports:</p> <p>_____ OASIS Face Placement: Confirm each placement where child resided; dates of each place; and type of placement during the Period Under Review (PUR).</p> <p>_____ OASIS Funding screen: Correct for eligibility, source of payment, begin and end dates, and payment amounts.</p> <p>_____ OASIS Summary of Hearings: <u>ALL</u> court orders are reflected.</p>	

Initial Foster Care Validation Checklist

Fostering Futures

	Initial AFDC determination Application and evaluation form including support documents
	Verification of child's citizenship and social security number
	Copies of all initial title IV-E applicable/required court orders _____ VCSSA – Date of last signature: _____ _____ BI determination received within 180 days _____ Order Approving Voluntary Continuing Services and Support case plan
	Appropriate system checks <u>Only</u> for assistance unit member

For each PLACEMENT: Ensure the resource home has the COA(s) back to the beginning of the original certification and all of the corresponding LDSS provider approval checklist(s) or LCPA non-conviction letter(s).

To use IV-E funds, there can be no lapses in COAs and/or safety checks*

*National Fingerprint Criminal Record Checks, Virginia State Police Check (if applicable) and Central Registry Checks

LDSS Home

_____ Foster Home Certificate of Approval (COA)
 _____ Checklist for Initial Provider Approval – safety checks* must be within **120 days prior** to the provider's approval (effective 1/1/21).
 _____ Checklist for Provider Re-Approval
 _____ Addendum – needed when there is a change in the home (address, number of children) or a change in household members.

LCPA Home

_____ Foster Home Certificate of Approval (COA)
 _____ LCPA Non-Conviction Letter – safety checks* must be within **90 days prior** to the provider's initial approval

Independent Living Arrangement

_____ Fostering Futures Independent Living Arrangement Agreement (ILAA)

OASIS reports:

_____ **OASIS Face Placement:** Confirm each placement where youth resided; dates of each place; and type of placement during the Period Under Review (PUR).

_____ **OASIS Funding screen:** Correct for eligibility, source of payment, begin and end dates, and payment amounts.

_____ **OASIS Summary of Hearings:** ALL court orders are reflected.

Title IV-E Ongoing Review Checklist

PERIOD UNDER REVIEW (PUR): _____

PARTICIPANT icon

Permanent Verification:

- _____ Proof of citizenship – birth certificate, passport, Alienage status, Refugee status, birth letter
- _____ Proof of SSN or application for SSN – SS card, SOLQ, and/or SVES

PERMANENCY CASE icon or PREVENTION CASE icon (depending upon the type of case)

Court Order/VPA:

ALL court orders are required to be uploaded as they are needed to track Annual Judicial Reviews (AJR)

- _____ Temporary or Permanent Entrustment (VPA) – temporary, permanent, or non-custodial
- _____ Court order which transferred legal custody to the agency
- _____ Court order which adjudicated abuse/neglect (if applicable)

Annual Judicial Reviews and related court orders: *Reasonable efforts language may address the first goal written on the current order or any first goal that was in place in the previous 12 months.*

- _____ Dispositional Order
- _____ PPO – Permanency Planning Order
- _____ FCRO – Foster Care Review Order
- _____ Termination of paternal rights orders
- _____ AAA - Adoption Assistance Agreement

Other IV-E documents:

- _____ Notice of Action(s) – A NOA for ***each*** change in payments (suspension or reinstatement); source of payment changes; case closures
- _____ Other Communication(s) – not the same as AFDC documentation for initial screening
- Optional:
 - _____ Other Job Aids and Tracking Tools – {specific upload} - {name of youth}
 - _____ Annual Judicial Tracking Sheet (AJR tracking sheet)
 - _____ Forming the Assistance Unit (AU)
 - _____ Determining the Removal Home
 - _____ Clothing Tracking Sheet or documentation of how the agency is tracking the yearly clothing allowance

Payment:

- _____ Case actions to support monthly maintenance, childcare payments, clothing, etc. *If case action(s) are not uploaded, the agency will need to provide a finance file at each review which supports the payments during the PUR.*
- _____ Clothing receipts: Ensure clothing receipt reflects date of purchase, is clearly labeled and is readable. If you have a receipt for “textiles” or “miscellaneous” be sure to list what the item is – shirt, pants, socks, etc. Do not pay for shipping & handling (S&H), taxes paid on S&H, nor bag fees.
- _____ Transportation
 - BID (Best Interest Determination)
 - Payment invoices
 - Documentation – proof of mileage (map showing mileage), contract, etc.
- _____ VEMAT – only pages 1 & 7 are required (check date of signatures); ***annually or 90 days for scores 28 and higher***

Placement:

Confirm each placement; dates of child’s stay in placement(s); and type of placement(s) are correct during the PUR.

- _____ License for Child Care Provider – provisionally licensed providers cannot be IV-E funded
- _____ Proof of Foster Parents Need for Child Care – new one required with each placement change
- _____ Financial Agreement(s) – ***Each placement change and/or change in rates, requires a NEW Financial Agreement.***
- _____ Kinship Waiver Request Form – ***initial and completion of waiver are needed***
- _____ ICPC Documents – signed 100A & 100B
- _____ Residential Facility Rate Sheet – obtain a new rate sheet for each fiscal year

Title IV-E Ongoing Review Checklist

PLACEMENT PROVIDER icon

Placement *LDSS or LCPA Home file*

Verify the home was fully licensed during the child's placement during the PUR. Ensure the resource home has the COA(s) back to the beginning of the original certification and all of the corresponding LDSS provider approval checklist(s) or LCPA non-conviction letter(s).

*To use IV-E funds, there can be no lapses in COAs and/or safety checks**

**National Fingerprint Criminal Record Checks, Virginia State Police Check (if applicable) and Central Registry Checks*

LDSS Home:

- _____ Foster Home Certificate of Approval (LDSS or LCPA)
- _____ Checklist for Initial Provider Approval – safety checks must be within 120 days prior to the provider's approval, effective 01/01/21
- _____ Checklist for Provider Re-Approval

LCPA Home:

- _____ LCPA Non-Conviction Letter – safety checks must be within 90 days prior to the provider's approval

ICPC Home:

- _____ Foster home license, documentation of safety requirements (varies by state)

Placement *LCPA Agency file*

*LCPA license should be saved under the specific placement provider in COMPASS, **not** under the LCPA resource home.*

- _____ LCPA License – ensure this license covers the begin date of the COA for the foster home

Placement *Residential Facility/Group Home file*

- _____ Residential Facility/Group Home License

OASIS

- _____ **OASIS Funding screen**
Correct for eligibility, source of payment, dates, and amounts
- _____ **OASIS Face Placement**
Confirm each placement where child resided; dates of each placement; and type of placement during the PUR
- _____ **OASIS Summary of Hearings**
ALL court orders are reflected

Standard Payment Record (SPR) when case is determined to be IV-E eligible

- _____ Verify case number and client ID number match numbers in OASIS
- _____ Were correct LASER codes used?
- _____ Check that there are no duplicate payments and correct amounts are paid
- _____ Double check partial month – *pro-rated correctly*
- _____ Clothing & transportation documentation in COMPASS agree with SPR – *VERIFY Clothing Allowance Limit*
- _____ Clothing Allowance Tracking – do no pay for S&H, taxes paid on S&H, bag fees – if unsure, ask the FSS/reasonableness
- _____ Transportation documentation – proof of miles driven; BID required for school transport
- _____ Child care – statement of need why resource parent(s) need child care
- _____ Child care license or exemption letter – cannot use a provisionally licensed provider
- _____ COMPASS upload completed – and cases are ready for review by the first day of the review month

COMPASS

<https://fusion.dss.virginia.gov/dfs/DFS-Home/COMPASS>

COMPASS is Virginia's response to new Comprehensive Child Welfare Information System (CCWIS) federal regulations. COMPASS which represents Virginia's Comprehensive Permanency Assessment and Safety System. Beginning in 2016, Virginia Department of Social Services (VDSS) embarked on a multi-year project to modernize the department's child welfare information systems. VDSS is committed to providing staff with innovative, integrated, and web-based tools needed to provide effective child welfare services thereby accelerating service delivery and improving outcomes.

For questions please email COMPASS@dss.virginia.gov.

Main Navigation:

Family Services Broadcasts

Division of Information Systems

Technical Support

Pages by Topic:

IT Team Portfolio Updates and Lifelines

COMPASS Mobile

Transcription

SafeMeasures

Shortcuts:

OASIS

SafeMeasures logon

Title IV-E Compass

COMPASS|Portal Title IV-E Naming Convention - Do Not Upload into COMPASS password protected documents. Max 6MB Upload*

Naming convention document is not an all-encompassing document, for questions email your regional QAA Consultant.

Form/Document	Type	Sub-Type	Naming Convention - Subject	Example
New items are in yellow Clarified and/or additional information is in red			(For cases with sibling groups, the subject is specific to the child)	
Participant Case icon				
Birth Certificate, SAVE, U.S. Citizen Identification Card (I-197 or I-179) and naturalization paperwork.	IV-E	Permanent Verification	Citizenship Verification Alienage Verification	Birth Certificate <i>OR</i> Proof of citizenship, etc.
Social Security Card, SOLQ, SVES, Application for Social Security Number	IV-E	Permanent Verification	Social Security Verification	Social Security Card <i>OR</i> SOLQ, etc.
Permanency/Prevention Case icon				
DCSE Referral/501 Form (may be one upload that includes all parents)	IV-E	Permanent Verification	DCSE/501s - {name of parent(s)}	DCSE/501s -William Smith and Leah Thomas -or- DCSE/501-William Smith DCSE/501-Leah Thomas
Paternity Verification Documentation (DNA testing, Acknowledgment of Paternity, Court Order)	IV-E	Permanent Verification	Paternity Verification- {type of document}- {name of youth}	Paternity Verification-DNA-John
Petition and Affidavit	IV-E	Court Order / VPA	Petition and Affidavit - {name of youth}	Removal Petition and Affidavit - John
Temporary and Permanent Entrustment (Voluntary Placement Order)	IV-E	Court Order/VPA	Temporary or Permanent Entrustment - {Date Effective} - {name of youth}	Temporary Entrustment - 04/01/25 - John
Court Order	IV-E	Court Order/VPA	Court Order Type - {Date signed by Judge} - {name of youth}	Emergency Removal Order - 04/01/25 - John
Adoption Assistance Agreement	IV-E	Court Order/VPA	Adoption Assistance Agreement - {Date Effective}- {name of youth}	Adoption Assistance Agreement- 04/01/25- John
Voluntary Continuing Services and Support Agreement (VCSSA)	IV-E	Court Order/VPA	Voluntary Continuing Services and Support Agreement- {Date of last required signature}- {name of youth}	VCSSA- 04/01/25-John
Order Approving Voluntary Continuing Services and Support Case Plan	IV-E	Court Order/VPA	Order Approving Voluntary Continuing Services and Support Case Plan - {Date signed by Judge}- {name of youth}	Order Approving Voluntary Continuing Services and Support Case Plan – 4/01/25- John
Title IV-E Foster Care and IV-E Medicaid Application	IV-E	Initial Screening	IV-E Application - {Date submitted for determination}- {name of youth}	IV-E Application - 03/10/25 - John
Title IV-E Foster Care and IV-E Medicaid Application - Updated	IV-E	Initial Screening	IV-E Application – Updated {Date submitted for determination}- {name of youth}	IV-E Application Updated - 03/30/25 - John
Title IV-E Foster Care and IV-E Medicaid Evaluation (applies to both eligible & ineligible)	IV-E	Initial Screening	IV-E Evaluation - {Date of Action}- {name of youth}	IV-E Evaluation - 05/12/25 - John
Title IV-E Foster Care and IV-E Medicaid Evaluation - Denied (temporary status)	IV-E	Initial Screening	IV-E Evaluation Denied - {Date Denied}- {name of youth}	IV-E Evaluation Denied – 04/30/25 - John

Title IV-E Foster Care and IV-E Medicaid Evaluation – Updated	IV-E	Initial Screening	IV-E Evaluation – Updated {Date of Action}- {name of youth}	IV-E Evaluation Updated - 07/30/25 - John
AFDC Documentation (can be multiple uploads and/or may be one upload for the assistance unit)	IV-E	Initial Screening	AFDC Documentation - {name of youth}	AFDC Documentation - SPIDeR, Income & Resources- John {list additional siblings} (duplicate uploads & single page uploads are not necessary)
Title IV-E Application and Evaluation for Fostering Futures	IV-E	Initial Screening	Fostering Futures - Application and Evaluation {Date Approved}- {name of youth}	Fostering Futures - Application and Evaluation - 04/10/25-John
AFDC Documentation - Fostering Futures (can be multiple uploads)	IV-E	Initial Screening	AFDC Documentation - Fostering Futures - {specific to upload}- (name of youth}	AFDC Documentation -Fostering Futures- SPIDeR, Income & Resources- John
Notice of Action	IV-E	Initial Screening	NOA - {Effective Date of Action}- {name of youth}	NOA - 04/01/25 - John
License for Child Care Provider	IV-E	Placement	Child Care - {Provider Name} - License {approval period}	Child Care - Youth Watch Daycare – License 04/01/24-4/1/26
Proof of Foster Parents Need for Child Care	IV-E	Placement	Child Care Statement of need for {resource home provider's name} - {name of youth}	Statement of need for Mary Smith resource home- John
Residential Facility Rate Sheet	IV-E	Placement	Residential Facility or Group Home Rate sheet for {Provider Name}- {Effective Date}- {name of youth}	Residential Facility Rate sheet for Intercept - 07/01/25-06/31/26- John
Financial Agreement(s) or Placement Agreement(s) with financial information	IV-E	Placement	Financial Agreement - {Resource Home Provider Name}- {Effective Date} - {name of youth}	Financial Agreement Mary Smith - 04/01/25- John
Verification of Kinship Waiver request	IV-E	Placement	Kinship Waiver verification {Resource Home Provider Name License}- {date of completion} {initial OR completed}	Kinship Waiver verification for Mary Smith resource home 04/01/25 (initial OR completed)

ICPC Documents	IV-E	Placement	100A, 100B, home study page with the results of the background check results for - {Resource Home Provider Name} - {Effective Date of placement}- {name of youth}	100A, 100B, home study page with the results of the background check results for - Mary Smith -04/01/25- John
Fostering Futures Independent Living Arrangement Agreement	IV-E	Placement	Fostering Futures ILAA - {effective date}- {name of youth}	Fostering Futures ILAA- 05/21/25- John
Clothing Allowance Receipts	IV-E	Payment	Clothing Receipt {name of store(s)}- {receipt date(s)} - {name of youth} (receipts need to be uploaded by the calendar month)	Clothing Receipt Target -02/15/25 & 02/23/25 - John
Child Care Payment Invoices	IV-E	Payment	Child Care Invoice - {childcare provider's name}- {youth's name}- {Date Range of Invoice}	Child Care Invoice - Youth Watch Daycare- John- 01/01/25-05/31/25- John
Transportation Payment Invoices	IV-E	Payment	Transportation Payment Invoices - {effective date(s)}- {name of youth}	Transportation Payment Invoices - 01/01/25-05/31/25- John
Transportation BID	IV-E	Payment	Transportation BID- {effective date(s)}- {name of youth}	Transportation BID- 04/10/25- John
Transportation Documentation	IV-E	Payment	Transportation Documentation- {effective date}- {name of youth}	Transportation Documentation - 04/15/25-John
VEMAT	IV-E	Payment	VEMAT score or amount - {effective date(s)}- {name of youth}	VEMAT \$1,344 - 07/01/25 - 06/30/26 - John

Case action (s)	IV-E	Payment	{purpose of case action} case action - {effective date/month} - {name of youth}	Basic maintenance case action - April 2025 - John
Notice of Action(s) - Changes in payment- Suspension or Reinstatement of payment- Title IV-E Case Closure (not initial)	IV-E	Other IV-E document	NOA - {Effective date of Action}- {name of youth}	NOA - 06/01/25 - John
Title IV-E State Monitoring Form	IV-E	Other IV-E document	Title IV-E State Monitoring - {name of youth}	Title IV-E State Monitoring - John
Other Communications	IV-E	Other IV-E document	{specific upload}- {date of email} - {name of youth}	QAA email - 04/20/25- John
Other Job Aids and Tracking Tools	IV-E	Other IV-E document	{specific upload}- {name of youth}	Clothing Tracking - 06/01/25 – 05/31/26 - John
Placement Provider icon				
Checklist for Initial Provider Approval	IV-E	Placement	Checklist for Initial Approval {list COA approval period} (all pages need to be uploaded including the signature page)	Checklist for Initial Approval 01/01/24 - 12/31/26
Resource Home Certificate of Approval (LDSS or LCPA)	IV-E	Placement	Certificate of Approval {list COA approval period}	Certificate of Approval- 01/01/24 - 12/31/26
OBI Letter(s) for foster parents	IV-E	Placement	OBI Letter(s) {COA approval period} (one upload per home)	OBI Letter(s) 04/15/24 – 03/15/27
Addendum	IV-E	Placement	Addendum- {reason for addendum}	Addendum - Change in family size or home address
Checklist for Family Re-Approval	IV-E	Placement	Checklist for Re-Approval {list COA approval period} (all pages need to be uploaded including the signature page)	Checklist for Re-Approval 04/15/24 - 03/15/27
* LCPA License	IV-E	Placement	LCPA License {list COA approval period}	LCPA License Intercept 01/01/24 - 12/31/26
LCPA Non-Conviction Letter	IV-E	Placement	LCPA Non-Conviction Letter {list COA approval period}	LCPA Non-Conviction Letter 01/01/2024 - 12/31/26
Residential Facility/Group Home License	IV-E	Placement	Residential Facility or Group Home License {Effective Date}	Residential Facility License 01/01/24 - 12/31/26
* LCPA License should be saved under the specific placement provider in COMPASS, not under the LCPA resource home				
When an update is needed to a form (application, evaluation, statement of need, etc.) it must be uploaded with UPDATED in the Subject line. The ORIGINAL document(s) need to remain in COMPASS as we need a paper trail to support federal findings & payment calculations. Ensure the date reflected for the Date Attached is the date of the upload.				

SPR CERTIFICATION CHECKLIST

WHY?

During the February 2025 Federal Review, several areas of concern were noted around Standard Payment Record (SPR) submissions. Therefore, the following checklist and certification was developed to assist agencies in ensuring SPR submissions have been reviewed for accuracy and completeness before submitting for the state-led title IV-E review. Failing to submit required SPRs will prevent QAA from determining eligibility, making the use of IV-E funds prohibited.

How?

- Prepare the SPR document for the Period Under Review (PUR) as outlined in the Notification of Review email.
- Ensure all areas below are completed to the best of the agency's ability before submitting the SPR.
- Complete one certification sheet per review (do **not** submit a certification checklist for each SPR).
- Review the SPR Information Sheet located on FUSION ([here](#)) for detailed information and examples.

COMPLETE

- ☐ Finance client ID matches OASIS client ID.
- ☐ All service dates align with payment amounts.
- ☐ All partial month payments correspond to the specific service dates.
- ☐ Multiple months' payments have not been 'lumped' into one service date.
- ☐ The notes section properly documents the paper trail for any CSA reimbursement, agency credit card payment(s), special welfare account payment(s), delayed payment(s), or LCPA payments.
- ☐ The cost code (81107, 81108, 81110, 81112, and 81113) must match the type of payment being issued.
- ☐ Dollar amounts are correct.

CERTIFY INFORMATION

By typing your name below, you certify the information above has been reviewed for all cases and is accurate to the best of your knowledge.

(Type name of Finance Representative or SPR Responsible Party)

X

Standard Payment Record (SPR) Information Sheet

Handout K-6

Here you can find the SPR topics that must be certified for each new case validation, ongoing review, and oversample cases (if applicable). If you have questions, please contact your regional QAA Consultant.

- ☐ Finance client ID matches OASIS client ID.

On the Sample Case Listing sent by QAA the month prior to the review, you can see the OASIS client ID.

Action Needed: If the client ID used by finance does not match the OASIS client ID, finance should update the financial record to reflect the OASIS client ID.

LDSS Agency	
Quarterly QA Review	
July 2025	
IV-E New Funding/Ongoing Case Name/Client ID	OASIS Case #
Jane Smith [1234567]	12121212
Johnny Smith [1234568]	12121212
Pete Jones [5678912]	51155115

- ☐ All service dates align with payment amounts.

Example: Child placed at an LDSS home on 5/10/25 and remains in the home through the period under review (PUR) of February 1, 2025 – July 31, 2025.

Service Begin Date	Service End Date*	Payment Amount
5/10/25	5/31/25	\$593.34
6/1/25	6/30/25	\$836.00
7/1/25	7/31/25	\$861.00

*It is not appropriate to lump payments together, even when reimbursing CSA. Each month should be a stand-alone payment.

- ☐ All partial month payments correspond to the specific service dates.

Example: Child placed at an LDSS home from 4/1/25 to 4/22/25. Basic Maintenance \$836.00

Service Begin Date	Service End Date*	Payment Amount
4/1/25	4/21/25	\$585.27

*It is not appropriate for the Service End Date to run to the end of the month if the child is not placed the entire month.

- ☐ Multiple months' payments have not been 'lumped' into one service date.

Example: Request \$1,689.00 reimbursement of basic maintenance for March, April, and May 2025 to CSA.

Service Begin Date	Service End Date*	Payment Amount
3/1/25	3/31/25	\$563.00
4/1/25	4/30/25	\$563.00
5/1/25	5/31/25	\$563.00

*It is not appropriate to make one payment for 3/1/25 – 3/31/25 for \$1,689.00

- ☐ The notes section properly documents the paper trail for any CSA reimbursement, agency credit card payment(s), special welfare account payment(s), delayed payment(s), or LCPA payment(s).

Example 1: Request made for \$1,689.00 to reimburse basic maintenance for March, April, and May 2025 to CSA.

Service Begin Date*	Service End Date*	Payment Amount	Notes
3/1/25	5/31/25	\$1,689.00	IV-E eligible. Reimbursement made to CSA for March, April, and May 2025.

*Note the service begin and end date corresponds to the actual payments being reimbursed.

Example 2: The agency used their credit card to purchase clothing in the amount of \$152.48 for the foster child on the day they entered care, 7/5/25. Now, the case is determined IV-E eligible, and reimbursement needs to be made for the clothing purchase.

Service Begin Date	Service End Date	Payment Amount	Notes
7/5/25	7/5/25	\$152.48	IV-E eligible. Reimbursement made to the agency credit

			card, Bank of America, for \$152.48 clothing purchase.
--	--	--	--

Example 3: The foster parent has submitted clothing receipts dated 2/8/25 for \$42.69, and 2/25/25 for \$39.52, and for 3/16/25 for \$89.95.

Service Begin Date	Service End Date	Payment Amount	Notes
2/8/25	2/25/25	\$82.21	Clothing purchased on 2/8/25 for \$42.69 and 2/25/25 for \$39.52
3/16/25	3/16/25	\$89.95	Clothing receipt provided

Please note if the agency received several clothing receipts at one time, and the agency wants to make fewer entries, the agency can group the receipts by month.

Example 4: Child is placed through the LCPA Alliance Human Services. The agency makes the basic maintenance payment to Alliance Human Services.

Service Begin Date	Service End Date	Payment Amount	Provider	Notes*
7/1/25	7/31/25	\$861.00	Alliance Human Services	July 2025 payment for Smith resource home.

*Please note that your comments must identify the actual foster home the payment is being made for.

Some agencies use an account referred to as a "special welfare account" to process payments between CSA and title IV-E. It is important for agencies to properly document the paper trail in the notes section. Simply labeling it as "special welfare account" is not sufficient. The agency must clearly explain the transaction in the notes. In addition, if a special welfare account is used to credit or pay a bill related to child support, SSA, or other expenses, the agency must clearly explain the transaction in the comments.

☐ The cost code must match the type of payment being issued.

LASER CODES/ BUDGET LINES	
81107	Children's Residential Facility
81108	Licensed Child Placing Agency (LCPA) Basic Maintenance
81110	Local Agency Foster Home Basic Maintenance
81112	Licensed Child Placing Agency (LCPA) Enhanced Maintenance
81113	Local Agency Foster Home Enhanced Maintenance

Example: Child is placed through Alliance Human Services with the Smith resource family.

LASER Cost Code	Description of Service	Service Begin Date	Service End Date	Payment Amount	Provider	Notes
81108	Basic Maintenance	7/1/25	7/31/25	\$861.00	Alliance Human Services	Payment for Smith resource home.
81112	Enhanced Maintenance	7/1/25	7/31/25	\$1120.00	Alliance Human Services	Payment for Smith resource home.

Note the cost code matches the description of service, which matches the provider, and the comments properly document the paper trail.

☐ Dollar amounts are correct.

The agency should review the SPR before submitting to ensure the dollar amounts have been keyed correctly.

New Funding Validation Checklist

	Initial AFDC determination Application and evaluation forms plus support documents utilized to determine the case
	Verification of child's citizenship and social security number <i>Proof of citizenship</i> – birth certificate, passport, Alienage status, Refugee status, birth letter <i>Proof of SSN or application for SSN</i> – SS card, SOLQ, and/or SVES
	DCSE 501s One 501 form for <u>each</u> parent may be used for <u>multiple</u> siblings
	Appropriate system checks <u>Only</u> for the assistance unit member(s)
	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Copies of all initial title IV-E applicable/required court orders Petition, affidavit, initial order granting agency custody (ERO, PRO, CHINS, etc.) <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Copy of the Voluntary Placement Agreement (if VPA placement) VPA: Temporary, permanent, or non-custodial
	Payment: <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Clothing receipts - Clearly labeled & ensure the receipt is readable and the date is visible. If you have a receipt for “textiles” or “miscellaneous” be sure to list what the item is – shirt, pants, socks, etc. Do <u>not</u> pay for shipping & handling (S&H), taxes paid on S&H, nor bag fees. <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Case actions to support monthly maintenance, childcare payments, clothing, etc. <i>If not uploaded, the agency will need to provide a finance file for each review which supports the payments during the PUR.</i> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> VEMAT – only page 1 & page 7 are required <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Transportation: <ul style="list-style-type: none"> BID (Best Interest Determination) – required before IV-E funds can be utilized for school transportation. Payment invoices Documentation – proof of mileage (map showing mileage), contract, etc.
<p>For each PLACEMENT: Ensure the resource home has the COA(s) back to the initial fingerprints and all of the corresponding LDSS provider approval checklist(s) or LCPA non-conviction letter(s). This may require multiple COAs, Provider Checklist, and/or non-conviction letters.</p> <p style="text-align: center;">Effective July 1, 2025, OBI letters must be uploaded for LDSS homes.</p> <p style="text-align: center;">To use IV-E funds, there can be no lapses in COAs and/or safety checks*</p> <p>*National Fingerprint Criminal Record Checks, Virginia State Police Check (if applicable) and Central Registry Checks</p> <p>LDSS Home</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Foster Home Certificate of Approval (COA) <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Checklist for Initial Provider Approval – safety checks* must be within 120 days prior to the provider's approval (effective 1/1/21). <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Checklist for Provider Re-Approval <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Addendum – needed when there is a change in the home (address, number of children) or a change in household members. <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Kinship Waiver Request Form – initial and completion of waiver are needed	

New Funding Validation Checklist

LCPA Home

- _____ Foster Home Certificate of Approval (COA)
- _____ LCPA Non-Conviction Letter – safety checks* must be within **90 days prior** to the provider's initial approval
- _____ Reapprovals do not need to meet the 90-day rule as long as there was no lapse in COAs and/or safety checks*
- _____ LCPA License ensure the current license is uploaded

ICPC Home

- _____ Foster Home license, signed 100A & 100B and proof of safety checks (fingerprints & CPS (varies by state))

Residential

- _____ Residential facility/Group home license

OASIS:

- _____ **OASIS Placement:** Confirm each placement where child resided; dates of each place; and type of placement during the Period Under Review (PUR).
- _____ **OASIS Funding screen:** Correct for eligibility, source of payment, begin and end dates, and payment amounts.
- _____ **OASIS Summary of Hearings:** ALL court orders are reflected.

New Funding Validation Checklist

Fostering Futures

	Initial AFDC determination Application and evaluation form include support documents utilized to determine the case
	Verification of youth's citizenship and social security number
	Copies of all initial title IV-E applicable/required court orders _____ VCSSA – Date of last signature: _____ _____ BI determination received within 180 days _____ Order Approving Voluntary Continuing Services and Support case plan
	Appropriate system checks <u>Only</u> for the assistance unit member
<p>For each PLACEMENT: Ensure the resource home has the COA(s) back to the initial fingerprints and all of the corresponding LDSS provider approval checklist(s) or LCPA non-conviction letter(s). This may require multiple COAs and Provider Checklists or LCPA non-conviction letters.</p> <p style="text-align: center;">Effective July 1, 2025, OBI Letters must be uploaded for LDSS homes.</p> <p style="text-align: center;"><i>To use IV-E funds, there can be no lapses in COAs and/or safety checks*</i></p> <p>*National Fingerprint Criminal Record Checks, Virginia State Police Check (if applicable) and Central Registry Checks</p>	
LDSS Home _____ Foster Home Certificate of Approval (COA) _____ Checklist for Initial Provider Approval – safety checks* must be within 120 days prior to the provider's approval (effective 1/1/21). _____ Checklist for Provider Re-Approval _____ Addendum – needed when there is a change in the home (address, number of children) or a change in household members.	
LCPA Home _____ Foster Home Certificate of Approval (COA) _____ LCPA Non-Conviction Letter – safety checks* must be within 90 days prior to the provider's initial approval Reapprovals do not need to meet the 90-day rule as long as there was no lapse in COAs and/or safety checks* _____ LCPA License ensure the current license is uploaded	
Independent Living Arrangement _____ Fostering Futures Independent Living Arrangement Agreement (ILAA)	
OASIS reports: _____ OASIS Placement: Confirm each placement where youth resided; dates of each place; and type of placement during the Period Under Review (PUR). _____ OASIS Funding screen: Correct for eligibility, source of payment, begin and end dates, and payment amounts. _____ OASIS Summary of Hearings: All court orders are reflected.	

Title IV-E Ongoing Review Checklist

PERIOD UNDER REVIEW (PUR): _____

PARTICIPANT icon

Permanent Verification:

- _____ Proof of citizenship – birth certificate, passport, Alienage status, Refugee status, birth letter
- _____ Proof of SSN or application for SSN – SS card, SOLQ, and/or SVES

PERMANENCY CASE icon or PREVENTION CASE icon (depending upon the type of case)

Court Order/VPA:

ALL court orders are required to be uploaded as they are needed to track Annual Judicial Reviews (AJR)

- _____ Temporary or Permanent Entrustment (VPA) – temporary, permanent, or non-custodial
- _____ Court order which transferred legal custody to the agency
- _____ Court order which adjudicated abuse/neglect (if applicable)
- _____ Dispositional Order
- _____ PPO – Permanency Planning Order
- _____ FCRO – Foster Care Review Order
- _____ Termination of paternal rights orders
- _____ AAA - Adoption Assistance Agreement

Annual Judicial Reviews and related court orders: *Reasonable efforts language may address the first goal written on the current order or any first goal that was in place in the previous 12 months.*

Other IV-E documents:

- _____ Notice of Action(s) – A NOA for ***each*** change in payment (suspension or reinstatement); source of payment changes; case closures
- _____ Other Communication(s) – not the same as AFDC documentation for initial screening
- Optional:
 - _____ Other Job Aids and Tracking Tools – {specific upload} - {name of youth}
 - _____ Annual Judicial Tracking Sheet (AJR tracking sheet)
 - _____ Forming the Assistance Unit (AU)
 - _____ Determining the Removal Home
 - _____ Clothing Tracking Sheet or documentation of how the agency is tracking the yearly clothing allowance

Payment:

- _____ Case actions to support monthly maintenance, childcare payments, clothing, etc. *If case action(s) are not uploaded, the agency will need to provide a finance file at each review which supports the payments during the PUR.*
- _____ Clothing receipts: Ensure clothing receipt reflects date of purchase, is clearly labeled and is readable. If you have a receipt for “textiles” or “miscellaneous” be sure to list what the item is – shirt, pants, socks, etc. Do not pay for shipping & handling (S&H), taxes paid on S&H, nor bag fees.
- _____ Transportation
 - BID (Best Interest Determination)
 - Contract or agreement if provided by a transportation company
 - Payment invoices
 - Documentation – proof of mileage (map showing mileage), mileage log, etc.
- _____ VEMAT – only pages 1 & 7 are required (check date of signatures); ***annually or 90 days for scores 28 and higher***

Placement:

Confirm each placement; dates of child’s stay in placement(s); and type of placement(s) are correct during the PUR.

- _____ License for Child Care Provider – provisionally licensed providers cannot be IV-E funded
- _____ Proof of Foster Parents Need for childcare – new one required with each placement change
- _____ Financial Agreement(s) – ***Each placement change and/or change in rates, requires a NEW Financial Agreement.***
- _____ Kinship Waiver Request Form – ***initial and completion of waiver are needed***
- _____ ICPC Documents – signed 100A & 100B and proof of safety checks (fingerprints & CPS (varies by state))
- _____ Residential Facility Rate Sheet – obtain a new rate sheet for each fiscal year

Title IV-E Ongoing Review Checklist

PLACEMENT PROVIDER icon

Placement *LDSS or LCPA Home file*

Verify the home was fully licensed during the child's placement during the PUR. Ensure the resource home has the COA(s) back to the initial fingerprints and all of the corresponding LDSS provider approval checklist(s) or LCPA non-conviction letter(s). This may require multiple COAs, Provider Checklist and/or non-conviction letters.

Effective July 1, 2025, OBI letters must be uploaded for LDSS homes.

To use IV-E funds, there can be no lapses in COAs and/or safety checks*

***National Fingerprint Criminal Record Checks, Virginia State Police Check (if applicable) and Central Registry Checks**

LDSS Home:

- _____ Foster Home Certificate of Approval (LDSS or LCPA)
- _____ Checklist for Initial Provider Approval – safety checks must be within 120 days prior to the provider's approval, effective 01/01/21
- _____ Checklist for Provider Re-Approval
- _____ Addendum – needed when there is a change in the home (address, number of children) or a change in household members.

LCPA Home:

- _____ LCPA Non-Conviction Letter – safety checks must be within 90 days prior to the provider's approval
- _____ Reapprovals do not need to meet the 90-day rule as long as there was no lapse in COAs and/or safety checks*

ICPC Home:

- _____ Foster home license, signed 100A & 100B and proof of safety checks (fingerprints & CPS (varies by state))

Placement *LCPA Agency file*

LCPA license should be saved under the specific placement provider in COMPASS, not under the LCPA resource home.

- _____ LCPA License – ensure the current license is uploaded.

Placement *Residential Facility/Group Home file*

- _____ Residential Facility/Group Home License

OASIS

- _____ **OASIS Placement**
Confirm each placement where child resided; dates of each placement; and type of placement during the PUR
- _____ **OASIS Funding Screen**
Correct for eligibility, source of payment, dates, and amounts
- _____ **OASIS Summary of Hearings**
ALL court orders are reflected

Standard Payment Record (SPR) when case is determined to be IV-E eligible

- _____ Verify case number and client ID number match numbers in OASIS
- _____ Were correct LASER cost codes used?
- _____ Check that there are no duplicate payments and correct amounts are paid
- _____ Double check partial month – **pro-rated correctly**
- _____ Clothing & transportation documentation in COMPASS agree with SPR – **VERIFY Clothing Allowance Limit**
- _____ Clothing Allowance Tracking – do no pay for S&H, taxes paid on S&H, bag fees
- _____ Transportation documentation – proof of miles driven; BID required for school transport
- _____ Childcare – statement of need why resource parent(s) need childcare
- _____ Childcare license or exemption letter – title IV-E funds cannot be used for a provisionally licensed provider
- _____ COMPASS uploads completed – and cases are ready for review by the first day of the review month