

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

Revenue Enhancement

2-2-1 Page 1 of 7

Policy

DCF shall operate a Revenue Enhancement Division (RED) within the Fiscal Services Division to:

- maximize reimbursement from federal agencies for expenditures for services to children and families served by DCF;
- determine eligibility, enroll or facilitate enrollment, and maintain eligibility for medical benefits for all children in the care and custody of DCF; and
- other related duties as set forth below.

Birth Certificates

A birth certificate shall be required for every child in DCF care. The child's Social Worker shall attempt to obtain a copy of the birth certificate from the child's family. If this is not possible, the Social Worker shall request that the RED obtain a copy from the appropriate agency.

Note: The original birth certificate shall be maintained in the child's case record with a copy in the RED file. The original shall be returned to the parent or legal guardian, or a youth over 18 years of age, at the time of case closing.

Title IV-E and IV-B Programs

DCF shall administer the programs under both the Title IV-E State Plan and the State Child Welfare Services Plan under subpart 1 of Title IV-B of the Social Security Act. DCF shall provide reports containing any and all information required by the Secretary of Health and Human Services under these programs and shall further monitor and conduct evaluations of activities carried out in the Title IV-E program.

The Title IV-E and IV-B Plans for the State of Connecticut are in effect in all political subdivisions and service areas.

RED shall take the lead in arranging, preparing for and cooperating with periodic and independently-conducted audits of the Title IV-E and IV-B programs that are held no less frequently than once every three years.

Title IV-E Cost Allocation Plan

RED shall be responsible for maintaining and updating the Title IV-E Cost Allocation Plan. The Cost Allocation Plan shall specify how allowable costs are calculated. Factors included in this calculation are:

- the percentage of children who are eligible for Title IV-E reimbursement (compared with the total number of children in out-of-home care); and
- the percentage of DCF's activities that qualify for Title IV-E funding, as measured by the Random Moment in Time Study (RMTS).

Federal funding (Federal Financial Participation or FFP) is available at the rate of 50% for allowable administrative costs and 75% for allowable training costs, as set forth in Title IV-E.

(Continued next page)

**Title IV-E
Cost
Allocation
Plan**
(continued)

Administrative and training costs shall be claimed quarterly according to the Cost Allocation Plan. The following procedures shall be followed by the Fiscal Administrative Supervisor:

- obtain the total quarterly agency spending as detailed in the Comptroller's monthly expenditure report;
- assign DCF spending to cost pools as specified in the Cost Allocation Plan;
- obtain fringe benefit costs from the Comptroller to assign total overhead costs;
- obtain other DCF overhead costs that are paid by agencies other than DCF, including the DCF portion of the Statewide Cost Allocation costs and the Court Monitor costs;
- compile the results of the Random Moment in Time Study; and
- compile the numbers of children eligible for Title IV-E reimbursement and those children not eligible for Title IV-E reimbursement.

**Title IV-E
Eligibility**

At the time a child enters the care and custody of DCF, the Social Worker shall ensure that all pertinent information is shared with RED for the completion of an initial determination on an IV-E eligible case. This is primarily accomplished by completing the DCF-550. The DCF-550 is also the Federal Title IV-E/EA/TANF Application which is required to obtain federal reimbursement on any child where DCF is providing services.

Instructions for Completing Title IV-E/EA/TANF Application (DCF-550)

- Upon a child's initial placement in out-of-home care, an electronic DCF-550 is generated and sent to the appropriate DCF office.
- The assigned social worker completes the DCF-550.
- The social worker is responsible for the collection of the demographic, social and financial information on the child and all members of the child's family by requesting this information of the family. The form is declaratory in that the Social Worker does not need to request documentation for the information given by the family.
- Financial information needed for the 550 includes:
 - Employment,
 - income (earned and unearned),
 - financial resources (i.e. Social Security benefits),
 - motor vehicle value and amount owed,
 - life insurance policies, and
 - real estate, etc.
- Other information needed includes:
 - living arrangements of the child for the 6 months prior to the month the petition or motion which led to the court ordered removal of the child was filed or the month the voluntary placement agreement was signed,
 - marital status, and
 - child support information.
- If the child has left DCF Care, the form must still be completed up until the date the child left care.

NOTE: Any sections left blank, completed with "N/A", not signed or not completed according to the instructions will prevent DCF-550 from obtaining reimbursement. If a social worker has questions about completing the 550 form, they should notify their Eligibility Liaison who will then contact the Title IV-E Unit to obtain answers

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

Revenue Enhancement

2-2-1 Page 3 of 7

Pre-Placement Administrative Costs

DCF shall claim pre-placement administrative Title IV-E funding for otherwise eligible children receiving in-home services and who are at imminent risk of removal from the home.

The Social Worker assigned to a case involving a child eligible for pre-placement administrative Title IV-E funding shall:

- determine if the child receiving in-home care is at imminent risk of removal from the home, assess the family's likelihood of future maltreatment, the need for continued protective services involvement and determine the intensity of service provision;
- review the case every 90 days to determine (or redetermine) whether the child remains at imminent risk of removal from home; and
- provide justification for continuing the plan if the child remains "at risk."

In order to be eligible for pre-placement administrative Title IV-E funding:

- the child must be at imminent risk of removal from the home; and
- reasonable efforts are being made by DCF to prevent the removal; or
- DCF is pursuing the removal of the child from the home.

DCF shall use the Random Moment in Time Study (RMST) to determine the candidacy rate and apply the in-home Title IV-E eligibility rate (penetration rate) to determine the amount of allowable administrative costs.

Funding shall begin in the month in which candidacy is documented.

Random Moment in Time Study

RED shall be responsible for coordinating the Random Moment in Time Study (RMST), an automated tool that allows DCF to account for the use of staff time when DCF claims federal funding for its programs.

See: 2-2-1 Attachment A, "Random Moment in Time Study Instructions."

Medical Assistance Unit

All children in the care and custody of DCF shall have medical coverage. All adolescents who were in foster care at age 18 AND who were receiving Medicaid benefits and reside in Connecticut are also entitled to medical coverage through their 26th birthday, whether or not they choose to continue receiving services from DCF.

The DCF Medical Assistance Unit (MAU) shall facilitate the enrollment of these children in Medicaid through close collaboration and communication with the children's Social Workers and the Department of Social Services (DSS).

DCF shall be responsible for administering state-funded medical coverage, through the special approval process, for children who have not obtained legal immigration status, are in DCF care, and (by rare exception) are not eligible for Title XIX Medicaid. The MAU shall ensure that this enrollment occurs.

(Continued next page)

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

Revenue Enhancement

2-2-1 Page 4 of 7

Medical Assistance Unit (Continued)

When a child is placed into the care and custody of DCF, the child's Social Worker shall provide the information required on the DCF-MA1, "Medical Assistance Form," and any supporting documentation to the MAU to ensure that medical coverage is granted for the child.

Transmission by the Social Worker of the DCF-MA1 by email to the MAU mailbox shall occur within 24 hours of the child entering care in order to avoid delays or lapses in the child's medical coverage. Supporting documentation may be transmitted via fax or interoffice mail. Expedited processing of the DCF-MA1 may be requested by the Social Worker in urgent situations, the circumstances of which shall be outlined in the email.

The MAU Eligibility Services Worker shall inform the Social Worker via email that medical coverage has been granted or that it is being coordinated with the Department of Social Services.

The Social Worker shall obtain private medical insurance information from the child's family and record it in the computer system and email it to the MAU mailbox. Specific information shall include, but not be limited to:

- name of policy holder;
- policy number;
- type of insurance; and
- effective date.

Social Security Benefits

RED shall coordinate the efforts necessary to:

- apply for existing Social Security benefits on behalf of children who will be in a DCF placement for more than three months and for whom there is no chance of reunification in the near future; and
- act as a resource to Regional Social Security Liaisons.

The child may already be receiving Social Security benefits or may be eligible for benefits if an application is made upon placement with DCF.

The typical Social Security benefits available to children are:

- Title II Social Security benefits (SSA), available to children of deceased, disabled or retired parents with a work history; and
- Title XVI Supplemental Security Income (SSI), available to disabled children.

When a child is receiving benefits, DCF shall apply to become the representative payee for the benefits. DCF shall use the benefits to offset the cost of care for the child. In the event the benefit exceeds the cost of care the Revenue Enhancement Division shall return the excess amount to the Social Security Administration once the child is discharged from DCF care.

(Continued next page)

Social Security Benefits
(Continued)

If SSA benefits have not been established, the Regional Social Security Liaison shall file an application on behalf of the child so that the Social Security Administration can determine if benefits are available, based on whether a parent is deceased, disabled or retired and the parent's work history.

If SSI benefits have not been established, upon request, RED shall provide the IV-E status of children in care to Regional Social Security liaisons for purposes of applying for SSI benefits. If the child's status is IV-E "NO," then the Regional Social Security Liaison shall file an application on behalf of the child if he or she meets one or more of the six domains. The Social Security Administration can determine if the child is deemed disabled and qualifies for SSI benefits.

Temporary Assistance to Needy Families Program

The purposes of the Temporary Assistance to Needy Families Program are to:

- provide assistance to needy families so that a child may be cared for in his or her own home or in the home of a relative;
- end dependence of needy families by promoting job preparation, work and marriage;
- prevent and reduce out-of-wedlock pregnancies; and
- encourage the formation and maintenance of two-parent families.

If the family is eligible for Medicaid, HUSKY, food stamps, Temporary Financial Assistance or childcare assistance, DCF shall assume that the family is needy. If this information is not available, DCF shall determine if the family's income is below 75% of the SMI.

All out-of-home services are eligible under TANF unless the child fails to meet the specified relative test, *i.e.*, the child did not live with a relative within six months of being placed in foster or residential care. Out-of-home services shall be covered for one year from the date of the EA/TANF application signed by the RED worker.

All in-home services are eligible under TANF if provided to a needy family. A needy family is a family with income below 75% of the State Median Income (SMI).

To submit a claim for a service under the TANF program, the service must:

- be reasonably calculated to accomplish one of the four TANF purposes described below; or
- have been covered under the state's former Emergency Assistance (EA) program.

Emergency Assistance Program

The Title IV-A Emergency Assistance to Families with Children (EA) is a federal program that provides assistance and services to help children and families who are in crisis situations. Its purposes include:

- helping avoid destitution of a child; or
- providing a child with living arrangements in a home.

(Continued next page)

Emergency Assistance Program
(Continued)

DCF shall be empowered to apply for EA/TANF benefits on behalf of the child instead of the family if the child is:

- at risk of abuse or neglect, or
- is being abused or neglected.

DCF shall participate in Connecticut's EA program by providing protective services that are:

- needed because of abuse, neglect, abandonment or the risk thereof; and
- furnished pursuant to either a judicial determination of dependency or a voluntary placement agreement.

The EA plan provides a broad coverage of protective services including, but not limited to:

- case management;
- referral assistance;
- shelter care;
- family foster care;
- group home care;
- residential treatment services; and
- other protective services intended to address the emergency situation.

Emergency assistance coverage for protective services may be extended up to 12 months. All out-of-home case management services and EA foster care provided during the 12 consecutive month period following removal of the child from his or her home may be claimed under EA/TANF.

All services shall be authorized effective on the date of the EA/TANF application.

The eligibility criteria for emergency assistance protective services are:

- an emergency exists that requires protective services due to an allegation or risk of abuse, neglect, or abandonment;
- the emergency did not arise because the principal parent refused employment;
- at least one child in the family is under age 21 and is a U.S. citizen or a legally documented U.S. resident;
- the child receiving assistance lives with, or at some time during the past six months lived with, a specified relative;
- the child's parents do not have the financial resources immediately available to pay for all of the child's costs of care (a child with the financial resources to pay for some of the cost of their care is eligible for EA, but the cost of care billed to EA is reduced by the amount paid on behalf of the child); and
- the child has not had other EA services authorized within the past 12 months.

All child welfare clients shall be deemed presumptively eligible for EA/TANF services and DCF shall begin the provision of EA/TANF services immediately without completing the final eligibility determination.

(Continued next page)

Emergency Assistance Program
(Continued)

The RED shall use the Title IV-E Eligibility Determination Worksheet to determine whether a family is eligible for EA/TANF.

Foster care and residential treatment services are TANF eligible if:

- the child is eligible; and
- the costs are not included in other federal reimbursements.

If the child is returned to his or her home after the initial 12-month period and is subsequently removed from his or her home again, DCF shall not begin a second 12-month emergency period.

DCF shall submit claims for EA/TANF eligible services for twelve months from the date of the TANF application, but only after the final eligibility determination is completed. DCF shall use the "Title IV-E/XIX/EA/TANF Application," to apply for EA/TANF benefits on behalf of a child.

Only those services authorized in one 30-day consecutive period shall be eligible for claims under TANF. Since it is not possible to determine all of the services needed to reduce the risk of abuse and neglect during the ensuing 12 months, the family and child shall be authorized to receive any services necessary to alleviate the emergency causing the child to be at risk of abuse and neglect or to be abused and neglected.
