 NC Department of Health and Human Services  
**IV-E Policy Changes:  
Candidacy Definition and  
Administrative Claiming for  
In-Home Services and  
Foster Care**  
January 25, 2022

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**About this Webinar**

This webinar was developed through funding from the North Carolina Division of Social Services by the Family and Children's Resource Program at the UNC-Chapel Hill School of Social Work.



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**Goals for this Webinar**

1. Explain definition of "Candidacy for Foster Care" with an emphasis on how to apply it to claiming for CPS In-Home Services
2. Explain when IV-E funds can properly be claimed for reimbursement of administrative costs (worker time) for children in foster care, including:
  - How FFPSA 14-day IV-E maintenance claiming limit does not affect Administrative Claiming
  - General rules for when administrative costs can be claimed for case management services to foster children and the exceptions to those general rules
  - How to correctly use field 55 on the DSS-5094

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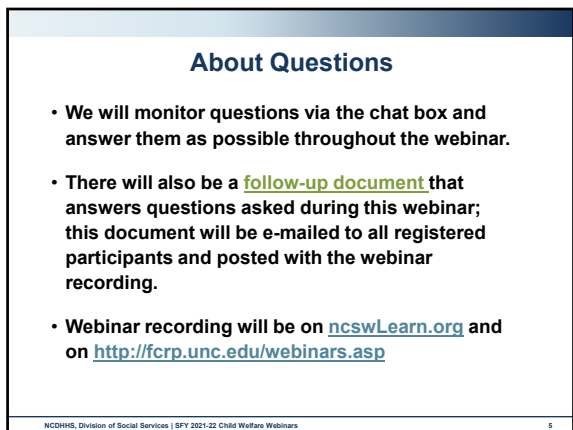
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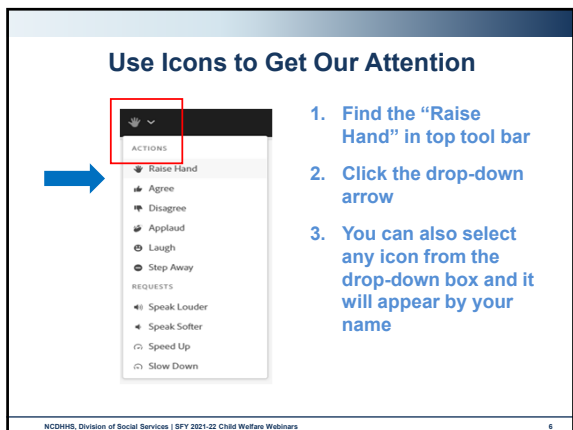
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**Presenters**

 Beth Riley

 Evan Friedel

**Moderator**

Rick Zechman

**Tech Support**

Phillip Armfield  
John McMahon

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**Background**

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**What is IV-E?**

- **IV-E was created in 1980 as part of the Social Security Act**
- **An uncapped reimbursement of a portion of costs expended for the care and allowable services provided to eligible children**
- **States are required to develop a plan based on federal requirements and update as they change**

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**Newest Law Changes**

- **FFPSA was passed in Feb. 2018**
  - One major change focused on IV-E reimbursement for children in group home settings
- **NCDSS took this opportunity to review the IV-E plan to update both the plan and associated policy**

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**Candidacy**

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**Title IV-E Definition of “Candidate for Foster Care”**

**A child at imminent or serious risk of removal from the home into foster care as evidenced by the county child welfare agency’s making efforts to either prevent removal or pursuing removal.**

<https://policies.ncdhs.gov/divisional/social-services/child-welfare/policy-manuals/cross-function.pdf#page=37>

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**Documentation of Candidacy**

- **Acceptable documentation and evidence for candidacy is a written case plan developed with the family that:**
  - Clearly indicates that, absent effective preventive services, foster care is the planned arrangement for the child
  - Describes services to prevent removal
- **Page 10 of the [DSS-5239](#) must be completed separately for each child and clearly link a service to the risk of removal**

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**Length of Candidacy**

- **When can claiming begin?**
  - First day of month when requirements are met
- **How often must candidacy be documented?**
  - A written justification is required to retain a child in candidacy longer than 6 months
- **When must claiming stop?**
  - When child is no longer considered a candidate (or when requirements for candidacy are no longer met)

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**In Home Services for Non-Candidates**

- **Counties can provide In-Home services to children who are not candidates**
  - May NOT code those services to IV-E
  - **Must** use alternative program code
  - The CPS Funding Manual – [Appendix 3.4](#) has revised instructions on coding options for 215 services to children who are not candidates

<https://policies.ncdhhs.gov/divisional/social-services/child-welfare/policy-manuals/modified-manual/appendix-3-4-child-protective-services-funding.pdf>

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15

**Questions about Candidacy?**



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**Use of IV-E Funds to Reimburse Administrative Costs for Children in Foster Care**

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**IV-E Admin Claiming in Foster Care**

- **Placed at least one day in the month in an approved, licensed foster care facility that has an ID number issued by NCDSS**
- **Admin claiming is for worker time (day sheets), NOT Maintenance (board payment)**
- **Child must be IV-E eligible per most recent [DSS-5120](#) or [DSS-5120-A](#)**

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18

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**Examples of IV-E Foster Care Claiming**

In both of the following examples IV-E admin can be claimed every day of the month

- IV-E eligible child is placed in NCDSS licensed placement on 1st day of month and moves to non-reimbursable placement on 5th day of month
- IV-E eligible child spends the first 25 days of month in a non-reimbursable placement and moves to NCDSS licensed placement on the 26th day of the month

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**Foster Care Claiming *continued***

- IV-E eligible child is placed in NCDSS licensed placement (or other IV-E reimbursable placement), but no maintenance reimbursement is received as SSI or some other funding source is used for the board rate
- IV-E eligible child is placed in NCDSS licensed group facility, but no IV-E reimbursement is received due to the 14-day limit on reimbursement for certain facilities

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**Foster Care Claiming *continued***

- IV-E eligible child in foster care in a licensed placement in another state via the interstate compact

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**General Claiming Rule**

- **Administrative expenses cannot be claimed to IV-E for any foster child who has not been determined to be IV-E eligible or has not been in a placement licensed by NCDSS at least one day of the month**

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**Exceptions (1)**  
*where IV-E Admin can be claimed*

- **IV-E eligible foster child is on runaway status**
- **IV-E eligible child in an unlicensed relative home for which an application for licensure or approval of the home as a family foster home is pending**

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**Exceptions (2)**  
*where IV-E Admin can be claimed*

- **For the entire month prior to the month in which a child moves from a facility ineligible for payments to licensed placement**
- **Generally, children on Trial Home Visit are NOT eligible for IV-E Administrative claiming**
  - Only exception is if the IV-E eligible child spent **EVERY DAY** of a Federal Fiscal Year quarter in a court-ordered trial home placement

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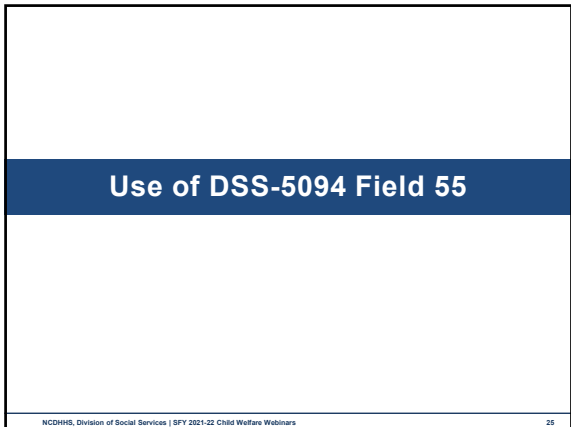
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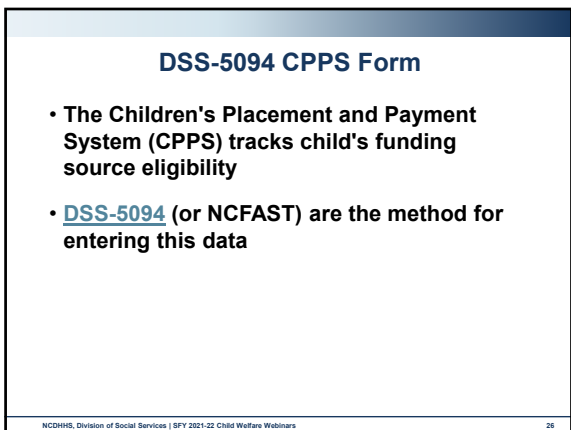
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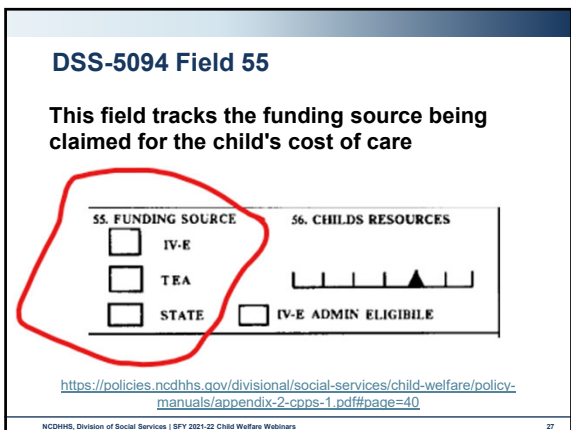
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**DSS-5094 Field 55** *continued*

This field tracks the funding source being claimed for the child's cost of care

55. FUNDING SOURCE	56. CHILDS RESOURCES
<input type="checkbox"/> IV-E	
<input type="checkbox"/> TEA	
<input type="checkbox"/> STATE	<input type="checkbox"/> IV-E ADMIN ELIGIBLE

<https://policies.ncdhhs.gov/divisional/social-services/child-welfare/policy-manuals/appendix-2-cpps-1.pdf#page=40>

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Questions ? ?

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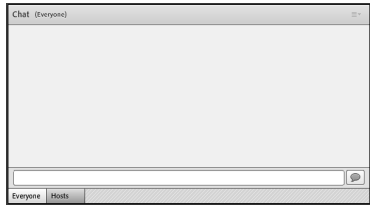
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Type into Chat . . .

What's one thing you will do in response to what you have learned today?



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**Contact Information**



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31

**Final Steps for County DSS Staff**

- 1. Please take a brief survey**
  - We will provide link for those logged on
  - Can also access thru [ncswlearn.org](http://ncswlearn.org)
- 2. To receive training credit, you must "Complete Course" WITHIN ONE WEEK**
  - Log in to [www.ncswlearn.org](http://www.ncswlearn.org)
  - Select "PLP"
  - Select "Webinars"
  - Click "Enter"
  - Click "Complete Course" button

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32

Passcode is:  

To take the survey now, just click on the link below:



[Webinar survey](#)

**Don't forget - You have only one week to "complete course"**

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