

Commissioner Guidance Document Transmittal

Date: July 29, 2015

Manual – Division of Family Services, Child and Family Services Manual, Chapter I – Title IV-E Foster Care

Transmittal #267

The purpose of this transmittal is to provide clarified and corrected guidance for several sections of the Title IV-E Program. Unless otherwise stated, the provisions included in this transmittal are effective as of the date of posting.

The Title IV-E Manual was last revised in January 2012. The current changes are identified in this transmittal and the accompanying manual dated July 2015.

This transmittal and manual are available on SPARK at:

https://spark.dss.virginia.gov/divisions/dfs/iv_e/index.cgi#manual

And on the VDSS web site at: <http://www.dss.virginia.gov/family/iv-e.cgi>

Significant changes to the manual are as follows:

Chapter I Title IV-E	
Section	Significant Changes
All Sections	<ul style="list-style-type: none">• Added page numbers
All Sections	<ul style="list-style-type: none">• Changed term “Social/Service Worker” to “Family Services Specialist”
All Sections	<ul style="list-style-type: none">• Changed term “Eligibility Worker” to “Benefit Programs Specialist”
All Sections	<ul style="list-style-type: none">• Changed terms “mother and father” to “parent”
All Sections	<ul style="list-style-type: none">• Changed terms “Foster Care Chapter” to “Foster Care Manual”
1.1.1	<ul style="list-style-type: none">• Clarified Federal Regulation Section
1.2.1	Definitions found in the Foster Care Manual were removed. <ul style="list-style-type: none">• Removed the term and definition “agency”• Added the definition for AFDC Determination Month• Added the definition for Child Care• Removed the definition of VDSS• Clarified the definition of Deprivation• Removed the definition of Enhanced Maintenance Payment• Added the definition of Eligibility Month• Clarified the definition of “Episode of Foster Care”• Clarified the definition of Family Services Specialist• Removed the definition of Foster Child• Removed the definition of Foster Care Placement

Commissioner Guidance Document Transmittal

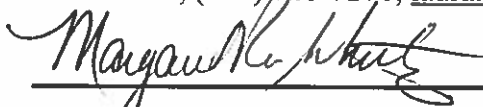
	<ul style="list-style-type: none"> • Removed the definition of LDSS • Added the definition of Notice of Action • Removed the definition of Maintenance Payment • Added the definition of Personal Incidentals • Removed the definition of Non-Custodial Foster Care Agreement • Removed the definition of Parental Agreement • Removed the definition of Permanency Planning • Removed the definition of Post Adoption Contact and Communication Agreement • Removed the definition of Reunification • Removed the definition of Service Fee Directory • Removed the definition of State Pool Funds • Added the definition of System Inquiries • Removed the definition of Virginia Enhanced Maintenance Assessment Tool
1.2.5	<ul style="list-style-type: none"> • Clarified requirements of documentation results of National Finger Print Criminal Record Check and Virginia State Police Check. • Clarified the requirement for copies of all affidavits and petitions associated with court orders be located in the eligibility case file
1.2.7.1	<ul style="list-style-type: none"> • Clarified sources of funding for maintenance cost
1.3.1.1	<ul style="list-style-type: none"> • Clarified required documentation to support Court-ordered removals
1.4.1	<ul style="list-style-type: none"> • Established the requirement that Family Services Specialist document when the household has no reported income as to how the family is making ends meet
1.4.1.1	<ul style="list-style-type: none"> • Clarified the application date
1.4.1.2	<ul style="list-style-type: none"> • Clarified the need when appropriate to submit the petition and/or affidavit with the application
1.4.2	<ul style="list-style-type: none"> • Added the requirement to complete the evaluation in its entirety and list all reasons for ineligibility
1.4.2.1	<ul style="list-style-type: none"> • Clarified 45 calendar days are allowed for processing of evaluation
1.4.2.2	<ul style="list-style-type: none"> • Changed the definitions of “Eligible” and “Ineligible” to correspond to the Title IV-E federal review instrument • Added the requirement that a determination must be made within 120 days of the child entering care • Clarified when an agency may reconstruct the initial application and the steps to complete
1.4.2.3	<ul style="list-style-type: none"> • Added the requirement that a copy of the Notice of Action be submitted to the CSA Coordinator
1.5.1.1	<ul style="list-style-type: none"> • Added clarification of Judicial Requirements for Children in Need of Supervision
1.5.4	<ul style="list-style-type: none"> • Added clarification regarding AFDC requirements are based upon the household circumstances up until the time of the child’s removal and provided examples
1.5.4.2	<ul style="list-style-type: none"> • Clarified acceptable forms for citizenship verification

Commissioner Guidance Document Transmittal

1.5.4.4	<ul style="list-style-type: none"> • Added clarification for Eligibility month criteria
1.5.4.5	<ul style="list-style-type: none"> • Expanded the definition of “removal home”
1.5.4.6	<ul style="list-style-type: none"> • Clarified children that are not siblings of the child entering foster care are not required AU members • Provided AU examples
1.5.4.7	<ul style="list-style-type: none"> • Added underemployment and provided examples
1.5.4.8	<ul style="list-style-type: none"> • Clarified the \$1,500 vehicle value is taken off of the highest equity value car
1.5.4.9	<ul style="list-style-type: none"> • Clarified income is counted “up to the date of removal”
1.5.4.10	<ul style="list-style-type: none"> • Clarified process for completing income conversion
1.5.4.12	<ul style="list-style-type: none"> • Clarified that LDSS groupings are based upon the groupings as established in 1996
1.6	<ul style="list-style-type: none"> • Clarified application of eligible and ineligible payment
1.6.2	<ul style="list-style-type: none"> • Clarified the Federal Safety Requirements for placements
1.6.2.1	<ul style="list-style-type: none"> • Clarified IV-E funds can only be utilized for emergency foster homes within the month all federal safety requirements have been met
1.6.2.6	<ul style="list-style-type: none"> • Specified documentation requirements for ICPC placements
1.6.2.8	<ul style="list-style-type: none"> • Required financial agreement to be in the Eligibility file • Clarified IV-E payments cannot be utilized for children in detention over 14 days • Added revised Criminal Background Letters
1.6.4	<ul style="list-style-type: none"> • Changed the 75 day Dispositional Order to 60 days • Removed “Independent Living” as an allowable Permanency goal for Title IV-E (see Broadcast #7008)
1.7.1.4	<ul style="list-style-type: none"> • Added Child Care Section
1.8.1.2	<ul style="list-style-type: none"> • Specified the Good Cause form which should be utilized by the Family Services and Benefit Programs Specialists
1.10.1	<ul style="list-style-type: none"> • Clarified the circumstances in which Title IV-E funds may be utilized beyond a six month trial home visit
1.11	<ul style="list-style-type: none"> • Clarified that a new determination is required when the minor child of a foster child enters care

Questions about this transmittal should be directed to:

Laura Polk, (804) 726-7271, laura.polk@dss.virginia.gov



Margaret Ross Schultze

Commissioner

