

Date January 1, 2012

Manual - Title IV-E Eligibility Manual

Transmittal # 247

The purpose of this transmittal is to provide new, revised, corrected and/or clarified guidance for 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 July 2011. The current changes are identified in this transmittal and the accompanying manual dated January 2012.

This transmittal and manual are available on SPARK at:

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

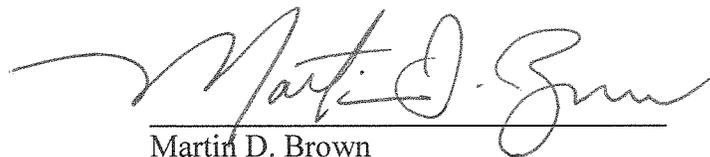
And on the VDSS web site at: <http://www.dss.virginia.gov/family/iv-e.cgi>

Significant changes to the manual are as follows:

Section(s) Changed	CURRENT POLICY	Significant Changes
Section 1.4.2.1	Evaluation Processing time of the initial IV-E Application	Added wording of business days to clarify the timeframe required to notify service worker if additional information is required to complete the evaluation.
Section 1.4.2.4	None	New section added to provide information on re-screening options if initial case evaluation was incomplete or inaccurate.
Section 1.5.4.1	Establishing Best Available Evidence for AFDC eligibility requirements	Added Medicaid Management Information System (MMIS) as an information system to verify certain AFDC requirements.
Section 1.5.4.7	Deprivation Requirements for AFDC	Added acceptable verification methods of parental incapacity Added definition of underemployment as a subset of unemployed status.

Section 1.5.4.11	Deeming income	Clarified the deduction for employed Step and/or illegal alien parents
Section 1.6	Ongoing IV-E Requirements	Deleted Financial Need verification of Income and resources.
Section 1.6.2	Placement change notification	Adds wording of calendar days to clarify the timeframe for service worker to notify eligibility worker of changes.
Section 1.6.2.1	Emergency Foster Home Placements	Deleted exceptions based on temporary or permanent variances.
Section 1.6.2.8	Placement Documentation	Incorporated documentation requirements as part of the checklist information Added clarification that web verification of license status is not sufficient and required actual documentation is to be in the file.
Section 1.9.1.1	Medicaid Entitlement Application	Added 10 days timeframe for processing Medicaid application <i>after</i> receipt of all required Medicaid verifications by the eligibility worker.
Section 1.9.3	Annual Medicaid Renewals	Changed instruction to Eligibility worker to follow guidance in Virginia Medicaid Manual.

Questions about this transmittal should be directed to Pat Lewis, Title IV-E Eligibility Supervisor, 804-726-7271; Patricia.lewis@dss.virginia.gov



Martin D. Brown
Commissioner