

Date: July 1, 2021

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

Transmittal #296

The purpose of this transmittal is to provide new, revised and clarified guidance for Section 1, Title IV-E Foster Care and the addition of Section 2, Title IV-E Prevention. The provisions included in this transmittal are effective July 1, 2021.

This release includes updates to Section 1, Title IV-E Foster Care guidance related to the implementation of the Family First Prevention Services Act (Family First) and other programmatic updates. Section 2, Title IV-E Prevention addresses the new authority and requirements under Family First related to using IV-E to fund evidence-based prevention services.

When the language in a section is italicized, it signifies new, revised, or clarified guidance. Additionally, all electronic links have been updated throughout the chapter.

This transmittal and manual are available on FUSION at [Title IV-E Guidance](#).

Significant changes to the manual are as follows:

| Section 1: Title IV-E Foster Care | |
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| Subsection | Significant Changes |
| Entire Manual | Replaces the term OASIS with child welfare information system. |
| 1.2.1 Definitions | Adds the following definitions: <ul style="list-style-type: none">• Evidence Based Programs• Local Department of Social Services (LDSS)• Qualified Residential Treatment Program (QRTP)• Title IV-E |
| 1.2.4.1 Title IV-E Fiscal Responsibility Plan | Adds Title IV-E Fiscal Responsibility Plan to ensure appropriate management of title IV-E funds, following all state and federal requirements. |
| 1.2.5 Standard file format | Adds clarification around electronic files and required documents. |
| 1.2.6 Child welfare information system access and verification | Changes heading from OASIS to Child Welfare System. |
| 1.2.7 Payment accuracy | Adds Medicaid first language for all PRTF placements. |
| 1.3.1.1 Court ordered removal | Updates manual reference. |

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| 1.3.2.1 Identification/Determination | Adds wording to clarify paternity establishment must be determined at the time of, or prior to, removal. |
| 1.4.2.2 Disposition of application | Adds clarification that a case cannot be reconstructed if paternity is established after the child's removal. |
| 1.4.2.4 Title IV-E re-screening of initial eligibility | Adds clarification that AFDC relatedness criteria must be met prior to removal. Adds bullet clarifying if best available evidence is used for items such as income and resources, and later discovered these were more than initially determined the original evaluation and the approval of title IV-E would not be affected. |
| 1.5.4.1 Verification methods | Adds wording that best available evidence cannot be used for paternity verification. |
| 1.5.4.6 Assistance Unit (AU) | Adds an example for SSI Assistance Unit. |
| 1.5.4.11 Deeming income | Adds clarification on the location of the deeming worksheet. |
| 1.5.4.12 Standard of need | Adds clarification on deductions from earned income of \$90 and \$30 and $\frac{1}{3}$. Adds clarification on location of 100% Standard of Need Income worksheet. |
| 1.6.1 Age Requirements | Clarifies a child age 18 must be in a residential or group home placement for IV-E foster care to continue, otherwise the youth is enrolled in fostering futures |
| 1.6.2 Placements | Adds Kinship Foster Parent placement. |
| 1.6.2.1 Kinship foster parent placement | Replaces emergency approval placement guidance with kinship foster parent placement guidance. |
| 1.6.2.8 Placement documentation | Replaces reference to emergency approval form with Kinship Waiver Request form. Adds clarification regarding the validity of Certificate of Approval is contingent upon the LCPA licensure. Adds congregate care documentation requirements. |

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| | <p>Clarifies wording to state absences not to exceed 14 days can be paid using IV-E funds if other criteria are met.</p> <p>Adds clarification that IV-E funds cannot be used for Psychiatric Residential Treatment Facility Placements.</p> |
| 1.7.1.3 Amount of payment | Adds clarification around residential placements prior to and after July 1, 2021. |
| 1.7.1.3.1 Placement | <p>Removes list of documents needed for fully approved homes and referenced other IV-E guidance to review before using IV-E funds for placement.</p> <p>Removes emergency approval example and replaced with Kinship foster parent placement example.</p> |
| 1.7.1.4 Child care | Adds clarification about naming and uploading child care statement and licensure to the COMPASS Portal. |
| 1.8.1 Qualified residential treatment programs (QRTP) | Adds Family First Requirements for Qualified residential treatment programs (QRTP). |
| 1.8.2 Family-Based Residential Treatment Facilities for Substance Use Disorder | Adds Family First Requirements for Residential family-based treatment facility for substance use disorder. |
| 1.8.3 Placements specializing in providing prenatal, postpartum, or parenting supports for youth | Adds Family First Requirements for Placements specializing in providing prenatal, post-partum, or parenting supports for youth. |
| 1.8.4 Placements for youth who are victims or at risk of sex trafficking | <p>Adds Family First Requirements for Placements for youth who are victims or at risk of sex trafficking.</p> <p>Subsequent sections renumbered.</p> |
| 1.11.1 When to close a Title IV-E case | Adds clarification around termination of custody. |
| 1.13.6.1 Judicial Requirements | Adds clarification that the court order approving the VCSSA must have documentation that it is in the best interest of the youth to remain in foster care. |
| 1.13.8 Entitlement to Maintenance | <p>Adds clarification around the IL arrangement agreement.</p> <p>Adds clarification around the signing of the VCSSA.</p> |
| 1.13.9 Maintenance | Adds a note to clarify allowable transportation costs for fostering futures youth. |

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| 1.13.10 Minor child of a Fostering Futures youth | <p>Adds the word legally in reference to a minor child removed from a Fostering Futures youth.</p> <p>Adds section Child care for a minor child of fostering futures parent.</p> <p>Clarifies the legal removal of a minor parent's child.</p> <p>Adds Child care for a minor child of a fostering futures parent.</p> |
| 1.13.11 Amount of payment | Clarifies child care and transportation are allowable costs for a fostering futures youth. |
| 1.13.12 Closing a Fostering Futures Case | <p>Adds wording around sending the Notice of Intent to Terminate to match FC guidance.</p> <p>Adds clarification on how to handle prorated payments when the fostering futures youth leaves a placement but intent to terminate has not expired.</p> |
| 1.13.13 Reentry into Fostering Futures | Adds clarification that the court order approving the VCSSA must have documentation that it is in the best interest of the youth to remain in foster care. |
| Section 2: Title IV-E Prevention | |
| Subsection | Significant Changes |
| 2 Title IV-E Prevention | Adds new section, Title IV-E Prevention, in response to The Family First Prevention Services Act (Family First) enacted by Congress on February 9, 2018 which enables states to use federal funds under part B and E of title IV-E of the Social Security Act to provide enhances support to children and families and prevent foster care placements. |
| 2.1 Introduction | Adds the legal basis of the Family First Prevention Services Act (Family First) and the purpose of Family First prevention funds. |
| 2.2 Definitions | <p>Adds definitions for the following:</p> <ul style="list-style-type: none"> • Candidate for foster care • Child and Adolescent Needs and Strengths Assessment (CANS) • Foster Care Prevention Services • In-Home Services • Local Department of Social Services (LDSS) |

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| | <ul style="list-style-type: none"> • Prevention • Prevention Services • Title IV-E |
| 2.2.1 Title IV-E review | Adds Title IV-E Review to ensure compliance with federal regulations regarding the use of IV-E funding for prevention services. |
| 2.3 Funding Sources used by localities to provide Prevention services | <p>Adds the following funding services used by localities to provide Prevention services:</p> <ul style="list-style-type: none"> • Family First Prevention Services Act (Family First) funding • State Funding Sources for prevention to include Promoting Safe and Stable Families (PSSF) • Children’s Services Act (CSA) state pool funds. |
| 2.4.1 Title IV-E Requirements for use of Family First Prevention funding | <p>Adds Title IV-E Requirements for use of Family First Prevention Funding.</p> <p>Adds Requirements for IV-E:</p> <ul style="list-style-type: none"> • CANS assessment • In-Home service plan for the child • Candidate for foster care • Pregnant and parenting youth in foster care |
| 2.4.2 Family First prevention services requirements for IV-E | <p>Adds Family First prevention services are trauma informed, evidence based services and there are three categories of services that are allowable under Family First:</p> <ul style="list-style-type: none"> • Mental health services • Substance use disorder services • In-home parenting skill-based programs |
| 2.4.3 Claiming title IV-E for Family First prevention services | <p>Adds title IV-E funding is considered the payer of last resort for Family First prevention services that would have otherwise been paid from a public or private program (such as private insurance or Medicaid).</p> <p>Adds time-limited prevention services for up to 12 months.</p> <p>Adds prevention services may be extended beyond 12 months on a case-by-case basis.</p> |
| 2.4.4 Ending title IV-E funding for Family First prevention services | Adds requirements for closing an In-Home services are outlined in Chapter B, Prevention and In-Home Services to Families. |

Questions about this transmittal should be directed to the Quality Assurance and Accountability Team: Cherlanda Sidney-Ross, QAA Supervisor, (804) 385-9771, c.sidney-ross@dss.virginia.gov.

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