



Standard Title IV-E Eligibility File Requirements and Quality Assurance

Child Name (Last, First) _____ Child DOB _____

Child SSN _____ ICWIS Person ID _____

ICWIS Case ID _____ Removal Begin Date _____

Case Name _____ County Name/# _____

SECTION ONE: INITIAL ELIGIBILITY DETERMINATION

FCM: Place the date in the “ICWIS” field to indicate the eligibility criteria has been met and the date it was documented in ICWIS. If the eligibility criteria is not met and/or documented, in the “Notes” column provide additional information on why the criteria was not met or documented, if necessary.

FCM Supervisor: In the FCM Supervisor Section, place a ‘√’ in the “ICWIS” and “File” fields if the eligibility criteria is met and documented correctly in ICWIS and the case file. Place an ‘X’ in box if criteria is not met and/or documented. Enter the date of the Supervisor review in the “Date” field. Provide any necessary clarification in the “Notes” field.

Criteria	Criteria Description	FCM		FCM Supervisor			
		ICWIS	Notes	ICWIS	File	Date	Notes
Removal	Include a copy of the signed court order authorizing removal and court report or petition filed with court describing dates and circumstances surrounding removal. <u>If child is removed without court authorization, child is not eligible (ICWIS “Denied”) for duration of episode.</u>						
CTW or BI Determination	Include a copy of the FIRST court order authorizing removal. The signed order must contain a judicial determination that “it is in the best interest of the child to be removed from the home environment and remaining in the home would be contrary to the welfare of the child because.” <u>If finding is not made in the first order that authorizes child’s removal, child is ineligible for duration of episode.</u>						



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Criteria	Criteria Description	FCM		FCM Supervisor			
		ICWIS	Notes	ICWIS	File	Date	Notes
RE Determination	<p>Include a copy of the signed court order with one of the following reasonable efforts determinations:</p> <ul style="list-style-type: none"> ▪ “Reasonable efforts were made by DCS to prevent or eliminate the need for removal of the child including...” ▪ “Reasonable efforts were made by DCS to prevent or eliminate the need for removal of the child...” ▪ “Reasonable efforts to prevent or eliminate removal of the child were not required due to the emergency nature of the situation” <p>Court order must be made within 60 days of child’s removal. <u><i>If finding is not made within 60 day period, child is ineligible (“denied”) for duration of the foster care episode.</i></u></p>						
P&C Determination	<p>Include a copy of the signed court order that gives placement and care responsibility to the agency. The order should contain language to the effect that “responsibility for the placement and care of the child is ordered to DCS”. <u><i>If placement and care responsibility is not given to agency or the court orders a specific placement without consideration for the agency’s placement recommendation, child is ineligible (“cl/admin”) until agency obtains responsibility.</i></u></p>						
Age	<p>Include birth certificate or other valid verification of date of birth. Child must be younger than 18. <u><i>If older than 18 at removal, child is ineligible (“denied”) for duration of episode.</i></u></p>						
Citizenship	<p>Include birth certificate or other valid verification of citizenship. Child must be a U.S. citizen or alien lawfully admitted to U.S. for permanent residence. <u><i>If not a citizen/qualified alien, child is ineligible (denied) for duration of episode.</i></u></p>						
Specified Relative	<p>Include documentation of relationship between child and specified relative from whom the child is legally removed as well as information related to the date the child last lived with this specified relative. Within six months of removal, child must have been living with or had lived with a relative from whom the child is legally removed. <u><i>If child did not live with specified relative within 6 months of removal or relationship cannot be verified, child is ineligible (“denied”) for duration of episode.</i></u></p>						



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Criteria	Criteria Description	FCM		FCM Supervisor			
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Deprivation	Include documentation of parental relationships and status in relation to removal home. At removal, child must be deprived of support of one or both parents due to death, incapacity (disability), absence from home (separation or abandonment) or underemployment/ unemployment of principal wage earner. <u><i>If child is not considered to be deprived of parental care at removal, child is ineligible (“denied”) for duration of episode.</i></u>						
Assistance Group & Household Composition	Include documentation of the household composition and Assistance Group. Household composition includes all people living at same address of child at removal. Assistance Group includes household members whose income/resources must be included in the financial need determination. Mandatory AG members include: removed child, all siblings (including half-siblings) and parents in removal home. SSI or AAP recipients, as well as any income and resources they may have, are excluded from AG.						
Resources	Include documentation of all resources for entire AG. Total resources, including motor vehicles and bank account balances, must be less than \$10,000 in removal month. <u><i>If total resources are greater than \$10,000 in removal month, child is ineligible (“denied”) for the duration of episode.</i></u>						
Income	Include documentation to support all earned and unearned income (wages, social security benefits, child support) for members of the assistance group. Financial eligibility will be calculated by ICWIS using information entered. Total income, after applicable disregards, must be less than standard of need for Assistance Group size according to 7/16/96 AFDC need standards. All income for entire AG must be documented. <u><i>If gross income or net income in removal month is greater than 185% or 100% of the need standard, respectively, child is ineligible (“denied”) for the duration of episode.</i></u>						
Placement	Verify in ICWIS the child’s foster or relative home has completed CPS, sex offender and criminal history checks prior to the child being placed in the home or facility. <u><i>If the home is not licensed begin the licensing process with the submission of an application for licensure.</i></u>						



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SECTION TWO: CHANGES IN THE CHILD'S CIRCUMSTANCES

FCM: Place the date in the "ICWIS" field to indicate the eligibility criteria has been met and the date it was documented in ICWIS. If the eligibility criteria is not met and/or documented, in the "Notes" column provide additional information on why the criteria was not met or documented, if necessary. Use a copy of this section at the time of the REPP determination or case plan review or when a change in the case occurs in the case.

FCM Supervisor: In the FCM Supervisor Section, place a '√' in the "ICWIS" and "File" fields if the eligibility criteria is met and documented correctly in ICWIS and the case file. Place an 'X' in box if criteria is not met and/or documented. Enter the date of the Supervisor review in the "Date" field. Provide any necessary clarification in the "Notes" field.

Criteria	Criteria Description	FCM		FCM Supervisor			
		ICWIS	Notes	ICWIS	File	Date	Notes
REPP Determination	Include court order(s) and all incorporated reports documenting court's permanency finding. Required judicial determination must be made within 6 months of removal and at least once every 6 months thereafter. REPP language is: "reasonable efforts have been made to finalize the permanency plan which is..." <u>Acceptable permanency plans:</u> reunification, adoption, guardianship, permanent relative placement, or another permanency plan with compelling reasons documented to court. <u>A late, insufficient or missing finding means child is ineligible ("no/admin") until such finding is made.</u>						
P&C Determination	Include a copy of the signed court order that gives placement and care responsibility to the agency. The order should contain language to the effect that "responsibility for the placement and care of the child is ordered to DCS". <u>If placement and care responsibility is not given to agency or the court orders a specific placement without consideration for the agency's placement recommendation, child is ineligible ("cl/admin") until agency obtains responsibility.</u>						
Placement	Verify in ICWIS the child's foster or relative home has completed CPS, sex offender and criminal history checks prior to the child being placed in the home or facility. <u>If the home is not licensed begin the licensing process with the submission of an application for licensure.</u>						



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Criteria	Criteria Description	FCM		FCM Supervisor			
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Trial Home Visit	Include any court orders that start, end or extend a trial home visit. Indiana policy states the THV for a child cannot be longer than 3 months, but can be extended by the court an additional 3 months <i>During time child is in a THV, child is "cl/admin"</i> .						
Runaway	Document any periods that child is on runaway status. Placement should be held five days (maintain current status). If five days pass without child being found, placement is closed and child is considered to be "cl/admin".						
End of Episode	Include any court orders or other documentation that supports the end of child's stay in care or end of the foster care episode.						

FCM/Date _____ Supervisor/Date _____

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