

Questions?

Contact CEU Toll Free at
1-877-265-0086 or by Email
Centralized.Eligibility@dcs.IN.gov
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REMINDERS:

- Completing eligibility determinations timely is critical for DCS to receive Title IV-E funding. Uploading documentation and responding to CEU inquiries within the requested timelines enables CEU to make timely determinations.
- Clearly labeling documents (e.g., Preliminary Inquiry, IV-E Information Form, etc.) and selecting 'Eligibility' as the subject matter makes them easier to locate in MaGIK.
- The child's household in MaGIK should always reflect the removal household composition on the day of removal, not the child's current placement.
- If income is unable to be verified or refused to verify that information can be noted on the Title IVE Information form signature line or in a case note in MaGIK (*labeled with the subject: Eligibility*).
- Title IV-E Form should be signed and dated or noted on the signature line if the information was obtained verbally with name and date of who provided the information

2023

Title IV-E Foster Care Eligibility

Fact Sheet



Did You Know?

- ✓ The Central Eligibility Unit (CEU) will request documentation twice within a 14 day period:
 - The 1st email request will be to the FCM, Supervisor, and CEU Supervisor
 - The 2nd email request will include the FCM, Supervisor, CEU Supervisor, and Local Office Director
- ✓ If requested documentation is not received after 2 requests, the child will be determined ineligible. If additional documentation is received after a child has been determined ineligible, please notify the CEU mailbox so the new information can be reviewed.
- ✓ For the initial Title IV-E determination, all eligibility information should be uploaded in MaGIK within 30 days of the child's removal.
- ✓ CEU needs income information for the entire month of removal, even if the child is removed at the beginning of the month.
- ✓ In order for CEU to complete ongoing Title IV-E eligibility reviews, every court order for children in out-of-home care must be uploaded to the appropriate hearing in MaGIK in a timely manner.
- ✓ Court order(s) with Reasonable Efforts to Finalize a Permanency Plan (REPP) have to be obtained every 12 months the child is in DCS care.



Documentation to Upload in MaGIK

The following documents should be uploaded in MaGIK in order for CEU to complete the eligibility determination:

✓ Birth Certificate	✓ Preliminary Inquiry (if available at time of the removal)
✓ Court Orders (Initial Eligibility): <ul style="list-style-type: none">○ The first court order that sanctioned removal of the child from the home○ All court orders from the first 60 days after removal, if 'Reasonable Efforts' was not ordered in the removal order	✓ Court Orders (Ongoing Eligibility): Every court order for children in out-of-home care should be uploaded to the applicable hearing
✓ Title IV-E Information Form (SF 55435): – Available on IARA https://www.in.gov/iara/3030.htm	✓ Other Documentation to Support the IV-E Determination, including verification of income and resources for the entire month of removal (such as): <ul style="list-style-type: none">○ Intake Forms○ Pay Stubs○ Signed Parent Statements