



"People  
helping people  
help  
themselves"

Joseph E. Kernan, Governor  
State of Indiana

**Division of Family and Children**  
402 W. WASHINGTON STREET  
INDIANAPOLIS, IN 46204-2747  
Cheryl Sullivan, Secretary

TO: Local Office Directors,  
Regional Managers

Cc: BFPP Supervisors

FROM: Stephen E. DeMougin, Director  
Division of Family and Children

Jane A. Bisbee, Deputy Director  
Bureau of Family Protection and Preservation

DATE: November 19, 2004

SUBJECT: Federal Title IV-E Review Preparation  
DFC-04-13

The Division of Family and Children, Central Office, in partnership with Sequoia Consulting Group, plans to work with the local offices of family and children (LOFC) in preparation for the approaching Federal Title IV-E Review. The collaborative goal is to ensure that the State completes this Federal Review without any sanctions imposed as result of incorrect application of Title IV-E Program requirements.

Over the course of the next year, case reviews will occur in LOFCs to ensure that the State is meeting the requirements of the Title IV-E Program. The reviews will include the examination of information contained both within case files and ICWIS. Additionally, the review team will assemble eligibility information for each case reviewed if necessary and possible. This eligibility information will remain with the case record.

When possible, the review staff will make all necessary corrections to cases found to have questionable eligibility determinations as we desire to be the least disruptive to the daily activities of your staff. However, when corrections are not possible, the appropriate local staff will be given recommendations on ways to address the eligibility determinations found by the review team.

The support and cooperation of you and your staff is crucial to the success of this case review. While every attempt to clean up questionable cases will occur, there may be times when the assistance of your staff will be needed. The review team will also provide on-site technical assistance as needed and will introduce tools and guides to be left with your staff for future use in completing Title IV-E eligibility determinations.

If you have any concerns that you would like to discuss, please do not hesitate to contact Sandi Sleppy, (317) 232-4437. Otherwise, we will contact you at least 30 days prior to the desired date of reviews in your office. At that time, we will provide you with additional details and offer assistance, if needed, with any preparations for the Title IV-E case review effort.

