



## INSPECTOR GENERAL REPORT

2010-05-0133

July 29, 2010

### DCS IV-E ELIGIBILITY COMPLIANCE

*Inspector General Staff Attorney Todd Shumaker, after an investigation by Special Agent Darrell Boehmer, reports as follows:*

On May 24, 2010, the Office of the Inspector General (OIG) received a complaint through the OIG hotline alleging the Department of Child Services (DCS) was not following Social Security Administration (SSA) Guidelines in determining eligibility in the IV-E Foster Care program. The complaint also stated that DCS did not provide its employees with a written policy or training on how to determine eligibility under these guidelines.

The OIG is responsible for addressing fraud, waste, abuse, and wrongdoing in agencies. IC 4-2-7-2.

OIG Special Agent Darrell Boehmer was assigned and contacted the General Counsel at DCS. The General Counsel advised that the IV-E program is under the Department of Health and Human Services (DHHS) rather than the SSA, and further provided the documentation referred to below.

We find that although an original audit by the United States Department of Health and Human Services found that DCS was not in “substantial compliance” with the program, that apparently an appeal for reconsideration of this finding was made by DCS, resulting in a re-evaluation and a re-determination in a letter from DHHS dated December 3, 2009, notifying the Director of DCS that the State was, in fact, in “substantial compliance.” *See Exhibit A, attached.*

The General Counsel also forwarded to Special Agent Boehmer a copy of DCS’s employee manual for determining IV-E eligibility. *See Exhibit B, attached.* A review of this also appears to show substantial compliance with the concern originally raised.

For these reasons, this case is closed as unfounded. Should additional evidence be brought forward, this case may be evaluated for further action.

Dated this 29<sup>th</sup> day of July, 2010.

APPROVED BY:



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David O. Thomas, Inspector General



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES  
Administration on Children, Youth and Families  
1250 Maryland Avenue, S.W.  
Washington, D.C. 20024

DEC 03 2009

James W. Payne, Director  
Indiana Department of Child Services  
402 West Washington Street  
Room W 364, MS08  
Indianapolis, Indiana 46204

Dear Mr. Payne:

On August 12, 2009, the Children's Bureau (CB) sent you the report of findings of the Indiana Title IV-E Foster Care Eligibility Review that had been conducted the week of January 26-30, 2009. The findings were that five (5) cases were in error for either part or all of the Period Under Review (PUR), April 1, 2008-September 30, 2008, and five (5) cases contained ineligible payments. Since the number of cases exceeded by one (1) the number of error cases allowed for a State to be found to be in substantial compliance, Indiana was required to develop a Program Improvement Plan (PIP) to correct the three areas in need of improvement. We received the PIP on November 5, 2009.

In our final report to the State, sample case IN-37 was found to be in error because the Aid to Families with Dependent Children (AFDC)-related Citizenship/Alien status requirement was not met. As you know, based on statute and further clarified in CB policy, children who are not citizens or qualified aliens are not eligible to receive title IV-E foster care benefits. Therefore, title IV-E benefits should not have been paid for this case. CB has concluded, however, that since it has not, as yet, incorporated reviewing for this eligibility criterion into our review protocol that is established in regulation, we should not have identified case number 37 as an error case. We are, therefore, reversing the error finding for sample case IN-37.

As a result, the number of error cases has been reduced to four (4) and CB has determined that Indiana's title IV-E foster care maintenance payment program is in substantial compliance with Federal eligibility requirements for the PUR. Since Indiana has been found to be in substantial compliance, a secondary review will not be required. In addition, Indiana is no longer required to complete a PIP.

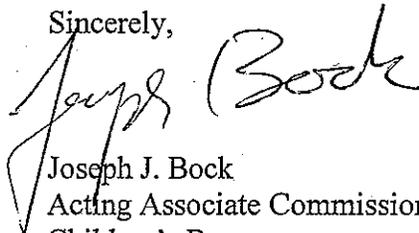
As provided for in Federal regulations at 45 CFR Part 16, Indiana previously appealed the results of another error case (IN-58) to the Departmental Appeals Board. I understand that the appeal was withdrawn on November 23, 2009.

The revised disallowance total for this review is \$69,667.33 Federal Financial Participation (FFP) in maintenance payments and \$48,548.00 FFP in related administrative costs for the error cases and non-error cases with ineligible payments. In September 2009, to avoid the assessment of interest pending the results of its appeal, the State made an adjustment to its Federal title IV-E claims to reflect the repayment of all disallowed funds. You may recover the amount of title IV-E funds associated with case IN-37 by submitting an increasing adjustment of \$175.85 on the quarterly report of expenditures (form ACF-IV-E-1) and identifying the reason for recovery.

We regret that the initial review findings inadvertently resulted in Indiana having to expend additional effort on developing a PIP. We hope that, seen in a positive light, the PIP was an impetus for the earlier implementation of excellent practices and procedures that the State had already planned to incorporate into its program. We appreciate the good faith and cooperation that Indiana has shown throughout the review and PIP process and look forward to continuing to work together on behalf of the children and families of the State.

The next primary eligibility review will take place approximately three years from the January 2009 review. If you have questions, please contact Carolyn Wilson-Hurey, Child Welfare Regional Program Manager in Region V, at (312) 353-4237 or by e-mail at [carolyn.wilson-hurey@acf.hhs.gov](mailto:carolyn.wilson-hurey@acf.hhs.gov). You may also contact Mary Doran, Children and Families Program Specialist, at (312) 886-4597 or by e-mail at [mary.doran@acf.hhs.gov](mailto:mary.doran@acf.hhs.gov).

Sincerely,



Joseph J. Bock  
Acting Associate Commissioner  
Children's Bureau

cc: Rick Peterson, Assistant Deputy Director, Department of Child Services, Indiana DCS;  
Indianapolis, IN  
Carolyn Wilson-Hurey, Child Welfare Regional Program Manager; CB, Region V;  
Chicago, IL  
Gail Collins, Director; CB, Division of Program Implementation; Washington, DC  
Jennifer Butler-Hembree, Program Specialist; CB, Division of Program  
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Mary Doran, Children and Families Program Specialist; CB, Region V; Chicago, IL  
Anthony Sullivan, Financial Management Specialist; ACF, OGM; Region V;  
Chicago, IL

# **SECTION 1: INTRODUCTION**

## **OVERVIEW OF THE DESK GUIDE**

This guide addresses Title IV-E and Title IV-A Emergency Assistance (EA) eligibility requirements and provides guidance to FCMs on how to enter case information into ICWIS to assure accurate eligibility determinations are made. Sections 2-9 discuss IV-E eligibility and Section 10 discusses IV-A EA.

## **WHAT IS TITLE IV-E?**

Title IV-E is a federal reimbursement program that covers costs of care for eligible children in eligible placements. Since the early 1980's, Title IV-E has been linked to Title IV-A Aid to Families with Dependent Children (AFDC). AFDC became Temporary Assistance for Needy Families (TANF) after welfare reform, but Title IV-E is still connected to AFDC as it was in 1996. Approximately one third (1/3) of the Department of Child Services (DCS) budget comes from federal reimbursements, with a majority coming from Title IV-E. Our compliance with Title IV-E program requirements is audited or reviewed by the federal government on a regular basis. In order to successfully pass a IV-E audit, Family Case Managers (FCM) must ensure that the information entered into the Indiana Child Welfare Information System (ICWIS) is supported by information in the file. Federal auditors review individual case files to verify that eligibility information is properly supported. It would be very difficult to meet the needs of the families DCS serves without this valuable funding source. In order to preserve the Department's budget, each DCS employee must make the effort to collect and record information about the children and families involved with the DCS.

Information entered into ICWIS by FCMs at the local level is utilized by ICWIS to determine eligibility for each child removed from their home and placed in foster care. Since the reimbursement of IV-E funds is dependent on the information entered into ICWIS, the timeliness of the collection and data entry of eligibility information is critical. Federal reimbursement is not available until the child's information has been successfully entered into ICWIS and the system has determined eligibility. In addition, EA and Medicaid eligibility cannot be determined until after Title IV-E eligibility has been determined. Delays in processing eligibility result in the delay of eligible children gaining access to Medicaid, as well as lost Medicaid reimbursement for the State. The expectation for FCMs is that all information be entered into ICWIS within 5 business days of receipt. Data entry of all of the initial case information should be completed within 30 calendar days of the child's removal.

DCS also receives reimbursement for administrative costs, such as staff salaries, necessary to operate the Title IV-E program. The administrative reimbursement of IV-E funds is based on the proportion of children in DCS placements who are IV-E eligible and the results of FCM responses (program/activity code selections) to the Random Moment Survey (RMS). Responding accurately to the RMS is important because it determines the portion of staff salaries which are reimbursed by the federal government.

The information collected and entered into ICWIS to determine eligibility is not only important for IV-E, EA, and Medicaid, but it is also needed to assess and provide services to families. As an example, it is very important that all FCMs determine, and appropriately document, all members of the household from which the child was removed. This basic information is vital to determining the child's IV-E eligibility for foster care and adoption assistance. This information is also needed to determine which members need services, to accurately assess and improve the family situation, to facilitate visitation and reunification, and to include child specific information in court findings and orders. In general, eligibility and federal reimbursement are tied to good case work.

### **WHAT IS TITLE IV-A EMERGENCY ASSISTANCE (EA)?**

Title IV-A EA is a federal program designed to provide funding for Emergency Assistance services to children and families served by DCS, with the goal of maintaining children in their own home or with a relative while the family is working toward reunification.

Since the goal of IV-A EA is to maintain children in the home or with a relative while the family is working toward reunification, emergency services are available not only to the child, but their immediate household members—another reason it is important to document all of the members of the household. The State receives 100% federal reimbursement for Emergency Services that are provided to children and their families. Eligible children may receive substitute care in a licensed home/facility, clothing, non-medical counseling, and non-medical homemaker services. For the child's household members, non-medical counseling (such as parenting classes, debt management counseling, and marriage counseling) or non-medical homemaker services (such as assistance, support and education in homemaking skills) are available.

## **SECTION 2: CASE MANAGEMENT MODULE – DEMOGRAPHIC AND REMOVAL HOME INFORMATION**

Information entered in the Case Management Module will establish who is included in the case and will impact IV-E eligibility decisions in the Eligibility Module.

### **CASE INFORMATION: PROFILE AND DEMOGRAPHICS SCREEN**

#### *Profile Screen*

Data entry of a case begins with the Profile Screen. The Profile Screen in Case Management lists household members. Key information related to the establishment of Title IV-E eligibility (specified relative and assistance group) will later be identified from this group of individuals entered in the Profile Screen. An eligibility determination is made for each removed child. When discussing information that pertains to a specific child that has been removed, that child is referred to as the “focus child”. Two children removed from the same household at the same time may have different eligibility determinations because of the relationship of that child to other members of the household and other factors unique to their situation.

The Profile Screen must include:

- All children in the household.
- Both parents for each child in the household, even if they do not live in the same home. (*NOTE: Also include deceased parents.*)
- Any legal guardians and/or step parents that reside in the home.
- The parents of a minor, if the minor parent is living with her/his parents and his/her minor child has also been removed.

Number: 233887204      Name: Smith Jane      FCM: TRAINER

**Person Details**

Last : Smith      First: Jane      Middle:      Suff:      Sex: Female      Age: 39       Household Member       Primary Caregiver       Alias House Dir Sp. Char  
 Other Caregiver       Not a Caregiver

**Address**

Str Num: 123      Dir:      Str Name: Any Street      Apt #:      RR:      PO Box:      C/O:      City: Any Town      State: IN      Zip: 99999      County: Benton      Country: USA      Phone:      Ext:      Rptcr/Rpt Src:     

Person Id	Last Name	First Name	MI	Suff	Age	Match	Sex	HM	CG	Alias	HD	SC	Map
658240204	Smith	Jane			39	Scnd	F	Yes	PR	No	No	No	Map
658239204	Smith	John			39	Scnd	M	Yes	OT	No	No	No	Map
658241204	Smith	Sally			14	Scnd	F	Yes	No	No	No	No	Map
658242204	Smith	Samuel			9	Scnd	M	Yes	No	No	No	No	Map

Add Person      New Addr      Refresh      Delete      Save      Close

Review the Profile Screen in the Case Management Module to assure that all children that reside in the household, including children that have a sibling, half sibling, or step sibling relationship to the focus child are entered in the case and screened via the CPI.

Assure that each active case child has both a mother and a father entered on the Profile Screen and that they have been screened via the CPI. If the identity of either parent is unknown, enter them as **Last Name: Unknown** and **First Name: Mother of (Child's First Name)** or **Father of (Child's First Name)**.

**Example:**      Unknown, Mother of Samuel  
                     Unknown, Father of Sally

Individuals with a last name of Unknown are automatically screened via the CPI. Once an Unknown individual's identity is discovered, contact your ICWIS Coordinator for instructions on replacing them in ICWIS.

**Who to Contact for Assistance:** For instructions on adding individuals to the Profile Screen or screening individuals via CPI, please contact your ICWIS Coordinator or the ICWIS HelpDesk.

## Demographic Information Window

There are a few fields in the Demographics window that are critical to Eligibility. They are the **Date of Birth** and Social Security Number (SSN) fields. Other fields under Demographics include information needed to support AFCARS reporting, which is also a requirement by the federal government. Fields with yellow shading are AFCARS data elements and should be completed to avoid errors in reporting to the federal government.

Case Management Frame - [Demographic Information]

File Action Search Forms Reports Module Window Help

Profile Demographx Maintain Hearings Remove/Plcm Plan Visitation Services Passport Tracking Contacts Close

Family Relationship HMI/AG Sp. Needs Emp/Rec Crime Rec. Close

Number: 233887204 Name: Smith Jane FCM: TRAINER

Client Name: Smith Samuel Case Type: One Two Three

Marital Status Legal Status

Demographics Other Demographics Race/Ethnicity & Religion Native American Adoption History

Demographic Information

Date of Birth: 06/15/2000 SSN: 567-89-1234 Date of Death: 00/00/0000

Height: 00 ft 00 in Weight: 000 lbs 00 oz County of Death: [Dropdown]

Eye Color: [Dropdown] Hair Color: [Dropdown] Disaster Victim: [Dropdown]

Primary Language: [Dropdown] Secondary Language: [Dropdown]

Information at time of Intake/Investigation when case was created

Age: 9

Education Level: Elementary (grades 1 th) Primary Income: [Dropdown]

Household Type: Two Parent Secondary Income: [Dropdown]

Create Child

Save Close

### How to Find or Change this Screen:

- Select the **Demographx** icon.

### Field(s) to Fill:

- Demographics Tab—Enter **Date of Birth** and **SSN**. Age will auto populate if date of birth is entered

### Special Conditions:

- Unknown Date of Birth for Caregivers: In those cases where it is impossible to obtain the actual date of birth, an estimated year of birth and the 15<sup>th</sup> of the estimated month of birth should be entered. If a month and year are known, but the actual day is not, select the 15th. Every effort should be made to obtain an actual date of birth. If an estimated date of birth is used, the case should contain documentation of why the actual information was unavailable.
- Deceased Parent: Although deceased parents do not have to be entered in the Intake and Assessment modules, unless their death occurred during that involvement, deceased parents are required in the Case Management module to establish and process eligibility, and to establish a complete family structure.
- Duplicate Person Search: Whenever a Date of Birth (DOB) or SSN is entered or modified, ICWIS will check to see if the person might be a duplicate by searching

the Last Name/DOB and the SSN. If a match is found, the CPI window will appear and a decision should be made as to whether or not the match is truly a duplicate.

**Who to Contact for Assistance:** If a child should be replaced, please contact your ICWIS Coordinator or the ICWIS HelpDesk to assist with this functionality.

## **IDENTIFICATION OF THE REMOVAL HOME, SPECIFIED RELATIVE AND RELATIONSHIPS OF THE HOUSEHOLD MEMBERS**

In order for a child to be eligible for Title IV-E, the child must have been removed from the home of a specified relative and had lived with that specified relative within 6 months of the removal month. A judicial removal is the court order sanctioning the removal of the child from their home. The removal home does not refer to a physical structure or four walls, but the household. The removal home is the home from which the child was legally removed - the subject of the Contrary to the Welfare (CTW) or Best Interests (BI) finding - even if the child was located and physically removed from another residence.

The removal home must be correctly identified in order to accurately assess eligibility. The removal date is important because it is the starting point for a number of IV-E requirements. In order for there to be a removal, DCS must have a court order removing the child and there must be at least one day of placement.

***NOTE: Physical Removal-** The child leaves the care of the removal home at the approximate time the court authorizes removal of the child from this home*

***NOTE: Constructive Removal-** The child is living with a relative or non-relative caretaker prior to entering foster care, but that caretaker is not the subject of the Best Interests (BI) or Contrary to the Welfare (CTW) judicial determination (i.e. non-physical or “paper” removal)*

***NOTE:** In circumstances where a minor parent is being removed from the home, DCS should not take custody of the child of the minor parent, unless there is additional endangerment that warrants such action.*

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**Example:** If Mom and child lived with Grandmother and/or Aunt, the child cannot be placed with Grandmother or Aunt as a relative placement unless Mom moves out of the home. If Mom remains in the home, the child was not considered removed.

**Example:** If DCS receives placement and care (P&C) and the court leaves the child with the same parent or legal guardian, (rather than removing or detaining the child) the case cannot be eligible because there was no removal. Should a decision later be made to remove the child, a new court order must be obtained containing the required language CTW/BI, Reasonable Efforts (RE) and P&C. The findings in the first order that did not remove the child are not sufficient.

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**Example:** If a child is removed from a Custodial Parent and placed directly with a Non-custodial Parent and DCS is given placement and care authority, removal has occurred from Custodial Parent, but claiming cannot begin until the child is later placed in a relative home or foster care placement.

***NOTE:** In Case Management Module, enter a Removal Episode with a Begin Date of Judicial Removal from the Custodial Parent. DO NOT enter a placement. If the child subsequently enters a foster care, relative care or residential placement, then enter the foster care placement effective the date the child left the Non-Custodial home and entered the foster care setting. (Note: this will create a gap between Removal Episode date and Initial Placement date. When the case subsequently closes, the FCM will need to seek assistance from the ICWIS Coordinator or Help Desk to close the case.)*

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The FCM must identify the specified relative and establish the date the child last lived with this person. In order to be IV-E eligible, the child must have lived with a specified relative from whom he/she was legally removed within 6 months of the removal month.

A specified relative is any relative to the 5<sup>th</sup> degree (great-great-great) and includes mother or father (biological, adoptive, step), grandparents, sister, brother, aunt, uncle, niece, nephew, cousin and children of cousins. A specified relative can also be a spouse of a relative to the 5<sup>th</sup> degree, even after death or divorce has occurred.

**Remember:** Unrelated guardians do not meet the specified relative requirement.

**Special Conditions:**

- Newborns removed from their mother at birth without having physically resided in the parent’s home are considered to have lived with their birth mother at removal. This could occur if the mother gave birth at a medical facility, a prison, or a psychiatric hospital. The birth mother should be identified as Mother and as the Specified Relative.
- Parents (biological or adopted) for whom rights have been terminated cannot be the specified relative because the court has severed their legal relationship to the child.
- A child receiving medical or psychiatric treatment in a hospital while under the care and responsibility of their parents are still considered to be “living with” the parents.

The specified relative is identified in the Relationship Screen.

***Relationship Screen***

Every household member identified on the Profile Screen must have their relationship identified to all children under 18 in the household.

Case Management Frame - [Relationship]

File Action Window Help

Profile Demographics Maintain Hearings Remove/Plan Plan Visitation Services Passport Tracking Contacts Close

Close

Number: 233887204 Name: Smith Jane FCM: TRAINER

Child Under 18	Participant's Name	Relationship	G/C	S/R	A/P	AI/F	Ad/F	F	Cmt
Smith Sally	Smith John	Father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Smith Jane	Mother	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Smith Sally	Self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Smith Samuel	Brother	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smith Samuel	Smith John	Father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Smith Jane	Mother	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Smith Sally	Sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Smith Samuel	Self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Warning: Changing the relationship may result in a change to the corresponding inverse relationship of that participant with another HM Under 18.

Add Reporter Comment Sort Save Close

Relationship information is required and must be completed if not already entered in the Assessment Module.

### How to Find or Change this Screen:

- Select the **Relationship** icon.

### Field(s) to Fill:

- The Relationship screen should show all children under 18 in the first column, all people listed in the profile or “participants” in the second column and a blank drop down box option for the relationship in the third column.
- From the **Relationship** drop down box select the relationship that describes that person’s relationship to the child at the far left.
  - If the child is not related to the participant in any way, choose “**None**” from the drop down.
  - At the point in the case this screen is being completed, **Unavailable** should not be selected as a relationship option from the drop down.

The Specified Relative (S/R) is identified by checking the appropriate box on the right side of the screen. Children who have been removed from home should have the S/R box checked on the relationship screen. A child can have more than one (1) S/R, but ICWIS only allows the selection of one S/R. Normally the Primary Caregiver is the S/R. The child may not have been living with / physically removed from the specified relative, however, the S/R is the person from whom the child was legally removed. For example, if the court legally removed the child from his mother, even though the child was living

with grandmother at the time he/she was physically removed, the mother would be the S/R.

- Check the appropriate boxes to identify:
  - **Absent parent (AP)** - Parent living outside the home
  - **Adjudicated father (Ad/F)** – Father for which paternity has been established through court or a signed affidavit. If living outside the home, also mark (AP)
  - **Alleged father (Al/F)** – Father that claims paternity, but paternity has not officially established. If living outside the home also mark AP.
  - **Legal Guardian or Custodian (C/G)** - If the child has a Legal Guardian or a Custodian (*best practice is to obtain a copy of the court paperwork to prove it*), select that person as the Custodian/Guardian (C/G). If the C/G is also the specified relative, the S/R box should be marked. **NOTE: Parents should never be identified as the Custodian/Guardian.**
- Click **Save** to save the entered choices.

*NOTE: It is very important that the father be identified, even if absent (A/P) or unknown. This information is necessary to determine deprivation (see deprivation section). Unknown fathers must be assigned the 'father' relationship.*

**Who to Contact for Assistance:** If there are questions about who the specified relative is, email the Central Eligibility Unit (CEU) at [Centralized.Eligibility@dcs.IN.gov](mailto:Centralized.Eligibility@dcs.IN.gov).

## SECTION 3: CASE MANAGEMENT MODULE - JUDICIAL REMOVAL

There are several court related requirements that must be met for a child to initially be IV-E eligible. These requirements are for court order language that must be met within specific timeframes.

### CONTRARY TO THE WELFARE/ BEST INTERESTS, REASONABLE EFFORTS AND PLACEMENT AND CARE RESPONSIBILITY

Contrary to the Welfare/Best Interest (CTW/BI): In order to be Title IV-E eligible, a child must be removed by a judicial determination that *‘it is in the best interests of the child to be removed from the home environment and remaining in the home would be contrary to the health and welfare of the child because...’*. This finding must be in the first order sanctioning the removal of the child, regardless of the type of order (i.e. probable cause order, emergency removal order, pick up order, detention order, or initial order).

**NOTE:** If a child who is an In-Home CHINS is later removed and placed in out-of-home care, a new court order judicially removing the child from home with BI/CTW language must be obtained at the time of removal—regardless of what removal authority the order sanctioning the in-home services gave DCS.

Reasonable Efforts (RE): Another court finding that must be made in either the first order or within 60 days of the judicial removal of the child is a finding that, *‘reasonable efforts have been made to prevent or eliminate the need for removal of the child’* or *‘reasonable efforts to prevent or eliminate removal of the child were not required due to the emergency nature of the situation...’*. Variations from the words “reasonable efforts”, such as ‘reasonable services’ do not meet federal requirements and will not be accepted.

**NOTE:** *If the court order states RE was not required to prevent removal due to emergent or aggravated circumstances such as a crime against a child (including murder, felony battery, felony neglect), the first permanency hearing and finding of reasonable efforts toward the permanency goal is due within 30 days of removal.*

The CTW/BI and RE findings discussed above must be in a court order. Findings in a docket entry, nunc pro tunc order (after hearing), or a corrected order are not acceptable since they do not meet the federal requirements. The only option allowed by the federal government if the court order does not have the specific language, is a transcript of the court hearing which must include specific testimony about CTW/BI and RE. If these

findings are not included in a court order within the required timeframes, the child is not eligible for the entire episode.

**NOTE:** For cases in which the child was removed prior to 3/27/00, the IV-E requirements follow the “old rule”. CTW/BI findings must be within 6 months of removal and RE findings must be obtained at some point during the life of the case. Nunc pro tunc orders are also allowable for old rule cases. Remember, this is only for cases in which the child was removed prior to 3/27/00.

**Placement and Care (P&C):** The Placement and Care finding that, “**responsibility for the placement and care of the child is ordered to DCS (or Probation)**” must be in a court order prior to requesting/receiving federal reimbursement. It is recommended that this finding be included in all orders. Reimbursement for IV-E cannot begin until DCS (or Probation) has placement and care responsibility for the child.

### Hearing Details

The screenshot shows a software interface for case management. At the top, there is a menu bar with options like File, Action, Search, Forms, Reports, Module, Window, and Help. Below the menu is a toolbar with various icons for different functions. The main area displays a form for 'Hearing Details'. The form is divided into several sections: 'Hearing Information', 'Terms Of Disposition', 'Hearing Narratives', and 'Court Information'. The 'Hearing Information' section is currently active and contains the following fields: 'Hearing Type' (set to 'Detention/Emergency D'), 'Hearing Date' (01/27/2010 12:00), 'Order Date' (01/27/2010), 'Continuance Date' (00/00/0000 00:00), 'Petition Date' (00/00/0000), 'Cause Num' (01C01-0110JC-001), 'Reasonable Efforts' (01/27/2010), 'Best Interests' (01/27/2010), 'Placement/Care Responsibility' (01/27/2010), 'Petitioner Capacity', 'Petitioner' (Last, First, Middle, Suffix), 'Hearing Reason', 'Child Remains at Imminent Risk of Removal From Home', and 'Additional Information'. At the bottom of the form, there are buttons for 'New', 'Modify', 'Delete', 'Save', and 'Close'.

### How to Find or Change this Screen:

- Click on the **Hearings** icon on the primary toolbar.
- Click on **New**.

### Field(s) to Fill:

- Select the hearing type from the **Hearing Type** drop down box.

- Enter the hearing date and time in the **Hearing Date** field. *Remember that ICWIS uses military time, so a 1 P.M. hearing would be listed as 13:00.*
- Enter the order date in the **Order Date** field. **(THE ORDER DATE IS THE HEARING DATE)**
- Enter the cause number (which is given by the court) in the **Cause Num** field. If a cause number has not yet been assigned, type the word “pending” in the cause number field until one is assigned.

*NOTE: This field is required in order to save information on this screen.*

- Review the written order to see if the court made a finding that either it is in the ‘best interest’ of the child to be removed from the home, and/or that it is ‘contrary to the welfare of the child’ to remain in the home. Either or both of those phrases will satisfy the **Best Interests** field requirement. If the court order includes the required language, document the hearing date in the **Best Interests** date box on the hearing screen.

*NOTE: If best interest is not ordered by the court, the DCS office cannot claim reimbursement for costs expended on behalf of the child and the child may not be eligible for subsidy later if they are adopted.*

- If the court makes a finding that ‘reasonable efforts were made to prevent removal’ enter the hearing date in the **Reasonable Efforts** date box.

*NOTE: If reasonable efforts are not given in the first hearing, DCS has up to sixty days from judicial removal to get this finding. However, reimbursement cannot be claimed until the point in the 60 day timeframe in which finding is ordered.*

- If the court gave DCS ‘responsibility for the placement and care of the child, enter the date in the **Placement/Care Responsibility** box.

*NOTE: Although there is no time limit on getting this finding, the child’s eligibility for federal programs is impacted. Until that finding is given reimbursement from federal funds cannot be claimed.*

If the court does not make a finding of CTW/BI, RE or PC, leave the date in the corresponding date field blank.

# ENTRY OF REMOVAL INFORMATION

## *Removal From Home Screen*

Case Management Frame - [Removal From Home]

File Action Search Forms Reports Module Window Help

Profile Demographics Maintain Hearings Removal/Plcm Plan Visitation Services Passport Tracking Contacts Close

Removal Placements Match Plcm Hearings Tracking Checklist Close

Number: 233887204 Name: Smith Jane FCM: TRAINER

Client Name: Smith Samuel Case Type: Ward Case: One Two Three

Removal Details BI/RE/PC Selection Removal Reason

Removal History

Removal Begin Date	Removal End Date	NSD
01/27/2010		<input type="checkbox"/>

Statute: Physical Abuse

Reason for Removal:  
The child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent, guardian or custodian:

Detention is necessary to protect the child  
 Child is unlikely to appear before Juvenile Court for subsequent proceedings  
 Child has a reasonable basis for requesting not to be released  
 Parent, Guardian or custodian cannot be located or is unwilling to take custody of child  
 Child was in custody before requesting removal

Removal Begin Date: 01/27/2010  
Removal End Date: 00/00/0000  
Transaction Date: 01/27/2010  
Nature of Removal:  
 Probable Cause  
 Court Order  
 Voluntary

BI/RE Dates  
BI: RE: PC:

EA Eligible Signed Application Date: 00/00/0000  
 Constructive Removal EA End Date: 00/00/0000

Duplicate New  
Save Close

### How to Find or Change this Screen:

- Click on the **Remov/Plcm** icon on the primary toolbar.
- Click on the **Removal** icon on the newly populated secondary toolbar.
- This screen has three tabs:
  - Removal Details
  - BI/RE/PC
  - Removal Reason

*NOTE: Information is entered on each one of these tabs, but information cannot be entered on the second or third tabs until the Removal Details tab is completed.*

The Removal Details and BI/RE/PC Selections tabs are discussed in more detail.

#### *1. Removal Details Tab*

#### Field(s) to Fill:

- Enter the begin date of the child's removal.

*NOTE: Every child for whom a placement is recorded must first have a removal begin date. A removal episode is the period from when the child was*

*first removed until permanency is established and the child's case is dismissed (e.g. reunification, adoption) or until DCS is no longer responsible for the child (e.g., transfer to a non-DCS agency such as DOC). If the child is permanently reunified with his/her primary caregiver, but later returns to DCS care that would be a new removal episode. Each removal episode is documented as described below. Conceivably there may be a history of multiple removal episodes on this screen. Highlighting the episode on the Removal Details tab will ensure that the information on the BI/RE/PC tab and Removal Reason tab reflects information in that episode.*

- Do not enter an end date to the removal.

***NOTE:** If you enter a removal date in error you can end date the removal as of the day it started, and ICWIS will read that as a data entry error. It is not necessary to do that, however, if no placements have been associated yet with the removal. Until that point the removal date can merely be changed to correct this error.*

- A 'pop-up' message is received as a reminder to enter the BI/RE/PC dates.
- Click **OK** to that message.
- If other children in the case were removed on the same date the information on this screen can be duplicated to those children. In order to duplicate information, however, the other children must also have Ward/CHINS case types that are active as of the date. This information should only be duplicated if the children were removed on the same date as the focus child. Only the information on Removal Details tab duplicates. Once the information is duplicated, complete the other two tabs on this screen for each child.

***NOTE:** There must be a current case type status of Ward/CHINS that is either 'pending', 'open', or 'reopened' in order to save information entered on the Removal Details screen. If a message appears indicating the case type does not exist for the date entered, return to the Maintain/Change section and check the status date of the Ward/CHINS case type.*

**Who to Contact for Assistance:** Contact your ICWIS Coordinator or the ICWIS Help Desk if assistance in changing the case type status is needed.

## 2. BI/RE/PC Selection Tab

Case Management Frame - [Removal From Home]

File Action Search Forms Reports Module Window Help

Profile Demographics Maintain Hearings Remove/Plcm Plan Visitation Services Passport Tracking Contacts Close

Removal Placements Match Plcm Hearings Tracking Checklist Close

Number: 233887204 Name: Smith Jane FCM: TRAINER

Client Name: Smith Samuel Case Type: Ward Case One Case Two Case Three

Removal Details BI/RE/PC Selection Removal Reason

Best Interest / Reasonable Efforts / Placement Care

Hearing Type	Order Date	BI Date	BI/RE Date	RE/PC Date	PC
Detention/Emergency Detention	01/27/2010	01/27/2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Close

On the BI/RE/PC Selection tab the first hearing that each finding was ordered by the court should be identified.

### Field(s) to Fill:

- Check the box next to the first hearing where BI/RE/PC was ordered by the court. Every hearing entered on the Hearings screen that shows an order of Best Interest (BI), Reasonable Efforts (RE) and Placement and Care (PC) will carry over to this screen.
- Only click the box **once** by the first hearing where the findings were ordered by the court. Most often BI/RE/PC are ordered at the Detention Hearing, but in some cases they may be ordered at different times (e.g., BI at the Detention Hearing, RE at the CHINS Initial, PC at the Dispositional). If there is a blank date (00/00/0000) next to an item this indicates that the actual date was not entered on the hearing screen.
- This tab must be completed for each child removed and for each removal episode.

## SECTION 4: CASE MANAGEMENT MODULE- PLACEMENT INFORMATION

The combination of court removal and placement activates the eligibility screens and processing of eligibility. It is important to update the placement screen within 5 days of a change in placement.

### ENTRY OF INITIAL PLACEMENT

#### *Placement History Screen*

Case Management Frame - [Placement History]

File Action Search Forms Reports Module Window Help

Profile Demographics Maintain Hearings Remove/Plcm Plan Visitation Services Passport Tracking Contacts Close

Removal Placements Match Plcm Hearings Tracking Checklist Close

Number: 233887204 Name: Smith Jane FCM: TRAINER

Client Name: Smith Samuel Case Type: Ward

Placement History

Begin Date	End Date	Placement Type	Placement Name	THV	Reason for Change	Per Diem
01/27/2010		Foster Care Home	CLEAVER WARD AND JUNE			

All placements within filter period

Duplicate Resource Info New Modify Delete Filter Sort Close

#### How to Find or Change this Screen:

- Click on the **Remov/Plcm** icon.
- Click on **Placements**.
- Click on **New**.

***NOTE:** When “New” is clicked, the Resource module will open. The default resource type is ‘none.’ To maximize the search, narrow the list by selecting the appropriate resource type where the child was placed (e.g., foster home, group home, relative home, etc.). For foster homes and relative homes, the county should be the county where the resource is located. For residential placements (CCI, Private Secure and Group Homes), select ‘all’. In most instances the status should be ‘active,’ although relatives who have never been licensed but take the child on an emergency basis will start out with an ‘applied’ status.*

## Field(s) to Fill:

- Once the search parameters are identified, click on **Retrieve** to find all resources that fit into those search criteria. If the resource is unable to be located, change the search parameters by selecting a resource type of 'none' or choosing a different 'county' or 'status'.
- Once the correct resource is located, highlight it and select **Close** to exit the screen and actually select that resource.
- **DO NOT select a Resource that has 'Do not use' in the name parameters.** (If the Resource marked 'Do Not Use' should be a valid choice, contact the Resource Unit at [DCSResourceUnit@dcs.IN.gov](mailto:DCSResourceUnit@dcs.IN.gov).)

## Placement Details Screen

Number: 233887204  
Client Name: Smith Samuel

Placement History  
Begin Date End Date Placement  
01/27/2010 Foster Ca

Placement Detail Change Restrictive Adoption THV/Absence Minor parent

Type of Resource: Foster Care Home Type of Service: SUBSTITUTE CARE Resource Name: CLEAVER WARD AND JI

Begin Date: 01/27/2010  
End Date: 00/00/0000

Rate Method  
Begin Date End Date Rate Method  
01/27/2010 \$54.00 Regular

Relative home  
 Placed With Minor Parent  
Relationship: None

Who Made Placement  
Public Agency Agency Location: In State

Last Name First Name Middle Name Suffix

Restrictive Placement

Reason for placement: Outcome:

Save Close

The Placement Details screen has multiple tabs, each of which brings up a screen to capture various details about the placement:

- Placement Detail
- Change
- Restrictive
- Adoption
- THV/Absence
- Minor Parent

The Placement Detail and Restrictive tabs are discussed in more detail.

## 1. Placement Detail Tab

There are three yellow fields on this screen, which are required for federal reporting. The Relationship is the actual relationship the substitute care provider has to the child.

- For anyone or any entity other than an actual relative select **None**.
- If the child is placed with a relative, click on the box that says **Relative Home**.
- The **Who Made Placement** field is typically a public agency and **Agency Location** is 'in-state,' as DCS is the placing agency for all of these placements.
- If the placement is considered a "restrictive placement" as defined below, click on the checkbox and complete the **Restrictive** tab.

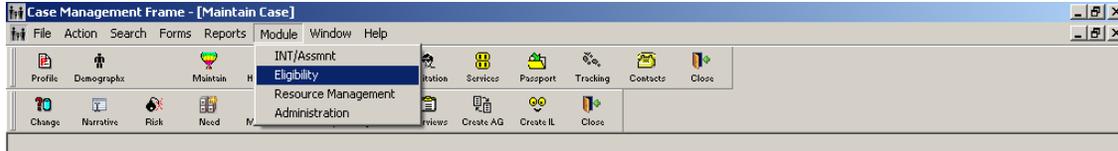
## 2. Restrictive Tab

- Placements that are considered 'restrictive' in nature are:
  - Placement in a group home or institutional setting;
  - Placement outside the child's county of residence; and
  - Placement outside the child's school district.
- Click the checkboxes by any restrictive settings that are applicable and enter a narrative that explains why it was necessary to place the child into that type of restrictive setting. These restrictive narratives will carry over to your Case Plan.

***NOTE:** A Trial Home Visit (THV) cannot be entered as the child's first placement. If the initial court order contains language that removes and places the child, including CTW/BI and P&C, but the child has not been in foster care for at least 24 hours, there is no removal.*

***NOTE:** If it was the court's intent to return the child home after a few hours, even though there is the appropriate removal court order language, the case should be opened as a service case if DCS is to continue to monitor the home and provider services. If the child is subsequently removed, new court order language should be obtained and a removal case would be opened.*

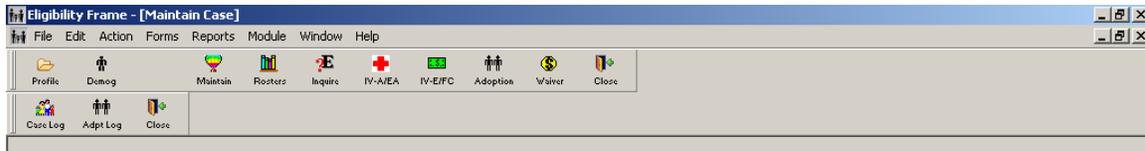
## SECTION 5: ELIGIBILITY MODULE- ASSISTANCE GROUP



Once the information in the Case Management Module has been entered, information on eligibility is entered into the Eligibility Module.

### How to Find or Change this Screen:

- The Eligibility Module can be located directly from the case by selecting **Module** from the main menu and clicking on the **Eligibility** option.
- Once inside the Eligibility Module, select the **IV-E/FC** icon from the primary menu bar (The icon is the green dollar bill).



Within this Module, the assistance group is formed and financial and non-financial information is entered to produce a IV-E eligibility determination. Prior to forming the assistance group, a clear understanding of household composition in the removal home is needed.

### IDENTIFICATION OF THE ASSISTANCE GROUP

All people living in the removal home must be identified (household members). From this group, the eligibility determination will be made on the household members who are determined to be in the Assistance Group (AG). The AG is child specific and should be based on who was in the home at the time of removal and their relationship to the focus child.

The Assistance Group DOES include:

- The child.
- The child's biological or adoptive parent(s).
- The child's full, half and adoptive sibling(s).
- The parent of the half siblings if he/she resides in the home and is depriving the half sibling.

- If the half sibling's parent is under/unemployed or incapacitated both the half sibling and parent remain in the AG.
- If the half sibling's parent is not depriving (incapacitated or under/unemployed), both the half sibling(s) and parent are removed from the AG.

The Assistance Group does NOT include:

- A step-parent, unless they are the parent of a half sibling residing in the home.
- Step-siblings (a child who does not have any biological parent in common with the focus child).
- Grandparents, aunts, uncles, or other extended family members
- Anyone in the home, no matter what their relationship to the focus child is, who receives SSI, adoption subsidy or foster care payments.
- Biological parents whose rights have been terminated.
- Illegal alien parent(s) or siblings.
- A sibling who was removed prior to the current removal episode (they will be a household member, but not in the assistance group).

**Example:** Child, mom, and sibling live in a home with grandmother, aunt and cousin. The household members (HM) are: mom, child, sibling, grandmother, aunt and cousin. The AG is mom, child and sibling.

**Example:** Child, mom, and dad live in a homeless shelter with other residents. HM and AG are mom, dad and child.

**Example:** Child and minor mother live with grandmother and aunt. Child is being removed from minor mother. HM are child, minor mother, grandmother and aunt. AG is child and minor mother (but grandmother's income will also need to be gathered for the removal month).

**Example:** Child lives with aunt. HM are child and aunt. AG is child only.

**Example:** Child lives with parents. Dad leaves home mid-month. Child removed/detained from mom a few days later. HM and AG are mom and child.

**Example:** Child lives with parents. Both parents arrested. Child removed/detained from parents because they are in jail. HM and AG are dad, mom and child.

**Example:** Child lives with parents. Dad arrested mid-month. DCS removes/detains child due to neglect by mom a few days later. HM and AG are mom and child.



individuals entered on the Profile Screen in Case Management and which of those individuals had the Household Member selection box checked.

- The HM (Household Members), Participant, and AG window is laid out in a tabbed format, enabling information to be changed for multiple people at once:
  - Household Members tab
  - Participants tab
  - Assistance Group tab

The Household Members and Assistance Group tabs are discussed in more detail.

### 1. Household Members Tab

Number: 233887204 Name: Smith Jane FCM: TRAINER  
Client Name: Smith Samuel Case Type: One Two Three

Household Members Participants Assistance Group

Non Household Members

Household Members

Smith John  
Smith Jane  
Smith Sally  
Smith Samuel

Note: Household members selection is applicable to entire case, not specific to any case person.

Save Close

#### Field(s) to Fill:

- The box on the left, **Non Household Members** lists all profile persons that are not household members.
- The box on the right, **Household Members** lists all profile persons that are household members; review the individuals listed in this box.
- If the Household Members box is incorrect, change the information by moving people between boxes using the arrows.

***NOTE:** For initial eligibility, the household members should be the people living in the home at the time of removal. Even if someone moved out the day after, they need to show as a HM for the initial determination.*

## 2. Assistance Group Tab

Removal Date	Return Date
01/27/2010	00/00/0000

Assistance Group
Smith Jane
Smith John
Smith Sally
Smith Samuel

This screen details the Assistance Group Composition.

### How to Find or Change this Screen:

- Select the Assistance Group Tab.

### Field(s) to Fill:

- The **Removal Episode** dates are listed in the first box, **Non Assistance Group** members in the middle box, and **Assistance Group** members in the far right box.
- The AG composition in the right box is formed based on the relationship information entered on the Relationship Screen and the Profile Screen in the Case Management module.

*NOTE: AG members must have lived in the household at the time of removal.*

- If any of these people are not showing in the AG, move them to the AG box by using the arrows.
- Click **Save**.
- Repeat the Assistance Group process for every child by selecting their name from the **Client Name** drop down menu.

*NOTE: This option is only available under the AG Tab.*

- Click **Close** on the secondary toolbar to close the HM, Participant, and Assistance Group window.

**Who to Contact for Assistance:** If you have questions related to who should be in the AG, contact CEU at [Centralized.Eligibility@dcs.IN.gov](mailto:Centralized.Eligibility@dcs.IN.gov).

## **SECTION 6: ELIGIBILITY MODULE - FINANCIAL INFORMATION FOR THE ASSISTANCE GROUP**

The (Aid to Families with Dependent Children) AFDC requirements include both non-financial and financial criteria. The non-financial criteria are based on the child and the child's situation (see *Section 7: Eligibility Module- Non-Financial Information*), while the financial criteria are based on the removal home or assistance group. Financial need is based on:

- Earned income
- Resources
- Unearned income

### **EMPLOYMENT (EARNED INCOME)**

Income information must be collected for all household members for the removal month. Remember that actual income may vary from month to month, so it is important to gather information for the entire month of removal. Income may be entered as monthly, weekly, biweekly or semi-monthly. If a parent only works a few days or hours in the removal month, enter the total as monthly. The best form of documentation to verify income information is pay stubs dated in the removal month. If pay stubs are not available, record in the case record the means by which the income information is determined, including client statement and an explanation as to where the individual works, the number of hours worked and the pay rate.

## Employment/Income Screen

Eligibility Frame - [Employment/Income]

File Edit Action Forms Reports Module Window Help

Profiles Demog Maintain Rosters Inquire IV-A/EA IV-E/FC Adoption Waiver Close

HMWAG Emp/Inc Rom Income Deprivation Sp/RollLegal Verification Worksheet Mang Data Resubmit FC Hist County Pay Picat Hist Close

Number: 233887204 Name: Smith Jane FCM: TRAINER

Client Name: Smith Samuel Case Type: One Two Three

Employment Client Resources Other Income Deemed Income

Employer Details

Employer Name	Start Date	End Date	Modified By	Date Modified	Monthly Amount
---------------	------------	----------	-------------	---------------	----------------

Print

New Modify Delete Close

### How to Find or Change this Screen:

- The Emp/Inc icon on the secondary toolbar opens the screens that capture employment, earned and unearned income, resources/assets, and deemed income information.
- There are four tabs on this screen:
  - Employment
  - Client Resources
  - Other Income
  - Deemed Income

Each of these tabs is discussed in detail.

## Employment Tab

### Field(s) to Fill:

- To enter employment, ***make sure the appropriate person*** is listed in the **Client Name** drop down and click **New**.
- The Modify Employment Details screen will appear.
  - Enter all available information in the **Employer Address** section. At a minimum, the employer name must be entered.
  - In the **Employment Details** section, an **EMP Start Date** must be entered. EMP Start Date is the date on which the employment began (i.e. the first day of work).
  - Enter all other information as available in the Employment Details section.
  - In the **Employment Income Details** section, enter information into both the **Salary** and **Frequency** Fields OR the **Hourly Rate** and **Hours Per Week** fields.

**NOTE:** *If an individual works a non-standard schedule, add total income received for the month and code frequency as **Monthly**.*

- An **INC Start Date** must be entered. This is the date of receipt of the first pay check (as opposed to the first day of employment).
- If the actual income for the removal month is known, click on the **Actual** radio button in the **Hourly Wage Indicator** field. If the income information is an estimate, click on **Average**.
- Repeat this process for each employer, for each person.

**NOTE:** This information does not necessarily represent the income for the Removal Month (specific income in the removal month can be entered in the Removal Income Sub-Module).

A full time student's wages are not counted as income to the AG. Enter the child's employment and income, but make sure the child's full time student status has been documented in ICWIS. (If the child is participating in the Job Training Partnership Act (JTPA) program, the child's income is disregarded regardless of student status.)

**NOTE:** Check to ensure 'full time student' is selected in the **Student Status** field on the Grade Details Screen in the **Edu/School** Sub-Module in the Case Management Module. ICWIS will automatically exclude the child's income if 'full time student' is selected.

The screenshot shows the 'Grade Details' window within the 'Case Management Frame - [School History]'. The window has a menu bar (File, Action, Search, Forms, Reports, Module, Window, Help) and a toolbar with various icons. Below the toolbar, there are fields for 'Number: 233887204', 'Name: Smith, Jane', and 'FCM: TRAINER'. There are also dropdown menus for 'Client Name: Smith, Samuel' and 'Case Type: One, Two, Three'. The 'Grade Details' window has two tabs: 'Grade Information' and 'Narratives'. The 'Grade Information' tab is active and contains the following fields: 'School Name: PINE VIEW ELEMENTARY SCHOOL', 'Grade Begin Date: 08/15/2009', 'Grade End Date: 00/00/0000', 'Grade Level: 4', 'Student Status: Full Time', 'Education: Elementary (grades 1 thr)', 'Performance Level: Good', 'School Record On File: [checkbox]', 'Most Recent Individualized Education Plan Date: 00/00/0000', 'Most Recent Individualized Transitional Education Plan Date: 00/00/0000', 'Permanent School Records Attached: [radio Yes] [radio No]', and 'Reason and plan for compliance: [text area]'. At the bottom of the window are buttons for 'Duplicate', 'Add Grade', 'New', 'Delete', 'Save', and 'Close'.

## RESOURCES

**Resources** can include savings accounts, checking accounts, cars, and stocks. The IV-E requirement for resources is that they do not exceed \$10,000.

Resources are available if the owner has the unrestricted right, authority or legal ability to liquidate or dispose of the property or his share of the property. Only resources that are available should be entered into ICWIS.

The following items of real or personal property are exempt and do not count toward the resources limit.

- Home and the surrounding property in which the child and his/her family resides.

- \$1,000 of equity in one (1) motor vehicle is exempt.

***NOTE:** ICWIS will automatically take the \$1,000 deduction from the highest dollar vehicle after the information has been entered into ICWIS. Do not deduct the \$1,000 exemption from the amount of the vehicle prior to entering it into ICWIS. Enter the actual value of each vehicle into ICWIS.*

***NOTE:** If the household AG has more than one vehicle registered or titled, each additional vehicle does not receive a \$1000.00 exemption.*

- The equity value of any apparatus installed in a motor vehicle for the use of the IV-E FC child who is handicapped.
- All household items and personal effects.
- Livestock, farm implements, and tools used in the production of meat, dairy products, and produce for home consumption.
- The proceeds, or any interest earned on the proceeds, of casualty insurance received as a result of damage, destruction, loss, or theft of exempt real or personal property if it can verify that the proceeds are being used to replace the damaged, destroyed or stolen property.
- All monies unavailable to the child and his/her family.
- All resources of the SSI eligible individual.
- One burial plot for each member of the AG.
- The equity value, up to \$1500, in one written funeral contract for each member of the assistance unit.
- The equity value, for one six-month period, of otherwise non-exempt property which is being offered for sale.

The owner of a resource is any individual who has the ability to liquidate or dispose of the resource. A resource can be solely or jointly owned. Joint ownership of resources exists when the right to liquidate or dispose of the property is shared by more than one individual. When any type of account held in a financial institution is jointly owned, it is presumed that all of the funds belong to each owner. For the purposes of ICWIS data entry, if several of the AG members are joint owners of a bank account, the total value may be reported as a 'resource' for one AG member. For example, if both mother and father are owners of a savings account with a balance of \$500, report the \$500 for one of the parents only.

In addition to bank accounts, other real and personal property may be jointly owned. If an AG member owns real property or non-liquid personal property with another AG member, a proportionate share of the property is to be assigned to each AG member. The percentage amount of the share owned by each AG member is entered as his/her resource.

## Client Resources Tab – Client Resources Detail

The screenshot displays the 'Client Resources Detail' window. At the top, there are fields for 'Number: 233887204', 'Name: Smith Jane', and 'FCM: TRAINER'. Below these are 'Client Name: Smith Samuel' and 'Case Type: One, Two, Three'. A table shows resource data with columns: Resource Type, Begin Date, End Date, Amount, Frequency, Exclude, Mod Worker, and Mod C. A modal dialog box is open, titled 'Client Resources Detail', with the following fields:

- Resource Type: (dropdown menu)
- Begin Date: (text field)
- End Date: (text field)
- Amount: (text field)
- Frequency: (dropdown menu)
- Exclude:
- Description: (text area)

Buttons for 'Add New', 'OK', and 'Cancel' are located at the bottom right of the dialog.

### How to Find or Change this Screen:

- Click on the **Client Resources** tab in the Emp/Inc Sub-module.

### Field(s) to Fill:

- For each person in the household with resources, click **New**.
- Enter all appropriate information and click **OK**.
- Repeat this process for each person with resources.

**NOTE:** For life insurance policies, only enter the “cash value” of the policy – not what the policy would pay out if the person died. For example, if the policy pays death benefits of \$20,000 but if cashed in would only result in \$500, \$500 is the amount that would be entered.

**NOTE:** A motor vehicle/automobile should be reported as the resource/asset of an AG member if they actually own it or are in the process of paying off a loan to own it. To determine the cash value of the vehicle, get the details – make, model, and year – then go to the Kelly Blue Book ([www.kbb.com](http://www.kbb.com)). Enter the details in the “used car – resale” screen to determine a dollar amount. If the car is inoperable, ‘junk value’ may be used with a value statement from a Salvage Yard.

**Who to Contact for Assistance:** If you have questions what resources should be counted, contact CEU at [Centralized.Eligibility@dcs.IN.gov](mailto:Centralized.Eligibility@dcs.IN.gov).

## **OTHER INCOME (UNEARNED INCOME)**

**Unearned income** can include retirement, Social Security benefits (Supplemental Security Benefits; SSI and Retirement, Survivor Disability Income; RSDI), child support, and lump sum payments.

It is very important that income be recorded in ICWIS under the person on whose behalf it is received including child support, SSI or an adoption subsidy. For example, a parent may receive child support of \$80 a month for one child and \$40 a month for another child, and this should be reflected as that child's income. Also, in the removal month, the parent may not have received a payment even though it is court ordered. Record the amount **actually** received, not what was expected.

There are two different types of Social Security benefits. ICWIS handles the two types of benefits differently, so it is very important to understand which type of benefit the person receives (Again, record at the child level if it is the child's benefit).

- **SSI** is a disability benefit that is limited to individuals who are both disabled and meet the income criteria. This can be the parent and/or the child or sibling and needs to be recorded for the recipient.
- **RSDI** is a benefit earned based on payments into Social Security while employed. The benefit can be received by the retired individual or a disabled adult who had paid into Social Security prior to becoming disabled. The individual's spouse or child(ren) can receive this benefit if the spouse/parent becomes deceased or disabled. The parent and each child in the AG could be the recipient of this benefit. Make sure the correct dollar amounts are entered for each individual.

**Lump sum payments** are considered unearned income received in the form of a nonrecurring one time payment. Nonrecurring means that the lump sum is not expected to be received again from the same sources for the same reason. Lump sum income received in the month of removal by any person in the AG is considered in the income calculation.

Lump sum payments include, but are not limited to:

- Retroactive benefits, such as Social Security or VA pensions
- Insurance settlements
- Lottery winnings
- Refunds of Medicare Part B premiums

The following lump sum income is exempt if it is:

- A settlement or judgment that is earmarked and used for the purpose for which it is paid; for example, moneys for back medical bills resulting from an accident or injury, funeral or burial cost, replacement or repair of resources or legal fees
- A compensation received for replacement of lost, stolen, damaged or destroyed real or personal property
- An inheritance which is received by a beneficiary and is used for the burial expenses of the deceased benefactor
- A federal or state income tax refund
- Making Work Pay (MWP) Tax Credit (*Note: This tax credit disregarded in the month received and the following two months*)
- A refunded security deposit paid on rental property or utilities
- A payment deposited in a guardianship account which is unavailable
- Property or funds received resulting from a dissolution of marriage
- Back pay of Supplemental Security Income

### Other Income Detail Screen

The screenshot displays the 'Other Income Detail' screen within the 'Eligibility Frame - [Employment/Income]' application. The main window shows client information for 'Smith Jane' (FCM: TRAINER) and 'Smith Samuel'. Below this, there are tabs for 'Employment', 'Client Resources', 'Other Income', and 'Deemed Income'. A table lists income types with columns for 'Income Type', 'Begin Date', 'End Date', 'Amount', 'Frequency', 'Exclude', 'Mod Worker', and 'Mod'. An 'Other Income Detail' dialog box is open, showing fields for 'Income Type' (AFDC/TANF), 'Begin Date', 'End Date', 'Self Employment', 'SE Actual Expense', 'Amount' (\$0.00), 'Frequency' (Monthly), 'Exclude' (checkbox), 'Description', 'Indicator' (Earned/Unearned), 'Application Date', 'Denial Date', 'SSI Decision Date', 'SSI Appeal Date', and 'SSI Award Amount' (\$0.00). The dialog also has 'Add New', 'OK', and 'Cancel' buttons.

### How to Find or Change this Screen:

- Click on the **Other Income** tab in the Emp/Inc Sub-module.

### Field(s) to Fill:

- For each person with other income not already entered (e.g. SSI, AAP, TANF, RSDI, etc.), click **New**.
- Enter the appropriate information for each income for each person.

***NOTE:** The Exclude Box is no longer required since programming automatically disregards SSI, AAP and TANF income. Any AG member receiving SSI, adoption subsidies or foster care payments should be removed from the AG which will exclude all of their income and resources.*

***NOTE:** Self-employment income is also entered on this tab. Since ICWIS automatically calculates the 40% deduction for this income, be sure to enter it on this tab. Keep in mind that babysitting/day care, sales from products (e.g. Avon or Tupperware), and housecleaning are the types of jobs that can be considered self-employment for which the 40% deduction applies.*

**Who to Contact for Assistance:** If you have questions what constitutes unearned income, contact CEU at [Centralized.Eligibility@dcs.IN.gov](mailto:Centralized.Eligibility@dcs.IN.gov).

## **DEEMED INCOME**

Deeming income is part of AFDC policy. Deeming is the counting of income from the non-recipient parent(s) or step-parent to the child or the child's assistance group. A non-recipient parent is a person who does not meet citizenship or alien status requirements.

If there is a step-parent, minor parent, or alien parent living in the home, the Deemed Income tab may need to be completed. In order to determine whose income should be deemed, consider the following questions:

### **Senior Parent**

- Is the child's specified relative a minor parent?
- Did the child and minor parent live with the grandparent(s) at the time of the removal?
  - If yes, deem the grandparent(s) income.
  - If no, the grandparent(s) income is not deemed.

### **Step-Parent**

- Does the child have a step-parent in the household?
  - If yes, deem the step-parent's income.
  - If no, do not deem any income.

### **Illegal Alien Parent**

- Is the child's natural parent living in the home with the child an illegal alien?
  - If yes, deem the alien parent's income.
  - If no, do not deem the income.

## Deemed Income Worksheet

Number: 233887204 Name: Smith Jane FCM: TRAINER

Client Name: Smith John Case Type: One Two Three

Employment Client Resources Other Income **Deemed Income**

**Deemed Income Worksheet**

Name: Smith, John I/E IND: [ ] DI Type: [ ]

Effective Date: 00/00/0000 End Date: 00/00/0000 Parent 1 Parent 2

	Parent 1	Parent 2
1. Gross Earned Income	.00	.00
2. SE Business Exp or 40% of SEI - SEI PRT1	.00	
- SEI PRT2	.00	
3. Earned Income Deduction (\$90.00)	(-) \$ .00	(-) \$ .00
4. Gross Unearned Income:	(+) .00	(+) .00
5. Mandatory Unearned Deduction	(-) .00	(-) .00
Net Countable Income	\$ .00	\$ .00
6. Amount paid to dependents outside the home	(-) .00	(-) .00
7. NS for non-common CH(M2P,MPS)		
8. NS for CH under 18 who resp of the SP		
9. NS for SP plus common CH (SP)		
10. NS for parent(s) and common CH (M2P,MP,MPS)		
11. Allocation towards un-met of SPS and common CH(MPS)		
12. NS for Natural Parents(MPS)		
13. Deemed Income		\$ .00

Narrative: [ ]

OK Cancel

### How to Find or Change:

- Select the case and child from the Active Case/Client Log in the Eligibility Module.
- Select the **IV-E/FC** icon from the primary toolbar.
- Select the **Emp/Inc** icon from the secondary toolbar
- Select the **Deemed Income** tab
- Select the Person that income will be deemed from in the **Client Name** drop-down list.

*NOTE: Deemed income should be entered under the name of the person who has the income. Income cannot be deemed from a child.*

- Click **New**.

### Field(s) to Fill:

- In the **I/E Ind** (Include/Exclude indicator) field, select **"I"** to include the income in the total AG income.

- In the **DI Type** (Deemed Income) field select the type of income that is being deemed:
  - SP: Step-parent
  - M2P: Parent(s) of a minor parent
  - MPS: Non Recipient (alien) parent with a spouse
  - MP: Non Recipient (alien) parent without a spouse

*NOTE: The type of deeming that is chosen on the Deeming Income Worksheet screen (i.e. Step-parent, Minor Parent, etc.) will open different fields for data to be entered. The income calculates as each field is completed.*
- Enter the date that the parent's income began and ended in the **Effective Date** and **End Date** fields.
- For **Parent 1** and **Parent 2**, the following fields are entered:
 

*NOTE: Parent 1 is the natural parent, and Parent 2 is their spouse (natural or step parent to child/minor parent).*

  1. **Gross Earned Income:** Enter the gross earned income for the parent during the month of removal.
  2. **SE Business Exp or 40% of SEI:** Enter self employment business expenses. Enter the exact amount of expenses the individual reports or calculate 40% of the individuals gross income and enter that amount here (enter the amount that is greater).
  3. **Earned Income Deduction (\$90.00):** If earned income has been entered, ICWIS will automatically deduct \$90 here.
  4. **Gross Unearned Income:** Enter the total gross unearned income for the parent (remember that any income received on behalf of a child – SSI, AAP, child support, etc is reported as the child's income) during the month of removal.
  5. **Mandatory Unearned Deduction:** Enter any mandatory deductions that were taken from the unearned income received by the individual in the month of removal. An example is a Social Security overpayment deduction from a monthly payment.
  6. **Amount paid to dependant outside of home:** Enter the amount of support paid by the individual to his/her dependant children outside of the home during the month of removal.

Further fields are enabled based on the Deemed Income type selected. These fields relate to Need Standards (Income needed to support the number and type of individuals as determined by AFDC standards in place in 1996) and the number of individuals that meet the corresponding definition. After entering this number, the corresponding Need Standard will be displayed for that group of individuals. Deductions in the appropriate amount will be taken from the income of the individual before deeming it to the AG.

7. ***NS for non-common CH (M2P, MPS):*** This field refers to the **Needs Standard** for **any non-common children** (e.g., the child(ren) of one, but not both parents) in the household. Count the total number of children under the age of 18 in the household that only have one natural or adoptive parent in the household and enter that number in this field when enabled. Do not include children who receive SSI, AAP or the infant of the minor parent in this count.
8. ***NS for CH under 18 who resp of the SP:*** This field refers to the **Need Standard** for **Children in the Home under the age of 18** who are the responsibility of the Step-Parent. Count the number of the step-parent's children who are under the age of 18 and living in the home, then enter that number of individuals in this field when enabled. Do not include children that receive SSI or AAP in this count.
9. ***NS for SP plus common CH:*** This field refers to the **Need Standard** for the **Step-Parent plus any common children** (children where both of their parents reside in the home). Count the number of mutual (common) children under the age of 18 in the home plus the step-parent, and then enter that number of individuals in this field when enabled. Do not include individuals that receive SSI or AAP in this count.
10. ***NS for parent(s) and common CH (MPS, M2P, MP):*** This field refers to the **Need Standard** for **parent(s) and their common** (e.g., child of both parents) **Child(ren) in the household**.
  - For Deeming from Parents of a Minor Parent (M2P), count the number of natural or adoptive parents in the home and their common children (children that belong to both parents) under the age of 18 in the home and enter that number in this field when enabled. Do not include individuals that receive SSI, adoption subsidies or foster care payments or the infant of the minor parent in this count.
  - For Deeming from Non Recipient (resident and illegal aliens) Parent (MP,MPS), count the alien parent in the home and the number of children (natural or adoptive children that are not in the assistance group) under the age of 18 in the home then enter that number in this field when enabled. Do not include individuals that receive SSI, adoption subsidies or foster care payments in this count.
11. ***Allocation towards un-met of SPS and common CH (MPS):*** If the needs of the stepparent's spouse and any mutual children in the household are not met by other household income, a portion of the stepparent's income can be allocated to meet their needs according to the needs standard. Count the alien natural or adoptive parent's spouse and any common (mutual) children under the age of 18 residing in the household that are not in the Assistance Group and enter that number in this field when enabled. Do not include individuals that receive SSI, AAP or foster care payments in this count.
12. ***NS for Natural Parents (MPS):*** Disregard this field when enabled.

13. **Deemed Income:** This is the final Deemed Income total, as calculated by ICWIS.

*NOTE: The income listed under item 13 on the Deemed Income worksheet, if a positive amount, is considered in the background process when ICWIS determines IV-E eligibility.*

**Who to Contact for Assistance:** For assistance with deeming income you can contact your Supervisor, Director, ICWIS Coordinator, or the Central Eligibility Unit at [Centralized.Eligibility@dcs.in.gov](mailto:Centralized.Eligibility@dcs.in.gov).

## **ENTERING CHILD CARE EXPENSES**

AG income can be adjusted by the cost of child care expended by the Assistance Group up to the maximum allowable amount.

## Removal Month Income Detail

Eligibility Frame - [Removal Month Income Detail]

File Edit Action Forms Reports Module Window Help

Profile Demog Maintain Rosters Inquire IV-A/EA IV-E/FC Adoption Waiver Close

HMA/AG Emp/fnc Rem Income Deprivation Sp/Rel/Legal Verification Worksheet Misc Data Recsubmit FC Hist County Pay P/Inst Hist Close

Number: 233887204 Name: Smith Jane FCM: TRAINER

Client Name: Smith Samuel Case Type: One Two Three

Removal Episode	Return Date
01/27/2010	

Income in Removal Month	Projected Amt.	Actual Recvd.
Child Earned Income	.00	.00
Child Unearned Income	.00	.00
AG Earned Income	.00	.00
AG Unearned Income	.00	.00
Deemed Income	.00	.00
<b>Total:</b>	<b>.00</b>	<b>.00</b>

Income Detail	Client Name	Relation	Projected Amount	Actual Received Amount
	Smith Samuel	Self	.00	.00

Child Care Save Close

### How to Find or Change:

- Select the **Rem Income** Sub-Module from the secondary toolbar.
- The **Removal Month Income Detail** Screen will appear.
- Click on **Child Care** button at the bottom of the screen.

## Child Care

Eligibility Frame - [Removal Month Income Detail]

File Edit Action Forms Reports Module Window Help

Profile Demog Maintain Rosters Inquire IV-A/EA IV-E/FC Adoption Waiver Close

HMA/AG Emp/fnc Rem Income Deprivation Sp/Rel/Legal Verif

Child Removal Detail

Number: 233887204 Name: Smith Jane

Client Name: Smith Samuel Case Type: One Two Three

Removal Date: 01/27/2010 Return Date: 00/00/0000

Removal Episode	Return Date
01/27/2010	

Child Care Detail in Removal Month	AG Member Name	Child Name	Actual Hrs Worked	Actual Child Care Expense	Approved Child Care Expense
	Smith Jane	Smith Sally		.00	.00
<b>Total:</b>				.00	.00
	Smith John	Smith Sally		.00	.00
<b>Total:</b>				.00	.00
	Smith Sally	Smith Sally		.00	.00
<b>Total:</b>				.00	.00
	Smith Samuel	Smith Sally		.00	.00
<b>Total:</b>				.00	.00

Income Detail	Client Name	Relation
	Smith Samuel	Self

Child Care Save Close

OK Cancel

**How to Find or Change:**

- Select the **Child Care** button on the Removal Month Income Detail Screen

**Field(s) to Fill:**

- If any Assistance Group member is employed and has child care expenses, enter the number of hours worked in the **Actual Hrs Worked** field in the corresponding row for that **AG Member Name** and **Child Name** for whom he/she pays child care.
- Enter the actual amount paid for child care for that child in the **Actual Child Care Expense** field.
- Click **OK**.
- Note the maximum monthly expenses allowed in chart below, which can be found on the **AG Need/Child Care** tab on the Eligibility Worksheet Screen. ICWIS automatically calculates this.

Eligibility Frame - [Eligibility Worksheet]

File Edit Action Forms Reports Module Window Help

Profile Demog Maintain Rosterz Inquire IV-A/EA IV-E/FC Adoption Waiver Close

H/MAG Empl/nc Rem Income Deprivation Sp/Rel/Legal Verification Worksheet Msg Data Recubmit FC Hist County Pay Plcmt Hist Close

Number: 231345204 Name: Wren Renee FCM: MU STUDENT12

Client Name: Wren Danny Case Type: One Two Three

Eligibility Elements Budget Elements **AG Need/Child Care**

Children Only in AG		Children and Caregivers In AG	
AG Count	Need Standard Amount	AG Count	Need Standard Amount
1	\$155.00	1	\$155.00
2	\$220.00	2	\$255.00
3	\$285.00	3	\$320.00
4	\$350.00	4	\$385.00
5	\$415.00	5	\$450.00

**Approved Child Care Calculation**

AG Employed Hours Per Month	Child Age	Maximum Monthly Expense
Over 129 Hours	2 years or older	\$175.00
129 Hours or less	2 years or older	\$174.00
Over 129 Hours	Under 2 years	\$200.00
129 Hours or less	Under 2 years	\$199.00

Close

After all the income (for all the members of the AG) has been entered, review the summary data on the Removal Month Income Detail Screen to check for data entry accuracy. Remember, this should reflect income **actually** received for the month of removal, rather than the expected or average monthly income.

**Removal Episode**

Removal Date	Return Date
01/27/2010	

**Income in Removal Month**

	Projected Amt.	Actual Recvd.
Child Earned Income	.00	.00
Child Unearned Income	.00	.00
AG Earned Income	709.50	150.00
AG Unearned Income	.00	.00
Deemed Income	.00	.00
<b>Total:</b>	<b>709.50</b>	<b>150.00</b>

**Income Detail**

Client Name	Relation	Projected Amount	Actual Received Amount
Smith John	Father	709.50	150.00
Smith Jane	Mother	.00	.00
Smith Sally	Sister	.00	.00

### How to Find or Change:

- Click on the **Rem Income** icon to view the family's income for the month of removal.
- Changes can be made on this screen if the income for the month of removal is different from what is typically received (e.g., Child Support is being paid regularly but none is received during the removal month; parent gets less work hours that particular month than usual or anticipated check gets delayed in the mail, etc.).
  - For each child, highlight each line in the **Income in Removal Month** box. This will cause information to be displayed in the **Income Detail** box.
  - If income was different in the month of removal than the amount projected from the Employment/Income screen, the amount can be changed manually.
  - Click the **Save** button when the amounts have been changed.

**NOTE:** Once a child has received their Initial Eligibility Determination for a removal episode, the Removal Month Income Information will become Read Only.

**NOTE:** As part of ongoing case work, it is recommended in policy that the child's and parents income be updated when it changes.

## **SECTION 7: ELIGIBILITY MODULE - NON-FINANCIAL INFORMATION**

The non-financial AFDC requirements that must be met during the removal month, in addition to removal from a specified relative are age, citizenship, and deprivation.

### **AGE**

The child must be under age 18 to meet the IV-E requirements. A copy of the birth certificate should be placed in the case record. Take special care when entering the Date of Birth (DOB) in ICWIS as the age calculations based on DOB in the system are used for several purposes.

***NOTE:** This information is entered in the Demographic Information Window of the Case Management Module for age. Preferred verifications for age are 'Government Records' or 'Vital Statistics' documents (these documents are also needed for the Medicaid eligibility determination).*

***NOTE:** The child is eligible for the entire month in which his/her birthday occurs. Title IV-E is discontinued effective the first day of the month following the child's birthday.*

### **CITIZENSHIP**

The child must be a citizen of the United States or a qualified alien (alien lawfully admitted for permanent residence) in order to meet the IV-E requirements. A copy of the birth certificate and immigration paperwork (if appropriate) should be placed in the case record.

There is currently no data field in ICWIS related to a child's citizenship status. Citizenship is validated through the Verification History screen.

## Verification History – New/Modify Verification Detail

Eligibility Frame - [Verification History]

File Edit Action Forms Reports Module Window Help

Profile Demog Maintain Rosters Inquire IV-A/EA IV-E/FC Adoption Waiver Close

HMWAG Emp/Rec Rem Income Deprivation SpRel/Legal Verification Worksheet Misc Data Recsubmit FC Hist County Pay Plcmnt Hist Close

Number: 233887204 Name: Smith Jane FCM: TRAINER

Client Name: Smith Samuel Case Type: One Two Three

Verification Information

Removal Date	Return Date	Action Category	Verification Date	Verification Status
01/27/2010		Initial	01/27/2010	Incomplete

New/Modify Verification Detail

Removal Date: 01/27/2010 Return Date: 00/00/0000

Verification Action: Initial Verification Date: 01/27/2010

Verification Item	Verification Document	Received By	Receipt Date
Date of Birth			00/00/0000
Citizenship			00/00/0000
SSN			00/00/0000
AG Earned Income			00/00/0000
Alien Status			00/00/0000
Parental Deprivation			00/00/0000
Residency			00/00/0000
AG Unearned Income			00/00/0000
Self Employment Expense			00/00/0000
AG Resources			00/00/0000
Specified Relative			00/00/0000
Best Interest Verification			00/00/0000
Reasonable Efforts Verification			00/00/0000
Placement and Care Responsi			00/00/0000

OK Cancel

### How to Find or Change:

- Click the **Verifications** icon on the secondary toolbar.
- Highlight the line with the **Action Category** of “Initial”.
- Click **Modify**.

### Field(s) to Fill:

- Select the **Verification Document** from the drop-down menu for the **Verification Item** of “Citizenship”.

***NOTE:** Preferred verifications for citizenship are ‘Government Records’, ‘Vital Statistics’ or ‘Immigration Documents’ (these documents are also needed for the Medicaid eligibility determination). If the child does not have a US birth certificate or required immigration papers to be a “qualified alien”, select “Not a Citizen/Legal Alien” from the drop-down list of verifications.*

- Click the **OK** button.
- Click **Close** to leave the Verification History Screen.

## PARENTAL DEPRIVATION

In order to be eligible for Title IV-E, a child must be deprived of parental support. Review the situation of the child's parents (biological or adoptive) in relation to the removal home (i.e., the home of the person from whom the child was legally removed) to evaluate deprivation.

Reasons for deprivation include:

- Death of a parent
- Disability/incapacitation of a parent (as documented by a medical professional or Social Security)

***NOTE:** A parent receiving SSI is automatically considered to be incapacitated. A parent receiving RSDI from the Social Security office for his/her own disability is automatically considered an incapacitated parent. The reason for receipt of RSDI by the parent must be verified as the parent's disability and not retirement or survivor's benefits.*

- Parent's continued absence from home, for example:
  - Abandoned (child left at hospital or fire station or other location without a care plan)
  - Artificial Insemination (only one parent)
  - Jail/Prison (at least one parent is in jail or prison prior to the child's removal)
  - Parents live at separate addresses
  - Single parent adoption

***Exceptions:** When the parent is released from a correctional institution and is permitted to live at home while serving a court imposed sentence by performing unpaid public work or unpaid community service during the workday, deprivation still exists as the parent is considered absent from the home. The parent who is absent from the home solely by reason of his/her performance of active duty in a uniformed service of the United States, school attendance, or employment is not considered to be absent from the home.*

***NOTE:** Parents being annulled, divorced, or separated OR termination of parental rights does not constitute reasons for deprivation.*

- Unemployment or underemployment of the principal wage earner (if both parents are in the home)
  - Unemployment: Unemployed for at least 30 days prior to the child's physical removal from the home and has either one of the following work histories:
    - Receiving or eligible to receive unemployment benefits within the last year
    - Work history of earning at least \$50 in 6 of the last 13 quarters
  - Underemployment: Working less than 100 hours a month

## Parental Deprivation Screen

The parents' names and information populate this screen based upon data that was entered on the Profile and Relationship screens. If both parents' names are not appearing here, check these screens to assure that information has been properly entered.

The screenshot displays the 'Eligibility Frame - [Parental Deprivation]' application. The main window contains the following information:

- Number:** 233887204
- Name:** Smith Jane
- FCM:** TRAINER
- Client Name:** Smith Samuel
- Case Type:** One, Two, Three
- Parent(s) Table:**

Client ID	Last Name	First Name	SSN	REL. To Child	Exc.	Abs	Algd	Adj
658239204	Smith	John	234567891	Father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
658240204	Smith	Jane	345678912	Mother	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The 'Modify Parental Deprivation' dialog box is open, showing the following fields:

- Deprivation Date:** 00/00/0000
- Deprivation Code:** (dropdown menu)
- IV-D Assignment/Exemption Date:** 00/00/0000
- IV-D Exemption:** (dropdown menu)
- Medical Date:** 00/00/0000
- Medical Enrollment Date:** 00/00/0000
- Exclude Ind:**
- Adjudicated Father Ind:**
- Absent Parent Ind:**
- Alleged Father Ind:**

### How to Find or Change:

- Click the **Deprivation** icon on the secondary toolbar.
- Both parents should be listed in the **Parent(s)** box.
- Highlight the first parent's name and click **Modify**.

### Field(s) to Fill:

- Enter the **Deprivation Date** (must be the date of removal or before).
- Choose the **Deprivation Code** from the drop-down box.
- Click **OK**.
- Repeat this process for the other parent.
- If there is more than one child, Deprivation can be duplicated by clicking the **Duplicate** button and moving the child to the **List of Selected Children** box using the arrows.
- Click **OK**.
- Click **Close** to close the Parental Deprivation Screen.

## SPECIFIED RELATIVE – LAST LIVED WITH DATE

In *Section 2: Case Management Module- Demographic and Removal Home Information* the specified relative from whom the child was legally removed was selected in ICWIS. In the Eligibility Module, this person's name will auto-populate in the **Specified Relative Information** area of the screen.

### *Child, Specified Relative and Legal Details Screen*

Eligibility Frame - [Child, Specified Relative and Legal Details]

File Edit Action Forms Reports Module Window Help

Profiles Demog Maintain Rosters Inquire IV-A/EA IV-E/FC Adoption Waiver Close

HMIAG Emp/FC Rem Income Deprivation SpRel/Legal Verification Worksheet Mong Data Pcrs/emit FC Hist County Pay Pcrst Hist Close

Number: 233887204 Name: Smith Jane FCM: TRAINER

Client Name: Smith Samuel Case Type: One Two Three

**Child Specific Information**

Date of Birth	Level of Care	Special Needs Per Diem Rate
06/15/2000	Start Date: 00/00/0000	Start Date: 00/00/0000
Emancipated: <input type="checkbox"/>	Stop Date: 00/00/0000	Stop Date: 00/00/0000

**Specified Relative Information**

Client Id	Last Name	First Name	MI	Suffix	Relationship	Last Lived/ Living With Relative
658240204	Smith	Jane	.		Mother	00/00/0000

Removal Date: 01/27/2010 AAP Appeal Status: NRAE Appeal Status:

**Reasonable Efforts Details**

Cause Number: 01C01-0110-JC-001

Hearing: Detention/Emergency Detention

Reasonable Efforts Date: 01/27/2010

**Best Interest Details**

Cause Number: 01C01-0110-JC-001

Hearing: Detention/Emergency Detention

Best Interest Date: 01/27/2010

Save Close

### How to Find or Change:

- Click the **SpRel/Legal** icon on the secondary toolbar.

### Field(s) to Fill:

- The specified relative's name from whom the child was legally removed should be listed in the **Specified Relative Information** section of the screen.
- Fill in the date the removed child last lived with this specified relative in the **Last Lived/Living with Relative** field.
- Repeat this process for each child.
- Click the **Save** button.
- Click the **Close** button.

*NOTE: If no Specified Relative shows on this screen, you need to return to the Demographic Information Window in the Case Management Module, and then choose the Relationships Sub-Module to identify the specified relative.*

The specified relative is identified by checking the **S/R** box next to the specified relative.

## VERIFICATIONS

### Verification History – New/Modify Verification Detail

It is critical that all information entered in the Case Management and Eligibility Modules for IV-E eligibility purposes be supported by hard copy documentation that is contained in the case record. The type of documentation that is available in the case record to support the data that was entered in ICWIS is recorded on the Verification History Screen. ICWIS requires that the *Verification Detail* Screen be completely filled out or ICWIS will not determine the eligibility of the case and it will remain on the County Pended Roster until completed and resubmitted for eligibility to run.

The screenshot shows the 'Eligibility Frame - [Verification History]' window. The main window displays client information for Jane Smith (FCM: TRAINER) and a table of verification records. A secondary window, 'New/Modify Verification Detail', is open, showing a form for editing a verification record. The form includes fields for Removal Date, Return Date, Verification Action, and Verification Date. Below these fields is a table for 'Verification Items' with columns for Verification Item, Verification Document, Received By, and Receipt Date.

Removal Date	Return Date	Action Category	Verification Date	Verification Status
01/27/2010		Initial	01/27/2010	Incomplete

Verification Item	Verification Document	Received By	Receipt Date
Date of Birth			00/00/0000
Citizenship			00/00/0000
SSN			00/00/0000
AG Earned Income			00/00/0000
Alien Status			00/00/0000
Parental Deprivation			00/00/0000
Residency			00/00/0000
AG Unearned Income			00/00/0000
Self Employment Expense			00/00/0000
AG Resources			00/00/0000
Specified Relative			00/00/0000
Best Interest Verification			00/00/0000
Reasonable Efforts Verification			00/00/0000
Placement and Care Responsi			00/00/0000

### How to Find or Change:

- Click the **Verifications** icon on the secondary toolbar.
- Highlight the line with the **Action Category** of “**Initial**”.
- Click **Modify**.

**Field(s) to Fill:**

- Select the **Verification Document** from the drop-down menu for each **Verification Item**.
  - All verification items must have a verification document selected for eligibility to run.
  - Although Title IV-E allows various types of documentation to support each criteria, since Medicaid requires a birth certificate or hospital record to prove DOB and Citizenship, it is recommended that the birth certificate be obtained as verification.
  - Medicaid also requires the Social Security card (or application for card) to be viewed in order to record the SSN.
  - For Best Interests, Placement and Care, and Reasonable Efforts select “Court Order” or “Not Ordered”, as appropriate. Be sure to review the actual court order to assure that the language was issued.
  - If “Unable to Verify,” “Refused to Verify,” “Not Deprived,” or “Not Ordered” is selected, the eligibility status will automatically be “denied”. The only exception is when “Not Ordered” is selected from Placement and Care (However, the case will not be reimbursable until the P&C finding is received). Do not select one of these choices unless absolutely certain the child is truly ineligible.
  - If “Client Statement” or “Third Party Statement” is selected, there should be a case note reflecting the conversation in the case record.
- The **Receipt Date** field will auto populate to the date of data entry. The receipt date should be changed to the date received to represent the time of removal.
- Click the **OK** button.
- Repeat this process for each child.
- Click **Close** to leave the Verification History Screen.

## SECTION 8: PROCESSING THE ELIGIBILITY DETERMINATION

### INITIAL DETERMINATION

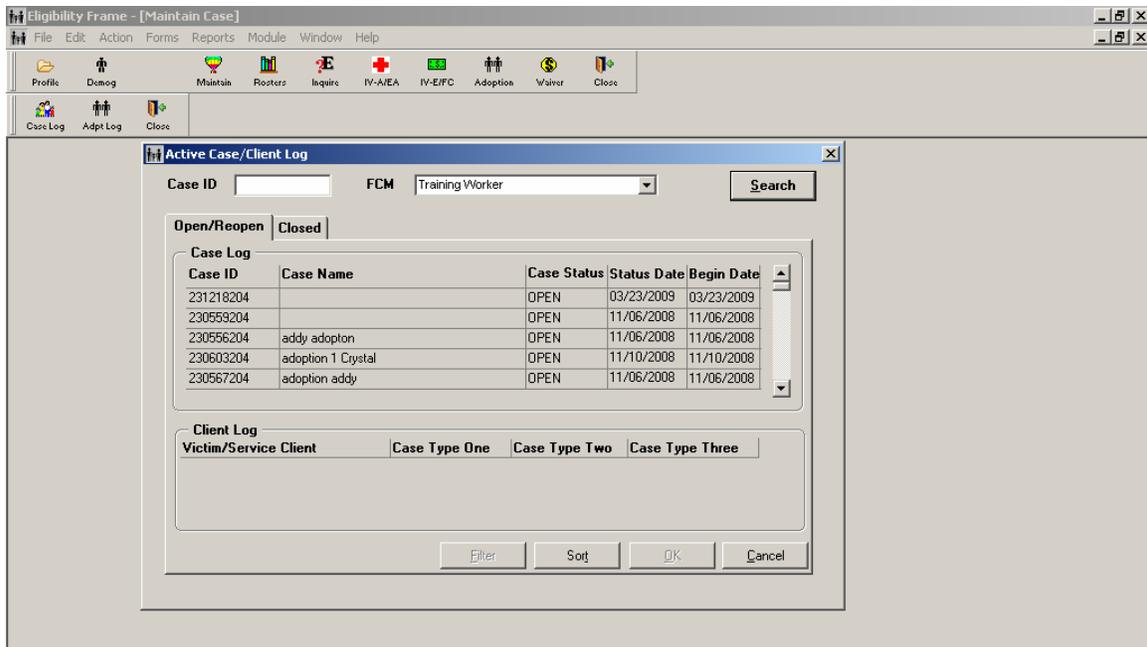
FCMs have thirty days from the date a child is removed from their home to obtain the required IV-E information/verification and data enter that information for a correct IV-E determination. ICWIS does not process eligibility immediately based upon the first placement in a removal episode; workers are given time to ensure that all required data has been entered before a determination is made.

- After all of the case information is entered in the Eligibility Module, the **Init Deter** button is selected to initiate ICWIS to process the information.
  - An Initial Placement will not process until 30 days after the removal date, unless the Init Deter button is pressed or a second placement is entered.
  - If the eligibility determination process has not been initiated within 25 days after the removal date, both the FCM and his or her supervisor will receive a tickler notifying them that eligibility is scheduled to run in five days.
  - On the 30th day following the removal date, if the eligibility process has not been manually initiated, eligibility will automatically process.
- An overnight batch computer process will run to determine the child's eligibility status.
  - If everything is completed in a careful and timely manner, and the "Init Deter" button is clicked prior to the 30-day deadline, an accurate eligibility determination will be received without a child going to the pending roster for missing data.
  - Initial placement cases that have not yet been processed will appear on the Initial Pended Roster window.
  - If all required information for the child has not been entered in ICWIS, the child will be put on the County Pending Roster indicating there is missing data.

Remember: there are **30 days from the removal date** (actual removal date not the date the removal was entered in ICWIS) to initiate eligibility.

#### ***Active Case/Client Log***

Cases are selected on the Active Case/Client Log Screen.



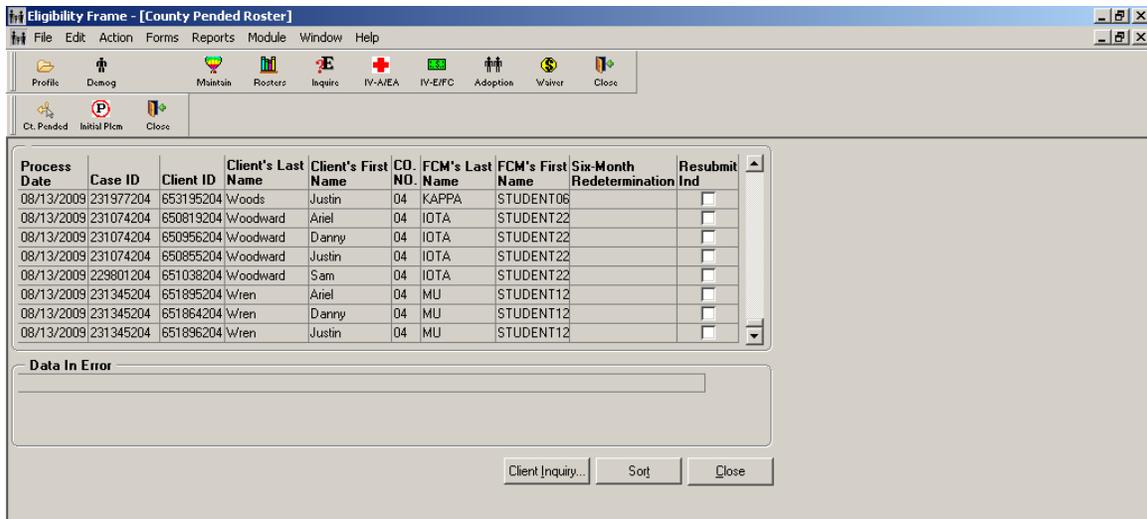
### How to Find or Change:

- Select the **Eligibility** Icon on the main toolbar or select **Eligibility** on the Module drop-down menu, which is visible at the top of the ICWIS screen while in other modules.
- The Active Case/Client Log Screen will appear.
- Highlight the desired **Case Name** in the **Case Log** section of the screen.
- The bottom area of the screen, the Client Log, will be populated with the names of the focus children within this case.
- Choose the focus child by highlighting the child's name
- Select the **OK** button.

### *County Pended Roster*

If a tickler is received with an alert that a child has been placed on the County Pended Roster, this means that ICWIS is missing information crucial to the determination of the child's correct IV-E/FC status.

***NOTE:** An EA application cannot be entered, case types cannot be closed, or a Case Plan sent for approval while the child is on the County Pended Roster.*



### How to Find or Change:

- Select the **IV-E/FC** icon from the primary toolbar.
- Select **Missing Data** from the secondary toolbar.

### Field(s) to Fill:

- Make a note of all missing data, and enter the data indicated into ICWIS.
  - NOTE: In counties with larger staff, where workers are divided into units, the worker will only be able to view cases that are assigned to their unit.*
- If the information is already there, make sure the dates are correct (*in most instances, they must be on or before the date of removal*). If the child's case has already been resubmitted, you will see a checkbox on the **Resubmit Ind** (indicator).
- Once missing information is entered, the case must be resubmitted for eligibility to process again overnight. Select the **Resubmit** icon from the secondary toolbar.
- The Resubmit Screen will appear.

- In the narrative box on this screen, enter a narrative indicating what information was entered and a reason why it was not previously entered.
- The person resubmitting the information should add their initials and the current date to the end of the narrative. This is very important if it is necessary to troubleshoot the case later.
- Select the **Resubmit Child** button.
- Eligibility will process overnight.

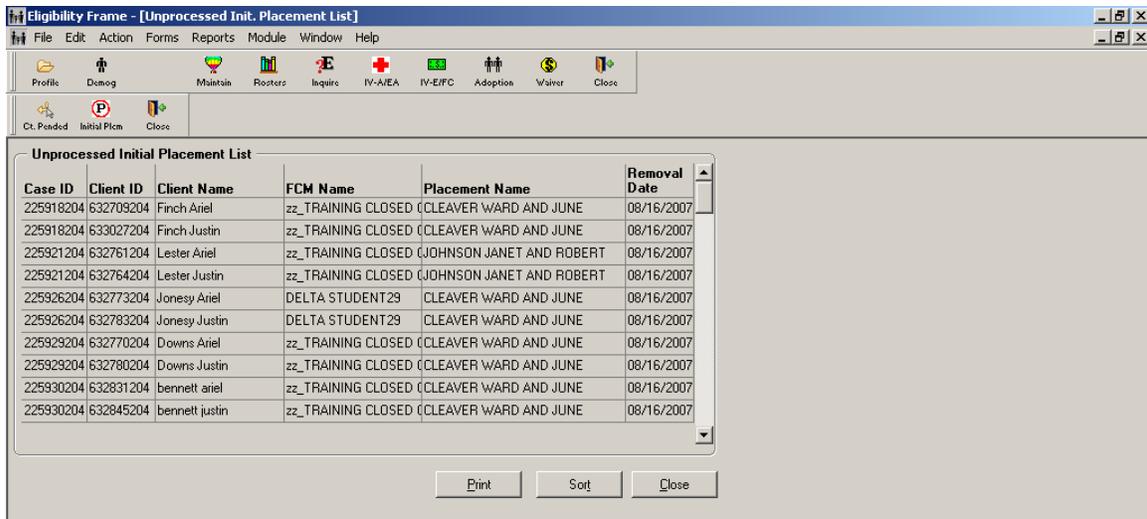
### Special Conditions:

If the Deprivation Date is missing, ICWIS will not be able to determine whether deprivation existed at the time of removal. The Deprivation Date must be equal to or before the Removal Date.

### *Initial Pended Roster (Unprocessed Initial Placement List)*

This roster will allow you to see all Initial Placements that have been entered into ICWIS that have not yet had the Initial Determination button selected. The list that is populated is comprised of all children removed from their home within the past thirty days in the assigned county. This list also includes the case number, the Child's Client ID, the name of the currently assigned FCM, the name of the Placement Provider, and the Removal Date.

This window is similar to the County Pended Roster, in that only cases that can normally be accessed in the Case Management Module can be seen. Unlike the County Pended Roster, cases cannot be selected from this window.



### How to Find or Change:

- Once inside the Eligibility Module, select **Cancel** on the Active Case/Client Log screen that will pop up.
- Select the **Rosters** icon on the primary toolbar.
- Select the **Initial Pend** icon on the secondary toolbar.

### Helpful Tips for Processing the Eligibility Determination:

- **USE THE CHECKLIST!** The checklist window on the Eligibility module's IV-E/FC toolbar lists all items which factor into a child's eligibility determination. When an item exists or has been completed in the case, a checkmark will appear next to that item on the checklist. While not all items on the checklist will be pertinent to every child or case, the checklist provides a helpful overview of the status of the case. Use the checklist to determine whether all required elements have been completed before clicking the **Init Deter** button. If you initiate a determination and some required data is missing, the child will end up on the County Pended Roster with missing data. Once the **Init Deter** button has been clicked, it cannot be clicked again.
- **USE THE INITIAL PENDED ROSTER WINDOW!** The Initial Pended Roster window on the Eligibility module's Rosters toolbar lists all children in your county in an initial placement who have not yet had an eligibility determination. The window also displays the child's removal date. Use this window to see which children on your caseload do not yet have an eligibility determination so the required information can be entered for those cases in a timely manner.

## AMEND DETERMINATION

If a child has processed eligibility and received an initial determination and it is later found that information is missing or incorrect, the determination can be amended.

**How to Find or Change:**

- Select the **Checklist** window in the IV-E/FC Sub-Module.
- Select **Amend Determination**.
- The Initial Verification category, the Assistance Group, and the Removal Month Income window will reopen for editing.

**Field(s) to Fill:**

- If a determination is amended, a narrative that is at least 15 characters long must be entered into ICWIS describing why the amendment was done.
- Eligibility will process again overnight and create a new amended Initial Determination.

***NOTE:** This feature will be unavailable if a second placement has been entered and processed (i.e. If the **Reason for Trigger** on the FC History screen says “Change in Placement”).*

**Who to Contact for Assistance:** If there are errors in data entry or the eligibility determination (and the Initial or Amend options are not available), contact your ICWIS Coordinator.

## SECTION 9: ONGOING ELIGIBILITY AND VERIFICATIONS

In order for an eligible (IV-E/FC Status of OPEN) case to remain reimbursable:

- The child must be in a licensed placement.
- DCS must continue to have placement and care responsibility of the child.
- Court findings of Reasonable Efforts to Finalize the Permanency Plan (REPP) must be obtained.

### *Verification History – New/Modify Verification Detail*

#### **How to Find or Change:**

- Click the **Verifications** icon on the secondary toolbar.
- Highlight the line with one of the following under **Action Category**:
  - Placement and Care Responsibility (only available if not entered in initial court orders prior to Eligibility processing for the first time)
  - Re-verification for Permanency
- Click **Detail**.

## PLACEMENT AND CARE

If Placement and Care was not ordered in the initial removal order and eligibility ran without it, enter Placement and Care using the Verification History Screen in the Eligibility Module, in addition to the hearing screens in the Case Management Module. Eligibility will not reflect the finding (and make the case “OPEN” in status) unless the finding is entered in both the Eligibility Module, as well as the Hearing Screen and BI/RE/PC selection tab on the Removal Screen in Case Management.

Number: 222735204 Name: Beck Bonny FCM: Training Worker

Client Name: Beck Bill Case Type: One Two Three  
Ward CHINS

Verification Information

Removal Date	Return Date	Action Category	Verification Date	Verification Status
08/01/2006		Plcmt & Care Responsibility	08/01/2008	Incomplete
		Initial	08/01/2006	Incomplete

New/Modify Verification Detail

Removal Date: 08/01/2006 Return Date: 00/00/0000

Verification Action: Plcmt & Care Responsibility Verification Date: 08/01/2008

Verification Items

Verification Item	Verification Document	Received By	Receipt Date
Placement and Care Responsi			00/00/0000

OK Cancel

### Field(s) to Fill:

- In the New/Modify Verification Detail screen, select “Court Ordered” from the **Verification Document** drop down.
  - There must be a copy of the court order in the case record to verify the finding was made.
  - The finding should be *‘The court finds responsibility for the placement and care of the child is ordered to DCS.’*
  - The **Receipt Date** should be the date the finding was ordered.

## RE-VERIFICATION FOR PERMANENCY

Another factor impacting ongoing eligibility and reimbursability is a court finding of Reasonable Efforts to Finalize the Permanency Plan (REPP). In Indiana, each case should obtain REPP every 6 months, which helps assure DCS is in compliance with the federal requirement.

The occurrence of the permanency hearings is entered in the Hearing Detail Screen in the Case Management Module. The REPP finding in the court order that results from the permanency hearing is reflected in the New/Modify Verification Detail Screen in the Eligibility Module.

**Eligibility Frame - [Verification History]**

File Edit Action Forms Reports Module Window Help

Profile Demog Maintain Rosters Inquire IV-A/EA IV-E/FC Adoption Waiver Close

HMI/AG Emp/loc Rom Income Deprivation Sp/Rel/Legal Verification Worksheet Mngg Data Resubmit FC Hist County Pay Plcat Hist Close

Number: 350194004 Name: Johnson Rebecca FCM: Training Worker

Client Name: Johnson Robert Case Type: One Two Three  
Ward CHINS

**Verification Information**

Removal Date	Return Date	Action Category	Verification Date	Verification Status
09/13/2004		Re-Verification For Permanency	09/13/2005	Incomplete
		Six Month Redetermination	03/12/2005	Incomplete
		Initial	09/13/2004	Incomplete

**New/Modify Verification Detail**

Removal Date: 09/13/2004 Return Date: 00/00/0000

Verification Action: Re-Verification For Permanency Verification Date: 09/13/2005

Court Order Date: 00/00/0000

**Verification Items**

Verification Item	Verification Document	Received By	Receipt Date
Reasonable Efforts for Perman			00/00/0000

OK Cancel

### Field(s) to Fill:

- Review the court order held prior to or on the *Verification Date*. The appropriate court finding is *'The court finds that reasonable efforts have been made to finalize the permanency plan which is...(description of the permanency goal)'*

- If the REPP finding is in the order, select “Court Ordered” in the **Verification Document** drop-down menu.
- Enter the date of the hearing in which the finding was made that was **just prior** to or on the **Verification Date**.
- If the finding was not made in the court order or the hearing was not held prior to the Verification Date, the requirement has not been met and the case will not be reimbursable until the REPP finding has been made and entered.
- If the REPP finding is not in the order or the order states ‘*REPP was not met*’, select “Not Ordered” in the **Verification Document** drop-down menu.

*NOTE: “Reasonable efforts to prevent removal” is not acceptable for REPP.*

- Enter the date of the hearing in the **Receipt Date** field.
- Select **OK** button to save the information.

*NOTE: REPP should be obtained and verified in ICWIS for all out-of-home cases.*

## **PLACEMENT**

Changes in placement should be entered in ICWIS within 5 days of the child’s move. This is important for the continuation of Medicaid for the child and good case management so the physical location of the child is documented.

Children in the following types of placements are not IV-E reimbursable:

- Unlicensed placements
- Detention/Correctional settings
- Hospitals and Nursing Homes

## **TRIAL HOME VISIT (THV)**

A trial home visit occurs when a child is returned to the removal home (or home of a non-custodial parent) **after a stay in a foster care setting**. Indiana limits THVs to three months with a possible 3 month extension through a petition to the court.

*NOTE: Removal from a Custodial Parent and placement directly with a Non-Custodial Parent IS NOT a THV.*

### ***Entering a Trial Home Visit***

If a child is sent home on a THV the case remains open until the Court dismisses Placement and Care. The Out-Of-Home CHINS case supervision guidelines should continue to be met during a THV. The Change Tab on the Placement History Screen is used to end a placement.

## Placement History – Place Details Screen – Change Tab

The screenshot shows a software interface for Case Management. The main window is titled "Case Management Frame - [Placement History]". It has a menu bar with "File", "Action", "Search", "Forms", "Reports", "Module", "Window", and "Help". Below the menu bar is a toolbar with various icons for "Profile", "Demographics", "Maintain", "Hearings", "Remov/Plcm", "Plan", "Visitation", "Services", "Passport", "Tracking", "Contacts", and "Close".

The main content area is divided into two panes. The left pane is titled "Placement History" and contains a table with columns "Begin Date", "End Date", "Placement Type", and "Placement N". The table has one row with values "01/27/2010", "Foster Care Home", and "CLEAVER WA". Below the table are buttons for "Duplicate", "Resource Info", "New", and "Modify".

The right pane is titled "Placement Details" and has tabs for "Placement Detail", "Change", "Restrictive", "Adoption", "THV/Absence", and "Minor parent". The "Change" tab is selected. It contains the following fields and options:

- End Date:** 02/10/2010 (with a calendar icon)
- Transaction Date:** 00/00/0000
- Nature of change in placement:** Radio buttons for "Voluntary", "Court Order" (selected), and "Emergency".
- Checkboxes for "Not Applicable", "End Episode", "Court order filed" (checked), "Risks to Child", and "Law enforcement involved".
- Who requested change in placement:** DCS (dropdown menu)
- Reason for Change:** Trial Home Visit (dropdown menu)
- Runaway Date:** 00/00/0000 (with a calendar icon)
- Reason for change Narrative:** (text area)

At the bottom right of the "Placement Details" pane are "Save" and "Close" buttons.

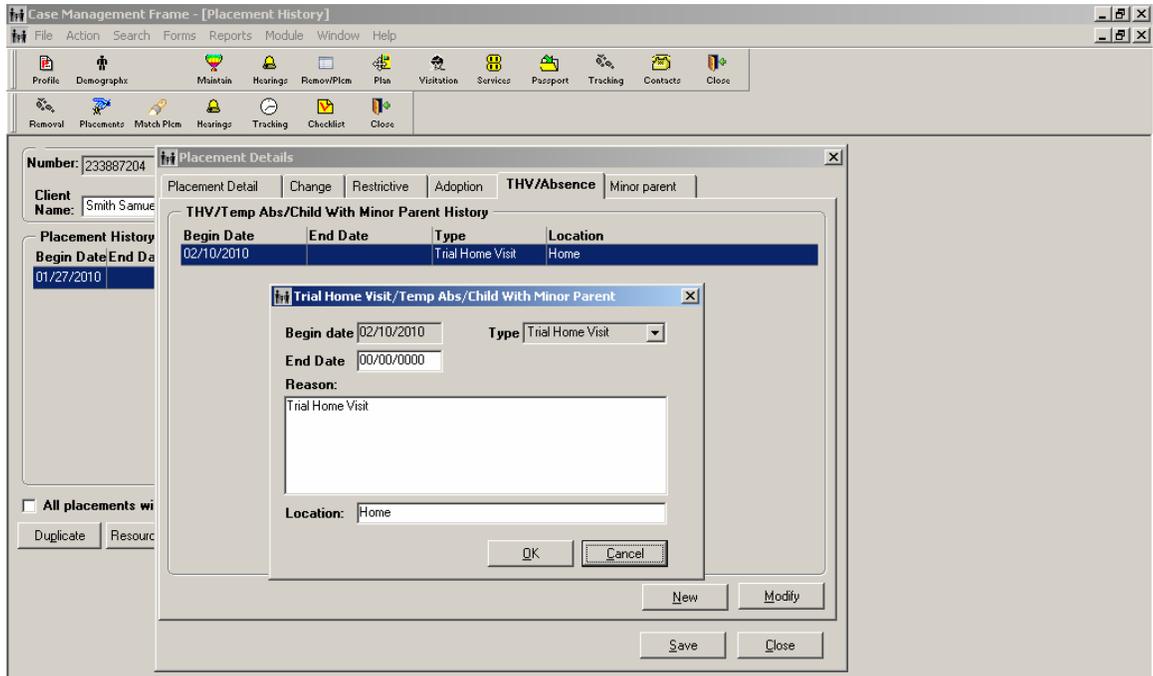
### How to Find or Change this Screen:

- Click on the **Remov/Plcm** icon.
- Click on **Placements**.
- When a placement ends, highlight the placement on the Placement History Screen and select **Modify**.
- The Placement Details window appears.
- To document the placement end, select the **Change** tab.

### Field(s) to Fill:

- Document the end date of placement in the **End Date** field.  
*NOTE: The end date cannot be later than the current date or earlier than the placement begin date.*
- A selection must be made from the radio buttons under **Nature of Change in Placement**, and at least one selection must be made from the checkboxes in that section.
- Select the most appropriate choice from the drop-down menu in the **Who Requested the Change in Placement** field.
- Select "Trial Home Visit" from the **Reason for Change** drop-down menu.
- A pop up box will appear asking if a Trial Home Visit Record should be entered.
- Click **Yes** to this question.

- All information will auto fill and the begin date will show as the end date you have entered on the change tab for the placement.
- Select **OK** on the Trial Home Visit Screen. The THV begin date should match the date the child left their placement and started the Trial Home Visit.
- Click the **Save** button.
- Click the **Close** button.



## Ending a THV when Reunification Occurs

The removal episode ends when the Court dismisses placement and care responsibility by DCS and reunifies the family.

## Placement History – Place Details Screen – Change Tab

Case Management Frame - [Placement History]

File Action Search Forms Reports Module Window Help

Profile Demographics Maintain Hearings Removal/Plcm Plus Visitation Services Passport Tracking Contacts Close

Removal Placements Match Plcm Hearings Tracking Checklist Close

Number: 233887204 Name: Smith Jane FCM: TRAINER

Client Name: Smith Samuel Case: One Two Three Type: One Two Three

Placement Details

Placement Detail Change Restrictive Adoption THV/Absence Minor parent

Begin Date: 01/27/2011

End Date: 02/10/2010 Episode End Date: 02/10/2010 Transaction Date: 02/10/2010

Nature of change in placement:

- Voluntary
- Court Order
- Emergency
- Not Applicable
- End Episode
- Court order filed
- Risks to Child
- Law enforcement involved

Who requested change in placement: DCS

Reason for Change

- Reunification with parents or primary caregivers
- Runaway
- Specialized care
- Transfer Custody to Non-DCS Agency
- Transitional housing
- Trial Home Visit

Runaway Date: 00/00/0000

Save Close

### How to Find or Change this Screen:

- Click on the **Remov/Plcm** icon.
- Click on **Placements**.
- Highlight the last placement with the THV associated with it.
- Select **Modify**.
- The Placement Details Screen appears.

### Field(s) to Fill:

- Select the **THV/Absence** Tab.
- Highlight the THV.
- Select **Modify**
- Enter an **End Date** equal to the court hearing date dismissing the case due to reunification.
- Select the **OK** button to save.

- Select the **Change** Tab.
- Change the reason from “Trial Home Visit” to “Reunification with Parents or Primary Caregiver” from the drop-down menu in the **Reason For Change** field.

***NOTE:** The child is reunified when the court dismisses all involvement with the family.*

- This will automatically check the **End Episode** box and end the Removal Episode on the Removal Screen.
- Select the **Save** button.