

IV-E/Eligibility Unit FAQ

What placements should be entered in eWiSACWIS for eligibility purposes?

The Eligibility Unit strongly encourages ALL placements be entered into eWiSACWIS, regardless of whether they are IV-E reimbursable placements or not. There are several reasons for this:

- 1) The Eligibility Unit has discovered that many workers struggle with understanding when an AFCARS/IV-E placement episode begins. It is vital that all placements be tracked should there ever be an audit of the State's eligibility.
- 2) In the past, counties and the State of Wisconsin have typically tracked placements that were IV-E reimbursable. Placements that are not reimbursable need to be tracked for administrative claiming and also as proof of the beginning and/or continuation of a placement episode. Entering all placements into the system also ensures that claiming can be maximized.
- 3) Federal reporting does not want gaps in the child's placement history.

What is the difference between an initial Out of Home Placement Begin Date and the Removal Date?

The child's removal date is the date the child was physically removed from his or her home and is the start of a new placement episode in out-of-home care. Alternately, the child's placement begin date is the date the child is placed in an out-of-home care setting. Most often a child's removal date and the initial placement begin date are the same. A child may be in several different placements within one placement episode. For example, a child is removed from his or her home on May 1, 2009 and placed in a foster home. The Removal Date would be May 1, 2009 and the Out of Home Placement Begin date would also be May 1, 2009. If the child would then be placed in a different foster home on May 15, 2009, the begin date of this second Out of Home Placement would be May 15, 2009 but the Removal Date is still May 1, 2009 since that is when the child was originally removed from his or her home.

Is there a link between the IV-E Eligibility page and the Medicaid Eligibility Determination page?

Yes. The most recent IV-E status pre-fills onto the Medicaid Eligibility Determination page.

Does the Eligibility Unit complete the MA Certifications for counties in addition to completing the IV-E eligibility determination?

No. Counties, except BMCW, are responsible for completing the MA Certifications for the children receiving services in the county. For BMCW the eligibility unit does do the MA certifications for children placed in out of home care under the BMCW's jurisdiction.

Can a MA Certification be completed prior to the completion of a IV-E determination?

Yes. If the county chooses to complete a MA Certification prior to a IV-E determination they should treat the child as a family of one.

What is the referral process for the Eligibility Unit?

There are 3 steps to completing the referral process. The first step is to complete the various pages in eWiSACWIS that pre-fill the Title IV-E Eligibility page and referral form (CFS-2123T). The second step is to access the Title IV-E Eligibility page and referral form (CFS-2123T) and fill in all necessary user entered information. The third step is to add the required court documents to the File Cabinet. Below is a detailed outline of each of these steps.

STEP ONE

Several pieces of information necessary for the eligibility referral come from different areas in eWiSACWIS. These should be completed so that the information pre-fills onto the CFS-2123T appropriately.

- 1) Person Management Record for the Child:
 - a) Child's Name (Basic tab)
 - b) Child's Date of Birth (Basic tab)
 - c) Child's Social Security Number (Basic tab)
 - d) Child's Mother (Parent Info tab)
 - e) Child's Father (Parent Info tab)
- 2) Mother's Person Management Record
 - a) Mother's Name (Basic tab)
 - b) Mother's Date of Birth (Basic tab)
 - c) Mother's Social Security Number (Basic tab)
 - d) Mother's Race (Basic tab)
 - e) Mother's US Citizen Status (Basic tab)
- 3) Father's Person Management Record
 - a) Father's Name (Basic tab)
 - b) Father's Date of Birth (Basic tab)
 - c) Father's Social Security Number (Basic tab)
 - d) Father's Race (Basic tab)
 - e) Father's US Citizen Status (Basic tab)
- 4) Assets and Income Page
Counties should complete the Maintain Assets/Income/Expense Record from the Assets and Income page for each applicable member of the household the child was removed from (see next question for more details).
- 5) Document the child's Out of Home Placement(s). Upon approval of the initial removal Out of Home Placement, the referral to the Eligibility Unit will automatically be sent.

STEP TWO

Once the above information has been completed, county workers should access the Title IV-E Eligibility page for the child. This is found by accessing the Eligibility icon for the case on the outliner.

- 1) Complete the AFDC Household Information expando on the Removal Information tab.
- 2) Access and complete "Deprivation" from Options.
- 3) Access "IV-E Referral Form CFS-2123T" from Options and complete all fields on the template.

STEP THREE

Add all the court documents to the File Cabinet. The necessary paperwork includes:

- 1) Temporary Physical Custody Request
- 2) Temporary Physical Custody Order/Voluntary Placement Agreement OR
- 3) Petition

Who should be counted as a household member when completing the AFDC Household Information expando?

EVERYONE living in the household at the time the child was removed from the home should be included. Household members include the child that was removed, the child's siblings, step-siblings, parent(s), step-parent, grandparents, legal guardian, aunts, uncles, etc. The AFDC Household Information will pre-fill with all of those from the Maintain Case page. If there are additional household members not listed, use the Search hyperlink to either add or create additional household members.

What is Deprivation?

Deprivation documents certain conditions within the family or needs of the child which impact the child's eligibility. Deprivation should be documented for each child by accessing Options on the Removal Information tab of the IV-E Eligibility page. This should be done prior to accessing the CFS-2123T template as information from the Deprivation pop-up page pre-fills onto the template.

What if the child does not have a Deprivation factor?

If the child does not have a deprivation, workers should document this on the CFS-2123T template so it is clear the worker has not overlooked documenting any possible conditions in the home or needs of the child which may fit this category.