

STATE OF WISCONSIN
Department of Health and Family Services
Division of Children and Family Services
Division Of Disability And Elder Services

DCFS Memo Series 2008 - 06
March 12, 2008
Re: TITLE IV-E
ELIGIBILITY AND
REIMBURSABILITY
POLICY MANUAL

(supercedes DCFS-05-03)

To: Area Administrators/ Human Services Area Coordinators
Bureau Directors
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities
Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Director of State Courts Office
Indian Child Welfare Directors
Licensing Chiefs/Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: Reggie Bicha
Administrator 

The Division of Children and Family Services has updated the Title IV-E Eligibility and Reimbursability Policy Manual and developed a Questions and Answers document to be used in the determination of IV-E eligibility and reimbursability of children and juveniles placed in out-of-home care. These materials are effective immediately and earlier versions of the policy manual should be discarded. The Manual and Q&A documents can be found at the website noted at the end of this memo.

Title IV-E Policy Manual

The Title IV-E Eligibility and Reimbursability Policy Manual has been updated to address recent changes and clarification in federal Title IV-E eligibility and reimbursability policy. The policy manual applies to all children and juveniles in out-of-home care.

There are two major concepts within the Title IV-E program that determine whether federal reimbursement can be claimed for the maintenance costs of a child in out-of-home care: eligibility and reimbursability. The child must be determined Title IV-E eligible based on information at the time the child was removed from his or her home. Once initial eligibility is established, Title IV-E eligibility must be re-determined annually for the child over the duration of the out-of-home care episode. Reimbursability of the child is contingent on meeting procedural requirements and the child being placed with a reimbursable provider.

The Title IV-E policy manual includes several new sections which are identified below.

Title IV-E Candidates

A Title IV-E Candidate is a child who is at imminent or serious risk of removal from home without services being provided to the child in the family home. Title IV-E administrative funds are claimed at the state

Document Summary

This memo announces the release of an updated version of the Title IV-E Eligibility and Reimbursability Policy Manual.

level for candidates considered to be at risk of placement based on Random Moment Time Study results. The section explains the process used for candidates.

Medicaid Eligibility

This new section explains how children receive Medicaid benefits when in out-of-home care. The new child welfare populations eligible for Medicaid in the Badger Care Plus program are also identified.

Adoption Assistance Program

This new section outlines the Title IV-E eligibility requirements for the Adoption Assistance program and the role that the Title IV-E eligibility units play in the eligibility recommendation process.

Subsidized Guardianship Program

This new section describes the Title IV-E eligibility requirements for the Subsidized Guardianship Program which provides ongoing maintenance payments to legal guardians for children who exit licensed Foster Care via permanent guardianship.

The new policy manual addresses the following major changes in eligibility and reimbursability:

AFDC Eligibility Month

Clarifies that the AFDC eligibility month is the month in which the child was physically or constructively removed from the home. All AFDC criteria, including deprivation, must be met in the month of, but prior to, the child's removal from the home. The eligibility month is no longer determined by the month in which legal proceedings (court action) were initiated.

Citizenship Criteria

Clarifies that citizenship must be verified for every child who enters out-of-home care in Wisconsin and identifies the types of documents that are considered acceptable for the verification of citizenship.

Title IV-E Reimbursable Effective Date

More clearly explains when Title IV-E reimbursability begins and ends for children in out-of-home care placements.

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MEMO WEB SITE: http://dhfs.wisconsin.gov/dcfs_info

POLICY MANUAL WEBSITE: <http://dhfs.wisconsin.gov/children/TitleIV-E/progserv/progserv.htm>