



State of Florida
Department of Children and Families

Charlie Crist
Governor

Robert A. Butterworth
Secretary

DATE: January 10, 2007

TO: District Administrators, CBC CEOs

THROUGH: Greg Keller, Assistant Secretary, Operations
David Fairbanks, Director, Client Relations
Tom Rankin, Director, Office of Quality Management

FROM: Patricia A. Badland, Director, Office of Family Safety

SUBJECT: Federal Review of Title IV-E

The Administration for Children and Families (ACF) will conduct a Title IV-E foster care review in Florida during the week of February 26, 2007. The Family Safety Program Office and the Office of Quality Management are coordinating the preparation activities to include identifying reviewers to work in partnership with the ACF review team.

The review team will examine a sample of child files and licensing files to assure Title IV-E payments are being made on behalf of eligible children residing in eligible homes. The period under review is April 1, 2006 through September 30, 2006.

A random sample of cases has been selected by ACF from the most recent submission of Florida's Adoption and Foster Care Analysis and Reporting System (AFCARS) data. The listing of cases from your area is attached. We request that each CBC review the files using the attached Title IV-E eligibility checklist prior to sending the files to central office. If any documentation is missing, it should be located and sent along with the file.

The items listed below must be sent no later than **February 9, 2007:**

- Audit files/revenue maximization files with all supporting documents per attached checklist;
- All volumes of the child's case management file with all pertinent documentation in the file - court reports, court orders, chronological notes, etc.;
- Licensing files for all placements during the period under review (including documentation of background screenings for all applicable household members);
- ICWSIS payment history printouts for child's current removal episode;
- ICWSIS placement history printouts for period under review.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

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Please forward these items to:

Department of Children and Families, OSQM
Attention: Gail Perry, Special Projects Manager
1317 Winewood Boulevard
Building 2, Suite 303
Tallahassee, Florida 32399-0700.

You may recall that during the mock Title IV-E eligibility review in July 2006, there were a couple of general patterns and trends detected related to background checks and licensing requirements. Please ensure the cases or licensing files contain proper documentation so we do not have similar findings.

- Licensing staff should ensure criminal background checks are completed on all foster and adoptive parents to include local law enforcement checks annually, FBI fingerprints at initial licensing and FDLE checks every five years. Additionally, local law enforcement checks should be completed on all directors of Child Caring Institutions upon his/her hire.
- Child caring facilities licensed by the department must complete and submit annual notices(Affidavits of Compliance) that all employees in positions of trust or responsibility meet the requirements for qualifying for employment (i.e. background screenings). The licensing file must contain an Affidavit of Compliance that is completed, signed, notarized and dated by the director or owner of all child caring agencies/facilities annually.

Please identify and provide the name, telephone number and email address for a district/region liaison that will be available to forward additional information and documentation, as needed.

If you have any questions, please call Elizabeth Wynn, Chief of Adoptions and Federal Funding Eligibility, at (850) 922-0743 or suncom 292-0743.

Attachments

cc: District Contract Managers
Mary Gallagher, QA Administrator
Johana Hatcher, Director, FSQA
Elizabeth Wynn, Chief, Adoptions and Federal Funding Eligibility

TITLE IV-E FOSTER CARE CHECKLIST

Judicial Removal:

- Shelter Petition (contains information on removal situation and documents who child lived with at time of removal)
- Shelter Order – must contain “contrary to welfare” and “reasonable efforts to prevent removal” language

Voluntary Removal (parent or legal guardian initiated placement in licensed out-of-home foster care), when applicable:

- Voluntary Placement Agreement (CF-FSP 5004)**, (Signed by all parties.)
- Court order within 180 days of voluntary placement agreement that contains “contrary to welfare” or “best interest” language

SSI-Related Documentation, when applicable:

- Award letter from the Social Security Administration or other documentation/proof of eligibility

AFDC/Eligibility-Related Documentation:

- Copy of completed **Child in Care Medicaid and Title IV-E Application Worksheet (CF-ES 2626A)** for current removal episode
 - Documentation that child lived with and was removed from a specified relative
 - Documentation of financial need (income and assets) for the family and the child at time of removal
 - Documentation of deprivation at removal
- Proof of Citizenship or Qualified Non-Citizen Status (Birth certificate, Declaration of Citizenship, INS documentation) *Per ESS, the Declaration of US Citizenship form must be attached to the 2626a form*
- Copy of Social Security Card or proof of application
- Child in Care Eligibility Review and Communication Worksheet (CF-ES 2694)** (At time of annual redetermination of eligibility and/or when other applicable changes occur)
 - Documentation of continued deprivation and financial need (of the child only) at annual redetermination
 - Documentation of continuous IV-E reimbursability throughout the removal episode (child in fully licensed, IV-E eligible placement; timely REFPP language, etc.)
- Notice of Case Action/Communication Form (CF-ES 2629)**
 - Initial eligibility determination (indicating effective date of eligibility and reasons for eligibility)
 - Annual redetermination of eligibility or partial (unscheduled) redetermination of eligibility

Court Documentation:

- Judicial Review Social Study Report(s)

- Judicial Finding/Court Order with "Reasonable Efforts to Finalize Permanency Plan" language

Licensing Documentation:

- Placement History
- Copy of provider license for **each** placement
- Criminal Background Screenings for **each** provider
 - National/Federal – FBI – completed for initial licensing
 - State – FDLE – completed for initial licensing and every 5 years thereafter
 - Local – Sheriff/Police Department – completed for initial licensing and every year thereafter
- If applicable, Child-placing agency license
 - Documentation that child safety was taken into consideration – i.e. child caring staff have been screened and found eligible to work with children. (Local licensing staff should have a formal process in place for ensuring that this factor is met.)

Generic Documentation:

- If applicable, notarized **Designation of Client Money and Property (CF-FSP 5222)** and monthly or quarterly transactions/balance statements
- Payment History (ICWSIS)
- HomeSafenet Eligibility Data

Optional Documentation:

Include the following when applicable – *while these documents are not normally required for Title IV-E eligibility, they may document and/or clarify critical factors in the case:*

- Modification Orders of Placement/Change – *sometimes this may be the "removal" order*
- Dependency Petition(s) – *sometimes has additional information about the removal home/episode and/or history of the child.*
- Adjudication Order(s)
- PDR/PDS - *sometimes has additional information about the removal home/episode and/or history of the child.*
- Initial Case Plan
- Case Plan Updates
- Order Approving Case Plan
- Petition for TPR – *sometimes has additional information and/or chronology of the case*
- TPR Order on all parents – this is sometimes used as evidence of continued deprivation