## Title IV-E Foster Care Initial Checklist Monitoring Tool

**Provider Name:**

**Contract Number:**

**Pre-Site QA Check (LastName/Date):**

**Post-Site QA Check (LastName/Date):**

*Date of Tool Revision: 7/17/2012*

### Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Authority</th>
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</thead>
<tbody>
<tr>
<td>Child Last Name First Initial</td>
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<tr>
<td>Removal Date:</td>
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### Provider Operating Procedure

If the provider is using its own operating procedure, the procedure meets the requirements of CFOP 175-71 and is approved by DCF? *(If "No", then provide details in notes section.) Add any additional items to the tool based on provider procedures.*

### Judicial Removal

- For judicial removal, did the child's record contain a copy of the Shelter Order? *CFOP 175-71 Chapter 4 Attachment 1*
- For judicial removal, did the Shelter Order contain "contrary to the welfare" judicial findings? *CFOP 175-71 Chapter 4 Attachment 1*
- For judicial removal, did the Shelter Order contain "reasonable efforts to prevent removal" judicial findings? *CFOP 175-71 Chapter 4 Attachment 1*

### Voluntary Removal (If applicable)

- For voluntary removal, did the child's record contain a signed and dated copy of the Voluntary Placement Agreement? *CFOP 175-71 Chapter 4 Attachment 1*
- If applicable, was there a court order within 180 days of the Voluntary Placement Agreement that contained "contrary to the welfare" judicial finding? *CFOP 175-71 Chapter 4 Attachment 1*

### SSI-Related Documentation

- For an SSI recipient, did the child's record contain an award letter from Social Security Administration? *CFOP 175-71 Chapter 4 Attachment 1*

### AFDC/Eligibility-Related Documentation

- Did the child's record contain proof of citizenship? *CFOP 175-71 Chapter 4 Attachment 1*
- Did the child's record contain a copy of a Social Security Card or proof of application? *CFOP 175-71 Chapter 4 Attachment 1*
- Did the child's record contain documentation that the child lived with a specified relative within 6 months of removal? *CFOP 175-71 Chapter 4 Attachment 1*
- Did the child's record contain documentation of financial need at the time of removal? *CFOP 175-71 Chapter 4 Attachment 1*
- Did the child's record contain documentation of deprivation at the time of removal? *CFOP 175-71 Chapter 4 Attachment 1*

### Eligibility Determination

- Did the agency initiate eligibility screening in FSFN within 5 days of the child entering out-of-home care (paid placement)? *CFOP 175-71 Chapter 4, 4-4.a.*