

Child's Name: _____

Social Security Number: _____

TITLE IV-E FOSTER CARE INITIAL CHECKLIST
(Note: This Checklist is not all inclusive.)

Removal Date: _____

Judicial Removal:

- Shelter/Initial Removal Order – **must contain “contrary to welfare” and reasonable efforts to prevent removal” language.**
- Shelter Petition

Voluntary Removal (temporary, licensed out-of-home foster care placement):

- Voluntary Placement Agreement (**CF-FSP 5004**), (Date signed: _____)
- Court order **within 180 days of voluntary placement agreement that contains “contrary to welfare” language**

SSI-Related Documentation:

- Award letter, **if applicable, from the Social Security Administration or other documentation/proof of eligibility.** If child is SSI eligible, then child is IV-E Non-Reimbursable.

AFDC/Eligibility-Related Documentation:

- Proof of Citizenship Status and Identity: **Provide Birth Certificate, Declaration of Citizenship, or INS documentation). *The Declaration of US Citizenship form must be attached to the 2626a form.***
- Social Security Card: **copy or proof of application**
- Documentation that child lived with a specified relative within 6 months of removal (reference petition if applicable).**
- Income and Asset **supporting documentation**
See income guide.
- Deprivation and financial need **of income and asset at removal**

NOTE: The child being eligible for IV-E foster care is a prerequisite to IV-E Adoption Subsidy.

IV E Adoption Determination Checklist:

- Petition for TPR
- TPR Order **on all parents**

Foster Care Eligibility: (Revenue Maximization Use Only)

- IV-E FC Eligible (Presumptively) Non IV-E Eligible
- IV-E Non-Reimbursable

Revenue Maximization Specialist

Date

Comments:

INCOME GUIDE

When the family size is	And the household's gross income is equal to or less than	Then
1	\$645	the child is presumed eligible for IV-E Foster Care
2	864	
3	1082	
4	1300	
5	1519	
6	1737	
7	1955	
8	2174	
9	2392	
10	2610	
ADD*	218	

* For each additional member beyond 10 add this amount to the Consolidated Need Standard.

INSTRUCTIONS TITLE IV-E FOSTER CARE INITIAL CHECKLIST
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Enter the child's name and social security number.

The child's case file should include the supporting documentation for each item below.

Removal Date – refers to date that the child is removed from his/her normal residence (either judicially or voluntarily) and is placed in one or more out-of-home care settings, i.e., emergency shelter, relative care, foster home, etc. This date is generally reflected in the Shelter Order.

Judicial Removal:

- ❑ **Shelter/Initial Removal Order** – must contain “contrary to welfare” and “reasonable efforts to prevent removal” language. A judicial finding of “contrary to the welfare” must be made at the first court hearing that approves/sanctions the removal of the child from the home. This can include orders from other hearing types, i.e. Change of Custody, Judicial Review hearings, etc.
- ❑ **Shelter Petition** - contains information on removal date, removal situation, and documents where and whom the child was living with at time of removal.

Voluntary Removal (temporary, licensed out-of-home foster care placement):

- ❑ **Voluntary Placement Agreement** (CF-FSP 5004), (Date signed: _____) When there are no abuse or neglect issues involved, a parent(s) or legal guardian may sign a voluntary foster care agreement with the department for the temporary placement of a child in foster care. A signed Voluntary Foster Care (Licensed) Agreement is executed and available in the child's case record. It is important that the case manager receiving the voluntary placement makes notes about the parent(s)' living situation and the removal home.
- ❑ **Court order** within 180 days of voluntary placement agreement that contains “contrary to welfare” language. In order to ever receive Title IV-E eligibility a judicial finding must be made within 180 days from the date of the voluntary licensed placement to the effect that the placement in out of home care is in the child's best interest. If the judicial finding is not made within the first 180 days, the child will not be IV-E eligible.

SSI-Related Documentation Requirements:

- ❑ **Award letter**, if applicable, from the Social Security Administration or other proof of eligibility. The lead agency should continue to apply for and become the representative payee for the child's SSI and use the SSI payment to offset the cost of care. The SSI eligible child also has the benefit of services funded from the IV-E waiver. The waiver should not impact the treatment of a child's SSI. Refer to CFOP 175-71. *Note: Child is IV-E Non-Reimbursable.*

INSTRUCTIONS (continued)
TITLE IV-E FOSTER CARE INITIAL CHECKLIST

AFDC/Eligibility-Related Documentation Requirements:

- ❑ **Proof of Citizenship Status and Identity:** Provide Birth certificate; Declaration of Citizenship, or INS documentation) *The Declaration of US Citizenship form is completed and attached to the 2626a form.* For Medicaid, a copy of the documents verifying the child's citizenship and identity should be submitted with each application, if available. If not available at initial application, the documents must be submitted at the time of the annual redetermination.

- ❑ **Social Security Card:** copy of the child's social security card or proof of application.

- ❑ **Documentation that child lived with a specified relative within 6 months of removal.** Shelter petition should include information on the living situation at the time of removal, including those living in the home.

- ❑ **Income and Asset** supporting documentation.
Earned income information for parent(s), child and siblings in the removal home - Employer's name and address, # of hours worked per month, total gross earned income for the month.
Unearned income information for parent(s), child, and siblings in the removal home - source and amount of income per month.

Asset limit is \$10,000. Some examples of assets are: savings account, checking account, stocks, bonds, etc.

- ❑ **Deprivation and financial need**
Child must be deprived of support or care of one or both parents due to death, incapacity, unemployment, or continued absence because of divorce, separation or desertion.

NOTE: The child being eligible for IV-E foster care (pre-waiver) is a prerequisite to IV-E Adoption Subsidy.

IV E Adoption Determination Checklist:

- ❑ Petition for TPR
- ❑ TPR Order **on all parents**

Foster Care Eligibility:

The revenue maximization specialist **must** complete this section and inform Child in Care whether the child is IV-E FC Eligible (Presumptively), IV-E Non Reimbursable, or Non IV-E Eligible.