

A Fun Guide to Filling Out... "The Forms:"¹

(Just kidding.)

Supplemental instructions for all of the Title IV-E related paperwork

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Voluntary Placement Agreement (VPA):

IMPORTANT!! The voluntary placement agreement must be signed before Title IV-E can be claimed. Recall from Title-IV Training that, in terms of Title IV-E, the admit date for a youth into a shelter begins on the date the **VPA** was signed rather than the actual physical date of shelter admission. If parents will not sign right away, consider obtaining a shelter order from the court.

Please note that there must be three copies of the **VPA**: one for the case file, one for the IV-E application, and one to go home with the responsible adult who signed it. The original stays in the case file

The Voluntary Placement Agreement provided by the Florida Network contains necessary legal language. The parent(s), guardian(s) or relative(s) should initial at each of the lines by the eight paragraphs of the agreement.

Should there be a need, reassure the person(s) signing the form that, regarding financial responsibility (Provision 5), according to the terms of our contract with DJJ, services are provided free of charge to all who need them. Parent(s)/Guardian(s)/Specified Relative(s) will not be billed for shelter services.

¹ Adapted from "A guide to filling out "The Forms:," Supplemental instructions for the Voluntary Placement Agreement, Declaration of United States Citizenship and the Child in Care Application" Florida Network of Youth and Family Services, Inc.

**⇒⇒⇒ ALL QUESTIONS ON THESE FORMS ⇐⇐⇐
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Regarding the medical consent on the second page: this is mainly intended to cover routine minor care (Band-Aids, etc.) and emergencies. It also describes the process by which a youth might need an invasive treatment (an unlikely event) that is not an immediate emergency when parental consent is not available. None of these provisions overrides current policy regarding parental responsibility for health care.

The section marked "*If Applicable*" is for parents or families who are working on a plan for the youth with the shelter and will be coming in regularly. It is an appointment reminder only.

Declaration of United States Citizenship

This form must accompany each application for Title IV-E -- one must be filled out for every citizen or qualified non-citizen youth in care.

Notes to Make Life a Little Easier:

"Adult Household Members": (May be left blank.)

"Children Household Members": (1) Youth signature is not required,
(2) "Date" refers to the date that the form is filled out,
(3) One of "Citizen" or "Qualified Non-Citizen" must be checked,
(4) "Signature of Parent" and "Authorized Representative (Signature)" may be signed by agency staff completing the form,
(5) "Authorized Representative's Name (Print)" is required.

Recall from Title IV-E training that only U.S. citizens or qualified non-citizens (e.g., Legal Aliens) are eligible for cost reimbursement under Title IV-E. The Declaration form is not otherwise needed.

Notes to Make Life a Little Easier:

Required Attachment Documentation – Declaration Form

Citizens: (BC) Birth Certificate; (BVS) Birth Verification Screen; (BR) Birth Record Hospital; (BTC) Baptismal Certificate; (USP) US Passport; Other

Qualified Non-Citizen: INS Form

A copy must be retained in the participant's case file. The original is attached to the Title IV-E application.

FNYFS Title IV-E Waiver Application

Notes to Make Life a Little Easier:

Youth Name: In the "AKA" space, include any nickname(s) (e.g., Jimmy, Scooter, Peanut,) in addition to more formal-sounding name(s) other than the legal name.

Date of application: *This should match question 10(a).*

District: The name of the district of shelter location. "03" for CDS.

SS#: If the Social Security number cannot be obtained, create a pseudo-id using an IIIImmddy format where "III" are the youth's initials (middle initial = "X" if none) and "mddy" is the two-digit month, day, and year of the youth's birth.

If a pseudo-id is created, application must be made for a duplicate Social Security card for the youth (enter date of SS application in the space provided).

Race: Circle only one option to identify the race the youth most identifies with, or "Other" if there is no primary identification.

Citizen; Qualified non-citizen; and Marital Status: Fill in as appropriate.

Child Pregnant: Check "Yes" only if a pregnancy test and/or a visit with a physician has confirmed the pregnancy.

Notes to Make Life a Little Easier:

Questions

NOTE: It is **VERY IMPORTANT** that as much information as possible that is available at the time of the screening be included in this application!

NO SKIMPING ALLOWED!

1a,b,c,d: Refers to court ordered placements; if "No" to 1(a) then skip to 2(a).

2a,b,c,d,e,f: Refer to voluntary placements.

2d: All voluntary placements must have a hearing if they will be in shelter for 180 days or more. A hearing must be held before the 180th day in continuous care.

3a: This is the "specified relative" or other person. The client will only be eligible for IV-E if the person is a specified relative. Check any factors that are appropriate. On the lines directly below the question, write down information pertaining to the most recent address (within last six months) that can be defined as a home for the youth. Include parent's/guardian's/specified relative's name, address, and all known contact information (e.g., phone/work/cell numbers).

3b - 3c: Fill in as much detail as possible.

3d: Fill in everyone. Use and attach another piece of paper if necessary.

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4a,b,c: Fill in as much as is known.

4f: Is the sum of 4c and 4e.

4g,h: DO NOT fill these in. Data Systems will complete.

4g: DATA SYSTEMS: Check "Total Family Income" (question 4f) and question 3d. Use both questions with "Income Guide" attached to "Initial Checklist".

4h: DATA SYSTEMS: The board rate is \$110/day. $1.85 \times \$110 = \203.50 /day. Or roughly \$6105 per month (30 days). Youth income per day must be less than this. Compare to question 4e.

5a: Fill in as much as known.

5b-f: Fill in as appropriate.

5i: DATA SYSTEMS: Comment on questions 4g, 3b, and 3c.

6a: Date Placed: Should match date of application on first page. Type of setting is "Residential Shelter".

Name: Pre-filled in

Address: Pre-filled in

License: Fill in current license expiration date

Monthly Board Rate: \$6,105

Effective Date of affidavit of compliance: Leave blank (Data Systems will fill in.)

Request for Verification of Employment and Loss of Income

Required and send copy to Data Systems with Waiver application

We are required to verify employment (or lack thereof) and income. For self-employed parents, self-declaration and last year's tax return will suffice. For those employed by others, either pay stubs covering the most recent 8 weeks are required **or the parent's (s) signature authorizing the agency to contact the employer must be obtained** (via the form below or by other means as determined by the agency). Maintain copies in the youth's case file. Then the employer must be contacted. The employer must complete the form and send to us, or we can complete it with them over the phone. If completed over the phone document date/time and with whom you spoke.

To be gathered with the parent/legal guardian/relative.

Title IV-E INITIAL Checklist

Required

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 Shelter

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, (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 Placement 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. Do not submit a Waiver Application if participant is receiving SSI payments. *Note: Child is IVE Non-Reimbursable.*

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.* For Medicaid, a copy of the documents verifying the child’s citizenship and identity should be submitted with each application, if available.

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.

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NOTE: The child being eligible for IV-E foster care (pre-waiver) is a prerequisite to IVE Adoption Subsidy. (ignore this statement, not applicable to Waiver Process)

IV E Adoption Determination Checklist: (Do not fill in this section)

Foster Care Eligibility:

(Do not fill in this section Data Systems will make determination from Waiver Application)

Title IV-E FINAL Checklist

Not Required

This form is meant simply as an aid to the agency. If a checklist placed in each file, it can be used to track whether all needed documentation has been obtained, necessary forms sent to DCF and copies placed in the file. If a client is deemed ineligible and an application is not completed, please fill in the checklist with the reason why not and return to data systems.