

## Department of Children's Services

### INSTRUCTIONS FOR USE OF FORM CS-0475 Child Welfare Benefits Application

1. The ***Child Welfare Benefits Application*** is a universal data collection document used to supplement the ***TFACTS*** on-line Title IV-E foster care eligibility determination process. The form also serves as an application for TennCare Medicaid and a referral for Supplemental Security Income (SSI) and a referral for the collection of child support.
2. The ***Child Welfare Benefits Application*** is completed for every DCS custody child for each new foster care custody episode.
3. The ***Child Welfare Benefits Application*** is completed by the child's Family Service Worker. The Family Service Worker serves as the child's Authorized Representative.
4. After an original ***Child Welfare Benefits Application*** is completed, the application is forwarded to the Regional Child Welfare Benefits Counselor.

The application is filed in a paper folder and maintained by the Child Welfare Benefits Counselor until the child's Title IV-E foster care and TennCare Medicaid case are closed.

**Note: Section 4B continues on Page 2 of the form.**