

Department of Children's Services
INSTRUCTIONS FOR USE OF FORM
CS-0789

**Authorization For Release of TennCare Eligibility Information FROM
TENNCARE TO The Department of Children's Services and
Authorization for the Release of Information TO TENNCARE FROM The
Department of Children's Services**

Use this form to **Receive** adult or other family members' TennCare eligibility information from TennCare **and** to allow DCS to release information about the child to TennCare, related to the provision of and billing for Targeted Case Management (TCM).

If you need to **RELEASE information** to any entity other than TennCare, use form [CS-0559, Authorization for Release of Information From the Department of Children's Services and Notification of Release](#), to obtain appropriate authorization,

Implementation of Revised Release Procedures

Need to Know TennCare Eligibility Information

DCS is a family centered model with decisions made in the context of a child and family teaming. In providing targeted case management to children in or at risk of custody, DCS will, in the course of serving the child, also serve the family by assisting in the arranging of services.

Signed Release Required

DCS may access TennCare eligibility information for family members of children served by DCS only when there is a signed Release from each applicable family member. This signed release is known as "Authorization for Release of TennCare Eligibility Information to the Department of Children's Services.

Procedure for Obtaining Release

When a child enters care, or a prevention case is opened on a child, the FSW will provide a Release form for each member of the family *with other intake materials*.

In the event that TennCare eligibility information can be made available so that the Department may assist the family in accessing services, each applicable family member will be requested to sign a release form. If a family member does not sign a release form, that family member's TennCare eligibility information shall not be accessed by DCS.

All Releases will be maintained in the child's file. The family is given a copy of all releases they signed.

Accessing TennCare Eligibility Information

DCS staff who have access to the TennCare eligibility information for DCS children and family members who have executed a Release form are:

- Child Welfare Benefits workers
- Child Health Unit SAT coordinators and Health Advocacy Representatives
- Fiscal team members
- Relative caregiver program staff

When requested to look up eligibility information, the DCS staff person will request a copy of the Release of Information form. If the Release is not made available, it will be requested and must be properly executed prior to the review and release of eligibility information.