

Addendum for What's New for September 2009

FINANCIAL ASSESSMENT MANUAL

The Financial Assessment Manual has been revised to consolidate all memos, e-mails, directives, etc. that have been issued since 1995. FAST Forms and Parental Contribution forms related to this manual are located in Chapter 25 of the online policy manual.

Section A. Introduction Provides an introduction to the Financial Assessment Manual, which is designed to provide assistance in determining, documenting, and authorizing eligibility of child welfare cases for Title IV-E of the Social Security Act, Foster Care and Adoption Assistance.

Keywords: Financial, Assessment, IV-E

Section B. Definitions Provides definitions of terms associated with financial assessments, including additions, removals and modifications since the previous manual revision.

Keywords: Financial, Assessment, Definition, IV-E

Section C. The Process Provides guidance regarding the completion of Financial Assessment Tracking (FAST) forms.

Keywords: Financial, Assessment, IV-E, FAST

Section D. The Financial Determination Provides the general process for the Social Services Analyst to accomplish initial determinations with the FAST I and accompanying attachments

Keywords: Financial, Assessment, IV-E, FAST

Section E. Required Activity on Active Cases Provides guidance for documenting and processing changes and redetermination information with the FAST III and FAST TPL forms,

Keywords: Financial, Assessment, IV-E, FAST, Redetermination

Section F. Eligibility Criteria IV-E Provides guidance regarding eligibility criteria for IV E, including special factors, special types of income, Workforce enforcement Act and fiscal adjustments.

Keywords: Financial, Assessment, IV-E, Eligibility

Section G. Parental Contributions and Child Support Clarifies the requirements of and processing for addressing parental contributions and child support.

Keywords: Financial, Assessment, IV-E, Contribution, Support

Section H. Medical Eligibility Discusses guidelines regarding the funding sources, Medicaid and State, for medical benefits for all clients in the custody of the Department of Social Services or the Department of Public Safety and Corrections.

Keywords: Financial, Assessment, IV-E, Medical, Eligibility

Section I. Determining Eligibility Provides specific information for each determination that is made. Each point of eligibility is examined in detail in determining the category in which the child is eligible.

Keywords: Financial, Assessment, IV-E, FAST, Eligibility, Determination

Section J. Calculation and Special Circumstances Provides contains calculations for the various eligibility programs and for parental contribution assessments. This section will also provide information on special circumstances that may occur in the eligibility process.

Keywords: Financial, Assessment, IV-E, FAST, Eligibility, Contribution

Section K. Federal Benefits Addresses the various federal benefits that are available to the children in the care of Office of Community Services (OCS). It also provides information regarding trust funds, conserved funds, dedicated accounts, and insurance settlement accounts

Keywords: Financial, Assessment, IV-E, FAST, Funds, Benefits

Section L. Data Management Systems Explains how to access the applications, how to find information and how to input information. Accessing and inputting varies from application to application.

Keywords: Financial, Assessment, IV-E, FAST, Application

Section L. Appendix Provides steps for using data management systems associated with the financial assessment process.

Keywords: Financial, Assessment, IV-E

Exhibits:

The following exhibits were developed to provide direction for various phases of the financial assessment process:

Exhibit 1 Attachments and Documentation for FAST I

Exhibit 2 Codes for MEDS Certification

Exhibit 3 Eligibility Reference Tables

Exhibit 4 Transaction Guide for Initial Determinations

Exhibit 5 Transaction Guide for Redeterminations and Changes

Exhibit 6 Transaction Guide for Changes in Custody

Exhibit 7 Eligibility Factors for Medicaid Programs

Exhibit 8 IV-E Eligibility Determination

Exhibit 9 IV-E Eligibility Criteria

Exhibit 10 Transaction Guide for Subsidized Adoptive Placements

Exhibit 11 Transaction Guide for Non-Subsidized Adoptive Placements

Exhibit A. Household Client Earnings Statement

Exhibit B. Household Management Statement

Exhibit C. How To Certify A Child In MEDS - OCS State Funded

Exhibit D. How To Convert Income To Monthly Amount

Exhibit E. Initial Case Review Checklist for Analysts

Exhibit F. Initial Case Review Checklist for Supervisors

Exhibit G. Opening A Medicaid Case For A Child Who Has A Person Number

Exhibit H. Opening a Medicaid Case for a Child Without a Person Number

Exhibit I. Opening A Medicaid Case For A Child Who Has An OCS Type Case Number

Exhibit J. Using NAS Picture Guide

Keywords for above exhibits: Exhibit, Financial, Assessment, IV-E

CHAPTER 25 FORMS

PC1, Parental Contribution Payment Instruction Form

Created to provide instructions for payment submittal for parental contributions.

PC2, Parental Contribution Change Letter

Created to notify parents of the change in the payment source for payment of child support.

Form 117-I (TPL), FAST I, II, III, FAST VI SES, FAST IX and Instructions

Revised to clarify instructions for completing the form.

FAST VI Notification of Client in Care Form and Instructions

Revised to change reference from AFDC and AFDC-FC to FITAP and FITAP-FC

FAST V Guide

Created to provide guidance for Social Service Analysts completing the FAST V in Excel.

FAST V Worksheet

Created to provide a PDF format copy of the FAST V Excel document.

FAST V Worksheet Instructions

Created to provide instructions for completing the FAST V Worksheet

FAST YAP Eligibility Form and Instructions

Revised to update change references from OYD to OJJ.

The following documents were updated per the Financial Assessment Manual:

FAST I (Supplement 1) and Instructions, Notification of Appointment and Instructions

FAST V Redet Redetermination Form Instructions

FAST V SSI Financial Determination Form SSI IV-E Dual Instructions

FAST VII Information for Fiscal Adjustment for AFDC-FC (IV-E) Payments and Instructions

FAST VIII (Supplement 1) Notification to State of Residence of Title IV-E FC-AD Entitlement and Instructions

FAST VIII (Supplement 2) Notice of Action Regarding Child's Title IV-E Eligibility and Instructions

FAST VIII Notice of Action Resulting From COBRA and Instructions

FAST XII (Supplement 1) Certification of Continuing Eligibility of Title IV-E Recipient for Medical Assistance and Instructions

FAST XII (Supplement 2) Notice of Discontinuance of Medicaid and Instructions

FAST XII Notice of Redetermination of Title IV-E and Instructions

FAST XIII Application Checklist and Instructions

FAST XV Notification of Child Born to Minor Unmarried Mother and Instructions

Keywords for all of the above: Assessment, FAST, Financial, IV-E

The following forms are obsolete:

FAST V Financial Determination Form

FAST V (Supplement 1) Stepparent Budget Worksheet

FAST VI (Supplement 1) Referral to SES

FAST X Notice of Decision to Title XIX Facility

FAST XI Eligibility Case Review Instrument