

Van Buren Triple
O. Monitoring Assessment Tool

Title IV-E Foster Care CFDA# 93.658

Background:

Authorization:

Social Security Act, Title IV-E, Section 470, et seq.; as amended.

Objectives:

The Title IV-E Foster Care program helps States, Indian Tribes, Tribal organizations and Tribal consortia (Tribes) to provide safe and stable out-of-home care for children under the jurisdiction of the State or Tribal child welfare agency until the children are returned home safely; placed with adoptive families, or placed in other planned arrangements for permanency. The program provides funds to assist with the costs of foster care maintenance for eligible children; administrative costs to manage the program; and training for public agency staff, foster parents and certain private agency staff. In addition, \$3 million is reserved for technical assistance and plan development/implementation grants to eligible Tribes beginning in FY 09.

Uses and Use Restrictions:

Formula grant funds may be used by the State or local (under State supervision) child welfare agency or by the Tribal child welfare agency for FFP in foster care maintenance payments on behalf of eligible children; for administrative and training costs; and for costs related to design, implement and operate a statewide data collection system. Funds may not be used for costs of social services such as those that provide counseling or treatment to ameliorate or remedy personal problem, behaviors, or home conditions for a child, the child's family, or the child's foster family. Plan development/implementation grants to Tribes are one-time grants for projects lasting up to 24 months that are to be used to develop a plan to operate a Title IV-E program for foster care, adoption assistance and kinship guardianship as specified under section 479B of Title IV-E. The Tribe must submit a plan for the Title IV-E program within 24 months of receiving the plan development grant or must repay the grant funds, unless the HHS Secretary waives the requirements under section 471 to carry out a program under section 479B. There is \$3 million reserved for technical assistance and plan development/implementation grants to eligible Tribes beginning in FY 09.

Eligibility Requirements

Beneficiary Eligibility:

Eligible children whose removal and placement in foster care are in accordance with a voluntary placement agreement or judicial determinations to the effect that continuation in the home would be contrary to the child's welfare and that reasonable efforts were made to prevent the removal (or that such efforts were not necessary), and whose placement and care are the responsibility of the State or Tribal agency administering the title IV-E program.

Credentials/Documentation:

Formula Grants: Costs are to be determined in accordance with OMB Circular No. A-87 and 45 CFR Part 92. Plan Development/Implementation Grants: Non-profit agencies must submit proof of non-profit status. Applicable costs and administrative procedures will be determined in accordance with 45 CFR Part 92. OMB Circular No. A-87 applies to this program.

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Local courts may remove children from their homes and place them in the custody of the PCSA. The PCSA will place these children with foster care providers. The PCSA may be reimbursed under Title IV-E for placement and maintenance costs for Title IV-E eligible children up to the state approved amount for the Title IV-E foster care provider. A cost report is used to determine the reimbursement ceiling for these providers as approved by ODJFS. These costs may also be charged to Title XX where placement and maintenance costs are secondary and incidental to the need for medical treatment for the child.

Review Objectives: To determine whether:

- To determine whether Foster Care placement and maintenance costs are allowable and are charged appropriately; and
- To determine whether adequate documentation exists to support a federal claim.

Procedures:

	Program Step	Date/ Initials	Work Paper Reference
1.	Discuss Foster Care payment and reporting process and prepare narrative.		
2.	<p>Access SACWIS Report 313 - Reimbursement Reconciliation Detail Report (Administration, Reports, RPT 313, select agency, Get Voucher ID, choose voucher by date, select Details with Subtotals). Select your samples from the last three paid voucher reports.</p> <p>The 313 Report lists payments by child. Select 10 children in a network home, and 5 children in an agency home. Ensure your selection is 15 unique children, if possible, and does not include a credit in the Total Reimbursement Amount column.</p> <p>Complete a Sample Documentation Form outlining the sample process.</p>		
3.	<p>For all 15 payments/children selected in step 2, determine whether:</p> <ul style="list-style-type: none"> • SACWIS determined the child IV-E eligible; • Request the relevant Individual Child Care Agreements (ICCA)s from the agency. Determine whether the ICCAs were signed prior to placement, or in the case of an emergency placement, within seven days of the placement; • Paid Amount agrees with the relevant ICCA/contract rate and the Placement History dates in SACWIS; • Ensure the child is not on leave for more than 14 consecutive days and returns to the same placement. If 		

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	<p>the child is absent longer than 14 days, or returns to a different placement setting, it will effect the reimbursement calculation below. OAC 5101: 2-47-16 (B)</p> <ul style="list-style-type: none"> • IV-E reimbursement amount is accurate, by recalculating the reimbursement from the ICCA. (Purchased Foster Care Provider Ceiling amounts can be found on the Innerweb, Office for Children and Families). • The date of payment in SACWIS matches the date the invoice was actually paid; <p>Unless otherwise noted, information needed for testing can be found in SACWIS:</p> <p>From the Home screen, click on Primary Tab “Financial”; Click on Secondary Tab “Eligibility”; Click on “Eligibility/Reimbursability”; Search by Child/Person ID - shows the child’s IV-E eligibility; Click “View” under Program Reimbursability; Click “Service Authorization” - shows Maint/Admin rates and leave days; Click “View Placement History” – shows placement history; Can also access case notes – click on “Activity Log”; Click “View” under Placement Record – shows Emergency placement/ICCA delivery date</p>		
4.	<p>For the payments to foster care providers for the children tested in #3, obtain the associated paid invoices and contracts (network home), or a properly authorized voucher (agency home) from the agency. From these invoices determine whether:</p> <ul style="list-style-type: none"> • The agency has appropriate documentation to support the charge to the program; • The invoice is mathematically correct; and • The cost was not charged to another federally reimbursable code. 		
5	<p>Conclusion:</p> <p>Consider whether there are any instances of non compliance or a systemic problem due to a lack of adequate internal control exists with regards to your procedures. If so, make an appropriate notation as an Issue in Auto Audit.</p> <p>Prepare a segment summary to reflect work completed and results of your testing. (Note: An example index/segment</p>		

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	Program Step	Date/ Initials	Work Paper Reference
	summary can be obtained from the Auto Audit Library.)		