

**Van Buren Triple  
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>Complete a Sample Documentation Form for foster care payments made by the agency for the final quarter under review. Use these forms to document selections for the following tests:</p> <p>Select five Title IV-E Foster Care payments made during the review period. Ensure your selection is five unique providers.</p> <p>For the payments in question obtain the invoice from the provider or the agency's calculation of the amount to pay the provider. (Non-network providers do not typically invoice the agency for services, but instead the agency will determine the total to be paid and send payment in that amount.), From these invoices/calculations determine whether:</p> <ul style="list-style-type: none"> <li>• The agency has appropriate documentation to support the charge to the program</li> <li>• The invoice or calculation is mathematically correct;</li> <li>• The cost was charged to an appropriate code;</li> </ul>		
3.	<p>Select three foster children from each provider selected in Step 2 (If a provider does not have three children, select more children from another provider to ensure a total sample of 15 unique children.) Determine whether:</p> <ul style="list-style-type: none"> <li>• The provider noted in the placement history for the selected child is the same as the provider which invoiced for the child. (Obtain Detailed Placement Screens from</li> </ul>		

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	<p>SACWIS, found in the Case-Workload-Placements section, to make this determination.)</p> <ul style="list-style-type: none"> <li>• Documentation exists to support that the child was determined to be IV-E eligible. (This can be determined from the SACWIS Eligibility Status screens in SACWIS, found in SACWIS using the following path Financial-Eligibility-Eligibility/Reimbursability)</li> <li>• The relevant ICCA was signed prior to placement, or, in the case of an emergency placement, within seven days of the placement;</li> <li>• The invoice/calculation rate is in agreement with the relevant Individual Child Care Agreement (ICCA) or a contract;</li> <li>• The ICCA rates (FCM and Admin.) are in agreement with the rates within SACWIS. (This can be determined from the Service Authorization Detail screen within SACWIS. This will show the rates by category for the noted period.)</li> <li>• The number of days billed or utilized in the agency's calculation is in agreement with the placement information within SACWIS. (This can be determined from the Placement Detail screens obtained above and the Leave Information screens in SACWIS);</li> <li>• Verify the amount paid to the provider is in agreement with the amount invoiced or calculated for the child;</li> <li>• Verify the information on the Payment History Screen for the child and placement month selected is in agreement with the actual disbursement information. In particular ensure the dates the agency has input for the Disbursement Date are in agreement with the actual disbursement date from the detailed expenditures and the total claim amount is in agreement with the total payment made to the provider.</li> <li>• Ensure reimbursement is received only after payment has been made to the provider. (This is determined by obtaining the State Disbursement Journal which shows the reimbursement for the selected child and verifying the State Warrant date is after the actual payment to the provider by the agency.)</li> </ul>		
4.	<p><b>Conclusion:</b> Consider whether a systemic problem or a lack of adequate internal control exists with regard to equipment management. If so, make an appropriate notation as an Issue in Auto Audit.</p>		