Ohio Department of Job and Family Services Office of Families and Children

Policy and Practice Guidance Document (PPGD) #022
Title IV-E Juvenile Courts and Ohio Department of Youth Services Ohio Statewide Automated Child Welfare Information System Data Entry Requirements

March 18, 2022

Background
The Office of Families and Children recognizes the valuable work of the IV-E Courts and Ohio Department of Youth Services (ODYS) with children as a title IV-E agency. As a title IV-E agency, it is necessary to comply with all applicable federal and state laws and regulations relevant to the title IV-E program. This Policy and Practice Guidance Document (PPGD) is to clarify information that is to be entered into Ohio SACWIS. These are not new requirements.

Guidance
All foster care children (which includes candidate for foster care children), are to be entered into Ohio SACWIS per Article I, Section C of the subgrant agreement: “Subgrantee understands they shall enter applicable child welfare information required in Ohio Administrative Code (OAC) 5101:2-33-70 and/or federal or state regulations, or rule directly into Ohio SACWIS to receive title IV-E reimbursement”. Failure to enter such child welfare information may result in sanctions or withholding of state and/or federal funding.

A title IV-E agency using an eligibility rate as a cost allocation methodology must determine this rate by dividing the number of title IV-E foster care eligible days by the total number of foster care days in accordance with the definition of foster care in 45 CFR 1355.20. The accuracy of the eligibility rate is dependent on correct information being entered in Ohio SACWIS timely. Therefore, it is important that all foster care children and all candidates for foster care children are entered into Ohio SACWIS.

Every foster care child in the IV-E Court/ODYS’s care and placement responsibility and every candidate for foster care must have a completed record in Ohio SACWIS. Each record must contain the following:
1. Family Assessment,
2. Case Plan,
3. Case Review every 90 days (the case review is combined with the SAR every 180 days),
4. Semi-Annual Review (SAR) every 180 days,
5. Annual Review (only for foster children).

We appreciate your efforts in working with children and families to provide them with quality
case management and services.

**Questions**
Please contact your technical assistance specialist (TAS) with questions about program practice and [Ricardo.Murph@jfs.ohio.gov](mailto:Ricardo.Murph@jfs.ohio.gov) for questions related to the subgrant agreement.