

Foster Care IV-E/Medicaid Review Process

I. Initial IV-E Eligibility Result equals “Yes”.

A. Review is required at least every 12 months. *An exception is the children who are currently on the DSPD waiver and no IV-E has been claimed for the past year and it is anticipated that they will remain on the waiver.*

1. Elements to review

a. Custody

- 1). Does the state agency maintain custody of the child? A child must remain in State custody to be IV-E eligible.

b. Age

- 1). The dependent child/age requirements apply for ongoing IV-E eligibility. The child must be under the age of 18 or age 18 and expected to complete high school or technical training before age 19 for IV-E eligibility to continue. Documentation of school or training expected completion date is required to be in the eligibility file for all 18 year old youth.

c. Court order requirements

1). Voluntary placement agreement

- a). If the child entered care as a result of a voluntary placement agreement, initial IV-E eligibility can be in effect for the period of the voluntary placement agreement (up to 180 days). IV-E may only continue if a court order containing the best interest/contrary to welfare language is obtained by the 181st day. A copy of the court order containing the required language must be in the eligibility file.

2). Voluntary relinquishment

- a). If the child entered care as a result of a voluntary relinquishment, is there a court order within six months of entry into care with the required best interest/contrary to welfare language? A copy of the court order containing the required court finding must be in the eligibility file.
- b). The State must obtain a judicial determination that reasonable efforts were made to finalize the permanency plan that is in effect within 12 months of the removal date and at least once every 12 months thereafter. A copy of all the necessary court orders must be in the eligibility file.
 - i). DCFS eligibility workers must enter the court order information into SAFE on the IV-E Court Order Language screen

3). Court ordered removal

- a). The State must obtain a judicial determination that reasonable efforts were made to finalize the permanency plan that is in effect within 12 months of the removal date and at least once every 12 months thereafter. A copy of the court orders necessary to document these findings must be in the eligibility file.
 - i). DCFS eligibility workers must enter the court order information into SAFE on the IV-E Court Order Language screen.

d. Eligibility placement requirements

1). Trial home placement

- a). A child's IV-E eligibility is discontinued if a child returns home for a trial home placement. If the child returns to a foster placement after a

trial home placement of less than six months, the child may regain IV-E eligibility, if State custody has continued during the trial home placement and if all the other IV-E eligibility requirements are met.

- b). If the child's trial home placement exceeds six months and the court has not ordered the trial home placement to continue, IV-E eligibility must be re-determined when the child returns to a foster care placement if State custody has continued during the trial home placement.
 - 2). Runaway
 - a). IV-E eligibility may continue during the period that a child is a runaway as long as State custody continues.
 - 3). Qualified placement
 - a). IV-E eligibility placement requirements for qualified placements apply for continuing IV-E eligibility. If a child is not eligible due to placement in an ineligible placement, eligibility may be reinstated the first day of the month in which the child returns to an eligible placement and the placement requirement has been met.
 - i). Were all the applicable background screenings completed for any foster, kin or proctor home placements during review period?
 - ii). Were the foster homes, group homes or residential facilities during the review period fully licensed?
 - iii). Was any placement during the review period a kin home?
 - iv). Has the court ordered that the child be placed in a specific placement at any time during this review period?
 - e. Requirements for IV-E reimbursability
 - 1). Runaway
 - a). Is or has the child been a runaway during the review period?
 - i). DCFS - IV-E reimbursability must be discontinued in SAFE for any full month when a child is a runaway. DJJS - CARE eligibility will be designated as a "3" during the runaway period.
 - 2). SSI eligibility
 - a). A child is not generally IV-E reimbursable if they are receiving SSI. Review circumstances with the IV-E specialist prior to ending or reducing SSI in favor of IV-E reimbursement.
 - i). DCFS – IV-E reimbursability in SAFE is "no" for any period of time when the child is receiving a full SSI payment. IV-E eligibility will show as "FE". DJJS – CARE eligibility will be a "2" when a youth is IV-E eligible, receiving SSI and is also eligible for FC Medicaid.
 - 3). Kinship Placement
 - a). Is the current kin placement or any kin placement during the review period fully licensed?
 - i). A probationary license for a kin home is not IV-E reimbursable. SAFE eligibility will be "FE", reimbursability is "no", for the period of time when the provider has a probationary license.
2. Review Summary
 - a. Document the findings for the review in section III on the review form.
 - 1). Record the IV-E eligible months in Part A. Also record the reason the child lost IV-E permanently for this custody episode in this section. Use the chart to document specific months of eligibility

- a). Review the electronic entry in SAFE or CARE for accuracy.
 - 2). Record the IV-E reimbursable months in Part B. Use the chart to document Specific months of reimbursability.
 - a). Review the electronic entry in SAFE or CARE for accuracy.
 3. Sign and date the review form. A signature is required on the review form.
- B. DCFS – Make a review entry in the SAFE SCF case activity logs using the policy attachment “IV-E/Medicaid-Review Completed” when the review is complete.

II. All foster care cases

- A. The Medicaid eligibility agency is responsible to review Medicaid eligibility at least once every 12 months. DHS is the Medicaid agency for children in foster care. There are two types of review processes:
1. Simplified review
 - a. These reviews are completed without the participation of the caseworker. The caseworker will receive a simplified review form, but is not required to send in the form or take any further action unless there is a change to the income or assets of the foster child. If there has been a change then the change must be reported.
 - b. If a change is reported the eligibility worker must take action on the change.
 - c. If there is no change reported the eligibility agency completes the review. *EREP* recertifies a the foster care program for another 12 months and automatically sets a new certification period. A note will be added in *eREP* that includes the type of review program and household members that are affected. A renewal notice will be automatically sent to the caseworker.
 - d. A foster care Medicaid program can receive simplified reviews until month 36.
 2. Mandatory reviews
 - a. A mandatory review is required during the 36th month of the foster care Medicaid program.
 - b. A mandatory review form will be sent to the caseworker. The caseworker is required to completed this review form and return it to the eligibility worker. If the caseworker does not return the completed review form, the foster care program will close and the foster care Medicaid eligibility will end at the end of that month. A notice of closure will be sent by *eREP* to the caseworker.
 - c. When the eligibility worker received the review form, they will process the review in *eREP*.
 - 1). Check review form for caseworker signature. Form must be signed.
 - 2). Complete an *eFIND* search. Compare the information on the review form with the *eFIND* information. Check for discrepancies.
 - 3). Complete the *eREP* review by clicking on the review link in the navigation bar on the program home.
 - 4). Add a new note on the program home. Narrate all eligibility items and actions taken, including the information indicating that an *eFIND* search was completed and no discrepancies were found or that the *eFIND* search discovered information that had not been reported to you and how you have addressed that information.
 - 5). *EREP* will automatically send a notice of decision for review completion.
 - 6). Include *eREP* review form in the eligibility file under the review tab.