

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 24, 2009

What's Inside:

Immediate review by IV-E Eligibility Specialists of all Alternative Care cases and assistance of Case Management Staff relating to this review

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: IV-E Eligibility Specialists Review and Entry of Protective Custody Information to Establish IV-E Eligibility for Children in Alternative Care and Assistance from Case Management Staff

DISCUSSION:

The purpose of this memorandum is to inform staff of immediate action necessary related to the review of Alternative Care cases by IV-E Eligibility Specialists to establish or correct information in FACES for IV-E Eligibility.

Title IV-E penetration rate determines the amount of federal funds we receive to contribute toward services for children in alternative care and to staff salaries. With the implementation of FACES Case Management and automation of Eligibility, missing Orders of Protective Custody dates and/or Protective Custody Hearing dates and related fields pertaining to IV-E eligibility criteria are causing the State to lose out on federal reimbursements. In order to capitalize on federal dollars, it is **essential** for Court Information entered in FACES to be accurate and complete.

As of today, IV-E Eligibility Specialists must review each and every Alternative Care case within specified timeframes as directed and verify the accuracy of, or enter in FACES as needed, the Court Information for Protective Custody Orders and Protective Custody Hearings. **This review and entry of Protective Custody Court Information by the Eligibility Specialists is to be completed for all alternative care cases from the specified period of time as directed no later than close of business on July 31, 2009.**

The Eligibility Specialists may need additional information or court orders in order to complete the review or eligibility determinations. QA Specialists, private agency QA staff, or other regional designees, will be coordinating efforts on behalf of the Eligibility Specialists for obtaining court orders from case management staff as needed for this review. Case Managers must be responsive to any requests from QA staff, designees or IV-E Eligibility Specialists during this period of time.

Remember, all court orders should always be sent to the IV-E Eligibility Specialists as a matter of practice.

I appreciate your fullest cooperation with this review process.

An instructional memorandum regarding the data entry process necessary for establishing IV-E Eligibility is forthcoming.

NECESSARY ACTION 1. Review this memorandum with all Children’s Division staff. 2. Make necessary data corrections as indicated. 3. All questions should be cleared through normal supervisory channels and directed to:	
PROGRAM MANAGER Meliny Staysa, QA Unit Manager 573-751-4832 Meliny.J.Staysa@dss.mo.gov	DEPUTY DIRECTOR Susan Savage 573-751-4319 Susan.K.Savage@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS Parental Resilience – N/A Social Connections – N/A Knowledge of Parenting and Child Development – N/A Concrete Support in Times of Need – N/A Social and Emotional Competence of Children – N/A	
FACES REQUIREMENTS N/A	