

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 18, 2014

What's Inside:Court
Information,
Case Member
and Eligibility
Enhancements

M E M O R A N D U M

TO: REGIONAL DIRECTORS, FIELD SUPPORT MANAGERS,
CIRCUIT MANAGERS AND SUPERVISORS

FROM: TIM DECKER, DIRECTOR

SUBJECT: COURT INFORMATION, CASE MEMBER AND ELIGIBILITY
FACES ENHANCEMENTS

DISCUSSION:

The purpose of this memo is to inform staff of enhancements and changes to Court Information, Case Member and the processing of IV-E Eligibility Determinations. These enhancements are the result of a system change requested, processed, and prioritized by the Change Control Board.

Court Information

A new selection of "Trial Home Visit Extension Court Order" has been added to the Court Activities dropdown on Court information screen in FACES. This new option will allow staff to document when a court order has been issued for a trial home visit extension. Trial Home Visit extension orders are typically granted by the court when the child is approaching 180 days on a trial home visit. The court order must specifically be worded in a way that extends the trial home visit for a specified length of time beyond 180 days. This option is only available for legal status 1 and 2 children who are already in a Trial Home Visit Temporary Location. When adding a Trial Home Visit Extension Court Order, staff will be required to enter in the following information:

- Trial Home Visit Extension end date specified in the Extension court order (the begin date will be auto populated from the court order date)
- Circuit Court
- Court Case Number
- Judge Name

Staff will be allowed to apply the Court Order extension to other qualifying siblings. Once a Trial Home Visit extension court order is entered, the "THV Extension End Date" will

now display on the Temporary Location screen. Staff can enter multiple Trial Home Visit extensions should the circuit court issue back-to-back court orders specifying the extension. For each extension, staff should add the new order reflecting the new THV end date.

Children previously determined as IV-E eligible who are on a trial home visit beyond 180 days without a specific extension order will be automatically switched to non-IV-E eligible per federal guidelines. Therefore it is critical for staff to enter extension orders in a timely manner, when granted by the Court.

A critical informational alert will be sent to the case manager and eligibility worker at 165 days on a THV if no extension order has yet been added. This alert will remind staff, if appropriate, to request an extension order from the circuit court. Again, the court order should contain specific begin and end dates for the THV extension.

A [PowerPoint](#) outlining changes for trial home visit extensions can be found on the FACES Information page

Case Member

The “Lives in Primary Household” field on the Case Member screen will no longer auto populate with a begin date. The user will be required to manually enter a begin date, if applicable. The following message will display on the screen to assist staff in determining if a begin date is appropriate:

“Lives in Primary Household: If this person was living in the removal home at the time of the AC child’s removal, then the Begin Date must be on or prior to the child’s LS1 date.”

Eligibility Changes

The Monthly Eligibility Determination batch will now wait until the second full month to run Initial Determinations that have not since been determined by a IV-E Eligibility Specialist. This will allow Eligibility staff more time to complete determinations manually and/or for Case Management staff to enter all of the necessary court and household information necessary for an accurate initial determination.

The online and batch process will now incorporate the 185% Standard of Needs test automatically as part of the determination process.

The system will now automatically change the receipt of Temporary Assistance (TA) default answer to ‘No’ when it is the first day of the calculation month after the TA Receipt ‘End Date’.

These FACES changes will be effective on December 4, 2014.

NECESSARY ACTION

1. Review this memorandum with all Children’s Division staff.
2. All questions should be cleared through normal supervisory channels and

directed to:	
PDS CONTACT Sheila Wood 573-526-0699 Sheila.Wood@dss.mo.gov	PROGRAM MANAGER Leanne Leason 573-526-0700 Leanne.D.Leason@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 N/A	
FACES REQUIREMENTS As stated in the memorandum	