

Lois A. Day, Administrator

Authorized Signature

Number: CW-AR-10-002

Issue Date: 06/15/2010

Topic: Adoptions

Due Date: 07/01/2010

Effective 7-1-2010: New Procedures for Title IV-E Adoption and
Guardianship Assistance and new Retention Schedule for Title IV-E

Subject: Eligibility Files

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): Attention: CAF
Child Welfare Title IV-E Specialists and
their Supervisors, Adoption Unit, Federal
Compliance Unit |

Actions Required: Effective July 1, 2010, Title IV-E Eligibility Specialists must begin using the following new procedures and retention schedule:

I. When completing an eligibility determination for Title IV-E Adoption Assistance or Guardianship Assistance, the Title IV-E Specialist will:

1. Complete the CF969c or CF973 using the form available in the DHS forms directory. Print two copies - one for the IV-E eligibility file and one to send in to the Adoption Unit with the application packet.
2. Copy all required information from the Title IV-E eligibility file to support the eligibility determination. (Please refer to "Required Documents" below.)
3. Copy the entire application packet received from the worker. File this copy of the packet in the Title IV-E eligibility file with the CF969c or CF973.
4. Send the Title IV-E determination (CF969c or CF973), the required documents from the Title IV-E eligibility file and the application packet to the Central Office Adoption Unit.
5. Retain the Title IV-E eligibility file at your workstation until the adoption or guardianship is finalized. (You will continue to receive a notice from the Adoption Unit when an adoption or guardianship finalizes.)
6. When you are notified that finalization has occurred, store the eligibility file in the same manner closed cases and/or provider files are stored in your office or in a storage facility.

In addition to the completed CF969c (Adoption) or CF973 (Guardianship), Title IV-E Specialists are required to provide the following supportive documentation:

Required Documents

INITIAL TITLE IV-E ELIGIBILITY DETERMINATION	
Court Ordered	VPA or VCA
<ul style="list-style-type: none"> • Petition • First court order addressing removal (for “best interest” finding and often “reasonable efforts to prevent” finding) • Court order containing “reasonable efforts to prevent finding” (if the reasonable efforts finding is in a different court order than the Best Interest finding) 	<ul style="list-style-type: none"> • Voluntary placement or custody agreement (if applicable)
<ul style="list-style-type: none"> • Documentation of AFDC linkage (WLGR, 178, 183, 184, documentation of deprivation, etc.) • Determination (168 and/or 231a) and narrative • Minor mom worksheet if applicable 	<ul style="list-style-type: none"> • Documentation of AFDC linkage (WLGR, 178, 183, 184, documentation of deprivation, etc.) • Determination (168 and/or 231a) and narrative • Minor mom worksheet if applicable
<ul style="list-style-type: none"> • If in-state provider, copy of IPDD screen • If Out-of-state provider, copy of certificate from other state and IPDD 	<ul style="list-style-type: none"> • If in-state provider, copy of IPDD screen • If Out-of-state provider, copy of certificate from other state and IPDD

~~ FOR GUARDIANSHIP ASSISTANCE ONLY ~~ TITLE IV-E ELIGIBILITY REDETERMINATION	
<i>(Redetermination information is no longer required for Adoption Assistance cases)</i>	
Court Ordered	VPA or VCA
<ul style="list-style-type: none"> • Court order containing “reasonable efforts to achieve the permanency plan” finding) 	<ul style="list-style-type: none"> • Court order within 180 days of placement containing “Best Interest to remain in substitute care” finding
<ul style="list-style-type: none"> • Redetermination (169, 179, etc.) and narrative 	<ul style="list-style-type: none"> • Redetermination (169, 179, etc.) and narrative
<ul style="list-style-type: none"> • If Out-of-state provider, copy of certificate from other state and IPDD • If in-state provider, copy of IPDD screen 	<ul style="list-style-type: none"> • If Out-of-state provider, copy of certificate from other state and IPDD • If in-state provider, copy of IPDD screen

Reason for This Action: Our practice has been to send the Title IV-E eligibility file to the Adoption Unit at the time the Adoption or Guardianship is finalized. Issues with this practice include (but are not limited to):

- Additional workload for the Title IV-E Specialist at the time of the adoption or guardianship finalization to prepare eligibility file materials and send them in to the Adoption Unit;

- Additional workload for the Adoption Unit to match up the eligibility files with adoption or guardianship files already created;
- Eligibility files may be lost in transit or lost/misfiled after being received in the Adoption Unit – if they can't be found, and the Title IV-E Specialist didn't keep a copy, the Title IV-E Specialist must try to recreate the eligibility file;
- When a file has to be returned to the Title IV-E Specialist due to a dissolved or disrupted adoption or guardianship, there is an additional workload for the Adoptions Unit to reassemble the Title IV-E eligibility file materials and send it back.

II. Effective July 1, 2010, Title IV-E Specialists will begin using the following retention schedule for Title IV-E Eligibility Files.

TITLE IV-E ELIGIBILITY FILE RETENTION SCHEDULE -- Effective 7/1/2010	
Description	Retention Schedule
Title IV-E eligibility files audited by either the Administration for Children and Families (ACF) or by the Oregon Secretary of State's office (or contractor)	Must be kept permanently
Title IV-E eligibility files for children who exited foster care to finalized Adoption Assistance or Guardianship Assistance cases	Must be kept until the child's 25 th birthday
All other Title IV-E eligibility files	Must be kept until after the fourth Federal Fiscal audit cycle has passed. <i>For example, cases open at any time during Federal Fiscal Year (FFY) 2009 (10/1/08 through 9/30/09) cannot be purged until the beginning of FFY 2013 (on 10/1/12).</i>
Reason for this Action: It is critical that certain Title IV-E Eligibility Files be retained indefinitely, or longer than the case file retention schedule would require. We felt it necessary to provide more details about proper retention of eligibility files.	

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s):	Debbie Milligan		
Phone:	503-945-6654	Fax:	503-581-6198
E-mail:	Debbie.Milligan@state.or.us		