

Lois A. Day, Administrator
Office of Safety & Permanency for Children

Authorized Signature

CW-AR-10-003

Number: Amended

Issue Date: 07/01/2010

Topic: Adoptions

Due Date: 07/01/2010

Subject: Effective 7-1-2010: New Procedures for Title IV-E Adoption and Guardianship Assistance and new Retention Schedule for Title IV-E Eligibility Files. **This is the corrected version of the AR issued 6/15/10.

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, Central Office
Adoption Unit, Federal Compliance Unit |

Issues with Current Procedures

At the time the adoption or guardianship is finalized, Title IV-E eligibility files are sent to the Adoption Unit. Issues 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 cannot be found, and the Title IV-E Specialist did not keep a copy, they must try to recreate their 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 additional workload for the Adoptions Unit to reassemble the Title IV-E eligibility file materials.

New Procedures for Adoption Assistance and Guardianship Assistance Determinations

Effective July 1, 2010, the Title IV-E Specialist will:

1. Complete the determination using the CF 969c or CF 973 form available in the DHS forms directory. Print 2 copies - one for the Title IV-E eligibility file and one to be distributed.
2. Copy all required information from the Title IV-E eligibility file to support the eligibility determination. (Please refer to “Required Documents” list below.) Distribute as shown below:
 - a. For the CF 969c: Attach the CF 969c and the copies from the Title IV-E eligibility file, and add to the packet provided by the caseworker. Send materials in to the Central Office Adoption Unit.
 - b. For the CF 973: Attach the CF 973 to the copies from the Title IV-E eligibility file and give to the caseworker who requested the Guardianship Assistance determination.
3. 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.)
4. 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.

Required Documents

In addition to the completed CF969c (Adoption) or CF973 (Guardianship), you are required to provide the following documentation:

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)

INITIAL TITLE IV-E ELIGIBILITY DETERMINATION

Court Ordered	VPA or VCA
<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

(Redetermination information is not required for Adoption Assistance cases)

Court Ordered	VPA or VCA
<ul style="list-style-type: none"> • Court order(s) 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"> • Redeterminations (169, 179, etc.) and narratives 	<ul style="list-style-type: none"> • Redeterminations (169, 179, etc.) and narratives
<ul style="list-style-type: none"> • If Out-of-state provider, copy of certificates from other state and IPDD screen prints • If in-state provider, copy of IPDD screen prints 	<ul style="list-style-type: none"> • If Out-of-state provider, copy of certificate from other state and IPDD screen prints • If in-state provider, copy of IPDD screens

Retention of Title IV-E Eligibility Files

FILE RETENTION	
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

FILE RETENTION

Description	Retention Schedule
	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>

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s):	Debbie Milligan		
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