

<b>Policy Title:</b>	Payment Procedures – Policy		
<b>Policy Number:</b>	I-E.5.1.1		<b>Effective Date:</b> 07-01-2009

Approved By: *on file*

Date Approved:

Policy

Procedures

Forms, etc.

References

Contact

## Reference(s):

- None

## Form(s) that apply:

- CF 294, "Administrative Expense Voucher"
- CF 809, "Over-Under Payment Worksheet"  
<http://dhsforms.hr.state.or.us/Forms/Served/CE0809.pdf>
- IFDN, "Service Verification"

## Policy:

### **Purpose**

These procedures explain necessary authorization of payments, eligibility verification and standardized payment for the care of a child or young adult in the legal care or custody of the Department and in substitute care.

### **Procedures**

#### **(1) Authorization of Substitute Care Payments**

- (a)** Payments made to a substitute caregiver on behalf of an eligible child must be authorized and entered in the Department's electronic data system within a maximum of three working days from the date:
  - (A)** A child or young adult is placed in substitute care;
  - (B)** Enhanced supervision is administratively approved; or
  - (C)** A personal care service is administratively approved.
- (b) Payment Procedure:**

- (A) Branch identifies direct payment liaison who enters substitute care service changes into the Department's electronic data system within one working day after receipt of any substitute caregiver changes from the caseworker; and
- (B) Administrative staff at central office enters Enhanced Supervision payments and Personal Care Services into the Department's electronic data system.
- (c) Substitute care payments must be authorized by both the child's worker and the worker's supervisor using the weekly transaction report.
- (d) Authorization for a child or young adult's temporary absence, of no more than 14 days, from contracted providers (foster family group homes and group care providers) must be sent on SYSM on a CF 1603 to the Purchase of Care Clerk.
- (e) To initiate a payment for an independent living subsidy participant the caseworker must submit a CF 75, CF 76 and CF 77 to the ILP desk, housed at central office.

(NOTE: Subsequent payments are made manually by the direct pay liaison each month on the IFDN check run.)

- (f) To initiate a family foster care payment for an Indian child in the home of a relative the client ethnic type must be "I" - displayed on face sheet (ICDB) and ICDK. The eligibility code, service type and method for service must also be completed. If any other payments are to be charged to this budget the payment document (i.e., CF 294) must be clearly marked "Non IV-E Indian Relative Care" or coded with Cost Center 100 and Object Code 980460.
- (g) **Verification of Base Rate Payments:**
  - (A) Using the Service Verification Hard Copy (IFDN), the caseworker must verify each month that the base rate, enhanced supervision, and any personal care service payment amounts listed for the pay period and the projected end date for each client are accurate. If incorrect information is identified, the worker is responsible to correct it and to sign the report verifying that it is accurate as corrected.
    - (i) The supervisor shall initial and date the IFDN verifying that the information is accurate as corrected by the caseworker and routes for data entry to release payments;
    - (ii) The signed and initialed IFDN's are to be filed in the branch office and retained for a period of four years for audit purposes.
  - (B) If a child or young adult enters care after the Service Verification Hard Copy (IFDN) is created, payments are authorized by a "Weekly Transaction Report." Ongoing payments will be verified using the IFDN.
  - (C) A monthly report is produced listing all over and underpayments. A copy of this report is sent to the branch manager for review, signature and routing

to appropriate staff for filing. Such review will assure that the branch manager is aware of all payment adjustments.

- (h) Title IV-E-FC Eligibility Verification. The eligibility worker will review the Paid Service Verification report each month to assure all cases have had a Title IV-E-FC eligibility determination. At the same time each eligibility code will be reviewed to determine Title IV-E-FC applicability. The eligibility worker will make corrections as appropriate.
- (i) **Termination of Payment:**
  - (A) Action to stop payment must be entered into the Department's electronic data system within a maximum of three working days of the child or young adult leaving the home or facility. The following procedure should be followed:
    - (i) Caseworker calls the direct payment liaison when a child is removed from a foster home or a facility;
    - (ii) Direct payment liaison enters service change into the Department's electronic data system within one working day of caseworker's call;
    - (iii) Direct payment liaison consults with the child or young adult's caseworker when additional information is needed for the Department's electronic data system input;
    - (iv) Direct payment liaison notifies certification worker of vacancy within one working day of the caseworker calling the liaison.
  - (B) When an adoption assistance service is opened on the Department's electronic data system, central office adoptions will close the open foster care payment on the child's prior case number and notify the branch. (Refer to OAR 413-090-040, policy I-E.5.1, for clarification on foster care payments for children in adoptive placements.) The child's trust account is also transferred to the adoption assistance case number by central office staff.
  - (C) When the Department is relieved of a child or young adult's custody, an accounting of the child or young adult's trust account must be made. Refer to policy III-B.5 for policy regarding disposition of any funds remaining in the account.
- (j) **Payment Adjustment.** The CF 809 (The Over/Under Payment Worksheet) must be completed and signed by the caseworker's supervisor for each over or underpayment entered on the Department's electronic data system.

(2) **Standardized Rates:**

- (a) Family Foster Care In-State/Shelter Care/Family Group Home. Family foster care in-state rates, shelter care, enhanced shelter care, and family group home payments are determined biennially and will be furnished to providers upon request and to Department staff through a policy information memorandum; and

- (b) Independent Living. The maximum monthly subsidy is determined by the Department. See policy I-E.4.4 for guidelines for setting the amount for individual participants.
- (3) **Foster Care Base Rate.** The statewide base rate payment is reviewed by the Director of Children, Adults and Families on a biennial basis to assure continued appropriateness.

**Contact(s):**

- **Name:** CAF Reception; **Phone:** 503-945-5600