

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

Revenue Enhancement Division (RED)

2-2-1 Page 1 of 3

Policy

DCF shall operate a Revenue Enhancement Division (RED) within the Fiscal Services Division to:

- maximize reimbursement from federal agencies for expenditures for services to children and families served by DCF
- determine eligibility, enroll or facilitate enrollment, and maintain eligibility for medical benefits for all children in the care and custody of DCF
- facilitate the ordering of in-state and out-of-state birth certificates
- manage the financial Representative Payee responsibilities for benefits paid by Social Security Administration (SSA) to the Department on behalf of committed youth
- lead in arranging, preparing and cooperating with periodic and independently conducted audits
- other related duties as set forth below

Legal Reference: Title IV of the Social Security Act, USC §§601-687, subchapter IV, chapter 7, Title 42

Cross Reference: DCF Policy 2-2-1 E, "Medical Eligibility"

Title IV-E and IV-B Programs

DCF shall administer the programs under both the Title IV-E State Plan and the State Child Welfare Services Plan under subpart 1 of Title IV-B of the Social Security Act. DCF shall provide reports containing any and all information required by the Secretary of Health and Human Services under these programs and shall further monitor and conduct evaluations of activities carried out in the Title IV-E program.

The Title IV-E and IV-B Plans for the State of Connecticut are in effect in all political subdivisions and service areas.

RED shall take the lead in arranging, preparing for and cooperating with periodic and independently conducted audits of the Title IV-E and IV-B programs that are held no less frequently than once every three years.

Title IV-E Cost Allocation Plan (CAP)

RED shall be responsible for maintaining and updating the Title IV-E Cost Allocation Plan (CAP). The Cost Allocation Plan shall specify how allowable costs are calculated. Factors included in this calculation are:

- the percentage of children who are eligible for Title IV-E reimbursement (compared with the total number of children in out-of-home care), and
- the percentage of DCF's activities that qualify for the Title IV-E funding, as measured by the Random Moment in Time Study (RMTS)

Federal funding (Federal Financial Participation or FFP) is available at the rate of 50% for allowable administrative costs and 75% of allowable training costs as set forth in Title IV-E as defined in 45 CFR § 1356.60.

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

Revenue Enhancement Division (RED)

2-2-1 Page 2 of 3

Allowable Costs or Activities

The following types of costs or activities are allowable:

- the determination and redetermination of eligibility, administrative hearings and appeals, and other costs directly related to the administration of the foster care program
- referrals to services
- preparation for and participation in judicial determinations
- placement of the child
- development of the case plan
- case reviews
- case management and supervision
- recruitment and licensing of foster homes and institutions
- rate setting
- a proportionate share of related agency overhead as determined by the CAP
- costs related to data collection and reporting
- short-term and long-term training at educational institutions and in-service training

Claiming Procedures

Administrative and training costs shall be claimed quarterly according to the CAP. The following procedures shall be followed by the Fiscal Administrative Supervisor:

- obtain the total quarterly agency spending as detailed in the Comptroller's monthly expenditure report
- assign DCF spending to cost pools as specified in the CAP
- obtain fringe benefit costs from the Comptroller to assign total overhead costs
- obtain other DCF overhead costs that are paid by agencies other than DCF, including the DCF portion of the Statewide Cost Allocation costs and the Court Monitor's costs
- compile the results of the Random Moment in Time Study
- compile the numbers of children eligible for Title IV-E reimbursement and those children not eligible for Title IV-E reimbursement

Pre-Placement Administrative Costs

DCF shall claim pre-placement administrative Title IV-E funding for otherwise eligible children receiving in-home services and who are at imminent risk of removal from the home.

Legal reference: Public Law 109-171 (2005), Social Security Act - sections 471(a)(15)(B)(i), 474 and 479B; 45 CFR Part 1356.60

The Social Worker assigned to a case involving a child eligible for pre-placement administrative Title IV-E funding shall:

- determine if the child receiving in-home care is at imminent risk of removal from the home, assess the family's likelihood of future maltreatment, the need for continued protective services involvement and determine the intensity of service provision

Continued on next page

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

Revenue Enhancement Division (RED)

2-2-1 Page 3 of 3

**Pre-Placement
Administrative
Costs
(continued)**

- review the case every 90 days to determine (or predetermine) as to whether the child remains at imminent risk of removal from home
- provide justification for continuing the plan if the child remains "at risk."

In order to be eligible for pre-placement administrative IV-E funding:

- the child must be at imminent risk of removal from the home

AND, EITHER

- reasonable efforts are being made by DCF to prevent the removal
- or**
- DCF is pursuing the removal of the child from the home.

DCF shall use the Random Moment Time Study (RMTS) to determine the candidacy rate and apply the in-home Title IV-E eligibility rate (penetration rate) to determine the amount of allowable administrative costs.

Funding shall begin in the month in which candidacy is documented.

**Random
Moment Time
Study (RMTS)**

RED shall be responsible for coordinating the Random Moment in Time Study (RMTS), an automated tool that allows DCF to account for the use of staff time when DCF claims federal funding for its programs.

See: 2-2-1 Attachment A, "Random Moments Time Study"
