

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

IV-E Determination and Redeterminations

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Policy The Revenue Enhancement Division shall ensure that a Title IV-E eligibility determination is conducted in every appropriate case, and re-determinations are completed annually on all Title IV-E eligible children.

Initial Determination – Roles and Responsibilities The roles and responsibilities assigned to the Social Work and to the Eligibility Services Worker regarding the initial determination that a child is title IV-E eligible are as follows.

The Social Worker shall:

- gather demographic, social and financial information about the child and the child's family
- answer all questions on the electronic DCF-550, "Title IV-E XIX Application."

The Eligibility Services Worker shall:

- review the data received from the Social Worker
 - review the electronic case record for additional information
 - access information gathered by the Department of Social Services (DSS) via its eligibility management system
 - contact the Social Worker to obtain any missing data
 - determine the Title IV-E eligibility based upon all data received
 - update the Title IV-E record and code(s) in the appropriate databases
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Redetermination Roles and Responsibilities The roles and responsibilities assigned to the Eligibility Services Worker regarding the annual redetermination that a child is Title IV-E eligible are as follows:

- annually review data collected from the DCF computer system and the DSS Eligibility System
- determine continued Title IV-E eligibility

Note: For specific worksheet and formulae information, please refer to the Title IV-E Procedures Manual.

Closing Out the IV-E Case Upon notification that a child's case has been closed, the Title IV-E Unit shall complete the redetermination process to the point at which the child returned home or left DCF care.
