



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

BPRO Fall Conference

Hampton - October 2024



Introductions

Program Manager:

Jennifer Phillips

IV-E Supervisor:

Kristie Jones

CFSR Supervision:

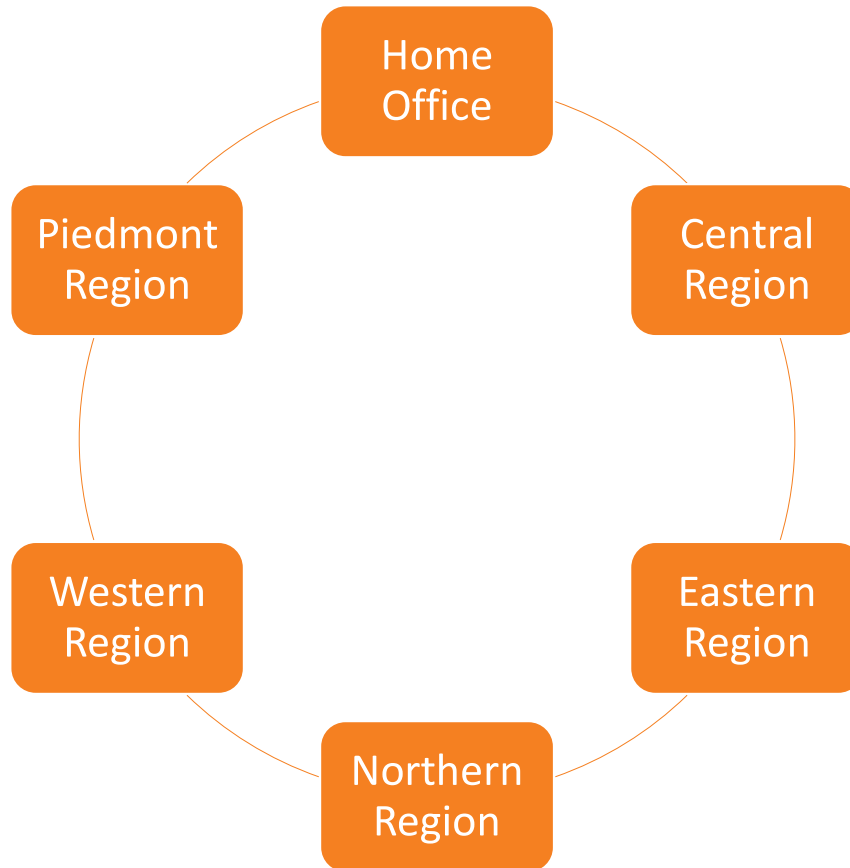
Meghan Yeatts

IV-E In Home:

Ivey Tupponce



Quality Assurance and Accountability



- Home Office
- Program Manager
 - Program Supervisors
 - Data Team

- Region
- 4 – 5 Consultants

Agenda

- **QAAs Role**
- **Federal Review**
- **Continuously licensed resource home**
- **Kinship foster home**
- **Communication**
- **Best practices**
- **Open discussion**
- **Q&A**

Quarterly Reviews

New Case Validations

- Reviews all new foster care cases to ensure proper IV-E eligibility determinations
- Payment accuracy

Title IV-E Ongoing Reviews

- Reviews ongoing judicial activity
- Placement information
- Verifies proper use of IV-E funds

Federal Review

February 24-28, 2025



What To Expect

PUR: April 1, 2024- September 30, 2024

Eighty cases (80) and twenty (20) over-sample cases

VDSS receives the list of cases

Cases are initially reviewed to ensure the case meets sample criterion

LDSS with cases selected will be immediately notified

Receiving the Sample

- Notification of review will be sent via email
- Agency, will review for case applicability
- Follow the instructions on the email
 - May require more than one standard payment record (SPR)
 - Agencies using an approved alternate electronic record will receive instructions



How to Prepare

**Complete
Certification
Review**

**Return
certification
document to
Kristie Jones**

**Due date for
Certification
Review is 11/30/24
(to include LASER
adjustments)**

**Don't wait...start
now!**

Suggested Review Tool

Title IV-E Review Tool

REVIEWER NAME:

PERIOD UNDER REVIEW: APRIL 1, 2024 – SEPTEMBER 30, 2024

For every "no" answer, fill out the actions taken worksheet at the end of the tool.

Child Information: Ensure information in eligibility file matches OASIS. Notify any discrepancies to FSS.

OASIS Case #:	Client ID #:
Child's Name:	Correct in OASIS:
Date of Birth:	Correct in OASIS:
SSN:	Correct in OASIS:
Gender:	Correct in OASIS:
IV-E Eligibility:	Correct in OASIS:

Court Information: Ensure all court orders listed in OASIS are in eligibility file.

Are all court orders listed in OASIS in the eligibility file?

Annual Judicial Reviews: Ensure there is a valid AJR during the period under review. IV-E Manual 1.6.4

Date Removed:	Date Entered Foster Care:
---------------	---------------------------

Was the child in foster care 12 months or more before the last day of the PUR?

If no, an annual judicial review was not due for the PUR. If yes, fill in chart below.

Goal	Date Judicial Determination Due (Month/Year)	Date Judicial Determination Made (Month/Year)	Is this decision timely? (Yes or No)	If untimely, was IV-E maintenance paid for the period? (Yes or no)

If IV-E maintenance was paid during a period with an untimely decision, the IV-E maintenance payment is in error.

Certification Document

Certification of Internal Review of Eligible Case for IV-E

Locality Name:

After all cases identified have been reviewed within your agency, please select from the following options:

We certify that all identified cases have been reviewed and all proper documentation are in the files and no ineligible IV-E expenditures were found.

We certify that all identified cases have been reviewed and the following cases have been identified as having ineligible IV-E expenditures during PUR which have been adjusted in LASER. List each case below and attach LASER documentation.

Child Name	OASIS Client ID	Date of Birth	Error Reason	Error Dates	Error Amount
Jane Smith	111111	2/5/20	The annual judicial review was due by 5/30/24; however, the agency did not get to court until September 5, 2024. IV-E funds were used.	6/1/24 – 8/31/24	\$4,500.00

How to Prepare

Conduct quarterly reviews at the beginning and end of the PUR

(be mindful of all payments issues)

Review resource homes

(in house)

Keep OASIS updated

Communication is key!

Continuously Licensed Resource Home



Meet Mary!

Mary has been an approved LDSS resource home since 2013.

Today is 08/01/24 and Billy, approved for IV-E funding, is being placed in her resource home.





Let's check Mary's resource home file...

- ✓ Current Certificate of Approval (COA)
06/15/2022 – 06/15/2025
- ✓ Reapproval Provider Checklist
Current VA Criminal Name search & CPS checks

Looks OK to me....but this is a IV-E child. ***I need to dig deeper.***

I need to ensure that there has never been a lapse in the COAs or in safety checks!

A review of Mary's resource home file reveals the following:

Resource Home	Resource #	Type	COA (Certificate of Approval)	Safety Checks
Mary	1234567	LDSS	06/15/22 – 06/15/25	VA Name Search & CPS checks
Mary	1234567	LDSS	06/15/19 – 06/15/22	VA Name Search & CPS checks
Mary	1234567	LDSS	06/15/16 – 06/15/19	VA Name Search & CPS checks
Mary	1234567	LDSS	04/31/13 – 04/31/16	Federal Fingerprint & CPS checks

There was a LAPSE in the COA in 2016.

The prior COA expired **04/31/16** and the next COA wasn't issued until **06/15/16**.

The home did not have a valid COA from **05/01/16 to 06/14/16!**

Resource Home	Resource #	Type	COA (Certificate of Approval)	Safety Checks
Mary	1234567	LDSS	06/15/22 – 06/15/25	VA Name Search & CPS checks
Mary	1234567	LDSS	06/15/19 – 06/15/22	VA Name Search & CPS checks
Mary	1234567	LDSS	06/15/16 – 06/15/19	VA Name Search & CPS checks
Mary	1234567	LDSS	04/31/13 – 04/31/16	Federal Fingerprint & CPS checks

I'm not going to panic, we'll be OK if Federal Fingerprint checks were completed when the 06/15/16 COA was issued.

But, no... the **last** Federal Fingerprint checks were completed in 2013.

Resource Home	Resource #	Type	COA (Certificate of Approval)	Safety Checks
Mary	1234567	LDSS	06/15/22 – 06/15/25	VA Central Registry & CPS checks
Mary	1234567	LDSS	06/15/19 – 06/15/22	VA Central Registry & CPS checks
Mary	1234567	LDSS	06/15/16 – 06/15/19	VA Central Registry & CPS checks
Mary	1234567	LDSS	04/31/13 – 04/31/16	Federal Fingerprint & CPS checks

Due to the LAPSE in COAs, from the perspective of our Federal Partners and for **IV-E purposes**, all subsequent COAs are **invalid for Title IV-E funding** *until* new Federal Fingerprints are completed!

Resource Home	Resource #	Type	COA (Certificate of Approval)	Safety Checks
Mary	1234567	LDSS	06/15/22 – 06/15/25 Invalid	VA Central Registry & CPS checks
Mary	1234567	LDSS	06/15/19 – 06/15/22 Invalid	VA Central Registry & CPS checks
Mary	1234567	LDSS	06/15/16 – 06/15/19 Invalid	VA Central Registry & CPS checks
Mary	1234567	LDSS	04/31/13 – 04/31/16	Federal Fingerprint & CPS checks

If Billy is placed with Mary, **IV-E funds cannot be used** until a resource home reapproval is completed that include NEW fingerprint checks.



Dates to Remember

Prior to 2020

- The safety checks ran out with the end date of the certification.

Effective
January 1, 2020

- Safety Checks ran for 36 months from the date of the last checks

COVID Waiver

- Re-approval process suspended through state of emergency (April 2020 – December 31, 2020)
- Requirement to obtain all verifications for resource homes by March 31, 2021
- Upload COVID waiver



Job Aids

- All IV-E Federal Review Information
- All Resource Home Clean Up Information

<https://fusion.dss.virginia.gov/dfs/DFS-Home/Title-IV-E/Title-IV-E-Federal-Review-2025>



Where collaboration and creativity SPARK positive change

TITLE IV-E FEDERAL REVIEW 2025

Title IV-E Federal Review Documents

- 2025 Federal Title IV-E Foster Care Eligibility and Payment Review Reminder Broadcast
- 2025 Federal Title IV-E Review and Resource Home Clarification Action Needed Broadcast
- 2025 Federal Title IV-E Review and Resource Home State Repayment Extension Broadcast
- 2025 Federal Title IV-E Review and Resource Home Clean-up Completion
- Due Date Calculator for Local Agencies
- Federal Title IV-E Foster Care Eligibility and Payment Review Reminder Broadcast
- Licensed Child Placing Agencies - Virginia Department of Social Services
- Q&A for Resource Home Clean Up
- Resource Home Process Document
- Resource Home Reapprovals
- Resource Home Review Job Aid
- Title IV-E Review and Resource Home Clarification

Kinship Foster Home Placement



1.6.2.1 Kinship foster parent placement

Kin or fictive kin are identified when the following are completed:

- Home Visit
- VA State Police Name Search and CPS Central Registry
 - ✓ If no barrier crimes or CPS findings – child can be placed

During this time IV-E FUNDS cannot be used!

Checklist for *Initial* Provider Approval

Top section:


Completed to show foster parent information.

Background Checks section:


Virginia State Police criminal name search and a Central Registry name search dates are listed.

Has a kinship foster parent waiver been submitted?

Yes/No and Date are needed



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



Division of
Family Services

Checklist for Initial Provider Approval

Based on 22VAC40-211

Agency: _____

Type of Provider Approval: Dual Respite Only ICPC # (if applicable): _____

Applicant A: _____

Applicant B: _____

Other adult caregivers in the home: _____

Background Checks:

Adoption reminder: Approval must be maintained until finalization and federal criminal checks completed within 18 months of finalization

Requirements to initiate placement in a kinship foster home:

Names of All Adult Household Members	VA State Police Name Check		OASIS Search	
	Requested date	Results date	Requested date	Results date

Date of Physical Home Environment Checklist: _____

Has a kinship foster parent waiver been submitted? Yes No N/A Date kinship waiver expires: _____

Kinship Waiver

- ✓ Kinship Waiver must be submitted in Qualtrics which is located on FUSION.
- ✓ The waiver is a place holder for approval requirements such as physical exams, TB testing, pre-service training, and Mutual Family Assessment (MFA).
- ✓ The submission email needs to be uploaded to COMPASS.

Once the results of background checks that indicate “eligible” for all adult household members and the results of CPS Central Registry searches for all household members are absent of CPS findings a certificate of approval may be issued.

Requirements for ALL foster home approvals:

Names of All Adult Household Members	Federal Fingerprint Criminal Record Check		VA Central Registry & CPS from Other States		DMV Check For Caregivers & Household members		Signature Statement
	Requested date	Results date	Requested date	Results date	Requested date	Results date	Date signed

complete

complete

These may be waived

Parent 1 fingerprints are back 3/30/24
 Parent 2 fingerprints are back 4/2/24
 COA begins 4/2/24

Title IV-E funding eligibility begins at the beginning of the month during which the certificate of approval is issued

Requirements for ALL foster home approvals:

Names of All Adult Household Members	Federal Fingerprint & Criminal Record Check		VA Central Registry & CPS from Other States		DMV Check For Caregivers & Household members		System Statement
	Requested date	Results date	Requested date	Results date	Requested date	Results date	Date signed

complete

complete

These may be waived

COA begins 4/2/24

IV-E funding can begin 4/1/24 – it does NOT automatically go back to the placement date

Waiver is in effect for 6 months from the date the child is placed in the kinship foster home.

- If Qualtrics completion of waiver email is **NOT** completed within 6 months:

IV-E funding must be suspended

- If Qualtrics completion waiver email **IS** completed:
 - ✓ Completion waiver uploaded to COMPASS
 - ✓ A new, complete provider checklist is provided to the BPS worker

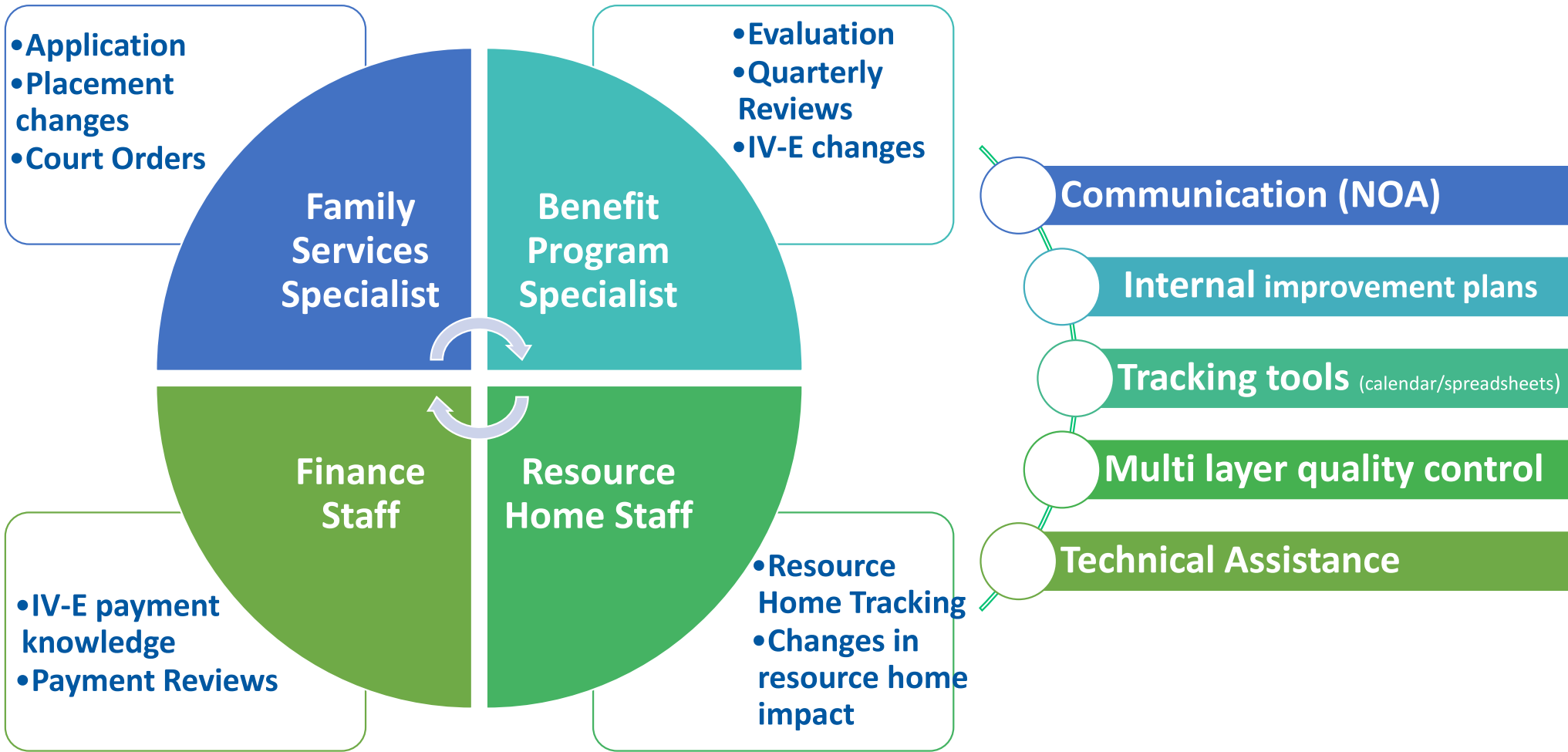


Best Practices

Communication...



and Internal Reviews



IV-E Roles within LDSS

Intentional Communication



- Develop IV-E work groups
- Conduct monthly meetings with everyone who touches IV-E cases
 - Services
 - Benefits
 - Finance
 - CSA Coordinator
- Read the documents/Ask questions
- Move the IV-E worker into the services unit
- Have CPS workers assist with IV-E applications

Internal Reviews



Benefit Program Specialist should conduct quarterly reviews of electronic file and OASIS

Check placements

- ❑ Pull OASIS face placement sheet and go through the resource home information listed and the information you have in COMPASS to ensure your have:
 - ✓ Current COA
 - ✓ Provider Checklist
 - ✓ LCPA license (if LCPA home)
 - ✓ Non-conviction letters (if LCPA home)
 - ✓ ***Ensure there were no lapses in the COA or safety checks at renewal***

Internal Reviews



Benefit Program Specialist should conduct quarterly reviews of the electronic file and OASIS

Payments

- ✓ Maintenance payments are correct
- ✓ Current VEMAT in the file and correct payment
- ✓ Clothing receipts
- ✓ Daycare license is still current
- ✓ Transportation BID in place and verification of mileage, contract, etc.

Internal Reviews



Benefit Program Specialist should conduct quarterly reviews of electronic file and OASIS

Court orders

- Read the orders
Ask questions on things you don't understand
- Reasonable efforts are in place for the current goal
Or a goal that was in place in the last 12 months
- Signed by the judge

Tools and Job Aids – FUSION Page

- <https://fusion.dss.virginia.gov/dfs/DFS-Home/Title-IV-E>

TITLE IV-E

This is a federal program designed to provide funding to states to ensure proper care for eligible children in foster care and to provide ongoing assistance to eligible children with special needs receiving adoption subsidies. The program is authorized under Title IV-E of the Social Security Act and it is funded by federal and state/local matching funds. Administration is handled by state and local public child welfare agencies.

Title IV-E is a program under which the Commonwealth of Virginia is entitled to reimbursement for certain foster care and adoption expenses. Although there is no cap on reimbursement, it is limited to three areas and the funding formula is different for each:

1. Maintenance (e.g. room, board and transportation to visit parents and siblings)
2. Administration (e.g. eligibility determination and case management activities)
3. Training (e.g. training for child welfare staff and foster and adoptive parents)



QAA Title IV-E
Contacts

Main Navigation

- Broadcasts
- Forms
- Guidance
- Publications
- Reports
- Resources and Job Aids

Pages by Topic

- Title IV-E Federal Review 2025
- Quarterly QA Reviews
- Title IV-E "Did You Know"
- Title IV-E Pass Through Grant
- DOE Daycare License

Shortcuts

- Code of Virginia Title 63.2 Welfare
- Administration for Children & Families (ACF)
- Code of Federal Regulation (CFR)
- OASIS
- Foster Care (FC) Manual

Title IV-E Resources and Job Aids

- 180 Day Due Date for IV-E
- 5th Degree of Relationship
- 60 Day Due Date for Obtaining Reasonable Effort
- AFDC 100% Standard of Need Limits
- AFDC 185% Standard of Need Limits
- AFDC Grouping of Localities
- AFDC Standard of Need
- Annual Judicial Review Tracking Sheet
- Application Quick Reference Guide
- Constructive Removal Checklist #2
- Definitions and Detail Title IV-E Allowable Costs
- Determining Removal Home
- Due Date for First AJR
- Eligibility Checklist for IV-E Documents
- Family First Requirements for QRTP Placements
- Forming the AU Flowchart
- IV-E Case File Sections
- IV-E Foster Care Eligibility Flowchart
- IV-E Quick Reference Tool
- LEDRS Presentation for RAMS and OM: Slides | Webinar
- Legal Custody Flowchart
- OASIS Instructions for Eligibility Workers Reports
- Services Checklist for Initial Application
- Stepparent/Deeming Worksheet
- Thomas Bros. Case Action
- Thomas Bros. Operating Manual
- Thomas Bros. with Subcategory Enhanced Maintenance
- Thomas Bros. with Subcategory Maintenance
- Thomas Bros. without Subcategories
- Title IV-E Foster Care Shared Fiscal Accountability Matrix-July 1, 2015
- Title IV-E Foster Care Shared Fiscal Accountability Matrix-July 1, 2018
- Title IV-E Federal Instrument
- Title IV-E Prevention Funding Checklist

QUARTERLY QA REVIEWS

Title IV-E Documents

- New Foster Care Funding Checklist
- Creating SPR file from Thomas Brothers
- Standard Payment Record V3
- Title IV-E Ongoing Review Checklist
- How to Create a Zip File
- Title IV-E COMPASS|Portal Naming Convention - Updated 02.02.2022
- Title IV-E Shared Fiscal Accountability and Management Plan
- DRAFT Title IV-E Shared Fiscal Accountability and Management Plan - Effective 10.01.2022

Reports

- FY20 Quarterly QA Ongoing Review Breakdown

Tools and Job Aids

QUESTIONS

