Home Approval Transition Period For Relative Caretakers

Number: 45-025
Date: 7/01/2009

PURPOSE

The purpose of this policy is to allow a dependent child to receive cash and Medi-Cal benefits from the California Work Opportunity and Responsibility to Kids (CalWORKs) program until the home of the relative caretaker is approved without the use of county funds. This policy will also provide a cost saving measure to the county.

APPROVED

This policy was approved by Mike Ryan, Director of CFS, on 2/19/2010. *Signature on file.*

POLICY

County funds can no longer be used to pay relatives pending home approval. Exemptions to this policy must have CFS Director approval before any county funds can be paid.
This policy only applies to relative caretakers and does not apply to Non Relative Extend Family Members (NREFM). Children who receive Supplemental Security Income (SSI) or are Unqualified aliens are not eligible to receive CalWORKs payments and would not be included in this policy.

INTAKE CASES

The Foster Care Eligibility Technician (ET) will make a referral to CalWORKs when a dependent child is placed in the home of a relative caretaker, the case is Title IV-E eligible, but the home of the relative caretaker has not been approved and Emergency Assistance-Emergency Shelter Care (EA-ESC) funds have already been used. The Foster Care ET will send the Foster Care CalWORKs Payment Notification letter to the caretaker when referring the foster care child to CalWORKs.

CONTINUING CASES

For Ongoing Title IV-E Foster Care cases, if a change of placement occurs in which a child is placed into the home of a relative and the home has not been approved, the Foster Care case will be discontinued and referred to CalWORKs. The Foster Care ET will send the Foster Care CalWORKs Payment Notification letter to the caretaker when referring the foster care child to CalWORKs. The Foster Care case would be reopened once the home of the relative is approved.

RELATIVE CARETAKER NON-COMPLIANCE

If a relative caretaker becomes ineligible to a Foster Care payment due to non-compliance, the issue will need to be reviewed by the Deputy Director to determine if county funds will be paid or if the case will be referred to CalWORKs for payment assessment. Examples of non-compliance:

- Moves to another address without informing Assigned Social Worker (ASW) so that a home assessment can be completed timely.
- Fails to have all adults in the home live scanned timely.
- Fails to inform ET or ASW that the absent parent has returned to the home of the relative where the child resides.

PAYMENT DATES

Payments made to the relative caretaker are different between CalWORKs and Foster Care. The CalWORKs payments are paid on the first of the month for the current month. Whereas the Foster Care payments are issued after care has been provided.

Example: April CalWORKs payment issued on April 1st for the current month. April Foster Care payment issued May 1st after care has been provided.

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PAYMENT AMOUNTS

The CalWORKs payments are paid based on the number of eligible children in the home. Whereas the Foster Care payments are made for each individual child.

Examples:

CalWORKs

• All siblings will be in one case.
• CalWORKs rate is based on the current rates listing as of July 1, 2009.
• Rates will have a minimal increase for each child placed with a relative.
• CalWORKs rate for a non-needy caretaker using the exempt rate:
• 1 child $382.00
• 2 children $627.00
• 3 children $776.00

Two children placed with a relative with income will receive $627.00.

• The relative can apply for CalWORKs as a needy caretaker with the child. If the relative applies their income and resources will count against the CalWORKs payment determination. CalWORKs payment for a needy caretaker using the non-exempt rate.

• 1 person $345.00
• 2 persons $561.00
• 3 persons $694.00

Two children placed with a relative that applies to be a needy caretaker with no income will receive $694.00.

Foster Care

• Siblings will each have their own case.
• Foster Care rate for a relative caretaker based on the current rates listing as of January 1, 2008.
• Child can be eligible to a Specialized Care Increment (SCI) and a clothing allowance.

Two children ages 3 and 7 placed with a relative receiving the basic rate from Orange County will receive $931.00.

Rate for child age 3	$446.00
Rate for child age 7	$485.00
Total	$931.00

OUT OF COUNTY

If the child and relative live out of county, an application will be taken by the CalWORKs ET in Foster Care. The case will remain in Orange County unless the home approval is pending more than 90 days. The CalWORKs ET in Foster Care will need to complete an Inter County Transfer (ICT) to the county where the child and relative reside.

REFERENCES HYPERLINKS

Eligibility and Assistance Standards (EAS) Manual Section 40-185

Family Self-Sufficiency/Adult Services Assistance Programs Home Call Policy and Procedure B-II.4

Children and Family Services Placement Change Notification Policy and Procedure K-0209

CalWORKs Inter-County Transfers Policy and Procedure 264

Foster Care Title IV-E Federal Aid to Families with Dependent Children-Foster Care Linkage Policy and Procedure 45-202.3

Foster Care Licensing Requirements and Home Approvals Policy and Procedure 45-202.511

REQUIRED FORMS HYPERLINKS

Form Name	Form Number
CalWORKs/Kin-GAP Referral	F063-29-45 (6/09)
Field Itinerary	F0912-25-72 (12/91)
Foster Care/CalWORKs Payment Notification	F063-29-101 (4/09)
CalWORKs Transitional Home Approval Referral	F063-29-105 (6/09)
Foster Care Home Approval Referral	F063-29-104 (6/09)
Approval of Family Caregiver Home	SOC 815

PROCEDURE

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REQUIRED ACTION

The following actions must be completed on all new Foster Care applications that are received when Title IV-E eligible children are referred to CalWORKs pending home approval.

Responsibility	Step	Required Action
Foster Care Data Entry Technician (DET)	1.	Receives Foster Care Application (FCAPP).
	1.	Completes application registration and uses existing Foster Care case number or assigns a new case number if no Foster Care case is found for the child in CalWIN.
	1.	Assigns the case to Foster Care Intake ET.
Foster Care Intake ET	1.	Determines if case is Title IV-E eligible.
	1.	Issues EA-ESC if eligible.
	1.	If Foster Case is determined to be Title IV-E eligible, completes the following: • 15 days after placement, checks Relative Assessment Unit (RAU) log or Child Welfare Services/Case Management System (CWS/CMS) for home approval. • Home approved - issue Title IV-E payment after EA-ESC funds are expended. • Home not approved - deny the Foster Care case and refer to the CalWORKs assignment board.
	1.	If home not approved, denies the Foster Care case per program guidelines and completes a referral packet to the CalWORKs assignment DET and sends to relative the Foster Care/CalWORKs Payment Notification. No Continuous Eligibility for Children (CEC) Medi-Cal referral is required by the Foster Care ET. Retains Foster Care case until an inter program transfer is completed from CalWORKs. Sends referral to the Eligibility Supervisor (ES) for review. **Note:** The Foster Care Medi-Cal case must remain active since the child is still a dependent. Therefore, if the Medi-Cal case closes in CalWIN, the Foster Care ET must rescind the Medi-Cal case only and put the child is being Supported by Public Funds to approve a “45” Medi-Cal case (see CalWIN Collect Individual Attributes Detail screen under Living Arrangement tab).
Foster Care ES	1.	Reviews discontinued Foster Care case and approves CalWORKs Referral.
	1.	Sends referral to CalWORKs DET.
CalWORKs DET	1.	Screens the Foster Care Medi-Cal case and puts the CalWORKs Intake ET caseload number on MEDS and CalWIN as the worker of record.

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	1.	Completes application registration and assigns a new case number or uses existing case number if there is a CalWORKs case number for the CalWORKs case in CalWIN.
	1.	Assigns the case to CalWORKs Intake ET.
	1.	Ensures that Medi-Cal is active and sends the application packet to CalWORKs Intake ET.
CalWORKs Intake ET	1.	Sends an application packet to the relative and schedules a face-to-face interview within 10 days from the date of application assignment. If the relative has a hardship and cannot make the face to face interview, will consult with supervisor to determine if home call can be made. Home calls will be assigned equally between the CalWORKs Intake ET's. A home call should be authorized only when the relative has physical or emotional problems that prevent them from coming into the office even with an appointment. Office appointments should be arranged whenever possible instead of home calls. If the interview will be conducted by home call, will schedule appointment and fill out a field itinerary form. **Note:** If the ET has concerns for their safety when scheduling/conducting a home call they will need to consult with their supervisor to see if a colleague or the ASW can do a joint home call.
	1.	Approves CalWORKs case per program mandates the date after EA-ESC payment is expended. Sends case to ES for review.
CalWORKs ES	1.	Reviews case and sends to CalWORKs DET to assign a Continuing ET.
CalWORKs DET	1.	Assigns case to Continuing ET.
CalWORKs Continuing ET	1.	On the 15th and 20th of every month must review the RAU log or CWS/CMS to see if home approval (SOC 815) is completed.
	1.	Once the relative's home is approved, discontinues the CalWORKs case at the end of the effective month, completes Foster Care Home Approval Referral, and sends the case to the ES for review.
CalWORKs ES	1.	Reviews discontinued CalWORKs case and approves Foster Care Referral.
	1.	Sends referral to Foster Care DET.
Foster Care DET	1.	Screens the CalWORKs Medi-Cal case and puts the appropriate Foster Care Intake ET caseload number on MEDS and CalWIN as the worker of record.

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	1.	Completes application registration in CalWIN the first of the following month after the CalWORKs case is discontinued.
	1.	Reassigns the case to the Foster Care Intake ET who completed the original Title IV-E determination.
	1.	Ensures that Medi-Cal is active and sends a referral packet to Foster Care Intake ET.
Foster Care Intake ET	1.	Once the Foster Care referral is received approves the Foster Care case per program mandates. **Note:** The reinvestigation date can only be 12 months from the SAWS1 date for Foster Care and Medi-Cal.
	1.	Modifies MEDS with Foster Care case number and aid type once the case is approved.
	1.	Closes the CalWORKs Medi-Cal case per program guidelines.

REQUIRED ACTION

The following actions must be completed if a relative with an ongoing Foster Care case moves or if the child is placed in the home of another relative.

Responsibility	Step	Required Action
ASW	1.	Immediately calls Placement Hotline and submits Placement Information Change (PIC) to the FCE Account within 5 calendar days of action.
Foster Care DET	1.	Forwards PIC to assigned ET and Cc's ES.
Foster Care ET	1.	Reviews CalWIN to ensure Foster Care case has been discontinued by the Placement Unit ET.
	1.	If home is not approved when the child is placed, a referral to CalWORKs must be completed.
	1.	Completes the CalWORKs Transitional Home Approval Referral to the CalWORKs assignment DET. No CEC Medi-Cal referral is required by the Foster Care ET. Sends Foster Care case to MTSP. Sends referral and case to the ES for review. **Note:** The Foster Care Medi-Cal case must remain active since the child is still a dependent. Therefore, if the Medi-Cal case closes in CalWIN, the Foster Care ET must rescind the Medi-Cal case only and put the child is being Supported by Public Funds to approve a “45” Medi-Cal case (see CalWIN Collect Individual Attributes Detail screen under Living Arrangement tab).
Foster Care ES	1.	Reviews discontinued Foster Care case and approves CalWORKs Referral.
	1.	Sends referral to CalWORKs DET.

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CalWORKs DET	1.	Screens the Foster Care Medi-Cal case and puts the CalWORKs Intake ET caseload number on MEDS and CalWIN as the worker of record.
	1.	Completes application registration and assigns a new case number or uses existing case number if there is a CalWORKs case number for the CalWORKs case in CalWIN.
	1.	Assigns the case to CalWORKs Intake ET.
	1.	Ensures that Medi-Cal is active and sends the application packet to CalWORKs Intake ET.
CalWORKs Intake ET	1.	Sends an application packet to the relative and schedules a face-to-face interview within 10 days from the date of application assignment. If the relative has a hardship and cannot make the face to face interview, will consult with supervisor to determine if home call can be made. Home calls will be assigned equally between the CalWORKs Intake ET's. A home call should be authorized only when the relative has physical or emotional problems that prevent them from coming into the office even with an appointment. Office appointments should be arranged whenever possible instead of home calls. If the interview will be conducted by home call, will schedule appointment and fill out a field itinerary form. **Note:** If the ET has concerns for their safety when scheduling/conducting a home call they will need to consult with their supervisor to see if a colleague or the Assigned Social Worker (ASW) can do a joint home call.
	1.	Approves CalWORKs case per program mandates the date the relative moved into the address or date child was placed with the relative. Sends case to ES for review.
CalWORKs ES	1.	Reviews and sends case to CalWORKs DET to assign to a Continuing ET.
CalWORKs DET	1.	Assigns case to Continuing ET.
CalWORKs Continuing ET	1.	On the 15th and 20th of every month must review the RAU log or CWS/CMS to see if home approval (SOC 815) is completed.
	1.	Once the relative's home is approved, discontinues the CalWORKs case at the end of the effective month, completes Foster Care Home Approval Referral, and sends the case to the ES for review.
CalWORKs ES	1.	Reviews discontinued CalWORKs case and approves Foster Care Referral.
	1.	Sends referral to Foster Care DET.

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Foster Care DET	1.	Screens the CalWORKs Medi-Cal and puts the Foster Care ET caseload number on MEDS and CalWIN as the worker of record.
	1.	Completes application registration in CalWIN the first of the following month after the CalWORKs case is discontinued.
	1.	Ensures that Medi-Cal is active and sends a referral packet to Foster Care ET.
Foster Care Intake ET	1.	Once the Foster Care referral is received approves the Foster Care case per program mandates. **Note:** The reinvestigation date can only be 12 months from the SAWS1 date for Foster Care and Medi-Cal.
	1.	Modifies MEDS with Foster Care case number and aid type once the case is approved.
	1.	Closes the CalWORKs Medi-Cal case per program guidelines.

REQUIRED ACTION

The following actions must be completed if the child and relative live in another California county and the home has not been approved within 90 days of the approval of the CalWORKs payment.

Responsibility	Step	Required Action
CalWORKs ET	1.	On the 15th and 20th of every month must review the RAU log or CWS/CMS to see if home approval (SOC 815) is completed.
	1.	After 90 days and the home is still not approved will complete an ICT packet giving the receiving county 30 days to pick-up the cash and Medi-Cal benefits. **Note:** If home is approved during ICT transfer period, cancels ICT and discontinues CalWORKs case and makes a referral to Foster Care.
	1.	Once the relative's home is approved, notifies the receiving county to discontinue the CalWORKs case at the end of the effective month and sends a Foster Care referral to the ES for review.
CalWORKs ES	1.	Reviews discontinued CalWORKs case or documentation from receiving county and approves Foster Care Home Approval Referral.
	1.	Sends referral to Foster Care DET.
Foster Care DET	1.	Completes application registration in CalWIN the first of the following month after the CalWORKs case is discontinued.

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	1.	Reassigns the case to the Foster Care Intake ET who completed the original Title IV-E determination.
	1.	Ensures that Medi-Cal is active and sends a referral packet to Foster Care Intake ET.
Foster Care Intake ET	1.	Once the Foster Care referral is received approves the Foster Care case per program mandates. **Note:** The reinvestigation date can only be 12 months from the SAWS1 date for Foster Care and Medi-Cal.
	1.	Modifies MEDS with Foster Care case number and aid type if the case is approved.

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