

Policy Transmittal

Office of Child Welfare Programs



Laurie Price, Deputy Director, Office of Child Welfare Programs

Authorized signature

Number: CW-PT-18-018

Issue date: 6/4/2018

Topic: Foster Care

Due date:

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other (please specify): Certification Units and IV-E Specialists |
| <input checked="" type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Title IV-E and Certification Tip Sheet		
Policy/rule number(s):		Release number:	
Effective date:		Expiration date:	
References:			
Web address:			

Discussion/interpretation:

As a result of findings made during the 2016 Secretary of State Title IV-E audit, the Department is required to create a one-page reference guide for certifiers, eligibility specialists and their supervisors that will provide specifics on when a certification is considered approved for a Certificate of Approval, which is when Title IV-E claiming can begin. The information that follows is the one-page reference guide:

IV-E and Certification Tip Sheet

This tip sheet is intended to provide quick reference tips to improve Certification compliance with federal regulations most commonly identified as issues during Federal and Secretary of State audits.

A foster care placement is not IV-E reimbursable until the date that ALL certification requirements have been completed and approved in accordance with OAR. If a Certificate of Approval is opened based on approval dates that do not comply with OAR (which incorporates federal regulations), the record will be found “in error” during audit. IV-E specialists review the certification status of each provider the child was placed with during the prior year. If they find a Certificate of Approval is open for the dates of placement, they will assume all requirements were met and continue title IV-E claiming.

Background check documents from a prior certification period may not be used to reopen or issue a Renewal Certificate of Approval. Please refer to [CW-PT-17-004](#) and OAR [413-200-0292](#). The OR-Kids system may allow you to enter these earlier approval dates; however, it is the responsibility of the certifier and supervisor to ensure documentation meets the requirements of the above referenced OAR.

If required safety information is not completed on or before the expiration date of a Temporary Certificate, an Extended Temporary Certificate must be opened. The full Certificate of Approval may be opened once all required approvals are obtained. (Extended temporary status is not IV-E reimbursable).

If all documentation required by OAR [413-200-0287\(7\)](#) is not completed on or before the expiration date of a Certificate of Approval and:

- The Renewal Application **is** signed and dated prior to expiration of the Certificate of Approval, the Certificate of Approval is deemed not to have expired and must be extended through the Additional Certification Actions page in OR-Kids. This provides a clear record and meets IV-E regulations for continued reimbursement; or
- The Renewal Application **is not** signed prior to expiration of the Certificate of Approval, **but** documentation that supports the foster parent’s intent to renew is received prior to expiration; the Renewal Application will be considered timely, and the Certificate of Approval may be extended with management approval documented on form [CW0117](#).

A foster home is considered “approved” on the date of the supervisor’s signature on the home study. All required assessment activities must be documented in the home study prior to its approval. A Certificate of Approval may not be issued prior to the date of supervisor’s signature on the home study.

Implementation/transition instructions: This information will be discussed during Certification quarterly meetings in spring 2018.

Training/communication plan: This transmittal, followed by discussion at Certification Quarterly meetings 2018.

Local/branch action required: Please read this information and be prepared to discuss questions and concerns with your local Foster Care Coordinator.

Central office action required: None

If you have any questions about this policy, contact:

FPR/IV-E Coordinator: Kathy.Steiner@state.or.us, 503-947-5079

Foster Care Coordinators:

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