

Title IV – Overview/Domicile and Deprivation

in IMPACT 2.0

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Overview

Enhancements to the **Foster Care Eligibility Application** were made to assist staff with making accurate Title IV-E eligibility determinations.

This training addresses how IMPACT 2.0 supports authorized Conservatorship (CVS) workers, Removal field staff, Investigation (CPI) staff, and Foster Care (FC) Eligibility Specialists staff in completing a **Foster Care Eligibility Application** for a youth in the **Substitute Care (SUB)** stage.

Domicile and Deprivation Page – New Look

Changes to the **Domicile and Deprivation** page on the **Foster Care Eligibility Application** help authorized Conservatorship (CVS) workers, Removal field staff, Investigation (CPI) staff, and Foster Care (FC) Eligibility Specialists complete the determination of eligibility for Aid to Families with Dependent Children (AFDC) in the month and year that the removal petition is filed, which is a requirement for "Title IV-E" eligibility.

Among the changes are a statement only viewable to FC Eligibility Specialists regarding the **AFDC Eligibility month/year**, with that information calculated, prefilled, and displayed by the system.

There is a statement, selection button, and pop-up list only viewable to FC Eligibility Specialists that allows the specialist to select persons from the pop-up list against whom the "Contrary to the Welfare" finding was made in the order of removal or were referenced in the Petition.

CVS workers, Removal field staff, CPI staff, and FC Eligibility Specialists will also notice modifications to the fields for specifying the child's living arrangement.

Stages Impacted: SUB

Domicile and Deprivation Page – How to Get There



To access the **Domicile and Deprivation** page, follow these steps:

1. From the **Assigned Workload** page in the **My Tasks** tab, select a **Stage Name** hyperlink for a case.

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- 2. You will arrive at the **Case Summary** page.
- 3. Select **Foster Care Eligibility** on the secondary menu, which is on the left side of the page in IMPACT 2.0.

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- 4. You will arrive at the **Eligibility Summary List** page.
- 5. Select **Application** from the tertiary menu.

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- 6. You will arrive at the **Foster Care Application List** page.
- 7. Select the **New Using** or **Add** button.

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- 8. You will arrive at the **Application and Background** page.
- 9. Select the **Domicile** tab.

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Domicile and Deprivation Page – System Derived Determination for Parental Deprivation – FC Eligibility Specialist Only



not be available in IMPACT 2.0.

Domicile and Deprivation Page – Petition Filed Date

Select the calendar icon (i.e. date selector) next to the revised statement Enter the date the court proceedings were initiated (Petition file date) to enter the Petition file date.



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Domicile and Deprivation Page – AFDC Eligibility *<Month><Year>* – FC Eligibility Specialists Only

Find the item **The AFDC Eligibility Month is** *<Month><Year>* on the updated **Domicile and Deprivation** page. The date information in this statement is prefilled by the system.

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Domicile and Deprivation Page – Select Persons – FC Eligibility Specialists Only

- Select the Select button located after the item "Select the person(s) against whom the Contrary to the Welfare determination was made in the first order of removal or was referenced in the Petition" to select the appropriate person(s).
- 2. The **Select Persons** pop-up window displays.

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- 3. Select a person (or persons) from the list of principals pulled from the **Person List** page.
- 4. Select the **Add** button.



Note: Selecting the **Cancel** button at the pop-up returns you to the **Domicile and Deprivation** page without making any changes.

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5. You will arrive back at the **Domicile and Deprivation** page where the name and relationship to the child of the person you selected is now displayed in the list.

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Domicile and Deprivation Page – Delete Persons – FC Eligibility Specialists Only

If you need to remove a person who was added to the list in error, select the checkbox for the person in the list and select the **Delete** button.

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Domicile and Deprivation Page – Child's Living Arrangement

To complete the **Child's Living Arrangement** section on the **Domicile and Deprivation** page, follow these steps:

1. Recognize the child's living arrangement statement has been revised to the following:

"Specify the child's living arrangement during the month that the court proceedings were initiated (Petition was filed)."

- 2. The following options are displayed:
 - "Both Parents" (revised label)
 - "One Parent" (revised label)
 - "Relative with Managing Conservatorship" (revised label)
 - "None of the Above" (unchanged)
- 3. Select the "One Parent" radio button and note that the system triggers conditionally required questions.
- 4. Select "No" to the question "Is the other parent's absence because of employment outside the community or active military duty?"
- 5. Recognize the following additions and deletions made to the list of checkbox responses to "What is the reason for the parent's absence?":
 - <u>Added responses:</u>
 - "Alternating Custody exceeding 30 days"
 - "Continued Absence from the home for over 30 days"
 - <u>Deleted responses:</u>
 - "Divorce"
 - "Hospitalized over 30 days"
 - "Separated with alternating Custody"
 - "Desertion"
 - "Incarcerated over 30 days"
 - "Separated over 30 days"

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- 6. Select the **Relative with Managing Conservatorship** radio button and recognize that a new **Relationship** field displays next to the **Name of Relative** field.
- 7. Select a relative from the **Name of Relative** dropdown and recognize that the **Relationship** field prefills.

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- 8. Select the "None of the Above" radio button and note the following revised statement:
- 9. Select "Yes" to this question and notice that the options for the child's living arrangement have been revised:

"At any time during the six months before the court proceedings were initiated (Petition was filed), did the child live with a parent or relative with managing conservatorship of the child?"

- "Both Parents"
- "One Parent"
- "Relative with Managing Conservatorship"

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Title IV – Income and Expenditures

in IMPACT 2.0

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Income and Expenditures Page – What's New

The **Income and Expenditures** page on the **Foster Care Eligibility Application** includes numerous changes, deletions, and additions to text and data fields, the majority of which occur in the **Income for Family** section.

Only FC Eligibility Specialists can see the statement **The AFDC Eligibility Month is** *(Month)* *****(Year)* on the **Income and Expenditures** page. IMPACT 2.0 will prefill the month/year data for the specialist.

A new informational/instructional statement precedes the section for **Income for Child**.

In addition, the page has a new checkbox to indicate the existence of documented countable income without means to verify, or when parents refuse to provide income information.

A new informational/instructional statement also appears below the **Income for Family** section, and there are two new textboxes requesting details about the child's and family's income.

Some of the Legacy IMPACT headings, radio buttons, questions and their corresponding options, textboxes, or data fields have been eliminated from the **Income and Expenditures** page.

Stages Impacted: SUB

Income and Expenditures Page – How to Get There



To access the **Income and Expenditures** page, follow these steps:

1. From the **Assigned Workload** page in the **My Tasks** tab, select a **Stage Name** hyperlink for a case.

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- 2. You will arrive at the **Case Summary** page.
- 3. Select **Foster Care Eligibility** on the secondary menu, which is on the left side of the page in IMPACT 2.0.

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- 4. You will arrive at the **Eligibility Summary List** page.
- 5. Select **Application** from the tertiary menu.

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- 6. You will arrive at the **Foster Care Application List** page.
- 7. Select the **New Using** or **Add** button.

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- 8. You will arrive at the **Application and Background** page.
- 9. Select the **Income/Expenditures** tab on the tertiary menu.

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10.You will arrive at the **Income and Expenditures** page.



Income and Expenditures Page – Deleted Items

When the **Income and Expenditures** page opens, recognize that the following items have been removed:

- The section for Received Income Assistance at Time of Removal has been removed from the **Income and Expenditures** page.
- The following questions and their corresponding options have also been removed from the **Income and Expenditures** page:
- "Did the child receive Income Assistance during that month? (TANF, Food Stamps, Medicaid)" and its corresponding "Yes" and "No" radio buttons
- "Was the DHS worker notified of the child's removal from the home?" and its corresponding "Yes" and "No" radio buttons
- The section for Income Assistance Worker or Person Notified Information has been removed from the **Income and Expenditures** page, along with its corresponding response fields:
 - First, Middle, and Last (name)
 - Phone Number
 - Date Notified

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Income and Expenditures Page – FC Eligibility Specialists Only

There is a new statement on the **Income and Expenditures** page: "The AFDC Eligibility Month is *<Month><Year>.*" The "Month" and "Year" data is determined and prefilled by the system.



Note: This field is visible to FC Eligibility Specialists only.

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Income and Expenditures Page – Income for Child

A new informational statement appears above the **Income for Child** section. It states:

"Ensure that all known income information for the child and family is recorded on the Income for Child and Income for Family sections below before submitting the application to the foster care eligibility specialist through IMPACT.

If you do not have specific income information, you must contact the family to ask their monthly earnings amounts and the amounts of income they receive from any other source."

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Income and Expenditures Page – Income for Family

If a family is reporting \$0 income, IMPACT 2.0 will require more information. Therefore, the **Income for Family** section has new questions to be completed in the event a family is reporting \$0 income. Review these questions which are located below the **Income for Child** and **Income for Family** sections:

- "If the child and family have \$0 monthly income, explain how the family's monthly living expenses including housing, food and clothing were met. Explanations may include monetary or non-monetary assistance they receive from sources such as:
 - Federal, State, or Local government benefits
 - Part-time or odd jobs
 - Contributions from other people who live inside or outside the home

If the child and family receive monetary assistance, record this in the **Income for Child** and **Income for Family** sections above."



• "What source did you use to determine the child and family's income (i.e., interview with the family, etc.)? Note if the parent was uncooperative or refused to provide income information."



Note: Enter text in the **Comment** box to document the source used and note if the parent was uncooperative or refused to provide income information.

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Income and Expenditures Page – Income for Family – FC Eligibility Only

- 1. Review this new statement displayed below the **Income for Family** section:
- 2. This statement and corresponding checkbox will display for the FC Eligibility Specialist only. If the FC Eligibility Specialist checks the box, this would be linked to the case not meeting the applicable AFDC income limit requirements.

"Mark this box only if there is documentation indicating that the parent(s) worked or they refused to provide income information and their income could not be verified through any means to perform the 185% and 100% AFDC Needs Standards tests."



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Title IV – Eligibility Worksheet

in IMPACT 2.0

Contents

Eligibility Determination Worksheet - FC Eligibility Only	3
Eligibility Determination Worksheet – How to Get There	3
Foster Care Eligibility Checklist – Revised Statement	6

Eligibility Determination Worksheet - FC Eligibility Only

The **Eligibility Determination Worksheet** has been updated with revised wording in the **Foster Care Eligibility Checklist** section for the item regarding a child living with a parent or relative with managing conservatorship.

In addition, the checklist has a new item requiring the date of the court order giving DFPS managing conservatorship.

Stages Impacted: SUB

Eligibility Determination Worksheet – How to Get There



To access the **Eligibility Determination Worksheet**, follow these steps:

1. From the **Assigned Workload** page in the **My Tasks** tab, select a **Stage Name** hyperlink for a case in **SUB** stage.

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- 2. You will arrive at the Case Summary page.
- 3. Select Foster Care Eligibility on the secondary menu.

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- 4. You will arrive at the **Eligibility Summary List** page.
- 5. Select **Application** from the tertiary menu.

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- 6. You will arrive at the Foster Care Application List page.
- 7. Select the **Foster Care Application** hyperlink with APRV status.

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- 8. You will arrive at the **Application and Background** page.
- 9. Select the **Worksheet** tab.

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10.You will arrive at the Eligibility Determination Worksheet.

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Foster Care Eligibility Checklist – Revised Statement

To review the updates to the Foster Care Eligibility Checklist section, follow these steps:

1. Expand the Foster Care Eligibility Checklist section to view the following revised statement:

"The child lived with a parent or specified relative with managing conservatorship, from whom they were legally removed, within 6 months of the date the court proceedings were initiated (Petition was filed)."

 Recognize that a change has been made to the following question under the Y/N Requirements section. The change was the replacement of the acronym "FPS" with the correct acronym "DFPS."

"Did a court order give DFPS responsibility for the child's placement and care, or managing conservatorship of the child?"

3. Responding Yes ("Y") to the above question triggers the following new conditionally required date field:

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Date of court order giving DFPS managing conservatorship



Title IV – Eligibility Summary

in IMPACT 2.0

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Eligibility Summary Page – FC Eligibility Specialist Only

The updated **Eligibility Summary** page in IMPACT 2.0 assists FC Eligibility Specialists in the determination of eligibility for these payments by prefilling and displaying the child's Title IV-E Eligibility start date. Additionally, the system ensures the beginning of the claiming period meets Title IV-E eligibility requirements.

Stages Impacted: SUB

Eligibility Summary Page – How to Get There - FC Eligibility Specialist Only

1. From the **Assigned Workload** page in the **My Tasks** tab, select a **Stage Name** hyperlink for a case.

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- 2. You will arrive at the **Case Summary** page.
- 3. Select Foster Care Eligibility on the secondary menu.

My Tasks Case	Search Repo	rta Resource	8									
Case Summary	Case Summery Case	e Summery Tool Case	To-Bollist Event is	Event Search	Case History	Principal Case Li	istory Family T	NH POSP				
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- 4. You will arrive at the **Eligibility Summary List** page.
- 5. Select the **Foster Care Eligibility** hyperlink.

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Service Authorization	Case ID:									
Legal	Show 10 👻 entrie									
Child Plans	Date Entered 1	Status	Туре 🖿	Description	Stage 🕆	Stage Name 🕆	Case ID 🕚	Person	Entered By 1	Crent ID
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Foster Care Eligibility										Add
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6. You will arrive at the **Eligibility Summary** page.

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Eligibility Summary Page – New Field

To view the new field with the child's eligibility status on the **Eligibility Summary** page, follow these steps:

1. Locate the statement regarding the child's eligibility status on the **Eligibility Summary** page followed by the following new statement:

"This child's Title IV-E Start Date is "MM/DD/YYYY."

- 2. Recognize that the date for the above statement is prefilled with the first date in the month in which the following findings were made which is taken from the **Foster Care Eligibility Application:**
 - Contrary to the Welfare/Best Interest
 - Reasonable Efforts to Prevent Removal
 - Temporary Managing Conservatorship

Case Summary	Eligibility Summary Applicati	on FC Review		
Person	Eligibility Sum	mary		
Contacts/Summaries	Stage Name:	- Task		* required field
Service Authorization				‡ conditionally required field
Legal	System Derived Eli	gibility		
Child Plans	This child's Title IV-E Start Da	ate is 11/13/2017.		
Placement	Actual			
History	Actual Eligibility:	Title IV-E		
Medical	Reimbursability			
Foster Care Eligibility	BSL:	Basic	SSI:	\$0.00
PCA	* Selected Eligibility:	Title IV-E	‡ Medicaid Eligibility Type:	Regular 💟

Eligibility Summary Page – Updates to Report

Note: To view the **FCAA/Worksheet/Summary Report** with the Title IV-E enhancements you will need to go to Legacy IMPACT.