



Administrative Policies and Procedures: 1.6

Subject:	Title IV-E Candidacy Program
Authority:	37-5-105; 37-5-106; 45 CFR 1356.60 (c)
Standards:	None
Application:	To All Department of Children's Services Employees Who Carry Non-Custodial Caseloads

Policy Statement:

The Department of Children's Services (DCS) will review all non-custodial children/youth for eligibility to participate in the Title IV-E Candidacy Program who are at serious and imminent risk of removal from their home and DCS is either attempting to prevent removal from their home by arranging services, or is petitioning the courts to seek removal from their home.

Purpose:

This policy outlines the eligibility guidelines for the implementation of the Federal Title IV-E Candidacy Program to allow DCS to receive Title IV-E reimbursement for eligible case management services to eligible foster care candidates. The Random Moment Sampling (RMS) process and appropriate case file documentation are the mechanisms used for reporting Candidacy activities to help ensure that children/youth receive appropriate support to prevent out of home placements to help reduce the likelihood that they will enter or re-enter state custody.

Procedures:

A. Eligibility Guidelines

1. Eligible non-custodial children/youth may be from the DCS programs as listed below:
 - a) CPS (Investigative or Assessment Tracks)
 - b) Permanence FSWs (Non-custodial cases), or
 - c) Juvenile Justice FSWs (non-custodial cases)
2. A child may be eligible and reviewed for the candidacy program when:
 - a) He/She is at **serious/imminent risk of removal** and the department is **actively pursuing the child's removal**. Some examples of "actively pursuing the child's removal" are:
 - ◆ Court petitions
 - ◆ Emergency placements
 - b) The department is engaged in **reasonable efforts to prevent the child/youth's removal from their home**. Some examples include case

	<p>management to coordinate and arrange for services to:</p> <ul style="list-style-type: none"> ◆ Ensure physical safety ◆ Eliminate safety hazards ◆ Ensure adequate supervision ◆ Ensure safe housing, or ◆ Services needed due to probation violations <p>c) The child has been newly reunited with his/her family and the department is providing aftercare services to help ensure the child can remain in their home. Some examples of these services include:</p> <ul style="list-style-type: none"> ◆ Juvenile Justice aftercare ◆ Permanence aftercare <p>2. A child/youth is not a candidate for foster care if:</p> <ul style="list-style-type: none"> a) He/she does not have an open case, b) His/her family has only been referred for services and has no active involvement with DCS, or c) The child/youth is officially in DCS state custody which includes youth on a trial home visit that are receiving aftercare services.
<p>B. Required Documentation</p>	<p>1. At least one or more of the following documents must be present when a child/youth is being considered for the candidacy program:</p> <ul style="list-style-type: none"> a) A defined case plan (Family Permanency Plan in TFACTS) <i>that</i> clearly indicates a <u>plan</u> for <u>entry</u> or <u>re-entry</u> into care if the in-home services being provided by the department become ineffective. <ul style="list-style-type: none"> ◆ Case plans must be signed by the custodial parent or caretaker acknowledging that they approve of services being placed in the home and are made aware that in the absence of services the child may come in to DCS custody. ◆ Case plans must be reviewed every six (6) months to document candidacy. b) A completed Title IV-E eligibility application, form CS-0475 Child Welfare Benefits Application, which establishes the child as being eligible for IV-E foster care funds; c) A petition for custody; d) A court order which brings the child/youth into custody; or e) A transcript of the court proceedings related to the child/youth's removal. <p>2. Case recordings and/or Child and Family Team Meeting (CFTM)/Family Services Team Meeting (FSTM) documentation must describe the prevention or aftercare services being provided.</p> <p>3. All documentation that validates candidacy services must be filed in the child/youth's case file.</p>

	4. Accurate, complete and timely documentation is essential to support the dates and times indicated on the RMS.
C. Termination of Candidacy	Children/youth who have been considered a part of the candidacy program will be terminated from the program if they enter state custody or are no longer receiving prevention or aftercare services.
D. Required training	<p>To accurately document and report candidacy, DCS staff, as listed below, will be required to take the Title IV-E Candidacy Online Training:</p> <ul style="list-style-type: none"> ◆ CPS Investigators ◆ CPS Assessment Workers ◆ CPS Supervisors ◆ Permanency FSW's who carry non-custodial caseloads ◆ Permanency Supervisors ◆ Juvenile Justice FSW's who carry non-custodial caseloads ◆ Juvenile Justice FSW Supervisors ◆ DCS Administrators

Forms:	<p><u>CS-0475, Child Welfare Benefits Application</u> <u>CS-0787, Non Custodial Permanency Plan</u> (If TFACTS is inoperable)</p>
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Collateral documents:	<i>None</i>
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Glossary:	
Term	Definition
Candidacy Program:	The Candidacy Program is a program funded by Title IV-E and is for non-custodial children and youth who are at serious and imminent risk of removal from their home and the State is either attempting to prevent removal from their home by arranging services or is petitioning the courts to seek removal from their home.
Random Moment Sampling (RMS):	<p>The Random Moment Sampling (RMS) service allows State departments, school district outreach programs and other eligible public agencies to accurately document staff activities relating to reimbursable Federal programs.</p> <p>Details of staff activity are requested at random times during the sample period which is typically a fiscal quarter. Having collected a specific number of responses organizations can determine with 95% or greater accuracy the percent of the total time the sampled group is spending on each activity.</p> <p>Applying these percentages derived from the sample to the total populations salaries and wages provides the period allocation of costs to the departments various programs. The program activities will determine the appropriate funding source from which to claim reimbursement.</p>