

**Department of Human Resources
Social Service Administration
311 West Saratoga Street
Baltimore, Maryland 21201**

DATE: July 16, 2012

POLICY #: SSA # 13-4

TO: Directors, Local Departments of Social Services
Assistant Directors of Services, Local Departments of Social Services

FROM: Carnitra White, Executive Director
Social Services Administration

RE: Title IV-E Eligibility Determination Task Tip Sheet

PROGRAM AFFECTED: Out of Home Placement (All Programs)
Foster Care, Kinship Care, Independent Living, Adoption,
Guardianship Assistance Program

ORIGINATION OFFICE: Child Welfare Proactive & Policy
Title IV-E Determination Unit

ACTION REQUIRED OF: All Child Welfare Service Staff

REQUIRED ACTION: Compliance with Policy Directive

ACTION DUE: Immediately

CONTACT PERSON: Charlotte Giles, Manager
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I. PURPOSE

To provide caseworkers and IV-E specialist a clear and concise guide to documenting and provide information to make IV-E determinations.

II. BACKGROUND

To ensure IV-E specialist make an informed determination based on documentation and information provided by case workers to support IV-E eligibility decisions for service cases with children who have been removed from home are completing the required screens and fields in MD CHESSIE needed to determine IV-E eligibility. It is essential to make such determination in order to receive appropriate Federal Funding.

III. TIMEFRAMES

A. Case/Client Information

1. The child's placement or living arrangement must be entered into MD CHESSIE within 24 hours (1 day) of the physical removal of the child.
2. Court information must be entered into MD CHESSIE 5 business days after court hearing. Court orders must be forwarded to local IV-E determination unit as soon as orders are received.
3. Other relevant case information should be updated within with 5 days of knowledge.

B. Determination

IV-E initial determination must be entered into MD CHESSIE within 60 days of the physical removal of the child and updated within 30 days of achieving Reasonable Efforts to Finalize Permanency Planning. Redeterminations must be entered into MD CHESSIE within 30 days of due date.

IV. CASEWORKERS TITLE IV-E ELIGIBILITY TASKS

The following tasks must be completed by the Caseworker for all clients who have been removed from their homes. See Attachment A: *IV-E Process – Caseworker Guide*

A. CLIENT LEVEL INFORMATION- The folders listed below are found in each individual client's folder and open by clicking the + sign next a client's name.

1. GENERAL INFORMATION- All clients, children and parents must be entered into the record. This should include biological parents, putative father(s), adoptive parents and legal guardians (as named in court documents) if the parent(s) are unknown, follow the instructions below for entry into MD CHESSIE.
 - a. Client Name
 - b. Client Birth Date
 - c. Client Race
 - d. Client Social Security Number
 - e. In Home- Known, absent parents need to be designated as "In-Household" for the purposes of court documentation within MD CHESSIE.

2. **DEMOGRAPHICS** – Verify Client’s Citizenship. Client must be a US citizen to qualify for IV-E reimbursement.
3. **LIVING ARRANGEMENTS**- The client’s living arrangement prior to placement for the child being removed, needs to be entered into MD CHESSIE. Generally, this arrangement will be the parent’s residence. Complete address information for all clients should be entered in the Address tab of the General Information folder.
4. **FUNCTIONING FOLDER**- The Disabilities Tab must be completed before being able to save a removal episode for children in Out of Home care.
 - a. Workers must click the “New” button on the secondary tool bar each time a “new” disability is selected. Not selecting “New” means that the data in the current screen will be overwritten.
 - b. ALL six of the following “Disabilities” must be entered, to document whether the child has a disability. If the child has no disability or the information is not known, the worker should select “no” or “not yet determined” at the time of completing screen. If each disability is not addressed, MD CHESSIE will not allow the removal to go forward.
 - Emotionally Disturbed
 - Hearing Disability
 - Mental Retardation
 - Physical Disability
 - Mental Disability
 - Other Disability
 - c. As the worker learns of changes to the child’s disabilities MD CHESSIE must be updated and the dates corrected.
5. **FINANCE FOLDER - Workers should not complete information in this folder.** All Income, Assets, Social Security Supplemental Income (SSI) and Social Security Administration benefits (SSA) information should be maintained in child record by the worker and provided to the IV-E Worker for eligibility determination. Please forward all information to IV-E local IV-E unit or regional specialist preferably email or by mail within 15 days of receipt.
6. **EMPLOYMENT/EDUCATION FOLDERS**
 - a. Complete Employment Information for parents/caregivers.
 - b. Complete Education Tab for child - Add school information:
 - including if the child is under 21 YEARS OLD and
 - a full-time student in secondary education program or its equivalent and
 - is expected to graduate or complete the program before age 19 or
 - enrolled full-time or part-time in a university or college, or
 - enrolled in a vocational or trade school or
 - Participating in a program or activity designed to promote, or remove barriers to employment e.g., a youth could be in Job Corps or attending classes on resume writing and interview skills or

- is incapable of doing any of the previously described educational or employment activities due to a medical condition

Note: Maryland amendment to IV-E state plan to expand eligible child for Title IV-E purposes has been approved. This criterion will be amended as necessary to reflect MD CHESSIE system updates.

7. CIS REGISTRATION

- All clients must be registered in the Client Information System (CIS) as appropriate. Clicking on the casehead's Folder will open the Case Summary Screen. This screen will display all clients in the case and includes their CIS numbers if registered. If the client is to receive services, then they must have a CIS number.
- Individuals whose legal name and date of birth is not known should not be registered in CIS. On the General Information Screen, the worker can select the "**Client not registered in CIS**" this will alleviate the need to register the individual. If valid identification information is later obtained, this information should be entered with the worker going back un-checking "**Client not registered in CIS**" and registering the client.

B. PROGRAM ASSIGNMENT

The folders listed below are found, on the tree, below the Casehead folder and generally relate to case level information not to individual client information.

- RELATIONS FOLDER** - It is essential to establish parent/child relationships. In particular, caregiver relationships must be indicated. For the purposes of documentation within MD CHESSIE, absent parents must also be listed as caregivers. All relationships should be recorded in the Case Level folder, not the Client Level folder.
 - Absent Parents** – Both parents of the child must be identified in MD CHESSIE. If the full identity of one parent is unknown:
 - Create a client using a conventional name using family name, ie. Father Brown
 - Do not register this client in CIS

2. COURT FOLDERS

- PETITION** - Generally speaking Maryland courts are not accepting petitions generated by MD CHESSIE. However, petition information should be entered as a matter of record.
- COURT HEARING** - All court hearings must be recorded in this folder. For the purposes of IV-E, there should be a Shelter Care Order followed within 60 days by an Adjudicatory Hearing Order which declares the child who has been removed as a Child in Need of Assistance (CINA). The Shelter Order should address "Contrary to Child's Welfare" and the Adjudicatory Order must address "Reasonable Efforts to Prevent Removal". Subsequent Court Orders should address Permanency. All orders must have the Date Order Received entered.

Caseworker should upload copy of court order to MD CHESSIE file cabinet or forward copy to IV-E unit or IV-E regional specialist.

- c. **LEGAL CUSTODY** - Following the appropriate court hearing, enter the legal custody information in this folder. This must be completed in order to record a removal.

3. REMOVAL FOLDER

- a. **REMOVAL INFORMATION** - Complete the Removal Information tab.
Note: *Both parents must be selected in the selection fields, they must have been listed as Caregivers in the Relations folder.*
- b. **REASONABLE EFFORTS AND FACTORS**
 - i. **Voluntary Placement Agreement (VPA)** - If there has been a VPA, record the information as appropriate. If there is not an approved agreement do not complete this section.
 - ii. To be eligible there must be a Voluntary Placement Agreement (VPA) between the legal custodian and the state agency (DHR/LDSS). The VPA must be followed by a court order within the first 180 calendar days of placement to the effect that the continued voluntary placement is in the best interest of the child.
 - iii. **Efforts and Factors-**
 - (1) Document the efforts to prevent removal. If no efforts were made, document the reason(s) for such emergency removal. Must have reasonable efforts language within 60 days of removal.
 - (2) Document the Child and/or Caregiver Factors at Entry.
 - (3) Document Hearings following initial Shelter Care and CINA. Orders must address Contrary to the Welfare (CTW) in the CINA order to be IV-E eligible.
- c. **REMOVAL CHECKLIST** - Following completion of the Client Level and Case Level folders, and completion of the Removal Information, the Removal Checklist will appear. The following items must have been completed: CIS Registration, Citizenship, Disabilities and Legal Custody. Upon completion of the Removal Checklist the client is automatically given a program assignment of "Out-of-Home".
- d. **PLACEMENT OR LIVING ARRANGEMENT** - After clicking "OK" on the Removal Checklist, the placement/living arrangement screen appears. The worker is prompted to indicate as to whether a Living Arrangement or Placement is to be created for the removed client. If Living Arrangement is selected the worker is taken to that screen to enter the appropriate information. A Living Arrangement without a Placement may result in the client being either ineligible or eligible non-reimbursable for the purposes of IV-E.

Note: *Living Arrangement or Placement must always be identified for a client with a program assignment of out of home.*

4. PLACEMENT

a. **PLACEMENT REFERRAL** - is the entry screen to create a placement for a client. Complete the mandatory fields and Search for a provider. After selecting a provider on the Provider Search screen the pertinent information is carried to the Placement Referral. The Placement Referral must be submitted for supervisory approval before the placement can be completed. Select a preferred provider if at all possible. If the provider is Non-Preferred, the IV-E eligibility will be Eligible Non-Reimbursable.

(1) Provisional Placement - Children in custody of LDSS who are living with a relative must be in an approved **placement setting** of Formal Kinship or Provisional Kinship (**not a living arrangement**). The Worker must create the relative as a provider - Provisional Kinship Home within 5 days. Within 90 days the home study must be completed and the relative's home open as a Formal Kinship Care Home

(2) Licensed Placement - Please make sure children are placed in fully licensed SSA approved homes before placement for both regular foster homes and individual CPA homes.

b. **PLACEMENT FOLDER** - After the referral has been approved; the pertinent information is carried to the Placement Entry tab of the Placement Folder. Verify that the entry date, time and program name is correct. If the placement is a CPA home, click on the CPA Home tab and select the individual home from the dropdown list.

V. INITIAL TITLE IV-E ELIGIBILITY SPECIALISTS TASKS

The following tasks must be completed by the IV-E Specialist for all clients who have been removed from their homes in MD CHESSIE. IV-E Specialist is responsible for reviewing the tasks as part of the IV-E eligibility process. See Attachment B – *IV-E Process IV-E Specialist Guide*

A. FINANCE MANAGEMENT FOLDER

Verify the folder contains subfolder options for foster care, adoption and GAP eligibility and SSI/SSA tracking.

- a. Complete ALL components of eligibility period – Demographics, Income Summary, Assets, Removal Type, Removal Home, Deprivation, Court Order, and Placement
- b. Complete all components for SSI/SSA tracking (if applicable) – SSI/SSA tracking is used to either review or make Maryland representative payee.
- c. Complete SVES, CARES for all assistant unit members, MABS for adults in household, for client (must have access to FMIS/Session 1/2)

- i. SVES – (State Verification Exchange System) system used to retrieve SSA/SSI payments being received by case head(s) and/or client(s) to review/complete income summary and assets of MD CHESSIE eligibility components
- ii. CARES – (Clients Automated Resource & Eligibility System) system used to retrieve Demographics, assistance status, child support payments, earned and unearned income, cash, medical and food stamp eligibility and assets to review/complete demographics, income summary, and deprivation of MD CHESSIE eligibility components
- iii. MABS – (Maryland Automated Benefits System) system used to retrieve detailed information on wage earnings, unemployment benefits, and the amount of unemployment paid during date of entry month to review/complete income summary of MD CHESSIE eligibility components.

B. GENERAL INFORMATION

Verify All clients, children and parents must be entered into the record. This should include biological parent(s), putative father(s), adoptive parent(s) and legal guardians (as named in court documents). If the parent(s) are unknown, follow the instructions below for entry into MD CHESSIE.

- a. Client Name, Date of Birth, Race, Social Security Number (if not known contact caseworker, okay to proceed with determination)
- b. Client Participant Details – essential to identify so that relations can be established under Relation Folder and whether participant is in household
- c. In Home- Known, absent parents need to be designated as “In-Home” for the purposes of court documentation within MD CHESSIE.

C. DEMOGRAPHICS

Verify Client’s demographics by reviewing the actual birth certificate and/or social security card. Client must be a US citizen to qualify for IV-E reimbursement.

D. LIVING ARRANGEMENTS

Verify the client’s living arrangement (Prior to Placement) for the child being removed should be entered into MD CHESSIE. Generally, this arrangement will be the parent’s residence. Complete address information for all clients should be entered in the Address tab of the General Information folder.

E. FUNCTIONING FOLDER

Verify Disabilities Tab must be completed by caseworker.

- a. IV-E specialist is to review ALL six of the following “Disabilities” to make sure caseworker, documented whether the child has a disability or not. If each disability is not addressed, MD CHESSIE will not allow the removal to go forward.
 - (1) Emotionally Disturbed
 - (2) Hearing Disability
 - (3) Mental Retardation
 - (4) Physical Disability
 - (5) Mental Disability

- (6) Other Disability
- b. As the worker learns of changes to the child's disabilities MD CHESSIE must be updated and the dates corrected by the caseworker only.
- c. IV-E Specialist is to review or enter SSI Tracking if disability is identified.

F. EMPLOYMENT/EDUCATION FOLDER- Verify

- a. Complete Employment Information for parents/caregivers by verifying MAS.
- b. Complete Education Tab for child - Add school information:
 - including if the child is under 21 YEARS OLD and
 - a full-time student in secondary education program or its equivalent and
 - is expected to graduate or complete the program before age 19 or
 - enrolled full-time or part-time in a university or college, or
 - enrolled in a vocational or trade school or
 - Participating in a program or activity designed to promote, or remove barriers to employment e.g., a youth could be in Job Corps or attending classes on resume writing and interview skills or
 - is incapable of doing any of the previously described educational or employment activities due to a medical condition

Note: Maryland amendment to IV-E state plan to expand eligible child for Title IV-E purposes has been approved. This criterion will be amended as necessary to reflect MD CHESSIE system updates.

G. RELATIONS FOLDER – Verify

It is essential to establish parent-child relationships. In particular, caregiver relationships must be indicated. For the purposes of documentation within MD CHESSIE, absent parents must also be listed as caregivers. All relationships in the Assistance Unit should be recorded in the Case Level folder, not the Client Level folder, by the caseworker. Parent child relationships should be established both way; parent to child and child to parent if relationships are not established, IV-E specialist have entry rights to enter or correct the information.

H. COURT FOLDERS – Verify/Complete if not entered and court documents are available.

The following information should be physically reviewed, and if necessary entered by IV-E specialist. The court folder can be located under the case head folder or IV-E legal tab found under child eligibility period.

- a. **PETITION** - Generally speaking Maryland courts are not accepting petitions generated by MD CHESSIE. However, petition information should be entered as a matter of record. It serves as information regarding removal and sometimes placement. Please enter petition in the petition folder; subfolder of Court.
- b. **COURT HEARING** - All court hearings must be recorded in this folder. For the purposes of IV-E, there should be a Shelter Care Order followed within 60 days by an Adjudicatory Hearing Order which declares the child who has been

removed as a Child in Need of Assistance (CINA). The Shelter Order should address “Contrary to Child’s Welfare” and the Adjudicatory Order must address “Reasonable Efforts to Prevent Removal (REFPP)”. Subsequent Court Orders should address permanency. All orders must have the Date Order Receive entered onto the court order tab. Hearing Status should be identified as “concluded” – Court orders should be uploaded to file cabinet for verification or received from caseworker.

- c. **LEGAL CUSTODY** - Following the appropriate court hearing, review and if necessary/enter the legal custody information in this folder. This must be completed in order to record a removal.

I. REMOVAL FOLDER

- a. **REMOVAL INFORMATION** – should be established by using information found on court order(s) then entered under case head – removal folder
Note that for both parents to appear in the selection fields, they must have been listed as Caregivers in the Relations folder.
- b. **REASONABLE EFFORTS AND FACTORS**
 - i. **Voluntary Placement Agreement (VPA)** - If there has been a VPA, record the information as appropriate. If there is not an approved agreement do not complete this section.
 - ii. To be eligible there must be a Voluntary Placement Agreement (VPA) between the legal custodian and the state agency (DHR/LDSS). The VPA must be followed by a court order within the first 180 calendar days of placement to the effect that the continued voluntary placement is in the best interest of the child.
 - iii. **Efforts and Factors-**
 - (1) Document the efforts to prevent removal. If no efforts were made, document the reason(s) for such emergency removal. Must have reasonable efforts language within 60 days of removal.
 - (2) Document the Child and/or Caregiver Factors at Entry.
 - (3) Document Hearings following initial Shelter Care and CINA. Orders must address Contrary to the Welfare (CTW) in the CINA order to be IV-E eligible.

J. PLACEMENT OR LIVING ARRANGEMENT SCREEN - Verify

The program, assignment is generated. The worker is prompted to indicate as to whether a Living Arrangement or Placement is to be created for the removed client. If Living Arrangement is selected the worker is taken to that screen to enter the appropriate information. A Living Arrangement without a Placement may result in the client being either in-eligible or eligible non-reimbursable for the purposes of IV-E. If the worker does not select either the system will generate an “unknown whereabouts” and the worker must resolve.

1. PLACEMENT

- a. **PLACEMENT REFERRAL** - is the entry screen to create a placement for a client. Complete the mandatory fields and Search for a provider. After selecting a provider on the Provider Search screen the pertinent information is carried to the Placement Referral. The Placement Referral must be submitted for supervisory approval before the placement can be completed. If the provider is Non-Preferred, the IV-E eligibility will be Eligible Non-Reimbursable. If at all possible select a preferred provider.
- b. Children in custody of LDSS who are living with a relative must be in an approved **placement setting** of Formal Kinship or Provisional Kinship (**not a living arrangement**). The Worker must create the relative as a provider - Provisional Kinship Home within 5 days. Within 90 days the home study must be completed and the relative's home open as a Formal Kinship Care Home.
- c. License verification will be done by Office of Licensing and Monitoring.

2. PLACEMENT FOLDER

After the referral has been approved; the pertinent information is carried to the Placement Entry tab of the Placement Folder. Verify placement structure under the placements summary screen that the entry date and time are correct. If the placement is with a CPA home, click on the CPA Home tab and select the individual home from the drop down list and verify the CPA home has been entered and is active.

Note: Maryland licensing monitoring process is currently being updated. There will be an updated verification process once established.

VI. REDETERMINATION OF TITLE IV-E ELIGIBILITY – IV-E Specialist Guide

The following tasks must be completed by the IV-E Specialist for redetermination of eligibility: Redeterminations are only done on eligible and eligible non reimbursable

- A. **PLACEMENT** - Verify that all placement information is up-to-date. If the placement is in a CPA home, verify that the child is in the correct home.
- B. **COURT** - Enter/verify that all court hearings have been recorded. Hearings following initial Shelter Care and CINA need to address Permanency in the hearing language to continue to be IV-E eligible.
- C. **AGE** – Verify/enter child is under 18 or 18-21 in a qualified program or disability.
- D. **SSI/SSA** - Ensure prior placements of kinship are no longer payee and state is representative payee.

VII. IV-E PROCESS GUIDES

The Title IV-E Process Guide provides a step-by-step tutorial of obtaining and entering information into MD CHESSIE to determine eligibility for children who come into care.

- A. Attachment A, IV-E Process – Caseworker Guide provides caseworkers the information and screens inputs that are necessary to help IV-E specialist make informed eligibility determinations.
- B. Attachment B, IV-E Process IV-E Specialist Guide provide IV-E specialist a guide to ensure caseworkers have entered and provided all relevant information and documentation to have a correct determination for IV-E funds.

IV-E Process – Caseworker Guide

When all of the items below are entered into MD CHESSE in a timely manner, IV-E eligibility can be established and the State can be reimbursed for certain child care expenses. Failure to establish IV-E eligibility can potentially cost the State funds which will, in-turn, have to come out of the general revenues which fund the agency.

Removal is the key to eligibility. Once a child is removed, an eligibility episode is established and it is the responsibility of the caseworker to enter/verify the information below. Once completed and the client is placed with a provider, a IV-E Eligibility Worker will actually perform the steps to establish eligibility. It is only with the caseworker’s cooperation that this can take place.

Caseworker Responsibilities for Establishing IV-E Eligibility	MD CHESSE Tree Mapping
1. Caseworkers must enter casehead and client-level information.	Home Page>Case Level>Client Level
a. Parents Employment and Social Security Numbers	Casehead>Employment/Education>Employment Tab
b. General Information- Name, Sex, Age etc. Complete for all members of Assistant Unit	Client>General Information
c. Citizenship (Must be USA to be Eligible)	Client>Detailed Information
d. Disabilities (All six categories must be addressed)	Client>Functioning>Disabilities Tab
e. Living Arrangement Prior to Placement	Client>Living Arrangements
f. Education/employment	Client>Employment/Education>Education Tab
2. CIS Registration (All active clients must be registered in CIS)	Homepage>CIS Registration
3. Caseworkers must enter/verify case-level information.	
a. Relations- In particular caregiver relations must be established.	Case Level>Relations
b. Court- Two hearings are necessary for an initial IV-E Determination	Case Level>Court
i. Shelter Care	
1. Status must be concluded .	Case Level>Court>Court Hearing>Select

Caseworker Responsibilities for Establishing IV-E Eligibility	MD CHESSIE Tree Mapping
	Hearing Date
2. Court Ordered Language- Contrary to Child's Welfare and Reasonable Efforts must be addressed	Case Level>Court>Court Hearing>Select Hearing Date>Court Order Tab
3. Court Order Received by LDSS and Date Received must be entered. ii. Adjudicatory/CINA Hearing	Case Level>Court>Court Hearing>Select Hearing Date>Court Order Tab Case Level>Court>Court Hearing>Select Hearing Date> Court Order Tab
1. Hearing <u>must</u> be held w/in 60 days of Shelter Care Hearing.	Case Level>Court> Court Hearing>Select Hearing Date>Hearing Details Tab
2. Status must be <u>concluded</u> .	Case Level>Court>Court Hearing>Select Hearing Date>Hearing Details Tab
3. Court Ordered Language- Contrary to Child's Welfare and Reasonable Efforts must be addressed	Case Level>Court>Court Hearing>Select Hearing Date>Court Order Tab
4. Court Order Received by LDSS and Date Received must be entered.	Case Level>Court>Court Hearing> Select Hearing Date> Hearing Details Tab
c. Legal Custody	
i. Enter Legal Custody Information as per the Court Order	Case Level>Court>Legal Custody
ii. Enter begin date (should match Court Order date).	Case Level>Court>Legal Custody
d. Removal	
i. Removal Information Tab	Case Level>Removal Information Tab
1. All mandatory fields must be completed.	
2. Primary and Secondary Caregivers must be identified.	
3. Removal Date cannot be prior to Court Order. (Also, Removal Date cannot be prior to the child's birth date.)	
ii. Reasonable Efforts and Factors Tab	Case Level>Removal>Reasonable Efforts and

Caseworker Responsibilities for Establishing IV-E Eligibility	MD CHESSIE Tree Mapping
	Factors Tab
1. If a Voluntary Placement complete VPA section. If not, leave blank.	
2. Either <u>Child Factors at Entry or Caregiver Factors at Entry</u> must be completed.	
3. Either Reasonable Efforts made to prevent removal or Reason for not making reasonable efforts must be completed.	
iii. Removal Checklist- If all items on the checklist have been completed, the Living Arrangements/Placement screen will follow.	Case Level>Removal
1. Living Arrangements - If Living Arrangements are selected, the worker is taken to the Living Arrangements Screen to enter/update the information. Generally, a Living Arrangement is Eligible Non-Reimbursable for IV-E.	Client Level>Living Arrangements
2. Placement - If Placement is selected, the worker is taken to the Placement screen where the worker searches for an appropriate placement and obtains supervisory approval for same. If the provider is Non-Preferred, the IV-E eligibility will be Eligible Non-Reimbursable. If at all possible select a preferred provider. Please make sure children are placed in SSA license approved homes before placement	Case Level>Placement

IV-E Process – IV-E Specialist Guide

When all of the items below are entered into MD CHESIE in a timely manner, IV-E eligibility can be established and the State can be reimbursed for certain child care expenses. Failure to establish IV-E eligibility can potentially cost the State funds which will, in turn, have to come out of the general revenues which fund the agency.

Removal is the key to eligibility. Once a child is removed, an eligibility episode is established and it is the responsibility of the caseworker to enter/verify the information below. Once completed and the client is placed with a provider, an IV-E Eligibility Worker will actually perform the steps to establish eligibility. It is only with the caseworker's cooperation that this can take place.

IV-E Specialist Responsibilities for Establishing IV-E Eligibility	MD CHESIE Tree Mapping
1. Click on Initial Determination Button – This will enable review of eligibility components	IV-E Foster care Eligibility>Enter Client ID> Select client>Eligibility Period>Initial Determination
2. Eligibility Components – Review Component Statuses (Folders do not necessarily correspond with component status order)	IV-E Foster care Eligibility>Enter Client ID> Select client>Eligibility Period>Component Status Tab
a. Specialists must verify/enter client-level information.	Home Page>Case Level>Client Level
a. General Information- Name, Sex, Age etc. Participant details	Finance Management Folder>Client Link>Eligibility Period> ADFC Relatedness>General Information Hyperlink>Client Tab
b. Demographics (Must be USA citizen to be Eligible)	Finance Management Folder>Client Link>Eligibility Period> ADFC Relatedness>Detail Info (Birth/Citizen) Tab Hyperlink>Citizenship Tab
c. Disabilities (All six categories must be addressed)	Client>Functioning>Disabilities Tab
d. SSI Tracking (To Determine if State is Rep Payee)	Finance Management Folder>Client Link>Eligibility Period> ADFC Relatedness>SSI Tracking Hyperlink
e. Living Arrangement Prior to Placement	Client>Living Arrangements
f. <u>Verify Parent Social Security Numbers – must have or case is ineligible</u>	Client(Casehead)General/Information/Education
g. Parents Employment	Finance Management Folder>Client Link>Eligibility

IV-E Specialist Responsibilities for Establishing IV-E Eligibility	MD CHESSIE Tree Mapping
	Period> ADFC Relatedness>Income Tab>Income Earned Entry Hyperlink
h. Education	Finance Management Folder>Client Link>Eligibility Period> ADFC Relatedness>Education Hyperlink>Education Tab
i. Employment (if applicable)	Finance Management Folder>Client Link>Eligibility Period> ADFC Relatedness>Education Hyperlink>Employment Tab
3. Specialists must verify/enter case-level information.	
a. Relations- In particular <i>caregiver</i> relations must be established. All members of AU must be properly identified and parent to child and child to parent established	Client Level>Relations
b. Court- Two hearings are necessary for an initial IV-E Determination	Finance Management Folder>Client Link>Eligibility Period> IVE Legal>Hearing Info Hyperlink
i. Shelter Care	
1. Status must be <u>concluded</u> .	Finance Management Folder>Client Link>Eligibility Period> IVE Legal>Hearing Info Hyperlink>Select Hearing Date >Hearing Details Tab
2. Court Ordered Language- Contrary to Child's Welfare and Reasonable Efforts must be addressed	Finance Management Folder>Client Link>Eligibility Period> IVE Legal>Hearing Info Hyperlink>Select Hearing Date >Court Order Tab
3. Court Order Received by LDSS and Date Received must be entered.	Finance Management Folder>Client Link>Eligibility Period> IVE Legal>Hearing Info Hyperlink>Select Hearing Date >Court Order Tab
ii. Adjudicatory/CINA Hearing	
1. Hearing <u>must</u> be held w/in 60 days of Shelter Care Hearing.	Finance Management Folder>Client Link>Eligibility Period> IVE Legal>Hearing Info Hyperlink>Select Hearing Date >Hearing Details Tab
2. Status must be <u>concluded</u> .	Finance Management Folder>Client Link>Eligibility Period> IVE Legal>Hearing Info Hyperlink>Select Hearing Date >Hearing Details Tab

IV-E Specialist Responsibilities for Establishing IV-E Eligibility	MD CHESSIE Tree Mapping
3. Court Ordered Language- Contrary to Child's Welfare and Reasonable Efforts must be addressed	Hearing Date >Hearing Details Tab Finance Management Folder>Client Link>Eligibility Period> IVE Legal>Hearing Info Hyperlink>Select Hearing Date >Court Order Tab
4. Court Order Received by LDSS and Date Received must be entered.	Finance Management Folder>Client Link>Eligibility Period> IVE Legal>Hearing Info Hyperlink>Select Hearing Date >Court Order Tab
c. Legal Custody	
i. Enter Legal Custody Information as per the Court Order	Finance Management Folder>Client Link>Eligibility Period> IVE Legal>Legal Custody Hyperlink
ii. Enter begin date (should match Court Order date).	Finance Management Folder>Client Link>Eligibility Period> IVE Legal>Legal Custody Hyperlink
d. Removal	
i. Removal Information Tab	
1. All mandatory fields must be completed.	Finance Management Folder>Client Link>Eligibility Period> IVE Legal> Removal Hyperlink>Select Participating Child>Removal Tab
2. Primary and Secondary Caregivers must be identified.	
3. Removal Date cannot be prior to Court Order. (Also, Removal Date cannot be prior to the child's birth date.)	
ii. Reasonable Efforts and Factors Tab	
1. If a Voluntary Placement complete VPA section. If not, leave blank.	Finance Management Folder>Client Link>Eligibility Period> IVE Legal> Removal Hyperlink>Select Participating Child>Reasonable Efforts Tab
2. Either Child Factors at Entry or Caregiver Factors at Entry must be completed.	
3. Either Reasonable Efforts made to prevent removal or Reason for not making reasonable efforts must be completed.	

IV-E Specialist Responsibilities for Establishing IV-E Eligibility	MD CHESSIE Tree Mapping
iii. Removal Checklist- If all items on the checklist have been completed, the Living Arrangements/Placement screen will follow.	Finance Management Folder>Client Link>Eligibility Period> IVE Legal> Removal Hyperlink
1. Living Arrangements - If Living Arrangements are selected, the worker is taken to the Living Arrangements Screen to enter/update the information. Generally, a Living Arrangement is Eligible Non-Reimbursable for IV-E.	Finance Management Folder>Client Link>Eligibility Period> IVE Legal>Living Arrangements Hyperlink

IV-E Specialist Responsibilities for Retrieving Clearances (SVES, CARES, MABS - MUST HAVE ACCESS TO SYSTEMS	FMIS/SESSION Mapping
1. SVES – (State Verification Exchange System) To Retrieve Information – Must have social security number & will not have same day access to information	Home Page>Type DHR/CICS>Enter username and password> Press enter Type SVS0 and Press Enter Press F1 to initiate request
Field: Worker logon ID	Should already be filled with your info
Field: District Office	Type 000
Field: Social Security	Type in Case head or client social security number
Field: Claim Account No:	LEAVE BLANK
Field: BIC	LEAVE BLANK
Field: Last Name	Type in Last name of Client
Field: First Name	Type in First name or initial of Client
Field: MI	Optional
Field: Date of Birth	Type in Date of Birth of Client
Field: Sex	Complete
Field: Category of Assistance	Leave Blank
Field: Client ID	USE CIS ID #
	Press F1 to add request. Will not receive SSA information same day.
	Press F2 to retrieve request

IV-E Specialist Responsibilities for Retrieving Clearances (SVES, CARES, MABS - MUST HAVE ACCESS TO SYSTEMS	FMS/SESSION Mapping
To retrieve SSI information	Press F3 – return to the main menu Press F5>Choose option 1 by typing '01'>Enter
Screen will state no found or display page of information about client	
2. CARES - (Client Automated Resources & Eligibility System)To Retrieve CARES information	Home Page>Type CISPRD>Enter username and password> Press enter
CIS Main Menu	Type on blank screen CISM>Enter
Welcome Screen	Select A – for cares Main Menu
Selection Option	Can selection Option A-V - See Care Inquiry Option Form found in training material
Printer ID	Type "1234"
Assistance Unit/Client Submenu	
Field: Selection	Can selection Option A-Y; 2-6 - See Care Inquiry Option Form found in training material
Field: Client ID	Type in CIS ID# found on entrant alert or MD CHESSIE case file
3. MABS (Maryland Automated Benefits System) - To Retrieve MABS information	Home Page>Type CICS>Enter username and password> Press enter
Main Menu	Type on blank screen CISM>Enter
Field: Transaction – G01, G03, H06, H07, Z07, Z03	Type in transaction numbers
SSN	Type in client Social Security number>Enter