

TITLE XIX FFP ELIGIBILITY DETERMINATION:

PURPOSE:

The purpose of the Form CS-66 is to provide a worksheet to determine if children or youth in DFS, DYS, or Juvenile Court (JC) custody and in alternative care are eligible for Title XIX FFP (Federal Financial Participation).

This determination must be done by the Eligibility Specialist (ES) for all children who have been determined ineligible for Title IV-E or eligible, but not reimbursable. This form is completed in black ink or typed.

A Title XIX FFP determination is completed annually unless the child is Title IV-E eligible, but not reimbursable. In the latter situation, a determination is completed every 6 months.

NOTE: A Title IV-E eligibility determination is not completed for a JC child unless DFS has a contract with the Juvenile/Family Court.

NUMBER OF COPIES AND DISTRIBUTION:

One copy of this worksheet is needed and is maintained in the Children's Services Financial Assistance file. The results for a DFS child or for a JC child who is in the custody of a Class I Court, has been adjudicated as HDN and is open in ACTS is recorded, using the appropriate fund code (Field 55), on the child's SS-61 and entering the date of eligibility determination in Fields 54 and 57 (Title XIX Begin Date). The results for a DYS youth or JC child who is not open in ACTS are entered into the IM system via IMU5.

NOTE: The Title XIX begin date (Field 57) of the SS-61 must be changed each time the Fund Category changes or the Medicaid Source Code changes for children with fund category 12 to reflect the effective date of the new Fund Category or Medicaid Source Code.

INSTRUCTIONS FOR COMPLETION:

NOTE: This form is designed with a "decision tree" format. Instructions on the form itself will advise the ES when to continue with form

completion, or when to stop. The ES shall always sign and date the form.

- Section A - Enter the child's complete name.
- Section B - Enter the date of DFS, DYS, or JC custody.
- Section C - Enter the child's DCN. A DCN may need to be assigned for a JC child, if not found in the departmental data base.
- Section D - Enter the child's date of birth. It is not necessary to view the child's birth certificate, although the correct birthdate should be verified in some manner.
- Section E - Each child must have a Social Security Number (SSN). If not, an SS-5 (Application for SSN) must be completed. Enter the SSN or the date that the SS-5 was completed. It must be verified that the SSN obtained for the child is the correct number for that child. The child meets this eligibility factor when an application for a SSN has been submitted to SSA.
- Section F - Indicate the child's citizenship or legal alien status. If there is any question about the child's citizenship or alien status, verification must be obtained.
- Section G - Eligible Placement: Check the appropriate box. Refer to Chapter 7, and Chapter 7, Appendix A of the CS Financial Assistance Policy and Procedure Manual for eligible/ineligible placement information.
- Section H - Enter the amount of unearned income from each applicable source. Enter how the amount was verified. Enter the child's total unearned income.
- Section I - Child's Earned Income:
Computation Methods: In order to determine gross wages, use one of the two (2) methods listed on the form.

NOTE: A student is defined as someone who attends high school, college, trade, technical, or business school.

Section J - Budgetal Income - Enter the child's budgetal income which is a combination of the total earned income minus \$90.00 income disregard plus unearned income. Enter an "X" on the appropriate line to indicate the child's eligibility based on age and income. The Medicaid Source Code definitions can be found in the SS-61 Instructions. The IM System will automatically determine the appropriate source for DYS and Juvenile Court children who are determined Title XIX FFP eligible. No additional action is necessary by the ES for these children.

NOTE: Age category 1 - 5 includes the month of the child's sixth birthday.

Section K - SSI: Check "Yes" or "No".

Section L - Resources: Enter the amount and source of the child's resources. Enter how the amount was verified.

Section M - The ES will sign and date the form. The date of eligibility is either the date DFS, DYS, or JC was awarded custody (See Section B) or the date the child became eligible (e.g., moved into an eligible placement).

Section N - Interim Changes: The ES will use this section to record changes in the child's eligibility status between the annual reinvestigations if an entirely new CS-66 does not have to be completed. The ES will also complete this section and transmit it to the JC worker to notify the worker of Title XIX FFP eligibility for a JC child. The ES should indicate the eligibility date in the response so the JC worker knows when the redetermination is due.

INSTRUCTIONS FOR RETENTION:

This form must be retained in the Children's Services Financial Assistance case record until the child's record is destroyed per instructions in the Alternative Care Handbook or a DYS youth's case has been destroyed via DYS notification or a Juvenile Court case has been destroyed via Juvenile Court notification.

MEMORANDA HISTORY: CS91-5; CS91-6; CS92-17; CS92-59;
CS94-6; CS95-37; CS96-41;