

TXIX IV-E/FFP REDETERMINATION (CS-IV-E/FFP-2):

PURPOSE:

The purpose of this form is to provide a system for a Division of Youth Services (DYS) Worker or Juvenile Court (JC) Worker to provide information to the Children's Division Eligibility Specialist (CDES) for the Title IV-E/FFP six month eligibility/reimbursability review or a Title XIX/FFP only yearly review regarding a child in out-of-home placement. For Children's Division (CD) children the review form is automated in FACES.

All court orders since the last determination and any other pertinent information must be attached.

The CDES sends the form for completion to the DYS worker for Title XIX FFP reviews and to the JC worker for XIX/FFP reviews or IV-E reviews for courts that have a Title IV-E contract with the state. The CDES sends the form to the appropriate worker thirty (30) days prior to the child's annual Title XIX/FFP or six month IV-E review, as appropriate. The ES files the form in the Children's Services Financial Assistance file for use when the review is completed.

The JC worker must complete and generate this form to the CDES whenever the child's living arrangement, income or resources change during the year.

NUMBER OF COPIES AND DISTRIBUTION:

The original is sent to the CDES.

INSTRUCTIONS FOR COMPLETION:

IDENTIFYING INFORMATION:

Enter the date the forms is completed, the child's name, DCN, Social Security Number, date of birth, in care of, and Worker Name.

ELIGIBILITY/REIMBURSABILITY INFORMATION:

THIS INFORMATION IS GATHERED BY THE DYS WORKER OR JC WORKER DURING HIS/HER WORK WITH THE FAMILY.

Field 1: Check "Yes" or "No". If "Yes", enter the name of the employer, the child's gross monthly wages and the dates of employment.

Field 2: The ES will complete this field based on KIDS account information for CD children. The DYS worker or JC Worker will complete this field for their children.

Field 3: Check "Yes" or "No". If "Yes", list the amount/value, bank name and address.

Field 4: Check “Yes”, “No”, or “N/A”. If “Yes”, indicate if attendance is full or part-time.

Field 5: Check “Yes”, “No” or “N/A”. Enter the expected graduation date.

Field 6: Check “Yes” or “No”. If “Yes”, enter date of the court order and attach a copy of the court order.

The DYS Worker or JC Worker signs and dates the form.

INSTRUCTIONS FOR RETENTION:

A copy of the form is retained in the child’s case record and the Children’s Services Financial Assistance record. The child’s Financial Assistance Case record is retained for 3 ½ years after the most recent closing, then destroyed.