



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
SUSAN OSBORNE • Assistant Secretary for Human Services

May 4, 2023

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS,
SUPERVISORS, AND SOCIAL WORKERS**

SUBJECT: DCDL_CWS_27_2023_PREPARATION FOR FEDERAL IV-E ELIGIBILITY REVIEW

REQUIRED ACTION: Information Only **Time Sensitive** Immediate

The purpose of this letter is to provide information on the upcoming Federal Title IV-E Eligibility Review. The review is scheduled to take place between January and March 2024. The Federal government will be assessing North Carolina's adherence to Title IV-E eligibility criteria. Based on the Program Instructions from Administration for Children & Families, the period under review is April 1, 2023, to September 30, 2023. Cases subject to this review are cases where a child is receiving one or more IV-E foster care maintenance payments.

A sample of 80 cases will be pulled from all cases subject to be reviewed. The error threshold for the Federal Title IV-E Eligibility Review is 4 cases for the entire state. Any case found in error will be subject to disallowance of Federal Financial Participation (FFP) for both maintenance costs and associated IV-E Administrative costs. If the error rate exceeds the error threshold, the State and all 100 counties would be subject to additional financial sanctions and the State will be required to implement a program improvement plan.

In preparation for the Federal Title IV-E Eligibility Review, counties must review every case for which a IV-E foster care payment was made during the period under review. Please use the Federal Review Tool and Instructions attached to the DCDL. A 100% review of all open cases must be completed by October 31, 2023.

The following activities will assist counties in ensuring that children are being correctly coded to IV-E:

- Counties should utilize the PQA 107 (IV-E Foster Care Report) each month to identify any new children receiving IV-E foster care payments.
- CWS counties can access all children and their funding source by following this path in Data Warehouse: Folders, Public Folders, DSS, Child Welfare, State Sanctioned, NC Fast CS, Eligibility
- Cases should be closely monitored for due dates for required Permanency Planning findings.
- Do not change the funding source too early. Changes to the DSS-5094 prior to the 19th of the month will change the funding source for the previous month's foster care payment.
- Ensure all documents related to the child's eligibility are located and placed in the case file. Some of the review questions relate only to the period under review while other questions relate back to the child's entry into DSS custody.
- The PQA-020 (Final Foster Care Payment Report), should be reviewed regularly to monitor for accurate reimbursement. This report is published multiple times each month - the 5th working day, the 16th, and the final report is completed the evening of the 19th or the last working day before the 19th if it falls on a weekend or holiday. Changes can be made for the previous month until the final report is completed.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603
MAILING ADDRESS: 2410 Mail Service Center, Raleigh, NC 27699-2410
www.ncdhhs.gov • TEL: 919-527-6340 • FAX: 919-334-1123

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

The procedure for submitting the DSS-5274, Request for Adjustment for Foster Care Assistance, remains the same. All funding adjustments must be submitted no later than August 15, 2023. This deadline allows for timely submission of return payments before the Federal selection of sample cases. As a reminder, please update the change in funding source on the DSS-5094, Child Placement and Payment Report. If there are any questions, please contact Tina Bumgarner at Tina.Bumgarner@dhhs.nc.gov or 828-397-3901.

NCDSS will host a 60-minute webinar on Title IV-E Federal Review preparation on June 7, 2023, from 1:00 PM-2:00PM. Please register at: <https://attendee.gotowebinar.com/register/4360230338907312733> . After registering, you will receive a confirmation pop up box containing information about joining the webinar. If you have questions, please contact Beth Riley (beth.riley@dhhs.nc.gov) at 336-608-8322.

Sincerely,

Kimaree Sanders

Kimaree Sanders, MSW, MPA
Section Chief for Regulatory and Licensing
Division of Social Services, Child Welfare
North Carolina Department of Health and Human Services

Cc: Susan Osborne, Assistant Secretary for Human Services
Lisa T. Cauley, Senior Director of Child, Family and Adult Services
Tammy Shook, Interim Deputy Director for Operations/Licensing Regulatory
Adrian Daye, Deputy Director of Child Welfare Practice
Kathy Stone, Section Chief for Prevention and Safety
Carla McNeill, Section Chief for Permanency Planning
Peter West, Section Chief for County Operations

ATTACHMENT: FEDERAL IV-E ELIGIBILITY REVIEW TOOL and INSTRUCTIONS

CWS-27-23