

Record Organization of IV-E Materials

These materials should be maintained in a separate jacket as part of the entire record.

- **Birth Certificate**
- For a child not born in the U.S. **the Residency Status Verification**
- **DSS-5120 & All DSS 5120A(s)**
 - Verifications of income and resources should be attached to the forms
 - Copies of relevant court orders (signed and filed) with DSS and GAL reports attached as appropriate.
 - ❖ DSS-5120 should have the Order for Non-Secure Custody or Removal Order and an Order for Continued Non-Secure Custody or other order that provides a finding of reasonable efforts to prevent removal
 - ❖ DSS-5120A should have the valid court order that addresses reasonable efforts to finalize the permanency plan that is referenced on page 2 of the form.
- **VPA Materials (if applicable)**
 - Completed **Voluntary Placement Agreement** (DSS-1789) signed and dated by parent/guardian and DSS
 - The **Court Order** resulting from the review within **90 days** (if applicable)
 - **Petition** and resulting **Court Order** obtained prior to the 180th day if custody is continued.
- **DSS-5094**
- **Up-to-date Placement log**
- **Placement's License** or a copy of supporting documentation verifying the placement's license status while child was placed there for the review months (including group, therapeutic).
- **Copy of Payment History completed in the month of review.**