



DCYF Standard Operating Procedure

1565.5 FISCAL PROCEDURES

Policy Directive: **21-20**

Effective Date: **August 2021**

Implements Policy: **1565**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the Fiscal Specialist Unit actions when reunification has been ordered.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. When notified that a child has been returned home, the Fiscal Specialist Unit (FSU):
 - A. Obtains a copy of the Court's Order;
 - B. Closes the removal episode by completing the applicable screens within the DCYF electronic information system;
 - C. Closes out the placement and Medicaid authorizations;
 - D. Provides necessary information to Provider Relations regarding child care authorizations for determination as to whether the authorization will close or remain open;
 - E. Communicates with the Bureau of Family Assistance (BFA) to request they add the child back into the family's existing case (as applicable);
 - F. Completes the Information Transmittal (Form 1679) to Child Support and the parental reimbursement agent, as appropriate;
 - G. Notifies the parent/guardian that the child will no longer be opened for Medicaid via the MA Closure Letter (Form 2658) and that they should ensure their child has coverage by adding them to private health insurance or applying for Medicaid for the child through BFA;
 - H. Notifies Social Security (as applicable) of the child's reunification status and recommends (via Form 1677 Change of Payee Letter) a Representative Payee; and
 - I. Completes and sends the Payee Letter to Parents (Form 1676), indicating that the Division is no longer the Representative Payee (as applicable).

Applicable Forms

Form	Title
1676	Payee Letter to Parents
1677	Change of Payee Letter
1679	Information Transmittal
2658	MA Closure Letter

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date
----	-------------------	----------	------