



NH Department of Health & Human Services
Division for Children, Youth & Families

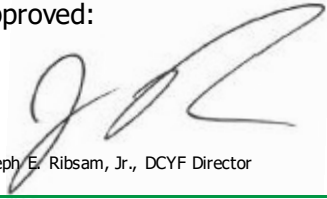
DCYF Standard Operating Procedure
2652.3 ADMINISTRATIVE CLAIMS FOR OTHER FEDERAL FINANCIAL PARTICIPATION (FFP)

Policy Directive: **21-53**

Approved:

Effective Date: **September 2021**

Implements Policy: **2652**


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This SOP defines how to determine claimable administrative costs when claiming Federal Financial Participation.

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. Federal Financial Participation (FFP) is calculated at the rate of the Federal Medical Assistance Percentage (FMAP) for Title IV-E eligible Foster Care Maintenance Payments (FCMP) and Adoption Assistance Payments.
- II. Each quarter, the Fiscal Unit will determine what FFP can be claimed for Title IV-E Administrative Costs for other placements as follows:
 - A. For children in unlicensed relative homes the Fiscal Unit will:
 1. Identify all children that are placed in an unlicensed relative home;
 2. Identify all unlicensed relative homes that have a pending foster family home application for licensure;
 3. Document each child's eligibility for AFDC, receipt of the "contrary to the welfare" judicial determination at the first court hearing that removed the child from their home, and receipt of a "reasonable efforts to prevent removal" judicial determination within 60 days of the first court hearing removing the child from the home; and
 4. Add the number of Title IV-E eligible children meeting the criteria in II-A:1-3 above to the administrative cost ratio;
 - B. For children transitioning from an unlicensed or otherwise unallowable Title IV-E facility to a licensed foster family home or childcare institution the Fiscal Unit will:
 1. Identify the otherwise Title IV-E eligible children that are transitioning from an unlicensed or otherwise unallowable Title IV-E placement to a licensed foster care placement; and

2. Add the number of otherwise Title IV-E eligible children from II-B:1 above to the administrative cost ratio;
- C. For children placed with a parent in a licensed Residential Family-Based Treatment Facility for Substance Abuse the Fiscal Unit will:
1. Identify all children that are placed with a parent in a licensed Residential Family-Based Treatment Facility for Substance Abuse;
 - (a) The facility must be licensed, however there is no requirement that the facility meet the Title IV-E licensing and background check requirements for a child care institution;
 2. Document each child's Title IV-E foster care eligibility requirements except the AFDC eligibility requirements in SSA 472(a)(1)(B) and (3);
 - (a) The child must be under the placement and care responsibility of DCYF while placed with the parent in the facility; and
 3. Add the number of Title IV-E eligible children meeting the criteria in II-C:1-2 above to the administrative cost ratio.
- D. For Title IV-E eligible children who receive SSI in lieu of Title IV-E foster care maintenance payments the Fiscal Unit will:
1. Identify all Title IV-E eligible children that receive SSI in lieu of Title IV-E foster care maintenance payments; and
 2. Add the number of children identified in II-D:1 above the administrative cost ratio.
- III. For each quarter, claimable administrative costs will equal the sum of the following proportions of the total amount expended:
- A. 75% of expenditures for training personnel employed or preparing for employment to administer the Title IV-E plan;
 - B. 75% of expenditures for the short-term training of current or prospective:
 1. Parents or relative guardians;
 2. Foster/adoptive parents or residential treatment program staff providing foster care to children receiving Title IV-E assistance; and
 3. Individuals involved in child protective legal proceedings to increase their ability to provide support and assistance to foster and adopted children, and children living with relative guardians, such as:
 - (a) Staff of the Circuit Court;

- (b) DCYF Attorneys;
 - (c) Attorneys representing children or parents; and
 - (d) Guardians ad litem/CASA;
- C. 50% of administrative expenditures for the proper and efficient administration of the Title IV-E Plan, including:
1. The determination and redetermination of eligibility;
 2. Fair hearings and appeals;
 3. Rate setting; and
 4. Other costs directly related only to the administration of the foster care program such as:
 - (a) Referral to services;
 - (b) Preparation for and participation in judicial determinations;
 - (c) Placement of the child;
 - (d) Development of the case plan;
 - (e) Case reviews;
 - (f) Case management and supervision;
 - (g) Recruitment and licensing of foster homes and residential facilities;
 - (h) A proportionate share of related agency overhead; and
 - (i) Costs related to data collection and reporting.
 5. Administrative expenditures claimed, may not be claimed under any other section or Federal program.

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