



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

**DCYF Standard Operating Procedure**  
**2652.2 ADMINISTRATIVE CLAIMS FOR IMMINENT RISK OF REMOVAL**

Policy Directive: **21-53**

Effective Date: **September 2021**

Implements Policy: **2652**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP identifies how to determine the claimable Title IV-E Administrative Costs for children at imminent risk of removal.

**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. The Fiscal Unit will claim Title IV-E Administrative Costs for foster care candidates determined to be at imminent risk of removal, each quarter, when:
  - A. There is a documented determination within the most recent 6 months that the child is at imminent risk of removal;
  - B. The child met AFDC eligibility while living in their home; and
  - C. The child is living in their home (with their parent/caregiver), including in a licensed residential family-based treatment facility for substance abuse, while receiving services to prevent their removal from their parent's care.
- II. For each quarter, the Fiscal Unit will calculate the administrative cost ratio based on:
  - A. Identification of all children receiving paid services while remaining in their own home who have been documented to be at imminent risk of removal within the most recent 6 months;
  - B. Applying the Title IV-E eligibility percentage for the child protective and juvenile justice populations, to the number of foster care candidates (as determined and documented in A above), to estimate the number of foster care candidates that would be Title IV-E eligible if they were to be removed from their home; and
  - C. Add the number of estimated Title IV-E eligible foster care candidates in B above to the number of Title IV-E eligible children for the quarter to arrive at the administrative cost ratio.

## 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
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