



New Hampshire Division for Children, Youth and Families Policy Manual

2652 TITLE IV-E CLAIMING

Chapter: **Fiscal Management**

Section: **Child, Youth, and Family Eligibility Determinations**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **21-53**

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References Of Note

Federal Authority: [42 USC 671](#), [42 USC 672](#), [42 USC 674](#) and [45 CFR 1356.60](#)

Statutes:

Administrative Rules:

Case Law:

This policy defines the fiscal process for determining administrative claiming under Title IV-E of the Social Security Act.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. Pursuant to 42 USC 674, as a state with an approved Title IV-E Plan, NH is entitled to submit claims for administrative costs to the Administration for Children and Families.
- II. DHHS claims FFP for allowable proportions of Administrative Costs in the following circumstances:
 - A. Children placed in unlicensed foster care settings:
 1. If the child was removed from the home of a specified relative and placed into foster care; and
 2. For up to the lesser of 12 months or the average length of time it takes DHHS to issue a license to the home when there is a foster family home license application pending;
 - B. A child transitions from an unallowable Title IV-E facility to a licensed foster care facility, for one (1) month if the child is then Title IV-E eligible;
 - C. A child is placed with a parent in a licensed Residential Family-Based Treatment Facility for Substance Abuse, for up to 12 months;
 - D. A child is eligible for Title IV-E but is receiving SSI in lieu of Title IV-E foster care maintenance payments.
- III. If a child is at imminent risk of foster care in accordance with 42 USC 671(e)(2) and is receiving a prevention service in accordance with 42 USC 671(e)(1) as documented in their prevention plan, DHHS is permitted to claim FFP for allowable administrative costs for up to 12 months.

- A. If a child is at imminent risk of foster care at the end of the 12 months, DCYF will assess the appropriateness of creating a new prevention plan to document the ongoing candidacy and use of prevention services.
 - B. There is no limitation on the use of contiguous prevention plans if a child remains a candidate for foster care and is engaged in a prevention service.
- IV. If a child is at imminent risk of removal in accordance with 42 USC 672(1) and is potentially eligible for Title IV-E, DHHS is permitted to claim FFP for allowable administrative costs when:
- A. Reasonable efforts are being made to prevent the removal of the child from the home or, if necessary, to initiate efforts for the removal via a voluntary placement agreement or judicial determination;
 - 1. FFP for administrative costs may be claimed regardless of whether the child is actually placed in foster care and becomes a recipient of Title IV-E foster care benefits; and
 - B. DHHS has documented at least every 6 months that the child is at imminent risk of removal from the home. Acceptable documentation that the child is at imminent risk of removal includes:
 - 1. A defined prevention plan which clearly indicates that, absent effective preventative services, foster care is the planned arrangement for the child;
 - 2. An eligibility determination form which has been completed to establish the child's eligibility under Title IV-E that includes evidence that the child is at imminent risk of removal from the home; or
 - 3. Evidence of court proceeding in relation to the removal of the child from the home, in the form of a petition to the court, a court order, or a transcript of the court's proceedings.
- V. All Title IV-E administrative claims must be submitted to the ACF within 2 years after the calendar quarter in which the Division as the Title IV-E agency made the expenditure.
- VI. The DCYF quarterly caseload statistics are used as the base for DCYF Random Moment Sampling method for allocating costs to all benefiting programs.

Standard Operating Procedures		
SOP	Title	Applicable Disciplines
2652.1	Administrative Claims for Imminent Risk of Foster Care	State Office Staff
2652.2	Administrative Claims for Imminent Risk of Removal	State Office Staff

2652.3	Administrative Claims for Other Federal Financial Participation	State Office Staff
2652.4	Random Moment Sampling	State Office Staff

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