Bridges Title IV-E Eligibility and Reimbursability Determinations

This is to be completed by a Bridges Supervisor

Per OAC 5101:2-50-04, Title IV-E eligibility and reimbursability is determined within 60 calendar days of all parties signing the Voluntary Participation Agreement (VPA). *While rule states 60 days, best practice is to complete this determination as soon as you have Legal Custody and Housing recorded for a young adult.*

STEPS TO COMPLETE ELIGIBILITY

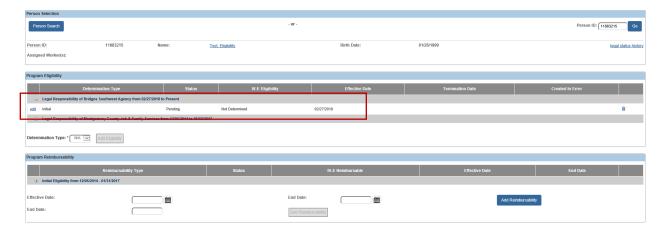
1. Go to Financial tab > Eligibility > Eligibility/Reimbursability



2. If you know the young adult's Person ID, enter it and hit Go. If you don't know it, choose the Person Search button, and complete the search.



- 3. SACWIS will create an Initial eligibility record in Pending status.
 - *Note: There is no Reimbursability record created yet. That will happen once IV-E eligibility has been completed.
 - *Note: If you have the proper security, you will have an 'edit' next to the record. If not, then you will have a 'view'.

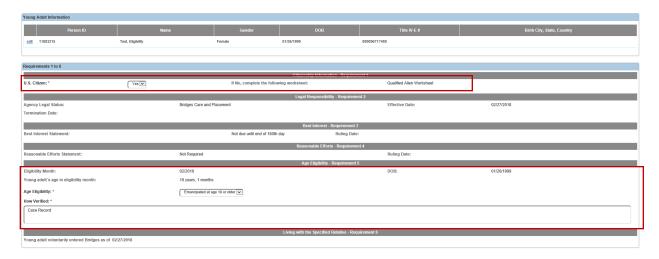


4. If you have entered a Housing record, 'Yes' will display for Completed Housing Record Exists. If this is a 'No', then you will not be able to complete the determination until a record is entered.

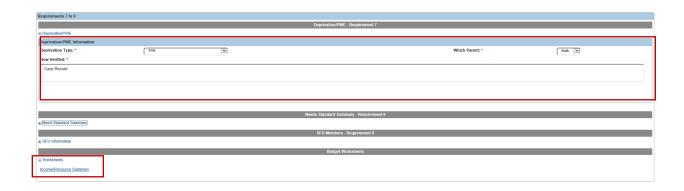


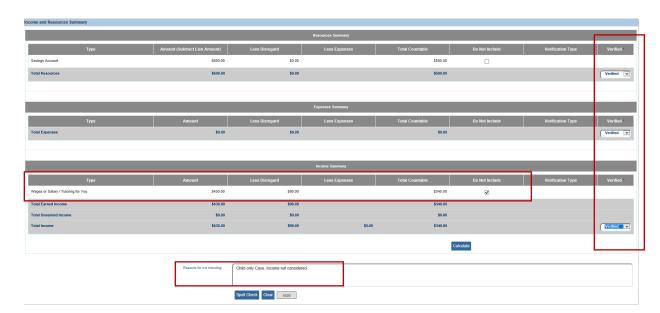
- 5. Complete Requirements 1 to 6 by clicking on the 'View Requirements 1 to 6' link.
 - a. Requirement 1 Citizenship Information: This will default to 'Yes'. If the young adult is not a U.S. Citizen, change the dropdown to 'No' and complete the Qualified Alien Worksheet (If this is a 'No', you can use the Qualified Alien Worksheet completed by the PCSA as guidance).
 - b. Requirement 2 Legal Responsibility: This information auto populates if a Legal Custody episode has been recorded for the young adult.
 - c. Requirement 3 Best Interest: This information auto populates if a Best Interest ruling has been recorded
 - d. Requirement 4 Reasonable Efforts: This information auto populates if a Reasonable Efforts to Finalize Permanency Plan ruling has been recorded.
 - e. Requirement 5 Age Eligibility: This information auto populates. The Age Eligibility dropdown will default to 'Emancipated at age 18 or older'. ***The only time you would change this to 'Did not emancipate' would be if a young adult left a PCSA's custody prior to age 18, but was enrolled in the program due to a State Appeal Hearing decision*** In the How Verified comment box, enter 'Case Record'.
 - f. Requirement 6 Living with the Specified Relative: This information auto populates with the date the young adult entered Bridges.



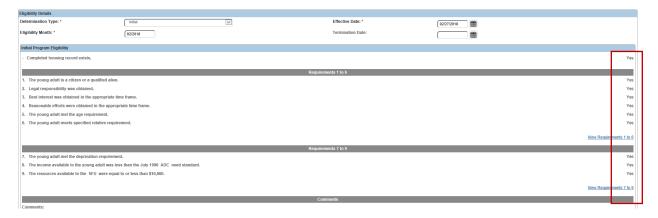


- 6. Complete Requirements 7 to 9 by clicking on the 'View Requirements 7 to 9' link.
 - a. Requirement 7 Deprivation/PWE: Deprivation is a federal requirement that explains how a young adult has been deprived of parental support or care. If you are working with a young adult whose parent(s)/guardian(s) are deceased, which is why they were unable to reunify, select 'Death'. If you are working with a young adult who was in the Permanent Custody of a PCSA, or whose parent(s)/guardian(s) parental rights were otherwise terminated, which is why they were unable to reunify, select 'TPR (Termination of Parental Rights)'. If 'Death' or 'TPR' do not apply to the young adult, select 'Continued Absence from the Removal Home'. Emancipating from foster care means a young adult was deprived of parental support by both parents, as they are absent. For all Deprivation types, will need to record how Deprivation was verified.
 - b. Requirement 8 Need Standard Summary: This is an income comparison that is completed by SACWIS. You will not need to do anything with this requirement. For the purposes of Bridges, the young adult is the only member of the SFU.
 - c. Requirement 9 SFU Information: SFU stands for Standard Filing Unit. The income and resources for a SFU are used in the Need Standard Summary comparison completed in the step above. You will not need to do anything for this requirement. For the purposes of Bridges, the young adult is the only member of the SFU.
 - d. Budget Worksheets: An Income/Resource Summary worksheet needs completed for the young adult. This worksheet is used in the Need Standard Summary. The Resources, Expenses, and Income that have been entered on the young adult's Person record are used to populate this worksheet. Once you verify that the amounts shown in each category are correct, you will mark each one as 'Verified'. For Bridges, the young adult's income is not included in the Need Standard Summary, so the 'Do Not Include' box needs checked if the young adult has income listed. Please enter the following in 'Reasons for not including' comment box if this is checked: Child only Case. Income not considered.





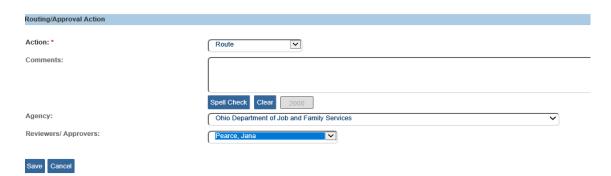
7. Once all requirements have been reviewed, there will either be a 'Yes' or 'No' displayed for each one on the Eligibility Details screen.



8. Select the 'Determine Eligibility' button to determine if the young adult is Title IV-E eligible.



- 9. Once eligibility has been determined, the 'Process Approval' button will be enabled. Select this to route to ODJFS for approval.
 - a. Action is Route
 - b. Agency is Ohio Department of Job and Family Services
 - c. Reviewers/Approvers is Jana Pearce (This will change, and you will be notified when it does)

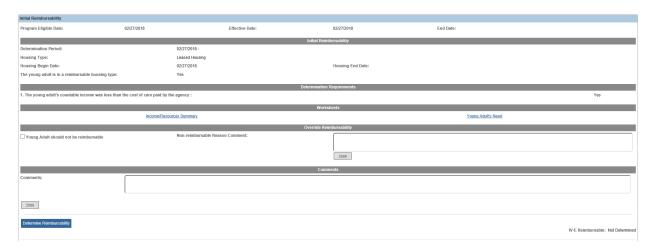


STEPS TO COMPLETE REIMBURSABILITY

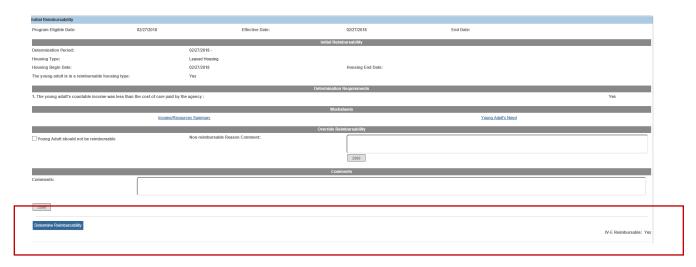
1. Once the eligibility record has been approved by ODJFS, an initial Reimbursability record is created.



2. Reimbursability information is auto-populated.



3. Select the 'Determine Reimbursability' button to determine if the young adult is IV-E reimbursable.



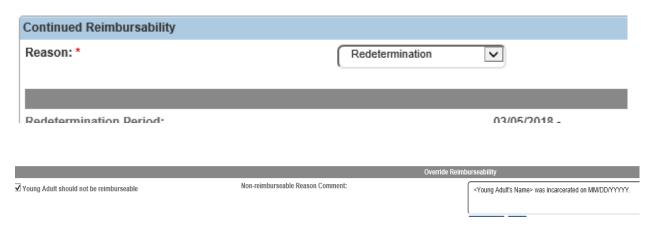
IMPORTANT THINGS TO KNOW

- 1. Title IV-E Eligibility and Reimbursability determinations are completed in SACWIS.
- 2. Once IV-E eligibility is established, the young adult remains eligible for the entire Care and Placement episode through the end of the month they turn 21.
- 3. The young adult will no longer be considered IV-E eligible when any of the following occur:
 - a. The young adult has been terminated from Bridges;
 - b. The agency did not acquire a Best Interest ruling within 180 days of all parties signing the VPA.
- 4. If a young adult is terminated from Bridges, and reenters the program, a new Title IV-E eligibility determination is required.

- 5. If a Best Interest ruling has not been received and recorded at the time of the initial IV-E eligibility determination, an Ongoing IV-E eligibility determination will need to be completed. This determination can be completed once a Best Interest ruling has been received and recorded. ***SACWIS will create the Ongoing record if one has not been completed by the time the Best Interest ruling is due.***
- 6. For all IV-E eligible young adults, Reimbursability must also be determined.
- 7. The young adult will no longer be considered reimbursable when any of the following occur:
 - a. The agency did not acquire a Reasonable Efforts to Finalize the Permanency Plan ruling within a year of all parties signing the VPA, and then annually thereafter;
 - b. The young adult is not residing in an approved housing type.
- 8. SACWIS will create a pending Reimbursability record when Reasonable Efforts are due.
- 9. If a young adult moves from an approved housing type to non-paid housing, Reimbursability will need to be re-determined. This also applies when a young adult moves from non-paid housing to an approved housing type. This is a manual record creation.
 - a. Select 'Housing' as the Reason when re-determining Reimbursability.



- 10. If a young adult is incarcerated, they are not Reimbursable for the period of incarceration. Reimbursability will need to be re-determined. This is a manual record creation.
 - a. Select 'Redetermination' as the Reason;
 - b. Check the box next to 'Young Adult should not be reimbursable' and comment why



- 11. If a young adult is on another Leave type (Whereabouts Unknown, Vacation, Hospitalization) for more than 14 days, they are not Reimbursable for the period after the 14th day until the leave ends. Reimbursability will need to be re-determined. This is a manual record creation.
 - a. Select 'Redetermination' as the Reason;
 - b. Check the box next to 'Young Adult should not be reimbursable' and comment why

Non-reimburseable Reason Comment:

✓ Young Adult should not be reimburseable

<Young Adult's Name> has been hospitalized/on vacation/whereabouts unknown since MM/DD/YYYY.