

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

The screenshot shows the Ohio SACWIS interface. At the top, there is a header with the Ohio SACWIS logo, a user profile for 'Bridges Southwest Agency' with 'log off' and 'UAT1 / 3.15.11 / Last Login: 02/27/2018 09:22:20 AM', and navigation buttons for Home, Recent, Search, and Help. Below the header is a main menu with tabs: Home, Intake, Case, Provider, Financial, and Administration. The 'Financial' tab is highlighted with a red box. Under the 'Financial' tab, there is a sub-menu with 'Eligibility' and 'Medicaid Eligibility'. The 'Eligibility' sub-menu is also highlighted with a red box. Below the sub-menu, there is a button labeled 'Eligibility/Reimbursability' which is highlighted with a red box.

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.

The screenshot shows the 'Person Selection' form. At the top, there is a 'Person Search' button highlighted with a red box. To the right of the button is a text input field for 'Person ID:' followed by a 'Go' button, also highlighted with a red box. Below the input field, there are labels for 'Person ID:', 'Name:', and 'Birth Date:'. At the bottom, there is a label for 'Assigned Worker(s):'.

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'.

Person Selection

Person Search Person ID: 11883215 [Go](#)

Person ID: 11883215 Name: [Test_Eligibility](#) Birth Date: 01/26/1999 [local status history](#)

Assigned Worker(s):

Program Eligibility

Determination Type	Status	IV-E Eligibility	Effective Date	Termination Date	Created in Error
Legal Responsibility of Bridges Southwest Agency from 02/27/2018 to Present					
edit Initial	Pending	Not Determined	02/27/2018		info

Legal Responsibility of Montgomery County Job & Family Center from 4/26/2014 to 02/23/2017

Determination Type: N/A [Add Eligibility](#)

Program Reimbursement

Reimbursement Type	Status	IV-E Reimbursable	Effective Date	End Date
Initial Eligibility from 12/05/2014 - 01/31/2017				

Effective Date: [calendar](#) End Date: [calendar](#) [Add Reimbursement](#)

End Date: [calendar](#) [End Reimbursement](#)

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.

Eligibility Details

Determination Type: Initial [calendar](#) Effective Date: 02/27/2018 [calendar](#)

Eligibility Month: 02/2018 Termination Date: [calendar](#)

Initial Program Eligibility

Completed housing record exists.	Yes
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5. Complete Requirements 1 to 6 by clicking on the 'View Requirements 1 to 6' link.
- 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).
 - Requirement 2 Legal Responsibility: This information auto populates if a Legal Custody episode has been recorded for the young adult.
 - Requirement 3 Best Interest: This information auto populates if a Best Interest ruling has been recorded
 - Requirement 4 Reasonable Efforts: This information auto populates if a Reasonable Efforts to Finalize Permanency Plan ruling has been recorded.
 - 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'.
 - Requirement 6 Living with the Specified Relative: This information auto populates with the date the young adult entered Bridges.

Requirements 1 to 6

1. The young adult is a citizen or a qualified alien.	Incomplete
2. Legal responsibility was obtained.	Incomplete
3. Best interest was obtained in the appropriate time frame.	Incomplete
4. Reasonable efforts were obtained in the appropriate time frame.	Incomplete
5. The young adult met the age requirement.	Incomplete
6. The young adult meets specified relative requirement.	Incomplete

[View Requirements 1 to 6](#)

Young Adult Information						
Person ID	Name	Gender	DOB	Title IV-E #	Birth City, State, Country	
11053215	Test, Eligibility	Female	01/26/1999	009096717400		

Requirements 1 to 6	
U.S. Citizen: *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="button" value="If No, complete the following worksheet:"/> Qualified Alien Worksheet
Legal Responsibility - Requirement 2	
Agency Legal Status:	Bridges Care and Placement
Termination Date:	Effective Date: 02/27/2018
Best Interest - Requirement 3	
Best Interest Statement:	Not due until end of 180th day
Reasonable Efforts - Requirement 4	
Reasonable Efforts Statement:	Not Required
Age Eligibility - Requirement 5	
Eligibility Month:	02/2018
Young adult's age in eligibility month:	19 years, 1 months
Age Eligibility: *	<input type="button" value="Emancipated at age 18 or older"/> <input type="button" value="If No, complete the following worksheet:"/>
How Verified: *	<input type="button" value="Case Record"/>
Living with the Specified Relative - Requirement 6	
Young adult voluntarily entered Bridges as of 02/27/2018	

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.**

Requirements 7 to 9

Deprivation/PWE - Requirement 7

Deprivation/PWE Information

Deprivation Type: * Which Parent: *

How Verified: *

Case Record

Needs Standard Summary - Requirement 8

Need Standard Summary

SFU Members - Requirement 9

SFU Information

Budget Worksheets

Worksheets

Income/Resource Summary

Income and Resources Summary

Resources Summary

Type	Amount (Subtract Lien Amount)	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verification Type	Verified *
Savings Account	\$500.00	\$0.00		\$500.00	<input type="checkbox"/>		
Total Resources	\$500.00	\$0.00		\$500.00			Verified

Expenses Summary

Type	Amount	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verification Type	Verified *
Total Expenses	\$0.00	\$0.00		\$0.00			Verified

Income Summary

Type	Amount	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verification Type	Verified *
Wages or Salary / Tutoring for You	\$430.00	\$90.00		\$340.00	<input checked="" type="checkbox"/>		
Total Earned Income	\$430.00	\$90.00		\$340.00			
Total Unearned Income	\$0.00	\$0.00		\$0.00			
Total Income	\$430.00	\$90.00	\$0.00	\$340.00			Verified

Calculate

Reasons for not including: Child only Case. Income not considered.

Spell Check Clear 4000

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

Eligibility Details

Determination Type: * Effective Date: *

Eligibility Month: * Termination Date:

Initial Program Eligibility

- Completed housing record exists.

Requirements 1 to 6

- The young adult is a citizen or a qualified alien.
- Legal responsibility was obtained.
- Best interest was obtained in the appropriate time frame.
- Reasonable efforts were obtained in the appropriate time frame.
- The young adult met the age requirement.
- The young adult meets specified relative requirement.

View Requirements 1 to 6

Requirements 7 to 9

- The young adult met the deprivation requirement.
- The income available to the young adult was less than the July 1996 ADC need standard.
- The resources available to the SFU were equal to or less than \$10,000.

View Requirements 7 to 9

Comments

Comments:

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

Requirements 7 to 9

7. The young adult met the deprivation requirement. Yes

8. The income available to the young adult was less than the July 1996 ADC need standard. Yes

9. The resources available to the SFU were equal to or less than \$10,000. Yes

[View Requirements 7 to 9](#)

Comments

Comments:

4000

☐ Created in Error

[Determine Eligibility](#) [Process Approval](#)

IV-E Eligible: Yes

9. Once eligibility has been determined, the 'Process Approval' button will be enabled. Select this to route to ODJFS for approval.

- Action is Route
- Agency is Ohio Department of Job and Family Services
- Reviewers/Approvers is Jana Pearce (This will change, and you will be notified when it does)

Routing/Approval Action

Action: *

Route

Comments:

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Agency: Ohio Department of Job and Family Services

Reviewers/ Approvers: Pearce, Jana

[Save](#) [Cancel](#)

STEPS TO COMPLETE REIMBURSABILITY

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

Program Reimbursability

Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date
Initial Eligibility from 02/27/2018 - Present	Pending	Not Determined	02/27/2018	

[edit](#) [Initial Eligibility from 12/05/2018 - 01/31/2017](#)

Effective Date: End Date: [Add Reimbursability](#)

End Date: [End Reimbursability](#)

2. Reimbursability information is auto-populated.

Initial Reimbursability			
Program Eligible Date:	02/27/2018	Effective Date:	02/27/2018
End Date:			
Initial Reimbursability			
Determination Period:	02/27/2018 -		
Housing Type:	Leased Housing		
Housing Begin Date:	02/27/2018	Housing End Date:	
The young adult is in a reimbursable housing type:	Yes		
Determination Requirements			
1. The young adult's countable income was less than the cost of care paid by the agency :			Yes
Worksheets			
Income/Resources Summary		Young Adult's Need	
Override Reimbursability			
<input type="checkbox"/> Young Adult should not be reimbursable	Non-reimbursable Reason Comment:		
<div>2500</div>			
Comments			
<div>2500</div>			
<div>Determine Reimbursability</div>			
IV-E Reimbursable: Not Determined			

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

Initial Reimbursability			
Program Eligible Date:	02/27/2018	Effective Date:	02/27/2018
End Date:			
Initial Reimbursability			
Determination Period:	02/27/2018 -		
Housing Type:	Leased Housing		
Housing Begin Date:	02/27/2018	Housing End Date:	
The young adult is in a reimbursable housing type:	Yes		
Determination Requirements			
1. The young adult's countable income was less than the cost of care paid by the agency :			Yes
Worksheets			
Income/Resources Summary		Young Adult's Need	
Override Reimbursability			
<input type="checkbox"/> Young Adult should not be reimbursable	Non-reimbursable Reason Comment:		
<div>2500</div>			
Comments			
<div>2500</div>			
<div>Determine Reimbursability</div>			
IV-E Reimbursable: Yes			

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.

Continued Reimbursability

Reason: *

Housing

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

Continued Reimbursability

Reason: *

Redetermination

Redetermination Period:

03/05/2018 -

Override Reimbursability

☒ Young Adult should not be reimbursable

Non-reimbursable Reason Comment:

<Young Adult's Name> was incarcerated on MM/DD/YYYY.

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

Override Reimburseability		
<input checked="" type="checkbox"/> Young Adult should not be reimbursable	Non-reimbursable Reason Comment:	<Young Adult's Name> has been hospitalized/on vacation/whereabouts unknown since MM/DD/YYYY