

Determining Title IV-E Eligibility



Knowledge Base Article

Determining Title IV-E Eligibility

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Determining Title IV-E Eligibility

Overview

This article provides step-by-step instruction for completing Title IV-E Eligibility in SACWIS which supports [OAC Rule 5101:2-47](#).

Prior to completing the steps listed in this document, please ensure the following information has been recorded in Ohio SACWIS for the child:

- **Legal Status** including **Best Interest & Reasonable Efforts** rulings. For more information on recording please refer to the *Recording a Legal Status & Custody Episode* Knowledge Base Article.
- **Initial Removal** and **Placement** records. For more information on Initial Removal and Placement see the associated KBA's:
 - *Recording an Initial Removal*
 - *Recording a Placement Record*
- When applicable, a completed **Prevention Services Eligibility** record. For more information on Prevention Services, please refer to the *Family First Prevention Services Act (FFPSA) Resource Guide* KBA.

Important: Failure to have this information documented will cause the IV-E Eligibility to determine as **No**.

The following Ohio SACWIS security user groups are required for this functionality:

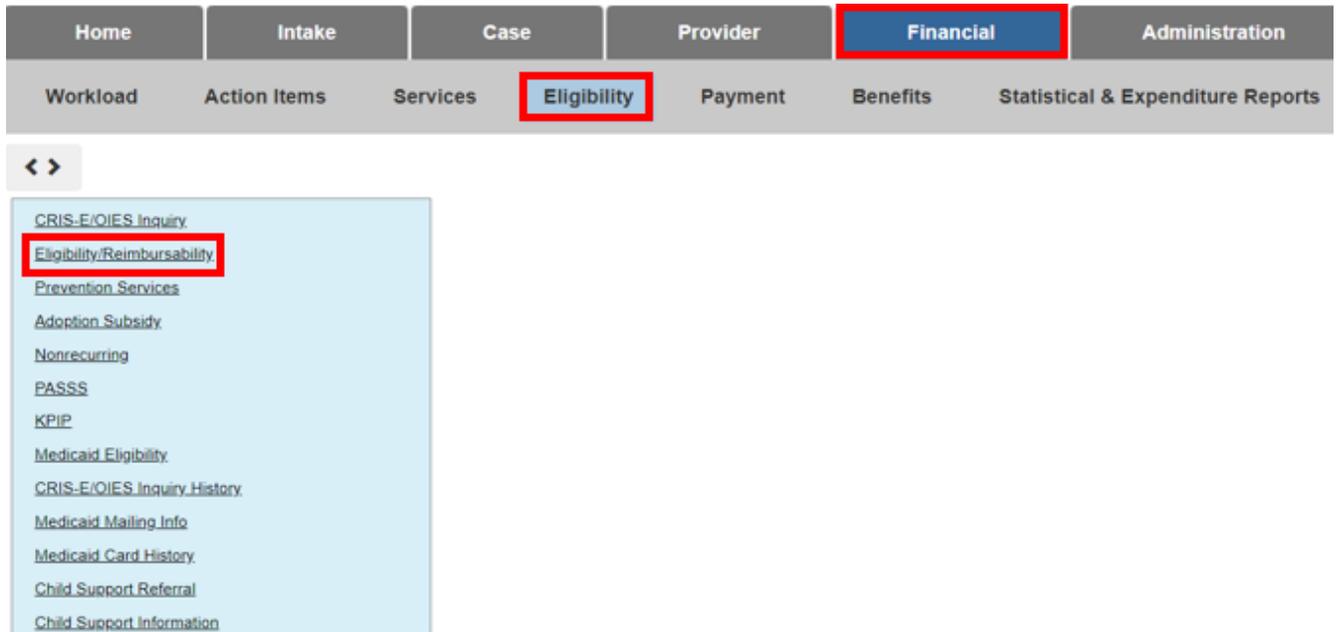
- **Eligibility Specialist** – Worker ability to add and edit eligibility records.
- **Eligibility Specialist Supervisor** – to add, edit and final-approve eligibility records.

Determining Title IV-E Eligibility

Accessing the Eligibility Screen

From the Ohio SACWIS Home Page:

1. Click the **Financial** tab.
2. Click **Eligibility**.
3. Click **Eligibility/Reimbursability** in the navigation pane.



The **Person Selection** grid appears.

4. Enter the **Person ID**.
5. Click, **Go**.

Note: If you do not know the **Person ID**, click **Person Search**. For further information on performing a person search please refer to the *Using Search Functionality* KBA.

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CRIS-F/OIES Inquiry
► Eligibility/Reimbursability
Prevention Services
Adoption Subsidy
Nonrecurring
PASSS
KPIP
Medicaid Eligibility
CRIS-F/OIES Inquiry History
Medicaid Mailing Info
Medicaid Card History
Child Support Referral
Child Support Information

Person Selection

Person Search ~ OR ~ Person ID: **Go**

The **Program Eligibility** and **Program Reimbursability** grids appear below the Person Selection, indicating whether there are any existing records for the Person.

Person Search ~ OR ~ Person ID: **Go**

Name / ID:
[Flintstone, Pebbles / 0000000](#)

Age, DOB:
Age 8, 09/16/2012

Assigned Workers:
Sally Caseworker

Title IV-E # / Medicaid Recipient ID:
089000000080

[Legal Status History](#)

Program Eligibility

Include Created in Error

[Legal Responsibility of Ohio County Children Services from 05/04/2020 to Present](#)

Determination Type	Status	IV-E Eligible	Effective Date	Termination Date
--------------------	--------	---------------	----------------	------------------

Determination Type:

Add Eligibility

Program Reimbursability

Effective Date:

End Date:

Add Reimbursability

Close

Additional Information:

- **Legal Status History** is a link to the Legal Custody & Status List for the child.
- The **Close** button displays when the screen is accessed from the Financial Workload. When selected, it will return user to the Financial Workload. For information on managing the workload for Eligibility Specialists, please refer to the *Managing the*

Determining Title IV-E Eligibility

Financial Workload for Eligibility Specialists KBA and for Supervisors refer to the *Managing the Financial Workload for Supervisors KBA*.

Adding an Eligibility Record

Eligibility records are system generated at specific times during the custody episode. When a prior record is created in error or is being completed prior to the system generated record, use the following steps:

1. Select the **Determination Type** from the drop-down menu within the **Program Eligibility** grid. The following types display when a pending Eligibility record does not already exist:
 - a. **Initial** –An eligibility record does not exist for the most recent custody episode for the person. The system creates an Initial pending record with the custody episode’s start date as the effective date when a legal custody episode is recorded for the child.
 - b. **Ongoing** – An Initial Eligibility record exists with a IV-E Eligible determination of **Yes** for the current custody episode and the child’s custody Episode began as Voluntary Agreement for Care (VAC) or Permanent Surrender (PS). The system creates an Ongoing record on either the 30th day for VAC or 180th day for PS when the initial record is not linked to a Best Interest ruling.
 - c. **Age** – The most recent eligibility record is either an Initial or Ongoing record, has been completed with a IV-E Eligible determination of **Yes** and does not have an End Date. The system creates an Age record the 1st day of the month after the child’s birthdate.
2. Click, **Add Eligibility**.

Program Eligibility

Include Created in Error

[Legal Responsibility of Ohio County Children Services from 05/04/2020 to Present](#) ↕

Determination Type	Status	IV-E Eligible	Effective Date	Termination Date
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Determination Type:

The **Eligibility Details** screen appears for the selected Determination Type.

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Completing an Initial or Ongoing Eligibility record

Some details in the Eligibility record will be system generated from other areas of Ohio SACWIS. This will be noted throughout the article with references to the associated KBA's and OAC rules, as applicable.

1. Enter the **Eligibility Month**: [OAC 5101:2-47-14](#) Title IV-E foster care maintenance (FCM) program eligibility: ADC-relatedness.
2. Update the **Effective Date**: (optional),
Populated from the Legal Custody Episode Begin Date.
3. Enter the **Termination Date**: (optional)
4. Verify the **Initial Removal and corresponding placement exists** result is correct.
This is determined as **YES** when a completed Initial Removal record and completed placement record exist for the child that intersects the Eligibility Month.
5. Verify the **Removal Date**: is correct.
6. Verify the results for **Requirements 1 to 7** are correct.
Click [here](#) to go to the document section Completing Requirements 1 to 7.
Note: Prior to entering the Requirements 1 to 7 screen the system will display 'INCOMPLETE' for all requirements.
7. Verify the Results for **Requirements 8 and 9** are correct.
Click [here](#) to go to the document section Completing Requirements 8 and 9.
Note: Prior to entering the Requirements 1 to 7 screen the system will display 'INCOMPLETE' for both requirements.
8. Enter **Comments**: (optional).
9. Click, **Determine Eligibility**.
Updates the **IV-E Eligible** field to display the overall result for the eligibility record.
Determined from the Initial Removal and corresponding placement exists field, all the results for Requirements 1-7 and both results for Requirements 8-9.
10. Verify the **IV-E Eligible**: result is correct.
This is determined as **Yes** when Initial Removal and corresponding placement exists is **Yes**, all of Requirements 1-7 are **Yes** and Requirements 8 and 9 are both **Yes**.
11. When applicable, select **Child not eligible due to Invalid Removal**.
This will override a **Yes** IV-E Eligible determination to **No**.
 - a. Enter **Reason for Invalid Removal**:
12. Click, **Process for Approval** (unable to select until Determine Eligibility has been selected).

Determining Title IV-E Eligibility

Financial > Eligibility > Eligibility/Reimbursability

Initial Eligibility Details

NAME / ID: Flintstone, Pebbles / 5555555	AGE, DOB: 12, 11/29/2008	CASE ID: 1234567	
ELIGIBILITY ID: 50502383	TITLE IV-E # / MEDICAID RECIPIENT ID: 089000000780	STATUS: Pending	IV-E ELIGIBLE: Not Determined

Eligibility Details

Eligibility Month: *

Effective Date: *

Termination Date:

Initial Program Eligibility

Initial Removal and corresponding placement exists. YES

Removal Date:

Requirements 1 to 7

View / Update [Requirements 1 to 7](#) Follow instructions in section Completing Requirements 1 to 7

1. The child is a citizen or a qualified alien.	YES
2. Legal responsibility was obtained.	YES
3. Best Interest was obtained in the appropriate time frame.	YES
4. Reasonable Efforts were obtained in the appropriate time frame.	YES
5. The child met the age requirement.	YES
6. The child was living with the specified relative within the eligibility month or in the previous six months.	YES
7. The child met the deprivation requirement.	YES

Requirements 8 and 9

View / Update [Requirements 8 and 9](#) Follow instructions in section Completing Requirements 8 and 9

8. The resources available to the SFU were equal to or less than \$15,000.	YES
9. The income available to the child was less than the July 1996 ADC need standard.	YES

Comments: Determine Eligibility Process Approval IV-E Eligible: Not Determined

✓ ABC
4000

Determine Eligibility Process Approval IV-E Eligible YES

Override Eligibility

Child not eligible due to Invalid Removal

Child not eligible due to Invalid Removal

Reason for Invalid Removal:

Created By: Sid Created Date: 06/23/2021 10:57:07 AM

Modified By: Caseworker, Sally Modified Date: 06/25/2021 12:28:24 PM

Apply Save Cancel

Determining Title IV-E Eligibility

The **Process Approval** screen appears. Click [here](#) to go to document section Processing for Approval.

Completing an Age Eligibility record

1. Verify the **Age Eligibility Date**:
Populated as the month of the child's birthday + 18 years.
2. Select **Yes** or **No** for **Is Child a full-time student and reasonably expected to complete high school or equivalent by their 19th birthday or during the month of his/her 19th birthday?**
3. Enter the **Date reasonably expected to graduate (verified in writing by school authority)**:
4. Enter **Comments**: (optional).
5. Click, **Redetermine Eligibility**.
6. Verify **IV-E Eligible**: result is correct.
This is determined as **Yes** when the child is a full-time student, and the expected graduation date is greater than the Termination Date or blank and the date is by the end of the month of the child's 19th birthday.
7. Click, **Save**.

Determining Title IV-E Eligibility

Financial / Eligibility / Eligibility/Reimbursability

Age Eligibility

NAME / ID: Flintstone, Pebbles / 5555555	AGE, DOB: 18, 04/03/2003	CASE ID: 1234567	
ELIGIBILITY ID: 50502432	TITLE IV-E # / MEDICAID RECIPIENT ID: 089000000780	STATUS: Pending	IV-E ELIGIBLE: Not Determined

Eligibility Details

Age Eligibility Date:

05/2021

Child's Age in Age Eligibility Month:

18 years, 1 months

Continued Eligibility

Child's Date of Birth:

04/03/2003

Is Child a full-time student and reasonably expected to complete high school or equivalent by their 19th birthday or during the month of his/her 19th birthday?

Date reasonably expected to graduate (verified in writing by school authority):

Comments:

Redetermine Eligibility Process Approval IV-E Eligible: Not Determined

 ABC

IV-E Eligible **YES**

Created in Error

Created By: Caseworker, Sally

Created Date: 06/25/2021

Modified By: Caseworker, Sally

Modified Date: 06/25/2021

The **Process Approval** screen appears. Click [here](#) to go to the document section Processing for Approval.

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Completing Requirements 1 to 7

1. Verify the **Removal Information** details are correct.
Details are displayed from the child's Initial Removal record for the custody episode.
Please refer to the Recording *an Initial Removal* KBA.

Removal Information	
Removal Date: 04/14/2021	Removal Circumstances: PCSA received custody
Primary Caretaker: Flintstone, Wilma	Secondary Caretaker: Flintstone, Fred

2. Verify the **U.S. Citizen** Information - [OAC 5101:2-47-03.1](#) Qualified and disqualified alien eligibility for foster care maintenance and independent living services.
Details are displayed from the Person Profile.
 - a. When U.S. Citizen is **No**, complete the **Qualified Alien Worksheet**.
Click [here](#) to go to the document section Completing the Qualified Alien Worksheet.

Requirements 1 to 7

Citizenship Information - Requirement 1

U.S. Citizen:
Yes

Birth City, State, Country:
Ohio City, Ohio

U.S. Citizen:
No

Birth City, State, Country:
Albania

Complete the following worksheet: **Qualified Alien Worksheet**

The **Qualified Alien Worksheet** screen appears.

Result will determine as Yes when the child is a U.S. Citizen or when the Qualified Alien Worksheet has been completed and the child is a qualified alien who has lived in the U.S. for five years or if they have not lived in the U.S. for the 5 years and exemption has been selected.

Note: when U.S. Citizen is not recorded in the child's Person Profile the system displays warning message: **⚠ Please update the U.S. Citizen on the person record.** refer to *Add and Maintain Child's Person Profile* KBA to update this information.

3. Verify the **Legal Responsibility** details are correct - [OAC 5101:2-47-13 \(A\) & \(B\)](#) Title IV-E Foster Care Maintenance (FCM) Program Eligibility: Legal Responsibility Requirements.
Details are displayed from the first legal status for the custody episode as of the Effective Date of the eligibility record. For more information, please refer to *Recording a Legal Status and Custody Episode* KBA.

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Legal Responsibility - Requirement 2

Agency Legal Status:
Ex-parte

Effective Date:
04/14/2021

Termination Date:
04/15/2021

Result will determine as Yes when the child has a Legal Custody Status as of the Effective Date of the record.

4. Verify the **Best Interest** result is correct - [OAC 5101:2-47-13 \(C\)](#) Title IV-E Foster Care Maintenance (FCM) Program Eligibility: Legal Responsibility Requirements. Determined as **Best Interest Received** when there is a Best Interest ruling recorded with a ruling date equal to removal date for the custody episode for the child, a child's custody starts, a Voluntary and Best Interest ruling is received within 30 days of the custody episode, or the custody type is Permanent Surrender and Best Interest is received by 180th day of the custody episode. For more information, please refer to the *Entering Hearings and Rulings* KBA.

Best Interest - Requirement 3

Best Interest:

Best Interest Received

Ruling Date:
04/14/2021

Ruling Received:
Best Interest

Ruling Type:
Custody

Result will determine as Yes when the Best Interest result is **Best Interest Received**.

5. Verify the **Reasonable Efforts** result is correct - [OAC 5101:2-47-22](#) Reasonable Efforts Requirements for Title IV-E Foster Care Maintenance (FCM). This is determined as **Reasonable Efforts Received** when a there is a Reasonable Efforts ruling record with a ruling date with 60 or 180 days, depending on Legal Status, of the removal date for the custody episode for the child. When the record is within the 60/180 days of the removal date, the system will display **Not Required**. See Best Interest above for further details on rulings.

Reasonable Efforts - Requirement 4

Reasonable Efforts:

Reasonable Efforts Received

Ruling Date:
04/14/2021

Ruling Received:
RE to Prevent Removal - Initial

Ruling Type:
Custody

Result will determine as Yes when Reasonable Efforts determination is **Reasonable Efforts Received** or **Reasonable Efforts Not Required**.

6. Verify the **Eligibility Month**, this can be updated on the Initial Eligibility screen.
7. Verify the **DOB** – populated from the child's profile. Select the child's name link on the screen to update.

Determining Title IV-E Eligibility

8. Enter How Verified.

Age Eligibility - Requirement 5	
Eligibility Month:	DOB:
04/2021	11/29/2008
Child's Age at the time of Removal: 12 years, 5 months	
How Verified: *	
<input type="text"/>	
<input type="button" value="✓ ABC"/>	
<input type="button" value="4000"/>	

Result will determine as **Yes** when the child's age is less than 18 as of the Removal Date and How Verified has been completed.

Note: The **Child's Age at the time of Removal** is calculated by the system (DOB – Removal Date)

9. Select **Yes** or **No** for **Was the child removed from a specified relative?** - [OAC 5101:2-47-14](#) Title IV-E foster care maintenance (FCM) program eligibility: ADC-relatedness.
10. Verify the **Name of Relative** is correct.
This data is populated from the Initial Removal record. When name of relative is not correct, select the **Change Specified Relative** button. This will display the Change Specified Relative screen, allowing the selection of any case member or the ability to complete a person search.
11. Verify the **Relationship of Relative** – populated from the relationship associated between the child and the person selected in 'Name of Relative'. When the relationship is not correct, select **Update Relationship** button. This will display the relationship screen for the child. For further details on adding or changing a relationship, refer to the *Managing Person-Level Relationships* KBA.
12. Select **Yes** or **No** for **Did the child live with the specified relative in the eligibility month or any one of the preceding six months?**
 - a. When **Did the child live with the specified relative in the eligibility month or any one of the preceding six months?** is **No**, the following is also completed:
 - i. Verify **Was the child eligible for Prevention Services during the 6 months prior to the eligibility month?** is correct.

Populated from the Prevention Services Eligibility record. When **Yes**, then also complete:

Determining Title IV-E Eligibility

1. Verify **Prevention Services Eligibility ID** is correct.
2. Select **Person Search** to find the Caregiver at the time of the Prevention Services Eligibility record
3. Select **Update Relationship** to add/update the Kinship Caregivers relationship to the child.
4. Verify **Child/Kinship Caregiver was reimbursable under Prevention Services during the 6 months prior to the eligibility month**: is correct.

Note: for additional information please refer to the *Completing a Prevention Services Eligibility Determination* KBA.

13. Enter **How Verified:**

Living with Specified Relative - Requirement 6

Was the child removed from a specified relative? 

Name of Relative:

Relationship to Child: Aunt

Did the child live with the specified relative in the eligibility month or any one of the preceding six months?

Was the child eligible for Prevention Services during the 6 months prior to the eligibility month?

Yes

Prevention Services Eligibility ID: 401

Child/Kinship Caregiver was reimbursable under Prevention Services during the 6 months prior to the eligibility month: No

Name of kinship caregiver child lived with:

Relationship to Child: Aunt

How Verified:

Change Specified Relative

NAME (C)	AGE (DOB)
Charlesworth-Devitt, Jany Hackaw, J. 00000000	KT 05043

Change Specified Relative

SSN	Birth	Age	Address	Class	Member
00000	Smith, Jane	000000	123 Main St, Columbus, OH 43219		
00000	Smith, Julia	000000	123 Main St, Columbus, OH 43219		
00000	Smith, Jennifer	000000	123 Main St, Columbus, OH 43219		

Can't find who you're looking for?

Determining Title IV-E Eligibility

Result will determine as **Yes** when the child was removed from a specified relative they lived with in the month of removal or any of the 6 months prior to removal or when they were not removed from a specified relative but were receiving Prevention Services that the Kin Provider was reimbursable for during any of the 6 months prior to removal.

14. Select **Deprivation Type**:

Deprivation - Requirement 7

Deprivation Type: *

Complete the appropriate section(s) when the **Deprivation Type** is:

Not Deprived

15. Enter **How Verified**:

Deprivation - Requirement 7

Deprivation Type: *

How Verified: *

✓ ABC

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OR

Death, Incapacity or Continued Absence from the Removal Home [OAC 5101:2-47-14.1](#)
Title IV-E eligibility under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 Appendix 5101:1-3-14.

15. Select **Which Parent**: from the dropdown

16. Enter **How Verified**:

Determining Title IV-E Eligibility

Deprivation - Requirement 7

Deprivation Type: *

Continued Absence from the Removal Home

Which Parent: *

How Verified: *

✓ ABC

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OR

Unemployment of the Principal Wage Earning Parent (PWE) [OAC 5101:2-47-14.1](#) Title IV-E eligibility under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 Appendix 5101:1-3-15 and 5101:1-3-151

15. Enter **Name of Parent 1:**
16. Enter **2 Year Gross of Parent 1:**
17. Enter **Name of Parent 2:** (optional)
18. Enter **2 Year Gross of Parent 2:** (optional)
19. Select the applicable **Select One Criterion:**
20. Enter **How Verified:**

Determining Title IV-E Eligibility

Deprivation - Requirement 7

Deprivation Type: *
Unemployment of the Principal Wage Earning Parent(PWE) ▾

Name of Parent 1: *
▾

Name of Parent 2:
▾

2 Year Gross of Parent 1: *
\$ 0.00

2 Year Gross of Parent 2: *
\$ 0.00

Principal Wage Earner:

Select One Criterion:

PWE Employed Less than 100 hours in Eligibility Month

The PWE's work is intermittent as evidenced by the PWE's employment of less than 100 hours in each of the two calendar months prior to the Eligibility Month and expected to be less than 100 hours in the month after the Eligibility Month

How Verified: *

▾

✓ ABC

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Result will determine as **Yes** when a Type other than **Not Deprived** is selected, **How Verified** is completed and either **Which Parent** is selected, or the parent's name(s) and gross income is entered, and a criterion is selected.

Note: Principal Wage Earner: will display either 'Mother' or 'Father' depending on whose gross income is higher.

21. Click, **SAVE**.

Apply Save Cancel

The **Eligibility Details** screen appears.

Completing Requirements 8 and 9

1. Select **checkbox(es)** for Standard Filing Unit (SFU) Members - [OAC 5101:2-47-14.1](#)
Title IV-E eligibility under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 Appendix 5101:121-011.
2. Click, **Add SFU Member**.

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Requirements 8 and 9

Standard Filing Unit (SFU) Members - Requirement 8

Available Case Members

	Person	Relationship to Child	Receives SSI/FCM/AA	Worksheet Completed
<input type="checkbox"/>	Flintstone, Ed / 0000000 Male Age 44, DOB: 08/11/1976	Grandfather	No	
<input type="checkbox"/>	Flintstone, Edna / 1111111 Female Age 52, DOB: 12/08/1968	Grandmother	No	
<input type="checkbox"/>	Flintstone, Boulder / 4444444 Female Age 3, DOB: 08/07/2017	Sibling	No	
<input type="checkbox"/>	Flintstone, Wilma / 2222222 Female Age 35, DOB: 08/17/1985	Biological Mother	No	
<input type="checkbox"/>	Flintstone, Fred / 3333333 Male Age 39, DOB: 09/15/1981	Alleged Father	No	
<input type="checkbox"/>	Flintstone, Stoney / 1111111 Male Age 8, DOB: 06/18/2013	Half Brother	No	
<input type="checkbox"/>	Flintstone, Pebbles / 5555555 Female Age 12, DOB: 11/29/2008	Self	No	
<input type="checkbox"/>	Flintstone, Bam Bam / 7777777 Male Age 19, DOB: 12/30/2001	Half Brother	No	

Add SFU Member

Note: A checkbox will not display for members that have already been selected as an SFU member. The child in focus is always selected as an SFU member and cannot be unselected.

1. Verify the correct **SFU Members** are displaying.
2. Select the **trash can** for any members that should not be part of the SFU (optional).

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SFU Members

Name / ID	Relationship to Child	Address	Income Verified	Resource Verified	Expense Verified	
Flintstone, Pebbles / 5555555	Self	[REDACTED]	Unverified	Unverified	Unverified	
Flintstone, Boulder / 4444444	Sibling		Unverified	Unverified	Unverified	
Flintstone, Wilma / 2222222	Biological Mother		Unverified	Unverified	Unverified	
Flintstone, Fred / 3333333	Alleged Father		Unverified	Unverified	Unverified	
Flintstone, Bam Bam / 7777777	Half Brother		Unverified	Unverified	Unverified	

Note: Selecting the Name / ID link in the SFU Member grid will navigate the user to the Person Profile where Income, Resources and Employment can be added when necessary. Please refer to the *Add Employment Information to Person Record* KBA.

3. Select the **Income/Resource Summary** link.

Click [here](#) to go to the document section Completing the Income/Resource Summary Worksheet.

4. Select the **Alien Sponsor Worksheet** link (optional).

Click [here](#) to go to the document section Completing the Worksheet.

5. Select the **Intentional Program Violation (IPV)** link (optional).

Click [here](#) to go to the document section Completing the Worksheet.

6. Select the **Minor Parent living with Parent(s)** link (optional).

Click [here](#) to go to the document section Completing the Worksheet.

7. Select the **Stepparent** link (optional).

Click [here](#) to go to the document section Completing the Worksheet.

8. Select the **Undocumented Alien** link (optional).

Click [here](#) to go to the document section Completing the Worksheet.

9. Verify the **Needs Standard Summary – Requirement 9 Result** has been updated appropriately for the SFU members and any other completed Worksheets.

10. Click, **Save**.

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Needs Standard Summary - Requirement 9	
Need Summary	Result
Flintstone, Pebbles / 5555555	\$0.00
Flintstone, Boulder / 4444444	\$711.00
Flintstone, Wilma / 2222222	\$0.00
Flintstone, Fred / 3333333	\$0.00
Flintstone, Bam Bam / 7777777	\$0.00
Stepparent Budget	\$0.00
Minor Parent Living with Parent(s) Budget	\$0.00
Undocumented Alien Parent(s) Budget	\$0.00
Alien Parent(s) Sponsors Income Budget	\$0.00
Intentional Program Violation Budget	\$0.00
Total <u>SFU</u> Members	5
Total Countable Income	\$711.00
185% Need Standard Test	
Need Standard Based on <u>SFU</u> Members	\$2,541.00
Does the child meet the 185% Need Standard?	Yes
100% Need Standard Test	
Need Standard Based on <u>SFU</u> Members	\$1,373.00
Does the child meet the 100% Need Standard?	Yes
Budget Worksheets	
1. Income/Resource Summary	4. Minor Parent living with Parent(s)
2. Alien Sponsor Worksheet	5. Stepparent
3. Intentional Program Violation (IPV)	6. Undocumented Alien
<input type="button" value="Apply"/> <input style="border: 2px solid red;" type="button" value="Save"/> <input type="button" value="Cancel"/>	

The **Eligibility Details** screen appears.

Note: See [OAC 5101:2-47-14.1](#) Title IV-E eligibility under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 Appendix 5101:23-035 for Need Standard Test definitions.

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Completing the Qualified Alien Worksheet

Worksheet should be completed for every child that is not a U.S. Citizen who meets the 'Qualified non-citizen' definition in section B of [OAC 5101:2-1-01](#) Children services definitions of terms.

1. Select **Yes** or **No** for **Is the child a qualified alien?**
2. Enter **If Yes, how verified:**
3. Select **Yes** or **No** for **Has the child lived in the U.S. for five years up to and including the month that the agency received custody?**
4. Enter **If Yes, how verified:**
5. Select the appropriate checkbox for any **Exceptions.**
6. Click, **Save.**

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Qualified Alien and Residency Worksheet

Alien and Residency

Is the child a qualified alien? *

If Yes, how verified:

✓ ABC

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Has the child lived in the U.S. for five years up to and including the month that the agency received custody? *

If Yes, how verified:

✓ ABC

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Exceptions

- The child was placed in a licensed, certified or approved substitute care placement setting.
- The child is an alien receiving AA pursuant to the Adoption Assistance agreement signed prior to Aug 22, 1996, and continues to be eligible for AA.
- The child is an alien who is granted asylum under the INA.
- The child is an alien admitted to the United States as a refugee under the INA.
- The child is an alien whose deportation is being withheld under the INA.
- The child is a Cuban/Haitian, as defined in Section 501 (E) of the Refugee Education Assistance Act of 1980.
- The child was an Amerasian immigrant admitted to the U. S. pursuant to Section 584 or the Foreign Operations, Export Financing and Relations Programs Appropriations Act of 1988.
- The child does not meet any of the exceptions above.

Save

Cancel

Delete

The **Requirements 1 to 7** screen appears. Click [here](#) to return to Completing Requirements 1 to 7

Determining Title IV-E Eligibility

Completing the Income/Resource Summary Worksheet

This worksheet is completed for every person that is included in a Standard Filing Unit. The Resources, Expenses and Incomes to be included are defined throughout the appendix located in [OAC 5101:2-47-14.1](#) - Title IV-E eligibility under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

1. Select **SFU Member**
2. Select **Yes** or **No** in **Verified** for the **Resource Summary** section.
3. Select **Yes** or **No** in **Verified** for the **Expenses Summary** section.
4. Select **Yes** or **No** in **Verified** for the **Income Summary** section.
5. When applicable, select **Do Not Include** for any shown Resources, Expenses and/or Incomes (optional).
6. Select the **Calculate** button when a Resource, Expense or Income has been marked as Do Not Include to update the Total for each section (optional).
7. Enter **Reasons for not including**: when Do Not Include for any of the Resource, Expenses or Income Sections (not optional when a Resource, Expense or Income has been marked as Do Not Include)
8. Select the **Apply** button to complete the Income and Resources Summary Worksheet for another SFU member (repeat above steps until all SFU members Resources, Expenses and Incomes have been verified) **or** select the **Save** button.

Determining Title IV-E Eligibility

Income and Resources Summary Worksheet Search Criteria

SFU Member: *

Eligibility Month/Year:
 04/2021

Resources Summary

Type	Amount (Subtract Lien Amount)	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verified *
Total Resources	\$0.00	\$0.00		\$0.00		Unverified

Expenses Summary

Type	Amount	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verified *
Child Support	\$50.00	\$0.00		\$50.00	<input type="checkbox"/>	
Total Expenses	\$50.00	\$0.00		\$50.00		Unverified

Income Summary

Type	Amount	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verified *
Wages or Salary / Wendy's Old Fashioned Hamburger	\$301.00	\$90.00		\$211.00	<input type="checkbox"/>	
Total Earned Income	\$301.00	\$90.00		\$211.00		
Social Security	\$550.00	\$0.00		\$550.00	<input type="checkbox"/>	
Total Unearned Income	\$550.00	\$0.00		\$550.00		
Total Income	\$851.00	\$90.00	\$50.00	\$711.00		Unverified

Reasons for not including:

Note: when an SFU member's information has all been updated to **Verified**, the dropdown selection for the SFU member will be updated for that person with '- **All Verified**' behind the Person's name in the dropdown.

When Save is selected the **Requirements 8 and 9** screen will appear. Click [here](#) to return to Completing Requirements 8 and 9.

Determining Title IV-E Eligibility

Determining Title IV-E Eligibility

Completing the Alien Sponsor Worksheet

This worksheet is to be completed when an alien is in the home that is not included in the SFU and the individual has a sponsor. For more information see [OAC 5101:2-47-14.1](#) – Title IV-E eligibility under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 Appendix 5101:1-3-18,

1. Enter the **Name of the Sponsor**
2. Enter the **Name of the Sponsor’s Spouse** (optional)
3. Enter the **Gross Monthly Income for the sponsor**
4. Enter the **Gross Monthly Income for the sponsor’s spouse** (optional)
5. Click, **Calculate** (updates the Countable income deemed to the SFU as unearned income).
6. Click, **Save**.

Alien Parent(s) with Sponsor Income Budget Worksheet

Sponsor Information

Name of Sponsor: *

Name of Sponsor's Spouse:

Gross monthly income for the sponsor: * \$

Gross monthly income for the sponsor's spouse: \$

Countable income deemed to the SFU as unearned income: \$0.00

The **Requirements 8 and 9** screen will appear. Click [here](#) to return to Completing Requirements 8 and 9.

Determining Title IV-E Eligibility

Completing the Intentional Program Violation (IPV) Budget Worksheet

This worksheet is to be completed when there is an individual in the home who is not included in the SFU and the individual is on a permanent ADC Intentional Program Violation. For more information see [OAC 5101:2-47-14.1](#) - Title IV-E eligibility under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 Appendix 5101:1-23-04.

1. Select the **Name of Individual #1**.
2. Select the **Name of Individual #2** (optional).
3. Click, **Calculate** (updates the Countable income deemed to the SFU as unearned income).
4. Click, **Save**.

Intentional Program Violation (IPV) Budget Worksheet

IPV Budget

Name of Individual #1: *	Name of Individual #2:
<input type="text"/>	<input type="text"/>
Update Employment/Resources	Update Employment/Resources
Number of IPV(s) Employed:	0
Gross Monthly Earned Income of IPV Individual(s).	\$0.00
Work Disregard: <i>\$90 - 1 employed parent, \$180 - 2 employed parents</i>	\$0.00
Subtotal : \$0.00	
Monthly Unearned Income of IPV individual(s): <i>Does not include SSI (or Other Social Security or VA Benefits Received in Addition to SSI) DA, RCA or OWF.</i>	\$0.00
Countable income deemed to the SFU as unearned income: \$0.00	

Calculate

Save Cancel Delete

The **Requirements 8 and 9** screen will appear. Click [here](#) to return to Completing Requirements 8 and 9.

Determining Title IV-E Eligibility

Completing the Minor Parent Living with Parent(s) Budget Worksheet

This worksheet is to be completed when there is a minor parent living with self-sustaining parent(s), and the parent(s) are not included in the SFU. For more information see [OAC 5101:2-47-14.1](#) Title IV-E eligibility under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 Appendix 5101:1-23-042.

1. Select the **Name of Minor Parent's Parent 1:**
2. Select the **Name of Minor Parent's Parent 2:** (optional)
3. Enter **The number of individuals including the minor parent's parent(s) living in the home and whose needs are not included in the SFU and who are claimed or could be claimed by the minor parent's parent(s) as dependents under IRS rules.**
4. Enter the **Amount of payments made by minor parent's parent(s) for individuals not living in the home but claimed or could be claimed by the minor parent's parent(s) as dependents under IRS rules.**
5. Click, **Calculate** (updates the Countable income deemed to the SFU as unearned income).
6. Click, **Save.**

Determining Title IV-E Eligibility

Minor Parent Living with Parent(s) Budget Worksheet

Parent(s) Budget

Name of Minor Parent's Parent 1: *

[Update Employment/Resources](#)

Name of Minor Parent's Parent 2:

[Update Employment/Resources](#)

The number of individuals including the minor parent's parent(s) living in the home and whose needs are not included in the SFU and who are claimed or could be claimed by the minor parent's parent(s) as dependents under IRS rules. *

The number of minor parent's parent(s) employed:
Does not include individuals if in receipt of SSI

0

Gross monthly earned income of minor parent's parent(s):

\$0.00

Work disregard for employed minor parent's parent(s):

\$0.00

\$90 - one employed parent, \$180 - two employed parents

Subtotal (Earned Income minus Disregard): \$0.00

Monthly unearned income of minor parent's parent(s):

\$0.00

Does not include SSI (or Other Social Security or VA Benefits Received in Addition to SSI) DA, RCA or OWF

Subtotal (Previous Subtotal plus Unearned Income): \$0.00

100% need standard for the number of individuals:

\$0.00

Subtotal (Previous Subtotal minus Need Standard): \$0.00

Amount of payments made by minor parent's parent(s) for individuals not living in the home, but claimed or could be claimed by the minor parent's parent(s) as dependents under IRS rules. *

\$

Subtotal (Previous Subtotal minus Dependent Payments): \$0.00

Amount paid by minor parent's parent(s) as alimony or child support for individuals not living in the home:

\$0.00

Countable income deemed to the SFU as unearned income: \$0.00

Calculate

Save

Cancel

Delete

The **Requirements 8 and 9** screen will appear. Click [here](#) to return to Completing Requirements 8 and 9.

Determining Title IV-E Eligibility

Completing the Stepparent Budget Worksheet

This worksheet is to be completed when there is a stepparent in the home and the stepparent is not included in the SFU. For more information see [OAC 5101:2-47-14.1](#) – Title IV-E eligibility under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 Appendix 5101:1-23-043

1. Select the **Name of Stepparent**:
2. Enter **The number of individuals including the stepparent living in the home and whose needs are not included in the SFU and are claimed or could be claimed by the stepparent as dependents under IRS rules (Do not include individuals if in receipt of SSI)**:
3. Enter the **Amount of payments made by stepparent for individuals not living in the home but claimed or could be claimed by the stepparent as dependents under IRS rules**.
4. Click, **Calculate** (updates the Countable income deemed to the SFU as unearned income).
5. Click **Save**.

Determining Title IV-E Eligibility

Stepparent Budget	
Name of Stepparent: *	<input type="text"/>
Update Employment/Resources	
The number of individuals including the stepparent living in the home and whose needs are not included in the SFU and are claimed or could be claimed by the stepparent as dependents under IRS rules (Do not include individuals if in receipt of SSI): *	<input type="text"/>
Gross monthly earned income of stepparent:	\$0.00
Work disregard for employed stepparent: \$90 - one employed parent	\$0.00
Subtotal (Earned Income minus Disregard): \$0.00	
Monthly unearned income of stepparent: Does not include SSI (or Other Social Security or VA Benefits Received in Addition to SSI) DA, RCA or OWF	\$0.00
Subtotal (Previous Subtotal plus Unearned Income): \$0.00	
100% need standard for the number of individuals:	\$0.00
Subtotal (Previous Subtotal minus Need Standard): \$0.00	
Amount of payments made by stepparent for individuals not living in the home, but claimed or could be claimed by the stepparent as dependents under IRS rules. *	\$ <input type="text" value="0.00"/>
Subtotal (Previous Subtotal minus Dependent Payments): \$0.00	
Amount paid by stepparent as alimony or child support for individuals not living in the home:	\$0.00
Countable income deemed to the SFU as unearned income: \$0.00	
Amount of payments made by stepparent for individuals not living in the home, but claimed or could be claimed by the stepparent as dependents under IRS rules. *	\$ <input type="text" value="0.00"/>
Subtotal (Previous Subtotal minus Dependent Payments): \$0.00	
Amount paid by stepparent as alimony or child support for individuals not living in the home:	\$0.00
Countable income deemed to the SFU as unearned income: \$0.00	
<input type="button" value="Calculate"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

The **Requirements 8 and 9** screen will appear. Click [here](#) to return to Completing Requirements 8 and 9.

Determining Title IV-E Eligibility

Completing the Undocumented Alien Parent(s) Budget Worksheet

This worksheet is to be completed when an undocumented alien is in the home that is not included in the SFU. For more information see [OAC 5101:2-47-14.1](#) - Title IV-E eligibility under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 Appendix 5101:1-23-044.

1. Select the **Name of Undocumented Alien Parent 1:**
2. Select the **Name of Undocumented Alien Parent 2:** (optional)
3. Enter **The number of individuals including the alien parent(s) living in the home and whose needs are not included in the SFU and are claimed or could be claimed by the alien parent(s) as dependents under IRS rules:**
4. Enter the **Amount of payments made by alien parent(s) for individuals not living in the home, but claimed or could be claimed by the alien parent(s) as dependents under IRS rules:**
5. Click **Calculate** (updates the Countable income deemed to the SFU as unearned income).
Note: use the Update Employment/Resources link under each parent to be taken to the Person's Profile for the Employment/Income/Expense/Resources screen.
6. Click, **Save**.

Determining Title IV-E Eligibility

Undocumented Alien Parent(s) Budget Worksheet	
Parent(s) Budget	
Name of Undocumented Alien Parent 1: *	Name of Undocumented Alien Parent 2:
<input type="text"/>	<input type="text"/>
Update Employment/Resources	Update Employment/Resources
The number of individuals including the alien parent(s) living in the home and whose needs are not included in the SFU and are claimed or could be claimed by the alien parent(s) as dependents under IRS rules: *	<input type="text"/>
Number of alien parent(s) employed: <i>Does not include individuals if in receipt of SSI</i>	0
Gross monthly earned income of alien parent(s):	\$0.00
Work disregard for employed alien parent(s): <i>\$90 - one employed parent, \$180 - two employed parents</i>	\$0.00
Subtotal (Earned Income minus Disregard): \$0.00	
Monthly unearned income of alien parent(s): <i>Does not include SSI (or Other Social Security or VA Benefits Received in Addition to SSI) DA, RCA or OWF</i>	\$0.00
Subtotal (Previous Subtotal plus Unearned Income): \$0.00	
100% need standard for the number of individuals:	\$0.00
Subtotal (Previous Subtotal minus Need Standard): \$0.00	
Amount of payments made by alien parent(s) for individuals not living in the home, but claimed or could be claimed by the alien parent(s) as dependents under IRS rules: *	\$ <input type="text" value="0.00"/>
Subtotal (Previous Subtotal minus Dependent Payments): \$0.00	
Amount paid by alien parent(s) as alimony or child support for individuals not living in the home:	\$0.00
Countable income deemed to the SFU as unearned income: \$0.00	
<input type="button" value="Calculate"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

The **Requirements 8 and 9** screen will appear. Click [here](#) to return to Completing Requirements 8 and 9.

Determining Title IV-E Eligibility

Processing for Approval

1. Select an **Action**.
2. Enter **Comments** (optional).
3. Select **Reviewers/Approvers** (optional).
4. Click, **Save**.

Process Approval

Work Item

ID: 1820295 **Type:** CASE **Reference:** Flintstone, Wilma
Task ID: 50508732 **Task Type:** Eligibility **Task Reference:**
Task Status: Pending Approval

Routing/Approval Action

Action: * Please Select An Action ▾

Comments:

Spell Check Clear 2000

Agency: Ohio County Division of Children and Family Services ▾

Reviewers/Approvers: Please Select A Reviewer/Approver ▾

Routing/Approval History 1 Result(s)

Date	Action	Status	Employee ID	Name
06/29/2021 02:54 PM	Route	Pending Approval	7556061	Caseworker, Sally

+ [Comments](#)

Save Cancel

The **Eligibility/Reimbursability list** screen appears.

Note: After final approval of an eligibility record, the system will create a pending reimbursability record. If this record is not created, or deleted for any reason, a new record can be added by entering the Effective Date and clicking the **Add Reimbursability** button below.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).