

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
May 22, 2015**

PI 15-08

TO: Directors, County Social Service Boards
County Social Service Eligibility Workers

FROM: Dean Sturn, Administrator, Foster Care Program

SUBJECT: Foster Care Placement Notification and Preliminary Eligibility
Determination, SFN 630

PROGRAMS: IV-E Foster Care and Foster Care Maintenance Payments

EFFECTIVE: **May 1, 2015**

RETENTION: Until Manualized

**SECTIONS
AFFECTED:** **623-05-60-15 Foster Care Placement Notification and Preliminary
Eligibility Determination, SFN 630**
**447-10-70-05 Foster Care Placement Notification and Preliminary
Eligibility Determination, SFN 630**
447-10-55-05 Initial Eligibility

The North Dakota Department of Human Services has issued a revised SFN 630 – Foster Care Placement Notification and Preliminary Eligibility Determination form.

The revised form is effective 4/2015 and is available for immediate use on the North Dakota E-Forms site. This is a fillable and savable form. Please discard outdated forms.

The revisions include additional questions to clarify court order and placement information. The case manager is responsible for completing the form in full. The information on the form is used by the foster care eligibility worker in conjunction with additional forms in determining foster care eligibility. The form must be retained in the foster care eligibility file.

If you have any questions or need technical assistance, please contact Deb Lachenmeier at 701-328-1710. Thank you.