

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
April 7, 2017**

PI 17-13

TO: Regional Supervisors
County Social Services
Division of Juvenile Services
Tribal Social Services
PATH

FROM: Kelsey Bless, Permanency Administrator

SUBJECT: Foster Care Maintenance Forms 623-05-60

PROGRAMS: Foster Care

EFFECTIVE: **Immediately**

RETENTION: Until Manualized

Children and Family Services (CFS) is finalizing the update to Policy Manual 623-05 Foster Care Maintenance Payments. This policy issuance (PI) is specific to forms. Changes made to policy are noted **in red** and all outstanding PI's will be manualized as soon as possible for easier online viewing.

If you have questions, contact Children & Family Services Permanency Administrator, Kelsey Bless, at 701-328-3581.

The forms can be located at <http://www.nd.gov/eforms>

Forms 623-05-60

Credit Form, SFN 827 623-05-60-10

Any payments to the State for foster care refunds and reimbursements must be submitted with Credit Form, SFN 827 **by the financial county.** The **child's** name and foster care case number must be included to ensure proper credit. An **overpayment or a receivable must exist in the payment system before the SFN 827 is submitted with payment to the Department. Fiscal Administration will use the service month, match code, and description of payment provided on the form to properly apply the payment.**

Notice of Change Form, SFN 45 623-05-60-20

The Notice of Change, SFN 45, is a required form which must be completed by the foster care case manager when changes occur in the child's case; including placement, foster care status, and parent information.

The intent of this form is to quickly update/alert the eligibility worker to make payment authorization adjustments accordingly. Overpayments will occur if the eligibility worker is not notified by the foster care case manager of a placement/status change.

Eligibility staff must forward a copy of the completed form to Child Support if there is a change in health information or parent information.

Delete from Manual – In 447-10:

- Foster Care Placement Notification and Preliminary Eligibility Determination, SFN 630 623-05-60-15
- Supplement to SFN 641 or 642, Attachment A. Data for Unemployed Parent Program 623-05-60-30
- Title IV-E Initial Eligibility, SFN 869 623-05-60-35
- Title IV-E Foster Care - Income Calculation Worksheet, SFN 873 623-05-60-45

Delete from Manual - Former Repealed Sections:

- Understanding of the Parties for Continued Foster Care Services, SFN 1781 623-05-60-05
- Title IV-E Reimbursability, SFN 870 623-05-60-40
- Title IV-E/Title XIX Redetermination, SFN 642" 623-05-60-50