

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
June 5, 2018**

PI 18-14

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

FROM: Kelsey Bless, Permanency Administrator

SUBJECT: 624-05 and 623-05 – Update manual links to forms

PROGRAMS: Foster Care

EFFECTIVE: **Immediately**

RETENTION: Until Manualized

The ND Department of Human Services, Children and Family Services Division revised two forms specifically related to excess maintenance payments for foster care. The forms have been uploaded as e-forms:

- **SFN 904**, “*Agreement to Furnish Specialized Foster Care Services, Excess Maintenance Agreement*”
 - <https://www.nd.gov/eforms/Doc/sfn00904.pdf>
- **SFN 1865**, "Specialized Family Foster Care/Adoption Assistance Level of Care Evaluation Form"
 - <https://www.nd.gov/eforms/Doc/sfn01865.pdf>

All excess maintenance payments (EMP), Category 60 irregular payments, must be approved by the regional office. Updating of the forms offered specific language regarding the “approval date” and reiterated the effective dates of the agreement. This was done to clarify signing authority and offer flexibility in reimbursement. If a child is in placement for a partial month, the daily rate of the approved EMP level will apply to the dates of the placement.

There is no formal policy updated, rather the form links replaced in the manual. Below are questions presented to Children and Families Services that may assist in further clarification.

Excess Maintenance Payment Questions to CFS

1. How often must we review an EMP?

- a. An EMP cannot exceed six months in duration; however an EMP can be reviewed or approved at a higher or lower level as needed. Typically, a CFT meeting is used to discuss the needs of the child and/or foster parents. This discussion of needs can occur at any time throughout the duration of placement. It is allowable for an EMP approval to change at any time throughout case planning, not only at the CFT.

2. What if the EMP approval changes from Level 1 to Level 2 at the CFT meeting held on June 20th; what will happen with the approval dates?

- a. If a child was receiving level 1 reimbursement and it was decided at the CFT the need had increased to a level 2; the regional office signs the approval for an effective date of June 1, 2018. This is a great example of how the increased child needs identified by the foster parent were discussed at a meeting and the team determined a level 2 score was more appropriate... the level 2 EMP can begin June 1, 2018 overriding the original level 1 EMP approval.

3. How do we handle the current EMP approvals with an end date of June 15th, 2018, where a renewal is required for continued payment?

- a. If you have a case with the EMP soon expiring (Ex: 6/15/18), the next EMP is due for review and approval. If the EMP is signed on 6/10/18 it is effective 6/1/18. The renewal EMP can be effective prior to the expiration to ensure there is not a gap in EMP reimbursement coverage for June 2018.

4. What happens if the child is placed into a foster home on the 16th of the month, should I authorize the EMP and allow the effective date to be the 1st of the month?

- a. No! If the child is placed on 6-16-18 with the foster care parents, you will not go back to the 1st of the month. You cannot approve an EMP outside the window of placement as an EMP is specific to the provider and placement dates. In addition, CCWIPS will not allow payment outside of the placement dates.

5. What happens if the child does not have an EMP, but had an accident resulting in significant injury that will require an EMP at that time. Would the EMP be authorized for the 1st of the month if the accident did not occur until the 20th?

- a. No! If a child was injured in an accident on 5/20/18 and now require extra care (helmet, wheel chair, extra trips to see the Dr.), etc. The case managers should ask for the EMP effective date to be within the dates of the accident, this can be highlighted in the comments section to ensure clarity with the effective date.
- b. Effective dates may differ from the 1st of the month based on the child's placement dates and/or identified circumstance (date of injury, etc.) *

6. Who is responsible to ensure the effective dates on the SFN 904 are accurate?

- a. The case manager is responsible to ensure clarity on EMP needs and dates.
- b. The regional office will verify the effective date marked on the SFN 904, if it is written as June 10th and should be effective June 1st, ... the regional office will correct this upon approval.