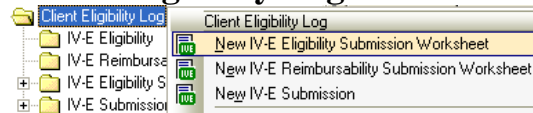


IV-E Initial Referrals

Enter IV-E Initial Referrals when a new Continuous Placement starts for a child. This notifies the MAXIS worker that a new Title IV-E determination is needed.

1. Enter the Client's **Placement** and **Continuous Placement**. Complete the **Authority, Permanency Plans** and **Removal Conditions** tabs.
2. Enter applicable **Court Actions** on the **Reviews** tab in the **Continuous placement**.

Client Eligibility Log

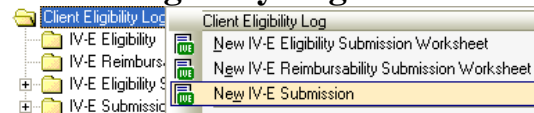


3. From the **Client Eligibility Log** folder **Action** menu, select **New IV-E Eligibility Submission Worksheet**.

New IV-E Eligibility Submission Worksheet

4. Select the current **Continuous placement** from the drop-down field, then **Tab** out of this field.
5. Enter applicable information into the **For initially court ordered placements** or **For initially voluntary placements** sections of the **IV-E Submission Worksheet**.

Client Eligibility Log



6. Select **New IV-E Submission** from the **Client Eligibility Log** folder **Action** menu.

New IV-E Submission

7. Select the current **Continuous placement** in the **Continuous placement** field, then **Tab** out of the field.
8. The **Submit reason** defaults to **Initial referral** if the Client does not have a PMI (Person Master Index) number or has a PMI

IV-E Initial Referrals

number but is not currently open for IV-E eligibility.

Note: Information from the Continuous placement, Authority tab, Court tab and Child findings tab autofills.

9. Select the **SSIS worker** from the drop-down field.

IV-E Submissions to MAXIS

10. Select **Submit to MAXIS** from the **Action** menu.

Note: The client must be cleared to SWNDX before requesting IV-E Eligibility determination.

11. Select **Yes** in the “Do you want to submit the eligibility data to MAXIS?” dialog box.

12. Complete the Health Care Programs Application (HCAPP) and the Title IV-E Supplement and provide them to the MAXIS worker.

A report is run by MAXIS to identify SSIS Initial Referrals. The MAXIS worker determines Title IV-E eligibility after receiving the Health Care Programs Application (HCAPP) and the Title IV-E Supplement.

Continuous Placement Grid

The Continuous Placement number in MAXIS is a 12-digit field. The last two digits represent the county code. If the Cont Plmt # in SSIS is fewer than ten digits, the MAXIS worker enters leading zeroes to equal the first ten digits and adds the two-digit county code.

MAXIS FCPL Panel

MAXIS Continuous Placement ID

Leading Zero County Code

023748409527

SSIS Cont Plmt #