

Steps in SSIS for Extended Foster Care Scenarios

Scenario One: A Youth turns 18 prior to October 1, 2010 and continues in foster care past the age of 18.

1. If the Continuous Placement previously ended, re-open it by deleting the **Discharge** date and **Reason** discharged. Enter the required information on the Placement folder.
2. Enter the **Foster Care Extension Condition** information on the continuous placement.
3. Enter a new **Court Action** reflecting the most recent finding of Reasonable Efforts to finalize permanency.
4. Update the **IV-E Eligibility Submission worksheet** and, when applicable, the **IV-E Reimbursability worksheet** for the current Continuous Placement.
5. Create a new **IV-E Submission to MAXIS** using the submit **Reason** “send corrected data” (if IV-E eligibility ended).
6. **Submit to MAXIS.** (It’s helpful to follow up with the MAXIS worker.)

Scenario Two: A Youth turns 18 after October 1, 2010 and continues in foster care past the age of 18.

1. Ensure that the youth has not been discharged from care based on their age and that Continuous Placement and Placement information is entered correctly in SSIS.
2. Ensure that the **Foster Care Extension Condition** information has been entered on the **Continuous Placement**.
3. Court Actions need to be current in SSIS.
4. Complete the **IV-E Eligibility Submission Worksheet** and, when applicable, the **Reimbursability Worksheet**.
5. Create a new **IV-E Submission to MAXIS** using the applicable submit **Reason**, (e.g., **Send foster care extension information**).
6. **Submit to MAXIS.** (It’s helpful to follow up with the MAXIS worker.)

Scenario Three: A Youth requests to re-enter foster care after the age of 18.

1. Enter a **New Continuous Placement** and a new **Placement**.
2. Enter the **Foster Care Extension Condition** information on the **Continuous Placement**.
3. Complete the **Court Action** information.
4. Complete the **IV-E Eligibility Submission Worksheet**.
5. Create a **New IV-E Submission** with the Submit reason of Initial referral.
6. **Submit to MAXIS.** (It’s helpful to follow up with the MAXIS worker.)