

Client Eligibility Log in SSIS

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Client eligibility for Title IV-E is determined in MAXIS using information provided by the Social Service Information System (SSIS). A client's financial circumstances are assessed in the MAXIS and MMIS systems to determine if clients and services they receive meet funding eligibility requirements for state and federal programs. These systems interface with SSIS, allowing eligibility information to be shared and viewable within SSIS. Client eligibility data recorded in SSIS remains with the specific client folder and viewed from any of a client's workgroups. Once initial eligibility is determined, a child's continuing eligibility and monthly reimbursement must also be determined.

When a new continuous placement begins for a child, a determination is required to ensure Title IV-E eligibility. Sending an initial referral from SSIS to MAXIS notifies MAXIS workers of a need for a new Title IV-E determination.

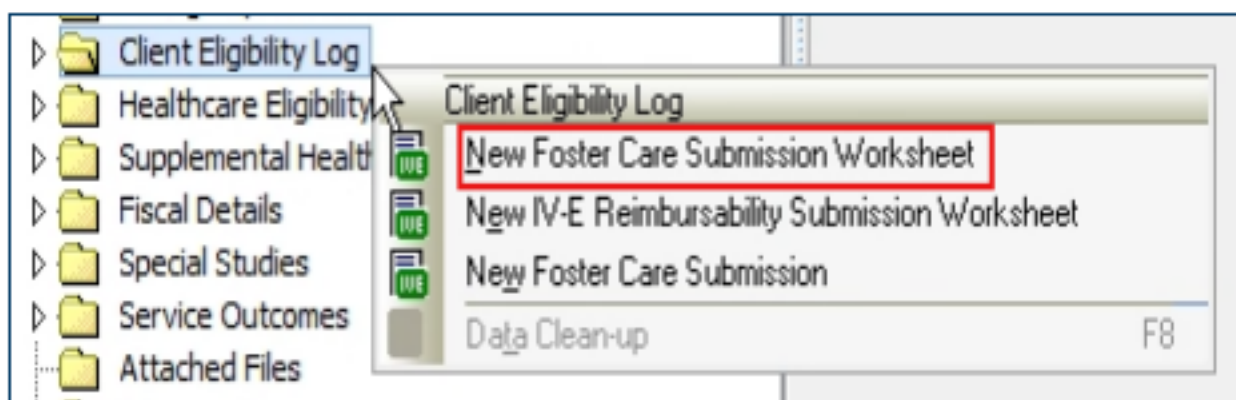
To establish basic eligibility, local social service agencies must determine that a child meets basic eligibility criteria for an eligibility month. The criteria involve a determination of who has legal responsibility, and whether Assistance for Families with Dependent Children (AFDC) relatedness standards are met. Financial workers using MAXIS determine eligibility for Title IV-E, according to AFDC relatedness standards in effect in 1996.

Legal responsibility means local social service agencies have legal authority for removal, placement, care and supervision of a child. Placement authority is determined through either a voluntary placement agreement or court order. Basic eligibility is established once, continuing until one of the following occurs:

- Child no longer meets the age limit
- Child is discharged from placement
- Agency fails to obtain the one-time court approval required for voluntary placements.
- A child aged 18 through 21 does not meet any foster care extension condition.

Title Foster Care Submission Worksheet

New Title Foster Care Submission Worksheet Action Menu



New Foster Care Submission Worksheet Screen

Client: DOB:

Continuous placement: Cont Placement #:

Not seeking IV-E because:

Initial placement authority:

Authority effective date: IV-E removal date:

For initially court ordered placements:
Regarding the initial court hearing that sanctioned the placement

Petition filing date:

Court hearing date:

Did the initial court order contain the Best Interests or Contrary to the Welfare language?
 Yes -- Date:
 No -- no IV-E eligibility exists

Reasonable efforts to prevent placement or reunify statement is due within 60 days of the IV-E removal date. Was this obtained?
 Yes -- Date: Num. of days:
 No -- no IV-E eligibility exists

For initially voluntary placements:
Did the court make a judicial determination that placement is in the child's best interests within 180 days of the IV-E removal date?
 Yes -- Date of court hearing: Num. of days:
 No -- if IV-E eligibility existed, day 181 and beyond are not eligible.

Foster Care Extension for 18-20 year old youth
Does the youth currently meet an extension condition?

Information for Approval of Medical Assistance for All Children/Youth in Foster Care:

US Citizenship Status: Verification Method:

US Citizenship Date: Date Verified:

Other Healthcare Coverage:

Does the child/youth have current medical or dental insurance coverage other than Minnesota Health Care Program coverage (MA or MinnesotaCare)?

If yes, and the policy information is known, select the applicable policies:

Primary Medical:

Secondary Medical:

Primary Dental:

Yes
No
Unknown

The Foster Care Eligibility Submission worksheet displays information obtained from the Continuous Placement and Court screens related to a client's Title IV-E eligibility. To obtain reimbursement, one new Foster Care Submission Worksheet needs to be completed per each continuous placement and updated as information changes. When created, the Foster Care Submission Worksheet displays information obtained from the continuous placement regarding a client's Title IV-E eligibility.

Information regarding a youth's eligibility for foster care extension for those ages 18-21 is re-calculated each time a user opens the screen. Once user selects a continuous placement, and youth is 17½ years old, information calculates in the new fields. The following apply:

1. Locate client's eligibility log and create an **Action Menu**; select **New Title IV-E Eligibility Log** folder.
2. Select the appropriate continuous placement from the **Continuous Placement** drop-down list to bring it into the field.

3. When seeking Title IV-E, do not make a selection in the **Not seeking Title IV-E because** field. If not seeking Title IV-E, the selection in this drop-down list includes:
 - a. Placement length less than agency's predetermined threshold
 - b. Placement authority of police hold only
 - c. No Best Interest Statement in initial court order
 - d. No Reasonable Efforts statement within 60 days of Title IV-E removal.
4. The **Initial Placement Authority** field defaults, based on information entered in the **Continuous Placement Authority** tab.
5. The **Title IV-E Removal Date** defaults to the **Continuous Placement Start Date**. This date determines when judicial determinations of reasonable efforts is due to initially court-ordered placements, and best interest is due to initially voluntary placements.
6. If placement was initially court ordered, the **For Initially Court-ordered Placement** fields are enabled. If placement was initially voluntary, the **For Initially Voluntary Placement** fields are enabled.
7. If initially court ordered, enter the **Petition Filing Date** and **Court Hearing Date** using the dates available in the drop-down list.
8. If initially court ordered, enter whether the **Best Interests** or **Contrary to the Welfare** language is in the initial court order. If **yes**, enter date of the order using the date available in the drop-down list.
9. If an initial court order, enter whether reasonable efforts to prevent placement or reunify statements are documented within 60 days. If **yes**, enter date of order using date in the drop-down list.
10. For initially voluntary placements, enter whether the court made a judicial determination that placement is in child's best interest within 180 days. If **yes**, enter date of court hearing by selecting dates in the drop-down list. Save information on this screen.
11. Foster Care Extension for 18- to 21-year-old youth will update based on information entered on the continuous placement. If more information is needed a message will read "Inconclusive: Either no condition is effective on or before the youth's 18th birth date or all conditions have ended. Update the extension conditions on the Continuous Placement screen/Extension Conditions tab."
12. Information for Approval of Medical Assistance for All Children/Youth in Foster Care: which displays the citizenship fields from the Person entry screen.
13. Other Healthcare Coverage:
 - Asks the question "Does the child/youth have current medical or dental insurance coverage other than Minnesota Health Care Programs coverage (MA or MinnesotaCare)?"

- If the answer to the above question is yes, allows the user to select the child's primary medical, secondary medical, and primary dental insurance policy information, entered in the child's Health/Insurance Folder in SSIS.

Hint: The updated Foster Care Submission worksheet is submitted to MAXIS using the **Foster Care Submissions** to MAXIS folder.

Hint: If the only placement authority is police protective hold, the screen is disabled because Title IV-E eligibility does not exist during a police protective hold. Once a placement authority of voluntary or court ordered is entered, the earlier of those two displays as the initial placement authority, and the corresponding sections of the screen are enabled.

Hint: For initially court-ordered placements, the number of days automatically calculates between the Title IV-E removal date and the date reasonable efforts to prevent placement was documented. This number should be 60 days or fewer.

Hint: For initially voluntary placements, the Num. of days automatically calculates from the Title IV-E removal date and date judicial determination was complete. This number should be 180 days or fewer.

Hint: Agency financial workers are responsible for making Title IV-E determinations. Caseworkers are responsible for ensuring all data is entered in SSIS. These roles often overlap and may differ among agencies. Talk with supervisor, financial eligibility worker, or Title IV-E trainer, for information regarding initial eligibility and the Title IV-E reassessment process.

Foster Care Submissions to MAXIS on completion of an initial referral or updating either a Foster Care Eligibility Submission worksheet or Title IV-E Reimbursability Submission worksheet, the data must be submitted to MAXIS. Foster Care Submission to MAXIS provides financial workers with information that the court reviewed a placement and made findings about reasonable efforts to finalize permanency.

Workers complete the New Foster Care Submission screen to send information to MAXIS when a Foster Care Eligibility or IV-E Reimbursability worksheet is changed.

Worksheets should be updated in SSIS each time reasonable efforts to finalize permanency were changed or checked within a court action.

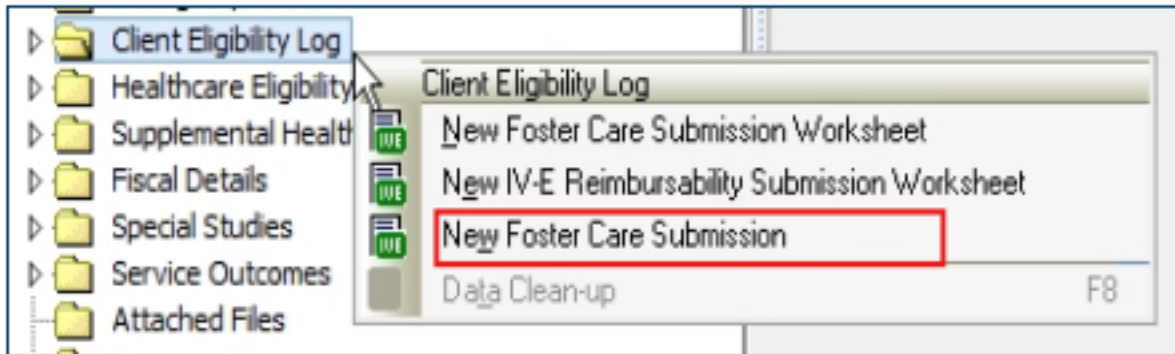
If the court action screen is updated, the worksheet also needs to be updated and submitted to MAXIS at that time.

All changes are submitted electronically to MAXIS, when the following situations occur:

- A judicial determination of best interest and/or reasonable efforts to finalize permanency plan is obtained
- Information needs to be corrected
- Supervising agency changed

- To send foster care extension information (for youth ages 18-21)
- Send best interest or reasonable efforts finding dates
- To withdraw a previous submission
- To report discharge from care/continuous placement ended. **Reminder: A submission to MAXIS must be completed when the placement ends.**

New Foster Care Submission to MAXIS Action Menu



Foster Care Submission to MAXIS Screen

Client: DOB:

Continuous placement:

Submit reason:

Voluntary placement agreement:

Petition:

Court hearing:

Best interest statement:

Reasonable effort to prevent placement or reunify:

Reasonable effort to finalize permanency plan:

CHIPS determination:

CHIPS determination date:

US Citizenship Status:

Verification Method:

Other Healthcare Coverage:

Insurance Company Name:

Primary Medical:

Secondary Medical:

Primary Dental:

Supervising agency:

Tribe:

IV-E Maint. Agr. Start:

IV-E Maint. Agr. End:

Entered foster care:

Umbrella county:

Foster care extension:

Foster care extension date:

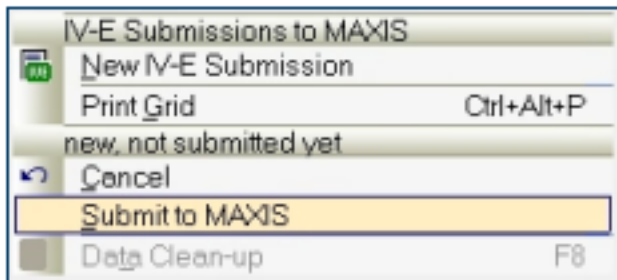
US Citizenship Date:

Date Verified:

Action

1. Create an **Action Menu** from the **Client Eligibility Log**; select **New Title IV-E Submission**
2. Select **Current Placement** in the **Continuous Placement** field
3. Select one of the **Submit reasons** from the drop-down list to populate the field
4. Information for Approval of Medical Assistance for All Children/Youth in Foster Care fields- US citizenship auto-fills from the person node.
5. Other Healthcare Coverage fields will display information that was entered on the Foster Care Submission Worksheet
6. Once **Submission** screen is completed; submit to MAXIS
7. Access the **Action** menu and select **Submit to MAXIS**.

Submit to MAXIS Action Menu

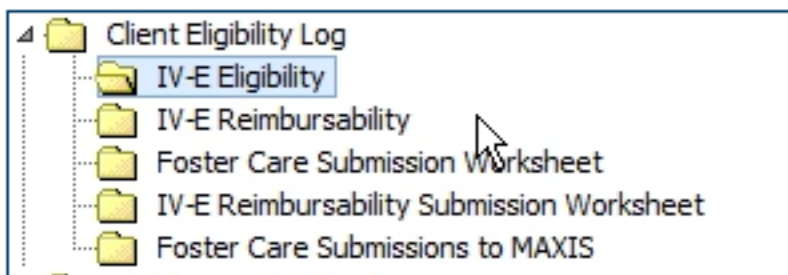


Hint: The Submit reason defaults to Initial referral if client does not have a PMI number or has a PMI but is not currently open for Title IV-E eligibility.

Hint: The **Reminder** fields on this screen autofill when continuous placement is selected. Autofill information is obtained from Foster Care and Reimbursability Submission worksheets.

Hint: To apply for Title IV-E foster care, follow agency procedures to complete the Title IV-E Foster Care Supplement to the Health Care Programs Application (DHS-3478), along with the Minnesota Health Care Programs Application for Certain Populations (DHS-3876).

Title IV-E Eligibility Folder



When MAXIS workers complete the eligibility determination and approve the results, information is interfaced back to SSIS. SSIS workers assigned to the workgroup associated with child's placement will receive a reminder that eligibility was received. This is SSIS worker's cue to look at the Title IV-E Eligibility folder.

Hint: Access User Reminders and Alerts Log using the **Searches/Logs** menu, selecting **User Reminders/Alerts**, or select the User Reminders/Alerts button on the **Application toolbar**.

Hint: SSIS Reminders generate messages for both eligibility and ineligibility records.

The Title IV-E Eligibility folder stores records received from MAXIS. Caseworkers cannot make edits to these screens.

Example of Title IV-E Eligibility Detail Interface Screen

Client: [REDACTED]	DOB: [REDACTED]	Gender: Female	SSN: [REDACTED]
PMT: [REDACTED]	MAXIS case #: [REDACTED]		
County of service: Ramsey			
MAXIS Physical Placement: [REDACTED]	MAXIS worker: [REDACTED]		
SSIS cont. placement #: [REDACTED]	[REDACTED]		
Elig. begin: [REDACTED]	Elig. end:		
Initial eligibility test results — Eligible			
AFDC basis: Pass	AFDC verification: Pass	AFDC child: Pass	
Gross income: Pass	Net income: Pass	Legal responsibility: Pass	
Asset limit: Pass	Asset transfer: N.A.	Citizenship: Pass	
Cooperation: Pass	Strike: N.A.	IV-E app. withdrawn: N.A.	
Client death: Pass	Relative/guardian:	Best interest stmt.: Pass	
Reasonable effort to prevent placement or reunify:			
Voluntary plcmt agmt.:	Petition: [REDACTED]		
Best interest stmt.: [REDACTED]	Court hearing:		
Reasonable effort to prevent placement or reunify:			
MAXIS transfer of legal responsibility:			
Deprivation factor: Continued absence			
Student status:	Graduation:		
Next MAXIS review: [REDACTED]			
Benefit month: [REDACTED]			

1. Expand the **Client Eligibility Log** and expand **Title IV-E Eligibility** folder to view Title IV-E eligibility details.

Hint: Workers can view the next review date required on the **Next MAXIS review <date>** field on the Title IV-E Eligibility record received from MAXIS.

Title IV-E Reimbursability Submission Worksheet

Once a child becomes Title IV-E eligible, the local social services agency must determine that continuing reimbursement criteria is met in order to make a case reimbursable under Title IV-E. Although eligibility for continuing reimbursement only needs to be determined every six months, these determinations must examine each of the previous six months.

Client Reimbursability for Title IV-E is determined and certified in MAXIS using information provided by SSIS.

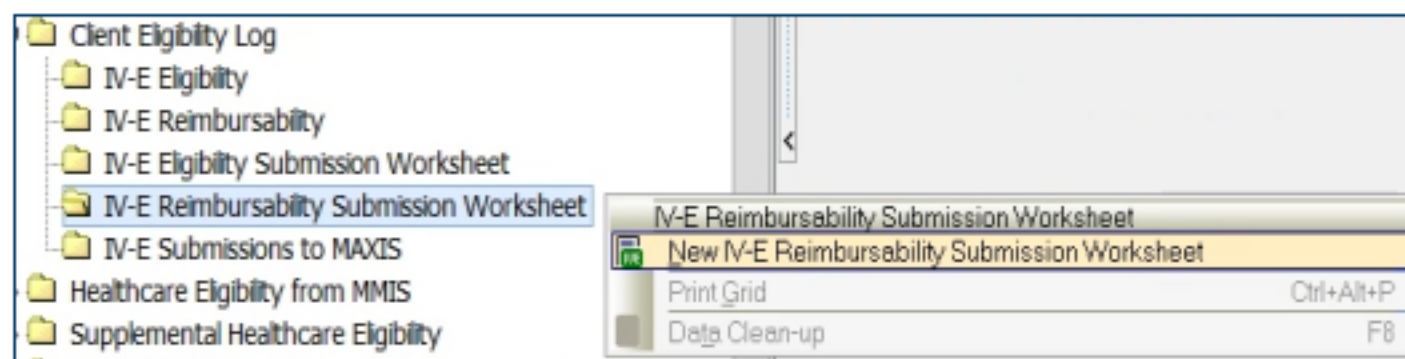
Reimbursability for a IV-E claim is determined by both the provider's eligibility and the child's continuing eligibility. Both need to exist for a child's placement costs to be reimbursable in any given month.

A child eligible for Title IV-E in the month of termination of parental rights and commitment to state guardianship remains Title IV-E eligible with no need for further determination of eligibility.

If, at the six-month determination of eligibility for continuing reimbursement, claims (submitted quarterly to the department) are found to include costs not eligible for reimbursement, adjustments must be made on a current or future claim.

If a child is found to be Title IV-E eligible, but costs were not included in the Title IV-E claim to the department, the local social services agency may claim back 5 quarters including the current CFC Report reporting quarter.

Title IV-E Reimbursability Submission Worksheet Action Menu



Title IV-E Reimbursability Submission Worksheet Screen

Client: DOB:

Continuous placement: Cont Placement #:

Supervising agency:

If corrections, is Title IV-E FC maintenance agreement in place?

Effective dates:

Corrections umbrella county Effective dates:

If tribal social services, is Title IV-E FC maintenance agreement in place?

Effective dates:

CHIPS determination: Yes No CHIPS determination date:

Date child is considered to have entered foster care:

Ongoing review:

"Reasonable efforts to finalize the permanency plan" statement received and documented on the court screen:

Reasonable efforts made	Date
<No data to display>	

1. Expand the **Client Eligibility Log** folder and create an **Action Menu**; select **New Title IV-E Reimbursability Submission** worksheet.
2. Select current continuous placement in the **Continuous Placement** field.
3. The **Cont Placement #** and **Supervising agency** fields autofill from the continuous placement record.
4. If relevant, information about the Title IV-E Foster Care Maintenance Agreements with corrections or tribal social services will autofill.
5. In **CHIPS determination** field, select the **yes** or **no** option button. If **yes**, select the **CHIPS determination date** using the drop-down list.
6. **Date child is considered to have entered foster care** field is automatically calculated.
7. The **Ongoing Review** field displays dates entered in Court Actions for child that indicate "Reasonable efforts to finalize permanency plan." Save screen.

Hint: The updated Title IV-E Submission worksheet is submitted to MAXIS using the Title Foster Care Submission to MAXIS folder.

Hint: If a supervising agency information is incorrect, edit the **Continuous Placement** screen.

Hint: The “Date child is considered to have entered foster care” is used to determine when an initial judicial determination of reasonable efforts to finalize permanency plan is due.

Hint: If CHIPS determination date is before or equal to the Title IV-E Removal Date, the “Date child is considered to have entered foster care” is equal to the Title IV-E Removal Date.

For initially court-ordered placements: If the CHIPS determination date is after the Title IV-E Removal Date, the “Date child is considered to have entered foster care” is the earlier of: a) CHIPS determination date, or b) 60 days from Title IV-E Removal Date.

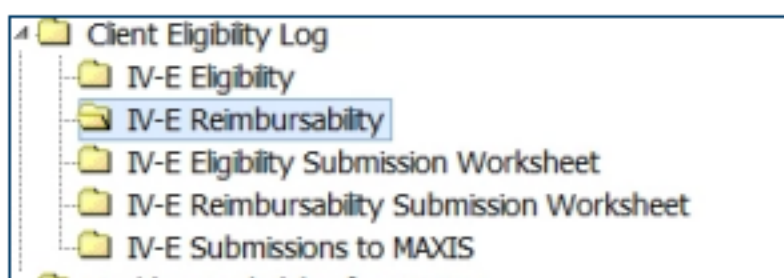
For initially voluntary placements: The “Date child is considered to have entered foster care” is 60 days from the Title IV-E Removal Date.

Hint: The date displayed in the **Ongoing Review** field is determined from dates entered in the Court Action folder for child regarding this continuous placement. The reasonable efforts to finalize permanency plan needs to be recorded under the **Child Findings** tab of child’s court action.

Title IV-E Reimbursability Folder

Once MAXIS workers complete the Reimbursability determination, and approve and certify results, updated information displays in SSIS. Unlike when eligibility results are received from MAXIS, no reminder is generated for assigned workers. The Title IV-E Reimbursability folder stores records received from MAXIS. Workers cannot make edits to these screens.

Title IV-E Reimbursability Folder



Title IV-E Reimbursability Detail Screen Example

Client: [REDACTED] DOB: [REDACTED] Gender: Female SSN: [REDACTED]
PMI: [REDACTED] MAXIS case #: [REDACTED]
Reimb year-month: [REDACTED] Entered foster care: [REDACTED]
MAXIS Physical Placement: [REDACTED] MAXIS worker: [REDACTED]
SSIS cont. placement #: [REDACTED]

Monthly Reimbursability Test Results — Reimbursable

AFDC basis: Pass	AFDC verification: Pass	Gross income: Pass
Dup. assistance: Pass	Net income: Pass	Asset limit: Pass
Lump sum: Pass	Cooperation: Pass	Maintenance agreement: Pass
Reasonable efforts to finalize perm plan: Pass		

Reasonable efforts to finalize perm plan: [REDACTED]
Student status:
Graduation:
Deprivation factor: Continued absence
Next MAXIS review: [REDACTED]
Supervising agency: County social services

Title IV-E FC maint. agreement effective:
Title IV-E FC maint. agreement end:
Corrections umbrella county:

1. Expand the **Client Eligibility Log** and select **Title IV-E Reimbursability** folder to view the Title IV-E Reimbursability Detail screen.

Foster Care Extension and Foster Care Submissions

Youth in foster care ages 18 up to their 21st birthday, are eligible to continue receiving Title IV-E funding based on their compliance with one of five situations, which include:

1. Completing secondary education or a program leading to an equivalent credential
2. Enrolled in an institution that provides post-secondary or vocational education

3. Participating in a program or activity designed to promote or remove barriers to employment
4. Employed for at least 80 hours per month
5. Youth is incapable of doing any of the activities described in the previous four conditions due to a medical condition. **Reminder: A Title IV-E eligible youth, who remains in extended foster care, continues to be Title IV-E eligible.**

Youth ages 18 up to 21 may continue in a licensed family foster care setting, children's residential facility, or an unlicensed supervised setting where they are living independently.

Foster Care payments are made for youth in foster care by the financially responsible county or Tribal agency for the care of a child.

Six months prior to the child's 18th birthday (age 17 ½) new tabs display in continuous placements. These tabs allow caseworkers to indicate conditions that would qualify youths for foster care eligibility extension or extension review. Workers are responsible for entering the start and end of extension conditions in SSIS. Workers are also responsible for conducting periodic reviews of continued eligibility and ensuring all conditions are up to date. If caseworkers indicate "no conditions apply", no additional selections are available; otherwise, multiple conditions can be selected at any time.

For youth returning to a new continuous placement after age 18, Title IV-E eligibility is determined based on youth's own income/assets per federal guidance. Youth and agency caseworker sign a voluntary placement agreement.

The Foster Care Submission Worksheet displays information regarding foster care extension eligibility. The screen recalculates foster care extension eligibility each time users open the screen. **Reminder: Workers are responsible to submit this data to MAXIS.**

Foster Care Extension Title IV-E Foster Care Submission Worksheet

Client: [] [] DOB: [] []

Continuous placement: [] [] Cont Placement #: [] []

[Not seeking IV-E because:](#) [] []

[Initial placement authority:](#) Court ordered

[Authority effective date:](#) [] [] [IV-E removal date:](#) [] []

For initially court ordered placements:

Regarding the initial court hearing that sanctioned the placement

[Petition filing date:](#) [] []

[Court hearing date:](#) [] []

Did the initial court order contain the Best Interests or Contrary to the Welfare language?

Yes -- [Date:](#) [] []

No -- no IV-E eligibility exists

Reasonable efforts to prevent placement or reunify statement is due within 60 days of the IV-E removal date. Was this obtained?

Yes -- [Date:](#) [] [] [Num. of days:](#) [0]

No -- no IV-E eligibility exists

For initially voluntary placements:

Did the court make a judicial determination that placement is in the child's best interests within 180 days of the IV-E removal date?

Yes -- [Date of court hearing:](#) [] [] [Num. of days:](#) []

No -- if IV-E eligibility existed, day 181 and beyond are not eligible.

Foster Care Extension for 18-20 year old youth

Does the youth currently meet an extension condition?

Yes, Effective Date: [] []

Title IV-E Submission

Client:	<input type="text"/>	DOB:	<input type="text"/>
Continuous placement:	<input type="text"/>		
Submit reason:	<input type="text" value="Initial referral"/>		
Voluntary placement agreement:	<input type="text"/>	Supervising agency:	<input type="text" value="County social services"/>
Petition:	<input type="text"/>	Tribe:	<input type="text"/>
Court hearing:	<input type="text"/>	IV-E Maint. Agr. Start:	<input type="text"/>
Best interest statement:	<input type="text"/>	IV-E Maint. Agr. End:	<input type="text"/>
Reasonable effort to prevent placement or reunify:	<input type="text"/>	Entered foster care:	<input type="text"/>
Reasonable effort to finalize permanency plan:	<input type="text"/>	Umbrella county:	<input type="text"/>
CHIPS determination:	<input type="text"/>	Foster care extension:	<input type="text"/>
CHIPS determination date:	<input type="text"/>	Foster care extension date:	<input type="text"/>
US Citizenship Status:	<input type="text" value="U.S. Citizen/naturalized citizen"/>	US Citizenship Date:	<input type="text"/>
Verification Method:	<input type="text" value="Birth Certificate"/>	Date Verified:	<input type="text"/>
<u>Other Healthcare Coverage:</u>			
Insurance Company Name:	<input type="text"/>		
Primary Medical:	<input type="text"/>		
Secondary Medical:	<input type="text"/>		
Primary Dental:	<input type="text"/>		
SSIS worker:	<input type="text"/>		
Submitted date:	<input type="text"/>		

1. After updating the **Foster Care Extension** tab on the **Continuous Placement** screen, expand the **Client Eligibility Log** folder.
2. Expand the **Foster Care Submission Worksheet**.
3. Select the current **Title Foster Care Submission Worksheet**.
4. Information from the **Foster Care Extension** tab automatically updates the Foster Care Extension submission screen.

5. Create an **Action Menu** from the **Foster Care Submission** folder; select **New Foster Care Submission**.
6. Select the current placement in **Continuous Placement** field.
7. Select one of the **Submit reasons** from the drop-down box. **Hint:** "Initial referral- during protective hold" submit reason allows foster care submission to MAXIS when placement authority is Protective Hold. It allows for submission to MAXIS when voluntary placement agreement or a court order does not exist.
8. Information for Approval of Medical Assistance for All Children/Youth in Foster Care fields- US citizenship auto-fills from the person node.
9. Other Healthcare Coverage fields will display information that was entered on the Foster Care Submission Worksheet.
10. **SSIS Worker** Field - select the correct worker from the drop-down list.
11. Access the **Action Menu**; select **Submit to MAXIS** to submit information to MAXIS.

Submission Reasons

Discharge from care	▲
Send reasonable efforts or best interests date	
Send foster care extension information	
Send corrected data	
Reimbursability review	
Initial referral	
Initial referral - during protective hold	
Withdraw previous submission	▼