DCSE Policy & Procedures Unit
Policy Update
PPU 05-12-008
December 7, 2005
SUBJECT: Foster Care Interface

Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.
The IV-D PARTNERS should send POLICY inquiries directly to PGriffin@azdes.gov

The automated IV-E interface between ATLAS and CHILDS is complete. CHILDS is the automated program for the Division of Children Youth and Families (DCYF). DCYF oversees the Title IV-E Foster Care Program, which is federally funded.

Children that are eligible for the Title IV-E Foster Care program and whose cases have had IV-E expenditures will interface to ATLAS every Tuesday. Only IV-E foster cases will interface. Please be aware, **DCSE may not receive a case for both parents of a child. Do not manually add FCI or FFI cases to ATLAS.**

These cases have the program codes of **FCI (Foster Care In-State)** or **FFI (Former Foster Care In-State)**. IV-E Information is populated on the **CPPI (CP Program Involvement**) screen. The IV-E on and off dates are found in the middle of the screen under TANF and MED 'On' and 'Off' dates. The IV-E case manager's name, office number and phone number are found at the bottom of the CPPI screen. The IV-E office address is found on the second panel of the **CP Demographics (CPDE)** screen as the residential address. The mailing addresses on these cases are locked and cannot be updated, to ensure that all payments received are sent to the proper address. **Please do not ever use the Separate Entity (SEEN) screen to redirect payments to Foster Care.**

The CP on these cases is **ALWAYS** the State of Arizona; therefore, no notices are mailed to the CP.

An FCI case may not interface for IV-D services if the primary Child Protective Services (CPS) case manager feels the pursuit of child support will present a barrier to reunifying the child and parent and an exception indicator is placed on the case by IV-E. If at some point, the situation changes and reunification is no longer the case plan goal, the exception indicator will be turned off by the CPS case manager and the case will interface to ATLAS.

There may be only one child per FCI or FFI case on ATLAS. If the biological parents have more than one child in the IV-E program, each child will have a case of his or her own. For example, a IV-E case interfaces to DCSE with an ATLAS number 0000123456-00, the State of Arizona as the CP and the mother as the NCP, then 0000123456-01 with the State of Arizona as the CP and the father as the NCP. These parents may have another IV–E eligible child that interfaces to DCSE. The ATLAS number will be different than that of the cases with the first child.

The program code on a Foster Care case in ATLAS will always be FCI or FFI; it should never be changed to any other program code.

When a termination record is received from CHILDS informing ATLAS that the child is no longer in foster care or no longer Title IV-E eligible, the interface populates the CPPI screen with the close date and the reason on CPPI. The **Child Program History (CHDH)** screen is also updated with this information. This screen displays the child's current and previous IV-E history as well as other programs, such as TANF.

If you have any questions or concerns regarding this change, please contact the Policy Unit at *DCSE-POLICYQUESTIONS.