DCSE Policy & Procedures Unit
Policy Update
PPU 07-08-010
August 29, 2007
SUBJECT: IV-E Foster Care Interface

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Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 771-8119.
The IV-D PARTNERS should send POLICY inquiries directly to *DCSE-POLICYQUESTIONS@azdes.gov

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The automated IV-E Interface between DCSE and CHILDS is complete. Beginning Tuesday, September 4, 2007, IV-E Foster Care program will actively interface cases through automation to ATLAS on a weekly basis.

The program code for these cases will be **FCI - Foster Care In-State**.

Children who are eligible for Title IV-E funds and have had at least $1 of IV-E expenditures (Title IV-E Federal Foster Care funds) will interface to ATLAS every Thursday. Both new cases as well as updates to existing interfaced cases will be added to ATLAS every Thursday.

IV-E Information will be populated on the **CP Program Involvement Screen (CPPI).** This information will include the IV-E case number and the corresponding open and closed dates. The IV-E case manager's name, office number and phone numbers can also be found at the bottom of the **CPPI** screen.

The **Child Program History Screen (CHPH)** will be updated with the child's open and close dates each time an interface occurs.

The IV-E office address will be placed on the second panel of the **CP Demographics (CPDE)** screen as the residential address. The mailing address for the CP (who is the State of Arizona) will always be the billing address for the IV-E Foster Care office where the (IV-E) case is assigned to. To ensure that all IV-E payments are sent to the proper address, the mailing address on Foster Care **(FCI and FFI)** cases will be locked in and cannot be changed.

CP Demographics (CPDE)

HLCI: 0008950197   Name: ARIZONA, STATE OF   NDI:
HLCI: 0008950197 SSN: XXX-XX-0197 DOB: 01/01/01 Sex: S # of Cases/Person: 2
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Institution Id: _____   Mailing Address Same As Residential: _
Date As Of: 07/18/2007   Rvwd: _   Move Curr Addr to Prev(Curr Addr Unknown):
N
                 Current Residential Address
Care Of: _____   Ver: 07/18/2007 By: VWFKKFC2 Src:
IVE
Addr: 2066 W APACHE TRAIL_____   Res Phone: 4809830320
            SUITE 101_____

City: APACHE JUNCTION_____ St: AZ Zip: 85220 ____ Cntry:
USA
Email Ind: _ Res Email: _____

Date As of: 07/18/2007 Current Mailing Address
Care Of: ATTN: BUDGET UNIT - SITE 940-A Ver: 07/18/2007 By: VWFKKFC2 Src: IVE
Addr: P.O.BOX 6123_____   Alt Phone:___ ___ ____
_____   Alt Phone Type: ___
City: PHOENIX _____   St: AZ Zip: 85005 ____ Cntry: USA
Direct Command: _____ (CPDE)

*The mailing address for the CP will be automatically locked down and will always be the
billing address for the IV-E Foster Care office the case is assigned to. See Panel 2 of
CPDE above.*

Terminations & Re-Opens
When a termination record is received from IV-E (CHILDS) informing us that a child is no
longer in Foster Care or no longer Title IV-E eligible, the interface will update the IV-E close
date on the **CPPI** and **CHPH** screens. The interface will also change the case program code
to **FFI - Former Foster Care In State**. When the child becomes Title IV-E eligible again, (child
open IV-E), and the IV-E case is re-opened, new Case Activity codes (CAAL) and Work List
Items (WLI) will generate alerting the caseworker to assess the case for possible closure.

**The following Case Activity Codes (CAAL) and Work List Items (WLI) will generate when
a Termination record is received and the IV-E case closed, (IV-D case open) or when a
IV-E referral is received and the IV-E is re-opened.**

    M0117   CASE TYPE CHANGED TO FORMER FOSTER CARE/IN STATE
    M0790   IV-E CASE CLOSE DATE ENTERED
    M0795   IV-E CHILD TERM RECEIVED

The work list item **M0901 - ASSESS CASE FOR CLOSURE** will be generated on Intake,
    Paternity and Establishment cases. To
purge this code the CAAL code **M9800 - DEBT BALANCE ADJUSTED** must be used.

The work list item **F0250 - IVE CLD/TRM DATE 050307 RFD DATE 011506** will be generated
    on Enforcement cases only. In
order to purge this WLI you must enter the CAAL code **F0550 - DEBT BALANCE ADJUSTED.**

**When a Foster Care IV-D case is reopened, the following Case Activity Codes (CAAL)
and Work List Items (WLI) will generate:**

    I0206   REOPENED IV-E CASE - COMPLETE INTAKE PROCESS
    M0105   CASE TYPE CHANGED TO FOSTER CARE/IN STATE
    M0770   IV-E CASE OPEN DATE ENTERED

These CAAL codes will generate the work list item **I0016 REOPENED IV-E CASE ASSIGNED TO INTAKE/NO ALT** and will be purged when Intake is complete and the CAAL code I0202 - INTAKE COMPLETED is entered.

Important Things to remember when working with FCI/FFI cases:

- **DO NOT EVER USE THE SEEN SCREEN TO REDIRECT PAYMENTS TO FOSTER CARE.**

- **The CP on the on the FCI/FFI cases will ALWAYS be the State of Arizona**

- **NO notices are generated or mailed to the CP.**

- **DO NOT manually add a FCI or FFI case to ATLAS.**

- **There will be one child per each FCI/FFI case. There is an edit on CAST that will prevent additional children from being added.**

- **It is possible that two cases will be created in ATLAS for each child: A State of Arizona vs. NCP (mother) and a State of Arizona vs. NCP (father) or alleged father. DCYF has implemented system changes to prevent the referral of a parent to DCSE for child support if there is a chance the child(ren) may be reunited with the one of the parents.**

- **IV-E expenditures can be found on the third panel of the PUAS screen. All financial information will not immediately appear on PUAS for many of these cases.** *(NOTE: A reconciliation file will be completed by DCSE SAA after October 1, 2007. IV-D staff will be notified when it has been completed. If you are working any new IV-E interface cases and have question regarding the financial information, please contact the Policy Unit at DCSE-POLICYQUESTIONS@azdes.gov)*