



**New Hampshire Division for Children, Youth and Families Policy Manual**  
**1676 BENEFITS AND FUNDS FOR CHILDREN IN PLACEMENT**

Chapter: Out-of-Home Placements

Section: Financial Supports

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **22-07**

Effective Date: **December 2022**

**References Of Note**

Federal Authority: [42 USC 1383](#)

Statutes: [RSA 169-B](#), [RSA 169-C](#), and [RSA 169-D](#)

Administrative Rules:

Case Law:

This policy defines how DCYF manages benefits and funds for eligible children in placement.

**Required Practices**

*Any deviations to the following information must be documented with Supervisory Approval.*

- I. CPSWs/JPOs will notify the Fiscal Specialists Unit (FSU) of any placement or change in placement (including any hospital stay or detention/commitment to SYSC) in accordance with policy [1615 Placement](#) and will provide FSU with all information necessary to secure and manage benefits and funds on behalf of the child.
  - A. This includes notification of FSU when a young adult remains in, or re-enters extended foster care through the [HOPE](#) program.
- II. FSU will apply for Social Security benefits for a child in placement when:
  - A. The child has a disability;
  - B. The child has a parent with a disability; or
  - C. One of the child's parents is deceased.
- III. CPSWs/JPOs will request the Court of jurisdiction grant permission for DCYF to share information with the Social Security Administration (SSA).
  - A. FSU will provide SSA with all requested information once an order to do so has been obtained from the court.
  - B. FSU will redact non-pertinent information from the court orders before forwarding to SSA.
- IV. FSU will notify SSA via the Notification of Change in Social Security Recipient Status (Form 1682) when:

- A. A child (whose parent receives Social Security benefits on their behalf) enters or leaves placement;
  - B. A child in placement who receives, or is eligible to receive SSA or SSI benefits, experiences a change in any of the following:
    - 1. Residence/living arrangements;
    - 2. Legal status (e.g. child reunifies, enters guardianship, is adopted, or leaves DCYF's care at age 18);
    - 3. Income;
    - 4. Resources;
    - 5. Employment;
    - 6. Name;
    - 7. The child reaches the age of 18;
    - 8. Eligibility (including if the child no longer meets eligibility requirements);
    - 9. The parents (or parent and stepparent) divorce; or
    - 10. A parent dies; or
  - C. A young adult already identified as an eligible child remains in (or re-enters) extended foster care through the HOPE program.
- V. The Office of Finance (on behalf of DCYF) will receive and monitor monies for children and young adults (up to age 21) in placement under the custody of DCYF as applicable. Accounts established include:
- A. A Revolving Fund account for eligible individuals who receive SSA/SSI benefits, veteran's benefits, or child support (unearned income); and
  - B. A Dedicated Account for disabled and eligible individuals who receive past-due (lump sum) monthly SSI benefits exceeding 6 times the current Federal Benefit Rate (FBR).
- VI. Revolving Fund accounts and Dedicated Accounts are child-specific and not part of the NH DHHS operating budget.
- A. FSU will apply to be the representative payee for the eligible child.
  - B. Kinship placements who do not receive foster care payments will be encouraged to apply to be the representative payee for the eligible child.
  - C. The representative payee is determined by SSA.

1. SSA allows 60 days to appeal a representative payee change, unless good cause can be established to extend the deadline.
  2. Parents and DCYF have the right to appeal an appointment.
    - (a) DCYF will not discourage parents from appealing an appointment.
- D. Account balances will be monitored by the Office of Finance and FSU for all accounts in which DCYF is named the representative payee, to ensure:
1. Income and resource changes comply with Medicaid/Title IV-E and Supplemental Security Income (SSI) guidelines; and
  2. All necessary parties are notified of changes as appropriate.
- E. Revolving Fund monies may only be used to:
1. Reimburse DCYF for services (e.g. board and care) paid on behalf of the child/young adult for whom the Revolving Fund account is established; and
  2. Purchase items to benefit the child/young adult.
    - (a) Form 1678 Revolving Fund Disbursement will be submitted to the Office of Finance prior to any purchase.
    - (b) CPSWs/JPPOs will provide receipts for anything purchased on behalf of the child/young adult through the Revolving Fund to the FSU within 10 business days of the purchase, unless otherwise approved by FSU.
- F. Parents are not eligible for reimbursement through the revolving fund per SSA.
- VII. A Dedicated Account must be established for any child who receives past-due benefits exceeding 6 months (of benefits) when SSA notifies DCYF it is needed.
- A. FSU will provide SSA with proof a Dedicated Account has been established.
  - B. Past-due benefits deposited into a Dedicated Account may only be used with prior written approval from SSA, and in accordance with 42 USC 1383(a)(2)(F)(ii)(II), to include:
    1. Education and job skills training;
    2. Personal needs assistance;
    3. Special equipment that assists the disabled child (e.g. modified wheelchair);
    4. Housing modifications;
    5. Therapy and rehabilitation; or

- 6. Other items or services related to the child’s impairment when approved by SSA.
  - C. SSA requires each case be reviewed or redetermined to ensure the disabled child continues to be categorically eligible for a Dedicated Account.
    - 1. The frequency of the redeterminations will be determined based on the type of disability.
  - D. SSA determines the redistribution of funds in a Dedicated Account when a child turns age 18, leaves care, or re-enters extended foster care through the HOPE program.
- VIII. The Department must follow SSA requirements in the management of a child’s SSI and SSA benefits.
- A. The total sum of the Revolving Fund, savings, and other resources under the SSI program are limited to \$2,000.00.
    - 1. Lump sum SSI benefits will be applied to board and care, and then be treated as a resource 9 months after they are received.
    - 2. SSA is notified if the total sum of all accounts is over \$2,000.
  - B. SSA and SSI benefits are only to be used in the best interest of the child.
  - C. Any funds received after the child turns age 18 must be returned, unless the child remains in placement and it is in their best interest for DCYF to continue act as the representative payee.
- IX. All correspondence with SSA will be documented in the DCYF electronic information system.

<b>Standard Operating Procedures</b>		
<b>SOP</b>	<b>Title</b>	<b>Applicable Disciplines</b>
<a href="#">1676.1</a>	CPSW and JPPO Responsibilities	CPS and JJS
<a href="#">1676.2</a>	Establishing Benefits and Representative Payees	Fiscal Specialists
<a href="#">1676.3</a>	Revolving Funds	Fiscal Specialists
<a href="#">1676.4</a>	Dedicated Accounts	Fiscal Specialists
<a href="#">1676.5</a>	Reporting and Representative Payee Changes	Fiscal Specialists

## Applicable Forms

Form	Title
1676	Representative Payee Notification Letter
1677	Change of Social Security Representative Payee
1678	Revolving Fund Disbursement
1679	Information Transmittal
1682	Notification of Change in Social Security Recipient Status
1978	90-Day Youth Transition Plan
2657	Notice of Change in Medicaid Eligibility
2660	Notification of DCYF Applying for SSI Benefits

## Glossary and Document Specific Definitions

[A-B](#)   [C-D](#)   [E-F](#)   [G-I](#)   [J-L](#)   [M-N](#)   [O-Q](#)   [R-S](#)   [T-V](#)   [W-Z](#)

## Document Change Log

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