


 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure 2652.1 ADMINISTRATIVE CLAIMS FOR IMMINENT RISK OF FOSTER CARE	
	Policy Directive: 21-53	Approved: 
	Effective Date: September 2021	Implements Policy: 2652 Joseph E. Ribsam, Jr., DCYF Director

This SOP identifies how to determine claimable Title IV-E Prevention funds.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The Fiscal Unit will claim Title IV-E Administrative Costs for foster care candidates determined to be at imminent risk of entering foster care, each quarter, by:
 - A. Identifying all foster care candidates that have been determined and documented to be at imminent risk of foster care within the most recent 12 months;
 - B. Identifying of the foster care candidates, if they received a paid IV-E Prevention Service in accordance with 42 USC 671(e)(1)(A) or (B) while remaining in their own home or living with a kin caregiver; and
 - C. Calculating:
 1. Up until September 30, 2026, 50% of the total amount expended during the quarter for the provision of services or programs for promising, supported, or well-supported practices as defined in 42 USC 671(e)(4)(C) specified B above; or
 2. After September 30, 2026, an amount equal to the Federal Medical Assistance Percentage (FMAP) of the total amount expended during the quarter for the provision of services or programs for promising, supported, or well-supported practices as defined in 42 USC 671(e)(4)(C) specified B above.
- II. DHHS claims under I-C:1 for a fiscal year must be comprised of no less than 50% funds used to provide services or programs in accordance with well-supported practices.
 - A. The remainder of the funds claimed will be comprised of funds expended on promising or supported practices, and administrative costs.
- III. For each quarter, claimable administrative costs will equal the sum of the following proportions of the total amount expended:

- A. 50% of expenditures for the proper and efficient administration of the Title IV-E Prevention Plan, including:
 - 1. Activities that promote the development of necessary processes and procedures to establish and implement the Title IV-E Prevention services and programs for eligible individuals; and
 - 2. Expenditures attributable to data collection and reporting;
- B. 50% of expenditures for training personnel employed or preparing for employment with DHHS or the contracted Community Based Voluntary Services agencies, to provide Title IV-E Prevention services to foster care candidates and their parents or kin caregivers, including:
 - 1. How to determine who are individuals eligible for the services or programs;
 - 2. How to identify and provide appropriate services and programs; and
 - 3. How to oversee and evaluate the ongoing appropriateness of the services and programs; and
- C. 50% of expenditures for kinship navigator programs that meet the requirements of 42 USC 627(a)(1) operated in accordance with promising, supported, or well-supported practices without regard to whether the expenditures are incurred on behalf of child who is a foster care candidate or not.

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			
PD	Modification Made	Approved	Date