

	<b>CHILDREN, YOUTH AND FAMILIES BULLETIN</b> COMMONWEALTH OF PENNSYLVANIA * DEPARTMENT OF PUBLIC WELFARE		
	<b>NUMBER:</b> <b>3140-12-01</b>	<b>ISSUE DATE:</b> <b>March 20, 2012</b>	<b>EFFECTIVE DATE:</b> <b>July 1, 2008</b>
<b>SUBJECT:</b>  Federal Title IV-E Invoicing Procedures Manual	<b>BY:</b> <i>Beverly Mackereth</i> Beverly D. Mackereth Deputy Secretary for Children, Youth and Families		

**SCOPE:**

COUNTY COMMISSIONERS AND EXECUTIVES  
 COUNTY CHILDREN AND YOUTH AGENCY ADMINISTRATORS  
 CHIEF JUVENILE PROBATION OFFICERS  
 COUNTY CHILDREN AND YOUTH AGENCY FISCAL OFFICERS

**PURPOSE:**

To advise County Children and Youth Agencies (CCYAs) of the procedures for claiming federal reimbursement under Title IV-E of the Social Security Act for Foster Care Maintenance (FC), Adoption Assistance (AA), Subsidized Permanent Legal Custodianship (SPLC), and related administrative and training costs determined in conjunction with the statewide Random Moment Time Study (RMTS). This manual replaces Children, Youth and Families Bulletin 3140-06-05.

**BACKGROUND/DISCUSSION:**

In an effort to improve contract management, accountability, and compliance with federal and state claiming procedures, the Title IV-E invoicing process was automated beginning July 1, 2008. Title IV-E claims for foster care payments, adoption assistance subsidies and subsidized permanent legal custodianship subsidies are submitted to the Department via the web-based Title IV-E Eligibility Application. The Title IV-E Eligibility Application verifies that children meet the age requirement, the placement settings is Title IV-E eligible and that the federal claims are calculated using only the Title IV-E allowable portions of provider per diems. In addition, the Title IV-E Eligibility Application prevents duplicate placement payments for any child on any given day.

Foster Care claims processed through the Title IV-E Eligibility Application are validated against the following systems: Client Information System (CIS), Adoption and Foster

Care Analysis and Reporting System (AFCARS), the State Licensing System, as well as contract information included in the Title IV-E Eligibility Application.

Adoption Assistance and Subsidized Permanent Legal Custodianship claims processed through the Title IV-E Eligibility Application are validated against CIS.

The attachments to this bulletin provide detailed instructions for each functional area of the application. The functional areas are as follows:

- **CY-63:** Child specific Title IV-E Invoice. The application allows for either direct entry of CY-63 data or the uploading of client data to automatically populate into the CY-63 format.
- **CY-64-FC:** The Title IV-E Foster Care Invoice Summary.
- **CY-64-AA:** The Title IV-E Adoption Assistance Summary Invoice.
- **CY-64-SPLC:** The Title IV-E Subsidized Permanent Legal Custodianship Summary Invoice.
- **Search and Reporting Features:** The application allows the user to search for and view invoices. In addition, during the validation process, the application generates useful error summary reports to assist the user in successfully submitting accurate invoices for reimbursement.
- **Contract Management Features:** Users can manage existing / add new provider contracts to the Title IV-E Eligibility Application. Provider contracts are sorted by contract type and fiscal year. Users can view each provider's contact information, contracted per diems for each level of service, and the Title IV-E allowable portions of each contracted per diem.

Also included as attachments are instructions for completion and submission of Title IV-E supplemental overstated (negative) claims for services provided prior to July 1, 2008.

As a point of reference, items contained in Children, Youth and Families Bulletin #3140-11-02 (Act 148 Invoicing Procedures for County Child Welfare Services) are also mentioned where applicable in this manual. Specific instructions for completing the automated Act 148 invoicing package are part of that referenced bulletin, including the current "child count" methodology, instructions for direct administrative claims, and administrative cost pool calculation.

## **Title IV-E Invoicing Procedures:**

### **A. General**

There are six different federal Title IV-E reimbursements addressed in this manual:

1. Foster Care Maintenance (FC);
2. Adoption Assistance (AA);

Including the nonrecurring adoption costs (NR) for children with special needs as described in 55 Pa. Code §3140.204 (b) (2)

3. Subsidized Permanent Legal Custodianship (SPLC)  
Including the nonrecurring costs (NR) incurred by the SPLC candidate directly related to obtaining legal custodianship of a child as described in OCYF Bulletin 3130-10-02/03 titled "Permanent Legal Custodian Policy".
4. Administrative and Training for Foster Care
5. Administrative and Training for Adoption Assistance
6. Administrative and Training for Subsidized Permanent Legal Custodianship

In accordance with federal policy, all claims for Title IV-E reimbursement of services must be submitted via the Title IV-E Eligibility Application within 20 months of the end of the quarter that the expenditure was incurred by the CCYA.

***Note:*** *The 20-month limit is necessary to allow for processing by the Comptroller Operations and timely preparation and submission of the federal claim to meet the two-year limit. The two-year limitation does not apply to overstated Title IV-E claims. There is no time limit when funds need to be returned to the federal government. A negative supplemental invoice must be completed regardless of the original claim period.*

The Title IV-E Eligibility Application allows for the submission of supplemental invoices for either placement maintenance or administrative claims (for specific instructions please refer to the appropriate CY-64 attachment for Foster Care, Adoption Assistance, or Subsidized Permanent Legal Custodianship). Supplemental claims from different quarters may not be combined on one invoice. Each quarter must be submitted separately and reflect the Federal Financial Participation rate (FFP) in effect at the time the service was provided.

A supplemental placement maintenance claim must be submitted using the CY-64-FC, CY-64-AA or the CY-64-SPLC and must be for the increase or decrease amounts **only** as detailed by child on the CY-63s. A supplemental administrative and training claim, also submitted on the CY-64-FC, CY-64-AA or the CY-64-SPLC, must be for the difference between the original RMTS Worksheet calculations and the modified RMTS Worksheet (revised form as of July 2011) calculations for that quarter.

Instructions for completion and submission of Title IV-E supplemental overstated (negative) claims for services provided prior to July 1, 2008 are included in **Attachments 11 through 15.**

## **B. Title IV-E Eligibility Application – Log-in and Navigation Instructions**

The Title IV-E Eligibility Application can be accessed at <https://www.humanservices.state.pa.us/siteminderagent/forms/login>. CCYAs can request access to the Title IV-E Eligibility Application by contacting the IV-E Billing resource account: [ra-ocyfivebilling@pa.gov](mailto:ra-ocyfivebilling@pa.gov). Once a unique user name and password are acquired from the Office of Children, Youth and Families (OCYF), counties can access the Title IV-E Eligibility Application to submit/view invoices, upload files, generate reports and submit/view provider contract data.

See **Attachment 1** for detailed log-in and navigation instructions.

## **C. Title IV-E Invoice, CY-63**

Child-specific Title IV-E eligible maintenance costs for Foster Care (FC), Adoption Assistance (AA), and Subsidized Permanent Legal Custodianship (SPLC) are identified for the fiscal quarter on the Title IV-E Invoice, CY-63 (**Attachment 2**). The child-specific claims from the CY-63's are automatically totaled and summarized on the appropriate summary invoice, CY-64-FC (**Attachment 3**), CY-64-AA (**Attachment 4**), or CY-64-SPLC (**Attachment 5**). The CY-63 for AA maintenance and Non-recurring (NR) claims may be summarized on the same CY-64-AA. The CY-63 for SPLC maintenance and NR claims may be summarized on the same CY-64-SPLC. If the SPLC-NR claims are entered on a separate CY-63, then a separate CY-64-SPLC must be completed.

Detailed instructions for completing a CY-63 within the Title IV-E Eligibility Application are included in **Attachment 2**. Instructions for uploading CY-63s to the application are included in **Attachment 10**.

## **D. Administrative Cost Pool Calculation (CY-918)**

The Administrative Cost Pool Calculation worksheet, CY-918, is used to determine each CCYAs eligible "net cost pool". Determining a net cost pool is crucial to accurate calculation and invoicing of Title IV-E administrative and training costs.

Net cost pool includes the CCYA's expenditures for Wages and Salaries, Employee Benefits, Operating and Fixed Assets from the quarterly Act 148 Expenditure Report except the following:

- state non-reimbursable expenditures;
- any expenditures related to secure facilities that are primarily for the detention of children who are adjudicated delinquent;
- any expenditures related to a county-operated placement facility;

- any expenditures of county staff whose time is 100% dedicated to delivering social services;
- any "Maintenance" expenditures for Title IV-E eligible and non-IV-E eligible children;
- an asset purchase of \$25,000 or more;
- any expenditures reimbursed with program income or other federal sources; and
- expenditures related to staff OCYF approved and certified for Direct Administrative Claiming.

The net cost pool amount automatically populates to the Random Moment Time Study (RMTS) Worksheet where the Title IV-E administrative and training cost calculations are completed. The resulting Title IV-E administrative and training costs must be manually entered into the appropriate blocks of the CY-64 forms.

The CY-918 is part of the automated Act 148 invoicing package which was distributed with OCYF Bulletin #3140-11-02 (Act 148 Invoicing Procedures for Child Welfare Services). Detailed instructions for completion of the CY-918 are included in the Act 148 invoicing bulletin.

#### **E. Random Moment Time Study (RMTS) Worksheet**

The RMTS Worksheet provided by OCYF calculates each component of the AA and SPLC administrative and training claims and several key components of the FC administrative and training claims. The worksheet requires three components to calculate the Title IV-E claims: Statewide Code Counts, county-specific FC, AA, and SPLC penetration rates, and county specific cost (net cost pool).

OCYF administers the RMTS by providing the random moment times to CCYA employees that are involved with case management activities and/or maintain an active case load. The results, "Statewide Code Counts," are then summarized and forwarded to the CCYAs at the end of each quarter. The CCYA enters the quarterly counts into the Fiscal Management tab of the Act 148 Invoicing Package. These counts then automatically populate in the "Statewide Code Counts" 1 through 14 of the RMTS Worksheet.

In order to calculate Title IV-E penetration rates, the CCYA also enters six "Case Counts" into the Fiscal Management tab of the Act 148 Invoicing Package. These counts then automatically populate in the RMTS Worksheet to determine the percentage of Title IV-E eligible children in FC, AA, and SPLC. These percentages are applied to the RMTS activities to determine the federal share of the county's net cost pool.

The net cost pool is calculated once the Title IV-E Administrative Cost Pool Calculation (CY-918) is completed. The net cost pool amount populates into item "CP" of the RMTS Worksheet. The RMTS Worksheet automatically calculates the administrative and training costs for Title IV-E. The resulting Title IV-E administrative and training costs must be manually entered into the appropriate blocks of the CY-64 forms.

The RMTS Worksheet is part of the automated Act 148 invoicing package which was distributed with OCYF Bulletin #3140-11-02 (Act 148 Invoicing Procedures for Child Welfare Services). Detailed instructions for completion of the RMTS worksheet are included in the Act 148 Invoicing Bulletin.

#### **F. Direct Administrative Claim Worksheet**

For the vast majority of CCYA staff, the Random Moment Time Study (RMTS) provides a fair and equitable allocation of cost to all of the state and federal programs benefiting from their duties. However, a limited number of CCYA staff may perform duties related solely to a particular program. For example, as referenced in Section D, cost of CCYA staff whose time is 100% dedicated to the operation of a placement facility or delivering social services must be allocated to those programs; therefore, their cost is removed from the Title IV-E Administrative Cost Pool.

The CCYA may have staff solely dedicated to determining children's eligibility for one particular federal program such as TANF, Medicaid, or Title IV-E Placement Maintenance. If the staff is determining eligibility for more than one program, their cost may not be considered for a direct administrative claim. However, if the staff is **fully** dedicated to one program their cost may be directly claimed to that program. An example is a CCYA staff whose duties are solely dedicated to determining children's eligibility for Title IV-E.

Another example of an eligible direct administrative claim may be a Foster Home Recruiter if the duties and responsibilities of the recruiter benefit solely the foster care program and are eligible activities. Since the recruiter's activities benefit both Title IV-E eligible children and ineligible children, the county's foster care penetration rate must be applied to fairly allocate the costs.

Since social workers' and caseworkers' job duties generally include counseling and other activities that are not allocable or allowable under the Title IV-E program regulations, their cost should not be identified for a direct administrative claim. The RMTS process is the appropriate means of allocating their cost.

A CCYA employee whose job duties include only Title IV-E eligible activities may be identified for a Title IV-E direct administrative claim. To assure appropriate Title IV-E direct administrative claiming, prior to submitting a Title IV-E Direct Administrative Claim for such an employee, the CCYA must submit the employee's job description to OCYF for review and approval. OCYF may, in addition, forward the submitted job description

to the Administration for Children and Families (ACF) for review. Therefore, to expedite the review and approval process, OCYF recommends submitting the identified staff's job description to OCYF prior to the end of the initial quarter in which the direct charge is to occur.

The Direct Administrative Claim Worksheet was created to assist the CCYAs in making direct Title IV-E administrative claims accurately and appropriately. The Direct Administrative Claim Worksheet is part of the automated Act 148 invoicing package which was distributed with OCYF Bulletin #3140-11-02 (Act 148 Invoicing Procedures for Child Welfare Services). Detailed instructions for completion of the Direct Administrative Claim Worksheet are included in the Act 148 Invoicing bulletin. The worksheet identifies the county staff whose job description(s) has been pre-approved by OCYF and certified by their supervisor to be 100% dedicated to a Title IV-E program during the quarter, the staff's related cost, and the related federal claiming program. In addition, the worksheet applies the appropriate foster care penetration rate where appropriate to the expenditures for FFP that are to be entered on the invoicing form. Both the worksheet and certification form are to be submitted quarterly with the automated CY-64-FC form.

**Note:** *CCYAs with direct administrative claims are required to make manual administrative cost entries onto the automated CY-64-FC form.*

#### **G. Title IV-E Foster Care Summary Invoice, CY-64-FC**

The CY-64-FC (**Attachment 3**) summarizes the child-specific claims from the related CY-63 and combines with the total offsetting program income for all Title IV-E eligible children. Although only aggregate amounts of revenue are reported on the invoice, the CCYA must account for these revenues by each child. Parental support payments (Title IV-D) must be reported separately from all other program income. The federal reporting requirements stipulate that the FFP rate effective on the date of the report submission is applied to Title IV-D payments. In contrast, the child-specific cost and other program income sources use the FFP rate in effect as of the date of service. Therefore, a separate line calculating Title IV-D is included on the CY-64-FC.

In addition to the Title IV-E administrative cost information that automatically populates form the CY-63, the CY-64-FC also combines the manually entered results from the RMTS worksheet and the Direct Administrative Claim Worksheet with the appropriate FFP to calculate the federal share of the administrative cost.

The FFP rate for child maintenance cost changes annually, October 1, and will automatically populate on the CY-64-FC with the rate in effect for the identified invoice period. The FFP rate for administrative activities and approved training costs is 50 percent (both percentages automatically populate).

Detailed instructions are included in **Attachment 3**.

#### **H. Title IV-E Adoption Assistance Summary Invoice, CY-64-AA**

The automated CY-64-AA (**Attachment 4**) summarizes the child-specific claims from the related CY-63 for maintenance and NR costs, and combines with the manually entered AA administrative and training results from the RMTS worksheet.

The FFP rate for child maintenance cost changes annually on October 1, and will automatically populate on the CY-64-AA with the rate in effect for the identified invoice period. The FFP rate for administrative activities and approved training costs is 50 percent (both percentages automatically populate). The NR costs are an administrative claim; therefore, the FFP is 50 percent.

Detailed instructions are included in **Attachment 4**.

#### **I. Title IV-E Subsidized Permanent Legal Custodianship Summary Invoice, CY-64-SPLC**

The CY-64-SPLC (**Attachment 5**) summarizes the child-specific claims from the related CY-63 for SPLC maintenance and NR costs, and combines with the manually entered SPLC administrative and training results from the RMTS worksheet.

The FFP rate for child maintenance cost changes annually, October 1, and will automatically populate on the CY-64-SPLC with the rate in effect for the identified invoice period. The FFP rate for administrative activities and approved training costs is 50 percent (both percentages automatically populate). The NR costs are an administrative claim; therefore, the FFP is 50 percent.

Detailed instructions are included in **Attachment 5**.

#### **J. Other Title IV-E Eligibility Application Functionality – Summary**

##### **1. Printing Invoices**

Title IV-E invoices can be printed using the instructions in **Attachment 6**.

##### **2. Contract Management**

The Title IV-E Eligibility Application allows counties to search for existing Institutional Facility or Foster Family contracts as well as adding new contracts. Detailed instructions on using the contract management functions are provided in **Attachment 7** (for Institutional Facility contracts) and **Attachment 8** (for Foster Family contracts).



### 3. Reports

The Title IV-E Eligibility Application includes functionality to generate error and summary reports related to validation of the Title IV-E invoices. Auto Denial reports include the following:

- Children Over Age 19
- Invalid License Certification
- Non Reimbursable Placements
- Invalid Contract
- Invalid Per Diem
- Duplicate Claim
- No MCI Found

Other reports generated in the Title IV-E Eligibility Application include the following:

- County Summary
- Non IV-E
- Invalid Placement Dates
- Children Over 18

Report details and instructions for viewing reports using the Title IV-E Eligibility Application are provided in **Attachment 9**.

### 4. Uploading Files

Counties can choose to upload CY-63s to the Title IV-E Eligibility Application rather than manually entering their child specific costs. Detailed instructions on uploading files are provided in **Attachment 10**.

### **K. Adoption Assistance Claims Related to Fair Hearings**

If a fair hearing determines that a child was wrongly denied benefits under the Title IV-E Adoption Assistance (AA) Program, the CCYA may claim FFP for costs from the date of the adoption. **These retroactive claims must be submitted via the Title IV-E Eligibility Application separately from the regular AA claim and within 20 months from the end of the quarter that the expenditure was incurred by the CCYA. ACF is requiring these claims to be submitted with supportive documentation. The CCYA must submit the following with these AA claims:**

- a copy of the "Order" from the Bureau of Hearings and Appeals or court;
- a copy of the signed, completed Adoption Assistance Agreement;
- documentation of the child's initial Title IV-E eligibility at the time of the child's removal from their home; and

- if the adoption was finalized prior to October 1, 2005, documentation of the child's AFDC eligibility at the time of the initiation of adoption proceedings.

**L. Negative Supplemental Title IV-E invoices for periods prior to July 1, 2008**

The Title IV-E Eligibility Application was implemented July 1, 2008. Counties invoiced for Title IV-E reimbursement using paper invoices prior to this date. If a county needs to complete a supplemental invoice to return federal dollars for periods prior to July 1, 2008, they must utilize the forms and instructions included in **Attachments 11 through 15**.

Supplemental invoices (CY-63s and CY-64s) and all supporting documentation (Administrative Cost Pool Calculation worksheet, Direct Administrative Claim Worksheet, Direct Administrative Claim Staff Certification, and "RMTS" Worksheet) for periods prior to July 1, 2008 must be submitted to:

Bureau of Budget  
Office of Children, Youth and Families  
Health and Welfare Building – Annex  
P.O. Box 2675  
Harrisburg, Pennsylvania 17105-2675

Submit copies of the CY-64s, all supporting documentation (Administrative Cost Pool Calculation worksheet, Direct Administrative Claim Worksheet, Direct Administrative Claim Staff Certification, and "RMTS" Worksheet), a copy of the CY-886 and revised Act 148 Invoice to:

Department of Public Welfare  
Bureau of Financial Operations  
Financial Reporting and Payment Systems  
Forum Place, 1<sup>st</sup> Floor  
555 Walnut Street  
P.O. Box 2675  
Harrisburg, Pennsylvania 17105-2675

## ATTACHMENTS

The attachments to the Federal Title IV-E Invoicing Procedures Manual may be updated as the Title IV-E Eligibility Application evolves. Attachments one (1) through 10 are dated to assist in keeping the manual current.

- Attachment 1: Instructions for Accessing and Navigating the OCYF Title IV-E Eligibility Application
- Attachment 2: Instructions for Completing the Title IV-E Automated Invoice (CY-63)
- Attachment 3: Instructions for Completing the Title IV-E Foster Care Summary Invoice (CY-64-FC)
- Attachment 4: Instructions for Completing the Title IV-E Adoption Assistance Summary Invoice (CY-64-AA)
- Attachment 5: Instructions for Completing the Title IV-E Subsidized Permanent Legal Custodianship Summary Invoice (CY-64-SPLC)
- Attachment 6: Instructions for Printing Completed Invoices
- Attachment 7: Instructions for Using the Contract Management Function – Institutional Facility Contracts
- Attachment 8: Instructions for Using the Contract Management Function – Foster Family Contracts
- Attachment 9: Instructions for Generating Reports Using the Title IV-E Eligibility Application
- Attachment 10: Instructions for Uploading Files to the Title IV-E Eligibility Application

The following attachments include instructions for completing paper-based supplemental negative Title IV-E claims for services occurring prior to July 1, 2008.

- Attachment 11: Instructions for Completing the Title IV-E Invoice (CY-63)
- Attachment 12: Instructions for Completing the County Children and Youth Social Services Programs Administrative Cost Pool Calculation (CY-918)

- Attachment 13: Instructions for Completing the Random Moment Time Study (RMTS) Worksheet
- Attachment 14: Instructions for Completing the Title IV-E Foster Care Summary Invoice (CY-64-FC)
- Attachment 15: Instructions for Completing the Title IV-E Adoption Assistance Summary Invoice (CY-64-AA)