To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Children’s Benefits Worker

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Services Worker

1. Initial Eligibility Determination

Please:

Determine eligibility for Title IV-E benefits and medical assistance in out of home care or adoption

Make referral to child support staff

Apply for medical assistance

Apply to be payee for mandatory benefits such as SSI and Social Security

Obtain verification of child’s birth

Apply for social security card

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attached are copies of the following:

Title IV-E and Child Support Referral (DSS-1260)

Placement History Log (DSS-1251A)

Family Activity Tracking Report (DSS-887)

Petition which led to removal

Affidavit of Efforts (DSS-1266)

All court orders, emergency, temporary custody/removal, commitment and child support or medical support

Voluntary Commitment Agreement (DSS-167)

Placement documentation (DPP-111A, DPP-114 or group home letter of acceptance)

Copy of social security card  Copy of medical insurance card

Copy of birth certificate or birth verification

Absent parent search form

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| --- | --- |
| 1. Redetermination   Attached are copies of the following: | 1. Adoption   Attached are copies of the following: |
| Redetermination Status Report (DSS-1265) | Subsidy Request Memo, pre and post |
| Court order legal status change | Subsidy Agreement |
| Placement History Log (DSS-1251A) | TPR |
| Family Activity Tracking Report (DSS-887) | Adoption Petition |
| Other: | Judgment Verification Letter |
|  | Approval letter of adoptive home |
|  | Adoption Placement Agreement |