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

|  |  |
| --- | --- |
| 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 |