**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 14-09**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

 Division of Protection and Permanency

**DATE:**  June 30, 2014

**SUBJECT:** Cost Allocation and Title IV-E Eligibility for In Home Cases

Some children who are involved with in home services cases may be eligible to receive Title IV-E reimbursement in order to prevent removal from their homes. The federal government tracks this eligibility standard by reviewing the Random Moment Time Study that all field staff are asked to complete. It is important to complete these studies accurately in order to ensure that the state receives reimbursement as appropriate.

Eligibility information is documented on the prevention plan and case plan. When it is determined that a child is at immediate risk of removal, at any point during the agency’s work with a family, a prevention plan is developed that negotiates preventive services and interventions, agreed upon by the family. A statement must be included that “absent effective preventive services, placement in foster care is the planned arrangement for the child.” This information is incorporated into the case plan and re-evaluated every six (6) months.

In order to outline this information in SOP, the following sections have been updated to reflect these content additions:

* [1.8 Prevention Planning](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/18PreventionPlanning.aspx);
* [2.11 Investigation Protocol](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/211InvestigationProtocol.aspx);
* [3.4 Initial In Home Case Planning Conference](https://manuals.sp.chfs.ky.gov/chapter%203/06/Pages/34PreparationfortheInitialCasePlanningConference.aspx);
* [3.12 Case Plan Evaluation/Ongoing Assessment](https://manuals.sp.chfs.ky.gov/chapter%203/07/Pages/312caseplanevaluationongoingassessment.aspx);
* [3.13 Ongoing Case Planning](https://manuals.sp.chfs.ky.gov/chapter%203/07/Pages/314OngoingCasePlanning.aspx);
* [11.27 Court Reports](https://manuals.sp.chfs.ky.gov/chapter11/36/Pages/1127DispositionalReports.aspx) (renamed); and
* [31.13 Random Moment Time Study for In Home Service Provision and Title IV-E Administrative Costs](https://manuals.sp.chfs.ky.gov/chapter31/Pages/3113RandomMomentTimeStudyforInHomeServiceProvisionandTitleIV-EAdministrativeCosts.aspx) (New).

Since this is a practice that is already occurring in most cases, these updates have been added behind the scenes and are effective immediately. Any questions regarding this memorandum may be directed to:

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