

## CHILD FOSTER CARE (CFC) PLACEMENT ~ REQUIRED ACTIONS

This document provides guidance on the following processes:


- Enrolling a child in ODDS-funded children's foster care services (Service Element 258) & setting up Room & Board payments;
- Reporting changes to a child's current foster care placement;
- Enrolling a Child Welfare-certified Child Foster Home (CFH) provider as an ODDS-approved Medicaid Provider and assigning a Medicaid provider number;
- Requesting approval for a child to remain in their current ODDS-funded child foster home placement upon turning 18; and
- Educating foster providers of the SSI rep payee status change when a child in their care turns 18 years of age.

Enrolling a child in ODDS-funded children’s foster care services (Service Element 258) & setting up Room & Board payments			
Enrollment Documents	Who Completes/ Collects Docs	Where to send	When to send
1. CF 1415 - ODDS Notification Form for Children Entering Foster Care;	CDDP	Via secure email to the Children’s Foster Care Unit: <a href="mailto:ODDS.CFC.Enrollment@dhsola.state.or.us">ODDS.CFC.Enrollment@dhsola.state.or.us</a>	Upon the CDDP confirming the child has been determined eligible for Medicaid as outlined in the <i>Guide for CDDPs Assisting with Application for Medicaid for Child Referred for Children’s Foster Care</i> .
2. County’s Statement of Eligibility;	CDDP		
3. Child’s Birth Certificate <u>or</u> Mother’s maiden name & child’s place of birth;	CDDP		
4. Current Court Order;	CDDP acquires from Child Welfare		
<u>or</u>  DHS 0032 - DD Child Placement Agreement	CDDP with parent/ guardian		
5. SSA-827 - Authorization to Disclose Information to the Social Security Administration (children 12 and older only). This form <u>must be signed by the child</u>	CDDP obtains signature of child age 12 or older		
<b>Important information regarding setting up R&amp;B payments:</b> The enrollment documents outlined above are shared with the Federal Resource/SSI Unit and provide the required information for the SSI representative payee application process to begin. <u>The SSI representative payee (Rep Payee) application process cannot begin until the child is living in the foster home.</u>			
Enrollment documents received on or before the 14 <sup>th</sup> of the current month will result in the first R&B payment being issued the 1 <sup>st</sup> of the following month. If the 14 <sup>th</sup> falls on a weekend or holiday, paperwork submitted on the 1 <sup>st</sup> business day following the weekend or holiday will be accepted for a R&B start date on the 1 <sup>st</sup> of the following month. R&B payments are <u>not</u> retroactive.			

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Reporting changes to a child's current foster care placement			
<b>PURPOSE:</b> To notify the Children's Foster Care Unit and Federal Resource/SSI Unit of changes to a child's current ODDS-funded foster care case. These notifications are required to ensure timely and accurate processing of information necessary to update a child's foster case, including the following: (1) Issuance and termination of Room & Board payments; (2) Reporting changes to the Social Security Administration to comply with Federal Representative Payee regulations; and (3) Coordination across systems serving mutual clients.			
Document	Who Completes	Required changes to be reported* *For instructions on when and how to submit changes, refer to page 3 of the ODDS Child Foster Care Update Reporting Form (DHS 2755)	How to send
ODDS Child Foster Care Update Reporting Form (DHS 2755)	CDDP	<ul style="list-style-type: none"> <li>• Current foster provider has a change in physical address or mailing address</li> <li>• Child moves from one ODDS-funded foster home setting to another ODDS-funded foster home setting</li> <li>• Foster care service rate changes</li> <li>• Child is temporarily absent from the foster home beyond 30 consecutive days regardless of type of absence</li> <li>• Child exits ODDS-funded foster care services</li> </ul>	Via secure email to: <a href="mailto:odds.cfc.update@dhsosha.state.or.us">odds.cfc.update@dhsosha.state.or.us</a>

## CHILD FOSTER CARE (CFC) PLACEMENT ~ REQUIRED ACTIONS

Enrolling a Child Welfare-certified Child Foster Home (CFH) provider as an ODDS-approved Medicaid Provider and assigning a Medicaid provider number		
<p>A Child Welfare-certified child foster home provider must be enrolled as an ODDS-approved Medicaid Provider and have an active Medicaid provider number (SPD#) in order to be eligible to receive payment from ODDS for the provision of foster care services for children with intellectual or developmental disabilities. This is achieved upon Department approval of the Child Foster Home Medicaid Provider Enrollment Application and Agreement (PEAA).</p> <p>The PEAA must be signed <u>on or before</u> the date that Medicaid funds may begin for the provision of ODDS-funded foster care services.</p>		
Documents	Who Collects the Completed Documents from CFH Provider	How/Where to Send Completed Documents
<ol style="list-style-type: none"> <li><b>1. SDS 0738c – Child Foster Home Medicaid Provider Enrollment Application and Agreement (PEAA); and</b></li> <li><b>2. Copy of the current Child Welfare-issued CFH certificate.</b></li> </ol> <div style="margin-top: 20px;">  <p><b>Helpful Tips</b></p> <p>A new PEA is required for an existing enrolled Medicaid Provider upon a physical address change or change in primary provider.</p> </div>	<p>CDDP managing the case of the child placed in the Child Welfare-certified CFH</p>	<p>Via secure email to the Children’s Foster Care Unit:  <a href="mailto:ODDS.CFC.Enrollment@dhsosha.state.or.us">ODDS.CFC.Enrollment@dhsosha.state.or.us</a></p>

## CHILD FOSTER CARE (CFC) PLACEMENT ~ REQUIRED ACTIONS

### Requesting approval for a child to remain in their current ODDS-funded child foster home placement upon turning 18

Children ages 18 and older may remain in their current ODDS-funded child foster home placement until age 21 if all of the requirement in OAR Chapter 411-346 are met: (1) Child is working on completion of the IEP; (2) Child's ISP team signed an ISP addendum (Safety Assessment) noting the ISP team's agreement that it is in the child's best interest to remain in their current child foster home; (3) Variance request is completed and submitted to the Department in accordance with OAR 411-346-0210 and a copy of the ISP addendum (Safety Assessment) is included with the variance request; and (4) The Department has approved the variance request.

**IMPORTANT:** All Variance Requests are reviewed by the Variance Review Committee, which meets weekly. Approval of Variance Requests are not guaranteed; it is critical that transition planning begin well in advance to ensure adult placement options have been explored and are available if a Variance Request is denied.

Documents	CFH Certified by	Who Completes	Deadline	How/Where to Send Completed Document
<b>1. DHS 6001, Variance Request; and</b>	ODDS	Foster provider and CDDP	Initial: Prior to child turning 18.	Via secure email to the ODDS Variance Review Committee: <a href="mailto:ODDS.Variances@dhsosha.state.or.us">ODDS.Variances@dhsosha.state.or.us</a>
	Child Welfare	Foster provider, Child Welfare certifier and CDDP	Renewal: Prior to expiration of current Variance Request.	
<b>2. SDS 4541 - Safety Assessment for Children and Adults Living in the Same Home (Safety Assessment) *</b>	ODDS	CDDP with ISP team		
	Child Welfare	CDDP with ISP team		

\*Must be completed even if there are no other children living in the home.

## CHILD FOSTER CARE (CFC) PLACEMENT ~ REQUIRED ACTIONS

Educating foster providers of the SSI rep payee status change when a child in their care turns 18 years of age		
<b>Important information about SSI Rep Payee status and Room &amp; Board payments when a child turns 18 years of age:</b> <ul style="list-style-type: none"> <li>• ODDS will terminate Rep Payee status when a child turns 18. The last R&amp;B check issued by ODDS to the foster provider will be paid the month following the child's 18<sup>th</sup> birthday (for example, if a child turns 18 in May, the last R&amp;B check the provider will receive from ODDS will be for the month of June).</li> <li>• One to two months prior to the child's 18<sup>th</sup> birthday, the Children's Foster Care Unit will send a Turning 18 (T-18) Letter to the foster provider (and copy the child's Service Coordinator via email) to notify the foster provider of Rep Payee termination and provide guidance on applying for Rep Payee status.</li> </ul>		
Task	Person Responsible	Technical Support Contact*
<p><b>Upon receipt of the T-18 Letter:</b></p> <p><b>Confirm</b> the foster provider, family member, or representative (other than ODDS) has scheduled an appointment (<u>as instructed in the T-18 Letter</u>) to become the child's representative payee for SSI benefits;</p> <p style="text-align: center;"><i>and</i></p> <p><b>Inform</b> the new payee that SSA may send them documents to complete; these documents must be completed, or the youth could lose SSI eligibility.</p>	<p>CDDP Services Coordinator</p>	<p>*Only for questions related to the T-18 letter. Questions related to the Rep Payee application process must be addressed by the local SSA office.</p> <p><u>Federal Resource/SSI Unit:</u>  Carol Hitchen  PH: 503-378-5352  <a href="mailto:carol.hitchen@state.or.us">carol.hitchen@state.or.us</a></p> <p>Jay Clark  PH: 503-378-5325  <a href="mailto:jay.w.clark@state.or.us">jay.w.clark@state.or.us</a></p>

## CHILD FOSTER CARE (CFC) PLACEMENT ~ REQUIRED ACTIONS

<p><b>Forms:</b></p> <ul style="list-style-type: none"><li>• Authorization to Disclose Information to the Social Security Administration (SSA-827)</li><li>• DD Child Placement Agreement (DHS 0032)</li><li>• Child Foster Home Medicaid Provider Enrollment Application and Agreement (SDS 0738c)</li><li>• ODDS Child Foster Care Update Reporting Form (DHS 2755)</li><li>• ODDS Notification Form for Children Entering Foster Care (CF 1415)</li><li>• Safety Assessment for Children and Adults Living in the Same Home (SDS 4541)</li><li>• Variance Request (DHS 6001)</li></ul> <p><b>How to access Department forms:</b></p> <ul style="list-style-type: none"><li>• <a href="https://sharedsystems.dhsoha.state.or.us/forms/">https://sharedsystems.dhsoha.state.or.us/forms/</a></li></ul>	<p><b>Transmittals:</b></p> <ul style="list-style-type: none"><li>• Services for children under 18 years old, with intellectual or developmental disabilities (I/DD) and residing in a child welfare-funded foster family setting (ADP-PT-14-038)</li><li>• Reporting child foster care placement changes (APD-PT-19-036)</li></ul> <p><b>How to access Department transmittals:</b></p> <ul style="list-style-type: none"><li>• <a href="https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Pages/Transmittals.aspx">https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Pages/Transmittals.aspx</a></li></ul> <p><b>How to access DD Case Management Tools:</b></p> <ul style="list-style-type: none"><li>• <a href="http://www.dhs.state.or.us/spd/tools/dd/cm/">http://www.dhs.state.or.us/spd/tools/dd/cm/</a></li></ul>
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