



OTIS NOTICE

3/25/2021

Data cleanup for conversion: Foster children

As we continue to make sure accurate TWIST information converts to OTIS, we have been investigating how you are identifying foster children. There are several inconsistencies that your staff can begin to correct over the next 6 months.

- Foster children who are wards of the state should have the field “Calculate Income For” marked “Client” on the *Income Eligibility* screen.
- Children moved into foster care or changing foster families should be assigned [Risk 903 – Foster Care](#). See the [Risk Info sheet](#) for more info.
- Foster parents who are cardholders can be identified as such in the relationship field on the *Family Cardholder* screen.