FOR YOUR INFORMATION

Level of Care (LOC) Rate Notice of Action (NOA)

This FYI is being released to provide instructions on the issuance of a Notice of Action (NOA) for the Level of Care (LOC) rate. All NOAs are child-specific and completed by the individual taking the action when aid is granted, increased, decreased, discontinued, deferred or terminated.

Procedures following the LOC assessment and rate determination:

The LOC Rate Determination Unit co-located in the Regional Office will complete the LOC assessment and rate determination process. Upon making the LOC determination, the following steps shall be completed:

A. When a LOC Level 1 has been determined:
   1. The LOC CSW creates a DCFS 280 in the Foster Care Search System (FCSS).
   2. The TA ES accesses the FCSS daily and assigns the DCFS Auto 280 to the TA EW.
   3. The TA EW takes the following steps:
       a. Receives and reviews the DCFS Auto 280 for accuracy.
       b. Creates a DCFS 6089, NOA – LOC (Levels 1 - 4) Determination form indicating Level 1 and the corresponding monthly rate for LOC 1.
           ▪ The DCFS 6089 is available on LAKids (hyperlinked above) and on CWS/CMS.
       c. Prints three (3) copies and:
           i. Scans and emails one (1) copy to each of the following (and saves the original):
               ▪ The Case-Carrying CSW (to be filed by the CSW in the Blue-Placement folder)
               ▪ The Case-Carrying EW.
           ii. Mails two (2) copies to the client.
   4. The TA EW completes the DCFS 6089, NOA – LOC (Levels 1 – 4) Determination in CWS/CMS, saves and documents these actions in the CWS/CMS Case Notes.

B. When a LOC Level 2 – 4 has been determined:
   1. The LOC CSW creates a DCFS Auto 280 in the Foster Care Search System (FCSS).
   2. The TA ES accesses the FCSS daily and assigns the DCFS Auto 280 to the TA EW.
   3. The TA EW verifies that the DCFS Auto 280 is complete and that the completed SOC 500, Level of Care (LOC) Digital Scoring Form is attached.

4. The TA EW scans and emails the DCFS Auto 280 with required attachments, to the: Foster Care Payment Resolution Unit (PRU) email Inbox – PRU@DCFS.LACOUNTY.gov
   - Subject: LOC (Level 2 - 4) Determination
5. The PRU Clerk assigns the DCFS Auto 280 to the PRU EW in the Work Order Tracking System (WOTS)
6. The PRU EW receives and reviews the DCFS Auto 280 for accuracy and then takes the following steps:
   a. Updates the LOC rate in CWS/CMS.
   b. Creates a DCFS 6089, NOA – LOC (Levels 1 – 4) Determination form indicating the LOC and the corresponding monthly rate.
   c. Verifies that the Batch Eligibility Determination and Budget Calculation (EDBC) ran and correctly applied the LOC rate change.
   d. Prints three (3) copies and:
      i. Scans and emails one (1) copy to each of the following:
         - The Case-Carrying CSW (to be filed by the CSW in the Blue-Placement folder) and;
         - The Case Carrying EW.
      ii. Mails two (2) copies to the client.
   e. Completes the DCFS 6089, NOA – LOC (Levels 1 – 4) Determination in CWS/CMS, saves and documents these actions in the CWS/CMS Case Notes.
   f. Closes the assignment on WOTS upon completion of all of the steps listed above.
   g. On the following day verifies that the LOC rate change interfaced to the Leader Replacement System (LRS).