FOSTER **CARE PLACEMENT**

E090-0590 | Revision Date: 11/12/20

Overview

This Policy supports and guides DCFS Technical Assistant/Eligibility Worker’s (TA/EW) and their Eligibility Supervisor’s (ES).

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Version Summary

This is a revision from the policy dated 05/18/2012. Update of language and instruction to reflect changes based on the implementation of the Foster Care Search System (FCSS) Automated DCFS 280 (Auto 280); Leader Replacement System (LRS); Resource Family Approval (RFA) and; broader roles of the Technical Assistant/Eligibility Worker (TA/EW). Supersedes and cancels E100-0510.13, CWS/CMS Search Actions.

POLICY

**Definitions and Terminology**

Foster Care Search System (FCSS) DCFS Automated 280, Technical Assistance Action Request (Auto 280).

The CSW initiates a Technical Assistance Action Request in the Foster Care Search System (FCSS) and generates an Automated DCFS 280, Technical Assistance Action Request (Auto 280). This replaced the manual completion and submission of the DCFS 280, Technical Assistance Action Request.

All FCSS Auto 280s must be processed within twenty-four (24) hours.

Placement Packet

The Placement Packet is prepared by the TA/EW for the CSW and must contain the documents listed in the [DCFS Placement Packets: DCFS – Placement Specific and Resource Documents](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079847_DCFSPlacementPacket__PlacementSpecific_ResourceDocuments10.13.20.pdf)*.*

Eligibility Referral Packet

The Eligibility Referral Packet is prepared by the TA/EW for the Intake or Case-Carrying EW (CC/EW) and must contain all of the placement specific documents included in the Placement Packet as well as the documents listed in [Eligibility Referral Packet Documents](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079851_EligibilityReferralPacketDocumentsList10.13.20.pdf).

Stop Placement and/or End Placement Episode Packet

This is prepared by the TA/EW for the Case-Carrying EW and must contain all of the following:

* Auto 280
* Minute Order
* DCFS 489, Placement Termination of Foster Child
* Notice of Action
* Case Notes documenting the Stop Placement and/or End Placement Episode
* Continuation of Eligible Child (CEC) Medi-Cal Referral

CWS/CMS Terminology

Merge: The home is known to the system.

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Create: The home is not known to the system.

**Relatives/NREFMs Certified by A Foster Family Agency (FFA)**

There are times when children are placed with relatives or NREFM who are already Certified Foster Parents through a Foster Family Agency (FFA) also referred to as FFA Certified Resource Family Home (FFACRFH). Understanding when to set up the budget as a relative placement vs. a FFA placement depends on the needs of the child. Careful review of any attachments provided by the CSW is necessary to set up the appropriate placement and budgeting.

If the child does not require additional assistance of the FFA, the placement will be set up as a relative or NREFM placement. This child may require a Specialized Care Increment (SCI) Rate which the CSW must request. A home assessment will be completed by the Kinship Support Services Division. If the relative or NREFM later becomes certified through an FFA, and the relative child is still placed in that home, the child will continue to receive the basic foster care rate or the specialized rate already established, and not the FFA rate.

If the prospective relative/NREFM is a certified foster parent through a FFA and the CSW is placing the child through the FFA, a home evaluation is not required. The foster care rate would be that of the FFA. A child placed under these circumstances requires the additional services of the FFA and the CSW has deemed that the additional support is necessary to meet the needs of the child. (See federally eligible children placed with relatives)

Emergency Placement **– Relative/NREFM or Resource Family Home (RFH)**

Process to Initiate Emergency Care (EC) Funding for Relative and Non-Related Extended Family Member (NREFM) Placements

Emergency Care Funding is available for new emergency caregivers (Relative and NREFM) with an emergently placed child, while the Resource Family Approval (RFA) process is being completed.

When an Emergency Placement is out-of-county, refer to the [“Out-of-County Placement”](#Out_of_County_Placement) section of this policy guide for additional information.

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Notice of Action (NOA)

All Notices of Action (NOA) are child-specific and applicable to children who were determined to be federally or State (Non-Federal) eligible. A NOA is not applicable if the child is GRI funded (County funds only). A NOA is completed by the staff taking the Eligibility action when aid is granted, increased, denied, decreased (it shall include an overpayment adjustment and balancing), suspended, cancelled, discontinued or terminated. A NOA will also be sent when the County demands repayment of an overpayment, or when the County takes action after the claimant has conditionally withdrawn a request for a State Hearing. Two (2) NOA copies are sent to the caregiver, one (1) copy to the Children’s Services Worker (CSW) and one (1) copy is retained in the child’s eligibility physical case. The [NA Back 9 (4/13) – Your Hearing Rights](https://www.cdss.ca.gov/cdssweb/entres/forms/English/NABACK9.PDF) will be attached to all NOA’s with the exception of GRI cases notification letters.

**FC 2, Statement of Facts Supporting Eligibility for AFDC Foster Care (FC) or the FC 2/Nonminor Dependent (NMD)**

The FC 2, Statement of Facts Supporting Eligibility for AFDC Foster Care (FC) or the FC 2/NMD is required at the time of each placement, redetermination, any time there is a change affecting the child’s eligibility or there is a change in placement.

**SOC 158A, Foster Child’s Data Record and AFDC-FC Certification**

A SOC 158A, Foster Child’s Data Record and AFDC-FC Certification, is generated for all placements and is required for redeterminations. The income maintenance case record shall contain the signature from the CSW, on the SOC 158A which certifies that the child has been placed in an eligible facility.

Initial Placement

When a child will be placed in out-of-home care for the first time, an Auto 280 will be generated and, within 24 hours of receipt, the TA/EW will enter the foster care placement within CWS/CMS and complete the placement packet.

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**Creating Resource Family Homes**

Relative or Nonrelative Extended Family Member (NREFM)

TA/EWs hold exclusive CWS/CMS access for creating Resource Family Homes (RFH) for Relatives and NREFMs.

Resource Management Unit

The Resource Management Unit (RMU) consists of assigned Clerical staff who process requests for creation of vendor numbers, Court Specified Homes, Legal Guardianships, Non-Contracted Homes and Interstate Compact (ICPC) Homes.

**Replacement**

When a child will be replaced, an Auto 280 will be generated and, within 24 hours of receipt, the TA/EW will enter the foster care placement within CWS/CMS and complete the placement packet.

**Foster Care Placement Packets**

Placement Packet

The Placement Packet is prepared by the TA/EW for the CSW and must contain the documents listed in the [DCFS Placement Packets: DCFS – Placement Specific and Resource Documents](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079847_DCFSPlacementPacket__PlacementSpecific_ResourceDocuments10.13.20.pdf).

Eligibility Referral Packet

The Eligibility Referral Packet is prepared by the TA/EW for the Intake EW. Refer to the [Initial Placement](#Initial_Placement2) instructions in the Procedures section.

**Inter-County Transfer (ICT) Unit**

The ICT Unit consists of assigned EWs who process requests for incoming or outgoing placement transfers between counties. Eligibility Policy Guide [E080-0550](https://pubftp.dcfs.lacounty.gov/Policy/Hndbook%20FCE/E080/E0800550IcTv1010.doc), Inter-County Transfer (ICT) provides full instructions*.*

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Out-of-County Placements

An Out-of-County Placement is any placement located in another California county where DCFS pays a host county rate.

Emergency

If the home is not known in CWS/CMS, then the TA/EW will create a RFH Out-of-County placement. If the home is known, but not Los Angeles County certified and approved, then permission to place must be obtained by the CSW from [RFA Out-of-County Intake](mailto:RFA_Intake@dcfs.lacounty.gov?subject=Emergency%20Out-of-County%20Request%20for%20Permission%20To%20Place) or [RFA\_Intake@dcfs.lacounty.gov](mailto:RFA_Intake@dcfs.lacounty.gov)

Placement with Relatives or NREFM

When the home is certified and approved by Los Angeles County, then placement may proceed. If the home is licensed and approved by the receiving county, then permission from the receiving county is required for placement.

**[Out-of-State Placements](#Out_of_State_Placement) – Interstate Compact on the Placement of Children (ICPC)**

Eligibility Policy Guide [E080-0560](https://pubftp.dcfs.lacounty.gov/policy/hndbook%20fce/E080/E080-0560.doc), Interstate Compact on the Placement of Children (ICPC) provides full instructions*.*

Placement with Relatives or NREFM Residing in a State Other Than California

Placement with Relatives or NREFM residing in a state other than California are all listed as Court Specified Homes in CWS/CMS and processed through the RMU.

International Placements

An international placement is the placement of a child in a Court Specified Home located outside of the United States. Caregivers outside of the United States will not receive any financial assistance through Foster Care or KinGAP programs.

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**Ongoing Requests**

Placement Rate Change

When a change in the foster care rate is required, an Auto 280 will be generated and, within 24 hours of receipt, the TA/EW will forward the request to the Payment Resolution Unit (PRU).

Specialized Care Increment (SCI) Rate

When a child is being placed and has an established [SCI Rate](http://policy.dcfs.lacounty.gov/Content/AFDC_FC_GRI_FC_Rates.htm), then the TA/EW will process the rate with the placement. This applies to:

* D-Rate
* F-Rate
* [Regional Center/Alternative Residential Model (ARM) Rate](https://pubftp.dcfs.lacounty.gov/Policy/Hndbook%20FCE/E060/E0600570v0812.doc)
* [Dual Agency Rate](https://pubftp.dcfs.lacounty.gov/Policy/Hndbook%20FCE/E060/E0600570v0812.doc)
* Personal & Incidental (P&I) Allowance

Enhanced Rate

When an Enhanced Rate is requested, an Auto 280 will be generated and within 24 hours of receipt, the TA/EW will initiate a payment. A fully approved DCFS 4213, Special Placement or 1-on-1 Service Request must be attached to the Auto 280.

**Technical Actions in CWS/CMS**

Removal of a Placement That Was Not Used or is Incorrect

When the placement was added in error, but has already been saved to CWS/CMS, the Eligibility Supervisor (ES) must remove the placement.

Correcting a Placement Home on CWS/CMS

When a child’s placement home requires correction, an Auto 280 will be generated and, within 24 hours of receipt, the TA/EW will make the requested changes in CWS/CMS.

Updating a Placement

When a child’s placement requires an update to the information previously recorded and approved, an Auto 280 will be generated and, within 24 hours of receipt, the TA/EW will make the requested changes in CWS/CMS.

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Inserting a Placement

When a placement has not been entered and the budget has not been processed, the placement and budget will be inserted into CWS/CMS. For example, if the child was released to relatives, but an Auto 280 placement request was never submitted.

**Stop Placement and/or End Placement Episode**

When a foster care child is no longer in a paid placement, an Auto 280 will be generated and, within 24 hours of receipt, the TA/EW will make the requested changes in CWS/CMS. For example, when a child AWOLs (runs away from the placement.

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**PROCEDURE**

**Relatives/NREFMs Certified by a Foster Family Agency (FFA)**

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 requesting a Relative/NREFM placement and the Relative/NREFM wishes to maintain Relative/NREFM status, follow the instructions in the [Initial Placement](#Initial_Placement2) section of this policy.
2. Upon receipt of an Auto 280 requesting an FFA placement and the Relative/NREFM is Certified by the FFA also referred to as a FFA Certified Resource Family Home (FFACRFH), follow the instructions in the [Initial Placement](#Initial_Placement2) section of this policy and change the relationship status on the ID Page to: “Relative/Nonguardian”.

**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures in the [Initial Placement](#Initial_Placement2) section of this policy.

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**Emergency Placement**

Process to Initiate Emergency Care (EC) Funding for Relative and Non-Related Extended Family Member (NREFM) Placements

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 requesting a Relative/NREFM placement, create a Resource Family Home (RFH) per the instructions for [Creating Resource Family Homes](#RFH2) in this policy.

**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures in the [Initial Placement](#Initial_Placement2) section of this policy.

**Placement Types with Special Requirements**

Special Placements

A special placement is licensed to provide residential care. A Special Placement may be any of the following that may or may not be a contracted agency with Los Angeles County Department of Children and Family Services (DCFS), and has been identified as a program that will meet the special and unique needs of a particular child:

* Group Home (GH)
* Short Term Residential Treatment Program (STRTP)
* Regional Center Vendorized Home (RC Home)
* Small Family Home
* Adult Facility
* Foster Family Agency (FFA)
* Specialized Treatment/Residential/In-Patient Facility

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 request for a Special Placement and a fully approved DCFS 4213, conduct a Search in CWS/CMS and determine whether or not the home/facility is known to the system.
2. Review the status of the home/facility and if clear for placement then initiate the placement per the [Initial Placement](#Initial_Placement2) procedures in this policy.

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**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures in the [Initial Placement](#Initial_Placement2) section of this policy.

Non-Contracted/Non-Profit Agency

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 request for a Non-Contracted/Non-Profit Agency placement and a fully approved DCFS 4213. Request a vendor number and if the home/facility is unknown in CWS/CMS, create a new home/facility, by submitting a [RM 200](http://mylacounty.info/dcfs/cms1_168450.doc), Resource Management 200 and the approved DCFS 4213 to the RMU.
2. Upon receipt of the Vendor Number from the RMU, initiate the placement per the [Initial Placement](#Initial_Placement2) procedures in this policy.

**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.

Short Term Residential Therapeutic Program (STRTP) Placement or Replacement Packet Request

STRTP has replaced [Residential Based Services (RBS)](#RBS) placements.

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

* + - 1. Upon receipt of an Auto 280 requesting an STRTP placement, confirm that the signatures of the CSW, SCSW, Assistant Regional Administrator (ARA), and Regional Administrator (RA) were obtained on the Auto 280.

1. Proceed with [Initial Placement](#Initial_Placement2) or [Replacement](#Replacement2) instructions.

Group Home (GH) Placement or Replacement Packet Request

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours. [Back to Top](#Top)

1. Upon receipt of an Auto 280 requesting a group home placement, confirm that the signatures of the CSW, SCSW, Assistant Regional Administrator (ARA), and Regional Administrator (RA) were obtained on the Auto 280.
2. Proceed with [Initial Placement](#Initial_Placement2) or [Replacement](#Replacement2) instructions.

**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.

Residential Based Services (RBS)

RBS placements have been replaced by STRTP. Please follow the instructions in the [STRTP](#STRTP) section of this policy.

Regional Center Placement

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 request for a Regional Center placement with a fully approved DCFS 4213 and the required Regional Center letter, initiate a placement by submitting a [RM 200](http://mylacounty.info/dcfs/cms1_168450.doc), approved DCFS 4213 and Regional Center letter to the Resource Management Unit (RMU).
2. Upon receipt of the Vendor Number from the RMU, initiate the placement per the [Initial Placement](#Initial_Placement2) procedures in this policy.

**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.

Medical Placement

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 request for a non-contracted medical placement, initiate the placement per the existing [Non-Contracted/Non-Profit Agency](#Non_Contracted_Non_Profit_Agency) procedures in this policy. [Back to Top](#Top)
2. If a contracted/for-profit agency, initiate the placement per the [Initial Placement](#Initial_Placement2) procedures in this policy.

**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.

Small Family Home

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 request for a non-contracted small family home, initiate the placement per the [Non-Contracted, Non-Profit Agency](#Non_Contracted_Non_Profit_Agency) procedures in this policy.
2. If contracted/for-profit agency, initiate the placement per the [Initial Placement](#Initial_Placement2) procedures in this policy.

**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.

Tribal Home

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 request for a non-contracted tribal home, initiate the placement by submitting a [RM 200](http://mylacounty.info/dcfs/cms1_168450.doc), indicating that it is a tribal home and if the home/facility is unknown in CWS/CMS, creation of a new home/facility, to the RMU.
2. Upon receipt of the vendor number from RMU, initiate the placement per the [Non-Contracted, Non-Profit Agency](#Non_Contracted_Non_Profit_Agency) procedures in this policy.

**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.

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Non-Foster Care Placement

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280 requests for Non-Foster Care Placement must be processed within one (1) hour of receipt. A Non-Foster Care Placement may be any of the following:

* Hospital Hold
* Medical Facility
* Juvenile Hall
* Wraparound Placement
* Unapproved Home (Not Pending RFA)

1. Open the existing referral/case in the Client Services section of CWS/CMS. Complete the Search Action and retrieve the existing client.
2. Update the Secondary Assignment in the Case Information Notebook Management Section and annotate the Task Description Dialogue Box with: “Record Non-Foster Care Placement.”
3. Open the Existing Placement Notebook and open the Current Placement. Enter the stop/end dates and reason for replacement from right to left on the following pages:
4. Ongoing Request Page
5. Data enter the stop date for the Basic and/or SCI payment type.

* The payment stop date is the last night the child stayed in the home.

1. Placement Change End Placement Episode Page
2. Enter the Notice to Remove Date.
   * + - The End Date is the date that the child physically leaves the home. The Placement End Date and Replacement Start Date are the same date.
3. Select the appropriate reason for the replacement.
4. Create the Non-Foster Care Placement Notebook
   1. Open the Placement Notebook and select the Non-Foster Care Placement from the dialogue box.
   2. Enter the Non-Foster Care Placement information.
      1. Open the Existing If Temporary Custody Notebook has not been completed; notify CSW that no further action can be taken until completion.
5. Open and review the ID NUM page in the Existing Client Notebook. Ensure the accuracy of the state number, assistance unit, person ID, eligibility case name, aid code and effective dates. Refer to [CWS/CMS ID Num Page Aid Codes](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1078240_CWS-CMSIDNumPageAidCodesDRAFT05.29.20.pdf).

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1. Complete the Case Notes and Save to the Data Base. Include the following language:
   * + - “Please keep open until DPSS District 80 initiates long term meds.”
2. For Hospital Placements or Hospital Holds, [initiate a Medi-Cal Referral](#Initial_Placement2).
   * + - If the Auto 280 is requesting a Hospital Hold, a signed DCFS 413, Medi-Cal Referral must be attached.
3. Provide the following hard-copies to the ES for review:
   * Medi-Cal Printouts (Print Q1 and XB Screens)
   * DCFS 280
   * ID Num Tab/Page
   * Case Notes
   * Medi-Cal Referral - Include the following language in the Comments section: “Please keep open until DPSS District 80 initiates long term meds.”

**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.
2. Review the documents received from the TA/EW (listed above) for accuracy and forward approved documents to the Case-Carrying EW.

Legal Guardian and Probate Legal Guardian

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

* + - 1. Upon receipt of an Auto 280 request for placement with a legal guardian or probate legal guardian, create a [RM 200](http://mylacounty.info/dcfs/cms1_168450.doc), attach the applicable court authorization Minute Order (has official court stamp/seal) or the Probate Court authorized Letter of Guardianship and send via email to the RMU.
      2. Upon notification from RMU that the placement has been added to CWS/CMS, proceed with [Initial Placement](#Initial_Placement2) or [Replacement](#Replacement2).
      * Eligibility Referral Packets should be generated for Legal Guardianships and Probate Legal Guardianships.
      * No Placement Packet is needed.

**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy. [Back to Top](#Top)

Nonminor Dependents (NMD)

Transitional Housing Placement Program for Nonminor Dependent (THPP-NMD)

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 requesting a THPP-NMD placement, review to confirm that the THP Agency acceptance letter is attached.
2. Search CWS/CMS for the youth’s address.
3. If the physical site is not located, email a completed [RM 200](http://mylacounty.info/dcfs/cms1_168450.doc), with the THP Agency License attached, to the RMU.
4. Upon notification from RMU that the placement has been added to CWS/CMS, proceed with [Initial Placement](#Initial_Placement2) or [Replacement](#Replacement2).

**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.

Supervised Independent Living Placement (SILP)

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 requesting a SILP, review to confirm that the following completed documents are attached:

* SOC 157A
* SOC 157B
* SOC 161
* SOC 162
* SOC 163
* TILP
* DCFS 123A
* DCFS 123B

1. Create the SILP in CWS/CMS:
2. Open the New Placement dialogue box in the Placement Home Notebook in the Placement Management section.
3. Enter the requested information and select “SILP”.
4. Proceed with [Initial Placement](#Initial_Placement2) or [Replacement](#Replacement2).
5. Complete the [RM200](http://mylacounty.info/dcfs/cms1_168450.doc) and submit it to the RMU to obtain a vendor number.
6. Upon receipt of the vendor number from RMU, enter the placement type and date on the CWS/CMS Special Project Page.

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**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.

Voluntary Placement

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 requesting a Voluntary Placement, review to confirm that the SOC 155 is attached.
2. Proceed with [Initial Placement](#Initial_Placement2) or [Replacement](#Replacement2).

**Eligibility Supervisor Responsibilities**

1. Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.

**Notice of Action**

A NOA is completed by the staff taking the eligibility action when aid is granted, increased, denied, decreased (it shall include an overpayment adjustment and balancing), suspended, cancelled, discontinued or terminated.

**Technical Assistant or Case-Carrying / Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Send copies of the Notice of Action (NOA) and the NA BACK 9 as follows:
2. Two (2) NOA copies are sent to the caregiver
3. One (1) NOA copy to the Children’s Social Worker (CSW)
4. One (1) NOA copy is retained in the TA/EW file.
5. One (1) NOA copy to the Case-Carrying EW.

* The [NA BACK 9 (4/13) - Your Hearing Rights](http://www.cdss.ca.gov/cdssweb/entres/forms/English/NABACK9.PDF) must be attached to all NOA’s with the exception of GRI cases notification letters.

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Initial Placement

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

A child/youth may be temporarily placed with a relative/NREFM caregiver on an emergency basis as long as all requirements have been met.

Here is a link to the [Replacement](#Replacement2) section of this policy.

* 1. Access Client Services on CWS/CMS and open the child’s case/referral.

1. Confirm that you are assigned as Secondary Assignment in the Case Information Notebook Management Section and that the Task Description Dialogue Box has been annotated with: “Initial Placement.”
2. Ask for ES assistance if a change is needed.
   1. Complete the search action to retrieve the existing client/case from the database with the child’s name and/or case number.
      1. Ensure that multiple referrals for the same client are merged prior to data entry of the placement. The SAAMS unit is responsible for the merge of multiple referrals.
      2. If there are multiple referrals or the ID Num tab/page is not open, or the Temporary Custody Page is not completed, no further action can be taken. In any of these circumstances notify the CSW to:
3. Submit a SAAMS request to merge the multiple referrals and open the ID Num page.
4. Complete the Temporary Custody Page.
   1. Open the Placement Management Section and initiate the search for the Substitute Care Provider (SCP) selected on the Auto 280 and the selected placement home facility.

* If placement is with relative caregiver or NREFM follow the [Resource Family Home (RFH) Instructional Guide](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079856_RFHInstructionalGuide05.26.20.pdf) (RFH Instructional Guide)*.*
  1. Perform the search action to bring the selected placement home/facility from the database into your local computer system.
  2. Review the removal information on the Placement ID page to ensure that the child continues in custody.
     1. If the notebook has no recorded information, contact the CSW or SCSW to data enter the child’s removal information.

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* + 1. If the notebook has the child’s removal information and indicates that the child shall continue in custody, proceed with step 8.
    2. If the SCP is not known to CWS/CMS, the home is to be created in the Resource Management Section by taking the following steps in sections II, III & V of the [RFH Instructional Guide](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079856_RFHInstructionalGuide05.26.20.pdf) to complete the Placement Packet.
* Verify address in the [Referral Address Verification System (RAVS).](http://egis3.lacounty.gov/ravs/)
  + 1. If SCP is already known to CWS/CMS, take the steps in sections II, IV & V shown of the [RFH Instructional Guide](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079856_RFHInstructionalGuide05.26.20.pdf) to complete the Placement Packet.
  1. For all placements, Open the Placement Notebook in the Placement Management Section New Placement dialog box and select the row that indicates home/facility as requested on the Auto 280 a create/new placement notebook.

1. In the new Placement dialog box, select the row that indicates the selected home/facility.
2. Data enter the placement information from left to right on the appropriate pages.
3. Create the new Placement Home (the plus button under the Placement Home icon).
4. Once the Placement Home Notebook is opened, users should select the Home [Placement Type](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079850_PlacementTypes10.13.20.pdf) on the ID tab. and complete the following:
5. ID page: start date, agreement effective date, and care provider relationship to the child.
6. Ongoing Request page:
7. Select the Rate Type radio button, start date, and LA APPS Rate Box. Select the appropriate rate for the placement.

* Emergency Relative/NREFM Placements receive the Basic Rate.

1. For Host Rate select the SCI radio button, enter the start date, [amount](https://www.cdss.ca.gov/Portals/9/Additional-Resources/Letters-and-Notices/ACLs/2020/20-78.pdf), and payment type.
2. Complete the following if a DCFS 2282, Clothing Allowance Request is attached: Incidental Payment Page: Start/Stop Date, payment type, amount and the child’s age.
3. Prior to approval, ensure the following information has been completed and verified:

* Effective Date
* Caregiver Relationship
* Caregiver Address
* RFA approval date and Certificate (if available)
  1. Open the Placement Home Notebook, review the LA Payee page and ensure that the vendor number is accurate and the Payee information is data entered.
     1. If vendor number and/or payee information is either incomplete or incorrect, submit a [RM 200](http://mylacounty.info/dcfs/cms1_168450.doc)for completion by the Resource Management Unit.

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* 1. Print the following:
* Placement Packet
* The original signed documents are required prior to giving the Placement Packet to the CSW.
* Black or blue ink are the only Audit acceptable colors.
* Eligibility Referral Packet
* FC2, Statement of Facts Supporting Eligibility for AFDC Foster Care
* FC2 Nonminor Dependent
* SOC 158A, Foster Child's Data Record and AFDC-FC Certification
  1. Select the child’s name from the existing Client Notebook in the Client Management Section, and review the ID NUM page and confirm that the state/serial number, assistance unit, person ID and eligibility case name are accurate.
     1. Update the [Aid Code](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1078240_CWS-CMSIDNumPageAidCodesDRAFT05.29.20.pdf) and effective dates.
     + Aid Code 40 for placements with:
     + Foster Family Agency (FFA)
     + Supervised Independent Living Placement (SILP)
     + Transitional Housing Placement-Nonminor Dependent (THP-NMD)
     + Small Family Home (SFH)
     + Resource Family Home (RFH)\*
     + Legal Guardian (LG)/Probate Legal Guardian (Probate L/G)
     + Short-Term Residential Therapeutic Program (STRTP) (has replaced Group Home)
     + Nonrelative Extended Family Member (NREFM) (approved)
     + Aid Code 41 for:
     + Non-paid placement (hospital, etc.)
     + Court specified
     + RFH approved relatives
     + \*Aid Code 5K for relative or NREFM that is pending RFH approval.
  2. Complete a Medi-Cal Eligibility Letterand put in the Placement Packet by taking the following steps:
     1. Open the MEDS Secure (MEDS) application and Search for the child by name and DOB or by Case Number.
     2. Open QM/Special Program or Q1 and verify whether or not the child is known to MEDS.
     3. If known:
     4. Go to the XB-ID Cross Reference Report screen and write down the Case Information Number (CIN).
* The correct CIN has only an “Issue Date” (no End/Term Date).
  + 1. Complete a [Medi-Cal Eligibility Letter](http://file.mylacounty.gov/SDSIntra/dcfs/docs/239743_FCMedi-CalEligibilityLetter02-2016.docx)for child with a record in Q1 or QM or XB.

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* + 1. Print Q1 and XB Screens and attach to the Placement Packet for submission to the ES.

1. If not known:
2. For a child without a record, complete a [Medi-Cal Initial Letter](http://file.mylacounty.gov/SDSIntra/dcfs/docs/239742_FCMedi-CalEligibilityLetter(Initial)02-2016.docx) and put in the Placement Packet.
3. Submit a Medi-Cal Referral to the Medi-Cal Unit Email In-Box.
   1. Exit MEDS and return to the CWS/CMS Document Placement Notebook in the Placement Management Section and document all actions taken in the Case Notes before submitting placement to the ES for approval.
   2. Following [Initial Placement](#Initial_Placement2) steps, initiate a Placement Packet, including all required documents and forms listed on the [DCFS Placement Packet: Placement Specific and Resource Documents](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079847_DCFSPlacementPacket__PlacementSpecific_ResourceDocuments10.13.20.pdf) and give it to the placing CSW.
      1. Print three (3) copies of the completed Placement Agreement Packet forms for distribution:

* CSW – 2
* 280 File – 1
* Eligibility Supervisor - 1*.*
  1. Print the [Eligibility Referral Packet](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079851_EligibilityReferralPacketDocumentsList10.13.20.pdf) from CWS/CMS and email, FAX or hand-deliver to the ES.
  2. In CWS/CMS, select “Approval” from the Action Menu. Select “Pending Approval” for the Placement, Ongoing Request, and Incidental Payment.
  3. On the same or following day take these steps:
     1. If the child was not previously known in MEDS, check to see if the Medi-Cal record has been updated.

1. If now known, take [Step 13 above](#Step_13).
2. If still not known within 24 hours, then submit a second Medi-Cal Referral.
   * 1. Contact the selected foster home/facility caregiver, relative or NREFM and verify the home/facility current address, telephone number, vendor number(s), child’s name, spelling of caregiver’s name and the date that the child was physically placed in the home/facility.
     2. Update the CWS/CMS Case Notes with the above placement verification and save to the database.
   1. Complete the CWS/CMS Case Notes and Save to Database.

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* 1. Following the above verifications, complete and close the Auto 280 request on FCSS by entering the following information:
* CWS/CMS Placement date
* Placement Packet print-out date
* FCSS Comment Section state: “Placement Completed”.
  + 1. Click on the Complete/Update button and then click on the Close button.
  1. Hand deliver the Eligibility Referral Packet to the ES for approval.

**Eligibility Supervisor Responsibilities**

* 1. Assign a TA/EW as Secondary Assignment in the Case Information Notebook Management Section and annotate the Task Description Dialogue Box with: “Initial Placement.”
  2. Review and approve placement packet documentation and FC2 and SOC 158 forms signed by CSW.
  3. Ensure payment(s) accuracy on the CWS/CMS application.
  4. Data enter the payment(s) approval action, placement, annotate the case notes and end date the TA/EW secondary assignment and save to the database.
  5. Forward the original approved [Eligibility Referral Packet](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079851_EligibilityReferralPacketDocumentsList10.13.20.pdf) to the Revenue Enhancement Intake Eligibility Supervisor (ES) within five (5) business days.
     1. In the CWS/CMS Case Notes, enter the name of the Intake ES to whom the packet was delivered.

**Creating Resource Family Homes**

Relative or Nonrelative Extended Family Member (NREFM)

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

* 1. Open the Placement Management Section and initiate the search for the SCP selected on the Auto 280 and the selected placement home facility. If placement is with relative caregiver or NREFM follow the [RFH Instructional Guide](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079856_RFHInstructionalGuide05.26.20.pdf)*.*
  2. Perform the search action to bring the selected placement home/facility from the database into your local computer system.

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* 1. Review the removal information on the Placement ID page to ensure that the child continues in custody.
     1. If the notebook has no recorded information, contact the CSW or SCSW to data enter the child’s removal information.
     2. If the notebook has the child’s removal information and indicates that the child shall continue in custody, proceed with [Step 8](#Step_8) in the Initial Placement section of this policy*.*
     3. If the SCP is not known to CWS/CMS, the home is to be created in the Resource Management Section by taking the steps listed in sections II, III & V of the [RFH Instructional Guide](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079856_RFHInstructionalGuide05.26.20.pdf) to complete the Placement Packet.

1. Verify address in the [Referral Address Verification System (RAVS).](http://egis3.lacounty.gov/ravs/)
   * 1. When the SCP is known to CWS/CMS, take the steps listed in sections II, IV & V of the [RFH Instructional Guide](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079856_RFHInstructionalGuide05.26.20.pdf) to complete the Placement Packet.
2. If the home capacity and/or status are incorrect, then verify that the License Info page on CWS/CMS is correct. The license status must show as “RFA Probationary”, the capacity must reflect the number of children permitted to be placed in the home and the application status must show as “Application Approved.” If this information is missing, request that the ES update.
3. Initiate a placement by following the instructions in the [Initial Placement](#Initial_Placement2) section of this policy.
4. Complete the Resource Management 200 form ([RM200](http://mylacounty.info/dcfs/cms1_168450.doc)) and submit it to the Resource Management Unit (RMU) to obtain a vendor number.
5. Data enter the Clearance information found on the Auto 280 into CWS/CMS per the instructions in [Emergency Placements with Relatives/NREFMs: Background Checks](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079852_EmergencyPlacementW.Relative-NREFMBackgroundChecks10.13.20.pdf).

**Eligibility Supervisor Responsibilities**

* + - 1. Verify that the information on the Auto 280 is the same as the home in CWS/CMS.
      2. If the home is not approved in CWS/CMS because of capacity and/or status, then change the capacity and/or status as appropriate.
      3. If the home is approved in CWS/CMS but there is a capacity and/or status discrepancy, refer the RFA Intake Request back to the CSW for correction by the RFA Unit.

1. Follow the existing approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.

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**Replacement**

Replacement means the child is moving from one licensed caregiver to another licensed caregiver. Movement of a child from one Certified RFH to another Certified RFH within a licensed FFA is not a replacement and only requires a [Change of Address](#Change_of_Address).

When a child is to be replaced, an Auto 280 will be generated and, within 24 hours of receipt, the EW/TA must enter the foster care placement in CWS/CMS and complete both the Placement and Eligibility Referral Packets.

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Receive the Auto 280 for Replacement and if it is a relative or NREFM, RFA01A, Resource Family Application or RFA05A, Resource Family Approval Certificate.
   * 1. Access Client Services on CWS/CMS and open child’s case/referral. Click on the Client Services Application, retrieve and open the existing case. Complete the search action to retrieve the existing client/case from the database with child’s, parents name and/or case number.
2. Confirm that you are assigned as Secondary Assignment in the Case Information Notebook Management Section and that the Task Description Dialogue Box has been annotated with: “Replacement.”
3. Ask for ES assistance if a change is needed.
   1. Open the Placement Notebook and the Existing Placement page. Click “All” to see the placement history. Review to ensure that the new placement start/stop dates are not conflicting with existing placement dates.
      1. In the event there is an interruption in placement dates, contact the CSW to find out the whereabouts of the child during the gap period and determine if the placement is new or a replacement, based on review of court minute orders.
      2. Annotate the Case Notes accordingly.
   2. Enter the foster care placement in CWS/CMS and print the placement packet per [Initial Placement](#Initial_Placement2) procedures.

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1. Open the Placement Notebook and the Existing Placement page and then open the current placement from the dialog box. Data Enter the stop/end dates and reason for replacement from right to left on the following pages:
   * 1. Ongoing Request Page
2. Data enter the stop date for the Basic and/or SCI payment type.

* The payment stop date is the last night the child stayed in the home.

1. Placement Change/End Placement Episode Page
   * 1. Data Enter the Notice to Remove Date.

* The End Date is the date that the child physically leaves the home. The Placement End Date and Replacement Start Date are the same, unless child is not replaced on the same date such as AWOL, incarceration or Temporary Shelter Care (TSC), etc. date.

1. Select the appropriate reason for the replacement.

* Children returned to the home of a parent temporarily and children who have runaway are not data entered as a non-paid placement. The CWS/CMS application allows gaps in a placement episode for these change placement reasons.
  1. Open the Placement Management Section and initiate the search for the Substitute Care Provider (SCP) selected on the Auto 280 and the selected placement home facility.
* If placement is with relative caregiver or NREFM follow the [Resource Family Home (RFH) Instructional Guide](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079856_RFHInstructionalGuide05.26.20.pdf) (RFH Instructional Guide)*.*
  1. Perform the search action to bring the selected placement home/facility from the database into your local computer system.
  2. Keep the Placement Notebook and the Placement Home Notebook open to enable toggling back and forth between the two.
  3. Open the new Placement Notebook in the New Placement dialog box and select the row that indicates home/facility as requested on the Auto 280 and create a new Placement Notebook. In the New Placement dialogue box, select the row that indicates the selected home/facility. Data enter the placement information from left to right on the appropriate pages. Create a new Placement Home (the plus

1. If the request was for a FFA Certified RFH and the requested home is unknown in CWS/CMS, then contact the FFA and ask that they contact DCFS Out-of-Home Care.
2. In thirty (30) minutes begin checking frequently on CWS/CMS to see if the home has been added. If the home has not been added within two (2) hours, then contact the FFA and follow-up.

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**Eligibility Supervisor Responsibilities**

* 1. Assign a TA/EW as Secondary Assignment in the Case Information Notebook Management Section and annotate the Task Description Dialogue Box with: “Replacement.”
  2. Review and approve placement packet documentation and FC2 and SOC 158 forms signed by CSW.
  3. Ensure payment(s) accuracy on the CWS/CMS application.
  4. Data enter the payment(s) approval action, placement, annotate the case notes, end date the EW secondary assignment and save to the database.
  5. Forward the original approved [Eligibility Referral Packet](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079851_EligibilityReferralPacketDocumentsList10.13.20.pdf) to the Revenue Enhancement Assigned Eligibility Supervisor.

**Inter-County Transfer – Incoming and Outgoing**

Incoming

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

* + - 1. Review the case and determine if it has been referred to the ICT Unit.
      2. If there is no indication that the ICT Unit has received the intake ICT referral, call the ICT Unit ES and advise him/her of this case/placement and fax or e-mail a copy of the DCFS 280 and all attached documents.
      3. If there is an active ICT EW assigned to the case, notify the ICT EW/ES via e-mail of the requested placement and fax or e-mail a copy of the DCFS 280 and any attached documentation.
      4. Forward the DCFS 280 and attached documents to the ES.
      5. If the incoming ICT has been completed and the ICT EW is no longer assigned to the case, proceed in the usual manner with the placement assignment.

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Outgoing

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 requesting an ICT, open the case in CWS/CMS and assign yourself as Secondary in the Case Information Notebook Management Section. Annotate in the Case Notes that the request is being forwarded to the ICT Unit.
   * + 1. End Date yourself and save to the Database.
       2. Forward the Auto 280 and any attachments to the ICT Unit.

**Eligibility Supervisor Responsibilities**

* + - 1. Assign a TA/EW as Secondary Assignment in the Case Information Notebook Management Section and annotate the Task Description Dialogue Box with: “ICT.”
      2. Review and ensure that the original DCFS 280 and attached documents are forwarded to the ICT ES per [E080-0550, Intercounty Transfer](https://pubftp.dcfs.lacounty.gov/Policy/Hndbook%20FCE/E080/E0800550IcTv1010.doc). Indicate, on the top of the packet, the ICT EW file number.

Out-of-County Placements

Resource Family Home (RFH), Non-Emergency, Non-Relative/Non-NREFM

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 requesting an out-of-county placement, confirm that all required signatures were obtained on the Auto 280.
2. Proceed with [Initial Placement](#Initial_Placement2) or [Replacement](#Replacement2).

**Eligibility Supervisor Responsibilities**

* + - 1. Assign a TA/EW as Secondary Assignment in the Case Information Notebook Management Section and annotate the Task Description Dialogue Box with: “Out-of-County Placement.”

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Emergency Placement

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

Upon receipt of an Auto 280 requesting an emergency out-of-county placement take the following steps:

1. If a relative or NREFM and the placement is unknown in CWS/CMS, [create a RFH](#RFH2) and then initiate an [Initial Placement](#Initial_Placement2) or a [Replacement](#Replacement2).
2. If the home is known, but not Los Angeles County licensed and approved, then written permission to place must be obtained by the CSW from RFA Out-of-county Intake (email In-Box: [RFA.OOCREQUESTS@DCFS.lacounty.gov](mailto:RFA.OOCREQUESTS@DCFS.lacounty.gov)).

* Written permission must be included in the EW Referral Packet. Refer the CSW to RFA Out-of-County Intake.

**Eligibility Supervisor Responsibilities**

1. Assign a TA/EW as Secondary Assignment in the Case Information Notebook Management Section and annotate the Task Description Dialogue Box with: “Out-of-County Placement.”

Placement with Relatives or NREFM (Non-Emergency)

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

* + - 1. Upon receipt of an Auto 280 with a Resource Family Support and Permanency Division (RFSPD) placement approval notice attached, follow the [Initial Placement](#Initial_Placement2) process.

**Eligibility Supervisor Responsibilities**

1. Assign a TA/EW as Secondary Assignment in the Case Information Notebook Management Section and annotate the Task Description Dialogue Box with: “Out-of-County Placement.”

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Special Placements

A special placement is licensed to provide residential care. A Special Placement may be any of the following that may or may not be a contracted agency with Los Angeles County Department of Children and Family Services (DCFS), and has been identified as a program that will meet the special and unique needs of a particular child:

* Group Home (GH)
* Short Term Residential Treatment Program (STRTP)
* Regional Center Vendorized Home (RC Home)
* Small Family Home
* Adult Facility
* Foster Family Agency (FFA)
* Specialized Treatment/Residential/In-Patient Facility

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

* + - 1. Upon receipt of an Auto 280 request for a Special Placement and a fully approved DCFS 4213, complete the request per existing procedures in the [Placement Types with Special Requirements](#Placement_Types_Special_Requirements) section of this policy.

**Eligibility Supervisor Responsibilities**

1. Assign a TA/EW as Secondary Assignment in the Case Information Notebook Management Section and annotate the Task Description Dialogue Box with: “Out-of-County Placement.”

Out-of-State Placements – Interstate Compact on the Placement of Children (ICPC)

Outgoing

All Out-of-State placements including Court Specified Homes require Interstate Compact (ICPC) approval.

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

Placement with Relatives or NREFM residing in a state other than California are referred to as Court Specified Homes in CWS/CMS.

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* + - 1. Upon receipt of an Auto 280 requesting an out-of-state placement take the following steps:

1. Confirm that the approved ICPC 100A, Interstate Compact Placement Request and ICPC 100B, Interstate Compact Report on Child’s Placement Status are attached.

Complete an [RM 200](http://mylacounty.info/dcfs/cms1_168450.doc), indicating that it is a court specified placement; attach the ICPC 100A and ICPC 100B and send to the RMU for creation of the home in CWS/CMS.

1. Upon confirmation from RMU that the placement is in CWS/CMS, enter the following into CWS/CMS:
2. Initiate an AE Budget on the Ongoing Page.
3. Enter Aid Code 41 and the Placement Date in the Aid Codes drop down on the ID Num Page.
4. Document all actions taken in the Case Notes.
5. Initiate a [Consolidated Omnibus Budget Reconciliation Action (COBRA) letter](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1080420_COBRALetterRev.10.2020.docx) for federally eligible children.
6. Upon confirmation from RMU that the placement is in CWS/CMS, initiate the placement per existing [Replacement](#Replacement2) procedures.

Incoming

No eligibility action is to be taken for placement with a relative or NREFM residing in Los Angeles County for a child arriving from another state.

**Eligibility Supervisor Responsibilities**

* 1. Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.
  2. Review and approve EW Referral Packet.
  3. Ensure confirmation from RMU that the placement is in CWS/CMS, and that the following has been entered into CWS/CMS:
* An AE Budget on the Ongoing Page.
* Aid Code 41 and the Placement Date in the Aid Codes drop down on the ID Num Page.
  1. Data enter the ongoing approval action, placement, annotate the case notes, end date the TA/EW secondary assignment and save to the database.
  2. Provide the original approved EW Referral Packet to the Revenue Enhancement Intake Eligibility Supervisor.

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International Placements

These are Court Specified Homes.

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

* + - 1. Upon receipt of an Auto 280 requesting an international placement with a copy of the Minute Order attached, take the following steps:

1. Complete an [RM 200](http://mylacounty.info/dcfs/cms1_168450.doc), indicating that it is a court specified placement; attach the Minute Order and send to the Resource Management Unit (RMU) for creation of the home in CWS/CMS.
2. Upon confirmation from RMU that the placement is in CWS/CMS, enter the following into CWS/CMS:
3. Initiate an AE Budget on the Ongoing Page.
4. Enter Aid Code 41 and the Placement Date in the Aid Codes drop down on the ID Num Page.
5. Document all actions taken in the Case Notes.

**Eligibility Supervisor Responsibilities**

* 1. Follow the standard [assignment procedures](#Initial_Placement2).
  2. Review and approve EW Referral Packet.
  3. Ensure confirmation from RMU that the placement is in CWS/CMS, and that the following has been entered into CWS/CMS:
* An AE Budget on the Ongoing Page.
* Aid Code 41 and the Placement Date in the Aid Codes drop down on the ID Num Page.
  1. Data enter the ongoing approval action, placement, annotate the case notes, end date the TA/EW secondary assignment and save to the database.
  2. Provide the original approved EW Referral Packet to the Revenue Enhancement Intake Eligibility Supervisor.

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**Ongoing Requests**

Placement Rate Change

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

Upon receipt of an Auto 280 requesting a placement rate change, forward the request to the Payment Resolution Unit (PRU).

Specialized Care Increment (SCI) Rate

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

Upon receipt of an Auto 280 requesting placement with a [SCI Rate](http://policy.dcfs.lacounty.gov/Content/AFDC_FC_GRI_FC_Rates.htm) for a child with an established SCI Rate, process the rate with the placement per existing procedures. This applies to:

* D-Rate
* F-Rate
* [Regional Center/Alternative Residential Model (ARM) Rate](https://pubftp.dcfs.lacounty.gov/Policy/Hndbook%20FCE/E060/E0600570v0812.doc)
* [Dual Agency Rate](https://pubftp.dcfs.lacounty.gov/Policy/Hndbook%20FCE/E060/E0600570v0812.doc)
* Personal & Incidental (P&I) Allowance

Enhanced Rate

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

Upon receipt of an Auto 280 requesting an Enhanced Rate will a fully approved DCFS 4213, Special Placement or 1-on-1 Service Request attached, initiate the payment per existing procedures.

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**Technical Actions in CWS/CMS**

Change of Address

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

* 1. Upon receipt of an Auto 280 requesting a Change of Address, email the Auto 280 to the Payment Resolution Unit (PRU).
  2. Issue a new DCFS 4158, Authorization for General Medical Care for a Child Placed by an Order of the Juvenile Court with updated caregiver information.
  3. Annotate the case notes.
  4. Provide copies of the Auto 280, DCFS 4158, Case Notes and PRU email as an Eligibility Referral Packet, to the Eligibility Supervisor (ES).
* No Placement Packet is needed.

**Eligibility Supervisor Responsibilities**

Follow the existing assignment and approval procedures per the [Initial Placement](#Initial_Placement2) section of this policy.

Upon review and approval of the Eligibility Referral Packet received from the TA/EW, forward it to the Revenue Enhancement Intake Eligibility Supervisor.

Removal of a Placement That Was Not Used or is Incorrect

**Eligibility Supervisor Responsibilities**

* The ES or a user with approval authority can remove any Placement.
* If the placement to be removed is the only placement, the first placement or the most recent, it will remove as if it never occurred.
* If it is not a placement as stated, it will create a Placement Gap\*. In this situation, the following error message will appear when attempting to save to the database:
* “A gap exists between one placement’s end date and the start date of the next consecutive placement. Make sure all placements within the placement episode are continuous.”

The user can then either: “Update” the Start/End Dates of the affected placements, or “Insert” a different placement.

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All FCSS Auto 280s must be processed within twenty-four (24) hours.

* + 1. Within one hour of receipt of an Auto 280 Requesting the removal of a placement that was added in error, but had already been saved to the CWS/CMS database, take the following actions:
    2. Search, retrieve and open the Existing Case/Client in the Client Services section of CWS/CMS.
    3. Open the Existing Placement Page notebook.

1. Select the placement to be removed and remove the Budget.
2. Open the Incidental Page and remove Clothing Allowance, if applicable.
3. Return to the Existing Placement Page Notebook and remove the Placement.
4. Remove the previous placements’ Stop Placement.
5. In the Ongoing Tab, remove the Stop Date of the previous placement
6. Document all actions completed in CWS/CMS Case Notes and save to the database.

Correcting a Placement Home on CWS/CMS

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Action is to be taken within twenty-four (24) hours upon of receipt of an Auto 280 requesting to change an incorrect placement home.
2. In CWS/CMS Search for and open the child’s case.
   * 1. Update the secondary assignment in the Case Management Section:
3. Annotate the Responsibility Description box with the task performed.
   * 1. Open the Placement Notebook and perform a search for the new/correct placement home.
4. If the SCP is not known to CWS/CMS, the home is to be created in the Resource Management Section by taking the steps listed in sections II, III & V of the [RFH Instructional Guide](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079856_RFHInstructionalGuide05.26.20.pdf) to complete the Placement Packet. Verify address in the [Referral Address Verification System (RAVS)](http://egis3.lacounty.gov/ravs/).
5. Select the desired placement home.
6. Review each page and field of the new/correct placement. Ensure that accurate foster care placement and payment are data-entered.
7. Request Supervisor approval.

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1. Print the Placement and Eligibility Referral Packets, forms and documents.
2. Provide the [Placement Packet](#Definitions) to the CSW and the [Eligibility Referral Packet](#Definitions) to the Intake/Redetermination Eligibility Worker.
3. Document all actions completed in CWS/CMS Case Notes and save to the database.

**Eligibility Supervisor Responsibilities**

* + - 1. Upon receipt of an Auto 280 request for correcting a Placement Home in CWS/CMS, review and assign to a TA/EW.
      2. Upon receipt of a request for approval of a Placement Correction, review and approve the placement. If corrections are needed, return to the TA/EW.
      3. Enter the payment(s) approval action, annotate the Case Notes, End Date the Regional TA/EW assignment and save to the database.
      4. Upon final approval, forward the Eligibility Referral Packet to the Case-Carrying Eligibility Worker.

Updating a Placement

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 requesting that a child’s placement requires an update to the information previously recorded and approved, within 24 hours, make the requested changes by taking the following steps in CWS/CMS:
2. Open child’s case.
3. Update the Secondary Assignment.
4. Open the existing placement and review the placement dates. If prior placements exist, retrieve all the historical information and determine which placements require the “update” procedure.
5. Retrieve the placement that requires the update and select: “Update Placement”, from the Action Menu.
6. Enter the updated information on each of the following pages:

Ongoing Request Page

Placement Change Page

ID Page

1. Request: Pending Approval.

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1. Print the Placement and Eligibility Referral Packets, forms and documents.
2. Provide the Placement Packet to the CSW and the [Eligibility Referral Packet](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079851_EligibilityReferralPacketDocumentsList10.13.20.pdf) to the Intake/Redetermination Eligibility Worker.
3. Document all actions completed in the CWS/CMS Case Notes and save to the database.
4. In FCSS, annotate the Auto 280 to indicate the completed action.
5. Print the DCFS Auto 280 form and the [Eligibility Referral Packet](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079851_EligibilityReferralPacketDocumentsList10.13.20.pdf) and submit to the ES.

**Eligibility Supervisor Responsibilities**

Upon receipt of an Auto 280 request for Updating a Placement, review and assign to a TA/EW.

Review and approve the placement payment(s) on CWS/CMS application. If corrections are needed, return to the TA/EW.

Enter the payment(s) approval action, annotate the Case Notes, End Date the Regional TA/EW assignment and save to the database.

Upon final approval, forward the Eligibility Referral Packet to the Case-Carrying Eligibility Worker.

Inserting a Placement

**Technical Assistant/Eligibility Worker Responsibilities**

When a placement has not been entered and the budget has not been processed, insert the placement and budget in CWS/CMS.

All FCSS Auto 280s must be processed within twenty-four (24) hours.

1. Upon receipt of an Auto 280 requesting a Placement Insertion, take the following steps in CWS/CMS:
2. Open the Existing Case.
3. Update the Secondary Assignment.
4. In the Placement History, find where the placement should be inserted.

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1. Verify that the previous Stop Date is correct prior to inserting the new placement.
2. If the previous Stop Date is incorrect, enter the stop/end dates and reason for replacement from right to left on the following pages:
3. Placement Change End Placement Episode Page:
   * 1. Enter the Notice to Remove Date.

* The End Date is the date that the child physically leaves the home. The Placement End Date and Replacement Start Date are the same, unless the child is not replaced on the same date such as AWOL, incarceration or Temporary Shelter Care (TSC), etc.
  + 1. Select the appropriate reason for inserting the placement.
* Children temporarily returned to the home of a parent and children who have runaway are not entered as a non-paid placement. The CWS/CMS application allows gaps in a placement episode for these change placement reasons.

1. Ongoing Request Page
   * 1. Enter the stop date for the Basic and/or SCI payment type.

* The payment stop date is the last night the child stayed in the home.

1. In Client Services, confirm that the [Aid Code(s)](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1078240_CWS-CMSIDNumPageAidCodesDRAFT05.29.20.pdf)is/are assigned to the correct date(s).
2. Document all actions in CWS/CMS Case Notes and save to the database.
3. Search for and select the existing [Placement Facility Type](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079850_PlacementTypes10.13.20.pdf)*:*
4. Search for the existing home.
5. When the existing home is found, insert it into the Placement Notebook.
6. When the home is not found (e.g., Resource Family Home, court specified, etc.), request the creation of a placement in CWS/CMS by submitting a [RM 200](http://mylacounty.info/dcfs/cms1_168450.doc), with the certificate of licensure or approval attached, to the DCFS Resource Management Unit.
7. Enter the change or correction on the appropriate page:

Ongoing Request Page

Incidental Request Page

ID Page

1. Request “Pending Approval” from the Action Menu for the Placement and Ongoing Request.

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1. Print the Placement and Eligibility Referral Packets, forms and documents.
2. Provide the Placement Packet to the CSW and the [Eligibility Referral Packet](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079851_EligibilityReferralPacketDocumentsList10.13.20.pdf) to the Intake/Redetermination Eligibility Worker.
3. Document all actions completed in CWS/CMS Case Notes and save to the database.
4. In FCSS, annotate the Auto 280 to indicate the completed action, print and submit with the [Eligibility Referral Packet](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079851_EligibilityReferralPacketDocumentsList10.13.20.pdf) to the Eligibility Supervisor (ES).

**Eligibility Supervisor Responsibilities**

1. Upon receipt of an Auto 280 request for Inserting a Placement, review and assign to a TA/EW.
2. Upon receipt of the Eligibility Referral Packet from the TA/EW take the following steps:
3. In CWS/CMS review and ensure accuracy of placement and payment(s) information including the [Aid Code](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1078240_CWS-CMSIDNumPageAidCodesDRAFT05.29.20.pdf).
4. In the Eligibility Referral Packet, verify that the Medi-Cal Referral was submitted.
5. If corrections are needed, return to the TA/EW.
6. In CWS/CMS, approve the placement and payment(s), annotate the Case Notes, End Date the TA/EW assignment and save to the database.
7. Forward the Auto 280 and the [Eligibility Referral Packet](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079851_EligibilityReferralPacketDocumentsList10.13.20.pdf) to the Case-Carrying Eligibility Worker.

**Stop Placement and/or End Placement Episode**

**Technical Assistant/Eligibility Worker Responsibilities**

All FCSS Auto 280s must be processed within twenty-four (24) hours.

If Intake Eligibility is still in process, do not end the Placement Episode.

1. Upon receipt of an Auto 280 requesting a Stop Placement and/or End Placement Episode, within 24 hours, make the requested changes in CWS/CMS by taking the following steps:
2. In the Client Services section, search, retrieve and open the existing case/client.

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1. Update the Secondary Assignment.
2. If a Case-Carrying EW has not been assigned, take no further action and notify the Eligibility Supervisor.
3. If a Case-Carrying EW has been assigned, proceed with the request.
4. Open existing placement in the Placement Management Section.
5. Select the Ongoing Request Page
6. Enter the Payment Stop Date.

* Payment Stop Date is the last night the child physically stayed in the home.

1. If an Additional Rate payment is recorded, select and enter the Payment Stop Date.
2. Select the End Placement/Episode Page to either Stop a Placement and/or End a Placement Episode.
3. To Stop a Placement, take the following steps:
4. Enter the Notice of Removal date (located on the Auto 280).
5. Enter the Placement Stop Date.

* The Placement Stop Date is the date on the Auto 280 that the child physically leaves the placement.

1. Select the appropriate reason for stopping or ending the placement, based on what the CSW noted on the Auto 280.

* The reason for the Stop Placement must be entered on CWS/CMS per [FYI 16-18](https://pubftp.dcfs.lacounty.gov/Policy/documents/End_Dating_Placement_Episodes_FYI16-18_brief_FINAL_DRAFT_5-05-16.doc) and as provided by the CSW on the Auto 280.
* Medi-Cal eligibility for an AWOL youth is to continue.
* The TA/EW is to submit a MEDS Referral to avoid interruption or discontinuance of Medi-Cal benefits; a Medi-Cal Only case will be created in the Leader Replacement System (LRS) under Aid Code 45.

1. To End a Placement Episode, take the following steps:

* If Intake Eligibility is still in process, do not end the Placement Episode.

1. Enter the Notice of Removal date (located on the Auto 280).
2. Enter the Placement Episode End Date.

* A Placement Episode is the time period from a child’s first removal from the home until his or her final and permanent placement (whether back in the home of a parent or otherwise), which may include one or more placements in foster care or non-foster care.
* Ending a Placement Episode does not close the child’s electronic case on CWS/CMS. Once the Placement Episode is ended, only the Placement Notebook becomes Read-Only.

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1. Select the appropriate reason for Ending the Placement Episode, based on what the CSW noted on the Auto 280.

* The reason for the end placement episode must be entered on CWS/CMS per [FYI 16-18](https://pubftp.dcfs.lacounty.gov/Policy/documents/End_Dating_Placement_Episodes_FYI16-18_brief_FINAL_DRAFT_5-05-16.doc)and as provided by the CSW on the Auto 280.
* Children who are AWOL are not entered as a Non-Paid Placement. The CWS/CMS application allows gaps in a placement episode for this change placement reason.

1. Open the existing client notebook in the Client Services section and review the ID NUM page.
2. Enter the appropriate [Aid Code](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1078240_CWS-CMSIDNumPageAidCodesDRAFT05.29.20.pdf) to reflect the current Stop Placement and/or End Placement Episode date.
3. In CWS/CMS, generate the following prepopulated forms and then print and distribute copies as indicated:
4. DCFS 489, Placement Termination of Foster Child - provide one (1) copy to the CSW and include one (1) copy in the [Stop Placement and/or End Placement Episode Packet](#Definitions) for the Case-Carrying EW.
5. Applicable [Notice of Action](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079854_NOAFormsList10.13.2020.pdf) – provide two (2) copies to the Caregiver; one (1) copy to the CSW and include one (1) copy in the [Stop Placement and/or End Placement Episode Packet](#Definitions) for the Case-Carrying EW.
6. Document all actions taken in the CWS/CMS Case Notes and Save to the Data Base.
7. Complete and send the [Continuing Eligible Child Medi-Cal (CEC) Referral](http://lakids.dcfs.lacounty.gov/DCFS/forms/documents/Eligibility/CECreferral.doc) with the Stop Placement and/or End Placement Episode dates to the:
8. Revenue Enhancement Medi-Cal Section.
9. Case-Carrying EW [include in the Stop Placement and/or End Placement Episode Packet(s).]
10. Submit the Stop Placement and/or End Placement Episode Packet to the assigned ES.

**Eligibility Supervisor Responsibilities**

1. Upon receipt of an Auto 280 request to Stop Placement and/or end Placement Episode, review and assign to a TA/EW.
2. Receive the Stop Placement and/or end Placement Episode Packet.
3. Access the CWS/CMS application and Openthe existing child/case.

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1. Review the following pages in the Client Notebook and verify the information listed below:
2. ID NUM Page: Verify correct [Aid Code](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1078240_CWS-CMSIDNumPageAidCodesDRAFT05.29.20.pdf) change was made.
3. Ongoing Request Page: Verify that the correct Payment Stop Date was entered.
4. End Placement/Episode Page: Verify that the correct Placement Stop Date was entered and the correct Reason Code was used as indicated on the Auto280.
5. Document in the Case Notes that the verification was completed and Save to the Database.
6. Forward the Stop Placement and/or End Placement Episode Packet to the CC ES.

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APPROVALS

Eligibility Supervisor (ES) – All TA/EW actions listed in this policy.

HELPFUL LINKS

**Attachments**

[CWS/CMS ID Num Page Aid Codes](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1078240_CWS-CMSIDNumPageAidCodesDRAFT05.29.20.pdf)

[DCFS Placement Packet: Placement Specific and Resources Documents](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079847_DCFSPlacementPacket__PlacementSpecific_ResourceDocuments10.13.20.pdf)

[DCFS Placement Types](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079850_PlacementTypes10.13.20.pdf)

[Eligibility Referral Packet Documents List](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079851_EligibilityReferralPacketDocumentsList10.13.20.pdf)

[Emergency Placements with Relatives/NREFMs: Background Checks](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079852_EmergencyPlacementW.Relative-NREFMBackgroundChecks10.13.20.pdf)

[Guide to CWS/CMS Application Mapping](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1078239_GuidetoCWS.CMSApplicationMapping05.29.20.pdf)

[Notice of Action Forms (NOA) List](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079854_NOAFormsList10.13.2020.pdf)

[Resource Family Home (RFH) Instructional Guide](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1079856_RFHInstructionalGuide05.26.20.pdf)

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**Forms**

LA Kids

[RM 200](http://mylacounty.info/dcfs/cms1_168450.doc), Resource Management 200

[COBRA Letter](http://file.mylacounty.gov/SDSIntra/dcfs/docs/1080420_COBRALetterRev.10.2020.docx)

[Continuing Eligible Child Medi-Cal (CEC) Referral](http://lakids.dcfs.lacounty.gov/DCFS/forms/documents/Eligibility/CECreferral.doc)

[Foster Care Medi-Cal Eligibility Letter (Initial)](http://file.mylacounty.gov/SDSIntra/dcfs/docs/239742_FCMedi-CalEligibilityLetter(Initial)02-2016.docx)

[Foster Care Medi-Cal Eligibility Letter](http://file.mylacounty.gov/SDSIntra/dcfs/docs/239743_FCMedi-CalEligibilityLetter02-2016.docx)

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**Referenced Policy Guides**

[E060-0570](https://pubftp.dcfs.lacounty.gov/Policy/Hndbook%20FCE/E060/E0600570v0812.doc), Rate Change Request for Regional Center ARM (Alternative Residential Model) Rates and Dual Agency Rates

[E080-0550](https://pubftp.dcfs.lacounty.gov/Policy/Hndbook%20FCE/E080/E0800550IcTv1010.doc), Inter-County Transfer

[E080-0560](https://pubftp.dcfs.lacounty.gov/policy/hndbook%20fce/E080/E080-0560.doc), Interstate Compact on The Placement of Children (ICPC)

[0900-511.10](http://policy.dcfs.lacounty.gov/Content/AFDC_FC_GRI_FC_Rates.htm), Rates for Placement and Related Services

[FYI 16-18](https://pubftp.dcfs.lacounty.gov/Policy/documents/End_Dating_Placement_Episodes_FYI16-18_brief_FINAL_DRAFT_5-05-16.doc), Stop Placement Request Reasons, Ending Placement Episodes, and Version 2.4 Updates to the Foster Care Search System Automated 280 Process

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