

# Child Welfare Services Case Management System (CWS/CMS) Budget Actions

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## Overview

This policy provides instruction for the Eligibility Worker (EW); and Eligibility Supervisor (ES) to enter budget related data into CWS/CMS.

## TABLE OF CONTENTS

### [Policy](#)

### [Procedure](#)

[Initial Placement](#)

[Replacement](#)

[Special Rates for Non-Dependent Children of Dependent Parents in Foster Care](#)

[Infant Supplement](#)

[Shared Responsibility Plan \(SRP\) Rate](#)

[Parenting Support Plan \(PSP\) Rate](#)

[Stop Placement or Terminate Placement Episode \(End Placement Episode\)](#)

[Placement Rate Change](#)

[Removal of a Placement That Was Not Used or is Incorrect](#)

[Correcting a Placement Home on CWS/CMS](#)

[Updating a Placement](#)

[Inserting a Placement](#)

[Clothing Allowance](#)

[Special Placements](#)

[Non-Contracted/Non-Profit Agency](#)

[Contracted Agencies](#)

[Voluntary Placements](#)

[Specialized Rates](#)

[D-Rate](#)

[F-Rate](#)

[Regional Center/Alternative Residential Model \(ARM\) Rate](#)

[Personal & Incidental \(P&I\) Allowance](#)

[Dual Agency Rate](#)

[Enhanced Rate](#)

[Inter-County Transfer \(ICT\)](#)

[Legal Guardian and Probate Legal Guardian](#)

[AB12 Nonminor Dependents \(NMD\)](#)

[Transitional Housing Placement Program – Nonminor Dependent \(THPP-NMD\)](#)

[Supervised Independent Living Placement \(SILP\)](#)

[Out-of-County Placements](#)

[Out-of-State Placements](#)

[International Placements](#)  
[Short Term Residential Treatment Placement \(STRTP\)](#)  
[Education Travel Reimbursement \(ETR\)](#)  
[Whole Family Foster Home \(WFFH\)](#)  
[Helpful Links](#)  
[Referenced Policy Guides](#)

[Back to Top](#)

## Version Summary

This policy guide has been rewritten and revised from the 05/18/12 version to list all areas in which CWS/CMS budget actions are required and to refer the user (via hyperlinks) to the applicable Eligibility Policy Guide for full instruction on completing each budget action.

## POLICY

The Technical Assistant Eligibility Worker (TA/EW) is responsible for data entering budget information in numerous areas of the Child Welfare Services/Case Management System (CWS/CMS).

The Eligibility Supervisor (ES) for the TA/EW is responsible for assigning, reviewing and approving all Auto 280 requests.

All Foster Care Search System (FCSS)/Automated DCFS 280 (Auto 280) requests must be processed within twenty-four (24) hours.

The Procedures section (below) lists all areas in which CWS/CMS budget actions are required and refers the user (via hyperlink) to the Eligibility Policy Guide that provides detailed instruction for completing each budget action.

[Back to Top](#)

## PRODECURE

All FCSS Auto DCFS 280's must be assigned by an Eligibility Supervisor to a TA/EW within one (1) hour of receipt and processed within twenty-four (24) hours of receipt.

## **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 per the instructions in Policy Guide [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## **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 per the instructions in Policy Guide [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## **Special Rates for Non-Dependent Children of Dependent Parents in Foster Care**

### Infant Supplement

The Infant Supplement is a Specialized Care Increment (SCI) for non-dependent children residing in the same facility with their dependent minor parent. Process the Infant Supplement SCI within 24 hours of receipt of an Auto 280 request per the instructions in [E090-0570, Teen Parents in Foster Care](#).

### Shared Responsibility Plan (SRP) Rate

The SRP Rate is available for a certified Whole Family Foster Home (WFFH) caregiver when a dependent parent and their non-dependent child are placed in the certified WFFH caregiver's home. The SRP Rate is paid in addition to the Infant Supplement for the non-dependent child and provides an extra monthly **amount as set by the State of California**. To qualify, the caregiver and dependent parent, together, must develop a Shared Responsibility Plan (SRP) documenting the duties, rights and responsibilities each has with regard to the non-dependent child. Upon receipt of the Auto 280, requesting a WFFH placement with SRP, the TA/EW will process the placement/payment per existing procedures in [E090-0570, Teen Parents in Foster Care](#).

### Parenting Support Plan (PSP) Rate

Parenting Support Plan (PSP) Rate is for Non-Minor Dependent (NMD) parents who reside in a Supervised Independent Living Placement (SILP) with their child. The PSP

Rate is an additional monthly **amount as set by the State of California**. An approved PSP must be in place in order for the NMD parent to qualify for the PSP Rate. For detailed instructions, refer to Revenue Enhancement instructional memo: [Parenting Support Plan](#) or [CWS Policy Guide 0900-511.10, Rates for Placement and Related Services](#).

[Back to Top](#)

## **Stop Placement Or Terminate Placement Episode (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 per the instructions in Policy Guide [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## **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) per the instructions in Policy Guide [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## **Removal of a Placement That Was Not Used or is Incorrect**

When the removal of a placement that was added in error, but has already been saved to the CWS/CMS database, an Auto 280 will be generated and, within 24 hours of receipt, the TA/EW will make the requested changes in CWS/CMS per the instructions in Policy Guide [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## **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 per the instructions in Policy Guide [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## 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 per the instructions in Policy Guide [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## Inserting a Placement

When a placement has not been entered and the budget has not been processed, insert the placement and budget using existing procedures as detailed in Policy Guide [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## Clothing Allowance

Upon receipt of an Auto 280 Clothing Allowance request for an eligible youth, the TA/EW will process the clothing allowance on CWS/CMS per existing procedures: [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## Special Placements

### Non-Contracted/Non-Profit Agency

**Non-Contracted/Non-Profit Agencies do not** have a contract with Los Angeles County Department of Children and Family Services (DCFS), but have been identified as a program that will meet the special and unique needs of a particular child and are licensed to provide residential care. **This may include any of the following:**

- Group Home (GH)
- Regional Center vendorized Home (RC Home)
- Adult Facility
- Foster Family Agency (FFA)
- Specialized Treatment/Residential/In-Patient Facility

Upon receipt of an Auto 280 request for a Non-Contracted/Non-Profit Agency placement and a fully approved DCFS 4213, Special Placement or 1-on-1 Service Request form (DCFS 4213) initiate a placement per existing procedures: [E090-0590, Foster Care Placement](#).

## Contracted Agencies

Contracted agencies have a contract with Los Angeles County Department of Children and Family Services (DCFS). This may include any of the following:

- Foster Family Agency
- Short Term Residential Treatment Placement (STRTP)
  - [DCFS Contracted FFA & STRTP](#)
- Group Home
- Resource Family Home (RFH)
- Small Family Home
- Transitional Housing Placement

Upon receipt of an Auto 280 request for Contracted Agency placement and all fully approved supporting documentation, initiate the new placement per existing procedures as detailed in Policy Guide [E090-0590, Foster Care Placement](#).

## Voluntary Placements

Upon receipt of an Auto 280 request for a Voluntary placement and a fully approved DCFS 4213, initiate a placement per existing procedures: [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## Specialized Rates

### D-Rate

Upon receipt of an Auto 280 request for a D Rate and all fully approved supporting documentation, initiate the new rate per existing procedures as detailed in Policy Guide [E090-0590, Foster Care Placement](#).

- When the D-Rate is replaced by Level of Care (LOC), this section will no longer apply.

### F-Rate

Upon receipt of an Auto 280 request for an F Rate and all fully approved supporting documentation, initiate the new rate per existing procedures as detailed in Policy Guide [E090-0590, Foster Care Placement](#).

- When the F-Rate is replaced by Level of Care (LOC), this section will no longer apply.

### Regional Center/Alternative Residential Model (ARM) Rate

Regional Center/ARM Rates are available for children placed in Foster Family Agency (FFA) homes, group homes, and Community Care Facilities (CCF) vended by a Regional Center (i.e. those that have entered a contract with the Regional Center to

provide services to clients). For Regional Center vendorized homes, the AFDC-FC rate paid is based on the facility ARM rate established by the Department of Developmental Services. For detailed instructions, refer to Policy Guide [E060-0570, Rate Change Request for Regional Center ARM \(Alternative Residential Model\) Rates and Dual Agency Rates](#)

- Any DCFS 4213 that is not fully approved must be returned to the requestor for the missing required approvals.

## Personal & Incidental (P&I) Allowance

The P&I Allowance is an additional payment available **only** for children in foster care who are placed in a Regional Center vendorized facility, are receiving the ARM rate and a SSI/SSP **Benefit**. An adopted child who is a Regional Center consumer and receiving a SSI/SSP payment and AAP benefits concurrently while living with their adoptive parents, may receive the **equivalent** of a P&I Allowance because the AAP benefits are based on the amount that would have been paid had the child remained in foster care.

## Dual Agency Rate

The Dual Agency Rate applies to cases where a child is receiving AFDC- FC, Kin-GAP or AAP benefits and is concurrently a consumer of Regional Center services. For detailed instruction, refer to Policy Guide [E060-0570, Rate Change Request for Regional Center ARM \(Alternative Residential Model\) Rates and Dual Agency Rates](#).

## Enhanced Rate

Upon receipt of an Auto 280 request for an Enhanced Rate and a fully approved DCFS 4213, initiate a payment per existing procedures: [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## Inter-County Transfer (ICT)

All Inter-County Transfers (ICT) are managed by the ICT Unit whether they are incoming or outgoing. The ES will forward all Auto 280 ICT requests to the ICT Unit. Full instruction is detailed in Policy Guide: [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## Legal Guardianship and Probate Legal Guardian

Upon receipt of an Auto 280 request for a Placement Packet and the Court Minute Order or Letters of Guardianship are attached, the TA/EW will complete and fax a Resource Management 200 (RM200) to the Resource Management Unit (RM Unit) and ES approves placement per existing procedures detailed in Policy Guide: [E080-0570](#).

## **AB-12 Nonminor Dependents (NMD)**

### Extended Foster Care (EFC)

The Extended Foster Care (EFC) Program allows foster youth to remain in Foster Care after turning age 18 under the jurisdiction of the court. These young adults are referred to as Nonminor Dependent (NMD) and are eligible to receive foster Care benefits [Aid to Families with Dependent Children Foster Care (AFDC-FC) payments] and services as long as the NMD meet participation requirements, refer to [Policy Guide E030-0540 Extension of Foster Care Beyond Age 18.](#)

### Re-Entry of Nonminor Dependents Into Extended Foster Care

Upon receipt of the Auto 280 and approved SOC163, requesting re-entry of a Nonminor Dependent (NMD) into Extended Foster Care, the TA/EW will process the placement/payment per existing procedures detailed in Policy Guide [E090-0590, Foster Care Placement](#) and will forward the intake packet/referral to the Revenue Enhancement Intake Unit for eligibility determination. For full instruction, refer to Policy Guide [E030-0542, Re-Entry Into Extended Foster Care \(EFC\).](#)

[Back to Top](#)

### Transitional Housing Placement Program – Nonminor Dependent (THPP-NMD)

The THP-NMD program is available to NMDs age 18 up to 21 who meet the EFC eligibility requirements. For detailed instruction, refer to Policy Guide [E090-0590, Foster Care Placement.](#)

### Supervised Independent Living Placement (SILP)

The Supervised Independent Living Plan (SILP) applies to NMDs that reside in an independent living situation such as: College dorms, renting a room with relatives or a Non-Related Extended Family Member (NREFM) or an apartment rental. NMDs are eligible to receive the basic AFDC-FC rate, a clothing allowance, and education travel reimbursement. Parenting NMDs are also eligible for an infant supplement, and the Parenting Support Plan Rate (PSP Rate). For full instruction, refer to Policy Guide [E090-0590, Foster Care Placement.](#)

[Back to Top](#)



## **Out-of-County Placements**

Instruction for CWS/CMS documentation of Out-of-County placements is provided in Policy Guide [E090-0590, Foster Care Placement](#).

[Back to Top](#)

## **Out-of-State Placements**

Instruction for Outgoing Placement in another state or Incoming Placement from another state is provided in Policy Guide [E080-0560, Interstate Compact on The Placement of Children \(ICPC\)](#).

[Back to Top](#)

## **International Placements**

International Placements are not funded and do not require any action on the part of the TA/EW.

[Back to Top](#)

## **Short Term Residential Treatment Placement (STRTP)**

Upon receipt of an Auto 280 STRTP request, refer to Policy Guide [E090-0590, Foster Care Placement](#) for detailed instructions.

[Back to Top](#)

## **Education Travel Reimbursement (ETR)**

Upon receipt of an Auto 280 Education Travel Reimbursement (ETR) request, initiate the ETR Rate [per FYI 14-02 \(02/24/14\), Education Travel Reimbursement](#).

[Back to Top](#)

## **Whole Family Foster Home (WFFH)**

Whole Family Foster Home (WFFH) placements were specifically designed to assist the teen parents and their children, where trained and certified caregivers are able to help the teen parents with developing the skills necessary to provide a safe, stable and permanent home for their child(ren). [E090-0570, Teen Parents in Foster Care](#).

[Back to Top](#)

## HELPFUL LINKS

### Referenced Policy Guides

[E030-0540](#), Extension of Foster Care Beyond Age 18

[E030-0542](#), Re-Entry Into Extended Foster Care (EFC)

[E030-1600](#), Initial Determination for Financial Participation Legal Guardian

[E060-0550](#), Special Payments

[E060-0570](#), Rate Change Request for Regional Center ARM (Alternative Residential Model) Rates and Dual Agency Rates

[E080-0550](#), Inter-County Transfer

[E080-0560](#), Interstate Compact on The Placement of Children (ICPC)

[E090-0570](#), Teen Parents in Foster Care

[E090-0580](#), Foster Family Home/Facility Vacancy Search | Foster Care Search System (FCSS) Automated 280 System

[E090-0590](#), Foster Care Placement

[E100-0510.13](#), CWS/CMS Search Actions

[FYI 14-02](#), Education Travel Reimbursement (ETR)

Revenue Enhancement instructional memo: [Parenting Support Plan](#)

[Back to Top](#)