



## Administrative Policies and Procedures: 1.6

<b>Subject:</b>	<b>Title IV-E Foster Care Candidacy Program</b>
<b>Authority:</b>	TCA 37-5-105(3); 37-5-106; Federal Law: 45 CFR 1356.60 (c)
<b>Standards:</b>	None
<b>Application:</b>	To All Department of Children's Services Employees Who Carry Non-Custodial Caseloads

### Policy Statement:

All non-custodial children/youth at serious and imminent risk of removal from their homes and are receiving services from DCS which is making reasonable efforts attempting to prevent removal or is petitioning the courts to seek removal from their homes are screened for eligibility to participate in the Title IV-E Candidacy Program.

### Purpose:

This policy outlines the eligibility guidelines for the implementation of the Federal Title IV-E Candidacy Program and the Random Moment Sampling (RMS) process used for reporting candidacy activities.

### Procedures:

#### A. Eligibility Guidelines

1. Eligible non-custodial children/youth may be from the DCS programs as listed below:
  - a) CPS (Investigative or Assessment Tracks);
  - b) FSS (Non-custodial cases); or
  - c) Juvenile Justice (Judicial Diversion, Probation, Aftercare).
2. A child may be eligible and reviewed for the candidacy program when:
  - a) He/she is at **serious/imminent risk of removal** without services or the department is **actively pursuing the child/youth's removal**.
    - ◆ Examples of serious/imminent risk of removal may include:
      - A Safety Assessment output of *Immediate Intervention (Recommended)*
      - A FAST Assessment output of *High Risk*
      - Enactment of an Immediate Protection Agreement (refer to Policy

	<p><u><a href="#">14.13, Non-Custodial Immediate Protection Agreements</a></u>).</p> <ul style="list-style-type: none"> <li>○ A CANS Community Risk Assessment score of High Risk</li> <li>○ A non-custodial Child and Family Team Meeting has been conducted and the team has determined services are needed in order to allow the child to remain safely at home.</li> <li>◆ Examples of “actively pursuing the child’s removal” are: <ul style="list-style-type: none"> <li>○ Court Petitions</li> <li>○ Emergency placements</li> <li>○ Suspended custody orders (Juvenile Justice)</li> </ul> </li> </ul> <p>b) The department is engaged in <b>reasonable efforts to prevent the child/youth’s removal from their home</b>. Some examples include:</p> <ul style="list-style-type: none"> <li>◆ Ensuring that a discussion with the parent/caregiver takes place to explain that without needed services, other options will be explored, including the possibility of the child/youth entering custody;</li> </ul> <p><b>Note:</b> The parent/caregiver must indicate their understanding of the discussion and the potential risk that the child/youth may be removed from their home.</p> <ul style="list-style-type: none"> <li>◆ Provision of case management to coordinate and arrange for services; or</li> <li>◆ Engaging the Child and Family Team to develop a service plan in order to: <ul style="list-style-type: none"> <li>○ Ensure physical safety</li> <li>○ Eliminate safety hazards</li> <li>○ Ensure adequate supervision</li> <li>○ Ensure safe housing; or</li> <li>○ Implement services needed due to probation violations</li> </ul> </li> </ul> <p>c) The child has been newly reunited with his/her family and the department is providing services to help ensure the child can remain in their home.</p> <p>3. A child/youth is <b><u>not</u></b> a candidate for IV-E Candidacy if:</p> <ul style="list-style-type: none"> <li>a) He/she does not have an open case;</li> <li>b) The child/youth is officially in <b><u>DCS state custody</u></b> which includes a child/youth on a trial home visit who <b><u>is</u></b> receiving aftercare services.</li> </ul>
<p><b>B. Required Documentation</b></p>	<p>1. At least one of the following documents must be present when a child/youth is being considered for the Title IV-E candidacy program:</p> <ul style="list-style-type: none"> <li>◆ A permanency plan that reflects reasonable efforts to provide services to a child/youth that is at serious risk of entering state custody. The plan must be signed by the custodial parent or caregiver acknowledging that the parties are aware that without these services, the child may come in to state custody.</li> <li>◆ Permanency plans must be reviewed every six (6) months to document</li> </ul>

	<p>candidacy.</p> <ul style="list-style-type: none"><li>◆ A petition for custody;</li><li>◆ A court order which brings the child/youth into custody; or</li><li>◆ A transcript of the court proceedings related to the child/youth's removal.</li></ul> <p>2. Accurate, complete, and timely documentation is essential to support the dates and times indicated on the RMS.</p>
<b>C. Termination of Candidacy</b>	Children/youth that have been considered a part of the Title IV-E candidacy program are terminated from the program if they enter state custody or are no longer receiving reasonable efforts prevention or aftercare services.
<b>D. Required training</b>	<p>To accurately document and report candidacy, DCS staff, as listed below, are required to take the Title IV-E Candidacy Online Training:</p> <ul style="list-style-type: none"><li>◆ CPS Investigations Case Manager;</li><li>◆ CPS Assessment Case Managers;</li><li>◆ CPS Supervisors;</li><li>◆ Permanency FSW's who carry non-custodial caseloads;</li><li>◆ Permanency Supervisors;</li><li>◆ Juvenile Probation Officers (JPO)/Juvenile Service Workers (JSW) who carry non-custodial caseloads;</li><li>◆ Juvenile Justice JPO/JSW Supervisors; and</li><li>◆ DCS Administrators.</li></ul>
<b>E. Family First Prevention Act (FFPSA) Services</b>	<p>FFPSA candidates for foster care must meet the requirement found in Section A and must also be receiving one of the following evidence based services:</p> <ul style="list-style-type: none"><li>◆ MultiSystemic Therapy (MST);</li><li>◆ Parent Child Interaction Therapy;</li><li>◆ Home Builders;</li><li>◆ Motivational Interviewing (MI); or</li><li>◆ Youth Villages Intercept.</li></ul> <p>The services listed above are provided to the FFPSA candidate or candidates' parent or kin caregiver to allow the candidate to remain safely in the home of the parent or kin caregiver. When appropriate, plans should be developed using the Single Team/Single plan approach.</p>

<b>Forms:</b>	<a href="#"><u>CS-0787, Non-Custodial Permanency Plan</u></a> (If TFACTS is inoperable)
<b>Collateral documents:</b>	<a href="#"><u>14.13, Non-Custodial Immediate Protection Agreements</u></a>
<b>Glossary:</b>	
<b>Term</b>	<b>Definition</b>
<b>Candidacy Program:</b>	The Candidacy Program is a program funded by Title IV-E and is for non-custodial children and youth who are at serious and imminent risk of removal from their home and the State is either attempting to prevent removal from their home by arranging reasonable efforts services or is petitioning the courts to seek removal from their home.
<b>Random Moment Sampling (RMS):</b>	<p>The Random Moment Sampling (RMS) service allows State departments, school district outreach programs and other eligible public agencies to accurately document staff activities relating to reimbursable Federal programs.</p> <p>Details of staff activity are requested at random times during the sample period which is typically a fiscal quarter. Having collected a specific number of responses organizations can determine with 95% or greater accuracy the percent of the total time the sampled group is spending on each activity.</p> <p>Applying these percentages derived from the sample to the total populations salaries and wages provides the period allocation of costs to the departments various programs. The program activities will determine the appropriate funding source from which to claim reimbursement.</p>