

### IV-E Eligibility History Protocol (one protocol for each episode of care)

Eligibility Specialist Name:		Regional Office:	Date of Review:
Client ID#:	Child's Last Name:	First Name:	Middle Initial:
Child's Date of Birth:		Child's Age at time of review:	
Review Period for this protocol:	From:	To:	

#### SECTION I: Initial Eligibility Determination

**PART A: Legal Information**

<b>1. Legal:</b> Date Court proceedings were initiated requesting custody ( <i>Petition; Application; Removal Order</i> )	
Date (eligibility month):	
Documentation Source:	
<b>2. Legal:</b> Did the State agency received legal custody of the child? ( <i>Order of Temporary Custody; Order of Protective Custody; Ex Parte</i> )	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Court Order Date:	The Child is not Title IV-E basic eligible
Agency with Custody:	
Documentation Source:	
<b>3. Legal:</b> Does the initial court order state continuation in the home would be contrary to the welfare of the child or removal is in the child's best interest? ( <i>Order of Temporary Custody; Order of Protective Custody; Ex Parte; Order Removing Child</i> )	
<input type="checkbox"/> Yes - go to Part B	<input type="checkbox"/> No
Court Order Date:	The Child is not Title IV-E basic eligible
Documentation Source: ( <i>Prior to 3/27/00 citing K.S.A. Ch. 38 is acceptable or Nunc Pro Tunc orders may be requested</i> )	

**Part B: Removal Information**

<b>1. Removal:</b> Was the child physically or constructively removed from the home within six months of the eligibility month? ( <i>custody order; PPS 5410A, PPS-5110; Removal Order</i> )	
<input type="checkbox"/> Yes – go to Part C	<input type="checkbox"/> No
Date of Removal:	The child is not Title IV-E basic eligible
Documentation Source:	

**Part C: AFDC Relatedness Information**

List Persons in AFDC Group	Relationship to Child	Earned Income (BASI)	Unearned Income (BARI/EATSS/COLL)	Resources (KEES)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

<b>1.a Living with a Specified Relative:</b> Was the child living with a specified relative during the eligibility month? ( <i>Petition; PPS-5410A; Application; Removal Order; PPS-1000; PPS-5410A</i> )	
<input type="checkbox"/> Yes – Go to C2 Name: Relationship to Child ( <i>this is the removal home/AFDC Group</i> ):	<input type="checkbox"/> No Go to 1b
<b>1.b Living with a Specified Relative:</b> Was the child living with a specified relative within 6 months prior to the eligibility month? ( <i>consider the most recent specified relative where the child lived</i> )	
<input type="checkbox"/> Yes – Go to C2 Name: Relationship to Child ( <i>this is the removal home/AFDC Group</i> ):	<input type="checkbox"/> No Child is not Title IV-E basic eligible
Documentation Source:	
<b>2. Age and School Status:</b> Is the child under 18 years of age or 18 years of age and expected to complete high school or technical training before the age of 19? ( <i>Birth Certificate; Case plan; PPS-5410A</i> )	
<input type="checkbox"/> Yes – go to C3 Expected Year of Graduation: <b>NOTE:</b> If graduation occurs prior to the 19 <sup>th</sup> birthday, eligibility ends on the graduation date.	<input type="checkbox"/> No Child is not Title IV-E basic eligible
Documentation Source:	
<b>3. Citizenship:</b> Is the child a United States citizen by birth, naturalization or legally admitted for permanent residence in the United States? ( <i>Birth Certificate; Hospital Birth Verification</i> )	
<input type="checkbox"/> Yes – go to C4	<input type="checkbox"/> No Child is not Title IV-E basic eligible
Documentation Source:	

<b>4. Deprivation:</b> Was the child deprived of support of at least one parent (biological/adoptive) due to: death, disability, continued absence from the home or under/unemployment? (PPS-5410A; BASI; BARI; PPS-1000; EATSS)	
<input type="checkbox"/> Yes – go to C5 Deprivation Factor:	<input type="checkbox"/> No Child is not Title IV-E basic eligible
Documentation Source:	

**5. a Complete the Income Worksheet to determine if the child meets the income criteria.**  
 If the child was living with a parent during the eligibility month, consider the gross monthly income of parents and sibling(s) in the home at that time (AFDC Group). If the child was living with a non-parent specified relative, consider only the child's income and any sibling's income living in the same household. If there is a step-parent, his/her income must be either deemed or included in the child's AFDC group.

AFDC Group Size:		<input type="checkbox"/> Shared	185% AFDC Need Income Limit:	\$
County:		<input type="checkbox"/> Non-Shared	100% AFDC Need Income Limit:	\$
<b>185% Need Standard Income Test</b>		<b>100% Need Standard Income Test</b>		
Gross Earnings	\$	Gross Earned Income		\$
Current Child Support Income	\$	Subtract \$90 per Worker ( <i>disregard</i> )		\$
Other Unearned Income	\$	Subtotal		\$
Deemed Stepparent Income	\$	Subtract \$30 per worker ( <i>disregard</i> )		\$
<b>Total Income</b>	\$	Subtotal		\$
		Subtract 1/3 Income ( <i>disregard</i> )		\$
<b>Is the total gross income less than 185% of the need standard for the AFDC Group</b>		Subtotal		\$
<input type="checkbox"/> Yes  Continue to the 100% Need Standard Income Test	<input type="checkbox"/> No  The child is not Title IV-E basic eligible.	Add deemed stepparent income		\$
		Add total countable unearned income		\$
		Add child support income		\$
		Subtract \$50 child support ( <i>disregard</i> )		\$
		Subtotal		\$
		Child Care Expense ( <i>disregard \$200 per child under 2 or \$175 per child 2 and older.</i> )		\$
		Subtotal		\$
		<b>Total Adjusted Income</b>		\$

**Deeming Stepparent Income:** Deeming means determining the amount of the stepparent's income to be included in the total gross income available to the child.

**Option #1:** Stepparent's AFDC group includes the stepparent, any non-mutual minor children living in or out of the home. Deem the stepparent's income and include in the child's 185% and 100% AFDC group Need Standard Income Test. Use the chart below to determine the amount to be deemed. When you deem the stepparent's income, the stepparent and members of their AFDC group are not counted in the child's AFDC group. Only the deemed income is included. The living arrangement is always non-shared when determining the AFDC Needs Standard Income limit.

**Option #2:** Include the stepparent and their children (not related to the other parent in the home) residing in the home at the time the child was removed, in the AFDC group. Include their full countable earned and unearned income. Use option 2 when the stepparent has little or no income.

AFDC Group Size:		<input type="checkbox"/> Non-Shared	100% AFDC Need Income Limit:	\$
County:				
Subtract \$90 per worker ( <i>disregard</i> )				\$
Gross Unearned Income				\$
Subtract 100% Needs Standard				\$
Subtract Child Support/Alimony				\$
<b>Total Deemed Income</b>				\$

<b>5.b Income Test Results:</b> Is the total adjusted income less than the 100% need standard for the AFDC group size? (BASI; BARI; PPS-5410A; LCDA; COLL)	
<input type="checkbox"/> Yes – go to C6	<input type="checkbox"/> No – The child is not Title IV-E basic eligible
Documentation Source:	
<b>6 Resources:</b> Are the total countable resources of the AFDC Group members less than \$10,000? (Prior to 12/99 must be less than \$1,000)	
<input type="checkbox"/> Yes – Child is Title IV-E basic eligible – complete Section II	<input type="checkbox"/> No – The child is not Title IV-E basic eligible
Documentation Source:	

**Section II: Continuing Eligibility Determination**

<b>1. Legal Status:</b> Did the original court order removing the child state reasonable efforts were made to prevent the child's removal; or the situation precluded reasonable efforts? (Finding should have been made on the same date as Section I, Part A3)	
<input type="checkbox"/> Yes – go to II.2	<input type="checkbox"/> No – The child is not Title IV-E payment eligible
Documentation Source:	
<b>2. SSI Benefits:</b> Is the child in receipt of SSI benefits?	
<input type="checkbox"/> Yes – go to II.3	<input type="checkbox"/> No – The child is not Title IV-E payment eligible
Documentation Source:	
<b>3. Age and School Status:</b> Is the child under 18 years of age and expected to complete high school or technical training before the age of 19? NOTE: If graduation occurs prior to the 19 <sup>th</sup> birthday, eligibility ends on the date of graduation.	
<input type="checkbox"/> Yes – go to II.4	Expected Date of Graduation: <input type="text"/> <input type="checkbox"/> No – The child is not Title IV-E payment eligible
Documentation Source:	
<b>4. Permanency:</b> Has a court order been issued within 12 months of removal, stating reasonable efforts were made to finalize the permanency plan for the child? (children in custody 12 months or longer as of 3/27/2000, first PH not required until 2001)	
<input type="checkbox"/> Yes – go to II.5	<input type="checkbox"/> No – The child is not Title IV-E payment eligible during the time reasonable efforts findings have not been made.

A finding of Reasonable Efforts made by the agency to finalize the child's permanency plan must be made every 12 months for the child to maintain Title IV-E eligibility for payment. Complete the table below to track payment eligibility related to permanency hearing timeliness throughout the child's OOH custody episode.

Permanency Hearing Due Date	Permanency Hearing Held Date	Months of Payment Ineligibility			
		From:		To:	
		From:		To:	
		From:		To:	
		From:		To:	
		From:		To:	
		From:		To:	
		From:		To:	
		From:		To:	
		From:		To:	
		From:		To:	
Documentation Source:					



