



**Office of Children
and Family Services**

Schedule K – Title IV-E Foster Care/RTA and Other Claiming Items

December 18, 2018

Purchase of Service (POS) Type mapping changes:

- Currently, the following POS types cannot be claimed under Title IV-E maintenance. POS Suffix codes have been required to claim appropriately for Title IV-E eligible children.
 - 8R – College Room and Board
 - 47 – Compensation to Foster Parents for Damages/Losses
 - 69 – Special Attire
 - 71 – Gifts
 - OC – Overnight Camp

POS Type mapping changes continued:

- Effective October 1, 2018 suffix codes will no longer be required on those POS Types!!
- For children who are “dual eligible”, Title IV-E and EAF, BICS Composite Logic will determine those POS Types as EAF eligible and they will be claimed on the Schedule H.
- For children who are Title IV-E eligible only those POS Types will be claimed as Federally Non-Participating (FNP) on the Schedule K.

POS Type mapping changes continued:

- The following POS Types paid to Voluntary Agency Homes will no longer be claimed on the Schedule K Section 1 - lines 1 – FC Agency CTH, 2 – FC Agency JD/PINS, 3 – IV-E & CWFC Agency and line 4 - IV-E & CWFC DSS Group Care.
 - 8D – Minor Parent/Child Foster Care
 - DC – Day Camp
 - 79 – Diapers
 - 83 - Babysitting
- Mapping changes will now move these POS types to the Schedule K Section 2 – lines 5a – Foster Home Regular, 5b – Foster Home JD/PINS and 5c – Foster Home CTH.
- These POS Types will no longer be allocated via the Voluntary Agency Social Service Time Study and will now be claimed as 100% Foster Care Maintenance.

POS Type mapping changes continued:

- Composites run beginning 10/20/18 will reflect the new line mapping changes.
- If an adjustment has been made to one of the 9 previously mentioned POS types in September, and the original check date for the payment was prior to September, Supplemental composites run after 10/20/18 will reflect the new composite mapping logic.
- It may be necessary to do a claiming adjustment in ACS for these POS types to reflect the appropriate line item negation and movement.

POS Type mapping changes continued:

Example:

POS 83 – Babysitting was paid to a Voluntary Agency Foster Boarding Home on 1/1/18 and claimed as Title IV-E . BICS composite logic would have determined this payment as IV-E-CWFC-AGENCY-FP and it would be claimed on line 3 column 2 in Section 1 of the Schedule K.

On 11/1/18 a Retro Eligibility Change was made to adjust this child's eligibility from 02-Title IV-E to 04-EAF. The BICS November Retro Run will adjust the payment from Title IV-E to EAF. When November's composite is run the negative adjustment will be to IV-E-CWFC-FOS-HM-VA-MISC-FP. This equates to line 5a column 2 in Section 2 of the Schedule K.

A claiming adjustment in ACS should be made so the supplemental negative adjustment is applied to line 3 column 2 in Section 1 of the Schedule K.

Raise The Age

BICS Composite Headers: FCA-RTA-FP, FCA-RTA-FNP and FCA-RTA-NR. Section 1 of the Schedule K:

5 FOSTER CARE AGENCY RAISE THE AGE							
2	FP	02	8A-8B, 8F, 61-63, 86	blank	any	11, 15	90
3	FNP		8R, 47, 69, 71, OC			11, 15, 16	
		01, 03, 06-09, 13, 14, 17	8A-8B, 8F, 8R, DC, OC, 47, 61-63, 66-74, 83, 86	F blank, F			
		01, 02, 03, 06-08, 11-17	64, 65			any	
4	NR	any	8A-8B, 8F, 8R, DC, OC, 47, 61-74, 83, 86	N		11, 15, 16	

Raise The Age

BICS Composite Headers: RTA-FOS-HM-FP, RTA-FOS-HM-FNP, RTA-FOS-HM-NR, RTA-FOS-HM-VA-MISC-FP. Section 2 of the Schedule K:

5d	FOSTER HOME RAISE THE AGE							
2	RTA Foster Home FP	02	8A-8B, 8F, DC, 61-63, 66-68, 70, 72-74, 83, 86	blank	any	02	90	
	RTA Foster Home VA MISC FP		DC, 66-68, 70, 72-74, 83					11, 15
3	RTA Foster Home FNP	01, 03, 06-09, 13, 14, 17	8R, 47, 69, 71, OC	F	02			
			8A-8B, 8F, 8R, DC, OC, 47, 61-63, 66-74, 83, 86	blank, F				
4	RTA Foster Home NR	any		N				

Raise The Age

- Foster Care POS Types not allowed under RTA on the Schedule K:
 - 79 – Diapers
 - 8D – Minor Parent/Child Foster Care
- Title IV-E children who are also RTA (State/Fed Charge Code 90):
 - MUST meet all Federal Title IV-E requirements in order to be claimed and receive Title IV-E funds.
 - Will be subjected to the normal BICS Claiming Edits that apply to all Title IV-E children.
- No Federal Title IV-E requirements are changed with RTA.

Other claiming items:

- Title IV-E Adoption Non-Recurring is for Title IV-E eligible children and children who meet the Federal definition of special needs, see SSA 473 (c).
 - These expenditures are claimed on Schedule 923 in the F2 column under Object of Expense 10.1 and MUST be direct charged to line 10 – Title IV-E Adoption on the Schedule D-2.
 - Any expenditures that are not for Title IV-E eligible or special needs children are Non-Reimbursable (POS should be written with an N suffix code). These expenditures are claimed on Schedule 923 in the F2 column under Object of Expense 19 and must be direct charged to line 19 – Non-Reimbursable on the Schedule D-2.

Other claiming items continued:

- Any portion of an Adoption Non-Recurring expenditure over \$2,000 or any expenditure that does not have clear back-up documentation to support the expenditure is Non-Reimbursable. They are claimed on Schedule 923 in the F2 column under Object of Expense 19 and must be direct charged to line 19 – Non-Reimbursable on the Schedule D-2.
- All Adoption Non-Recurring expenditures must be processed in WMS/BICS using POS type 1L – Adoption Subsidy Non-Recurring Fee. Expenditures not processed in the system are not reimbursable!
- BICS composites will display a payment in excess of \$2,000 and payments for children with any eligibility, including eligibility code 18 – Non-Reimbursable, as FP (FP ADOPT SUB NON-RECUR FEE LDSS923). **A BICS Accounts Adjustments must be processed to split the line between FP and NR using an N suffix code.**
- BICS composites will only show a payment as NR (NR ADOPT SUB NON-RECUR FEE LDSS923) if the payment was processed with an N suffix code.

Other claiming items continued:

- Title IV-E Guardianship (KinGAP) Non-Recurring is for Title IV-E eligible children ONLY.
 - These expenditures are claimed on Schedule 923 in the F2 column under Object of Expense 10.3 and MUST be direct charged to line 11 – Title IV-E Kinship Guardianship on the Schedule D-2.
 - Expenditures for children that are not Title IV-E eligible are claimed on the Schedule 923 in the F2 column under Object of Expense 19. They will be allocated via the SRMS on the Schedule D-2.
 - Any portion of a Guardianship (KinGAP) Non-Recurring expenditure over \$2,000 or any expenditure that does not have clear back-up documentation to support the expenditure is Non-Reimbursable. They are claimed on Schedule 923 in the F2 column under Object of Expense 19. They must be direct charged to line 19 – Non-Reimbursable on the Schedule D-2.

Other claiming items continued:

- All Guardianship (KinGAP) Non-Recurring expenditures must be processed in WMS/BICS using POS K1 – KinGAP Non-Recurring Expenses. Expenditures not processed in the system are not reimbursable!
- BICS composites will display payments in excess of \$2,000 as FP (FP KINGAP NON-RECUR FEE LDSS923). **A BICS Accounts Adjustments must be processed to split the line between FP and NR using an N suffix code.**

Other claiming items continued:

- Claims must be submitted by the 20th of the following month in which they were made, per 18 NYCRR 601.1 and as stated in the Fiscal Reference Manuals.
 - Not following regulations creates questions from ACF Regional and Washington Offices in regards to our Title IV-E Quarterly Expenditure Report. This is due to missing entire months and sometimes entire quarters of claims from Local Districts. This skews our claim dollars and child counts over quarters.
- No off-line claims under Title IV-E are allowed. All Schedule K and Schedule 923 (Non-Recurring) Title IV-E claims must be on your BICS Composite Reports. If there is an issue processing a payment or adjustment in the system please contact our Title IV-E POS Mailbox for assistance. OCFS.sm.finance.IVEFC.POSypes@ocfs.ny.gov

Other claiming items continued:

Emergency Manual Checks, even when registered in BICS, do not have BICS Claiming Edits applied to the payment. Before claiming these expenditures under Title IV-E you must:

- Verify that the home the child is placed in is fully certified and fully approved (NO Emergency Certified Homes),
- Verify that all of the child's legal documentation in place for Title IV-E eligibility,
- Verify that there are no movements/absences that would remove Title IV-E funding and no duplicate payments.

Failure to verify these items could inappropriately allow Title IV-E reimbursement and result in an error case during the Foster Care Eligibility Review if the payment is made during the Period Under Review (PUR).

See Chapter 7 of the BICS Services Payment Processing manual for more information regarding Emergency Manual Checks.

Other claiming items continued:

- Unless absolutely necessary, BICS Accounts Adjustments should not be performed on a payment that was adjusted by BICS Claiming Edits or the BICS Retroactive Claiming Run. BICS Claiming Edits are in place to ensure non-allowable expenditures are not claimed under Title IV-E. Circumventing BICS Claiming Edits could create error cases and disallowances.
- All BICS Accounts Adjustments must have back-up documentation kept in Accounting.

QUESTIONS?