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

<table>
<thead>
<tr>
<th></th>
<th>FOSTER CARE AGENCY RAISE THE AGE</th>
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<tbody>
<tr>
<td>2</td>
<td>FP 02 8A-8B, 8F, 61-63, 86 blank 11, 15</td>
</tr>
<tr>
<td>3</td>
<td>FNP 01, 03, 06-09, 13, 14, 17 8R, 47, 69, 71, OC 8A-8B, 8F, 8R, DC, OC, 47, 61-63, 66-74, 83, 86 F blank, F 11, 15, 16</td>
</tr>
<tr>
<td></td>
<td>01, 02, 03, 06-08, 11-17 64, 65</td>
</tr>
<tr>
<td>4</td>
<td>NR any 8A-8B, 8F, 8R, DC, OC, 47, 61-74, 83, 86 N 11, 15, 16</td>
</tr>
</tbody>
</table>
## 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:

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<thead>
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<th>5d</th>
<th>FOSTER HOME RAISE THE AGE</th>
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<tbody>
<tr>
<td>2</td>
<td>RTA Foster Home FP</td>
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<td>8A-8B, 8F, DC, 61-63, 66-68, 70, 72-74, 83, 86</td>
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<tr>
<td></td>
<td>RTA Foster Home VA MISC FP</td>
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<td>DC, 66-68, 70, 72-74, 83</td>
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<td>3</td>
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<td>8R, 47, 69, 71, OC</td>
<td>F</td>
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<tr>
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<td>01, 03, 06-09, 13, 14, 17</td>
<td>8A-8B, 8F, 8R, DC, OC, 47, 61-63, 66-74, 83, 86</td>
<td>blank, F</td>
<td></td>
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<tr>
<td>4</td>
<td>RTA Foster Home NR</td>
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<td></td>
<td></td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>
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.POStypes@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?