



Department of Children and Family Services Policy and Procedure Guide

Division No: 3–Child Welfare Services

Effective Date:
November 7, 2007

Chapter No: 4–Ongoing Case Management/Practice

Item No: 2–AFDC Foster Care Eligibility

POLICY: It is the policy of the Department of Children and Family Services to determine the eligibility of child placed in out-of-home care to Aid to Families with Dependent Children-Foster Care (AFDC-FC) initially and on a yearly basis. In order to do so, social workers and eligibility workers must work collaboratively in establishing and determining this eligibility on an ongoing basis.

PURPOSE: To establish the policy and procedure for determining the initial and on-going eligibility of each child in out-of-home care.

REFERENCES: Manual of Policy and Procedure 40-181.1 (c)
All County Letter (ACL) [96-04](#)
Eligibility Assistance Standards (EAS) 40-128.25
Eligibility Assistance Standards (EAS) 40-128.4
All County Letter (ACL) [04-58](#)

PROCEDURE:

I. ELIGIBILITY TO AFDC-FC WILL BE ESTABLISHED BY USE OF:

- A. the [SAWS2](#) eligibility form at the time of application when the parent or legal guardian is available and cooperating
- B. the [FC2](#) (Statement of Facts) form when the parent or legal guardian is unavailable or not cooperating

II. AT COUNTY OPTION, THE PLACEMENT SOCIAL WORKER WILL HAVE AUTHORITY TO COMPLETE AN FC2 IN PLACE OF THE SAWS2 UNDER THE FOLLOWING CIRCUMSTANCES:

Submitting Party Division/Program Manager Approval	–	<u> Maria Aguirre </u>	<u> 10/26/07 </u>
		Name	Date
Assistant/Deputy Director’s Approval	–	<u> Andrea Sobrado </u>	<u> 11/1/07 </u>
		Name	Date
Director’s Approval	–	<u> Catherine A. Huerta </u>	<u> 11/1/07 </u>
		Name	Date

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- A. The child has been relinquished for adoption
 - B. There is no parent or guardian
 - C. The parent cannot be located or is unavailable to sign.
 - 1. The parent may be deemed unavailable to sign if he/she is physically or mentally incapable of signing.
 - 2. In all situations where the child is living with someone other than the parent, the parent may be deemed unavailable to sign if:
 - a. the parent's whereabouts are unknown
 - b. the parent refuses to sign, or
 - c. refuses to cooperate in providing necessary information
- III. When the FC2 and other documents are to be completed by a representative of the county on behalf of the applicant or recipient, that representative will be the person with responsibility for the care and supervision of the applicant or recipient, and another representative of the county will then countersign and approve any recommendation for authorization of aid payments.
- IV. RENEWAL PROCESS
- A. Once eligibility has been established by the AFDC-FC Intake Unit, it is the responsibility of the current Eligibility Worker (EW) to redetermine AFDC FC eligibility once a year.
 - B. Two months prior to the reinvestigation (RV) month the EW will be alerted that a renewal is due. When the eligibility case is transferred, the alert will be forwarded to the current EW.
 - C. At least two days before the first of the month, in which the RV is due,
 - 1. the alerts must be cleared to determine the current Social Workers (SW).
 - 2. The alerts are separated by SW units so RV log sheets are created for each SW unit by listing the case name, case number, child's birth date, SW district number, EW district number, and (DCFS) Office Assistant (OA) name.

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3. The renewal packets ([FC2](#) and SOC 158A) are sent to the social workers (SW) with the due date on them, that is, the 10th working day of the RV month.
- D. If the renewal packet is not received by the 10th working day, a second request will be sent on the 11th working day to the DCFS unit OA, Employment and Temporary Assistance (E&TA) unit OA, SW, Social Work Supervisor (SWS) and Social Services Program Supervisor (SSPS).
 - E. If the renewal packet is not received by the 15th working day, a third request will be sent on the 16th working day to the DCFS unit OA, E&TA unit OA, SW, SWS, SSPS, DCFS Program Manager (PM) and E&TA PM.
 - F. When the renewal packet is not received by the end of the month, it is overdue. Overdue requests will be sent every Friday until the packet is received. Overdue requests go to DCFS unit OA, E&TA unit OA, SW, SWS, SSPS, DCFS PM, E&TA PM, Supervising Office Assistant (SOA) and DCFS Assistant Director.
- V. THE FORMS REQUIRED FOR THE RENEWAL INCLUDE:
- A. SOC 158A which must have:
 1. a signature
 2. the last contact date, and
 3. the name of the eligible facility
 4. the last contact date as having been made within six months of the RV date
 5. any corrections needed will be noted on the SOC 185A
 6. a copy placed in the basket designated for the CWS/CMS unit OA.
 - B. [FC2](#)- Statement of Facts, which must have
 1. all information asked for
 2. signatures
 3. dates