


<div>  <div> GEORGIA DIVISION OF FAMILY AND CHILDREN SERVICES CHILD WELFARE POLICY MANUAL </div> </div>			
Chapter:	(10) Foster Care	Effective Date:	August 2014
Policy Title:	Six and/or 12 Month Reviews of Enhanced Relative Rate/Relative Care Subsidy/Subsidized Guardianship/Non-Relative Subsidized Guardianship Payments		
Policy Number:	10.9	Previous Policy #:	1004.1.12; 1004.2.8; 1004.2.18;1004.2.27

CODES/REFERENCES

N/A

REQUIREMENTS

The Division of Family and Children Services (DFCS) must conduct a six month paper review and a 12 month renewal review of Relative Care Subsidy (RCS)/Subsidized Guardianship (SG)/Non-Relative Subsidized Guardianship (NRSG) cases. Because a child receiving Enhanced Relative Rate (ERR) is in the custody of DFCS and should be having monthly purposeful visits, only a 12 month renewal review is required in ERR cases.

NOTE: Effective 01/01/14, RCS will no longer be an option available to relatives; however, caregivers already receiving RCS shall continue to receive the subsidy and shall be subject to the required reviews.

ERR, RCS, SG and NRSG payments shall be suspended if the required review (six and/or 12 month review) is not completed prior to the end of the approval certification.

As part of the 12 month renewal review, the SSCM must conduct a visit in the relative's home including separate interviews with the relative, child (when age-appropriate and/or mentally capable) and any other household members present. **Exception:** Caregiver lives out-of-state and Interstate Compact on the Placement of Children (ICPC) denies the request.

PROCEDURES

For the 6 month reviews, the SSCM will:

1. Mail, email or fax the relative/guardian notification of the 6 month review along with the [Six \(6\), Twelve \(12\) or Thirty-Six \(36\) Month Review for Subsidy or Court Review form](#) by the 15th day of the 5th month.
2. Upon receipt of the completed [Six \(6\), Twelve \(12\) or Thirty-Six \(36\) Month Review for Subsidy or Court Review form](#), review the form and assess the relative's/caregiver's capacity to continue to provide for the child(ren)'s safety, permanency and well-being.
 - a. Ensure any changes reported on the [Six \(6\), Twelve \(12\) or Thirty-Six \(36\) Month Review for Subsidy or Court Review form](#) are discussed with the relative/caregiver.

- b. Assess the relative's/caregiver's capacity to continue to provide for the child(ren)'s safety, permanency and well-being based on any reported changes.
 - c. Obtain any needed verification regarding the child's income or information on new household members reported.
 - d. Assess the relative's/caregiver's continued eligibility for RCS/SG/NRSG payments.
- 3. Staff any reported changes with the supervisor.
- 4. If the [Six \(6\), Twelve \(12\) or Thirty-Six \(36\) Month Review for Subsidy or Court Review form](#) is not received, the SSCM shall:
 - a. Mail a letter of non-receipt of the [Six \(6\), Twelve \(12\) or Thirty-Six \(36\) Month Review for Subsidy or Court Review form](#) to the relative/caregiver if not received by the 20th day of the 6th month.
 - b. Suspend RCS/SG/NRSG payments for the 7th month if the review is not received and completed by the end of the 6th month. (See [Financial and Non-Financial Supports](#) regarding suspension and termination of benefits)
- 5. Document the review and/or attempts to complete the 6th month review in the Narrative of the Contact Detail within 72 hours and upload the review form in External Documents in Georgia SHINES.

Prior to the end of the 12th month of the approval certification for ERR/RCS/SG/NRSG, the SSCM will:

- 1. Contact the relative/caregiver to schedule a home visit.
- 2. Mail, email or fax the [Six \(6\), Twelve \(12\) or Thirty-Six \(36\) Month Review for Subsidy or Court Review form](#) to the relative/guardian prior to the home visit for their review and completion.
- 3. Screen the child on Clearinghouse for any income.
- 4. Assess the relative's/caregiver's capacity to continue to provide for the child(ren)'s safety, permanency and well-being.
 - a. Conduct a home visit and interview the child, relative/guardian and other household members present.

Note: A portion of the interview with the child must be conducted in private, away from the relative/caregiver and any other household members.
 - b. Ensure all information included in the [Six \(6\), Twelve \(12\) or Thirty-Six \(36\) Month Review for Subsidy or Court Review form](#) is discussed.
 - c. Complete a walkthrough of the home noting any safety concerns and address them with the caregiver.
 - d. Obtain any needed verification regarding the child's income or information on new household members.
 - e. Contact collaterals including the school, health care providers, other service providers and other relevant parties to obtain/verify information.

Note: A [release of information](#) form must be signed by the relative/guardian before any contact is made with collaterals.
- 5. Discuss the Terms and Conditions included in the [ERR, RCS Renewal or SG/NRSG Application and Agreement](#) with all relatives/caregivers receiving payments and obtain their signatures.
- 6. Notify the relative/caregiver that any new adult household members will need to be screened through agency systems **for ERR cases only**.

7. Inform the relative/caregiver that SSCM must staff re-approval with the Supervisor and that the SSCM will contact the relative/caregiver after the staffing.
8. Staff the information obtained during the renewal process with the supervisor and document in the Narrative section of the Contact Detail page in Georgia SHINES within 72 hours of the staffing to include:
 - a. Discussion of the safety of the home environment;
 - b. Any changes in household composition, income, well-being needs and/or visitation with the parents;
 - c. Collateral information obtained;
 - d. Decision to reapprove the ERR, RCS, SG or NRSG payments for another 12 months.
9. After the staffing, the SSCM will:
 - a. Notify the relative or caregiver of the decision regarding the re-approval of ERR, RCS, SG or NRSG payments.
 - b. Send a copy of the approved [ERR](#), [RCS Renewal](#) or [SG/NRSG Application and Agreement](#) to the relative or caregiver.
 - c. Complete a new Payment of Care (POC) in Georgia SHINES. One must be completed every 12 months.
 - d. Upload the [Six \(6\), Twelve \(12\) or Thirty-Six \(36\) Month Review for Subsidy or Court Review form](#) and [ERR](#), [RCS Renewal](#) or [SG/NRSG Application and Agreement](#) into External Documents in Georgia SHINES.
10. If the SSCM is unable to make contact with the relative(s) or caregiver(s) prior to the expiration of the current ERR/RCS/SG/NRSG approval period, payments will be suspended until the renewal process can be completed.

For 12 month reviews, if the relative(s) or caregiver(s) is out-of-county, the SSCM will utilize one of the options below:

1. Contact the DFCS County Director/designee where the relative/caregiver resides to request permission to cross county lines and complete the ERR/RCS/SG/NRSG renewal process.
2. Request that the local DFCS office where the relative/caregiver resides complete the ERR/RCS/SG/NRSG renewal process. If the receiving county decides that they are unable to complete the renewal process, approval may be granted to the legal county of the child to complete the renewal.

For 12 month reviews, if the relative or caregiver lives out-of-state, the SSCM will:

1. Contact the relative or caregiver to notify them of the need for renewal of the ERR, RCS, SG or NRSG payments and that payments will be suspended if the renewal process is not completed timely.
2. Make an ICPC request to conduct a home visit to interview the relative/guardian, the child and any other household members present. Include the following in your request:
 - a. ICPC Request-Form 100A;
 - b. ICPC Request Letter;
 - c. [ERR](#), [RCS Renewal](#) or [SG/NRSG Application and Agreement](#).
3. Notify the other state that if the renewal process is not completed timely, the ERR/RCS/SG/NRSG payments will be suspended.

If ICPC denies the request, the SSCM will conduct the renewal review through telephone

contact with the relative/caregiver, child and other household members, when age and developmentally appropriate.

1. The [Six \(6\), Twelve \(12\) or Thirty-Six \(36\) Month Review for Subsidy or Court Review form](#) must be faxed, emailed or mailed to the relative/caregiver prior to the telephone interview for the renewal review.
2. Assess the relative's/caregiver's capacity to continue to provide for the child(ren)'s safety, permanency and well-being.
 - a. Interview the relative/caregiver, child and other household members, when age and developmentally appropriate;
 - b. Ensure all information in the [Six \(6\), Twelve \(12\) or Thirty-Six \(36\) Month Review for Subsidy or Court Review form](#) is discussed;
 - c. Obtain verification regarding the child's income and/or information on new household members;
 - d. Contact collaterals including the school, health care providers, other service providers and other relevant parties to obtain/verify information.

Note: A release of information form must be signed by the relative/caregiver, if they have custody/guardianship, before any contact is made with collaterals.
3. Discuss the Terms and Conditions included in the ERR or RCS/SG/NRSG Application and Agreement with the relative/caregiver and request they sign and return to DFCS via mail, fax or email.
4. Notify the relative/caregiver that any new adult household members will need to be screened through agency systems **for ERR cases only**.
5. Inform the relative/caregiver that SSCM must staff re-approval with the Supervisor and that the SSCM will contact the relative/guardian after the staffing.
6. Upload the [Six \(6\), Twelve \(12\) or Thirty-Six \(36\) Month Review for Subsidy or Court Review form](#) and [ERR, RCS Renewal](#) or [SG/NRSG Application and Agreement](#) into External Documents in Georgia SHINES.

PRACTICE GUIDANCE

Renewal Assessment

When assessing the relative/caregiver to determine whether they continue to be qualified to provide care for the child, parental capacity and child vulnerabilities must be assessed to assure the child's safety, permanency and well-being. Also determine the following:

1. Are the child(ren)'s health and medical needs being met?
2. Are the child(ren)'s emotional needs being met?
3. Are the child(ren)'s educational needs being met?
4. Does the relative/caregiver ensure that the child receives appropriate services when there are identified needs?
5. Who cares for the child in the relative's/caregiver's absence?
6. Is the child thriving in the care of the relative/caregiver?
7. Is the living environment safe? Are there immediate threats or harm or emerging dangers?
8. Are there competing needs within the family, impacting the relative's/caregiver's ability to continue to provide appropriate care for the child?
9. Does the relative/caregiver continue to meet eligibility requirements for ERR, RCS, SG or NRSG?
10. What information was provided by collateral contacts (health provider, school officials, etc.) regarding child vulnerabilities and parental capacity?

FORMS AND TOOLS

Six (6), Twelve (12) or Thirty-Six (36) Month Review for Court or Subsidy Review Form

Enhanced Relative Rate Application and Agreement

Relative Care Subsidy Renewal Application and Agreement

Subsidized Guardianship or Non-Relative Subsidized Guardianship Application and Agreement

Sample Cover Letter for 6 Month Review

Sample Cover Letter to Custodian/Guardian for 12 or 36 Month Review

Sample ICPC Letter for Custodial/Subsidy Reviews