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| POLICY TRANSMITTAL NO. 04-56 | DATE: NOVEMBER 18, 2004 |
| CHILDREN & FAMILY SERVICES DIVISION | DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH |

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:75-13, Table of Contents; and 75-13-45.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

The revisions to Subchapter 13 of Chapter 75 set forth clothing allowance payments to foster resource families in an Oklahoma Department of Human Services (OKDHS) appendix to provide a mechanism for more expedient implementation of clothing allowance changes in the future.

340:75-13-45 is revised to: (1) move specified clothing allowances for children in paid kinship and foster family care to OKDHS Appendix C-20, Children and Family Services Division Rates Schedule, which sets forth rate payments in correspondence to the child's age; and (2) clarify one time startup and emergency authorizations for children in out-of-home care.

Original signed on 10-14-04

Linda Smith, Director
Children & Family Services Division

Larry Garrett, Interim Administrator
Office of Planning, Policy & Research

WF # 04-16 (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS as the rulemaking agency; the “2” specifies the Chapter number; and the “1” specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at (405) 521-3611.

REMOVE

340:75-13, Table of Contents

340:75-13-45

INSERT

340:75-13, Table of Contents, pages 1-3,
revised 11-4-04

340:75-13-45, pages 1-6, revised 11-4-04

**SUBCHAPTER 13. OTHER CHILD WELFARE SERVICES AND MEDICAL SERVICES
FOR CHILDREN IN OUT-OF-HOME CARE****PART 1. ELIGIBILITY FOR SUBSTITUTE CARE SERVICES AND CLAIMS FOR
PAYMENT**

- 340:75-13-1. Substitute care payments **[REVOKED]**
- 340:75-13-2. Child Welfare funds (Title IV-B) **[REVOKED]**
- 340:75-13-3. Initial eligibility for AFDC foster care funds **[REVOKED]**
- 340:75-13-4. Eligibility factors **[REVOKED]**
- 340:75-13-5. Continued eligibility for AFDC foster care funds **[REVOKED]**
- 340:75-13-6. Eligibility for AFDC upon return to own home **[REVOKED]**
- 340:75-13-7. Allowance claims
- 340:75-13-8. Students at Schools for the Deaf and the Blind
- 340:75-13-9. Birth verification
- 340:75-13-10. Social security number

PART 2. TITLE IV-E ELIGIBILITY AND REIMBURSABILITY

- 340:75-13-11. Title IV-E of the Social Security Act
- 340:75-13-12. IV-E applications
- 340:75-13-13. IV-E eligibility criteria
- 340:75-13-14. Income verification **[REVOKED]**
- 340:75-13-15. Initial eligibility determination
- 340:75-13-16. IV-E reimbursability
- 340:75-13-17. IV-E annual review
- 340:75-13-18. Minor parent and child in care
- 340:75-13-19. IV-E adoption assistance
- 340:75-13-20. Youth in the custody of OJA
- 340:75-13-21. Children in the custody of an Indian tribe
- 340:75-12-22. Trial home visit

PART 3. INCOME AND RESOURCES TO THE CHILD

- 340:75-13-25. Exploration of resources
- 340:75-13-26. Child support
- 340:75-13-27. Child support enforcement requirements
- 340:75-13-28. Social Security and Veteran's Administration (VA) benefits
- 340:75-13-29. Supplemental Security Income (SSI) - Disabled Children's Program (DCP)

PART 5. CLOTHING PURCHASES

- 340:75-13-45. Clothing purchases for children
- 340:75-13-46. Special services **[REVOKED]**

PART 7. MEDICAL SERVICES

- 340:75-13-60. Scope
- 340:75-13-61. Medical services to custody children in placement
- 340:75-13-62. Medical services to custody children in their own home
- 340:75-13-63. Prior authorization and claims procedures
- 340:75-13-64. Sources of funding
- 340:75-13-65. Consent for medical services
- 340:75-13-66. Consent for admission/treatment **[REVOKED]**
- 340:75-13-66.1. Admission to Children's Convalescent Center **[REVOKED]**
- 340:75-13-67. Consent for surgery **[REVOKED]**
- 340:75-13-68. Consent for DHS custody children in own or relative's homes **[REVOKED]**
- 340:75-13-69. Consent for DHS custody children in purchase of care facilities and residential treatment facilities **[REVOKED]**
- 340:75-13-70. Consent for DHS custody children in State Schools for the Mentally Retarded **[REVOKED]**
- 340:75-13-71. Children's Hospital of Oklahoma (CHO) **[REVOKED]**
- 340:75-13-72. Medical care unavailable locally **[REVOKED]**
- 340:75-13-73. Specialized medical facilities (Children's Convalescent Center, O'Donoghue Rehabilitation Center) **[REVOKED]**
- 340:75-13-74. Medical identification cards
- 340:75-13-75. Out-of-state Medicaid coverage
- 340:75-13-76. Medical categories **[REVOKED]**
- 340:75-13-77. Potential payment from third party sources
- 340:75-13-78. Third party liability, accident, or injury
- 340:75-13-79. Transportation and subsistence
- 340:75-13-80. Referral to the custody specialist for determination of medical eligibility
- 340:75-13-81. Organ donation and resuscitation efforts
- 340:75-13-82. Funeral expenses for custody children
- 340:75-13-83. Child Welfare Targeted Case Management

PART 9. INDEPENDENT LIVING [REVOKED]

- 340:75-13-95. Independent Living Initiative **[REVOKED]**
- 340:75-13-96. Preparation for adult life/independent living initiative **[REVOKED]**
- 340:75-13-97. Administration **[REVOKED]**
- 340:75-13-98. Eligibility **[REVOKED]**
- 340:75-13-99. Federal requirements **[REVOKED]**
- 340:75-13-100. Services **[REVOKED]**
- 340:75-13-101. Matrix of independent living initiative services **[REVOKED]**
- 340:75-13-102. Oklahoma Children's Initiative (OCI) **[REVOKED]**

PART 5. CLOTHING PURCHASES

340:75-13-45. Clothing purchases for children

(a) Clothing accompanies child. The Child Welfare (CW) worker obtains the child's clothing, and any other items that have personal meaning to the child, from the parent(s) at the time of initial placement in out-of-home care. Clothing purchased for or accompanying the child belongs to that child. The CW worker and placement provider ensure the clothing accompanies the child if the child moves from one placement to another. ■ 1

(b) Clothing purchase authorization amounts. The amounts designated as clothing authorizations are set out in Oklahoma Department of Human Services (OKDHS) Appendix C-20, Children and Family Services Division Rates Schedule, as amended from time to time, as approved by the Oklahoma Commission for Human Services.

(1) One time startup authorization. ■ 2

(A) A one time startup authorization is issued for a child at initial placement into:

(i) foster family care;

(ii) paid and non-paid kinship care;

(iii) therapeutic foster care (TFC); and

(iv) emergency foster care (EFC) after the child has been in care 30 days.

(B) Another one time startup authorization may be issued when OKDHS subsequently obtains custody of the child and the child reenters any of the placements listed in OAC 340:75-13-45(1)(A).

(2) Emergency clothing authorizations. Authorized staff in each county may provide emergency clothing authorizations not more than four times in any twelve-month period. An emergency clothing authorization may not be issued within 90 days of the issuance of a one time startup authorization or a previous emergency clothing authorization. ■ 2

(A) The child's CW worker requests an emergency clothing authorization four times a year for a child placed in a:

(i) non-paid kinship home;

(ii) non-funded group home;

(iii) Developmental Disabilities Services Division (DDSD) and CW grand-staffed placement, such as therapeutic community home, home with daily living supports, and agency companion home; or

(iv) psychiatric facility, such as acute or residential treatment center (RTC), in-state or out-of-state.

(B) Emergency authorizations may be provided for a child:

(i) initially placed into voluntary foster care, excluding voluntary care after the age of 18;

(ii) residing in youth services shelters without adequate clothing;

(iii) residing in OKDHS operated shelters in need of special sizes or articles of clothing not available in bulk purchase stock;

(iv) who lost clothing as a result of being absent without leave (AWOL) or a disaster, such as fire, flood, and similar natural disasters;

(v) placed into a new foster home who has been in continuous custody without sufficient clothing provided by the previous placement provider; ■ 1

(vi) leaving out-of-home care for independent living status;

(vii) returning from placement through Interstate Compact on the Placement of Children (ICPC), without sufficient clothing, into out-of-home placement;

(viii) placed for adoption without sufficient clothing. This does not include a child who is in a foster home where the foster parent is adopting the child;

(ix) who, due to special size or hard-to-fit clothing needs, requires additional clothing purchases;

(x) residing in an OKDHS operated group home, and, if applicable, her child; and

(xi) placed directly from inpatient psychiatric care into a DDSD home prior to the availability of Supplemental Security Income (SSI) benefits.

(3) **Clothing authorization process.** The designated staff at the local OKDHS office processes clothing authorizations through the AS400 Finance Division system. ■ 3 The authorization is provided to the placement provider who purchases the clothing through a vendor who accepts OKDHS authorizations. The vendor submits the authorization to OKDHS for payment.

(4) **Clothing.**

(A) The foster parent is responsible for providing adequate clothing for the child based on the child's needs, such as a minimum of a week's worth of clothing that is appropriate for the season and well-fitting. The foster parent maintains an inventory of clothing utilizing Form DCFS-118, Clothing Inventory. ■ 4 After the one time startup authorization, the clothing allowance is included in the monthly foster care reimbursement for a child who is in OKDHS custody and placed in a:

- (i) foster family home;
- (ii) paid kinship home; or
- (iii) specialized community home.

(B) Clothing is made available to a child while placed in EFC per the OKDHS contract and the clothing remains with the EFC agency.

(C) The clothing allowance is included in the daily reimbursement rates per the OKDHS contract for:

- (i) TFC; and
- (ii) funded OKDHS group homes and maternity homes.

(D) Clothing is purchased with SSI or Social Security Administration (SSA) benefits for a child who is in OKDHS custody and placed in a DDSD foster home or non-paid kinship home.

(5) **ICPC placements.** The clothing allowances for a child in OKDHS custody placed in foster care out-of-state through ICPC are:

- (A) included in the receiving state's monthly reimbursement; or
- (B) reimbursed by OKDHS when not included in the receiving state's monthly reimbursement. The foster parent may spend the equivalent of the monthly allowance, per OKDHS Appendix C-20. The foster parent obtains store receipts

with the store's name and address that clearly identifies the items purchased. The foster parent sends the receipts to Children and Family Services Division Administrative Services Unit, P.O. Box 25352, Oklahoma City, OK 73125. Finance Division issues a warrant to the foster parent.

(6) **Allowable clothing purchases.** Allowable purchases must meet the child's needs and include:

- (A) clothing;
- (B) shoes; and
- (C) disposable diapers.

(7) **Disallowable clothing purchases.** The items not appropriate to purchase with clothing authorizations are any non-clothing item, such as:

- (A) hair accessories;
- (B) jewelry;
- (C) cosmetics or personal grooming supplies;
- (D) athletic equipment;
- (E) any food item;
- (F) haircuts;
- (G) toys;
- (H) school supplies; and
- (I) non-prescription medication or supplies.

INSTRUCTIONS TO STAFF

1. **Insufficient clothing.** If a child moves from one foster family home to another without sufficient clothing, the Child Welfare (CW) worker completes Form DCFS-117, Report of Violation of Rules in an OKDHS Resource Home, and forwards the form to the assigned resource specialist.

- 2. Authorization monitoring. One time startup and emergency authorizations are closely monitored in each Field Operations Division (FOD) services area by designated staff.**

- 3. Authorization process. When the child is placed outside of the county of jurisdiction, the CW county of jurisdiction worker is responsible for obtaining clothing authorizations and providing the authorizations to the CW county of placement worker. Each county has a designated staff member who is authorized to provide one time startup and emergency clothing authorizations. These authorizations are obtained from the AS400 Finance Division system. Issuing an authorization via AS400 Finance system are detailed in (1) through (12).**
 - (1) Pull up the initial menu screen in Finance and select automated authorizations.**

 - (2) Select option 4 - Foster Care Clothing Authorizations Menu.**

 - (3) Select option 4 - Issue and Print Emergency and Start Up Clothing Authorization.**

 - (4) Enter E for emergency authorization or S for startup authorization in the first field.**

 - (5) Enter the child's last, first, and middle initial.**

 - (6) Enter the child's age in years.**

 - (7) Enter the child's KK number.**

 - (8) The vendor to whom the placement provider takes the authorization fills in the vendor number, name, and address fields.**

 - (9) The name of the person generating the automated authorization populates into the contact field along with the phone number. The authorization is signed in red ink. The file copy is filed in the child's case record.**

 - (10) Hit F5 to print the automated authorization.**

 - (11) If the designated staff is unable to process an authorization, the staff contacts the respective FOD services area office.**

(12) To end the authorization without printing, hit F3.

4. Clothing inventory. At each monthly visit, the CW worker discusses with the foster parent any concerns about the child's clothing. If the foster parent fails to provide adequate clothing, the CW worker completes and forwards Form DCFS-117 to the resource specialist.