

COSTAR – Relative Care

106.0 UNIFORM ACCOUNTING SYSTEM (UAS) CODES

UAS	DESCRIPTION	LAST UPDATE
542	Enhanced Relative Rate (ERR)	July 2019
548	Enhanced Relative (ERR-UC)	July 2019
550	Non-Relative Enhanced Subsidized Guardianship (NRESG) or Non-Relative Subsidized Guardianship (NRSG)	July 2016
552	Subsidized Guardianship and Enhanced Subsidized Guardianship	July 2019
553	Relative Care Subsidy (RCS)/Enhanced Relative Care Subsidy (ERCS) - NO NEW cases may be added to the RCS/ERCS program effective 1/1/14	July 2019

109.42 UAS Code – 542 (Eff. July 1, 2013)**PROGRAM NAME: Enhanced Relative Rate (ERR)****REFERENCES: Child Welfare Services Manual, Chapters 9 and 10**

PROGRAM PURPOSE: When funding is available, the Enhanced Relative Rate program provides financial support to relative caregivers who meet the TANF degree of relationship for the basic care of a related **child in the custody of DFCS placed** in their home.

COSTAR REPORTING – The reported client is the child.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS: The relative must have an approved Relative Care Assessment (RCA) on file, the child must be in the custody of DFCS, and there must be a completed, signed and approved ERR Application and Agreement in effect. **The child or children being placed must be U.S. citizens or legal permanent residents.**

Enhanced Relative Rate (ERR) – The Enhanced Relative Rate monthly supplement is based on the DFCS family foster care rates and the age of the child; see below for specific amounts.

PAYMENT REQUIREMENTS:**For the first subsidy payment:**

The Case Manager will obtain a complete, signed and dated Enhanced Relative Rate Application and Agreement form and submit it to Regional Accounting. Monthly ERR payments begin the 1st day of the following month after approval of the ERR Application and Agreement as long as all other eligibility criteria are met. A caregiver may not receive an ERR subsidy and foster care per diem in the same month.

The Case Manager will need to end the foster care placement and payment of care and add new ERR placement and payment of care detail screens in the Shines system. The County Resource Maintainer may need to add a new Resource to Shines. A Relative Contract Request Form should be submitted to the Contract Maintainer in Regional Accounting requesting that the Enhanced Relative Rate Contract be added to Shines.

For regular monthly subsidy payments:

The regional accounting office will email the Relative Care Per Diem Report **to a designated Case Manager by the 15th of each month to validate the next month's payments.** The Case Manager should review each child on the per diem report to determine if the child remains eligible to receive the subsidy and place their initials beside each child's name on the excel spreadsheet indicating payment approval. The Case Manager will also make any needed additions, deletions or changes to the EXCEL report (noting them on the excel spreadsheet or in an email), then forward the EXCEL document to their Supervisor; the Supervisor will perform a final review then email the approved report to Regional Accounting by the last working day of the month. The original reports are to be maintained at the county DFCS offices.

UAS 542 (continued)

If the 12 month subsidy review is not completed, the subsidy payment will be suspended until it is completed. Regional Accounting will not enter a manual invoice in Shines or process any subsidy payment until confirmation is received from the Case Manager that the review has been completed and updated in SHINES.

Payment for accurate SHINES invoices will be submitted for processing by the 12th of each month. All other invoices will be processed within 5 business days upon correction.

Clothing and medical expenses may be paid as a state reimbursable item for any child in DFCS custody even if the caregiver is not receiving a subsidy.

An Authorization for Disbursement Form or Foster Care Invoice (form 526), with appropriate documentation attached, must be sent to accounting when requesting reimbursement for clothing or medical expenses to be paid for a child placed with a relative caregiver.

Rates increase when a child turns 6 and 13, their new rate takes effect the first day of the following month. (Example: child turns 6 on October 4th; new rate would start November 1st.)

Supplemental Supervision: For children in DFCS custody placed in a relative home, the relative caregiver must apply for child care through CAPS and must meet the CAPS requirements. If the relative caregiver does not meet CAPS criteria, a state waiver is required to use entitlement code 17. WAIVER requests should be sent to Dfcs-waivers@dhs.ga.gov.

Costs of obtaining background fingerprint checks for prospective relative caregivers and other household members 18 years of age or older **are paid directly to GBI, if using LIVESCAN, under program #531**. However, the results of the fingerprint check must be satisfactory in order for the family to be considered as Relative Caregivers.

Payments may continue as long as funds are available, up until the child reaches age 18 or until the child's 19th birthday if the child is still enrolled and participating in a public or private school system, registered home study program or accredited GED course.

The legal county of the child shall make subsidy payments if a family moves to another county or state as long as all eligibility criteria are met. Georgia will continue to be responsible for subsidy payments for eligible children as long as a Georgia court retains legal jurisdiction and the child remains eligible.

Refer to Policy #10.8 of the Child Welfare Services Manual for details on suspension, termination and reinstatement of terminated subsidy payments, as well as recoupment and repayment of overpayments.

Restricted Funds: If DFCS receives financial support (e.g., SSI, RSDI or child support) for a child that is in DFCS custody, the child's financial support funds will be used to offset the child's Enhanced Relative Rate Subsidy.

NOTE: See Restricted Fund – Children Policy #2403 for specific instructions on how to properly account for the funds.

UAS 542 (continued)

NOTE: A P-Card may be used by a Case Manager to purchase clothing for a child in DFCS custody, but the expenditure cannot be charged against federal or state funds; county funds will have to be utilized. If needed, caregivers are allowed to request an advance for clothing which may then be reimbursed by federal or state funds. (See Policy #2301.3 - Foster Parent Advance on FFS Website)

NOTE: County staff should direct all questions to their Regional Field Program Specialists (FPS); if further assistance is needed the FPS should contact the Policy unit at PPDUnit@dhs.ga.gov or the Placement and Permanency Services Director at Tammy.Reed@dhs.ga.gov.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS												
00a	Birth Certificates													
00c	Putative Father Register Search	Payable to Vital Records https://dph.georgia.gov/putative-father-registry												
00d	Other	Expenses that do not fall under a designated entitlement code for 100% state funding.												
01	Enhanced Relative Rate Payments	<p>Payments to relative caregiver to defray expenses related to the child's care and well-being.</p> <p>Monthly Rate Effective July 1, 2019:</p> <table> <tr> <td>Child age birth through 5</td> <td>\$705.97</td> </tr> <tr> <td>Child age 6 through 12</td> <td>\$754.33</td> </tr> <tr> <td>Child age 13 and older</td> <td>\$812.73</td> </tr> </table> <p>Monthly Rate Effective July 1, 2018:</p> <table> <tr> <td>Child age birth through 5</td> <td>\$675.55</td> </tr> <tr> <td>Child age 6 through 12</td> <td>\$723.91</td> </tr> <tr> <td>Child age 13 and older</td> <td>\$782.31</td> </tr> </table>	Child age birth through 5	\$705.97	Child age 6 through 12	\$754.33	Child age 13 and older	\$812.73	Child age birth through 5	\$675.55	Child age 6 through 12	\$723.91	Child age 13 and older	\$782.31
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UAS 542 (continued)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
04	Initial Clothing	<p>May be purchased during the first 6 months of a child's initial placement in care according to established amounts.</p> <p>May be a one-time expenditure or spent in increments. Exceptions granted via written waiver by County Director or Designee.</p> <p>Effective July 2016 - \$311 for birth through age 12 and \$415 for youth age 13 and over.</p> <p>Effective July 2014 - \$306 for birth through age 12 and \$409 for youth age 13 and over.</p> <p>Effective July 2013 - \$206 for birth through age 12 and \$309 for youth age 13 and over.</p>
05	Annual Clothing	<p>May be a one-time expenditure or spent in incremental amounts during a fiscal year, but it cannot be claimed during the calendar year that the child entered care.</p> <p>Effective July 2016 – Annual clothing allowance is an expenditure of \$415.</p> <p>Effective July 2014 – Annual clothing allowance is an expenditure of \$409.</p> <p>Effective July 2013 - Annual clothing allowance is an expenditure of \$309.</p>
10a	Unusual Medical	<p>Maximum state funds used for Unusual Medical is \$5,000.00</p> <p>Waivers: The Regional Director can approve Unusual Medical expenses for children in custody above the \$5,000.00 limit not covered by Medicaid or any other funding source;</p> <p>Examples: Treatment for head lice, glasses or contact lenses</p>

UAS Code 542 (continued)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
10b	Unusual Dental	<p>Maximum state funds used for Unusual Dental is \$5,000.00</p> <p>Braces are covered under this code. Case Manager should obtain an official estimate of the treatment cost on the orthodontist’s letterhead. Payments, including initial up-front cost, can be paid by the orthodontist standard rate schedule. The entire orthodontic treatment cost should NOT be paid in full; this will ensure that payments are made only for services provided.</p> <p>The Authorization for Disbursement should request payments be made directly to the orthodontist, not the relative caregiver.</p>
10c	Interstate Travel	<p>ICPC authorized travel expenses for the child only with an Interstate Travel Waiver.</p>
10d	Burial	<p>Maximum state funds used for burial expense - \$5,000 (The County Director/ Designee may grant a waiver to exceed the state’s maximum amount.)</p>
11	Child Restraint Devices (CRDs)	<ul style="list-style-type: none"> • MAXIMUM amount is \$125 • Purchased in accordance with state law for a specific child from birth to eight years of age. The CRD then belongs to that child. • The CRDs are reimbursed from state funds when purchased for a specific child by the foster parent. If Agency purchases the CRD and is not for a specific child, the expense must be paid from regular operating funds. • Children age 8 and older who are small for their age, i.e., weighing under 80 pounds and/or under 4’9” in height, should use a booster seat instead of a lap/shoulder belt restraint system. • The County Director can authorize a waiver for the age requirement and to purchase a booster seat for the safety needs of a child. Copy of waiver should be sent with payment request to accounting.

UAS Code 542 (continued)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
17	Supplemental Supervision – Less than 24 hours per day	<p>Childcare for a child placed in a regular or relative home when irregular or temporary childcare is needed, or the child is placed in a Family Foster Home outside Georgia, or special circumstances exist. A state waiver is required. Send WAIVER request to Dfcs-waivers@dhs.ga.gov.</p> <p>(A registration fee for childcare may also be charged here.)</p>
99	Written Waiver Item	<p>Expenditure authorized by a written waiver. Please send WAIVER requests to Dfcs-waivers@dhs.ga.gov</p>

109.43 UAS Code – 548 (Eff. July 1, 2010) – 100% State Funded

PROGRAM NAME: Enhanced Relative Rate (ERR -UC) – Undocumented Children in Care

REFERENCES: Child Welfare Services Manual, Chapters 9 and 10

PROGRAM PURPOSE: When funding is available, the Enhanced Relative Rate for undocumented children program provides financial support to relative caregivers who meet the TANF degree of relationship and are U. S. citizens or legal permanent residents for the basic care of a related child in the custody of DFCS placed in their home.

COSTAR REPORTING – The reported client is the child.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS: The relative must have an approved Relative Care Assessment (RCA) on file, the child must be in the custody of DFCS, and there must be a completed, signed and approved ERR Application and Agreement in effect. **The relative caregivers must be U.S. citizens or legal permanent residents.**

NOTE: If permanent guardianship is transferred to the relative, in order to meet eligibility criteria for a subsidy, the child or children must be U.S. citizens or legal permanent residents.

Enhanced Relative Rate – Undocumented Children (ERR-UC) – The Enhanced Relative Rate for Undocumented Children’s monthly supplement is based on the DFCS family foster care rates and the age of the child; see below for specific amounts.

PAYMENT REQUIREMENTS:

For the first subsidy payment:

The Case Manager will obtain a complete, signed and dated Enhanced Relative Rate Application and Agreement form and submit it to Regional Accounting. Monthly ERR-UC payments begin the 1st day of the following month after approval of the ERR Application and Agreement as long as all other eligibility criteria are met. A caregiver may not receive an ERR subsidy and foster care per diem in the same month.

The Case Manager will need to end the foster care placement and payment of care and add new ERR-UC placement and payment of care detail screens in the SHINES system. The County Resource Maintainer may need to add a new Resource to Shines. A Relative Contract Request Form should be submitted to the Contract Maintainer in Regional Accounting requesting that the Enhanced Relative Rate – UC Contract be added to Shines.

For regular monthly subsidy payments:

The regional accounting office will email the Relative Care Per Diem Report to a designated Case Manager by the 15th of each month to validate the next month's payments. The Case Manager should review each child on the per diem report to determine if the child remains eligible to receive the ERR-UC subsidy and place their initials beside each child's name on the excel spreadsheet indicating payment approval. The Case Manager will also make any needed additions, deletions or changes to the EXCEL report (noting them on the excel spreadsheet or in an email), then forward the EXCEL document to their Supervisor; the Supervisor will perform a final review then email the approved report to Regional Accounting by the last working day of the month. The originals are to be maintained at the county DFCS offices.

If the 12 month subsidy review is not completed, the subsidy payment will be suspended until it is completed. Regional Accounting will not enter a manual invoice in Shines or process any subsidy payment until confirmation is received from the Case Manager that the review has been completed and updated in SHINES.

Payment for accurate SHINES invoices will be submitted for processing by the 12th of each month. All other invoices will be processed within 5 business days upon correction.

Clothing and medical expenses may be paid as a state reimbursable item for any child in DFCS custody even if the caregiver is not receiving a subsidy.

An Authorization for Disbursement Form or Foster Care Invoice (form 526), with appropriate documentation attached, must be sent to accounting when requesting reimbursement for clothing or medical expenses to be paid for a child placed with a relative caregiver.

Rates increase when a child turns 6 and 13, their new rate takes effect the first day of the following month. (Example: child turns 6 on October 4th; new rate would start November 1st.)

Supplemental Supervision: For children in DFCS custody, but placed in a relative home, the relative caregiver must apply for child care through CAPS and must meet the CAPS requirements. If the relative caregiver does not meet CAPS criteria, a state waiver is required to use entitlement code 17. Please send WAIVER requests to Dfcs-waivers@dhs.ga.gov.

Costs of obtaining background fingerprint checks for prospective relative caregivers and other household members 18 years of age or older is **paid directly to GBI, if using LIVESCAN, under program #531**. However, the results of the fingerprint check must be satisfactory in order for the family to be considered as Relative Caregivers.

Payments may continue through the month of the 18th birthday as long as funds are available, if the child is still enrolled and participating in a public or private school system, registered home study program or accredited GED course. There are no exceptions and payments must stop upon an undocumented youth turning 18 years of age.

The legal county of the child shall make subsidy payments if a family moves to another county or state as long as all eligibility criteria are met. Georgia will continue to be responsible for subsidy payments for eligible children as long as a Georgia court retains legal jurisdiction and the child remains eligible.

Refer to Policy #10.8 of the Child Welfare Services Manual for details on suspension, termination and reinstatement of terminated subsidy payments, as well as recoupment and repayment of overpayments.

Restricted Funds: If DFCS receives financial support (e.g., SSI, RSDI or child support) for a child that is in DFCS custody, the child’s financial support funds will be used to offset the child’s Enhanced Relative Rate Subsidy-Undocumented Children.

NOTE: See Restricted Fund – Children Policy #2403 for specific instructions on how to properly account for the funds.

NOTE: A P-Card may be used by a Case Manager to purchase clothing for a child in DFCS custody, but the expenditure cannot be charged against federal or state funds; county funds will have to be utilized. If needed, caregivers are allowed to request an advance for clothing which may then be reimbursed by federal or state funds. (See Policy #2301.3 - Foster Parent Advance on FFS Website)

NOTE: County staff should direct all questions to their Regional Field Program Specialists (FPS); if further assistance is needed the FPS should contact the Policy unit at PPDUnit@dhs.ga.gov or the Placement and Permanency Services Director at Tammy.Reed@dhs.ga.gov.

ALLOWABLE ENTITLEMENT CODES

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00c	Putative Father Register Search	Payable to Vital Records https://dph.georgia.gov/putative-father-registry												
00d	Other	Expenses that do not fall under a designated entitlement code for 100% state funding.												
01	Enhanced Relative Rate-Undocumented Children (ERR-UC) Payments	<p>Payments to relative caregiver to defray expenses related to the child’s care and well-being.</p> <p>Monthly Rate Effective July 1, 2019:</p> <table> <tr> <td>Child age birth through 5</td> <td>\$705.97</td> </tr> <tr> <td>Child age 6 through 12</td> <td>\$754.33</td> </tr> <tr> <td>Child age 13 and older</td> <td>\$812.73</td> </tr> </table> <p>Monthly Rate Effective July 1, 2018:</p> <table> <tr> <td>Child age birth through 5</td> <td>\$675.55</td> </tr> <tr> <td>Child age 6 through 12</td> <td>\$723.91</td> </tr> <tr> <td>Child age 13 and older</td> <td>\$782.31</td> </tr> </table>	Child age birth through 5	\$705.97	Child age 6 through 12	\$754.33	Child age 13 and older	\$812.73	Child age birth through 5	\$675.55	Child age 6 through 12	\$723.91	Child age 13 and older	\$782.31
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Program 548 (continued)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
04	Initial Clothing	<p>May be purchased during the first 6 months of a child’s initial placement in care according to established amounts.</p> <p>May be a one-time expenditure or spent in increments. Exceptions granted via written waiver by County Director or Designee.</p> <p>Effective July 2016 - \$311 for birth through age 12 and \$415 for youth age 13 and over.</p> <p>Effective July 2014 - \$306 for birth through age 12 and \$409 for youth age 13 and over.</p> <p>Effective July 2013 - \$206 for birth through age 12 and \$309 for youth age 13 and over.</p>
05	Annual Clothing	<p>May be a one-time expenditure or spent in incremental amounts during a fiscal year, but it cannot be claimed during the calendar year that the child entered care.</p> <p>Effective July 2016 – Annual clothing allowance is an expenditure of \$415.</p> <p>Effective July 2014 – Annual clothing allowance is an expenditure of \$409.</p> <p>Effective July 2013 - Annual clothing allowance is an expenditure of \$309.</p>
10a	Unusual Medical	<p>Maximum state funds used for Unusual Medical is \$5,000.00</p> <p>Waivers: The Regional Director can approve Unusual Medical expenses for children in custody above the \$5,000.00 limit not covered by Medicaid or any other funding source;</p> <p>Examples: Treatment for head lice, glasses or contact lenses</p>

Program 548, continued

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
10b	Unusual Dental	<p>Maximum state funds used for Unusual Dental is \$5,000.00</p> <p>Braces are covered under this code. Case Manager should obtain an official estimate of the treatment cost on the orthodontist’s letterhead. Payments, including initial up-front cost, can be paid by the orthodontist standard rate schedule. The entire orthodontic treatment cost should NOT be paid in full; this will ensure that payments are made only for services provided.</p> <p>The Authorization for Disbursement should request payments be made directly to the orthodontist, not the relative caregiver.</p>
10c	Interstate Travel	ICPC authorized travel expenses for the child only with an Interstate Travel Waiver.
10d	Burial	Maximum state funds used for burial expense - \$5,000 (The County Director/ Designee may grant a waiver to exceed the state’s maximum amount.)
17	Supplemental Supervision – Less than 24 hours per day	<p>Childcare for a child placed in a regular or relative home when irregular or temporary childcare is needed, or the child is placed in a Family Foster Home outside Georgia, or special circumstances exist. A state waiver is required. Please send WAIVER request to Dfcs-waivers@dhs.ga.gov</p> <p>(A registration fee for childcare may also be charged here.)</p>
99	Written Waiver Item	Expenditure authorized by a written waiver. Please send WAIVER requests to Dfcs-waivers@dhs.ga.gov

109.550 UAS Code – 550

PROGRAM NAME: Non-Relative Enhanced Subsidized Guardianship (NRESG) or Non-Relative Subsidized Guardianship (NRSNG) (Effective December 1, 2006)

REFERENCES: Child Welfare Services Manual, Chapters 9 and 10

PROGRAM PURPOSE: When funding is available, the Non-relative Subsidized Guardianship and Non-Relative Enhanced Subsidized Guardianship program enables the Department to provide financial assistance to a non-relative who does not meet the TANF degree of relationship that have obtained permanent guardianship of a child who was in DFCS custody.

COSTAR REPORTING – The reported client is the child.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS: **Effective August 1, 2014, the child must have resided with the caregiver for at least 6 months while in DFCS custody before guardianship can be transferred.** Prior to August 1, 2014, the Non-relative Subsidized Guardianship or Non-Relative Enhanced Subsidized Guardianship programs may be considered for a non-relative caregiver after a child has been in the custody of DFCS for a minimum of twelve months.

NOTE: **Effective August 1, 2014, DFCS shall not initiate guardianship payments until permanent guardianship is transferred to the caregiver.** Prior to August 1, 2014, Non-relative caregivers may receive subsidy payments for up to six months prior to the guardianship being finalized, and if not finalized within those six months, payments will be suspended beginning the first day of the seventh month until the guardianship is finalized.

An approved Relative Care Assessment (RCA) must be on file for the Caregiver(s), the income of the child (excluding the child's wages) must be less than the amount of the subsidy, and there must be a completed, signed and approved NRSNG Application and Agreement in effect. **The child or children must be U.S. citizens or legal permanent residents.**

The child must have been in the custody of Georgia DFCS when permanent guardianship was transferred, non-reunification must have been granted, and the caregiver must have been granted permanent guardianship until age 18.

In order for the caregiver to be eligible for a subsidy, the child's income, excluding a child's wages, cannot be more than the subsidy which the caregiver may be entitled to.

Program 550, continued**PAYMENT REQUIREMENTS –****For the first subsidy payment:**

The Case Manager will obtain a complete, signed and dated Non-Relative Subsidized Guardianship Application and Agreement form and submit it to Regional Accounting. Monthly payments begin the 1st day of the following month after the Agency receives and approves the Agreement from the caregivers. Effective August 1, 2014 monthly payments begin the 1st day of the month following the transfer of permanent guardianship as long as all other eligibility criteria are met.

The Case Manager will need to end the foster care placement and payment of care and add new NRESG placement and payment of care detail screens in the Shines system. The County Resource Maintainer may need to add a new Resource to Shines. A Relative Contract Request Form should be submitted to the Contract Maintainer in Region Accounting requesting that the NRESG Contract be added to Shines.

For regular monthly subsidy payments:

The regional accounting office will email the Relative Care Per Diem Report **to a designated case manager by the 15th of each month to validate the next month's payments. The case manager should review each child on the per diem report to determine if the child remains eligible to receive the subsidy and place their initials beside each child's name on the excel spreadsheet indicating payment approval. The case manager will also make any needed additions, deletions or changes to the EXCEL report (noting them on the excel spreadsheet or in an email), then forward the EXCEL document to their supervisor; the supervisor will perform a final review then email the approved report to Regional Accounting by the last working day of the month.** The originals are to be maintained at the county DFCS offices.

If the required six or twelve month subsidy review is not completed, the subsidy payment(s) will be suspended until it is completed. Regional Accounting will not enter a manual invoice in Shines or process any subsidy payment until confirmation is received from the Case Manager that the review has been completed and updated in SHINES.

Payment for accurate SHINES invoices will be submitted for processing by the 12th of each month. All other invoices will be processed within 5 business days upon correction.

Rates increase when a child turns 6 and 13, their new rate takes effect the first day of the following month. (Example: child turns 6 on October 4th; new rate would start November 1st.)

Supplemental Supervision: The non-relative caregiver must apply for child care through CAPS. If the caregiver is not eligible for CAPS, the DFCS office can only pay for supplemental supervision with county funds. Children that are not in DFCS custody are not eligible for child care using state funds.

Costs for obtaining background fingerprint checks for prospective non-relative caregivers and other household members 18 years of age or older **is paid directly to GBI, if using LIVESCAN, under program #531.** However, the results of the fingerprint check must be satisfactory in order for the family to be considered as Non-Relative Caregivers.

Program 550, continued

Birth Certificates should be obtained by the case manager while the child is in DFCS custody. After guardianship is finalized, the purchase of birth certificates is the responsibility of the guardian.

Payments may continue as long as funds are available, up until the child reaches age 18 or until the child's 19th birthday if the child is still enrolled and participating in a public or private school system, registered home study program or accredited GED course.

The legal county of the child shall make subsidy payments if a family moves to another county or state as long as all eligibility criteria are met. Georgia will continue to be responsible for subsidy payments for eligible children as long as a Georgia court retains legal jurisdiction and the child remains eligible.

Refer to Child Welfare Policy Number 10.8 for details regarding suspension, termination and reinstatement of terminated subsidy payments, as well as recoupment and repayment of overpayments.

Restricted Funds: If DFCS receives financial support (e.g., SSI, RSDI or child support) for a child that is in DFCS custody, the child's financial support funds will be used to offset the child's Non-Relative Subsidized Guardianship (NRESG and NRSRG).

After permanent guardianship has been granted, the child's financial support payments should be carefully reviewed to determine if they are current or arrears. If the payments are for current months and equal or exceed the amount of the subsidy, the child is not eligible for the subsidy payments and the caseworker should suspend or terminate the case, depending on the circumstances. Arrearage support payments should be used against the child's expenditures that were incurred while in DFCS custody.

NOTE: See Restricted Fund – Children Policy #2403 for specific instructions on how to properly account for the funds.

NOTE: Policy does not allow a guardian to request to be changed to the enhanced rate after the agreement for the regular rate has been executed. Only if custody is changed, which then requires a new agreement be signed, may the rate potentially change. If the new agreements are not signed timely, a disruption in payments to the family could occur.

NOTE: County staff should direct all questions to their Regional Field Program Specialists (FPS); if further assistance is needed the FPS should contact the Policy unit at PPPDUnit@dhs.ga.gov or the Placement and Permanency Services Director at Tammy.Reed@dhs.ga.gov.

Program 550, continued

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS												
01	Non-Relative Enhanced Subsidized Guardianship Payments	<p>Payments to caregiver to defray expenses related to the child’s care and well-being.</p> <p>Monthly Rate Effective July 1, 2016:</p> <table border="0"> <tr> <td>Child age birth through 5</td> <td style="text-align: right;">\$371.40</td> </tr> <tr> <td>Child age 6 through 12</td> <td style="text-align: right;">\$419.88</td> </tr> <tr> <td>Child age 13 and older</td> <td style="text-align: right;">\$478.22</td> </tr> </table> <p>Monthly Rate Effective July 1, 2013:</p> <table border="0"> <tr> <td>Child age birth through 5</td> <td style="text-align: right;">\$365.91</td> </tr> <tr> <td>Child age 6 through 12</td> <td style="text-align: right;">\$413.67</td> </tr> <tr> <td>Child age 13 and older</td> <td style="text-align: right;">\$471.15</td> </tr> </table>	Child age birth through 5	\$371.40	Child age 6 through 12	\$419.88	Child age 13 and older	\$478.22	Child age birth through 5	\$365.91	Child age 6 through 12	\$413.67	Child age 13 and older	\$471.15
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Child age 6 through 12	\$419.88													
Child age 13 and older	\$478.22													
Child age birth through 5	\$365.91													
Child age 6 through 12	\$413.67													
Child age 13 and older	\$471.15													
81	Non-Relative Subsidized Guardianship Payments	<p>Effective August 1, 2014 no new cases may be initiated at this rate:</p> <p>Monthly Rate Effective July 1, 2013: \$313.30</p> <p>Monthly Rate Effective July 1, 2007: \$304.17</p>												
99	Written Waiver Item	<p>Expenditure authorized by a written waiver. Please send WAIVER requests to Dfcs-waivers@dhs.ga.gov</p>												

109.552 UAS Code – 552

PROGRAM NAME: Subsidized Guardianship (SG) and Enhanced Subsidized Guardianship (ESG) (Effective July 1, 2005)

REFERENCES: Child Welfare Services Manual, Chapters 9 and 10

PROGRAM PURPOSE: When funding is available, Subsidized Guardianship and Enhanced Subsidized Guardianship programs enable the Department to provide financial assistance to relative caregivers who meet the TANF degree of relationship that have obtained permanent guardianship of a child who was in DFCS custody.

COSTAR REPORTING – The reported client is the child.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS: **Effective August 1, 2014, the child must have resided with the caregiver for at least 6 months while in DFCS custody before guardianship can be transferred.** Prior to August 1, 2014, the Subsidized Guardianship or Enhanced Subsidized Guardianship programs may be considered for a relative caregiver after a child has been in the custody of DFCS for a minimum of twelve months.

NOTE: **Effective August 1, 2014, DFCS shall not initiate guardianship payments until permanent guardianship is transferred to the caregiver.** Prior to August 1, 2014, relative care givers may receive subsidy payments for up to six months prior to the guardianship being finalized, and if not finalized within those six months, payments will be suspended beginning the first day of the seventh month until the guardianship is finalized.

There must be an approved Relative Care Assessment (RCA) on file, the income of the child (excluding the child's wages) must be less than the amount of the subsidy, and there must be a completed, signed and approved SG Application and Agreement in effect. **The child or children must be U.S. citizens or legal permanent residents.**

The child must have been in the custody of Georgia DFCS when permanent guardianship was transferred, non-reunification must have been granted, and the caregiver must have been granted permanent guardianship until age 18.

In order for the caregiver to be eligible for a subsidy, the child's income, excluding a child's wages, cannot be more than the subsidy which the caregiver may be entitled to.

Program 552, continued**PAYMENT REQUIREMENTS –****For the first subsidy payment:**

The Case Manager will obtain a complete, signed and dated Subsidized Guardianship Application and Agreement Form and submit it to Regional Accounting. Monthly payments begin the 1st day of the following month after the Agency receives and approves the agreement from the relatives. Effective August 1, 2014 monthly payments begin the 1st day of the month following the transfer of permanent guardianship as long as all other eligibility criteria are met.

The Case Manager will need to end the foster care placement and payment of care and add new ESG placement and payment of care detail screens in the Shines system. The County Resource Maintainer may need to add a new Resource to Shines. A Relative Contract Request Form should be submitted to the Contract Maintainer in Region Accounting requesting that the ESG Contract be added to Shines.

For regular monthly subsidy payments:

The regional accounting office will email the Relative Care Per Diem Report **to a designated case manager by the 15th of each month to validate the next month's payments. The case manager should review each child on the per diem report to determine if the child remains eligible to receive the SG subsidy and place their initials beside each child's name on the excel spreadsheet indicating payment approval. The case manager will also make any needed additions, deletions or changes to the EXCEL report (noting them on the excel spreadsheet or in an email), then forward the EXCEL document to their supervisor; the supervisor will perform a final review then email the approved report to Regional Accounting by the last working day of the month.** The originals are to be maintained at the county DFCS offices.

If the required six or twelve month subsidy review is not completed, the subsidy payment(s) will be suspended until it is completed. Regional Accounting will not enter a manual invoice in Shines or process any subsidy payment until confirmation is received from the Case Manager that the review has been completed and updated in SHINES.

Payment for accurate SHINES invoices will be submitted for processing by the 12th of each month. All other invoices will be processed within 5 business days upon correction.

Rates increase when a child turns 6 and 13, their new rate takes effect the first day of the following month. (Example: child turns 6 on October 4th; new rate would start November 1st.)

Supplemental Supervision: The relative caregiver must apply for child care through CAPS. If the caregiver is not eligible for CAPS, the DFCS office can only pay for supplemental supervision with county funds. Children that are not in DFCS custody are not eligible for child care using state funds.

Costs for obtaining background fingerprint checks for prospective relative caregivers and other household members 18 years of age or older **is paid directly to GBI, if using LIVESCAN, under program #531.** However, the results of the fingerprint check must be satisfactory in order for the family to be considered as Relative Caregivers.

Program 552, continued

Birth Certificates should be obtained by the caseworker while the child is in DFCS custody. After guardianship is finalized, the purchase of birth certificates is the responsibility of the guardian.

Payments may continue, as long as funds are available, up until the child reaches age 18 or until the child's 19th birthday if the child is still enrolled and participating in a public or private school system, registered home study program or accredited GED course.

The legal county of the child shall make subsidy payments if a family moves to another county or state as long as all eligibility criteria are met. Georgia will continue to be responsible for subsidy payments for eligible children as long as a Georgia court retains legal jurisdiction and the child remains eligible.

Refer to Child Welfare Policy Number 10.8 for details regarding suspension, termination and reinstatement of terminated subsidy payments, as well as recoupment and repayment of overpayments.

Restricted Funds: If DFCS receives financial support (e.g., SSI, RSDI or child support) for a child that is in DFCS custody, the child's financial support funds will be used to offset the child's Subsidized Guardianship (ESG and SG).

After permanent guardianship has been granted, the child's financial support payments should be carefully reviewed to determine if they are current or arrears. If the payments are for current months and equal or exceed the amount of the subsidy, the child is not eligible for the subsidy payments and the caseworker should suspend or terminate the case, depending on the circumstances. Arrearage support payments should be used against the child's expenditures that were incurred while in DFCS custody.

NOTE: See Restricted Fund – Children Policy #2403 for specific instructions on how to properly account for the funds.

NOTE: Policy does not allow a guardian to request to be changed to the enhanced rate after the agreement for the regular rate has been executed. Only if custody is changed, which then requires a new agreement be signed, may the rate potentially change. If the new agreements are not signed timely, a disruption in payments to the family could occur.

NOTE: County staff should direct all questions to their Regional Field Program Specialists (FPS); if further assistance is needed the FPS should contact the Policy unit at PPDUnit@dhs.ga.gov or the Placement and Permanency Services Director at Tammy.Reed@dhs.ga.gov.

Program 552, continued

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS												
01	Enhanced Subsidy Guardianship Payments	<p>Payments to relative caregiver to defray expenses related to the child's care and well-being.</p> <p>Monthly Rate Effective July 1, 2019:</p> <table border="0"> <tr> <td>Child age birth through 5</td> <td>\$705.97</td> </tr> <tr> <td>Child age 6 through 12</td> <td>\$754.33</td> </tr> <tr> <td>Child age 13 and older</td> <td>\$812.73</td> </tr> </table> <p>Monthly Rate Effective July 1, 2018:</p> <table border="0"> <tr> <td>Child age birth through 5</td> <td>\$675.55</td> </tr> <tr> <td>Child age 6 through 12</td> <td>\$723.91</td> </tr> <tr> <td>Child age 13 and older</td> <td>\$782.31</td> </tr> </table>	Child age birth through 5	\$705.97	Child age 6 through 12	\$754.33	Child age 13 and older	\$812.73	Child age birth through 5	\$675.55	Child age 6 through 12	\$723.91	Child age 13 and older	\$782.31
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Child age 13 and older	\$782.31													
81	Subsidized Guardianship Payments	<p>Monthly Rate Effective July 1, 2019: \$647.88</p> <p>Monthly Rate Effective July 1, 2018: \$617.46</p> <p>Monthly Rate Effective July 1, 2017: \$465.38</p> <p>Effective August 1, 2014 no new cases may be initiated at this rate.</p>												
99	Written Waiver Item	<p>Expenditure authorized by a written waiver. Please send WAIVER requests to Dfcs-waivers@dhs.ga.gov</p>												

109.53 UAS Code – 553 (Eff. January 1, 2014)**PROGRAM NAME - Relative Care Subsidy (RCS)/Enhanced Relative Care Subsidy (ERCS)****REFERENCES: Social Services Manual, Relative Care Section 1004****PROGRAM PURPOSE –**

NOTE: Effective January 1, 2014, the Juvenile Code of Georgia no longer recognizes permanent custody to a relative as a permanent placement; therefore, **NO NEW cases may be added to the RCS/ERCS program effective January 1, 2014.** Relatives eligible for a subsidy payment prior to January 1, 2014 will continue to be eligible. Any deviation from this policy requires a waiver from the State Office; waiver requests should be emailed to Dfcs-waivers@dhs.ga.gov.

The Relative Care Subsidy/Enhanced Relative Care Subsidy program enables the Department to provide financial support for children transferred by the courts from the temporary legal custody of the Department to the permanent custody of an approved relative caregiver who meets the TANF degree of relationship. The purpose of RCS/ERCS is to financially assist relatives providing a permanent home for a child formerly in agency custody. The RCS/ERCS payments are available to help defray basic expenses that, otherwise, may jeopardize the child's opportunity to experience permanency. Subsidy payments must be used for the child's needs or expenses.

COSTAR REPORTING – The reported client is the child.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS: The **Relative/Enhanced Relative Care Subsidy (RCS/ERCS)** provides financial support to assist relative caregivers with the basic care of a related child placed in their home. The relative must have an approved Relative Care Assessment (RCA), and the child must be in their custody.

Case managers should notify accounting upon receipt of the court order changing custody.

PAYMENT REQUIREMENTS –

For regular monthly subsidy payments:

The regional accounting office will email the Relative Care Per Diem Report **to a designated case manager by the 15th of each month to validate the next month's payments. The case manager should review each child on the per diem report to determine if the child remains eligible to receive the subsidy and place their initials beside each child's name on the excel spreadsheet indicating payment approval. The case manager will also make any needed additions, deletions or changes to the EXCEL report (noting them on the excel spreadsheet or in an email), then forward the EXCEL document to their supervisor; the supervisor will perform a final review then email the approved report to Regional Accounting by the last working day of the month.** The originals are to be maintained at the county DFCS offices.

If the required six or twelve month subsidy review is not completed, the subsidy payment(s) will be suspended until it is completed. Regional Accounting will not enter a manual invoice in Shines or process any subsidy payment until confirmation is received from the Case Manager that the review has been completed and updated in SHINES.

Payment for accurate SHINES invoices will be submitted for processing by the 12th of each month. All other invoices will be processed within 5 business days upon correction.

Rates increase when a child turns 6 and 13, their new rate takes effect the first day of the following month. (Example: child turns 6 on October 4th; new rate would start November 1st.)

Supplemental Supervision: The relative caregiver must apply for child care through CAPS. If the caregiver is not eligible for CAPS, the DFCS office can only pay for supplemental supervision with county funds. Children that are not in DFCS custody are not eligible for child care using state funds.

Birth Certificates should be obtained by the caseworker while the child is in DFCS custody. Once the child is no longer in DFCS custody, the purchase of birth certificates falls to the custodian or guardian.

Payments may continue through the month of the 18th birthday **as long as the child continues to be enrolled full-time in a public or private school** (or to age 19 to allow the child to graduate from high school). Enrollment in a GED school does meet the eligibility requirements.

The legal county of the child shall make subsidy payments if a family moves to another county or state as long as all eligibility criteria are met. Georgia will continue to be responsible for subsidy payments for eligible children as long as a Georgia court retains legal jurisdiction and the child remains eligible.

Refer to Child Welfare Policy Number 10.8 for details regarding suspension, termination and reinstatement of terminated subsidy payments, as well as recoupment and repayment of overpayments.

UAS CODE 553 (Cont.)

Restricted Funds: DFCS no longer has custody of the child, therefore the child's financial support payments should be carefully reviewed to determine if it is current or arrears payments. If the funds are for current month and equal or exceed the amount of the subsidy, the child is not eligible for the subsidy payments and the caseworker should suspend or terminate the case, depending on the circumstances. Arrearage support payments should be used against the child's expenditures that were incurred while in DFCS custody.

NOTE: See Restricted Fund – Children Policy #2403 for specific instructions on how to properly account for the funds.

After permanent custody has been granted, the child's financial support payments should be carefully reviewed to determine if they are current or arrears. If the payments are for current months and equal or exceed the amount of the subsidy, the child is not eligible for the subsidy payments and the caseworker should suspend or terminate the case, depending on the circumstances. Arrearage support payments should be used against the child's expenditures that were incurred while in DFCS custody.

NOTE: Policy does not allow a relative to request to be changed to the enhanced rate after the agreement for the regular rate has been executed. Only if custody is changed, which then requires a new agreement be signed, potentially the rate may change. If the new agreements are not signed timely, this could cause a disruption in payments to the family.

NOTE: County staff should direct all questions to their Regional Field Program Specialists (FPS); if further assistance is needed the FPS should contact the Policy unit at PPPDUnit@dhs.ga.gov or the Placement and Permanency Services Director at Tammy.Reed@dhs.ga.gov.

UAS CODE 553 (cont.)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS												
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