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| Title: Direct Benefits – Forms 527 and 529  |  |

## **2302.1 Forms 527 and 529**

### **A. Form 527 - Initial Authorization of Foster Care**

1. Every child who enters foster care must have a Form 527 completed and submitted to Accounting. This form authorizes Accounting staff to pay foster care invoices, LOC pre-bills and other bills related to the care of children in foster care. Most children will enter care under one of the Initial Funding program numbers: 503, 507, 565, or 579.
2. It is the Social Services Case Manager (SSCM) responsibility to complete the form and send a copy to Accounting. The demographic information is used by accounting to set the child up in the SMILE accounting system. Many of the fields in the Child File Update are mandated due to Medicaid billing and federal requirements.
3. In the near future, we plan to concentrate on matching children in SMILE to children in IDS (Internal Data System). We hope to replace the form 527 with reports or logs from IDS-Placement Central since the IDS system is going to track Georgia's children in foster care placements.
4. If a child leaves foster care, legal and physical custody is returned to the parents, then the child reenters care a new form 527 is appropriate. Initial funding starts over.
5. If a child leaves foster care, but legal custody is retained by DFCS, then returns to care, a form 529 is appropriate. The 6 month initial funding does not start over.
6. Field # 5 on the 527 is for the child's Medicaid # (9 digits with a P) or the child's Member ID # (12 digits) can be used. If a child has SSI Medicaid the child's SSN with an S could be entered in this field.

**NOTE: The SMID # and Success ID # (in SMILE) should be the same as the child's Medicaid # (9 digits but without the P). The child's SSN should not be entered as the SMID #.**

**Any children without a SUCCESS Client ID # will have their SMID # assigned by SMI.**

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7. Field # 6 on the 527 is for the IDS Case # and sub case # - it is very important for this field to be completed. The sub case number is not the county number.
8. The Administrative Internal Control Plan, the Control of Cash Disbursements section states we must have a form 527 on file to support each foster care payment issued.
9. Section 11 – should have the child's current UAS code marked. Please use the UAS chart to verify the accuracy of the code marked.
10. Parental Pay children, LOC & Wraparound, current 527 policy does not cover them, I have requested the Provider Support Unit to send a copy of the approval letter to the appropriate Payment Center.
11. Forward the 527 for LOC children to the appropriate payment center along with a completed LOC Information Sheet.

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## **B. Form 529 – Authorization of Foster Care Status Change/Termination**

1. When a child's situation changes the SSCM must complete a Form 529 and forward a copy to Accounting. The following is a list, not inclusive, of possible reasons a Form 529 should be completed:
  - a. Child leave foster care – DFCS no longer has custody
  - b. Child dies while in foster care
  - c. Placement Home changes, child moves from the Smith Home to the Butler Home
  - d. Per Diem rate changes, the County Director approves the special add on per of \$.50 to \$1.75
  - e. Concurrent Per Diem
  - f. Eligibility changes from Initial to IV-E or IV-B (529 is initiated by REV MAX-Eligibility Unit)
  - g. Respite care (UAS # 520) for the Foster Parent (DFCS & CPA)
  - h. Placement type changes, child leaves FFC goes to LOC (UAS code changes)
  - i. Child re-enters paid foster care because temporary placement at Grandmother's house disrupted (DFCS still has custody).
  - j. Foster home goes out of IV-E compliance and the child is IV-E, a 529 must reflect a change from IV-E to IV-B, until the home goes back into compliance
  - k. Rerates - **pay special attention to the effective date!**
  - l. Child runs away from the foster home or from the residential placement
  - m. Child is hospitalized
  - n. Child's level changes/per diem rate changes

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- o. Adoption of a child – Adoption Supplement begins & foster care per diem stops!
- 2. Like the Form 527, the Form 529 authorizes Accounting to process and pay foster care invoices, LOC pre-bills, and other bills related to the care of children in foster care. As with the Form 527 we hope to replace the Form 529 with either a log or another type of report from IDS-Placement Central.
- 3. The Administrative Internal Control Plan, the Control of Cash Disbursements section states we must have a form 529 on file to support each foster care payment issued.

**Note: 529's for LOC children should routinely be forwarded to the appropriate payment center.**