



COSTAR Section 3006

COSTAR 3006 – Support Services

This document outlines policies, procedures, and financial guidelines for various support services related to child welfare, family preservation, and foster care. It includes details on service authorizations, payment requirements, entitlement codes, and reporting structures to ensure compliance and accountability in delivering support services.

Document Information

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Responsibility Assignment Matrix

Responsible (Who contributed to the work in this document.)
Accountable (Who signs off on the work within this document.)
Consulted (The subject matter expert who should be consulted for this document.)
Supported by (The people/team who support the people who are responsible.)
Informed (The people who are informed when something is completed.)



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Release Updates

Date of Action	Section	Changes
July 2024	UAS Codes	Updates to UAS Codes 511, 518, 521, 551, 571, and 573
September 2022	UAS Code	UAS Code 785 code ended
March 2020	UAS Code	Updates to UAS Code 522
October 2019	UAS Codes	Updates to UAS Codes 873, 874, 883 and 884
August 2018	UAS Codes	Updates to UAS 531 and 593
April 2015	UAS Code	Updates to UAS Code 532
April 2013	UAS Code	Updates to UAS Code 698
June 2025	Delivered Services Programs	Mileage Rates and Transportation/Escort Rates based on email sent on 2/18/25; 551-79f update and 518-95a (ABA Therapy)



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Invoice Submission and Approval Guidelines

Prior Year Invoices: Any invoices, for contracted providers, that are submitted after the payment submission deadline must receive additional approval before payment is made.

The County Director will have to send to their Regional Director for approval, who will decide if appropriate to forward on to their District Director for approval.

Program Notes: Service Authorizations for Delivered Services Programs are valid only for the Fiscal Year or Federal Fiscal Year. Field Staff should not do a Service Authorization (SA) beyond June 30th or September 30th depending on the program. If the services are going to extend beyond the fiscal year or federal fiscal year, once contracts have been awarded and the new contracts are loaded in SHINES, the Case Manager will need to do a new SA to extend the services.

Each month the providers should provide one invoice for each family by service programs. They should complete the state mandated Invoice, the Travel Expense Report, and attach the appropriate, approved SA for the correct billing period to the invoices before submitting them to the DFCS County office for approval.

If a provider is transporting several children in the same car, the mileage can only be claimed one time, even if for different cases.

Regional Accounting is not to process a partial invoice, if part of the invoice is wrong, the entire invoice needs to be returned to the county for correction.

The Standard Operating Procedures that the state issued in February 2016 states that



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the provider will have their invoices in to the offices by the 10th of the month, and the county is to have them to Regional Accounting by the 20th. Regional Accounting has 30 days to turn these invoices around, either back to the county for corrections or processed. It is imperative that the accounting staff continue to process invoices in SHINES for payments while the books are being closed in order to adhere to the 30-day contractual payment agreement. Supervisors will be able to approve the invoices on the 1st working day of the month and checks can be processed in SMILE on the 2nd working day of the month.



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109.11 UAS Program: 511 (Contract Required for All Services)

Program Name: Comprehensive Child and Family Assessment
(Permanency Cases Only)

CASE MAX Fiscal Year Limit: \$15,000. Waivers will be approved in \$5,000 increments.

1st level waiver will be approved by the County Director/SS Administrator or
Higher Position

2nd level waiver will be approved by the Regional Director or Higher Position

3rd level waiver will be approved by the District Director or Higher Position

NOTE: The waiver process is a DFCS internal process. Service providers do not need a copy of the waiver for payment purposes.

References: Child Welfare Policy Manual Chapter 18 Support Services to
Preserve or Reunify Families 10.10 CCFA Services

Program Purpose: Comprehensive Child and Family (CCFA) – Code 29: To assist DFCS staff, the juvenile court, families, and providers in developing case plans, making placement decisions, expediting permanency, and planning for effective service intervention. A Comprehensive Child and Family Assessment is required for all **children** entering care, the family members and collaterals associated with the child. If a child has already had a completed CCFA evaluation within the last 12 months a new, formal CCFA Evaluation is not required. An updated CCFA Evaluation may be required if the child's information has changed within the 12-month period. The case manager will complete the Service Authorization/Referral form. The provider will complete the CCFA. **The provider must have a fully executed contract in the current fiscal year to perform these services.**



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NOTE: A copy of the trauma assessment, EPSDT medical & dental exams should be requested by the case manager as soon as the child comes into care and forwarded to the provider as soon as the case manager receives it from Amerigroup. Upon receipt of a SA the provider will request in writing the case summary, summary of contact narratives, medical/dental exam records, and the trauma assessment from the case manager.

Costar Reporting: Reported client may be a child depending on the type of assessment being conducted.

Payment Requirements:

CCFA approved providers have signed a DFCS contract with the State of Georgia. The provider of service must be credentialed in accordance with the code requirement listed in this manual.

Providers must submit the program invoice by the 10th of each month, a copy of the SHINES generated Service Authorization, the assessment, Travel/Mileage Log (dental & medical appointments only) and case note if the assessment was not completed within the stated timeline to the County DFCS offices. Regional County Contract Liaison's will review and approve for completeness and accuracy, and forward to their designated accounting office.



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Allowable Entitlement Codes

Code	Description	Specific Service Requirements
511-29e	<p>Initial Child /Family Assessment</p> <p>Consist of the first child entering care, the family members and collaterals associated with the child regardless of location (one- time fee only)</p>	<ul style="list-style-type: none">• \$935.00• This fee is associated with the child case/id#.• Compiling, Gathering, assembling all information needed for a Complete CCFA.• Must be Completed within 25 calendar days of receipt of the service authorization/referral from DFCS. If the report cannot be completed within 25 calendar days, the provider must add a case note in the invoice packet that explains why the report was not timely.• Rate includes the cost of attending any DFCS scheduled meetings.• Rate includes cost of facilitating Multi-Disciplinary Team (MDT) meeting.• Rate includes cost of mileage and missed appointments.• Licensed/Provisional Licensure or Master's under supervision for licensure.• Assessment must be signed by a Licensed professional if completed by a provisional licensed or under supervision for licensure individual.• Birth Family Background Form 419 is mandatory for the completion of all CCFA's.



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Code	Description	Specific Service Requirements
		<ul style="list-style-type: none">• The CCFA Checklist (MDT Checklist) is documentation of DFCS's approval of the completed CCFA. A copy of the CCFA Checklist is mandatory for payment purposes and is completed by DFCS Case Manager or Supervisor or Administrator and provider during the MDT meeting. If DFCS staff does not want an MDT held or fails to participate in the MDT coordination/meeting, then the CCFA checklist is not required for payment purposes. The provider must send a case note detailing multiple attempts to coordinate with DFCS (must state DFCS staff contacted) with no response or an email if DFCS advises the provider in writing one is not needed.• All assessments/evaluations must have the printed name, digital or handwritten signature and date of the assessment & name of licensed individual who completed review and approval.
511-29f	Additional Children in Sibling Group Entering Foster Care Includes additional children in the sibling	<ul style="list-style-type: none">• \$220.00• This fee is associated with the child case/ID#.• Must be Completed within 25 calendar days of receipt of the service authorization/referral from DFCS. If the report cannot be completed within 25 calendar days, the



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Code	Description	Specific Service Requirements
	group entering foster care, including all family members and collaterals associated with each child regardless of location (one- time fee only)	<p>provider must add a case note in the invoice packet that explains why the report was not timely.</p> <ul style="list-style-type: none">• Rate includes cost of mileage and missed appointments.• Licensed/Provisional Licensure or Master's degree under supervision for licensure.• Assessment must be signed by a Licensed professional if completed by a provisional licensed or under supervision for licensure individual.• All assessments/evaluations must have the printed name, digital or handwritten signature and date of the assessment & licensed individual (licensed individual name and signature is only required if the assessment/evaluation was completed by a provisional licensed or Master's degree Under Supervision for Licensure assessor)• Upon receipt of a SA the provider will request in writing the trauma assessment, medical & dental exam from the case manager if not sent with the SA.



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Code	Description	Specific Service Requirements
511-29j	Kinship Assessment	<ul style="list-style-type: none">• \$550.00 Per family• Must be completed within 25 calendar days of receipt of the service authorization/referral from DFCS. If the report cannot be completed within 25 calendar days, the provider must add a case note in the invoice packet that explains why the report was not timely.• Rate includes cost of mileage and missed appointments.• Family member or non-family member has been identified as a placement resource for children.• This Assessment is completed to determine the appropriateness of placement resources for children.• Master's degree in human services with 1-year experience in human services or Bachelor's Degree in Human Services with 3 years' experience in human services.• The case manager should send the provider any drug screening test results with the service authorization so the results can be included in the Kinship assessment.• If drug screening tests have not been completed, then case manager should



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Code	Description	Specific Service Requirements
		<p>complete SA's for drug screening services and obtain the results to send to the CCFA provider.</p> <ul style="list-style-type: none">• If the provider does not receive the drug screening results, they should request them in writing from the case manager.• May Not Be Combined with other assessments/evaluations.• All assessments/evaluations must have the printed name, digital or handwritten signature and date of the assessment.
511-29m	Update Expired CCFA (Used if Initial CCFA is more than 1 year old)	<ul style="list-style-type: none">• \$330.00• Current CCFA is more than one year old.• Reviewing original CCFA and making any family updates• Coordination of Compiling the family assessment.• Compiling, Gathering, assembling all Information needed for a Complete CCFA.• Must be completed within 25 calendar days of receipt of the service authorization/referral from DFCS. If the report cannot be completed within 25 calendar days, the provider must add a case note in the invoice packet that explains why the report was not timely.• Rate includes cost of mileage and missed



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Code	Description	Specific Service Requirements
		<p>appointments.</p> <ul style="list-style-type: none">• Licensed/Provisional Licensure or Master's under supervision for licensure.• Assessment must be signed by a Licensed professional if completed by a provisional licensed or under supervision for licensure individual.• All assessments/evaluations must have the printed name, digital or handwritten signature and date of the assessment & licensed individual (licensed individual name and signature is only required if the assessment/evaluation was completed by a provisional licensed or Master's Under Supervision for Licensure assessor)• CCFA Checklist Not Required for Payment Purposes
511-29n	<p>Update Current CCFA – Children in a Sibling Group who are in Foster Care.</p> <ul style="list-style-type: none">• Update a current CCFA-After submitting initial CCFA during the first 12 months child is in care.	<ul style="list-style-type: none">• \$82.50 per child/family member• Each additional child for example if mom has a new baby after initial CCFA has been completed or a new biological father is identified within 12 months of a completed CCFA.• Fee can be used for each additional child needed to complete the updated CCFA.• Must be completed within 25 calendar days of receipt of the service authorization/referral



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Code	Description	Specific Service Requirements
	Providers just updates the CCFA section for the paternal family & Form 419 paternal family section.	<p>from DFCS. If the report cannot be completed within 25 calendar days, the provider must add a case note in the invoice packet that explains why the report was not timely.</p> <ul style="list-style-type: none">• Rate includes cost of mileage and missed appointments.• Assessment must be signed by a Licensed professional if completed by a provisional licensed or under supervision for licensure individual.• All assessments/evaluations must have the printed name, digital or handwritten signature and date of the assessment & licensed individual (licensed individual name and signature is only required if the assessment/evaluation was completed by a provisional licensed or Master's Under Supervision for Licensure assessor)• CCFA Checklist Not Required for Payment Purposes
511-29o	Incomplete CCFA Family Assessment	<ul style="list-style-type: none">• \$330.00• Written justification must be provided via case note.• Rate includes cost of mileage and missed appointments.• Code should only be used if family assessment



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Code	Description	Specific Service Requirements
		was initiated and DFCS cancelled the referral before full completion of the CCFA. The case manager will send the provider a new SA with code 511-29o. Provider must submit all completed sections within 10 days of DFCS canceling the assessment.
511-56a	<p>Transportation/ Escorting Services for Children in foster care for medical-dental components needed to complete CCFA ONLY.</p> <p>NOTE: Supervision hours cannot be billed while the provider is transporting clients or getting to & from the location for all services.</p>	<ul style="list-style-type: none"> • \$30.80 per hour • This code is used solely when transporting children to and from medical or dental appointments to meet CCFA requirements. • Hourly rate begins from the provider's residence or official business address or current location, whichever is nearer to the destination point. • NOTE: Crisis Intervention Services are PROHIBITED during transportation. • HS Diploma/GED & 1-year human services experience or a Bachelor's Degree in Human Services (does not require human services experience) & transporters must take Child Safety Seat training annually. • Wait times can be charged if a trip one-way is 3 or more hours without justification on the SA. Any other billed wait time must be on the service authorization in the justification/comment section or in an email to the provider. If the provider was notified



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Code	Description	Specific Service Requirements
		<p>by email that needs to be submitted with the invoice packet.</p> <ul style="list-style-type: none">• Mileage cannot be charged during wait time.
511-56b	CCFA Mileage (Does not have to be on the service authorization for payment purposes)	<ul style="list-style-type: none">• Mileage Reimbursable at the state approved Rate• Mileage is reimbursable for transporting child(ren) only for the medical & dental components of the CCFA.• Travel begins from the provider's residence or official business address or current location whichever is nearer to the destination point. (Full address required).• NOTE: If a provider is completing back-to-back services, their current location may not be closest to the next destination.• NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point).• The specific purpose for each trip must be listed on the mileage log.• This service is paid by the hour not by the number of clients being transported
511-56c	Children's Meals During Transportation	<ul style="list-style-type: none">• Meals for children when in transportation status• Original detailed receipts are required.• Clearly mark child's portion of expenditures



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Code	Description	Specific Service Requirements
		<ul style="list-style-type: none">• Meal limits may not exceed \$40.50 a day<ul style="list-style-type: none">○ \$9.75 Breakfast○ \$11.25 Lunch○ \$19.50 Dinner
511-88a	Court Appearance and/or Testimony (High Level)	<ul style="list-style-type: none">• \$88/HR/Day May not Exceed \$640/Day• CCFA Assessment-Invoice and a copy of subpoena must be attached for payment.• Master's/Doctoral – Licensed only• Includes Mileage <p>SA Completed for SAAG subpoenaed court appearance only.</p>
511-88b	Court Appearance and/or Testimony (Low Level)	<ul style="list-style-type: none">• \$49.50/HR/Day May not Exceed \$360• CCFA Assessment-Invoice and a copy of subpoena must be attached for payment.• Master's Degree in Human Services with 1-year experience in human services or Bachelor's Degree in Human Services with 3 years' experience in human services or High School Diploma with 10 years of Human Services experience.• Rate includes Mileage <p>SA Completed for SAAG subpoenaed court appearance only</p>



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Code	Description	Specific Service Requirements
511-88c	Court Appearance and/or Testimony (Moderate Level)	<ul style="list-style-type: none">• \$71.50/HR/Day May not Exceed \$520/Day• CCFA Assessment-Invoice and a copy of subpoena must be attached for payment.• Provisional Licensure or Master's Under Supervision for Licensure• Rate includes Mileage <p>SA Completed for SAAG subpoenaed court appearance only</p>



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109.18 UAS Program: 518 WRAP (Contract Required for Most Services)

Program Name: Wrap Around Services (Family Preservation and Permanency Cases)

CASE MAX Fiscal Year Limit: \$15,000. Waivers will be approved in \$5,000 increments.

1st level waiver will be approved by the County Director/SS Administrator or Higher Position

2nd level waiver will be approved by the Regional Director or Higher Position

3rd level waiver will be approved by the District Director or Higher Position

NOTE: The waiver process is a DFCS internal process and providers do not need a copy of the waiver for payment purposes.

References: Child Welfare Policy Manual Chapter 18 Support Services to Preserve or Reunify Families 18.6 WRAP Services

- **Maximum spending limits \$15,000 per family per fiscal year (July 1st thru June 30th) to include:**
 - **Crisis Intervention**
 - **In-Home Targeted Case Management**
 - **In-Home intensive treatment**
 - **Transportation & Mileage**
 - **Court Appearances - SA Completed for SAAG subpoenaed court appearance only.**
 - **Life Book**

Program Purpose: Wrap Around services are comprehensive home-based mental health treatment and case management services designed to provide critical support to



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Permanency or Family preservation with the intent of promoting safe and stable families and/or early reunification.

Wrap around services are used to support children placed in DFCS foster homes, reunited with birth families, or placed with relative caregivers who receive a Relative Support subsidy.

Unless otherwise specified, the duration of aftercare services provision **cannot exceed six (6) months**. Aftercare services must be court-ordered and may be extended up to an additional six (6) months without a waiver.

COSTAR Reporting: The reported client is the child.

Payment Requirements:

WRAP **approved** providers have signed a DFCS wide contract with the state of Georgia. The provider of service must be credentialed in accordance with the code requirement listed in this manual.

Providers must submit the program invoice by the 10th of each month, a copy of the SHINES generated Service Authorization, Travel/Mileage Log, and case documentation to the County DFCS offices. Regional County Contract Liaison's will review and approve for completeness and accuracy, and forward to their designated accounting office. **All emergency hoteling and/or placement stability supervision service invoices must be on the stand-alone invoice using only the 518-00 codes.**

NOTE: Program 518 maximum spending limit per family, per fiscal year, excludes all costs related to emergency placements hoteling and/or supervision services.



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ACCOUNTING NOTE: Payments for hoteling must be made client specific, enter the Number of Days and the beginning to ending dates.

If a DFCS employee stays in a hotel with the child, cost incurred such as hotel, meals, transportation and miscellaneous are to be charged to Program 522.

COSTAR Reporting for all other entitlement codes in Program 518 - Count the client in each entitlement code for the services they receive.

Crisis Intervention – Code 62

Crisis Intervention is designed to provide an immediate service to stabilize families who are experiencing a disruption or a breakdown in their normal pattern of functioning.

Crisis intervention should be used to restore balance and reduce effects of the crisis in the future. This service should be used to assess the immediate situation, identify, and confirm the crisis, and its impact to the individual and/or family.

Services should include, but are not limited to:

- Assessing and identifying the crisis
- Listening
- Face to face Counseling
- Development of a plan for problem solving.
- Development of new coping skills
- Brief education/role playing of potential future situations.
- Recommendation of community resources

NOTE This is not used for in-home case management. Services in this area may not exceed 5 consecutive days.



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In-Home Case Management – Code 71

The purpose is to provide case management assistance to families in completing the defined goals and steps of the Case Plan.

Services may include, but are not limited to:

- Coordinating community services
- Advocating for service provisions
- Preparing families for reunification
- Monitoring placements for safety and stability following reunification.
- Basic Behavioral Management for family
- Parenting Education/Skills
- Preparing children for adoption (excluding child life histories)
- Developing and discussing life books
- Basic Methods of Discipline

In-Home Clinical/Therapeutic and/or Counseling Services– Code 95

The purpose is to provide therapeutic and/or clinical services for a family in preparation of the safe return of a child and/or to maintain and stabilize a child's current placement.

Services may include, but are not limited to:

- Drug Treatment and support services for the parent/caregiver and/or child
- Therapy and/or counseling
- Domestic violence counseling
- Anger and Stress management/counseling
- Enhanced Behavior Management for children
- Grief management, loss and/or separation issues
- Enhanced Methods of Discipline



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Allowable Entitlement Codes

Code	Description	Specific Service Requirements
518-00	Emergency Hoteling and/or Supervision	<p>ONLY to be used to pay a state approved WRAP provider for costs associated with caring for a foster care child that needs hoteling or placement support supervision. These costs may include, but are not limited to, hotel, meals, transportation hours, mileage, basic clothing, personal grooming items (toothbrush, soap, deodorant) and medication if needed. The provider should pay all charges, including the hotel, and be reimbursed. <u>Original detailed receipts are required for reimbursement.</u></p> <p>DFCS must justify the need for 2 behavioral aides by describing the child's behavior, disrupted placements, mental health diagnosis or medical condition in the service authorization.</p> <p>The caseworker and their supervisor should determine the appropriate level of assistance required from the provider to ensure safety and adequate supervision.</p>
518-00b	Emergency Hoteling and/or Supervision Mileage. Must use	<ul style="list-style-type: none">• Mileage Reimbursable at the state approved Rate• Travel begins from the provider's



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	<p>WRAP Provider</p> <p>Non-Contracted (Excluded from fiscal case max)</p> <p>(Does not have to be on the service authorization for payment purposes)</p>	<p>residence or official business address or current location whichever is nearer to the destination point. (Full address required).</p> <ul style="list-style-type: none">• NOTE: If a provider is completing back-to-back services, their current location may not be closest to the next destination.• NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point). <p>The specific purpose for each trip must be listed on the mileage log.</p>
518-00h	<p>Emergency Hotel Cost. Must use WRAP Provider</p> <p>Non-Contracted (Excluded from fiscal case max)</p>	<ul style="list-style-type: none">• This code is ONLY to be used to pay state approved WRAP providers for the cost associated with the purchase of hotel room.• Original hotel receipt showing a ZERO balance is required.• This code is also used if DFCS pays for the hotel via Petty Cash, P-Card or Direct Bill, if WRAP provider is staying with the child.• Max Rate for Hotel Room is \$175.00 per night (excluding applicable fees & taxes) <p>If damages happen during the hotel stay the provider must take pictures of damages and secure a quote from the hotel for the damages and submit those with the invoice packet.</p>
518-00m	<p>Emergency Hoteling and/or</p>	<ul style="list-style-type: none">• This code is ONLY to be used to pay state approved WRAP providers for the purchase



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	<p>Supervision</p> <p>Miscellaneous Costs. Must use approved WRAP Provider</p> <p>Non-Contracted</p> <p>(Excluded from fiscal case max)</p>	<p>of miscellaneous items for the child during hoteling or supervision services when no other placement can be found.</p> <ul style="list-style-type: none">• Miscellaneous items are food \$40.50 per day (\$9.75 Breakfast, \$11.25 Lunch, and \$19.50 Dinner), clothing (up to \$250 written justification required from case manager), personal grooming items (up to \$30), and prescription medicine if required, original detailed receipts required for all expenditures and Please be advised these are the only items that can be paid for with state funds. Any other cost must be requested on the service authorization and paid for with County Funds.
518-00s	<p>Supervision</p> <p>Non-Contracted</p> <p>(Excluded from fiscal case max)</p>	<ul style="list-style-type: none">• 38.50 per hour• This code may ONLY be used to pay state approved WRAP providers for the supervision of a foster child during emergency hoteling or placement stability support.• The child to staff ratio will be determined on a case-by- case basis by DFCS.• HS Diploma/GED & 5 years human services experience or Bachelor's Degree in Human Services (no human services experience required)



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		<ul style="list-style-type: none">• A DFCS Supervision Plan along with a Universal Application or Child Passport is to be submitted to the provider with the service authorization.• This can be individual or performed in a family group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.• May not perform this service for more than one case at a time.
518-00t	<p>Emergency Transportation/ Escorting</p> <p>Must use WRAP Provider Non-Contracted</p> <p>(Excluded from fiscal case max)</p> <p>NOTE: Supervision hours cannot be billed while the provider is transporting clients or getting to & from</p>	<ul style="list-style-type: none">• \$30.80 per hour• This code is ONLY to be used to pay state approved WRAP providers for transportation services associated with hoteling and/or supervision services when no other placement can be found.• Other uses:<ul style="list-style-type: none">○ Court Testimony – Subpoena required for payment & includes mileage.○ Transportation of youth personal items – prior written DSU approval required for payment & includes mileage. Max 3 hours.• Hourly rate begins from the provider's residence or official business address or



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	<p>the location for all services.</p> <p>BA service should be no longer than 12-hour shifts.</p>	<p>current location, whichever is nearer to the destination point.</p> <ul style="list-style-type: none">• Mileage logs are required.• HS Diploma/GED & 1-year human services experience or a Bachelor's Degree in Human Services (does not require human services experience) & transporters must take Child Safety Seat training annually.• The specific purpose for each trip must be listed on the mileage log.• Wait times can be charged if a trip one-way is 3 or more hours without justification on the SA. Any other billed wait time must be on the service authorization in the justification/comment section or in an email to the provider. If the provider was notified by email that needs to be submitted with the invoice packet. Mileage cannot be charged during wait time.• This service is paid by the hour not by the number of clients being transported• May not perform this service for more than one case at a time.
518-47e	<p>Behavioral Aide</p> <p>May be used for but not limited to the following services:</p>	<ul style="list-style-type: none">• \$38.50 per hour• HS Diploma/GED & 5 years human services experience or Bachelor's Degree in Human Services (no human services experience required)



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	<ul style="list-style-type: none">• Supervised Visitation• Home visits• Basic Behavior modification• Basic Parenting Skills• Court Testimony* Other (verify with DSU)	<ul style="list-style-type: none">• A DFCS Supervision Plan along with a Universal Application or Child Passport is to be submitted to the provider with the service authorization.• *Can be used for Court Testimony – Subpoena required for payment & includes mileage.• This can be individual or performed in a group setting per case. This service is paid by the hour not by the number of clients being provided the service.• May not perform this service for more than one case at a time.• NOTE: BA service should be no longer than 12-hour shifts.
518-56a	Transportation/Escorting Services This code is used solely when transporting children or family members to appointments to complete WRAP services. Not to be used for Emergency hoteling and/or supervision	<ul style="list-style-type: none">• \$30.80 per hour• Hourly rate begins from the provider's residence or official business address or current location, whichever is nearer to the destination point.• NOTE: Crisis Intervention Services are PROHIBITED during transportation.• If transportation services are going to require 10 consecutive (non-stop) hours of driving, then the provider must provide two drivers.• Can be used for Court Testimony –



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	<p>services (518-00s)</p> <p>NOTE: Supervision hours cannot be billed while the provider is transporting clients or getting to & from the location for all services.</p>	<p>Subpoena required for payment & includes mileage.</p> <ul style="list-style-type: none">• HS Diploma/GED & 1-year human services experience or a Bachelor's Degree in Human Services (does not require human services experience) & transporters must take Child Safety Seat training annually.• Wait times can be charged if a trip one-way is 3 or more hours without justification on the SA. Any other billed wait time must be on the service authorization in the justification/comment section or in an email to the provider. If the provider was notified by email that needs to be submitted with the invoice packet. Mileage cannot be charged during wait time. <p>This service is paid by the hour not by the number of clients being transported</p>
518-56b	<p>WRAP Mileage</p> <p>Not to Be Used for Emergency Hoteling and/or Supervision) Services</p> <p>(Does not have to be on the service</p>	<ul style="list-style-type: none">• Mileage Reimbursable at the state approved Rate• Travel begins from the provider's residence or official business address or current location whichever is nearer to the destination point. (Full address required).• NOTE: If a provider is completing back-to-back services, their current location may not be closest to the next destination.



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	authorization for payment purposes)	<ul style="list-style-type: none">• NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point). The specific purpose for each trip must be listed on the mileage log.
518-56c	Children's Meals During Transportation	<ul style="list-style-type: none">• Meals for children when in transportation status• Original detailed receipts are required.• Clearly mark child's portion of expenditures• Meal limits may not exceed \$40.50 a day.<ul style="list-style-type: none">○ \$9.75 Breakfast○ \$11.25 Lunch○ \$19.50 Dinner
518-56d	Education Stability – Public Transportation Services. Must use WRAP Provider Non-Contracted	<p>Expenditures incurred in maintaining educational stability using public transportation is appropriate as follows. These expenditures may have to be handled on a reimbursement basis because these types of providers will not be able to bill DFCS.</p> <ul style="list-style-type: none">• Mass Transit Services• Van Pools• Taxis○ The caseworker will need to provide a copy of the completed Best Interest Determination (BID) and the WRAP invoice to process payments. <p>Caseworkers can contact epac@dhs.ga.gov</p>



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		<p>with additional questions/concerns.</p> <ul style="list-style-type: none">• HS Diploma/GED & 1-year human services experience or a Bachelor's Degree in Human Services (does not require human services experience) & transporters must take Child Safety Seat training annually.
518-56e	<p>Education Stability – WRAP Transportation/ Escorting Services. Must use WRAP Provider Non-Contracted</p>	<p>Expenditures incurred in maintaining educational stability using WRAP providers is appropriate as follows.</p> <ul style="list-style-type: none">• Hourly rate \$30.80 (2 hours per day) may be more occasionally due to traffic issues, caseworker should approve.• The caseworker will need to provide a copy of the completed Best Interest Determination (BID) and the WRAP invoice to process payments.• HS Diploma/GED & 1-year human services experience or a Bachelor's Degree in Human Services (no human services experience required & transporters must take Child Safety Seat training annually. <p>Caseworkers can contact epac@dhs.ga.gov with additional questions/concerns.</p> <ul style="list-style-type: none">• Wait times can be charged if a trip one-way is 3 or more hours without justification on the SA. Any other billed wait time must be on the service authorization in the



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		<p>justification/comment section or in an email to the provider. If the provider was notified by email that needs to be submitted with the invoice packet. Mileage cannot be charged during wait time.</p> <ul style="list-style-type: none">• This service is paid by the hour not by the number of clients being transported.
518-56f	<p>Education Stability – WRAP Mileage Services. Must use WRAP Provider</p> <p>Non-Contracted</p> <p>(Does not have to be on the service authorization for payment purposes)</p>	<p>Expenditures incurred in maintaining educational stability using WRAP providers is appropriate as follows.</p> <ul style="list-style-type: none">• Mileage at state approved rate no more than 120 miles per day• Travel begins from the provider's residence or official business address or current location whichever is nearer to the destination point. (Full address required).• NOTE: If a provider is completing back-to-back services, their current location may not be closest to the next destination.• The caseworker will need to provide a copy of the completed Best Interest Determination (BID) and the WRAP invoice to process payments.• NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point).



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		<ul style="list-style-type: none">• The specific purpose for each trip must be listed on the mileage log.• Caseworkers can contact epac@dhs.ga.gov with additional questions/concerns.
518-56g	WRAP Missed Scheduled Appointments	<ul style="list-style-type: none">• \$27.50 per appointment• Used when client fails to show for scheduled appointment for the following services:<ul style="list-style-type: none">○ 518-62 – Crisis Intervention○ 518- 71 – In Home Targeted Case Management○ 518- 95 – In-Home Intensive Clinical/Therapeutic Services• LIMIT: 3 missed appointments per month with a MAX of 6 per case per fiscal year.• All missed appointments must be communicated in writing to the DFCS case manager within 24 hours of the missed appointment and included in the case note documentation per client.• Code is not required on the service authorization for payment purposes. <p>Telehealth Scheduled Missed Appointments can only be billed when the following conditions are met:</p> <ul style="list-style-type: none">• DFCS approval for use of telehealth appointments for specific client/case.



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		<p>DFCS approval must be written and dated prior to the date of the scheduled/missed appointment.</p> <ul style="list-style-type: none">• An appointment is scheduled and confirmed with the client and is documented in the case notes (the date it was scheduled and confirmed with the client).• If the client fails to keep the confirmed appointment via phone or video conferencing, you must notify the case manager in writing after 3 attempts to reach back out to the client on the same day. The missed appointment case note must reflect the date the appointment was confirmed with the client and the three additional attempts for the day.
518-62a	Crisis Intervention (High Risk)	<ul style="list-style-type: none">• \$88.00 per hour• May not Exceed 5 Consecutive Days• Additional time will need a waiver from the County Director.• Master's/Doctoral – Licensed only• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.
518-62b	Crisis Intervention	<ul style="list-style-type: none">• \$49.50 per hour



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	(Lower Risk)	<ul style="list-style-type: none">• May not Exceed 5 Consecutive Days• Additional time will need a waiver from the County Director.• Master's Degree in Human Services with 1-year experience in human services or Bachelor's Degree in Human Services with 3 years' experience in human services or High School Diploma with 10 years of Human Services experience.• Must be supervised by fully licensed staff.• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.
518-62d	Crisis Intervention (Moderate Risk)	<ul style="list-style-type: none">• \$71.50 per hour• May not Exceed 5 Consecutive Days• Additional time will need a waiver from the County Director.• Provisional Licensure or Master's under Supervision for Licensure• Must be supervised by fully licensed staff.• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.



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518-71a	In Home Targeted Case Management (High Risk)	<ul style="list-style-type: none">• \$88.00 per hour• Completed by Master's/Doctoral – Licensed only• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group. <p>Case Management Includes:</p> <ul style="list-style-type: none">• Coordinating community services• Advocating for service provisions• Preparing families for reunification• Monitoring placements for safety and stability following reunification.• Basic behavioral management for family• Parenting Education/Skills• Preparing children for adoption (excluding child life histories)• Developing and discussing life books• Basic methods of discipline
518-71b	In Home Targeted Case Management (Lower Risk)	<ul style="list-style-type: none">• \$49.50 per hour• Master's Degree in Human Services with 1-year experience in human services or Bachelor's Degree in Human Services with 3 years' experience in human services or High School Diploma with 10 years of Human Services experience.• This can be individual or performed in a



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		<p>group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.</p> <p>Case Management Includes:</p> <ul style="list-style-type: none">• Coordinating community services• Advocating for service provisions• Preparing families for reunification• Monitoring placements for safety and stability following reunification.• Basic behavioral management for family• Parenting Education/Skills• Preparing children for adoption (excluding child life histories)• Developing and discussing life books• Basic methods of discipline
518-71q	In Home Targeted Case Management (Moderate Risk)	<ul style="list-style-type: none">• \$71.50 per hour• Provisional Licensure or Master's under Supervision for Licensure• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group. <p>Case Management Includes:</p> <ul style="list-style-type: none">• Coordinating community services



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		<ul style="list-style-type: none"> • Advocating for service provisions • Preparing families for reunification • Monitoring placements for safety and stability following reunification. • Basic behavioral management for family • Parenting Education/Skills • Preparing children for adoption (excluding child life histories) • Developing and discussing life books • Basic methods of discipline
518-71r	Coordination and Facilitation of Family Team Meetings (FTM)	<ul style="list-style-type: none"> • \$49.50 per hour • Master's Degree in Human Services with 1-year experience in human services or Bachelor's Degree in Human Services with 3 years' experience in human services or High School Diploma with 10 years of Human Services experience. • FTM Certification Training Mandatory (provider staff must have attended a training on or after 9/2018) • DFCS Staff can go to the fiscal web site and review the list of trained FTM facilitators by agency: (http://ffs.dhs.ga.gov). Please note this is an DHS Employee Intranet site so you must log in with your SOG login & password.
518-86a	Preventive Family	<ul style="list-style-type: none"> • \$45.00 per hour (Max \$500 per case)



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	Support Services. Must use WRAP Provider Non-Contracted	<p>This service is available for Counties/Regions who need extra support completing Family Support or Investigations cases, due to a staffing shortage or backlog of pending cases. Regional and District Director approvals are required before initiating the service.</p> <p>This Rate Includes:</p> <ul style="list-style-type: none">• Assessment of the Family• Documentation• Staffing with the DFCS Supervisor <p>Staffing Requirements:</p> <ul style="list-style-type: none">• Master's Degree in Human Services with 1-year experience in human services or Bachelor's Degree in Human Services with 3 years' experience in human services or High School Diploma with 10 years of Human Services experience.
518-86b	Preventive Family Support – Mileage Must use a WRAP Provider Non-Contracted (Does not have to be on the service)	<ul style="list-style-type: none">• Mileage Reimbursable at the state approved Rate• Travel begins from the provider's residence or official business address or current location whichever is nearer to the destination point. (Full address required).• NOTE: If a provider is completing back-to-back services, their current location may not be closest to the next destination.



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	authorization for payment purposes)	<ul style="list-style-type: none">• NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point).• The specific purpose for each trip must be listed on the mileage log.
518-88a	Court Appearance and/or Testimony (High Level)	<ul style="list-style-type: none">• \$88/HR/Day May not Exceed \$640/Day• WRAP-Invoice and a copy of subpoena must be attached for payment.• Master's/Doctoral – Licensed only• Includes Mileage <p>SA Completed for SAAG subpoenaed court appearance only</p>
518-88b	Court Appearance and/or Testimony (Low Level)	<ul style="list-style-type: none">• \$49.50/HR/Day May not Exceed \$360• WRAP-Invoice and a copy of subpoena must be attached for payment.• Master's Degree in Human Services with 1-year experience in human services or Bachelor's Degree in Human Services with 3 years' experience in human services or High School Diploma with 10 years of Human Services experience.• Includes Mileage <p>SA Completed for SAAG subpoenaed court appearance only</p>



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518-88c	Court Appearance and/or Testimony (Moderate Level)	<ul style="list-style-type: none">• \$71.50/HR/Day May not Exceed \$520/Day• WRAP-Invoice and a copy of subpoena must be attached for payment.• Provisional Licensure or Master's Under Supervision for Licensure• Includes Mileage <p>SA Completed for SAAG subpoenaed court appearance only.</p>
518-95a	In-Home Intensive Clinical/Therapeutic Services (High Risk)	<ul style="list-style-type: none">• \$88.00 per hour• Services cannot exceed 6 months.• Counseling can be provided for: Individual, child, group, or family and may include:<ul style="list-style-type: none">○ Drug Treatment and support services for the parent/caregiver and/or child○ Therapy and/or counseling○ Domestic violence counseling○ Anger and Stress management/counseling○ Enhanced Behavior Management for children○ Grief management, loss and/or separation issues○ Enhanced Methods of Discipline• A waiver is needed if services exceed 6 months from the County Director.• Master's/Doctoral Degree – Licensed Only



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	<ul style="list-style-type: none">• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group. <p>Applied Behavior Analysis (ABA) Services</p> <p>Counseling</p> <ul style="list-style-type: none">• Can be provided for: Individual, child, group, or family and may include<ol style="list-style-type: none">1. 1:1 therapy sessions focused on behavior reduction and skill-building2. Parent training/coaching with the child3. Social Skills training involving the client• The client must have a confirmed diagnosis of Autism Spectrum Disorder (ASD).• Licensed Board-Certified Behavior Analyst (BCBA) (Licensed in Georgia through the Georgia Board of Behavior Analyst (under the Composite Board of Professional Counselors, Social Workers, and Marriage & Family Therapists)• Should only be used if the child/family is non- eligible for Medicaid, Peach Care or Private Health Insurance or denied by Amerigroup.• Case managers are responsible for
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		<p>initiating services through an Amerigroup provider. If Amerigroup denies the Amerigroup provider should provide a copy of the denial to the DFCS case manager. The Case manager should not proceed with a WRAP approved provider before beginning the Amerigroup process.</p> <ul style="list-style-type: none">• The Amerigroup denial letter is not needed for adults or children who are not in the custody of DFCS such as family preservation cases & family support cases or undocumented children.• A copy of the denial letter should be sent with the SA to the WRAP provider when requesting this service.• This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.
518-95b	In Home Intensive Clinical/Therapeutic Services (Moderate Risk)	<ul style="list-style-type: none">• \$71.50 per hour• Services cannot exceed 6 months.• Counseling can be provided for: Individual, child, group, or family.• A waiver is needed if services exceed 6 months from the County Director.



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		<ul style="list-style-type: none">• Provisional Licensure or Master's under Supervision for Licensure• Must be supervised by fully licensed staff.• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.
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109.21 UAS Program 521-Pup (Contract for Certain Services Required)

Program Name: FFC- Prevention of Unnecessary Out-of-Home Placement (PUP) (Family Preservation, Family Support, Investigations, Permanency or Adoptions)

CASE MAX Fiscal Year Limit: \$15,000. Waivers will be approved in \$5,000 increments.

1st level waiver will be approved by the County Director/SS Administrator or Higher Position

2nd level waiver will be approved by the Regional Director or Higher Position

3rd level waiver will be approved by the District Director or Higher Position

NOTE: The waiver process is a DFCS internal process and providers do not need a copy of the waiver for payment purposes.

References: Child Welfare Policy Manual Chapter 18 Support Services to Preserve or Reunify Families 18.3 PUP Services

Program Purpose: The goal of PUP services is to reduce risk factors contributing to child maltreatment to ensure the protection and safety of a child. PUP services include, but not limited to emergency housing/financial assistance, temporary childcare services, counseling, emergency transportation needs and psychiatric/psychological testing, drug screens, and substance abuse assessments, domestic violence assessments, sexual abuse assessments, and parental fitness.

They are provided as a support service among others as part of the safety or case plan in an open Family Preservation or Permanency case. Imminent risk of placement or readiness for reunification of the children must be clearly documented in the case record.



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Speech and Hearing Evaluations (age 4-17 and Adults) – Code 09

To provide an assessment for non-Medicaid eligible and/or private insurance children, birth parents, foster parents, and/or caregivers. Birth parents are eligible when a permanency plan of reunification is the goal or when other permanency plans may need to be selected. Services must be conducted by a certified technician or certified audiologist.

COSTAR Reporting: Reported client is the family of a child in imminent risk of placement or a child in foster care that is in readiness for reunification. Count clients in each entitlement code for which they receive services.

Key Program or Eligibility Requirements: Services may only be authorized once per fiscal year. In addition:

1. Must be an open Family Preservation, Family Support, Investigations, Permanency or Adoption cases. The case Manager documents one of the two conditions:
 - (A) Risk of Imminent Placement
 - (B) Immediate Reunification

Payment Requirements:

Providers must submit the program invoice by the 10th of each month, a copy of the SHINES generated Service Authorization, Travel/Mileage Log, and case notes (counseling and only for assessments/evaluations not completed within the defined timeline)), drug screening results, evaluations/assessments to the County DFCS offices. Regional County Contract Liaison's will review and approve for completeness and accuracy, and forward to their designated accounting office.

Non-contracted services require the original invoices with receipts. In most cases, PUP



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expenditures are made directly to the provider. However, funds may be reimbursed directly to a family if the SSCM has given the client prior approval, receipts must be provided. The County Director or their Supervisory designee authorizes each PUP expenditure.

When paying rent, a letter/invoice with address and telephone number from the company or individual who is renting the location is needed. Paying utilities requires a bill (original only) or a letter from the utility company. Bill is paid **directly** to the **utility company**. Deposits for rent or utilities should include a letter notifying payee that the deposit should be returned to DFCS.

Prohibited PUP Services:

- Payment of consumer credit debt
- Purchase of trailers or down payment on trailers, trailer lot, or homes
- Legal services for separation, divorce,
- Custody modification or modification of visitation
- Purchase or down payment on vehicles
- Repairs on rental property
- Traffic fines/Court costs
- Ongoing sexual abuse offender counseling for an adult (cost is paid by offender)

Safety/Enrichment Activities: Per Foster Care Policy, a child must be 3 years old or older for a family to be reimbursed for swimming lessons. However, if it is determined in the best interest of the child, the caseworker can ask the director for a county level waiver.

Billing: Protocol states, two months cannot be billed on one invoice for accounting



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purposes **unless** it is for behavioral assessments or mental health evaluations.

Example - billing for more than 1 service month- the provider performed services in October and November for PUP services, the invoice is due by the 10th of December. Dates of service on the invoice sheet would reflect October and November and the Service month would be the last month of service, November.

Drug Screening: Missed Scheduled or Unannounced (random) Appointment Refusal to complete a drug screening test: It is permissible for the provider to charge \$27.50 for a missed or unannounced appointment or refusal in the event the client misses an appointment or client is not home for an unannounced visit or refuses to complete a drug test. Refer to the specific service requirements for details of usage limitations.

Mileage: It is permissible for a provider performing counseling services and in-home drug screens to be reimbursed for travel to get to and from their appointment. A specific purpose, start and end address, and license plate number must be listed for all trips.

Criminal Background Checks/Fingerprinting: Cases that require background fingerprint checks for clients not in DFCS custody are **paid directly to GBI, if using LIVESCAN**. A Purchase Order is required for all client related fingerprint expenditures for Program 521. These charges are not going to be processed in SHINES.

NOTE: If the fingerprinting cost is mandatory and will be reimbursed to the client, then the client should not be asked to provide payment at the time of the screening.



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Allowable Entitlement Codes

Code	Description	Specific Service Requirements
521-09a	Speech Evaluation Non-Contracted	<ul style="list-style-type: none">• \$200-\$600• Must be conducted by a certified speech therapist.
521-09b	Hearing Evaluation Non-Contracted	<ul style="list-style-type: none">• \$200-\$600• Must be conducted by a certified audiologist.
521-29a	Domestic Violence Assessment	<ul style="list-style-type: none">• \$935.00• Licensed/Provisional Licensure or Master's under supervision for licensure.• Should only be used if the child/family is non- eligible for Peach Care or Private Health Insurance.• Rate includes mileage and missed appointments.• Assessment must be signed by a Licensed professional if completed by a provisional licensed or under supervision for licensure individual.• Must be completed within 25 business days of receipt of the service authorization/referral from DFCS. If the report cannot be completed within 25 business days, the provider must add a case note in the invoice packet that explains why the report was not timely.• If DFCS staff requests this assessment along with a Parental Fitness and/or



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Code	Description	Specific Service Requirements
		<p>Substance Abuse Assessment per individual; the provider must bill (\$935.00 for the 1st and \$495.00 each for any subsequent assessments.</p> <ul style="list-style-type: none">• If not combined with other assessments the rate is \$935.00.• If assessments are combined all assessment names need to be in the report title and must have separate sections & recommendation. DFCS determines if assessments are combined. <p>All assessments/evaluations must have the printed name, digital or handwritten signature and date of the assessment & licensed individual (licensed individual name and signature is only required if the assessment/evaluation was completed by a provisional licensed or Master's Under Supervision for Licensure assessor)</p>
521-29c	Parental Fitness Assessment This service is available for Counties/Regions who have over 35 cases on their	<ul style="list-style-type: none">• \$935.00• Licensed or Provisional Licensure or Master's under supervision for licensure• Should only be used if the child/family is non-eligible for Peach Care or Private Health Insurance.• Rate includes mileage and missed appointments.



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Code	Description	Specific Service Requirements
	<p>backlog for Family support services and Investigations Combined.</p> <p>This Rate Includes:</p> <ul style="list-style-type: none"> • Assessment of the Family • Documentation • Staffing with the DFCS Supervisor <p>Staffing Requirements:</p> <p>Licensed or Provisional Licensure or Master's under supervision for licensure.</p> <p>Rate includes mileage and missed appointments.</p> <p>Non-Contracted approved PUP provider.</p>	<ul style="list-style-type: none"> • Assessment must be signed by a Licensed professional if completed by a provisional licensed or under supervision for licensure individual. • Must be completed within 25 business days of receipt of referral/service authorization. If the report cannot be completed within 25 business days, the provider must add a case note in the invoice packet that explains why the report was not timely. • If DFCS staff requests this assessment along with a Domestic Violence and/or Substance Abuse Assessment for an individual the provider must bill (\$935.00 for the 1st and \$495.00 each for any subsequent assessments. • If assessments are combined all assessment names need to be in the report title and must have separate sections & recommendation. DFCS determines if assessments are combined. • If not combined with other assessments the rate is \$935.00. • All assessments/evaluations must have the printed name, digital or handwritten signature and date of the assessment & licensed individual (licensed individual name and



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Code	Description	Specific Service Requirements
		signature is only required if the assessment/evaluation was completed by a provisional licensed or Master's Under Supervision for Licensure assessor)
521-29d	Psycho-Sexual Abuse Evaluation	<ul style="list-style-type: none">• \$935.00• Licensed Psychologist only• Should only be used if the child/family is non- eligible for Medicaid, Peach Care or Private Health Insurance.• Rate includes mileage and missed appointments.• Must be completed within 25 business days of receipt of referral/service authorization. If the report cannot be completed within 25 business days, the provider must add a case note in the invoice packet that explains why the report was not timely.• May Not Be Combined with other assessments/evaluations.• All evaluations must have the printed name, handwritten signature & signature date of the licensed psychologist who completed the evaluation.
521-29e	Substance Abuse Assessment	<ul style="list-style-type: none">• \$935.00• Master's or higher degree in Human Services and Licensed or Provisional Licensed or Master's Degree under Supervision for



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Code	Description	Specific Service Requirements
		<p>Licensure or Bachelor's degree with Certified Addiction Counselor 2 (CAC2) certification.</p> <ul style="list-style-type: none">• Should only be used if the child/family is non-eligible for Medicaid, Peach Care or Private Health Insurance.• Rate includes mileage and missed appointments.• Assessment must be signed by a Licensed professional if completed by a provisional licensed or under supervision for licensure individual or CAC2 certified or higher equivalent substance abuse/addiction certification.• Must be completed within 25 business days of receipt of referral/service authorization. If the report cannot be completed within 25 business days, the provider must add a case note in the invoice packet that explains why the report was not timely.• If DFCS staff requests this assessment along with a Domestic Violence and/or Parental Fitness Assessment for an individual the provider must bill (\$935.00 for the 1st and \$495.00 each for any subsequent assessments.• If not combined with other assessments the rate is \$935.00.



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Code	Description	Specific Service Requirements
		<ul style="list-style-type: none">• If assessments are combined all assessment names need to be in the report title and must have separate sections & recommendation. DFCS determines if assessments are combined.• All assessments/evaluations must have the printed name, digital or handwritten signature and date of the assessment & licensed individual (licensed individual name and signature is only required if the assessment/evaluation was completed by a provisional licensed or Master's Under Supervision for Licensure assessor)• The case manager should complete a SA for drug screening services and obtain the results to send to the Substance Abuse Assessment provider.• Providers must request all drug screening results from the DFCS case manager or higher once the service authorization is accepted to include in the report.
521-29f	Trauma Assessments	<ul style="list-style-type: none">• \$440.00• Licensed or Provisional Licensure or Master's under supervision for licensure• Should only be used if the child/family is non- eligible for Medicaid, Peach Care or Private Health Insurance.



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Code	Description	Specific Service Requirements
		<ul style="list-style-type: none">• DFCS staff must complete the eform and send to Amerigroup to initiate services.• Amerigroup (Medicaid) will assign to one of their Medicaid providers to complete.• Rate includes mileage and missed appointments.• Assessment must be signed by a Licensed professional if completed by a provisional licensed or under supervision for licensure individual.• Must be completed within 25 business days of receipt of referral/service authorization. If the report cannot be completed within 25 business days, the provider must add a case note in the invoice packet that explains why the report was not timely.• May Not Be Combined with other assessments/evaluations.• All assessments/evaluations must have the printed name, digital or handwritten signature and date of the assessment & licensed individual (licensed individual name and signature is only required if the assessment/evaluation was completed by a provisional licensed or Master's Under Supervision for Licensure assessor)
521-29h	Bonding/Attachment	<ul style="list-style-type: none">• \$935.00



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Code	Description	Specific Service Requirements
	Assessment	<ul style="list-style-type: none">• Licensed or Provisional Licensure or Master's under supervision for licensure• Assessment must be signed by a Licensed professional if completed by a provisional licensed or under supervision for licensure individual.• Rate includes mileage and missed appointments.• Must be completed within 25 business days of receipt of referral/service authorization. If the report cannot be completed within 25 business days, the provider must add a case note in the invoice packet that explains why the report was not timely.• May Not Be Combined with other assessments/evaluations.• All assessments/evaluations must have the printed name, digital or handwritten signature and date of the assessment & licensed individual (licensed individual name and signature is only required if the assessment/evaluation was completed by a provisional licensed or Master's Under Supervision for Licensure assessor)• Service Authorizations should be completed as listed below:<ul style="list-style-type: none">• Bio-Parent & all children = Only 1 SA is



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		<p>needed/\$935.00 total (only 1 name listed under services authorized and all other names [children/ care giver] should be listed in the justification/comment section as this is a group service)</p> <ul style="list-style-type: none">• NOTE: (2 would be needed if bio-parents live in separate households)• Foster Parent & all children = Only 1 SA is needed/\$935.00 total (only 1 name listed under services authorized and all other names [children/ care giver] should be listed in the justification/comment section as this is a group service)• Relative or Fictitious Kin & all children = Only 1 SA is needed/\$935.00 total cost (only 1 name listed under services authorized and all other names [children/ care giver] should be listed in the justification/comment section as this is a group service)
521-48a	Emergency Housing/Financial Assistance Non-Contracted	<ul style="list-style-type: none">• Past due rent, current rent and up to 3 months future rent can be paid once per family per fiscal year (July 1st thru June 30th).▪ Rent/Deposit paid directly to leasing agent.▪ Deposit must be returned to DFCS.• Documentation of the family's plan indicating how they will maintain the changes after the provision of PUP services.



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Code	Description	Specific Service Requirements
521-48b	Mortgage Expenses Non-Contracted	<ul style="list-style-type: none"> A mortgage payment can be made if all PUP criteria have been met. Documentation of the family's plan indicating how they will maintain the changes after the provision of PUP services. Mortgage expenses paid directly to mortgage company or bank
521-48c	Utility Expenses Non-Contracted	<ul style="list-style-type: none"> Past utility bills, current utility bills and up to 3 months future utility bills may be paid directly to utility company once per family per fiscal year (July 1st thru June 30th).
521-48d	Utility Deposits Non-Contracted	<ul style="list-style-type: none"> Utility deposits may be paid directly to utility company once per fiscal year (July 1st thru June 30th).
521-48e	Home Repairs (Minor) Non-Contracted	<ul style="list-style-type: none"> Minor home repairs max of \$1,500.00 Family must <u>own</u> the home. Provider invoice required for payment. Pest Inspections and Treatment
521-48f	Legal Expenses (Guardianship) Non-Contracted	<ul style="list-style-type: none"> Minor legal services max of \$500.00 (one-time fee) for guardianship of child Documentation required
521-48g	Emergency Furniture Non-Contracted	<ul style="list-style-type: none"> Emergency funds for household furniture after all other community resources have been exhausted. Range \$100.00-\$1,000.00 Maximum NOTE: Receipt of purchase required and



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Code	Description	Specific Service Requirements
		Payment to provider only.
521-48h	Emergency Clothing Non-Contracted	<ul style="list-style-type: none"> Emergency Clothing (Uniforms) for child after all other community resources have been exhausted. \$100.00 maximum per child NOTE: Receipt of purchase required.
521-48i	Birth/Death Certificates Non-Contracted	<ul style="list-style-type: none"> \$45 MAX for birth/death certificates needed to provide services to a Family Preservation or Permanency Cases. Payable to Vital Records http://www.cdc.gov/nchs/w2w.htm
521-48j	Child Safety Devices Non-Contracted	<ul style="list-style-type: none"> Can only be used to reimburse a case manager who must purchase child safety devices (child restraints) for child(ren) upon initial intake. Max of \$200.00 per child restraint
521-48k	Medical Exams	<ul style="list-style-type: none"> Cost associated with obtaining medical records on Non-DFCS Custody children
521-49	Emergency Day Care Services Non-Contracted	<ul style="list-style-type: none"> Emergency temporary day care for children under 13 years of age or up to age 18 if physically or mentally disabled. Service Authorization Unit Rates must be within the Child Care Maximum Reimbursement Rates established Maximum of 6 months childcare services per child per fiscal year (July 1st thru June 30th). NOTE: Justification required and Payment



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Code	Description	Specific Service Requirements
		to service provider only.
521-50a	Counseling (High Risk)	<ul style="list-style-type: none">• \$88.00 per hour• Counseling can be provided for: Individual, child, group, or family.• Master/Doctoral Degree– Licensed only• Cannot be done while providing transportation services.• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.
521-50b	Counseling (Moderate Risk)	<ul style="list-style-type: none">• \$71.50 per hour• Counseling can be provided for: Individual, child, group, or family.• Master/Doctoral Degree - Provisional Licensure or Master's under Supervision for Licensure• Must be supervised by fully licensed staff.• Cannot be done while providing transportation services.• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.



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Code	Description	Specific Service Requirements
521-51a	<p>Drug Screening Services – Hair Follicle</p> <p>ATTENTION: Must be performed by the same sex/gender as the client, if pubic hair is the only sample available.</p> <p>The Service Authorization must be sent to the drug screen agency within 8 hours of the request via encrypted email (put DHSENCRYPT in the subject line of the email).</p>	<ul style="list-style-type: none">• \$137.50 per service• High School Diploma/GED• Drug Screen Collection Training/Certification Required• 7 panel tests include: (Marijuana, Cocaine, Opiates, PCP, Amphetamines, Methamphetamines including Ecstasy/MDA, and Benzodiazepines)
521-51b	<p>Drug Screening Services – Urine Analysis</p> <p>All collections must be directly observed and must be completed by the same sex/gender</p>	<ul style="list-style-type: none">• \$110.00 per service• High School Diploma/GED• Drug Screen Collection Training/Certification Required• 13 panel tests include: (AMP/BUP/BZO/COC/ETG500/Fentanyl/MA MP/MDMA/MTD/OPI/OXY/THC/Tramadol) <p>When screening a minor, please use 2 collectors</p>



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	as the client. The Service Authorization must be sent to the drug screen agency within 8 hours of the request via encrypted email (put DHSENCRYPT in the subject line of the email).	(1 collection, 1 witness) and bill for 2 units
521-51c	Drug Screening Services – Oral Swab The Service Authorization must be sent to the drug screen collection agency within 8 hours of the request via encrypted email (put DHSENCRYPT in the subject line of the email).	<ul style="list-style-type: none">• \$110.00 per service• High School Diploma/GED• Drug Screen Collection Training/Certification Required• 6 panel tests include: (Amphetamines, Benzodiazepines, Cannabinoids, Cocaine, Opiates, PCP)
521-51g	Drug Screening Services – Court Appearance & Testimony	<ul style="list-style-type: none">• \$38.50/HR/Day May not Exceed \$360• Invoice and a copy of subpoena must be attached for payment.• High School Diploma/GED or higher



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		<ul style="list-style-type: none"> Includes Mileage SA Completed for SAAG subpoenaed court appearance only.
521-51h	<p>Drug Screening Services –Drug Screen Refusal</p> <p>May be used when client refuses or is unable to produce sample for collection.</p>	<ul style="list-style-type: none"> \$27.50 per appointment Max 4 refusals per month per person referred. Max 16 per case per fiscal year (July 1st to June 30th)All drug screen refusals must be communicated in writing to the DFCS case manager within 24 hours of the missed appointment and included in the case note documentation per client. Code is not required on the service authorization for payment purposes. Provider must track billed refusal to ensure they do not bill more than is allowed per month or fiscal year.
521-51i	<p>Drug Screening Services –</p> <p>Missed Scheduled or Unannounced Appointment(<i>Random</i>)</p>	<ul style="list-style-type: none"> \$27.50 per appointment Max 6 missed appointments per month per person referred. Max 30 per individual per fiscal year (July 1st thru June 30th). DFCS Staff should request scheduled and/or unannounced (Random) screenings in writing via the Service Authorization for all drug screen



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Code	Description	Specific Service Requirements
		<p>services.</p> <ul style="list-style-type: none">• All missed scheduled or unannounced (random) appointments must be put in writing to the DFCS case manager within 24 hours of the missed appointment and included in the case note documentation per client.• Code is not required on the service authorization for payment purposes.• Provider must track billed missed appointments to ensure they do not bill more than is allowed per month or fiscal year.
521-51j	<p>Drug Screening Services –</p> <p>Drug Screen Mileage (Does not have to be on the service authorization for payment purposes)</p>	<ul style="list-style-type: none">• Mileage Reimbursable at the state approved Rate• Travel begins from the provider's residence or official business address or current location whichever is nearer to the destination point. (Full address required).• NOTE: If a provider is completing back-to-back services, their current location may not be closest to the next destination.• NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point).• The specific purpose for each trip must be listed on the mileage log.



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Code	Description	Specific Service Requirements
		<ul style="list-style-type: none"> Mileage requirement: allowable max travel of 100- mile radius per leg only
521-51y	<p>Drug Screening Services – Sweat Patch</p> <p>The Service Authorization must be sent to the drug screen collection agency within 8 hours of the request via encrypted email (put DHSENCRYPT in the subject line of the email).</p>	<ul style="list-style-type: none"> \$165.00 per service High School Diploma/GED Drug Screen Collection Training/Certification Required 6 panel tests include: (Amphetamines, Methamphetamines, Opiates, Cocaine, PCP, THC)
521-51z	<p>Drug Screening Services – Lab Affidavit</p>	<ul style="list-style-type: none"> \$27.50 per affidavit Used when a SAAG and/or Judge wants a form from the actual lab that completed the test.
521-51aa	<p>Drug Screen Services – Urine - Synthetic Cannabinoids Stimulants Drug Screening</p> <p>The Service Authorization must be</p>	<ul style="list-style-type: none"> \$165.00 Synthetic Cannabinoids Panel Includes: A urine panel comprised of over 40 synthetic cannabinoid metabolites, including substances such as Spice, K2, etc. <p>Must Be Court Ordered or CPS Case Specific Allegation (approval needed from DSU)</p>



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Code	Description	Specific Service Requirements
	sent to the drug screen collection agency within 8 hours of the request via encrypted email (put DHSENCRYPT in the subject line of the email).	
521-51ab	Drug Screen Services – Urine - Synthetic Stimulants Drug Screening The Service Authorization must be sent to the drug screen collection agency within 8 hours of the request via encrypted email (put DHSENCRYPT in the subject line of the email).	<ul style="list-style-type: none">• \$165.00• Synthetic Stimulant Panel Includes: A urine panel comprised of over 60 synthetic stimulant metabolites, including substances such as Bath Salts, Flakka, etc. Must Be Court Ordered or CPS Case Specific Allegation (approval needed from DSU)
521-51ac	Drug Screening Services – Urine – Synthetic Kratom Drug Screening	<ul style="list-style-type: none">• \$165.00• Synthetic Kratom Panel Includes: A urine panel comprised of Mitragynine and 7 Hydroxymitragynine.



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Code	Description	Specific Service Requirements
	The Service Authorization must be sent to the drug screen collection agency within 8 hours of the request via encrypted email (put DHSENCRYPT in the subject line of the email).	Must Be Court Ordered or CPS Case Specific Allegation (approval needed from DSU)
521-51ad	Family Treatment Court Drug Screen - Hair Follicle ATTENTION: Must be performed by the same sex/gender as the client, if pubic hair is the only sample available. The Service Authorization must be sent to the drug screen agency within 8 hours of the request via encrypted email (put DHSENCRYPT in	<ul style="list-style-type: none">• \$82.50 per service• High School Diploma/GED• Drug Screen Collection Training/Certification Required• 7 panel tests include: (Marijuana, Cocaine, Opiates, PCP, Amphetamines, Methamphetamines including Ecstasy/MDA, and Benzodiazepines)



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Code	Description	Specific Service Requirements
	the subject line of the email).	
521-51ae	Family Treatment Court Drug Screen - Urine <i>(Lab confirmation on positives only)</i> All collections must be directly observed and must be completed by the same sex/gender as the client. The Service Authorization must be sent to the drug screen agency within 8 hours of the request via encrypted email (put DHSENCRYPT in the subject line of the email).	<ul style="list-style-type: none">• \$60.50 per service• High School Diploma/GED• Drug Screen Collection Training/Certification Required• 13 panel tests include: (AMP/BUP/BZO/COC/ETG500/Fentanyl/mAMP /MD MA/MTD/OPI/OXY/THC/Tramadol)• <i>Insta-cup service is requested by DFCS staff for emergency placements, ordered as a condition of visitations, weekends or afterhours only</i>
521-51af	Family Treatment Court Drug Screen - Sweat Patch The Service	<ul style="list-style-type: none">• \$60.50 per service• High School Diploma/GED• Drug Screen Collection Training/Certification Required



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	Authorization must be sent to the drug screen collection agency within 8 hours of the request via encrypted email (put DHSENCRYPT in the subject line of the email).	<ul style="list-style-type: none">• 6 panel tests include: (Amphetamines, Methamphetamines, Opiates, Cocaine, PCP, THC)
521-51aj	<p>Drug Screening Services –</p> <p>Urine Insta-cup</p> <p>All collections must be directly observed and must be completed by the same sex/gender as the client.</p> <p>The Service Authorization must be sent to the drug screen agency within 8 hours of the request via ARGO.</p>	<ul style="list-style-type: none">• \$30.00 per service• High School Diploma/GED• Drug Screen Collection Training/Certification Required• 13 panel tests include: (AMP/BUP/BZO/COC/ETG500/Fentanyl/mAMP /MD MA/MTD/OPI/OXY/THC/Tramadol) <p><i>Insta-cup service is requested by DFCS staff for emergency placements, ordered as a condition of visitations, weekends or afterhours only</i></p>
521-51al	Drug Screening	<ul style="list-style-type: none">• \$165.00 per service



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Code	Description	Specific Service Requirements
	<p>Services – Fingernail Test</p> <p>The Service Authorization must be sent to the drug screen collection agency within 8 hours of the request via encrypted email (put DHSENCRYPT in the subject line of the email).</p>	<ul style="list-style-type: none">• High School Diploma/GED• Drug Screen Collection Training/Certification Required• 5 panel tests include: (Amphetamines/Methamphetamines, Marijuana (THC), Phencyclidine, Cocaine, Opiates)
521-54a	Psychological Evaluation	<ul style="list-style-type: none">• \$935.00• Licensed Psychologist only• Should only be used if the child/family is non- eligible for Medicaid, Peach Care or Private Health Insurance or denied by Amerigroup.• Case managers are responsible for initiating services through an Amerigroup provider. The Amerigroup provider should submit a request to complete the psychological evaluation. If Amerigroup denies the Amerigroup provider should provide a copy of the denial to the DFCS case manager. The



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Code	Description	Specific Service Requirements
		<p>Case manager should not proceed with a PUP approved provider before beginning the Amerigroup process.</p> <ul style="list-style-type: none">• The Amerigroup denial letter is not needed for adults or children who are not in the custody of DFCS such as family preservation cases & family support cases or undocumented children.• A copy of the denial letter should be sent with the SA to the PUP provider when requesting this service.• Rate includes mileage and missed appointments.• Must be completed within 25 business days of receipt of referral/service authorization. If the report cannot be completed within 25 business days, the provider must add a case note in the invoice packet that explains why the report was not timely.• May Not Be Combined with other assessments/evaluations.• All evaluations must have the printed name, handwritten or digital signature & signature date of the licensed psychologist who completed the evaluation.
521-54b	Neuro-Psychological	<ul style="list-style-type: none">• \$2,090.00



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Code	Description	Specific Service Requirements
	Evaluation	<ul style="list-style-type: none">• Must Be Court Ordered• Completed by a Licensed Psychologist/Neuropsychologist only• Should only be used if the child/family is non-eligible for Medicaid, Peach Care or Private Health Insurance or denied by Amerigroup.• Case managers are responsible for initiating services through an Amerigroup provider. The Amerigroup provider should submit a request to complete the neuro-psychological evaluation. If Amerigroup denies the Amerigroup provider should provide a copy of the denial to the DFCS case manager. The Case manager should not proceed with a PUP approved provider before beginning the Amerigroup process.• A copy of the denial letter & court order should be sent with the SA to the PUP provider when requesting this service.• The Amerigroup denial letter is not needed for adults or children who are not in the custody of DFCS such as family preservation cases & family support cases or undocumented children.• Rate includes mileage and missed appointments.• Must be completed within 25 business days



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Code	Description	Specific Service Requirements
		<p>of receipt of referral/service authorization. If the report cannot be completed within 25 business days, the provider must add a case note in the invoice packet that explains why the report was not timely.</p> <ul style="list-style-type: none">• May not be combined with other assessments/evaluations.• All evaluations must have the printed name, handwritten or digital signature & signature date of the licensed psychologist who completed the evaluation.
521-54c	Psychiatric Evaluation	<ul style="list-style-type: none">• \$935.00• MD/Psychiatrist only• Should only be used if the child/family is non- eligible for Medicaid, Peach Care or Private Health Insurance.• Rate includes mileage and missed appointments.• Must be completed within 25 business days of receipt of referral/service authorization. If the report cannot be completed within 25 business days, the provider must add a case note in the invoice packet that explains why the report was not timely.• May Not Be Combined with other assessments/evaluations.• All evaluations must have the printed name,



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Code	Description	Specific Service Requirements
		<p>handwritten signature and signature date of the MD/Psychiatrist who completed the evaluation.</p> <ul style="list-style-type: none">• Case managers are responsible for initiating services through an Amerigroup provider. The Amerigroup provider should submit a request to complete the neuro-psychological evaluation. If Amerigroup denies the Amerigroup provider should provide a copy of the denial to the DFCS case manager. The Case manager should not proceed with a PUP approved provider before beginning the Amerigroup process.• A copy of the denial letter should be sent with the SA to the PUP provider when requesting this service.• The Amerigroup denial letter is not needed for adults or children who are not in the custody of DFCS such as family preservation cases & family support cases or undocumented children.
521-56a	<p>PUP Services Mileage - For Counseling Services only</p> <p>(Not to Be Used for Drug or DNA</p>	<ul style="list-style-type: none">• Mileage Reimbursable at the state approved Rate• Travel begins from the provider's residence or official business address or current location whichever is nearer to the destination point. (Full address required).



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Code	Description	Specific Service Requirements
	Screening/Testing or non- contracted services) (Does not have to be on the service authorization for payment purposes)	<ul style="list-style-type: none">• NOTE: If a provider is completing back-to-back services, their current location may not be closest to the next destination.• NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point).• The specific purpose for each trip must be listed on the mileage log.
521-56b	Emergency Meals and Lodging Non-Contracted	<ul style="list-style-type: none">• May not exceed \$300.00 per occurrence.• Justification required.
521-56c	Emergency Gasoline/Public Transportation Non-Contracted	<ul style="list-style-type: none">• May not exceed \$100.00 per family per fiscal year (July 1st thru June 30th).• Justification required.
521-56d	Emergency Vehicle Repair Non-Contracted	<ul style="list-style-type: none">• May not exceed maximum of \$500.00 per fiscal year (July 1st thru June 30th) per family.• Receipt of purchase required and Payment to provider only.
521-56e	PUP Services - Missed Scheduled Appointments Used when client fails to show for	<ul style="list-style-type: none">• \$27.50 per appointment• LIMIT: 3 missed appointments per month with a MAX of 6 per case per fiscal year.• All missed appointments must be communicated in writing to the DFCS case manager within 24 hours of the missed



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Code	Description	Specific Service Requirements
	scheduled 521- 50 Counseling services. (Not to Be Used for Drug or DNA Screening/Testing or non-contracted services)	<p>appointment and included in the case note documentation per client.</p> <ul style="list-style-type: none">• Code is not required on the service authorization for payment purposes. <p>Telehealth Scheduled Missed Appointments can only be billed when the following conditions are met:</p> <ul style="list-style-type: none">• DFCS approval for use of telehealth appointments for specific client/case. DFCS approval must be written and dated prior to the date of the scheduled/missed appointment.• An appointment is scheduled and confirmed with the client and is documented in the case notes (the date it was scheduled and confirmed with the client).• If the client fails to keep the confirmed appointment via phone or video conferencing, you must notify the case manager in writing after 3 attempts to reach back out to the client on the same day.• The missed appointment case note must reflect the date the appointment was confirmed with the client and the three additional attempts for the day.
521-80	Safety/Enrichment Activities	Enrichment programs promote the well-being of children by providing them with an experience that



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Code	Description	Specific Service Requirements
	[DFCS FOSTER CARE CHILDREN ONLY] Non-Contracted	<p>draws out their fullest potential and talents. Enrichment activities are often geared towards an educational experience that focuses on high abilities such as gifted programs and can span across the arts, humanities, and sciences. They help bolster academics and social interactions for children. These extra-curricular activities can include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Dance Classes ▪ Art classes ▪ Sports ▪ Band ▪ Advanced Reading or Math courses <p>Funding for this service can also include purchase of materials needed for these classes (i.e., instruments, uniforms and equipment, supplies, etc.)</p> <ul style="list-style-type: none"> • Must be under 14 and available for all children in DFCS custody regardless of placement (FC, relative, CPA and AA children whose case has not finalized) • ILP Program may have funds available if youth is over age 14. • Maximum \$500.00 per child per fiscal year (July 1st thru June 30th). • Afterschool Care may have programs available
521-88a	Court Appearance	<ul style="list-style-type: none"> • \$88/HR/Day May not Exceed \$640/Day



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	and/or Testimony (High) (Not to Be Used for Drug Screening or DNA Testing or non-contracted services)	<ul style="list-style-type: none"> PUP-Invoice and a copy of subpoena must be attached for payment. Master's/Doctoral – Licensed only Includes Mileage <p>SA Completed for SAAG subpoenaed court appearance only.</p>
521-88b	Court Appearance and/or Testimony (Low) (Not to Be Used for Drug Screening or DNA Testing or non-contracted services)	<ul style="list-style-type: none"> \$49.50/HR/Day May not Exceed \$360 PUP-Invoice and a copy of subpoena must be attached for payment. Master's Degree in Human Services with 1-year experience in human services or Bachelor's Degree in Human Services with 3 years' experience in human services or High School Diploma with 10 years of Human Services experience. Includes Mileage <p>SA Completed for SAAG subpoenaed court appearance only</p>
521-88c	Court Appearance and/or Testimony (Moderate) (Not to Be Used for Drug Screening or	<ul style="list-style-type: none"> \$71.50/HR/Day May not Exceed \$520/Day PUP-Invoice and a copy of subpoena must be attached for payment. Provisional Licensure or Master's Under Supervision for Licensure Includes Mileage



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Code	Description	Specific Service Requirements
	DNA Testing or non-contracted services)	SA Completed for SAAG subpoenaed court appearance only



COSTAR Section 3006

109.22 UAS Code: 522

Program Name: State Funded – Overnight Stays in Hotels for Foster Children

References: Foster Care Services Manual: Fiscal, 1016.11, 1016.12, 1016.47, 1016.48

Program Purpose: Is to pay for the cost of overnight accommodations for a child and caseworker when placement arrangements cannot be made.

COSTAR Reporting: Reported client is generally the child. Count client in each entitlement code for which they receive services.

Key Program or Eligibility Requirements: Benefits/services charged must meet programmatic guidelines (See Foster Care Manual).

Payment Requirement:

An email approval from both the Regional Director and District Director are required for payment (**Code 00**).

Allowable Entitlement Codes

Code	Description	Specific Service Requirements
00	Overnight Stay in Hotels	<ul style="list-style-type: none">Overnight stays in hotels for children in state custody when unable to locate a provider that will accept the child. Costs include lodging and meals for DFCS staff and child.



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109.532 UAS Code: 532

Program Name: APS Emergency Relocation, Effective 7/1/1999

Program Purpose: The APS Emergency Relocation Program is designed to be a resource to aid victims of Adult Abuse, Neglect, or Exploitation (A/N/E) in Georgia. To be eligible for participation in this program, an elderly or disabled adult must be receiving services from the Division of Aging's Adult Protective Services unit and these funds are needed to remedy or prevent abuse, neglect or exploitation.

The purpose of this program is used to remove a client from a dangerous situation that may be temporary or permanent when the client may not be eligible for other available resources and/or who do not have sufficient monies/resources to pay for their own emergency need or care.

Funds from this program can be used to provide, but not limited to, the following necessities.

- Food
- Shelter, Personal Care Homes, Motels/Hotels
- Clothing
- Personal Items
- Medical/Vision/Dental Services
- Prescriptions, medications, medical supplies
- Adaptive equipment for the disabled (limited)
- Transportation and moving expenditures (limited)
- Other possible usages could be for Vermin infestations, but must be medically related, weather radios, minor home repairs that represent a safety risk to the client



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- Overdue bills for rent, power bills, gas bill or water bill (payments with ERF cannot exceed 2 consecutive months)

COSTAR Reporting: Reported client is the adult. Clients should be counted in every entitlement code for which the client receives services.

Key Program and Eligibility Requirements: Client eligibility is determined based on the following criteria:

- Be receiving APS services and who is elderly, disabled (18 or older) and who is the subject of abuse, neglect, or exploitation
- Need relocation/change from dangerous situation for safety or risk reduction
- Client deemed in danger if services are not made available
- Community resources cannot be mobilized in a timely manner or are insufficient to protect the health and safety of the client
- Client does not have necessary resources to purchase needed services or goods

Based on the criteria above, the client may receive up to \$600.00 in benefits if they remain in their current location or \$1,000.00 in benefits if they have to be physically relocated. Approval by an APS supervisor for all benefits up to \$1,000 is required.

Expenditures over \$1,000 up to \$3,000 maximum per 12-month period may be requested by the APS Supervisor for approval by their District Managers.

A waiver for expenditures that will exceed \$3,000.00 for a client may be granted, but must be approved by one of the following, Bryan Hay, APS Field Operations Manager or Barbara Pastirik, APS Section Director.

The office of Public Guardianship (PGO) may also on occasion send request for ERF



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funds. If you have any questions, you can contact, Carleton Coleman, Field Operations Manager at 706- 565-2680. The invoices may come in from a caseworker and their supervisor but should always have one of the following signing off as the approving authority, Sonya Walker, Deanna Mosley, Angie Tompkins, or Carleton Coleman.

NOTE: The approved waiver should be attached to the check request sent to regional accounting.

These funds are available for 12 months from the time the first ERF payment request is approved.

Payment Requirements:

Case Manager should request a Purchase Order as appropriate according to state policy.

APS Case Manager completes the APS Emergency Relocation Fund Approval Form (APS ERF Form #1). APS Case Manager and/or Supervisor should approve the form for processing.

The APS ERF Form is completed per individual request and all original receipts and original invoices must be attached. Payments are **not** to be made to the client or DHS staff, but directly to the vendor.

APS workers will send all payment request/authorization directly to their respective regional accounting office for processing.



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Allowable Entitlement Codes

Code	Description	Specific Service Requirements
03	Emergency Shelter Costs	<ul style="list-style-type: none">• Relocation to Personal Care Home/Long-Term Care Facility• Other Emergency Shelter Options such as short-term housing in non-Long-Term Care Facilities
14	Emergency Food, Clothing/Personal Needs/Utilities	<ul style="list-style-type: none">• Food (nothing edible in home, client has special dietary needs or food supplements) or Meals (short term)• Clothing & Personal Items - clean, well fitted clothes and shoes, necessary toiletries (soap, toilet paper), and other essentials (towel, sheet, blanket)• Utilities for Electric, Gas and Water - one- time deposits for new service or reconnection (no more than 2 months delinquent), and repairs to household appliances (stoves, refrigerators)
15	Emergency Medical Needs	<ul style="list-style-type: none">• Medical, vision, and dental services to meet immediate health/safety concerns due to lack of funds or insurance• Prescriptions or non-prescription medications needed by client due to lack of funds, insurance, or co-payment• Medical supplies/adaptive equipment needed by client to meet basic health or safety needs – help with the purchase, rental, or repair of equipment or supplies such as, but not limited to: glasses, dentures, hearing aids and batteries, bath aids,



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Code	Description	Specific Service Requirements
		prosthetic devices, chucks, adult briefs/Depends, cane, walker, portable toilet, air mattress, disposable medical supplies
18	OtherEmergency Needs	<ul style="list-style-type: none">• Transportation to move client to a healthy and safe placement, or to transport the client to necessary services• Moving expenses• Environmental needs related to living situation which may include needs such as pest extermination (roaches, ants, rodents, fleas, spiders, etc.), and heavy cleaning that has to be done to restore a safe environment and/or establish services to ensure health and safety• Translator services required to communicate with caseworker for investigation/assessment and planning. Need to investigate the use of DHS Employees or LEPSI services first.• Natural Disasters such as ice storm, heat waves, tornadoes, or floods to relocate them from a dangerous situation.



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109.51 UAS Program: 551 Early Intervention (Contract Required for All Services)

CASE MAX Fiscal Year Limit: \$1,000.

One Waiver can be approved for \$250 by the County Director or Regional Director.

NOTE: The waiver process is a DFCS internal process and providers do not need a copy of the waiver for payment purposes.

Program Name: Early Intervention and Preventive Services (Family Preservation, Family Support, Screen Outs and Unsubstantiated Reports)

References: Child Welfare Policy Manual Chapter 18 Support Services to Preserve or Reunify Families 18.1 Early Intervention Services

Program Purpose: This program is designed to provide Community-Based Prevention and Early Intervention activities to afford children a safe, stable and supportive family setting by promoting the well-being of the family. Services are designed to build on and increase the strength and stability of families, increase parent confidence and competence in their parenting abilities and enhance family functioning to prevent child abuse and neglect. The provider must have a fully executed contract in the current fiscal year to perform these services.

COSTAR Reporting: Reported client is the head of the family unit and children remain in the home.

Key Program or Eligibility Requirements: Families eligible for these services are in order of priority:

- Families in which abuse, or neglect has been substantiated.,



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- Families in which abuse and/or neglect has been screened out or unsubstantiated. Services to Priority 2 Families (cases unsubstantiated or screened out) would be voluntary in nature.

NOTE: Maximum of 15 visits only.

Payment Requirements:

Providers must submit the program invoice by the 10th of each month, a copy of the SHINES generated Service Authorization, Travel/Mileage Log, and case documentation to the County DFCS offices. Regional County Contract Liaison's will review and approve for completeness and accuracy, secure the designated DFCS approving authority signature and forward to their designated accounting office.



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Allowable Entitlement Codes

Code	Description	Specific Service Requirements
551-79	Prevention/Early Intervention Services [Contract Required]	This program provides Community-Based Prevention and Early Intervention activities to afford children a safe, stable, and supportive family setting by promoting the well-being of the family. The provider should provide intensive home visitation services, case management and referral services only. Max per family is \$1,000, excluding mileage
551-79b	Home Visits	<ul style="list-style-type: none"> • \$49.50 per hour • Behavioral Modification/Management • Budgeting Skills • Communication Skills • Environmental Safety • Parenting Education/Skill building • Master's Degree in Human Services with 1-year experience in human services or Bachelor's Degree in Human Services with 3 years' experience in human services or High School Diploma with 10 years of Human Services experience. <p>This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the</p>



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Code	Description	Specific Service Requirements
		service. Case notes are required per family if completed as a group.
551-79d	Early Intervention Mileage (Does not have to be on the service authorization for payment purposes)	<ul style="list-style-type: none">• Mileage Reimbursable at the state approved Rate• Travel begins from the provider's residence or official business address or current location whichever is nearer to the destination point. (Full address required). NOTE: If a provider is completing back-to-back services, their current location may not be closest to the next destination.• NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point). The specific purpose for each trip must be listed on the mileage log.
551-79f	Early Intervention Missed Scheduled Appointments	<ul style="list-style-type: none">• \$27.50 per hour• (max 3) for Early Intervention services per case.• All missed appointments must be communicated in writing to the DFCS case manager within 24 hours of the missed appointment and included in the case note documentation per client. Code is not required on the service authorization for payment purposes.



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109.71 UAS Program: 571 Homestead (Contract Required for All Services)

Program Name: Homestead (Family Preservation and Permanency Cases)

CASE MAX Fiscal Year Limit: \$15,000. Waivers will be approved in \$5,000 increments.

1st level waiver will be approved by the County Director/SS Administrator or Higher Position

2nd level waiver will be approved by the Regional Director or Higher Position

3rd level waiver will be approved by the District Director or Higher Position

NOTE: The waiver process is a DFCS internal process and providers do not need a copy of the waiver for payment purposes.

References: Child Welfare Policy Manual Chapter 18 Support Services to Preserve or Reunify Families 18.5 Homestead Services

Program Purpose: To assure safety for children with Family Preservation or Permanency cases that are at-risk of unnecessary foster care or ready for reunification by providing the following services:

- Counseling and Kinship Assessment
- Intensive in-home counseling to maintain and stabilize a child's permanency
- Prepare for the safe return of a child to caretaker from who removed
- In-home or court ordered assessments to prevent unnecessary foster care placement
- Expedite reunification

Costar Reporting: Reported client is the head of the family unit. Count client in each entitlement code for which he/she receives services.



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Key Program and Eligibility Requirements: Families with an active Social Services case are eligible to receive Homestead and Relative/Non-Relative Services per fiscal year (July 1st thru June 30th). All services are to be completed within 180 days. The provider must have a fully executed contract in the current fiscal year to perform these services.

Payment Requirements:

Providers must submit the program invoice by the 10th of each month, a copy of the SHINES generated Service Authorization, Travel/Mileage Log, and case documentation to the County DFCS accuracy, secure the designated DFCS approving authority signature and forward to their designated accounting office.



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Allowable Entitlement Codes

Code	Description	Specific Service Requirements
571-29a	Kinship Assessment	<ul style="list-style-type: none">• 550.00 Per family• Must be completed within 25 calendar days of receipt of the service authorization/referral from DFCS. If the report cannot be completed within 25 calendar days, the provider must add a case note that explains why the report was not timely.• Rate includes cost of mileage and missed appointments.• Family member or non-family member has been identified as a placement resource for children.• This Assessment is completed to determine the appropriateness of placement resources for children.• Master's degree in human services with 1-year experience in human services or bachelor's degree in Human Services with 3 years' experience in human services.• The case manager should send the provider any drug screening test results with the service authorization so the results can be included in the Kinship assessment.• If drug screening tests have not been completed, then case manager should complete SA's for drug screening services and obtain the results to send to the CCFA provider.



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Code	Description	Specific Service Requirements
		<ul style="list-style-type: none">• If the provider does not receive the drug screening results, they should request them in writing from the case manager.• May Not Be Combined with other assessments/evaluations.• All assessments/evaluations must have the printed name, digital or handwritten signature and date of the assessment.
571-29e	Bonding/Attachment Assessment	<ul style="list-style-type: none">• \$935.00• Licensed/Provisional Licensure or Master's under supervision for licensure.• Assessment must be signed by a Licensed professional if completed by a provisional licensed or under supervision for licensure individual.• Rate includes mileage and missed appointments.• Must be completed within 25 business days of receipt of referral/service authorization. If the report cannot be completed within 25 business days, the provider must add a case note in the invoice packet that explains why the report was not timely.• All assessments/evaluations must have the printed name, digital or handwritten signature and date of the assessment & licensed individual (licensed individual



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Code	Description	Specific Service Requirements
		<p>name and signature is only required if the assessment/evaluation was completed by a provisional licensed or Master's Under Supervision for Licensure assessor)</p> <ul style="list-style-type: none">• Service Authorizations should be completed as listed below:<ul style="list-style-type: none">○ Bio-Parent & all children = Only 1 SA is needed/935.00 total (only 1 name listed under services authorized and all other names [children/ care giver] should be listed in the justification/comment section as this is a group service)NOTE: (2 would be needed if bio-parents live in separate households)○ Foster Parent & all children = Only 1 SA is needed/935.00 total (only 1 name listed under services authorized and all other names [children/ care giver] should be listed in the justification/comment section as this is a group service)○ Relative or Fictitious Kin & all children = Only 1 SA is needed/935.00 total cost (only 1 name listed under services authorized and all other names [children/ care giver] should be listed in the justification/comment section as this is a group service)
571-47a	Behavioral Aide	<ul style="list-style-type: none">• \$38.50 per hour



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Code	Description	Specific Service Requirements
	NOTE: BA service should be no longer than 12-hour shifts.	<ul style="list-style-type: none">• HS Diploma/GED & 5 years human services experience or Bachelor's Degree in Human Services (no human services experience required)• Can be used for visitation/supervision.• A DFCS Supervision Plan along with a Universal Application or Child Passport is to be submitted to the provider with the service authorization.• Can be used for Court Testimony – Subpoena required for payment & includes mileage.• Other Uses: Home visits, Basic Behavior modification, and Basic Parenting Education/Skills, etc.• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.
571-56a	Homestead Services Missed Scheduled Appointments	<ul style="list-style-type: none">• 27.50 per appointment• Limit: 3 missed appointments per month with a <u>max</u> of 6 per case per fiscal year.• All missed appointments must be communicated in writing to the DFCS case manager within 24 hours of the missed appointment and included in the case note documentation per client.



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Code	Description	Specific Service Requirements
		<ul style="list-style-type: none">• Code is not required on the service authorization for payment purposes. <p>Telehealth Scheduled Missed Appointments can only be billed when the following conditions are met:</p> <ul style="list-style-type: none">• DFCS approval for use of telehealth appointments for specific client/case. DFCS approval must be written and dated prior to the date of the scheduled/missed appointment.• An appointment is scheduled and confirmed with the client and is documented in the case notes (the date it was scheduled and confirmed with the client).• If the client fails to keep the confirmed appointment via phone or video conferencing, you must notify the case manager in writing after 3 attempts to reach back out to the client on the same day. The missed appointment case note must reflect the date the appointment was confirmed with the client and the three additional attempts for the day.
571-56b	Homestead Services Mileage (Does not have to be on the service authorization for	<ul style="list-style-type: none">• Mileage Reimbursable at the state approved Rate• Travel begins from the provider's residence or official business address or current location whichever is nearer to the destination point. (Full address required).



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Code	Description	Specific Service Requirements
	payment purposes)	<ul style="list-style-type: none">• NOTE: If a provider is completing back-to-back services, their current location may not be closest to the next destination.• NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point).• The specific purpose for each trip must be listed on the mileage log.
571-56c	Transportation/ Escorting Services NOTE: Supervision hours cannot be billed while the provider is transporting clients or getting to & from the location for all services.	<ul style="list-style-type: none">• \$30.80 per hour• This code is used solely when transporting children or family members to appointments.• Hourly rate begins from the provider's residence or official business address or current location, whichever is nearer to the destination point.• NOTE: Crisis Intervention Services are PROHIBITED during transportation.• If transportation services are going to require 10 consecutive (non-stop) hours of driving, then the provider must provide two drivers.• Can be used for Court Testimony – Subpoena required for payment & includes mileage.• HS Diploma/GED & 1-year human services experience or a Bachelor's Degree in Human Services (does not require human services experience) & transporters must take Child Safety Seat training annually.• Wait times can be charged if a trip one-way is 3



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Code	Description	Specific Service Requirements
		<p>or more hours without justification on the SA. Any other billed wait time must be on the service authorization in the justification/comment section or in an email to the provider. If the provider was notified by email that needs to be submitted with the invoice packet. Mileage cannot be charged during wait time.</p> <ul style="list-style-type: none">• This service is paid by the hour not by the number of clients being transported.
571-61h	Therapy/Counseling (High Risk)	<ul style="list-style-type: none">• \$88.00 per hour• Master's/Doctoral – Licensed only• Counseling can be provided for: Individual, child, group, or family.• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.
571-61i	Therapy/Counseling (Moderate Risk)	<ul style="list-style-type: none">• \$71.50 per hour• Completed by Provisional Licensure or Master's under Supervision for Licensure. Must be supervised by fully licensed staff.• Counseling can be provided for: Individual, child, group, or family.• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the



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Code	Description	Specific Service Requirements
		service. Case notes are required per family if completed as a group.
571-62a	Crisis Intervention (High Risk)	<ul style="list-style-type: none">• \$88.00 per hour• A disruption or breakdown in a person's or family's normal or usual pattern of functioning. A crisis cannot be resolved by a person's customary problem-solving resources/skills.• Services Cannot Exceed 5 Consecutive Days• Additional time will need a waiver from the County Director.• Completed by Master's/Doctoral – Licensed only• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.
571-62b	Crisis Intervention (Moderate Risk)	<ul style="list-style-type: none">• \$71.50 per hour• A disruption or breakdown in a person's or family's normal or usual pattern of functioning. A crisis cannot be resolved by a person's customary problem-solving resources/skills.• Services Cannot Exceed 5 Consecutive Days• Additional time will need a waiver from the County Director.• Provisional Licensure or Master's under Supervision for Licensure



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Code	Description	Specific Service Requirements
		<ul style="list-style-type: none">• Must be supervised by fully licensed staff.• This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.
571-88a	Court Appearance and/or Testimony (High Level)	<ul style="list-style-type: none">• \$88/HR/Day May not Exceed \$640/Day• Invoice and a copy of subpoena must be attached for payment.• Master's/Doctoral – Licensed only• Includes Mileage <p>SA Completed for SAAG subpoenaed court appearance only.</p>
571-88b	Court Appearance and/or Testimony (Low Level)	<ul style="list-style-type: none">• \$49.50/HR/Day May not Exceed \$360• Invoice and a copy of subpoena must be attached for payment.• Master's Degree in Human Services with 1-year experience in human services or Bachelor's Degree in Human Services with 3 years' experience in human services or High School Diploma with 10 years of Human Services experience.• Includes Mileage



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Code	Description	Specific Service Requirements
		SA Completed for SAAG subpoenaed court appearance only
571-88c	Court Appearance and/or Testimony (Moderate Level)	<ul style="list-style-type: none">• \$71.50/HR/Day May not Exceed \$520/Day• Invoice and a copy of subpoena must be attached for payment.• Provisional Licensure or Master's Under Supervision for Licensure• Includes Mileage SA Completed for SAAG subpoenaed court appearance only



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109.73 UAS Program: 573 Parent Aide (PA) (Contract Required for All Services)

Program Name: Parent Aide Services (Family Preservation and Permanency Cases)

CASE MAX Fiscal Year Limit: \$15,000. Waivers will be approved in \$5,000 increments.

1st level waiver will be approved by the County Director/SS Administrator or Higher Position

2nd level waiver will be approved by the Regional Director or Higher Position

3rd level waiver will be approved by the District Director or Higher Position

NOTE: The waiver process is a DFCS internal process and providers do not need a copy of the waiver for payment purposes.

References: Child Welfare Policy Manual Chapter 18 Support Services to Preserve or Reunify Families 18.4 Parent Aide Services

Program Purpose: This program is designed to provide Community–Based Prevention activities to afford children a safe, stable and supportive family setting by promoting the well-being of the family. Services include parenting education and training, and are designed to build on and increase the strength and stability of families, increase parent confidence and competence in their parenting abilities, and enhance family functioning to prevent child abuse and neglect.



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Parent Aide Services

- Behavioral Management
- Budgeting Skills
- Communication Skills
- Environmental Safety
- Parenting Education/Skills

The goal of the program is ensuring the safety, well-being, and permanency of children.

COSTAR Reporting: Reported client is the head of the family unit and children remain in the home.

Key Program or Eligibility Requirements: Families with an active Social Services case are eligible to receive Parent Aide Services per fiscal year (July 1st thru June 30th). All services are to be completed within 180 days (unless this requirement is waived by the DFCS). Order of Priority is as follows:

1. Families in which abuse, or neglect has been substantiated, or have an open Permanency Case but there has been a determination that there is low risk for a repeat incidence.
2. Families for which abuse and/or neglect has been unsubstantiated and/or there is no open permanency case. Services to priority 2 families would be voluntary in nature.

Payment Requirements:

Providers must submit the program invoice by the 10th of each month, a copy of the SHINES generated Service Authorization, Travel/Mileage Log, and case documentation to the County DFCS. Offices. Regional County Contract Liaison's will review and approve for completeness and accuracy, secure the designated DFCS approving authority signature and forward to their designated accounting office.



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Two months cannot be billed on one invoice for accounting purposes unless it is for group parenting class (Parent Aide contract service) when provider completes the 10 required sessions and bills the total amount of \$385.00.



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Allowable Entitlement Codes

Code	Description	Specific Service Requirements
573-47a	Behavioral Aide NOTE: BA service should be no longer than 12- hour shifts.	<ul style="list-style-type: none">• \$38.50 per hour• HS Diploma/GED & 5 years human services experience or bachelor's degree in human services (no human services experience required)• Other Uses: Home visits, Basic Behavior modification, and Parenting Skills, etc.• Can be used for Court Testimony – Subpoena required for payment & includes mileage.• This code cannot be used for any visitation or emergency supervision services.<ul style="list-style-type: none">▪ Supervision code (4 or more hour in a 24-hour period) is 518-00s.▪ Visitation code (Less than 4 hours in a 24-hour period) is 518-47e. <p>This can be individual or performed in a group setting. This service is paid by the hour not by the number of clients being provided the service. Case notes are required per family if completed as a group.</p>



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Code	Description	Specific Service Requirements
573-56a	<p>Parent Aide Missed Scheduled Appointments</p> <p>Can be used for Group/Individual Parenting Classes 573- 72g or Behavioral Aide Services 573-47a.</p> <p>See instructions under specific service requirements.</p>	<ul style="list-style-type: none">• \$27.50 per appointment<ul style="list-style-type: none">○ LIMIT: 3 missed appointments per month with a MAX of 6 per case per fiscal year.○ All missed appointments must be communicated in writing to the DFCS case manager within 24 hours of the missed appointment and included in the case note documentation per client.• Code is not required on the service authorization for payment purposes.



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Code	Description	Specific Service Requirements
573-56b	Parent Aide Services Mileage (Does not have to be on the service authorization for payment purposes)	<ul style="list-style-type: none">• Mileage Reimbursable at the state approved Rate• Travel begins from the provider's residence or official business address or current location whichever is nearer to the destination point. (Full address required).• NOTE: If a provider is completing back-to-back services, their current location may not be closest to the next destination.• NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point).• The specific purpose for each trip must be listed on the mileage log.
573-72b	Printed Material	<ul style="list-style-type: none">• \$44.00 (per person referred)• Parenting skills Materials• One-time charge per person only



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Code	Description	Specific Service Requirements
573-72f	Childcare Cost	<ul style="list-style-type: none">• \$165 per child (one-time fee per child)• Provide childcare services to parents participating in Group Parenting classes• Attendance sheets required.• HS Diploma/GED & Certification in CPR & First Aide (both due every two years). CPR/First Aide must either be taken in person or online with Red Cross or American Heart Association within 60 days of staff approval by• DFCS Contract Administration Unit.
573-72g	Group or Individual Parenting Class	<ul style="list-style-type: none">• \$38.50 per hour• Provider should provide a minimum of 10 or more hours of group or individual parenting sessions.• Attendance sheets required if group sessions.• If group sessions, can be billed per family/case. Separate Case Progress notes are required per case if completed as a group.• Bachelor's Degree or Higher in human services and 5 years' experience in training & presentations one on one or groups.



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109.873 UAS Code: 873 (New January 2005)

Program Name: Promoting Safe and Stable Families (PSSF) Program –
Cash Match Family Preservation and Support Services

NOTE: Fiscal year spending period for these federal funds is October 1st through September 30th. Final expenditures must be paid on or before September 15th.

Program Purpose: PSSF Family Preservation services are provided to families that have or have had DFCS involvement because of child abuse or neglect, child or parent behavioral challenges, or serious parent-child conflict. Provision of these services grows out of the recognition that the unnecessary separation of children from their families is traumatic, often leaving lasting negative effects. Families at-risk or in-crisis can be preserved, and children safely maintained in their homes when families receive intensive support and therapeutic services to improve family functioning and stability. Services are family-focused and are designed to maintain children safely in their homes, prevent the unnecessary separation of families, and are offered as a safe alternative to out-of-home placement.

Providers of PSSF Family Preservation services are required to coordinate services with DFCS and other agencies including mental health, substance abuse, education, child care, and employment services to provide families a comprehensive continuum of community-based supports, interventions and follow-up services responsive to individual and family needs. Services may be offered to families referred by DFCS, juvenile or family court, who are in crisis or at-risk of having a child removed from their home.

PSSF Family Preservation services may also be provided to support families post-



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reunification to help prevent placement disruption.

FPS – STR (873-B) Information

Substance Abuse Family and Recovery Support services provide substance abuse treatment and support services to parents with a child custody or deprivation case where substance abuse treatment, random substance abuse drug screenings and sustained abstinence are required to prevent abandonment and/or maltreatment, removal of the child from the home or as a condition for reunification. Services are community-based and should provide a full continuum of prevention, treatment intervention, and post-treatment support services to substance abusing women with young children and their families to facilitate the maintenance of safe and drug-free households. Service Duration is 3-12 months.

Referral sources include a variety of community-based sources including DFCS Family Support, Family Preservation, or Placement Services or Juvenile, Family or Drug Court.

FPS – RCS (873-G) Information

Relative Caregiver Support services offer a comprehensive array of support services to grandparents and relative caregivers that are the primary caregivers of children other than their own. Relatives are the preferred resource for children who must be removed from their birth parents because placement with relatives increases stability and safety as well as helps to maintain family connections and cultural traditions.

Services for relative caregivers, often grandparents, should consider that kin are likely to be single, in poorer health, and financially less secure than non-relative caregivers, while children in their care are generally younger and often need special services. These families generally receive few economic supports and are less likely to be aware of services available to them. In addition, they may not have support from extended



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family, peers, or the community in general.

These services are designed to:

- Promote permanency and child well-being by supporting early and stable relative placements
- Prevent children from coming into or re-entering foster care by improving caretaker and family functioning
- Increase parenting knowledge and demonstrated ability of the caretaker to apply the skills learned and increase decision-making or problem-solving skills of the caretaker
- Increase access to and utilization of community-based supports and services.

Family mediation or counseling is also often needed to assist caregivers and birth parents in resolving conflicts, easing the difficulties of parenting a relative's child, and achieving a permanent plan for the child.

Service duration is 3-12 months.

Referral sources include a variety of community-based referral sources including DFCS Family Support or Family Preservation or Placement Services, and Juvenile Court

PPS – Placement Prevention Services (873-P)

Placement Prevention Services (PPS) offer short-term home- and/or center-based services to children and families with DFCS involvement where children are still in parental custody. These services are provided as a part of a family's safety and/or CPS case plan designed to safely maintain children in their homes and/or prevent unnecessary placement into foster care. Service duration is 6-9 months.

Referral sources include DFCS Family Preservation, DFCS Placement Services, Juvenile, Family or Drug Court



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CIS – Crisis Intervention Services (873-I)

Crisis Intervention Services (CIS) are designed to support families in crisis where children are at imminent risk of placement. **Crisis Intervention Services** utilize a range of research-based and therapeutic interventions, including family counseling, and cognitive/behavioral therapy for biological, foster, and adoptive families to help remove barriers to family stability and restore family functioning. Service duration is 3-6 months.

Referral sources include DFCS Family Preservation or Placement Services, Juvenile Court.

RAC – Residential After-Care (873-R)

Residential After-Care (RAC) services support children and families reunifying from foster care. These include children returning home from temporary shelters, residential treatment or therapeutic foster home settings, and their families with an open Family Preservation or Placement case, prior to or post change in placement. After-care services are available to families 2-3 months pre-discharge and 6-9 months post-discharge and are designed to sustain treatment outcomes and prevent placement disruption.

Referral sources include DFCS Family Preservation or Placement Services, Juvenile or Family Court.

COSTAR Reporting: Reported client is either the head of the family unit or may be the child in care. "Count each client or family once per program."

Key Program or Eligibility Requirement: PSSF Vendors have been approved and contracted through a statewide bid process. A contract for all approved vendors has



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been fully executed and is on file with the county department. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 (Form attached). The referral form and a listing of approved PSSF Vendors can be accessed on line at www.pssfnet.com, on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide. Services may be offered to families referred by DFCS or directly by Juvenile or Family Court. Eligibility requirements differ by entitlement code.



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Allowable Entitlement Codes

STR Substance Abuse Treatment/ – Entitlement Code begins with “B”

Code	Description	Specific Service Requirements
BB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
BC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffings for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
BD	Parent Education	Evidence-based, parent education/parenting skills training provided to caregivers in the home or in an interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.



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Code	Description	Specific Service Requirements
BE	Support Group	Facilitated support or informal counseling on-site or at other community- based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
BF	Intake Assessment and Child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided.</p> <p>And should include, at a minimum:</p> <ul style="list-style-type: none">• Financial Conditions• Living conditions• Caretaker Supports and resources• Health (caretaker and individual family members)• Housing• Employment• Transportation• Coping Skills• Parenting Capacity and Skills <p>Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.</p>



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Code	Description	Specific Service Requirements
BG	Childcare	Childcare provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
BH	Client Transportation	Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
BI	Crisis Intervention	Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average service duration of 90 to 120 days. Services should be available to families 24 hours a day in the home or other environments accessible to the family.
BJ	Behavior Management	A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.



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Code	Description	Specific Service Requirements
BK	Drug Screens	Specific tests to determine service eligibility or compliance with service plan.
BL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities
BL	Employment Supports	Individual instruction or coaching (counseling) designed to enhance skills, support and encourage individual goals and improve employment opportunities. These may include a wide variety of services, instruction or resources, including internship or apprenticeship support, provided to youth to help them develop the skills necessary to secure and sustain employment and to generally succeed in the workplace.
BM	Follow-up Services	Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact.
BQ	Legal Advocacy	Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings.



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Code	Description	Specific Service Requirements
BS	Caregiver/Child Enrichment	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.
BU	Respite Care	Period of relief provided to a caregiver (parent, foster parent, adoptive parent, relative caregiver) with primary responsibility for intensive supervision or care of a child or family member.
BW	Substance Abuse Recovery Support	Services provided to a family, individual or group to prevent relapse and continued use of controlled substances.
BX	Emergency Aid	Temporary assistance to address critical basic needs.
BZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.



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RCS/Relative Caregiver Support/Recovery – Entitlement Code begins with
“G”

Code	Description	Specific Service Requirements
GB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
GC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffings for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
GD	Parent Education	Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child



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Code	Description	Specific Service Requirements
		relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
GE	Support Group	Facilitated support or informal counseling on-site or at other community- based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
GF	Intake Assessment and Child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none"> • Financial Conditions • Living conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills <p>Developmental screenings for children/youth to</p>



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Code	Description	Specific Service Requirements
		identify children who should receive more intensive assessment or diagnosis.
GG	Childcare	Childcare provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
GH	Client Transportation	Transportation assistance to facilitate family or individual participation in on- site services or transportation provided to assist individuals or families without transportation resources to access community resources.
GI	Crisis Intervention	Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average service duration of <u>90 to 120 days</u> . Services should be available to families 24 hours a day in the home or other environments accessible to the family.
GJ	Behavior Management	A plan of specific evidence-based interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the



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Code	Description	Specific Service Requirements
		caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.
GK	Drug Screens	Specific tests for service eligibility
GL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities
GL	Employment Supports	Individual instruction or coaching (counseling) designed to enhance skills, support and encourage individual goals and improve employment opportunities. These may include a wide variety of services, instruction or resources, including internship or apprenticeship support, provided to youth to help them develop the skills necessary to secure and sustain employment and to generally succeed in the workplace.
GM	Follow-Up Services	Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact.
GN	Healthcare Screening/Services	Healthcare screening, education and/or services for specific child or caregiver health-related problems



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Code	Description	Specific Service Requirements
		(physical, mental, or developmental).
GS	Caregiver/Child Enrichment Activities and Child/Youth Activities	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. Activities that allow children/youth to participate in constructive, age- appropriate experiences under adult supervision. Includes academic, social, and recreational activities.
GU	Respite Care	Period of relief provided to a caregiver (parent, foster parent, adoptive parent, relative caregiver) with primary responsibility for intensive supervision or care of a child or family member.
GX	Emergency Aid	Temporary assistance to address immediate or critical basic needs.
GZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.



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CIS/Crisis Invention Services – Entitlement Code begins with “I”

Code	Description	Specific Service Requirements
IB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
IC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffings for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
ID	Parent Education	Evidence--based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to



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Code	Description	Specific Service Requirements
		enhance parental self-sufficiency and prevent child abuse and neglect.
IE	Support Group	Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
IF	Intake Assessment and Child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none">• Financial Conditions• Living conditions• Caretaker Supports and resources• Health (caretaker and individual family members)• Housing• Employment• Transportation• Coping Skills• Parenting Capacity and Skills <p>Developmental screenings for children/youth to identify children who should receive more intensive</p>



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Code	Description	Specific Service Requirements
		assessment or diagnosis.
IG	Child Care	Childcare provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
IH	Client Transportation	Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
II	Crisis Intervention	Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average service duration of 90 to 120 days. Services should be available to families 24 hours a day in the home or other environments accessible to the family.
IJ	Behavior Management	A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and



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Code	Description	Specific Service Requirements
		alternatives to the use of corporal discipline.
IK	Drug Screens	Specific tests for service eligibility
IL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. Including instruction and/or supports provided to youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve employment opportunities
IL	Employment Supports	Individual instruction or coaching (counseling) designed to enhance skills, support and encourage individual goals and improve employment opportunities. These may include a wide variety of services, instruction or resources, including internship or apprenticeship support, provided to youth to help them develop the skills necessary to secure and sustain employment and to generally succeed in the workplace.
IM	Follow-up Services	Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact.
IS	Caregiver/child Enrichment Activities	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.



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Code	Description	Specific Service Requirements
IU	Respite Care	Period of relief provided to a caregiver (parent, foster parent, adoptive parent, relative caregiver) with primary responsibility for intensive supervision or care of a child or family member.
IW	Substance Abuse Recovery Support	Services provided to a family, individual or group to prevent relapse and continued use of controlled substances.
IX	Emergency Aid	Temporary assistance to address critical basic needs.
IZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.



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PPS/Placement Prevention Services – Entitlement Code begins with “P”

Code	Description	Specific Service Requirements
PB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
PC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing's for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
PD	Parent Education	Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to



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Code	Description	Specific Service Requirements
		enhance parental self-sufficiency and prevent child abuse and neglect.
PE	Support Group	Facilitated support or informal counseling on-site or at other community- based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
PF	Intake Assessment and Child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none">• Financial Conditions• Living conditions• Caretaker Supports and resources• Health (caretaker and individual family members)• Housing• Employment• Transportation• Coping Skills• Parenting Capacity and Skills <p>Developmental screenings for children/youth to identify children who should receive more intensive</p>



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Code	Description	Specific Service Requirements
		assessment or diagnosis.
PG	Childcare	Childcare provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
PH	Client Transportation	Transportation assistance to facilitate family or individual participation in on- site services or transportation provided to assist individuals or families without transportation resources to access community resources.
PI	Crisis Intervention	Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average service duration of 90 to 120 days. Services should be available to families 24 hours a day in the home or other environments accessible to the family.
PJ	Behavior Management	A plan of specific evidence-based interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family



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Code	Description	Specific Service Requirements
		functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.
PK	Drug Screens	Specific tests to determine service eligibility or compliance with service plan.
PL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities
PL	Employment Supports	Individual instruction or coaching (counseling) designed to enhance skills, support and encourage individual goals and improve employment opportunities. These may include a wide variety of services, instruction or resources, including internship or apprenticeship support, provided to youth to help them develop the skills necessary to secure and sustain employment and to generally succeed in the workplace.
PM	Follow-up Services	Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact.
PN	Healthcare Screening/Services	Healthcare screening or services for specific child or caregiver health- related problems (physical, mental



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Code	Description	Specific Service Requirements
		or developmental).
PO	Home-Visits/Parent Education	Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
PR	Mentoring	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
PS	Caregiver/Child Enrichment Activities	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.
PU	Respite Care	Period of relief provided to a caregiver (parent, foster parent, adoptive parent, relative caregiver) with primary responsibility for intensive supervision or care of a child or family member.
PV	Stress/Anger Management	Services or training to address the source and impact of stress on family functioning and practical application of coping mechanisms.
PW	Substance Abuse Recovery Support	Services provided to a family, individual or group to prevent relapse and continued use of controlled substances.
PX	Emergency Aid	Temporary assistance to address immediate or critical basic needs.



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Code	Description	Specific Service Requirements
PZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.



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RAC/Residential Aftercare – Entitlement Code begins with “R”

Code	Description	Specific Service Requirements
RB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
RC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing's for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
RD	Parent Education	Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to



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Code	Description	Specific Service Requirements
		enhance parental self-sufficiency and prevent child abuse and neglect.
RE	Support Group	Facilitated support or informal counseling on-site or at other community- based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
RF	Intake Assessment and Child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none">• Financial Conditions• Living conditions• Caretaker Supports and resources• Health (caretaker and individual family members)• Housing• Employment• Transportation• Coping Skills• Parenting Capacity and Skills <p>Developmental screenings for children/youth to identify children who should receive more intensive</p>



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Code	Description	Specific Service Requirements
		assessment or diagnosis.
RG	Child Care	Childcare provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
RH	Client Transportation	Transportation assistance to facilitate family or individual participation in on- site services or transportation provided to assist individuals or families without transportation resources to access community resources.
RI	Crisis Intervention	Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average service duration of 90 to 120 days. Services should be available to families 24 hours a day in the home or other environments accessible to the family.
RJ	Behavior Management	A plan of specific evidence-based interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent



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Code	Description	Specific Service Requirements
		use of effective interventions and alternatives to the use of corporal discipline.
RK	Drug Screens	Specific tests for service eligibility
RL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. Including instruction and/or supports provided to youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve employment opportunities
RM	Follow-up Services	Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact.
RS	Caregiver/Child Enrichment Activities	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.
RU	Respite Care	Period of relief provided to a caregiver (parent, foster parent, adoptive parent, relative caregiver) with primary responsibility for intensive supervision or care of a child or family member.
RX	Emergency Aid	Temporary assistance to address critical basic needs.
RZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families



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Code	Description	Specific Service Requirements
		with child welfare related issues.



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109.875 UAS Code: 874 – Limited to Purchase of PSSF Vendor Services (New January 2005)

Program Name: Cash Match Promoting Safe and Stable Families (PSSF)

Program – Family Support Services

NOTE: Fiscal year spending period for these federal funds is October 1st through September 30th. Final expenditures must be paid on or before September 15th.

Program Purpose: PSSF Family Support services are community-based prevention and early intervention services designed to prevent and reduce the risk of child maltreatment by promoting the well-being of the entire family. PSSF Family Support services also include community and faith-based services to strengthen marriages and promote effective co-parenting relationships.

PSSF Family Support services promote healthy development by helping parents to enhance their strengths and resolve problems that can lead to child maltreatment, developmental delays, and family disruption. All services are designed to build on existing family strengths, increase the stability of families, increase parental confidence and competence, increase protective capacities, and enhance overall family functioning to prevent initial or repeat child abuse and neglect and to ensure child safety.

Target Populations: Families referred for PSSF Family Support services face multiple challenges such as generational poverty, little or no support system, unemployment due to lack of skills or education, inadequate/affordable/stable housing, truancy, domestic violence, substance abuse or mental illness. Families can also be referred for healthy marriage/relationship/co- parenting classes, or include families/caregivers with children ages 0-5, including pregnant and parenting teens.



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PEI – Prevention and Early Intervention Services (874-E)

Prevention and Early Intervention services are voluntary, short-term, in-home, or center-based family supports, and services offered to help families identify and address problematic family issues before CPS intervention is required.

HVS – HVS (874-V) Information

Home Visitation Services are voluntary, in-home support and educational services designed to enhance parental capacity to care for children, strengthen parent/child relationships and help families identify and access community resources. Home visiting programs offer a variety of family-focused services to expectant parents and families with new babies and young children. They address issues such as maternal and child health, positive parenting practices, safe home environments, and access to services.

Services utilize an evidence-based home visitation practice model to support positive parent-child relationships, promote optimal child health and development, enhance parental self-sufficiency, ensure safe home environments, and prevent child abuse and neglect.

Services are offered to a variety of at-risk families with children ages 0-5 who are referred by hospitals, schools, or other community-based screening processes, or *referred by DFCS* to provide prevention-oriented assistance to isolated families to prevent CPS intervention. Service duration is 3-12 months.

HMI – Healthy Relationship/Co-Parenting (874-M)

PSSF Healthy Relationship & Co-Parenting services teach skills to help couples communicate better, manage their emotions more effectively when they disagree and be better parents for their children. Skills that help parents work cooperatively should



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also increase voluntary paternity establishment for children. Even when couples are unable to sustain a healthy marriage, parents who can work together are more likely to agree to fair support orders and to provide financial and emotional support for their children.

PSSF Healthy Relationship & Co-Parenting services are designed for families referred for healthy marriage/relationship/co-parenting classes to strengthen and promote stable and life-long parental or co-parenting relationships. Services should teach couples how to build and maintain healthy partnerships, identify, and manage stress that threatens relationships, and promote and support co-parenting.

SHY – Supports/Services for Homeless Youth & Families (874-H)

The purpose of PSSF Supports and Services for Homeless Youth & Families is to provide supportive services to help unaccompanied homeless youth transition to independent living and become self-sufficient.

Services should ensure that individuals are engaged in the process to understand their needs, identify their goals, and create a plan for achieving those goals. PSSF Supports and Services for Homeless Youth & Families focus on developing skills and identifying resources necessary to secure and maintain a safe and stable living environment. Services also focus on developing relationships and building supportive networks in the community.

COSTAR Reporting: Reported client is either the head of the family unit or may be the child in care. "Count each client or family once per program."

Key Program or Eligibility Requirements Vendors of PSSF Family Support Services have been approved and contracted through a statewide bid process. A Contract for all



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approved vendors has been fully executed. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 (Form Attached). The referral form and a listing of approved PSSF Vendors can be accessed on line at www.pssfnet.com, on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide. Eligibility requirements differ by entitlement code.



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PEI/Prevention and Early Intervention Services - Entitlement Code begins with “E”

Code	Description	Specific Service Requirements
EB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
EC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffings for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
ED	Parent Education	Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.



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Code	Description	Specific Service Requirements
EE	Support Group	Facilitated support or informal counseling on-site or at other community- based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
EF	Intake Assessment and Child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none">• Financial Conditions• Living conditions• Caretaker Supports and resources• Health (caretaker and individual family members)• Housing• Employment• Transportation• Coping Skills• Parenting Capacity and Skills <p>Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.</p>
EG	Childcare	Childcare provided for a specified period to facilitate caregiver participation in program activities or services



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Code	Description	Specific Service Requirements
		or to enhance child abuse and neglect prevention efforts.
EH	Client Transportation	Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
EJ	Behavior Management	A plan of specific evidence-based interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.
EL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities
EL	Employment Supports	Individual instruction or coaching (counseling) designed to enhance skills, support and encourage individual goals and improve employment opportunities. These



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Code	Description	Specific Service Requirements
		may include a wide variety of services, instruction or resources, including internship or apprenticeship support, provided to youth to help them develop the skills necessary to secure and sustain employment and to generally succeed in the workplace.
EM	Follow-up Services	Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact.
EN	Healthcare Screening/Services	Healthcare education, screening or services for specific child or caregiver health-related problems (physical, mental, or developmental).
EO	Home-Visits and Parent Education	Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
EQ	Legal Advocacy	Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings.
ER	Mentoring	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
ES	Caregiver/Child Enrichment Activities and Child/Youth	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child



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Code	Description	Specific Service Requirements
	Activities and Caregiver Activities	interaction. Activities that allow children/youth to participate in constructive, age- appropriate experiences under adult supervision. Includes academic, social, and recreational activities. Enrichment activities for parents/caregivers to support them in their role as caregivers
EU	Respite Care	Period of relief provided to a caregiver (parent, foster parent, adoptive parent, relative caregiver) with primary responsibility for intensive supervision or care of a child or family member.
EV	Stress/Anger Management	Services or training to address the source and impact of stress on family functioning and practical application of coping mechanisms.
EW	Substance Abuse Recovery Support	Services provided to a family, individual or group to prevent relapse and continued use of controlled substances.
EX	Emergency Aid	Temporary assistance to address immediate or critical basic needs.
EZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.



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HVS/Home Visitation Services - Entitlement Code begins with "V"

Code	Description	Specific Service Requirements
VB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
VC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffings for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
VD	Parent Education	Evidence--based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.



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Code	Description	Specific Service Requirements
VE	Support Group	Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
VF	Intake Assessment and Child Assessments/ Screenings	Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum: <ul style="list-style-type: none">• Financial Conditions• Living conditions• Caretaker Supports and resources• Health (caretaker and individual family members)• Housing• Employment• Transportation• Coping Skills• Parenting Capacity and Skills Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.
VG	Child Care	Childcare provided for a specified period to facilitate



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Code	Description	Specific Service Requirements
		caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
VH	Client Transportation	Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
VL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities
VO	Home Visit and Parent Education	Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
VR	Mentoring	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
VS	Caregiver/Child Enrichment	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored



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Code	Description	Specific Service Requirements
	Activities	and coordinated to facilitate positive parent and child interaction.
VX	Emergency Aid	Temporary assistance to address critical basic needs.
VZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.



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HMI/Healthy Relationship & Co-Partnering Services- Entitlement Code
begins with “M”

Code	Description	Specific Service Requirements
MB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
MC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffings for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
MD	Parent Education	Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.



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Code	Description	Specific Service Requirements
ME	Support Group	<p>Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance.</p> <p>This does not include support groups with a therapeutic or counseling component.</p>
MF	Intake Assessment and Child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none">• Financial Conditions• Living conditions• Caretaker Supports and resources• Health (caretaker and individual family members)• Housing• Employment• Transportation• Coping Skills• Parenting Capacity and Skills <p>Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.</p>
MG	Child Care	Childcare provided for a specified period to facilitate



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Code	Description	Specific Service Requirements
		caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
MH	Client Transportation	Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
ML	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. Including instruction and/or supports provided to youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve employment opportunities
MO	Home Visits and Parent Education	Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
MR	Mentoring	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.



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Code	Description	Specific Service Requirements
MS	Caregiver/Child Enrichment Activities	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.
MX	Emergency Aid	Temporary assistance to address critical basic needs.
MZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.



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SHY/Support & Services for Homeless Youth & Families - Entitlement

Code begins with "H"

Code	Description	Specific Service Requirements
HB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
HC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffings for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
HD	Parent Education	Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
HE	Support Group	Facilitated support or informal counseling on-site or at



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Code	Description	Specific Service Requirements
		other community- based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
HF	Intake Assessment and child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none">• Financial Conditions• Living conditions• Caretaker Supports and resources• Health (caretaker and individual family members)• Housing• Employment• Transportation• Coping Skills• Parenting Capacity and Skills <p>Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.</p>
HG	Child Care	Childcare provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.



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Code	Description	Specific Service Requirements
HH	Client Transportation	Transportation assistance to facilitate family or individual participation in on- site services or transportation provided to assist individuals or families without transportation resources to access community resources.
HJ	Behavior Management	A plan of specific evidence-based interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.
HL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities
HL	Employment Supports	Individual instruction or coaching (counseling) designed to enhance skills, support and encourage individual goals and improve employment opportunities. These may include a wide variety of services, instruction or resources, including internship or apprenticeship support, provided to youth to help them develop the skills



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Code	Description	Specific Service Requirements
		necessary to secure and sustain employment and to generally succeed in the workplace.
HN	Healthcare Screening/Services	Healthcare education, screening or services for specific child or caregiver health-related problems (physical, mental, or developmental).
HO	Home Visits and Parent Education	Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
HR	Mentoring	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
HS	Caregiver/child enrichment Activities	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.
HW	Substance Abuse Recovery Support	Services provided to a family, individual or group to prevent relapse and continued use of controlled substances.
HX	Emergency Aid	Temporary assistance to address immediate or critical basic needs
HZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare



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Code	Description	Specific Service Requirements
		related issues.



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**109.883 UAS Code: 883 Limited to Purchase of PSSF Vendor Services
(January 2005)**

Program Name: Cash Match Promoting Safe and Promoting Safe and
Stable Families (PSSF) Program Family Reunification Services

**NOTE: Fiscal year spending period for these federal funds is October 1st through
September 30th. Final expenditures must be paid on or before September 15th.**

Program Purpose: Safe family reunification is the preferred permanency planning option for all children in state of Georgia custody. Efforts to assure safe and permanent reunifications for children are complicated because of the strict time frames set forth in the Adoption and Safe Families Act (ASFA) of 1997 and the complex and interrelated problems many families experience such as substance abuse, domestic violence and mental illness. The degree to which families are effectively reunited is largely dependent upon the ability to connect families with timely, intensive, and responsive supports and services the first 15 months children are in foster care and post-reunification.

PSSF Family Reunification services are time-limited, intensive support services provided to a child with a plan of safe, appropriate, and timely reunification and to the parents or primary caregiver of the child. These services may be provided to children during the first fifteen months that the child is in foster care to expedite reunification, and after the child returns from foster care to sustain permanency.

CFA-Family and Child Advocacy (883-C)

Child and Family Advocacy (CFA) services provide supports to children and their families to promote and sustain reunification or other permanency options such as adoption or legal guardianship. Providers of CFA services work in collaboration with



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DFCS and the Courts first and foremost to ensure that children are safe, and families receive the timely and responsive services, minimize the trauma of out-of-home placement, and prevent placement disruptions. These advocacy services ensure that the needs of children are met, families receive supports necessary so that children who must be removed from the home maintain connections to their families and communities, achieve permanency as quickly as possible, and prevent a subsequent removal after reunification.

CFA services may also help to ensure that children involved in deprivation proceedings are appointed representation, Court-Appointed Special Advocates (CASA) or Guardian ad Litem (GAL) to support and advocate for timely permanency decisions that are in the best interest of the child.

Target population includes children entering or in foster care or other temporary placement, and their families.

SFV-Supervised Family Visitation (883-F)

Supervised Family Visitation (SFV) Children in out-of-home placement have the right to continued relationships with their family of origin, extended family, and others with whom they have had meaningful relationships, unless prohibited for reasons of safety. Likewise, parents of children in care have the right and responsibility to maintain regularly scheduled visits and other contacts with their children unless prohibited by the court for compelling reasons.

Family visitation centers provide increased opportunities for children in foster care to visit with their families in less restrictive, non-threatening environments. These community-based visitation centers are designed with a working parent's schedule in mind and should increase the frequency and quality of interactions between parents and



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children and children and their siblings and other significant adults.

Successful family reunification is based, in part, on the family or primary caregiver demonstrating an understanding of the child's needs and competency to meet those identified needs during observed visits. Services are designed to establish or sustain parent-child and sibling relationships and facilitate the achievement of reunification case plan goals.

Target populations include children in foster or relative care with a reunification or an alternative permanency plan and their parents(s), caregivers, relatives or other extended family members, or siblings who have been placed in separate foster homes.

Target Population: Families mandated by DFCS CPS, Placement Services, or the Courts to undergo substance abuse treatment as condition of family reunification.

COSTAR Reporting: Reported client is either the head of the family unit or may be the child in care. "Count each client or family once per program."

Key Program or Eligibility Requirement: PSSF Vendors have been approved through a statewide bid process. A contract for all approved vendors will have been fully executed. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 (Form Attached). The referral form and a listing of approved PSSF Vendors can be accessed on line at www.pssfnet.com, on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide. Eligibility requirements differ by entitlement code.

PRS - Parent Reunification Services (883-S)

PSSF Parent Reunification services are designed to assist caregivers in their efforts to



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address behaviors resulted in the placement of their children in foster care, the conditions set forth in their case plans for their return to the home and help them prepare for the return of the children to the home. Safe and stable reunification does not begin or end with the return of the children to the care of their parents.

PSSF Parent Reunification services include a comprehensive family assessment to identify the complex caregiver needs and develop a service plan to minimize or eliminate risk factors that precipitated removal and increase protective factors to improve the likelihood of a successful reunification. It is important that families' needs are correctly identified, and services target the specific issues that need to be resolved to support a safe and timely reunification.

Target Population: Caregivers whose children are in foster or relative/kinship care under court supervision, or Voluntary Kinship with a plan for reunification

COSTAR Reporting Reported client is either the head of the family unit or may be the child in care. "Count each client or family once per program."

Key Program or Eligibility Requirements: PSSF Vendors have been approved through a statewide bid process. A contract for all approved vendors will have been fully executed. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 (Form Attached). The referral form and a listing of approved PSSF Vendors can be accessed on line at www.pssfnet.com, on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide. Eligibility requirements differ by entitlement code.



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CFA/Family and Child Advocate – Entitlement Code begins with “C”

Code	Description	Specific Service Requirements
CB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
CC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffings for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
CD	Parent Education	Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
CE	Support Groups	Facilitated support or informal counseling on-site or at other community-based facility for a group of children,



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Code	Description	Specific Service Requirements
		youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
CF	Intake Assessment and Child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none">• Financial Conditions• Living conditions• Caretaker Supports and resources• Health (caretaker and individual family members)• Housing• Employment• Transportation• Coping Skills• Parenting Capacity and Skills <p>Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.</p>
CG	Child Care	Childcare provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
CH	Client Transportation	Transportation assistance to facilitate family or individual



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Code	Description	Specific Service Requirements
		participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
CK	Drug Screens	Specific tests to determine service eligibility or compliance with service plan.
CL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. Including instruction and/or supports provided to youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve employment opportunities
CM	Follow-up Services	Ongoing, quality, monthly, face-to-face contact between volunteer and child and/or Ongoing collateral contact by volunteers with family members, extended family, teachers, etc.
CQ	Legal Advocacy	Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings.
CR	Mentoring	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
CS	Caregiver/child Enrichment Activities	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.
CU	Respite Care	Period of relief provided to a caregiver (parent, foster



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Code	Description	Specific Service Requirements
		parent, adoptive parent, relative caregiver) with primary responsibility for intensive supervision or care of a child or family member.
CX	Emergency Aid	Temporary assistance to address critical basic needs.
CZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.



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Supervised Family Visitation – Entitlement Code begins with “F”

Code	Description	Specific Service Requirements
FB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
FC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffings for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
FD	Parent Education	Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
FE	Support Group	Facilitated support or informal counseling on-site or at other community- based facility for a group of children,



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Code	Description	Specific Service Requirements
		youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
FF	Intake Assessment and Child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none">• Financial Conditions• Living conditions• Caretaker Supports and resources• Health (caretaker and individual family members)• Housing• Employment• Transportation• Coping Skills• Parenting Capacity and Skills <p>Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.</p>
FG	Child Care	Childcare provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.



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Code	Description	Specific Service Requirements
FH	Client Transportation	Transportation assistance to facilitate family or individual participation in on- site services or transportation provided to assist individuals or families without transportation resources to access community resources.
FK	Drug Screens	Specific tests to determine service eligibility and/or compliance with service plan
FL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. Including instruction and/or supports provided to youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve employment opportunities
FM	Follow-up Services	Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact.
FR	Mentoring	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
FS	Caregiver/child Enrichment Activities	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.
FU	Respite Care	Period of relief provided to a caregiver (parent, foster parent, adoptive parent, relative caregiver) with primary responsibility for intensive supervision or care of a child or



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Code	Description	Specific Service Requirements
		family member.
FX	Emergency Aid	Temporary assistance to address critical basic needs.
FY	Supervised Family Visitation	Structured family interaction and enrichment activities conducted in neutral community-based settings for children in state custody and their families to facilitate permanency.
FZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.



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Parent Reunification Services – Entitlement Code begins with “S”

Code	Description	Specific Service Requirements
SB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
SC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffings for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
SD	Parent Education	Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
SE	Support Group	Facilitated support or informal counseling on-site or at other community- based facility for a group of children,



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Code	Description	Specific Service Requirements
		youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
SF	Intake Assessment and Child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none">• Financial Conditions• Living conditions• Caretaker Supports and resources• Health (caretaker and individual family members)• Housing• Employment• Transportation• Coping Skills• Parenting Capacity and Skills <p>Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.</p>
SG	Child Care	Childcare provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.



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Code	Description	Specific Service Requirements
SH	Client Transportation	Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
SI	Crisis Intervention	Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average service duration of 90 to 120 days. Services should be available to families 24 hours a day in the home or other environments accessible to the family.
SK	Drug Screens	Specific tests to determine service eligibility and/or compliance with service plan
SL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. Including instruction and/or supports provided to youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve employment opportunities
SL	Employment Supports	Individual instruction or coaching (counseling) designed to enhance skills, support and encourage individual goals and improve employment opportunities. These may include a wide variety of services, instruction or resources, including internship or apprenticeship support, provided to youth to help them develop the



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Code	Description	Specific Service Requirements
		skills necessary to secure and sustain employment and to generally succeed in the workplace.
SM	Follow-up Services	Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact.
SN	Healthcare Screening/Services	Healthcare screening or services for specific child or caregiver health- related problems (physical, mental or developmental).
SQ	Legal Advocacy	Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody, or permanency proceedings.
SR	Mentoring	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
SS	Caregiver/child Enrichment Activities	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.
SS	Child/Youth Activities	Activities that allow children/youth to participate in constructive, age-appropriate experiences under adult supervision. Includes academic, social, and recreational activities.
SS	Caregiver Activities	Enrichment activities for parents/caregivers to support them in their role as caregivers



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Code	Description	Specific Service Requirements
SW	Substance Abuse Recovery Support	Services provided to a family, individual, or group to prevent relapse and continued use of controlled substances.
SX	Emergency Aid	Temporary assistance to address critical basic needs.
SZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.

NOTE: See page [195-197](#) for instructions on how to enter in SMILE



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**109.884 UAS Code: 884 – Limited to Purchase of PSSF Vendor Services
(New January 2005)**

Program Name: Promoting Safe and Stable Families Program (PSSF) –
Cash Match Adoption Promotion and Post Permanency Services

NOTE: Fiscal year spending period for these federal funds is October 1st through September 30th. Final expenditures must be paid on or before September 15th.

Program Purpose: All families need supportive services to prepare for and sustain adoption. Crisis and transition periods can be especially difficult for these families who must also address child welfare-related issues such as separation and loss. Families who adopt children with special needs also face additional challenges which may be compounded by the child's past experiences of child abuse and neglect. PSSF Adoption Promotion and Post-Permanency (APP) services are designed to encourage and support permanency for children through adoption, when adoption is in the best interest of the child, and to prevent disruption post adoption.

Adoption Promotion and Post-Permanency Supports may also provide additional support to facilitate permanency for children through guardianship.

Youth who are nearing the age of emancipation without an identified permanency resource may need additional supports and services to help transition and prepare for the opportunities and challenges of independent adult living. Unemployment, incarceration, homelessness, substance abuse, pregnancy, limited educations, and inadequate health care are all obstacles that can impair the transition to adulthood. Transition and Emancipation Support services help these youth develop skills for independent living and establish meaningful adult connections while simultaneously



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working toward achieving permanency through reunification, adoption, or guardianship.

APS - Adoption Promotion and Permanency Support

PSSF Adoption Promotion and Permanency Support (APS) services are designed to assist children and families prior to, during and after adoptive placement. Services may be delivered to both birth, foster and adoptive families and are designed to help facilitate and expedite the adoption process, support birth/foster/adoptive families throughout the adoption process and provide post adoption support services to help prevent disruption.

Target Populations:

- Birth parent(s)
- Foster/adoptive children and youth
- Foster families
- Pre-adoptive and adoptive families
- Relative caregivers* (*See notes below on this special population*)

Adoption Promotion and Permanency Support (884-A)

Adoption Promotion and Post-Permanency Support (APS) services are provided to families to facilitate and support permanency for children through adoption or other permanency options such as legal guardianship, to prevent disruption or dissolution of those relationships. APS services are designed to promote and assist children and families prior to, during and after adoptive placement or guardianship. Services may be delivered to birth, foster, relative or adoptive families and are designed to support families throughout the adoption and/or guardianship process and provide post-permanency support services.

Target populations include foster/adoptive children and youth, *particularly those with*



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special needs; foster, pre-adoptive and adoptive parents; and relative caregivers.

Adoption Promotion and Post-Permanency Support services must be delivered at a minimum by a bachelor's level professional or supervised paraprofessionals who are qualified by education, training, and experience to work with the target population.

Service duration is 3-6 months pre- adoption or guardianship and 3-6 months post-adoption or guardianship.

TES - Transition and Emancipation Support (884-T)

Transition and Emancipation Support (TES) services are designed to help foster care youth ages 16-21 years of age prepare for legal emancipation from the foster care system and to equip them with the life skills, educational and career planning supports necessary to support successful transition to independent adult living.

Target population includes youth ages 16-21 preparing for emancipation from foster care and may include young adults with low IQ's.

Services must be delivered at a minimum by a bachelor's level professional or supervised paraprofessionals who are qualified by education and training to work with the target population and experience working with adolescents. Service providers must be knowledgeable of and collaborate with DFCS and other community- and faith-based agencies to ensure youth access to the array of supports and services needed to meet case plan goals.

Service duration is 6-9 months before exiting foster care and/or 6-9 months post-permanency or emancipation, not to exceed 12 months.

COSTAR Reporting: Reported client is either the head of the family unit or may be



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the child in care. "Count each client or family once per program."

Key Program or Eligibility Requirements: PSSF Vendors have been approved through a statewide bid process. A contract for all approved vendors has been fully executed. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 – See Appendix A. The referral form and a listing of approved PSSF Vendors can be accessed on line at www.pssfnet.com, on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide.



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APS/Adoption Promotion & Permanency Support – Entitlement Code begins with “A”

Code	Description	Specific Service Requirements
AA	Adoption Promotion	Direct service activity designed to promote adoption or the establishment of legal guardianship for children in care. Professional interventions and supportive services provided to families engaged in the adoption process and post adoptive support services to prevent placement disruption.
AB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
AC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffings for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
AD	Parent Education	Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based



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Code	Description	Specific Service Requirements
		facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
AE	Support Group	Facilitated support or informal counseling on-site or at other community- based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
AF	Intake Assessment and Child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none"> • Financial Conditions • Living conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills



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Code	Description	Specific Service Requirements
		Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.
AG	Child Care	Childcare provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
AH	Client Transportation	Transportation assistance to facilitate family or individual participation in on- site services or transportation provided to assist individuals or families without transportation resources to access community resources.
AJ	Behavior Management	A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.
AL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities



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Code	Description	Specific Service Requirements
AN	Healthcare Screening/ Services	Healthcare education, screening or services for specific child or caregiver health-related problems (physical, mental, or developmental).
AQ	Legal Advocacy	Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings.
AR	Mentoring	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
AS	Caregiver/Child enrichment Activities and Child/youth Activities	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. Activities that allow children/youth to participate in constructive, age-appropriate experiences under adult supervision. Includes academic, social, and recreational activities.
AU	Respite Care	Period of relief provided to a caregiver (parent, foster parent, adoptive parent, relative caregiver) with primary responsibility for intensive supervision or care of a child or family member.
AX	Emergency Aid	Temporary assistance to address critical basic needs.
AZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.



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TES/Transition & Emancipation Support – Entitlement Code begins with “T”

Code	Description	Specific Service Requirements
TB	Educational Supports	Educational support services include instruction and/or supports provided to children, youth or adults, individuals, or groups, designed to enhance skills, support, and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc.
TC	Case Management	Includes Service Coordination - coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffings for mutual clients convened by DFCS. Also includes Information & Referral - identifying and linking families to appropriate community resources, and Advocacy - advocating for/with families in various service systems.
TD	Parent Education	Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community- based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-



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Code	Description	Specific Service Requirements
		sufficiency and prevent child abuse and neglect.
TE	Support Group	Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
TF	Intake Assessment and Child Assessments/ Screenings	<p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none">• Financial Conditions• Living conditions• Caretaker Supports and resources• Health (caretaker and individual family members)• Housing• Employment• Transportation• Coping Skills• Parenting Capacity and Skills <p>Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.</p>



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Code	Description	Specific Service Requirements
TG	Child Care	Childcare provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
TH	Client Transportation	Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
TJ	Behavior Management	A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.
TL	Life Skills	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities



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Code	Description	Specific Service Requirements
TL	Employment Supports	Individual instruction or coaching (counseling) designed to enhance skills, support, and encourage individual goals and improve employment opportunities. These may include a wide variety of services, instruction, or resources; including internship or apprenticeship support provided to youth to help them develop the skills necessary to secure and sustain employment and to generally succeed in the workplace.
TR	Mentoring	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
TS	Caregiver/child enrichment Activities	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.
TU	Respite Care	Period of relief provided to a caregiver (parent, foster parent, adoptive parent, relative caregiver) with primary responsibility for intensive supervision or care of a child or family member.
TW	Substance Abuse Recovery Support	Services provided to a family, individual or group to prevent relapse and continued use of controlled substances.
TX	Emergency Aid	Temporary assistance to address critical basic needs.
TZ	Therapeutic Counseling	Therapeutic and psychological support services provided by a licensed mental health professional



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Code	Description	Specific Service Requirements
		experienced in dealing with children and families with child welfare related issues.

NOTE: See page [195-197](#) for instructions on how to enter in SMILE



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UAS Code: 873 – 884 - Proper Procedures for Making the Payments

1. Key in information from the invoice into the Child Welfare Transaction File. If due to the new Entitlement Code structure, you will have more than 4 different entitlement codes, you will need to break it up onto 2 screens (see below for SMILE screen prints for example)

NOTE: Do not start a CW transaction screen with the “00” or “r” codes, they need to follow directly below the service codes.

- 884XX Total Service Cost
- 884XX Total Service Cost
- 884XX Total Service Cost
- 88400 Contractor’s Match amount (25%) as positive amount
- 884r Contractor’s Match amount (25%) as negative amount

2. Total amount on screen(s) should equal Total Service Cost.

3. Amount of check should be 75% of Total Service Cost.

4. Month-end General Journal Entry:

- DR 880.4XX Local Contractor’s Match Expense (25%) amount
- CR 422.8XX C/M Revenue – PSSF for the same 25% amount

5. Month-end Reconciliation

Calculate 25% of YTD Expenses on Department Statement for Program 8XX.
Should agree with YTD Expenses on Department Statement for Program 4XX

NOTE: The 473 – 484 Department Statements Excess Revenue over Expenditures should always be “0.00” once the GJE’s have been completed).



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SMILE Child Welfare Screen Prints of CM PSSF Entries

In this example, you can see that there were 5 entitlement code combinations, so they broke it up into 2 separate screens each one having the 87300 and the 873r.

REDBARON

PERFORM: Query Next Previous View Add Update Remove Table Screen ...
Shows the next row in the Current List. ** 1: cwttran table**

Child # [00042466] Name CM PSSF CRIS PROGRAM 873
Cty # [0141] County Name [BROOKS] Custody [N] Person ID []
Trns Dte [05/13/2009] Svc Mth(YMM)[0903] DOB 01/01/1800 Age ** DEC[07/01/07]
Vendor # [032277] Worf [] Name [CHILD AND FAMILY GUIDANCE OF GEORGIA, INC]
Resource ID [0000000008533732]Add1[]
Invoice ID []Add2[PO BOX 673
Inv#10 [] UAS # [873] City/St/Zip[MILLEDGEVILLE 1,GA]131059 []

Days [31] Begin Date [03/01/2009] End Date [03/31/2009] Rate/Day[\$18.80]
Bank[1] 114.101 CASH IN BANK - Rerate[] Ck# [137065] RF Bal \$0.00

Type	Count	Description	Amount	Account
Trans 1 [8731J] []	4.001	[CRISIS INT-EFF DISC/BEH M] []	\$880.001 []	622.8731
Trans 2 [8731D] []	.001	[CRISIS INT-HOME-BASED PAR] []	\$1344.801 []	622.8731
Trans 3 [87300] []	4.001	[CONTRACTOR'S MATCH - PSSF] []	\$556.201 []	622.8731
Trans 4 [873r] []	1.001	[CONTRACTOR'S MATCH - REVE] []	\$-556.201 []	431.4731
Trans 5 [873r] []	.001 []	[] []	\$0.001 []	431.4731
Trans 6 [] []	1.001 []	[] []	\$0.001 []	0.0001
Post Receipts (Y/N) [] Total Amount			\$2224.80	

Press 2T to query a Child Master File,3T to query a Vendor,4T to query a Code

REDBARON

PERFORM: Query Next Previous View Add Update Remove Table Screen ...
Shows the next row in the Current List. ** 1: cwttran table**

Child # [00042466] Name CM PSSF CRIS PROGRAM 873
Cty # [0141] County Name [BROOKS] Custody [N] Person ID []
Trns Dte [05/13/2009] Svc Mth(YMM)[0904] DOB 01/01/1800 Age ** DEC[07/01/07]
Vendor # [032277] Worf [] Name [CHILD AND FAMILY GUIDANCE OF GEORGIA, INC]
Resource ID [0000000008533732]Add1[]
Invoice ID []Add2[PO BOX 673
Inv#10 [] UAS # [873] City/St/Zip[MILLEDGEVILLE 1,GA]131059 []

Days [30] Begin Date [04/01/2009] End Date [04/30/2009] Rate/Day[\$18.80]
Bank[1] 114.101 CASH IN BANK - Rerate[] Ck# [137065] RF Bal \$0.00

Type	Count	Description	Amount	Account
Trans 1 [8731J] []	4.001	[CRISIS INT-EFF DISC/BEH M] []	\$240.001 []	622.8731
Trans 2 [8731D] []	.001	[CRISIS INT-HOME-BASED PAR] []	\$470.681 []	622.8731
Trans 3 [87300] []	4.001	[CONTRACTOR'S MATCH - PSSF] []	\$177.671 []	622.8731
Trans 4 [873r] []	1.001	[CONTRACTOR'S MATCH - REVE] []	\$-177.671 []	431.4731
Trans 5 [] []	1.001 []	[] []	\$0.001 []	0.0001
Trans 6 [] []	1.001 []	[] []	\$0.001 []	0.0001
Post Receipts (Y/N) [] Total Amount			\$710.68	

Press 2T to query a Child Master File,3T to query a Vendor,4T to query a Code



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SMILE General Ledger Screen Prints of CM PSSF Entries

Using the example above,

Your 622.873 is the 100% expenditures of \$2935.48

Your 422.473 is the 25% share of expenditures \$733.87

Producing a check on the General Ledger page for:

Difference between 100% expenditures less 25% share for \$2201.61 for the CM PSSF programs

Plus 240.00 for CCFA Wrap Around

Plus 265.00 for Early Intervention

Giving you a total check of \$2706.61

```
REDBARON
File Edit Options Send Receive Window Help
PERFORM: Query Next Previous View Add Update Remove Table Screen ...
Searches the active database table.          ** 1: checks table**
Cty # [034] County Name [DFCS REGION 11]
Check Number [ 137065] Check Date [05/14/2009] Posting Indicator [P]

Vendor No. [32277 ] Vendor Name [CHILD AND FAMILY GUIDANCE OF GEORGIA, INC ]
Resource ID      Address 1[
8533732          Address 2[
                          Citszp [MILLEDGEVILLE GA 31059 ]
Description [PROGRAM 873 , CM PSSF C CRISIS INT-EFF DISC/BEH M INU ]

Check Type [3] Bank Number [1 ] Check Written Indicator [W] Check Cleared [C]

Account Description Amount Account Description Amount
[ 622.873] GIA EXP - CM [ $2935.48] [ 431.473] LOCAL CONTRA [ $-733.87]
[ 622.518] GIA EXP - CC [ $240.00] [ 622.551] GIA EXP - EA [ $265.00]
[ .000] [ $0.00] [ .000] [ $0.00]
[ .000] [ $0.00] [ .000] [ $0.00]
[ .000] [ $0.00] [ .000] [ $0.00]
[ .000] [ $0.00] [ .000] [ $0.00]
[ ] TOTAL CHECK AMOUNT [ $2706.61] 114.101
--- PRESS ZT TO LOOK UP A VENDOR ---

1 row(s) found
```