

Department of Family and Children Services Administration Policies and Procedures Manual	Section: Financial Part: 2301.7 Page: 1 of 2 Date: November 2009
Title: Family Foster Care – Birth/Death Certificates	

2301.7 Birth/Death Certificates

NOTE: Birth Certificates for children that are not in DFCS custody are to be paid from PUP and County funds.

- A. The DFCS' budget office approved the request to use Direct Benefits to Clients budgets to purchase birth/death certificates.
- B. The expense for a birth/death certificate should be charged to the UAS program representing the child's eligibility and placement type at the time the birth/death certificate is purchased.
- C. Chart for determining which UAS program to use to purchase a birth/death certificate:

Per Diem UAS	Birth/Death Certificate UAS	Fund Source
501	50400	State
502	50400	State
503	50300	TANF
574	57600	State
575	57600	State
577	57600	State
579	57900	TANF
605	60400	State
606	60400	State
607	60700	TANF
609	60400	State
610	60400	State
611	61100	TANF

- D. A service authorization will need to be entered into SHINES, and an ADPOR/check request will need to be submitted as supporting documentation to have the check processed to pay for the birth/death certificate.

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- E. Children in RBWO Placements birth/death certificates will be issued from the county of legal custody, not from the RBWO Payment Centers.