

 <b>SOCIAL SERVICES ADMINISTRATION</b>	<b>MD CHESSIE BULLETIN</b>
	<b>Effective Date: 12/18/09</b>
<b>Issuance Date: 12/18/09</b>	<b>Control Number: SSA # 10-3</b>

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR SOCIAL SERVICES  
CHILD WELFARE SUPERVISORS

FROM: Carnitra White, Executive Director, Social Services  
*C. White*  
Administration

RE: Notification Of Placement-Entry & Exit Receipt

PROGRAMS AFFECTED: Out of Home Services

ORIGINATING OFFICE: Social Services Administration and Research Evaluation, System Development and Training (SSA/RESDT)

Summary:

The form “Notification Of Placement-Entry & Exit Receipt “ (DHR/SSA 2030) must be completed for every child that is in the care and/or custody of the local department of social services, with an active Removal. The “Notification Of Placement-Entry & Exit Receipt” requires the Local Department staff to complete the form and leave a copy with the provider with whom the child is being placed. The DHR/SSA 2030 form can be found on the SSAnet. The DHR/SSA 2030 form replaces the “BCDSS Foster Care Program- Authorization Placement/Removal Notice” (DHR/SSA 408). This DHR/SSA 2030 form must also be completed in conjunction with the “Child Placement Information Form” (DHR/SSA 2003). The “Child Placement Information Form” is generated when the worker completes certain data fields in MD CHESSIE. The local department worker is responsible for entering the placement into MD CHESSIE within one business day. The Provider is responsible for reviewing the monthly draft and revised (if appropriate) statements for accuracy. This form will ensure the worker gathers the correct information regarding the location of the placement, the rates for the placement, and special circumstances surrounding the placement. The form also allows the provider to know the name of the worker and the supervisor for the child and the date of entry and exit for the child’s placement. The exit date must be entered into MD CHESSIE within one business day of the child’s placement.

The form also clarifies the special circumstances for payment of children not in the care of the agency. The MD CHESSIE Bulletin for “Child Specific Agreement” discusses special circumstances for paying room and board outside of the regular **private** provider approved MSDE/IRC rate. After a “Child Specific Agreement” is created, the child’s worker does not have to pay for the cost of the child’s room and board using flex funds.

Educational costs cannot be included in the contracted rates in MD CHESSIE because IV-E reimbursement is not permitted. Local department responsibility for payment of educational costs does not automatically require a child specific contract. However, if the local department is responsible for paying educational cost for a child for which a child specific agreement is requested, the details of the educational costs must be included in the request. The worker must complete a separate Service Log each month for the Educational Service to continue.

Any additional expenditures for the child's care must be paid through the Service Log. Workers must not agree to pay for any services outside of the approved foster care rates without the permission of the Local Director or their representative or approval from the Social Services Administration (SSA). Examples of services that require permission are placing a child emergently, paying the emergency bed retainer fee, placing a child in intermediate care, or placing a child in a Public TFC home. Examples of specific services that require approval from SSA include: placing a child out-of-state; paying for one-on-one care; or placing a child into voluntary care. Initial Clothing allowances are paid via the Service log for children placed in public family foster care without adequate clothing. This payment may be generated once during a foster care episode and requires receipts of actual expenditures. The total amount paid cannot exceed \$60 (child under age 5), \$75 (5 through -11) or \$100 (12 or older). Workers are also responsible for creating a Service log to pay the Initial Clothing Allowance, Monthly Clothing Allowance for children placed in RTC's and for certain Out-of-State Placements.

If a child runs away from a placement, needs respite, is hospitalized or detained, the worker may request that the provider hold the child's bed open in a placement for up to 30 days. The worker should not show the child as exiting the placement, but should create a new living arrangement describing the child's whereabouts during this time period.

### **SSA Contact Staff**

#### Research Evaluation and System Development Unit

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Please share this information with your child welfare and fiscal staff. You may contact the SSA Research, Evaluation and System Development Unit (RESD) at 410-767-7130 or 410-767-7440 with any questions or requests for policy clarification. You may contact also the DHR Budget and Finance Division at 410-767-7740 for questions relating to fiscal activities.

Cc:

LDSS Finance Officers  
Governance Members  
SSA Everyone  
OLM

MD CHESSIE Coordinators  
Tiger Team  
Central Budget and Finance  
OTHS (MD CHESSIE)

Attachment 1- "Notification Of Placement-Entry & Exit Receipt "(DHR/SSA 2030)