
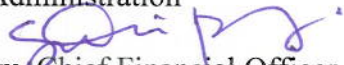


**DEPARTMENT OF HUMAN RESOURCES
SOCIAL SERVICES ADMINISTRATION
311 WEST SARATOGA STREET
BALTIMORE, MARYLAND 21201**

DATE: March 15, 2016

POLICY #: SSA-CW #16-20

TO: Directors, Local Departments of Social Services
Assistant Directors, Services and Budget
Finance Officers, LDSS
Office of Licensing and Monitoring
MD CHESSIE Coordinators
Central Budget and Finance
OTHS (MD CHESSIE)

FROM: Rebecca Jones Gaston, MSW 
Acting Executive Director
Social Services Administration

Stafford Chipungu, Chief Financial Officer
Budget and Finance

RE: Allowable Payments Outside of MD CHESSIE
Replaces SSA MD CHESSIE Bulletins #10-01A, and
09-03

PROGRAMS AFFECTED: All Local Departments Child Welfare and Budget and
Finance

ORIGINATING OFFICE: SSA/RESDT and Budget and Finance

ACTION REQUIRED OF: All Local Departments

REQUIRED ACTION: Implement Policy and Procedures

ACTION DUE: March 15, 2016

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PURPOSE

This is a revision to the document previously published regarding “Allowable Payments Outside of MD CHESSIE.” First document #09-3 published February 2009, was replaced by #10-01A . Effective February 1, 2009, all financial transactions for services rendered to local departments of social services for clients served to include flex funds and maintenance payments for Maryland’s committed children, adoption and guardianship and those voluntarily placed must be made through MD CHESSIE. The placements in MD CHESSIE must be entered no later than the next business day after the child has been physically placed. Effective November 2015, subsidy payments will have the functionality to process over and under payments similar to the way maintenance payments function. Workers will no longer be held to the functionality of entering the subsidy and having approval on the last day of the month to pay for subsidies the following month. There was also a change allowing payments to be processed that are over 2 years old. The requirement of paying clients, including youth in Independent Living and Semi-Independent Living, has been removed as an approved payment outside of MD CHESSIE also. There are certain circumstances when foster care maintenance, subsidy payments and vendor’s payments cannot be made from MD CHESSIE; those circumstances will be explained in further detail. This Policy Directive addresses when SSA and the Office of Budget and Finance have agreed the payment is allowable outside of MD CHESSIE and the procedures for receiving approval to do so. When payments are made outside of MD CHESSIE these payments cannot be charged to IV-E.

This document describes:

- When the worker has to create a service log for the payment of Foster Care maintenance, Adoption or Guardianship Subsidy
- System Limitations
- Shared Cost of Care for a child’s care
- Reimbursing Staff
- Missed Placements before 2009
- Bed Retainer Fees
- Restricted Foster Payment

I. Allowable Payments Outside of MD CHESSIE

The following Foster Care Maintenance, Adoption or Guardianship Subsidy matters may be paid outside of MD CHESSIE and do not require SSA Approval. The Finance Officer must document these situations monthly on the 302 report. Acceptable documentation for the fiscal office is an MD CHESSIE screen print(s) that supports the allowable payment and one that shows the start date of the child’s placement, subsidized guardianship, or adoption finalization date.

- A. Foster Care maintenance payments for service periods prior to the January 1, 2009 payment go-live service date period.
- B. Restricted Foster Care- back to the application date (difference between the Foster Care payments and the previously paid Temporary Cash Assistance payment), the following steps must be taken. Case workers must end date the Kinship placement in MD

CHESSIE before beginning the Restrictive Foster Care placement using the approval date in both cases. Then forward to the local fiscal office all documentation that supports the application date and the approval date. Fiscal will calculate the differential payment and pay the difference between the two rates outside the system.

C. Bed Retainer Fees

Bed Retainer fees for approved foster parents are allowed to be paid outside the system. Payments for Emergency Bed Retainer Fees should be recorded as an expense charged to GC860 in the CW Local Administrative Budget. These expenses are not direct client services for an existing case, and therefore cannot be paid using Flex Funds, and therefore, cannot be paid through MD CHESSIE. To gain approval, the local department must have written confirmation that the Provider did not reject any children in the previous month. Documentation of the payment request should be updated in the MD CHESSIE contact notes and file cabinet sections of the Provider's record. The records will be audited periodically.

D. Resource Home Recruitment and Retention

Resource Home Recruitment and Retention costs are coded as GC860 in the CW Local Administrative Budget. These expenses are not direct client services for an existing case, therefore cannot be paid using Flex Funds and cannot be paid through MD CHESSIE.

E. Subsidy payments where the subsidy start date was retroactively entered into MD CHESSIE prior to January 1, 2009 are allowed to be paid outside of MD CHESSIE.

F. Subsidies that were approved prior to 2009 that were never converted into MD CHESSIE and cannot be entered into MD CHESSIE.

G. Subsidies that have been approved over the \$2,000 limit by SSA will require the written approval from the SSA Program Manager for Out of Home Services, with supporting documents, and payment can be made outside of MD CHESSIE for the difference over the \$2,000.

H. Services covered by the Office of Adult Services Program for respite (Lifespan for Developmentally Disabled Clients).

I. System Limitations (Not Worker Error)

1. Any payments that are not generated from MD CHESSIE and workers are unable to correct the case data due to system limitations or data fix requirements, may be processed outside the system with a work order number and SSA approval. All payments must be approved by the Local Director or their designee.
2. Any payments made under this scenario will be tracked by the SSA unit to ensure that when data or system fixes are completed, duplicate payments are not generated by the system and interfaced to AFS requiring Fiscal staff to recapture overpayments.
3. Local department workers will need to create a Service Log entry in MD CHESSIE for the identified provider. The Provider will need to be entered as a community service (when available), or as an agency provided service.

As enhancements to the MD CHESSIE system are made, various items that are identified as, “Allowed to be Paid Outside of MD CHESSIE” will be eliminated. There may be instances in which new issues are identified and a payment must be made outside of MD CHESSIE. Notifications will be issued to all DHR staff as these matters evolve.

If an issue arises that is not identified in this document, contact the MD CHESSIE Call Center either at 1-877-DHR-2PAY (1-877-347-2729) or via email mdchessie.topay@maryland.gov. A decision by SSA MD CHESSIE Manager or their designee as to whether the issue is an allowable payment outside of MD CHESSIE will be made within two business days and Budget and Finance and the Title IV-E Offices will be notified.

I. Items no longer eligible to be paid Outside of MD CHESSIE:

- Late entries of Adoption and Guardianship Subsidies
 - Reimbursement to youth who receive Semi-Independent (SILA) and Independent Living Arrangements (IL) Stipends
 - Missed Placements
 - Reimbursement to Clients
 - Reimbursement to Staff
 - Foster Care IV-E Retro Adjustments Payments to placements over 2 years old
 - One time only payments to Adoptive Parents
 - Service Log payments on closed cases
- A. Late entries of Subsidy payments are no longer allowed due to the system modification that occurred November 23, 2015.
- B. Monthly Stipends to Semi-Independent (SILA) and Independent Living (IL) Clients paid directly to the youth should be entered into MD CHESSIE using the service log.

Clients should not be entered as vendors in the MD CHESSIE system. Therefore, in order to document in MD CHESSIE Independent Living stipends, the DSS must pay the client through FMIS after a MD CHESSIE Service Log action, payable to the DSS, is completed and authorized.

(County Name) DSS is entered into MD CHESSIE as a “Vendor” of paid services with “IL Stipend” added as a vendor service.

For all Semi-Independent and Independent Living Stipends, the Caseworker must create a recurring “Referred Services” Service Log. This requires that the worker create a Purchase Authorization each month in MD CHESSIE to pay the monthly stipend to an SILA or IL client. (MD CHESSIE vendor is the DSS, and as a result of the MD CHESSIE payment to the DSS, Local Finance pays the client through FMIS.) The Caseworker must clearly enter in the Service Log Justification– “IL Stipend for (Client Name)”, and include the client SSN and full ‘remit to’ address for FMIS processing. Use the following codes found in MD CHESSIE to complete this process:

- 5113 IL Goods and Services (14yr-18yr)
- 5114 IL Goods and Services (18yr-21yr)
- 5115 IL Goods/Svcs (18yr-21yr) left FC after 18 (Independent Living Aftercare)
- 5116 IL Goods/Svcs (18yr-21yr) left FC before 18
- 5117 SILA (18-21- IV-E Eligible) formerly titled SILA Housing (18-21) IV-E

5118 SILA Housing (16-21 should be non-IV-E)

C. Shared Cost of Care

1. Dual Agency payments: "Child-Specific Agreements" will be created for only the DHR share of the maintenance costs. All placement and payment activity will occur within the system through regular maintenance processes. Contact the MD CHESSIE Hotline if you need assistance.
2. Out-of-State Provider payments with shared cost of care with other State Agencies: Child Specific Agreements will be created for ALL cost-of-care related to the child. All placement and payment activity will occur within the system through regular maintenance processes.
3. LDSS must bill/invoice the other responsible State Agency(s) for their share of the child's expense, and when funds are received, deposit the funds into the Local Assistance Account and report the expenditure reduction on the Monthly 302 Assistance Expenditure Report.

D. Staff Reimbursements for Client-Specific Purchases:

Staff should not be entered as vendors in the MD CHESSIE system. (This decision is based on the requirement that a social security number must be entered to create a vendor file.) Therefore, in order to document in MD CHESSIE any and all direct-client paid services that are made as staff reimbursements, the DSS must pay the staff through FMIS after a MD CHESSIE Service Log action is completed and authorized. The following is the process to include the information in MD CHESSIE:

(County Name) DSS is entered into MD CHESSIE as a "Vendor" of paid services with goods and services added to the vendor record that correspond to purchases routinely made by staff out-of-pocket (as well as, the service "IL Stipends").

Staff creates a "Referred Services" Service Log Purchase Authorization in MD CHESSIE to be reimbursed for client-specific purchases. Staff clearly enters in the Service Log Justification – "Staff Reimbursement for (Employee Name)". The DSS is selected as the vendor, and the expenditure is charged to an appropriate Assistance Category Code. Staff must also complete a hard copy 312 form that includes the complete SSN and full 'remit to' address of the staff person to be reimbursed as document support for FMIS processing.

All Purchase Authorizations must be routed through the approval process in MD CHESSIE in order to be paid – Supervisor Approval, Funding Approval, and Payment Approval.

The Local Fiscal Office is to receive all required paperwork including original receipts and the fully approved original and copy of the 312 form for Staff Reimbursements or MD CHESSIE screens print(s) reflecting living arrangement for IL Stipends. Upon receipt of these required documents, the Local Fiscal staff will review and, if possible, will provide, electronic funding approval in MD CHESSIE. Payment Approval in MD CHESSIE followed by Interfaces to the local AFS system from which a check is produced payable to the DSS will then follow.

II. Discrepancies for Payments with Providers

If a discrepancy between the begin and end date of a placement, a program selection, or in a case when the local department and provider disagree, the final decision for payment will be made by SSA MD CHESSIE Manager or their designee in writing after consulting with the local department and SSA Program staff. The vendor may be asked to submit an invoice for the period in question, and the payment will be reimbursed through the service log using respite care as the service (7157-Respite Care - Foster Care as the budget code) if the placement or subsidy in MD CHESSIE cannot be corrected, due to the status of placements since this discrepancy occurred.

Please share this information with your child welfare and fiscal staff. You may contact the SSA Research, Evaluation, System Development and Training Unit (RESDT) at 410-767-7440 with any questions/requests for policy clarification. The MD CHESSIE Hotline number is 1-877-DHR-2-PAY (1-877-347-2729). You may contact also the DHR Budget and Finance Division at 410-767-8930 for questions relating to fiscal activities.