


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

DATE: August 1, 2016

POLICY #: SSA-CW # 17-11

TO: Directors, Local Departments of Social Services
Assistant Directors, Services

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

RE: Title IV-E Retroactive Adjustment Processing

PROGRAMS AFFECTED: Out-of-Home Placement
Title IV-E Determinations
Budget and Finance
LDSS Finance Offices

ORIGINATING OFFICE: Title IV-E Determinations

ACTION REQUIRED OF: All Local Departments

REQUIRED ACTION: Implement Policy and Procedure

ACTION DUE DATE: August 1, 2016

CONTACT PERSONS: Charlotte Giles, Program Manager
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PURPOSE:

The purpose of this policy directive is to correct recorded expenditure activity associated with children in care due to a Title IV-E audit review and the federal funding requirements that cannot be effected through the MD CHESSIE Payment Stamping Process.

BACKGROUND:

Once a child is determined initially IV-E eligible, eligibility must be re-determined annually for the child over the duration of the out-of-home episode to ensure that the child continue to be eligible and reimbursable. If reimbursability changes from month to month then the allowable costs must change accordingly. However, not all costs associated with IV-E eligible and reimbursable child are federally reimbursable (See attached allowable costs chart, attachment A). The payment date of any costs drives the claims determination.

Upon review by the IV-E Specialist, expenditure coding corrections will be processed for any unclaimed eligible costs or for claimed costs that are determined ineligible. MD CHESSIE can perform some cost adjustments through a "payment stamping" process, but some expenditure adjustments must be processed by the LDSS finance office through the preparation and recording of an adjustment journal entry reported through the Local Department of Social Services (LDSS) financial 302 report process.

I. Responsibility

1. The Title IV-E Specialist will perform the eligibility review and generate a IV-E Retroactive Adjustment Journal Entry form (IVE AJE) DHR/SSA 2099 (Attachment B).
2. The LDSS Finance Office will record the 302 report journal adjustment entry that is processed through the AFS computer system for payment activity in the following program areas that cannot be adjusted through MD CHESSIE payment stamping:
 - 2185/7185 Guardianship Assistance Program;
 - 2181/7181 Adoption Assistance Payment;
 - 21xx/71xx Foster Care Maintenance Payment under special circumstances for example eligibility specialist determines that the IV-E Eligibility Month of a child occurred after the Removal Month; and
 - Any code associated with Ancillary payments.

II. Procedure

1. The Title IV-E Specialist will review children in care for correct IV-E eligibility federal costs claims. Adjustments that cannot be processed through MD CHESSIE will be detailed on a child specific Title IV-E Retroactive Adjustment Journal Entry form.
2. The Title IV-E Specialist will utilize the MD CHESSIE system to verify the check status and obtain the payment disbursement information to complete the IVE AJE form. This information can be found under the Finance Management>Accounts Payable>History>Client

Payment History Folder. The payment should be highlighted, then Payment Status selected, and then Interface Status selected to obtain the detailed payment information.
(Attachment C)

3. The IVE AJE form will be provided to the LDSS Finance Officer or designee.
4. The LDSS finance division will document information in the Fiscal Exception Note field for any requested adjustment that is not necessary. This would occur if a payment listed for adjustment had been cancelled or an adjustment had already been reported through the 302 process. The Automated Financial System (AFS) can be used to run a Transaction History report by Case# in order to verify if any journal adjustments have been processed on a child for the IV-E review period being processed.
5. Once the IVE AJE form is completed, the adjusting journal entry must be detailed in the Journal Entry section of the form and Signed by the Finance Officer. The adjusting journal entry should be detailed in quarterly totals by the payment date. A copy of the signed form should be returned to the IV-E Specialist to provide documentation for the audit purposes.
6. The journal entry will be processed in AFS for 302 reporting and the signed IVE AJE form will be maintained as backup for audit purposes.
7. Adjustments must be reported on Page 7 of the 302 report and reported in quarterly totals by the payment date.
8. The IVE AJE form will be processed within 30 days of receipt in the LDSS finance operation.

III. TIPS

1. When an LDSS inputs adjusting journal entries into AFS, all child specific adjustments may contain the child's Client ID and the description should contain the service period that the adjustment covers.
2. All adjustment journal entries should note the service period and the payment date for the adjustment. Copies of the journal entry must be provided to the service program for inclusion in the child's record.
3. When a MD CHESSIE interfaced check is voided in the AFS system, the check status information will need to be manually updated in MD CHESSIE.

Attachments:

Title IV-E Allowable Cost Chart (Attachment A)
Title IV-E Retroactive Journal Entry Form-DHR/SSA 2009 (Attachment B)
MD CHESSIE Fiscal Validation Screens (Attachment C)
AFS Transactions History Report by Case#



Title IV-E Allowable Cost Quick Reference Table

Cost Description	Allowable (circumstances)	Federal Code	Justification or Documentation Required	Not Allowable
Child Care				
<ul style="list-style-type: none"> Day Care Day Camp (school-aged child; used as a substitute for day care) 	<ul style="list-style-type: none"> IV-E Eligible Child Licensed (Formal) Day Care Foster Parent(s) full-time work outside of the home Child of a IV-E Eligible Minor Parent 	2132	<ul style="list-style-type: none"> Invoice (scanned into Chessie) Verification of current child care license Must be age appropriate Must be clearly documented and specific to the child age appropriate 	<ul style="list-style-type: none"> Foster Parent providing day care Informal day care provider/day camp Unemployed Foster Parent Ineligible Foster Child
Recreation				
<ul style="list-style-type: none"> Entertainment (Community Recreational Activities) Social 	<ul style="list-style-type: none"> IV-E Eligible Child only Foster Parent Chaperone (only if chaperone for child is required) Club Dues Prom Fees and Expenses Junior & Senior Dues Class Ring Senior Portraits Class Trip Yearbook Sports events, equipment and expenses 	2133	<ul style="list-style-type: none"> Invoice (Scanned into Chessie) Receipt (Scanned into Chessie) Ticket Stub Must be clearly documented and specific to the child 	<ul style="list-style-type: none"> Payment for biological or adoptive parent(s) entertainment/social activities Vacations Limousine Food purchased for the child during recreational activity
Respite Care	None	This is not an allowable payment because foster care and respite providers receive maintenance payments for the same service period		

Cost Description	Allowable (circumstances)	Federal Code	Justification or Documentation Required	Not Allowable
Payments To Parents or legal Guardians				
Transportation				
	<ul style="list-style-type: none"> IV-E Eligible Child Visits with siblings, biological or adoptive parents Court Foster Parent (training only) Educational stability (after the 1st school year) Transportation to allowable recreation 	2134	<ul style="list-style-type: none"> Invoice (scanned into Chessie) Must be clearly documented for each trip Must be specific to the child Cost documentation must be specific to the child 	<ul style="list-style-type: none"> Biological and adoptive parent(s) Ineligible child Regular medical/Psychological appointments Child transportation to work
Incidentals				
	<ul style="list-style-type: none"> IV-E Eligible Child Initial (one-time) Clothing Ongoing Clothing Need for Medical reasons Graduation Over-the-Counter Medicine Personal Hygiene (Medically necessary) Special dietary foods Child of IV-E Eligible Minor School supplies Mother Birth Certificate Infant supplies (crib, bedding, high chair) 	2133	<ul style="list-style-type: none"> Invoice (scanned into Chessie) Receipt (scanned into Chessie) Must clearly document the special need Must be specific to the child Must be demonstrated need and reasonable 	<ul style="list-style-type: none"> Prescription medication Monthly clothing allowance Monthly personal hygiene items Infant supplies (diapers, wipes, formula, etc.)

MD CHESIE Fiscal Validation for IV-E Adjustments

Client Payment History: MD CHESIE (Steps 1 - 6)

TRA_01 - Client Payment History

Home Search CIS Window Help Exit

Finance Management > Accounts Payable > History > Client Payment History >
Allen Cline (#20002386)

Client
Client Name: Allen Cline Client ID: 20002386 CIS ID: 486009738
DOB: 01/01/1995 SSN: 000-00-0000

Case Worker

Case ID	Case Name	Case Worker ID	Case Worker	Phone Number	Local Department
20000727	Cline, Evelyn	1039	Terry Wadding	(410)996-0123 Ext	Cecil

Total Number of Payments Made for this Client: 2

Payment History

Payment ID	Payment Type	Payment Status	Payment Date	Payee	Total Payment Amount
20000745	Ancillary / Flex Fund	Approved	11/6/2009	Clothing Unlimited	\$300.00
20000744	Ancillary / Flex Fund	Approved	11/6/2009	south county mental hea	\$300.00

Holding 12 Months Total Amount: \$ 00

Payment History Details

Payment Detail ID	Category Code	Service/Placement Structure	Start Date	End Date	Gross Receivable Amount	Net Amount
20001785	7142	Clothing & Hardware/Cloth	09/01/2009	09/01/2009	\$300.00	\$0.00

Total \$300.00 \$0.00 \$300.00

[Payment Status](#) [Maintenance/Subsidy Payments](#) [Ancillary Payments](#) [Search](#)

Step #1 to access payment information

Step #2

Step #3

Step #4 - Enter the client's MD CHESIE ID#

Step #5 - Highlight the payment you wish to review

Step #6 - Click on the payment status hyperlink

Last connection: CHES-TRA-04 | TRA_01 | AP0450C | jsuser | 07/11/2016 09:19 am

Start | 9:20 AM 7/11/2016

MD CHESSIE Fiscal Validation for IV-E Adjustments

Payment Status: (Step 7) - This screen gives you a detailed summary of the payment information.

The screenshot shows a window titled "Payment Status" with a close button (X) in the top right corner. The window is divided into two main sections: "Payments" and "Payment Details".

Payments Section: A table with the following data:

Payee/Provider Name	Payment ID	Payment Date	Payment Type	Payment Status	Check Status
Clothing Unlimited	20000745	11/06/2009	Ancillary / Flex Fu	Approved	

A red box with an arrow pointing to the "Payment Status" column of the table contains the text: "When the request is generated from MD CHESSIE to FMIS this will read Interfaced".

Payment Details Section: This section contains the following information:

- Payment Date: 11/06/2009
- Payment ID: 20000745
- Payment Type: Ancillary / Flex Fund
- Payee/Provider Name: Clothing Unlimited
- MD CHESSIE Provider ID: 20000029
- Payment Status: Approved
- Net Amount: \$300.00
- Check Status:
- Check Status Change Date: 00/00/0000
- Notes:

At the bottom of the window, there are several hyperlinks: "Interface Status", "Maintenance/Subsidy Payments", "Ancillary Payments", and "Search". A red box with an arrow pointing to "Interface Status" contains the text: "Step #7 - Click on the Interface status hyperlink".

At the bottom right, there are three buttons: "OK", "Cancel", and "Help".

MD CHESSIE Fiscal Validation for IV-E Adjustments

3) **Interface Status** is displayed : This screen gives details of the payment, i.e., payment date, payment ID, payment type, payment amount, payment status as well as the provider ID and name.

Payment Interface Status - Payment (#20000745)

Payment Information on MD CHESSIE

Payment Date: 11/6/2009	Payment Type: Ancillary / Flex Fund
Payment ID: 20000745	Provider Name: Clothing Unlimited
Provider ID: 20000029	Payment Status: Approved
Payment Amount: \$300.00	

Again, this will read interfaced when the request is sent to FMIS via MD CHESSIE

Payment Information on AFS / FMIS

Payment Status	Payment Amount	Check / Warrant #	Check / Warrant Date	Information Received
ENTRYDONE	935.38			6/9/2016 01:03:50
PRINTED	935.38	143812	6/8/2016	6/10/2016 01:07:01

When the payment has been processed through MD CHESSIE, it will interface with FMIS and the check will be generated through the interface process. The above is what you will see as a result of that interface.

OK Cancel Help

[Interface Status](#) [Maintenance/Subsidy Payments](#) [Ancillary Payments](#) [Search](#)

OK Cancel Help

**STATE OF MARYLAND
DEPARTMENT OF SOCIAL SERVICES
TRANSACTIONS HISTORY REPORT
SORTED BY VOUCHER NUMBER**

10/2/2015 12:54:14 PM

PAGE: 1 / 1

CO MONTH	CALENDAR VOUCHER NUMBER	TRANS DATE	TRANS NUMBER	PAYMENT_ID	VENDOR	VENDOR NAME	ACCOUNT NUMBER	AMOUNT	DESCRIPTION
2	12/2008	000051641	12/22/2008	000061	0000300240	M & T BANK	217701.01C	(306.00)	DEP 09-81
2	01/2009	000051714	01/22/2009	000091	0000300240	M & T BANK	217701.01C	(306.00)	DEP 09-091 SOC SEC 12/08 FOR
2	02/2009	000051936	02/19/2009	000106	0000300240	M & T BANK	217701.01C	(324.00)	DEP 09-106 FC SOC SEC 1/09
2	03/2009	000052222	03/17/2009	000118	0000300240	M & T BANK	217701.01C	(324.00)	DEP 09-118 FC SOC SEC 02/09
2	04/2009	000052522	04/15/2009	000132	0000300240	M & T BANK	217701.01C	(324.00)	DEP 09-132 FC SOC SEC 03/09
2	05/2009	000052821	05/21/2009	000144	0000300240	M & T BANK	217701.01C	(324.00)	FC SOC SEC 04/06 FOR
2	06/2009	000053135	06/15/2009	000154	0000300240	M & T BANK	217701.01C	(324.00)	FC SOC SEC 05/09 FOR
2	07/2009	000053594	07/15/2009	000006	0000300240	M & T BANK	217701.01C	(324.00)	DEP 10-006 FC SOC SE C06/09
2	08/2009	000053891	08/19/2009	010018	0000300240	M & T BANK	217701.01C	(324.00)	7/09 SS FOR
2	09/2009	000054276	09/18/2009	010028	0000300240	M & T BANK	217701.01C	(324.00)	DEP10-028 8/09 SS FOR
2	10/2009	000054394	10/09/2009	000005	OFFSET	ADJUSTMENT ENTRY	217701.01C	(324.00)	TO CORRECT CODING ERROR
2	10/2009	000054395	10/09/2009	000005	OFFSET	ADJUSTMENT ENTRY	217201.01C	(324.00)	TO CORRECT CODING ON
2	10/2009	000054560	10/21/2009	000038	0000300240	M & T BANK	217201.01C	(324.00)	DEP 09-038 FC SOC SEC 09/09
2	11/2009	000054789	11/20/2009	000051	0000300240	M & T BANK	217701.01C	(324.00)	FC SOC SEC 10/09 FOR
2	12/2009	000054973	12/18/2009	000059	0000300240	M & T BANK	217701.01C	(324.00)	FC SOC SEC 11/09 FOR
								(324.00)	GRAND TOTAL
								(4,194.00)	

Need to validate adjustment period of the journal entry since the adjustment time period was not noted in the Description field.

Would pull the documentation for Calendar Month processing date

AFS Report