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## I. APPLICATION PROCESS

## A. Beginning Date of Aid

If a child is determined to be eligible, the beginning date of aid for AFDC-FC shall be the date of application if the child meets all eligibility conditions on that date, or the date on which the child meets all eligibility conditions, whichever is later.

## B. Date of Application

The date on which the County receives the signed and dated *SAWS 1, 'Initial Application for CalFRESH Cash Aid and/or Medi-Cal/Health Care Programs'* is the date of application.

**NOTE:** For purposes of determining the beginning date of aid for AFDC-FC, the 'Date of Application' is the date on which a county employee completes, signs and dates an application on behalf of a child, or the date on which the county receives a signed and dated application from the child's parent or a person other than a county employee.

C. Date All Eligibility Conditions Are Met  
(EAS 45-201, 45-203, 45-300)

The date on which all applicable eligibility conditions are met is the date on which the following conditions **exist** even though verification or documentation of the condition is received at a later date.

## D. Linking and Non-Linking Factors

All linking and non-linking factors of eligibility are met including:

1. Deprivation of parental support or care
2. Age
3. Citizenship or alienage status
4. Residence
5. Property
6. Income eligibility

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## E. Other Applicable Conditions

The following conditions of eligibility must be met:

1. Authority for placement (an appropriate court order, relinquishment or voluntary placement agreement)
2. Placement in an eligible facility

## F. Other Eligibility Conditions

The following conditions of eligibility must be met:

1. Application for a Social Security Number
2. Application for unconditionally available income (i.e., SSA application when there is a deceased parent, etc.)
3. Child Support Referral

## G. Date Conditions Are Met

Conditions of eligibility are considered to be met on the date of application as long as they are completed by the date of authorization.

## H. Examples

The following case examples may assist EWs with the understanding of the beginning date of aid.

**EXAMPLE #1:**

On the morning of the 5<sup>th</sup>, a child is removed from his/her home and placed in an eligible facility. Later that day, a Detention Hearing is held and the Social Worker (SW) completes an application on behalf of the child. The Detention Order meets all requirements of a proper authority for placement. On the 7<sup>th</sup>, the Eligibility Worker (EW) determines that the child met all eligibility conditions on the 5<sup>th</sup>, including authority for placement and eligible facility requirements. The EW authorizes payment on the 7<sup>th</sup>. The date of application is the 5<sup>th</sup>, the date all eligibility conditions are met is the 5<sup>th</sup>, and the date of authorizing action is the 7<sup>th</sup>. The beginning date of aid is the 5<sup>th</sup>.

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**EXAMPLE #2:**

On the 25<sup>th</sup>, a child is placed in an eligible facility. A detention hearing is held on the 26<sup>th</sup> and the detention order meets all requirements of a proper authority for placement. All conditions of eligibility are met on the 26<sup>th</sup>. The SW completes an application for the child on the 28<sup>th</sup>. The EW approves eligibility on the 3<sup>rd</sup> of the following month. The date of application is the 28<sup>th</sup>, the date all eligibility conditions are met is the 26<sup>th</sup>, and the date eligibility is approved is the 3<sup>rd</sup> of the following month. The beginning date of aid is the 28<sup>th</sup>. Although the date conditions are met is the 26<sup>th</sup> the beginning date of aid can never be prior to the application date.

**NOTE:** When the SW requests that the payment be made from the date of placement in the above situation, the SW must request and obtain approval for payment for the 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> by completing the *CBCC 335, County Board & Care for Children (CBCC)* Form and obtain proper approval signatures. The form then shall be forwarded to the EW for payment from County-only funds.

I. Application for Foster Care

Foster Care applications are made on behalf of children who are in need of placement outside their own homes. Child Welfare laws give the Social Service Agency and/or the Juvenile Probation Department legal authority to place children and/or provide services or benefits for any of the following circumstances.

1. The child is a dependent (court order)
2. The child is living with a legal guardian
3. The child's parent or guardian has signed a voluntary placement agreement
4. The child has been relinquished for adoption, or parental rights have been terminated

J. Completion of Forms for Application

The child's SW or Probation Officer (PO) is usually the applicant on behalf of a child. While the SW/PO usually completes the SAWS 1 application form, it is the Intake EW's responsibility to document the evidence of eligibility factors, even though the forms were completed by county employees. The 'County Use Only' sections of all forms must be completed before they are scanned.

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An application for Foster Care is initiated by the completion of one or more of the following forms:

1. *SAWS 1, 'Initial Application for CalFRESH, Cash Aid and/or Medi-Cal/Health Care Programs'*
2. *EA 1, Emergency Assistance Application for Child Welfare Services and/or*
3. *MC 250, 'Application and Statement of Fact for Child Not Living With a Parent or Relative and for whom a Public Agency is Assuming Some Financial Responsibility'*
  - The MC 250 is both an 'application and statement of facts' form for Medi-Cal only
  - An MC 250 must be completed for the month(s) prior to Foster Care approval to cover the child's medical expenses

K. Documentation Requirements

1. Case Comments and Contact Summary Guidelines

In Foster Care it is critical to be able to follow the child's case history. The EW initiates the case documentation by capturing the case summary on the *FC 158X, Foster Care Intake* or *FC 158X Intake, Extended Foster Care Intake* Form, as appropriate. It is important for the EW to capture all pertinent information on these intake forms or enter into the CalWIN Case Comments screen prior to granting including information used to make the eligibility determination. When the case is granted an intake summary must also be entered into the '*Maintain Case Comments*' screen.

- a. Document information used to make the federal/nonfederal (state) determination (i.e., information received from SW/PO, parent(s), relatives, paystubs, statements under penalty of perjury, etc.)
- b. Ensure the following are included in the case documentation:
  - i. Pertinent information for all interviews and contacts with SW/PO,

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foster parents, natural parents, relatives, caregivers and anyone else

- ii. Information received and decisions made based on this information
- iii. Dates of contact(s)
- iv. Change(s) of placement
- v. Justification for unusual or special action taken/decisions made
- vi. Any additional or clarifying information that would be helpful to anyone looking at the case

**NOTE:** Case documentation could be used as evidence in a hearing, in court, viewed by Legal Aid and/or the client. It is important to state only factual information and actions taken or proposed.

2. Documentation on Statement of Facts Forms (FC 2)

The SW or PO usually completes the Foster Care application form. If the parent(s) or legal guardian is available and cooperating, they will complete the SAWS 1 at the time of application.

The EW must complete all ‘County Use Only’ sections of the FC 2 or SAWS 1, before these documents are scanned:

- a. If a section is not applicable, write ‘N/A’
- b. Check all appropriate boxes
- c. Copies of evidence obtained must be documented on the FC 2 or SAWS 1 and scanned into the case record.

L. Voluntary Placements

When a child is placed into Foster Care voluntarily by his/her parents rather than by court action, the parents must apply on behalf of the child. The parent must complete the SAWS 1 for the initial application. A SOC 155, ‘Voluntary Placement Agreement’ and EA 1, ‘Emergency Assistance Application for Child Welfare Services’ is completed and retained in the service case with a copy to the EW case file. (Refer to the *FC 155, Voluntary Placements Desk Guide* for further information).

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M. Non-Related Legal Guardians Without Dependency

Non-related legal guardians, where the child is not a dependent of the court, have the same interview requirements as parents, and a SAWS 1 is required at initial application.

N. The ‘Determination of Federal AFDC-FC Eligibility’ (FC 3) and ‘ POEM Worksheet’ (FC 3CC)

The FC 3/FC 3CC must be completed by the EW at the time of application. It is used to determine federal or state eligibility. In order for the linkage determination to be made, each box of the FC 3/FC 3CC must be completed, either yes or no. ‘N/A’ is not appropriate for the ‘yes/no’ boxes on these forms. The ‘verification’ section of the FC 3 must also be completed by the EW.

AFDC linkage information is entered in the ‘*Collect Foster Care AFDC Eligibility Detail*’ window. Each tab contains a ‘worksheet’ to be completed and printed for the case folder. They are used for the federal eligibility determination only, and the information is not saved in the system. These worksheets may be used to assist in the federal eligibility determination.

O. Early Periodic Screening for Diagnosis and Treatment (EPSDT) (also known as CHDP)

The Child Health and Disability Prevention (CHDP) Program is a community based program for early identification and referral for treatment of persons under 21 years of age. A CHDP referral is mandatory for Foster Care children at initial application and redetermination (RV). EPSDT must be coded as accepted for dental and medical services for every Foster Care child.

II. REFERENCE

- EAS 45-201, General AFDC-FC Requirements
- EAS 45-203, State AFDC-FC Program
- EAS 45-300, AFDC-FC Payee, Payment and Delivery