

Inter-county Transfers and County of Responsibility

Number: 45-201.13

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PURPOSE

The purpose of this policy is to provide guidelines on how to process Inter-county Transfers (ICT) and County payment responsibilities. This policy relates to dependent placed children, relinquished children, voluntary placements, non-related legal guardian (NRLG) non-dependents and children in voluntarily placements.

APPROVED

This policy was approved by Mike Ryan, Director of CFS, on 2/19/2010. *Signature on file.*

BACKGROUND

The County with legal custody of a child either by court order, relinquishment or by voluntary placement is responsible for the Aid to Families with Dependent Children-Foster Care (AFDC-FC) payment regardless of where the child is physically placed (i.e. out of state or in state).

The County of payment responsibility for a child receiving State AFDC-FC, who is a non-dependent living with a NRLG, is the county in which the child is residing with the NRLG. If the NRLG moves to another state, eligibility for State AFDC-FC ceases.

REFERENCES HYPERLINKS

Eligibility and Assistance Standards (EAS) Manual Section 40-125
 Eligibility and Assistance Standards (EAS) Manual Section 42-400
 Eligibility and Assistance Standards (EAS) Manual Section 45-203

REQUIRED FORMS HYPERLINKS

Form Name	Form Number
Health Insurance Questionnaire	DHS 6155
Statement of Facts Supporting Eligibility-AFDC FC	FC 2
Determination of Federal AFDC-FC Eligibility	FC 3
AFDC-FG-U Worksheet	FC 3A
AFDC Program Choice Indicator	FC 4
Notification of AFDC-FC Transfer to Other County	FC 18
Federal Linkage Documentation	F063-31-23
Permanently Residing Under the Color of the Law (PRUCOL)	G845
Application for Public Assistance	SAWS 1
FC Child's Data Record / AFDC-FC Certification	SOC 158A
Approval of Family Caregiver Home	SOC815

PROCEDURE

An ICT is initiated when counties receive a confirmation that court jurisdiction was transferred to another California county. In addition, for NRLG-non dependent when the legal guardian reports moving to another California county an ICT needs to be initiated by the ET.

REQUIRED ACTION

The following actions are required when initiating an ICT to another California county.

Responsibility	Step	Required Action
Eligibility Technician	1.	Receives a Placement Information Change (PIC) notice stating that jurisdiction was transferred, or receives a phone call reporting the change by the NRLG.

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|----------------------------------|----|---|
| | 1. | Sends case to Office Technician (OT) to complete the ICT referral packet. |
| OT | 1. | Completes ICT referral packet. |
| | 1. | The referral packet includes: <ul style="list-style-type: none"> • FC18 • SAWS 1 • FC 2 • SOC 158A • Birth Certificate / Alien Status documentation • G845 application • Social Security card or MEDS print J verified. • Income Eligibility Verification System (IEVS) prints. • FC 3 Supplement • SOC 815 • Minute Orders • Detention • Transfer of jurisdiction • Jurisdiction / Disposition • Guardianship/Relinquishment papers • Permanency Hearing • Property of minor • Income of minor • Independent Living Plan • DHS 6155 • FC 3 • FC 3A • Narratives / CalWIN Case Comments • School Verification • FC 4 (if applicable) • Statement of Relationship (if applicable). |
| | 1. | Returns referral packet to ET to review for completeness. |
| ET | 1. | Reviews referral packet for completeness. <ul style="list-style-type: none"> • If incomplete, returns to OT. • If complete, sends referral packet to the receiving county, giving a 30 day notice for the receiving county to pick up the payment. |
| | 1. | Completes annual re-investigation if due in the month of the ICT. |
| | 1. | Discontinues case per district procedures. The FC 18 must be returned by the receiving county before case can be sent to Foster Care suspense. |
| | 1. | Sends the case to the Eligibility Supervisor (ES) for review before sending it to Foster Care suspense. |
| | 1. | If encounters ICT problems will contact the Orange County Foster Care ICT Coordinator. |
| Orange County
ICT Coordinator | 1. | Contacts the sending county ICT Coordinator to resolve issues. |

1. Instructs the ET that problems have been resolved.

ET

1. Follows up on the ICT Coordinators directives.

OCCSSA