

Underpayments

Number: 45-005

Date: 12/1/2008

PURPOSE

The purpose of this policy is to provide instructions for the evaluation for issuing Aid to Families with Dependent Children-Foster Care (AFDC-FC) underpayments to Group Homes (GH), Foster Family Agencies (FFA), Foster Homes (FH), Relatives, and Non-Relative Extended Family Members (NREFM).

APPROVED

This policy was approved by Mike Ryan, Director of CFS, on 1/29/2010. *Signature on file.*

POLICY

Underpayment Resolution Requests must be made timely according to program policy mandates. Foster Care providers are required by regulations to have AFDC-FC payments issued to them by the 15th of the following month after care was provided for a foster care child. Therefore, any underpayment request must be resolved within 30 days. Underpayment requests must be submitted within 18 months from the date of discovery. The date of discovery is the date the county obtained information which could have reasonably led to a determination that an underpayment occurred.

Example: Payment Resolution Request received by Foster Care Program Integrity Eligibility Technician (ET) in August 2008. Calculate back 18 months, if the payment date is anytime prior to March 2007 the underpayment can not be issued.

REFERENCES HYPERLINKS

Eligibility and Assistance Standards (EAS) Manual Section 44-340

REQUIRED FORMS HYPERLINKS

Form Name	Form Number
Payment Resolution Request	F063-29-67
Denial Notice of Action (NOA) - Request After 18-Month Period	F063-29-95

PROCEDURE

REQUIRED ACTION

The following actions must be completed when a Payment Resolution Request is faxed to Foster Care Program Integrity ET from a GH or a FFA.

Responsibility	Step	Required Action
Foster Care Program Integrity ET	1.	Contacts provider within 10 days to let them know the request is being processed.
	1.	Reviews CalWIN Issuance Detail screen to determine if eligible for payment and if payment was made.
	1.	When there is a conflict in the case record on the placement date, requests the providers Placement Agreement to determine if the child was placed in the facility on the dates in question. Underpayments made to providers are limited to an 18-month retroactive period.
		If the time period goes beyond the 18-month period, faxes the Payment Resolution Request with comments to the provider and mails a denial NOA.

1. If payment status is issued, emails accounting to determine if payment is outstanding or cashed.
1. If payment status was cashed by the requesting GH or FFA, enters findings including date cashed and warrant number under the comment section of the Payment Resolution Request and faxes it back to the provider.
1. If the request is valid, issues payment and sends the notice to the GH or FFA if there is no assigned ET.
1. If there is an assigned ET, sends underpayment request to assigned ET for payment within 10 days.
Note: Needs corrected SOC158 if placement dates are different.
1. If the payment is outstanding and the provider states they did not receive the check, sends an affidavit to replace the warrant issued.
1. If the payment is pending, emails the assigned ET and clarifies if the payment was authorized in CalWIN.
1. At the completion of any of the above resolutions, faxes the Payment Resolution Request back to the provider with comments.
Note: All requests must be reviewed by the Foster Care Program Integrity Coordinator and be completed within 30 days.
1. Narrates in CalWIN case comments outlining all steps taken, dates and amount of any payments issued.
1. Updates the underpayment spreadsheet and files a copy of the completed Payment Resolution Request for future reference.
1. Reviews the case actions to ensure all actions were completed timely and accurately.

Foster Care Program
Integrity Coordinator

REQUIRED ACTION The following actions must be completed when a Payment Resolution Request is faxed to the Foster Care Program Integrity ET identifying the underpayment requested for FH's, Relatives, and NREFM's.

Responsibility	Step	Required Action
Foster Care Program Integrity ET	1.	Receives request and emails assigned ET to complete Payment Resolution Request within 10 days.
Assigned ET	1.	Reviews CalWIN Issuance Detail screen to determine if eligible for payment and if payment was made.

1. When there is a conflict in the case record on the placement date, reviews on CWS/CMS in order to determine if the child was placed at the FH, Relative or NREFM home on the dates in question. Underpayments made to the FH, Relative and NREFM are limited to an 18-month retroactive period from the date of discovery.

If the time period goes beyond the 18-month period, mails the Payment Resolution Request with comments to the caregiver and a denial NOA.

1. If payment status is issued, emails accounting to determine if payment is outstanding or cashed.

1. If payment status was cashed by the requesting caregiver, provides findings including date cashed and warrant number to the Foster Care Program Integrity ET.

1. If the payment is outstanding and the caregiver states they did not receive the check, mails an affidavit to replace the warrant issued.

Note: Needs corrected SOC158 if placement dates are different.

1. At the completion of any of the above resolutions, emails Foster Care Program Integrity ET.

Foster Care Program Integrity ET

1. Faxes the Payment Resolution Request back to the caregiver with comments. Sends Payment Resolution Request to Foster Care Program Integrity Coordinator.

Foster Care Program Integrity Coordinator

1. Reviews the case actions to ensure all actions were completed timely and accurately.