

# YOUTH SERVICES POLICY

<b>Title:</b> Financial Assessment, Medicaid Eligibility and Parental Contributions	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 9. Placement, Transfer, Termination and Removal Process <b>Number:</b> D.9.7
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<b>References:</b> Title IV-E of the Social Security Act 472; YS Policy Nos. A.3.4 “Parental Contributions – Cost of Care and Treatment”, C.5.6 “Juvenile Electronic Tracking System (JETS)”	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D., Deputy Secretary</i>	<b>Date of Approval:</b> 03/22/2019

## I. **AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. **PURPOSE:**

To establish procedures regarding completion of the financial assessment forms for youth in the custody of YS, Office of Juvenile Justice (OJJ).

## III. **APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Executive Management Advisor, General Counsel, Regional Directors, Regional Managers and all employees of Community-Based Services (CBS).

## IV. **DEFINITIONS:**

***Community Based Services (CBS)*** - Includes all regional probation and parole offices located throughout the state.

***Financial Assessment Forms*** - FAST I and FAST II forms utilized by OJJ, DCFS, and Public Safety Services/Office of Management of Finance (PSS/OMF) to determine eligibility for federal reimbursement, Medicaid and the amount, if any, of parental contributions.

**Financial Assessment Transaction Form (FAST) I** - FAST I is a form utilized by OJJ, the Department of Children and Family Services (DCFS), and Public Safety Services/Office of Management of Finance (PSS/OMF) to determine eligibility for federal reimbursement, Medicaid and the amount, if any, of parental contributions.

**Financial Assessment Transaction Form (FAST) II** – FAST II is a form utilized by OJJ that outlines the requirement of contribution for the cost of care or the application of any benefits being received on behalf of the child being applied toward the cost of care while in OJJ custody.

**Financial Assessment Transaction Form (FAST) Form III** – Fast III is a form utilized by OJJ and DCFS to report changes in placement and periodic reviews for continued eligibility.

**Financial Assessment Transaction Form (FAST) IV** – Fast IV is a document generated by DCFS, after receipt of the FAST I, FAST II and/or FAST III, which identifies the funding source and effective date of coverage.

**Financially Responsible Person** - A youth's legally responsible parent - a natural or biological parent, an adoptive parent, or a legally appointed tutor.

**Juvenile Electronic Tracking System (JETS)** - The centralized database used to track all youth under OJJ supervision or custody, and to record all youth case record activity.

**Office of Support Enforcement** - A division of DCFS responsible for collecting financial support from non-custodial parents.

**Parental Assessment Review Committee (PARC)** – A committee established by the Deputy Secretary and comprised of a maximum of six individuals tasked with reviewing parent or financial requests for redeterminations of parental contribution assessments.

**Probation and Parole Officer 1, 2, and 3/Juvenile (PPO/J)** - Includes CBS probation officers.

**Public Safety Services/Office of Management and Finance (PSS/OMF)** – A unit within Public Safety Services that oversees the administrative and operational functions of the agency. (For the purposes of this policy, this office reviews and evaluates all financial and legal information from the youth's custodian, calculates the cost of care assessment, and collects and provides accounting functions regarding contributions made.)

**V. POLICY:**

It is the Deputy Secretary's policy that the FAST I and II financial assessment forms be completed in the Juvenile Electronic Tracking System (JETS) by the supervising Probation and Parole Officer/Juvenile (PPO/J) on youth placed in the YS' custody.

**VI. PROCEDURES:**

- A. The placing PPO/J shall interview the custodian/youth's family to obtain the information necessary to complete the FAST I form and obtain signatures on the FAST II forms for youth in YS' custody. The financial information completed on the FAST I shall be entered in JETS within 14 days of custody.
- B. Once a youth is placed in the first residential placement, the documents shall be forwarded to the Department of Children and Family Services (DCFS) Social Services Analyst (SSA) within 15 days of placement. A copy of the birth certificate, Social Security card, custody order, and proof of income shall accompany the completed forms. This information is used by DCFS to determine the category of funding and the amount of parental contributions, if any.

Each youth is entitled to a Medicaid card and services while placed in a residential setting; however the source of funding may differ. Due to the potential for medical expenses, timely submission of the FAST forms and documentation is necessary to secure a Medicaid card for the youth.

Females placed in an intensive residential program are not eligible for Title IV-E funding. When completing the FAST I form, the placing PPO/J shall make a notation in the comments to indicate the youth's assignment to an intensive residential program and specify that OJJ is only requesting Medicaid only for this youth.

The completed information listed above, along with a copy of the custody order and any documentation the parent provides as to child support, shall be printed and forwarded to Public Safety Services/Office of Management and Finance (PSS/OMF) for review. When submitting FAST forms to PSS/OMF, the Parental Contribution Coversheet for Custody Youth shall be created in the youth's record, in JETS, and placed on top of the information being mailed. This letter identifies the financially responsible person.

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The placing PPO/J shall gather information from the person the youth was living with at the time of removal and placement in OJJ custody. If the youth is living with a person or persons who do not fall within the definition of a financially responsible person, the placing PPO/J shall attempt to locate the youth's legally responsible parent - a natural or biological parent, an adoptive parent, or a legally appointed tutor. If the placing PPO/J is unable to locate the financially responsible person, information for the FAST I will be gathered from the person the youth was living with at the time of removal and placement in custody. This person, however is not financially responsible for cost of care. This statement shall be included in the forms stating the financially responsible person could not be located. The FAST I and II forms shall be forwarded to DCFS and PSS/OMF within 14 days.

Once a determination is made that the financially responsible person is to be billed, PSS/OMF shall begin billing immediately, but no later than the next monthly billing cycle. A financially responsible person who fails to provide properly executed FAST I and II forms shall be assumed to have the ability to pay the entire cost of care. "Collection Account Information" is located in JETS.

If it is determined there is an open child support case or that a petition has been filed for child support, parental contributions shall continue until OJJ becomes the active "payee".

Upon request, OJJ shall be furnished a copy of the financial determination work sheet used for the assessment from PSS/OMF.

- C. The FAST IV, returned by the DCFS/SSA, shall specify the certification funding source. The funding source shall be entered in the JETS placement screen by the placing PPO/J within seven working (7) days of receipt, and a copy of the FAST IV packet shall be forwarded to PSS/OMF.

The three funding sources are as follows:

(08) TITLE IV-E CATEGORY - Federal funds to cover any medical costs and room and board.

(22) MEDICAID ONLY - Federal funds to cover all medical costs and placement in Medicaid beds at private hospitals (in this category state funds are used to pay for client's room and board in regular non-secure placement).

(15) STATE FUNDED - State funds to cover both medical costs and room and board.

- D. If the FAST IV form indicates that additional information is needed, the assigned PPO/J shall obtain and submit the information to the DCFS/SSA within seven (7) working days of the request.
- E. A FAST III form is used to inform the DCFS Social Service Analyst (SSA) and PSS/OMF of changes in financial status, physical location, and custody supervision within seven (7) working days of the change.

- a. Recertification/reassessment of the financially responsible person's financial condition shall be performed every 12 (twelve) months or upon receipt of additional documentation that indicates a change in income or financial circumstances. All recertifications/reassessments of income shall be completed on a FAST III form.

The placing PPO/J is responsible for obtaining the necessary information to complete the FAST III form which shall be printed and forwarded to the DCFS/SSA and PSS/OMF by the placing PPO/J.

- b. Upon change of physical location, a FAST III must be completed by the placing PPO/J, and a copy shall be sent to the DCFS/SSA and PSS/OMF.
    - c. Upon early release from non-secure care, a FAST III form must be completed by the placing PPO/J, and copy shall be sent to the DCFS/SSA and PSS/OMF within seven (7) working days.
- F. A financially responsible person may appeal an assessment/reassessment based upon extraordinary circumstances or catastrophic loss. Examples of extraordinary circumstances are, but not limited to, non-insured medical payment or major loss of property.
- G. Appeals of assessments/reassessments shall be heard by the Parental Assessment Review Committee (PARC). The Deputy Secretary shall determine the membership of the Committee which, at a minimum, shall be composed of the Assistant Secretary, Undersecretary/designee, a Regional Director, and a representative of Legal Services.

The Committee shall review the FAST I and/or FAST III forms, if appropriate, the legal and current financial status of the parent or financially responsible person, and other relevant documents submitted by the person requesting the appeal. If additional documents are required by the Committee to make its determination, the parent or financially responsible person must furnish the documents for the appeal to move forward.

H. A copy of all PARC decisions shall be forwarded to PSS/OMF.

**Previous Regulation/Policy Number:** D.9.7

**Previous Effective Date:** 03/07/2016

**Attachments/References:**