

5101:2-45-01**Administration of the Title IV-E adoption assistance program.**

(A) The public children services agency (PCSA) shall be responsible for the administration of the Title IV-E adoption assistance (AA) program. No administrative expenditures can be claimed for reimbursement if Title IV-E AA is not a direct responsibility of the PCSA. Administration of the Title IV-E AA program includes:

- (1) Ensuring the proper and efficient administration of funds, whether allocated or reimbursed.
- (2) Determining initial and continuing eligibility for AA program services.
- (3) Maintenance of a separate AA case record for each child for whom a JFS 01451 "Title IV-E Adoption Assistance Application" is made.
- (4) Service planning and provision of services under the AA program. Service planning and delivery shall include but is not limited to:
 - (a) Encouraging and increasing the opportunities for adoption of special needs children who are free for adoption.
 - (b) Ensuring that all possibilities for a suitable adoptive home for a child are explored and acted upon promptly.
 - (c) Case management.
 - (d) Discharge planning and post-finalization adoption services.

(B) The JFS 01453 "Adoption Assistance Agreement":

- (1) Shall include categorical eligibility for Title XIX (medicaid) medical assistance and Title XX social services in the state where the child resides, whether or not AA payments are made and regardless of whether the child resides in the state which entered into the AA agreement as required in rule 5101:2-45-04 of the Administrative Code.
- (2) May include a monthly AA payment. The amount of the monthly AA payment shall be determined by a written agreement negotiated between the adoptive parent(s) and the PCSA based on the child's needs and the family's circumstances as provided in rule 5101:2-45-21 of the Administrative Code. The terms of the agreements shall be specified on the JFS 01453.

(C) Each PCSA shall submit to the Ohio department of job and family services, by March first of each calendar year, a schedule of the agency's current AA rates as this benefit is defined in this rule. This schedule shall be certified as true and correct by the director or executive secretary, as appropriate, of the agency.

(D) The PCSA shall be responsible for the nonfederal share of a portion of the AA payment provided to the adoptive parent(s) on behalf of the child, certain medicaid administrative costs for children in their care, and Title IV-E administrative and training costs. The Ohio department of job and family services (ODJFS) shall reimburse the PCSA for the federal share of these costs upon receipt of federal funds for claims submitted.

(1) Title IV-E administrative costs are subject to the requirements of rules 5101:9-6-28 and 5101-5-09 of the Administrative Code. Administrative costs charged to Title IV-E cannot be charged concurrently to another federal program. Reimbursement shall be at the prevailing federal financial participation (FFP).

(2) The PCSA may charge training costs to Title IV-E. Training costs, such as salary, travel and per diem, may include costs when a worker is engaged in or preparing for training, either as a trainer for other agency staff or a trainee. Training must be related to child welfare services and will be charged in proportion to the percentage of Title IV-E eligible children in the county. The PCSA may claim for preparation for and training of foster caregivers as an administrative cost, not as a training cost. Reimbursement for training costs will be at the FFP.

(E) To claim reimbursement for Title IV-E administrative costs, each PCSA is required to participate in the social service random moment study as described in rule 5101:9-7-20 of the Administrative Code.

(F) The PCSA shall submit the following information to ODJFS:

(1) A JFS 04281 "Children Services Quarterly Statistical Report" which provides information on the agency's substitute care population; and

(2) Pursuant to rule 5101:9-10-29 of the Administrative Code, a JFS 02820 "Children Services Monthly Financial Statement" which provides information on the social services expenditures for the agency's social services cost pool.

(G) Failure to comply with the requirements set forth in paragraphs (E), (F) and (G) of this rule will adversely affect the compensation for Title IV-E administrative and training costs of the Title IV-E agency. "Adversely affect" means the agency's Title IV-E training and administration reimbursement from ODJFS will be decreased or delayed.

(H) Cost reporting and reimbursement procedures contained in Chapters 5101:9, 5101-1 and 5101:2-47 of the Administrative Code shall apply with regard to the Title IV-E program.

(I) Expenditures are subject to audit and audit findings. Findings due to agency error will

result in charges against the agency. ODJFS will conduct the county audit process in accordance with rule 5101-9-29 of the Administrative Code.

Replaces: Part of 5101:2-47-01 and all of 5101:2-47-03

Effective:

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Certification

Date

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