

Title IV-E Adoption and Guardianship Non-Recurring Expenditures

Non-Recurring expenditures are fees, court costs, attorney fees and other expenses which are directly related to the legal adoption or obtaining legal guardianship of a child. Title IV-E Federal and state reimbursement is available for eligible Local District expenditures up to \$2,000 per adoption or guardianship. Only eligible expenses that have clear back-up documentation to support the expenditure may be claimed for Title IV-E reimbursement up to the maximum of \$2,000. Any expenditure over \$2,000 or any expenditure lacking clear back-up documentation should be claimed Non-Reimbursable (NR).

Title IV-E Federal reimbursement at 50% is available for Adoption non-recurring expenditures for children that have been determined to meet the definition of special needs, which could include special needs children that do not meet Title IV-E adoption subsidy eligibility requirements. There is a 62% state share on expenditures remaining after federal reimbursement. The LDSS-4623A Adoption Subsidy and Non-Recurring Adoption Expenses Agreement and the invoice for the non-recurring expenditures should be maintained at the local district level as supporting documentation for payments.

Title IV-E Federal reimbursement at 50% for Guardianship non-recurring expenditures is only available for children who meet the Title IV-E Guardianship eligibility requirements. There is a 100% state share paid out of the foster care block grant on expenditures remaining after federal reimbursement. The OCFS-4431 Kinship Guardianship Assistance and Non-Recurring Guardianship Expenses Agreement and the invoice for the non-recurring expenditures should be maintained at the local district level as supporting documentation for payments.

All Adoption and Guardianship Non-Recurring expenditures must be processed through the Benefit Issuance Control System (BICS). Purchase of Service type code 1L – Adoption Subsidy Non-Recurring Fee should be used to process Adoption non-recurring expenditures in BICS. Purchase of Service type code K1 – KinGAP Non-Recurring Expenses should be used to process Guardianship non-recurring expenditures in BICS. These expenditures will be claimed on the Automated Claiming System RF2A package Schedule LDSS-923 Cost Allocation Schedule of Payments Administrative Expenses Other than Salaries.

Allowable Adoption non-recurring expenditures will be claimed on Schedule LDSS-923 in the Services Program F2 column under Object of Expense 10.1 (Non-Recurring Adoption Expenses). These expenditures will be direct charged on Schedule D-2 General Services Administration Claim on line 10 (Title IV-E Adoption) in the Identified Cost column.

Allowable Guardianship non-recurring expenditures for Title IV-E children, eligibility code 02, will be claimed on Schedule LDSS-923 in the Services Program F2 column under Object of Expense 10.3 (Non-Recurring KinGAP Expenses). Please note ONLY Title IV-

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E eligible children's Guardianship non-recurring expenditures should be claimed under Object of Expense 10.3. These expenditures will be direct charged on Schedule D-2, line 11 (Title IV-E Kinship Guardianship) in the Identified Cost column.

Guardianship non-recurring expenditures for NON-Title IV-E children should be claimed on Schedule LDSS-923 in the Services Program F2 column under Object of Expense 19 (All Other). These expenditures will be allocated on the Schedule D-2 via the Services Random Moment Survey (SRMS) percentages.

If an Adoption or Guardianship non-recurring payment is processed in BICS for over the \$2,000 limit the amount over \$2,000 must be claimed NR. The amount over \$2,000 will be claimed on Schedule LDSS-923 in the Services Program F2 column under Object of Expense 19. This expenditure will be direct charged on Schedule D-2 on line 18 (Non-Reimbursable) in the Identified Cost column.

Any questions can be submitted to OCFS.sm.finance.IVEFC.POSypes@ocfs.ny.gov. For additional information on Non-Recurring expenditures please see the Federal ACF Child Welfare Policy Manual section 8.2D.3 and 8.5C, Fiscal Reference Manual Volume 3 Chapter 5 and BICS Manual Chapter 9.