

## Title IV-E Purchase of Services (POS) Eligible Expenditures Questions & Answers

1. **Q:** Can we claim the cost of a one on one aide for a child in a congregate care setting under Title IV-E?

**A:** No. Districts pay at 100% of the Maximum State Aide Rate (MSAR) for children placed in congregate care facilities and any expenditure over the MSAR for the care and maintenance of a child is non-reimbursable (NR).

2. **Q:** When buying diapers for a child what POS type should I use?

**A:** Diapers are identified in the federal ACF *Child Welfare Policy Manual* as an allowable “personal incidental” under Title IV-E, please see section 8.3B.1 Q9. Per 18 NYCRR 427.3(c)(2)(xiii) you can use POS type 79 Diaper Allowance as per to purchase diapers for a child from birth to the date of the child’s fourth birthday. You can use POS type 74 Non-Medical Needs of Handicapped Children to purchase diapers for a child age four years or older. With the use of POS Type 74 you will have to include a description of the expenditure in CONNECTIONS on the FASP or Progress Notes and keep your receipts.

3. **Q:** What expenditures can I claim for Title IV-E reimbursement by using POS 74 – Non-Medical Needs of a Handicapped Child?

**A:** The only expenditure that is allowed to be claimed under Title IV-E through POS 74 is diapers for children age four and over.

4. **Q:** Can we claim the cost of college room & board (POS 8R) under Title IV-E?

**A:** No, Title IV-E does not cover the cost of college room and board. It may be claimed as a federally non-participating (FNP) expenditure as per 18 NYCRR 628.3(a)(3).

5. **Q:** Would foster child damages to a foster parent’s house/ property be processed under POS type 47 Compensation to Foster Parents for Damages/ Losses be allowed under Title IV-E?

**A:** No, foster child damages / losses to a foster parent’s house / property are not an allowable expense under Title IV-E.

6. **Q:** For what purpose can we use POS type 63 Additional Per-Diem?

**A:** POS type 63 should be used for personal incidentals that do not have their own POS type. There must be a receipt for the purchase that is easily accessible for review and it must be annotated in the Progress Note in CONNECTIONS. Personal incidentals are items typically purchased for the child

## Title IV-E Purchase of Services (POS) Eligible Expenditures Questions & Answers

on an occasional, as-needed basis and may include a variety of items. The federal ACF defines “personal incidentals” as “items related to personal hygiene, cosmetics, over-the-counter medication special dietary foods, infant and toddler supplies, including high chairs and diapers, fees related to activities, such as Boy/Girl Scouts, special lessons, including horseback riding, graduations fees, funeral expenses, and miscellaneous items such as stamps, envelopes, writing paper, film and the cost of film development for a personal camera” per the federal ACF *Child Welfare Policy Manual* section 8.3B.1 Title IV-E, Foster Care Maintenance Payments Program, Payments, and Allowable costs, question 9. *Please be aware that diapers expenditures should be processed under POS type 79 and special lessons should be processed under POS type 70. Any other uses of POS 63 must be approved or directed by OCFS.*

7. **Q:** Is school supplies an allowable expense under Title IV-E?

**A:** Yes. The reasonable cost of school supplies is an allowable expense under Title IV-E. As per the Social Security Act Sec. 475(4), the term “foster care maintenance payments” means payments to cover the cost of (and the cost of providing) food, clothing, shelter, daily supervision, school supplies, a child’s personal incidentals, liability insurance with respect to a child, reasonable travel to the child’s home for visitation, and reasonable travel for the child to remain in the school in which the child is enrolled at the time of placement. In the case of institutional care, such term shall include the reasonable costs of administration and operation of such institution as are necessarily required to provide the items described in the preceding sentence. POS type 66 – School Expense would be used and the receipt of the purchase must be easily accessible for federal review.

8. **Q:** Can the cost of acquiring a birth certificate be claimed as a Title IV-E Maintenance Expenditure?

**A:** No. Please see 17-OCFS-INF-01 for instructions on acquiring a free, certified copy of a United States Birth Certificate for youth in foster care.

9. **Q:** Can we claim the cost of a gift, POS 71, under Title IV-E?

**A:** No. The federal ACF *Child Welfare Policy Manual* does not stipulate that gifts are covered under Title IV-E. As per the Social Security Act Sec. 475(4), the term “foster care maintenance payments” means payments to cover the cost of (and the cost of providing) food, clothing, shelter, daily supervision, school supplies, a child’s personal incidentals, liability insurance with respect to a child, reasonable travel to the child’s home for visitation, and reasonable travel for the child to remain in the school in which the child is enrolled at the time of placement. In the case of institutional care, such term shall include the reasonable costs of administration and operation of such institution as are

## Title IV-E Purchase of Services (POS) Eligible Expenditures Questions & Answers

necessarily required to provide the items described in the preceding sentence. These expenditures can be claimed as federally non-participating (FNP) per 18 NYCRR 427.3 (c)(2)(iv).

10. **Q:** What type of transportation expenditures are covered under Title IV-E?

**A:** The following are Title IV-E Maintenance Transportation expenditures, processed with POS type 72 or 73:

- POS type 72 - Child's transportation to and from school for school attendance in the school in which the child was enrolled in at the time of placement.
- POS type 73 - Foster Parent's travel for attendance at school conferences in the school in which the child was enrolled in at the time of placement.
- POS type 73 - Child's transportation for visitations with biological parent(s), siblings, other relatives or other caretakers that are "reasonable" (these can occur at the biological parent(s) home or an approved predetermined alternate location). ONLY the child's transportation costs are allowable. Biological parent(s), siblings, other relatives or other care takers transportation is not an allowable Title IV-E expenditure.

The following expenditures are allowed to be paid administratively and claimed on the RF2A package of the Automated Claiming System (ACS) in the F2 function and then allocated via the SRMS:

- Foster parent's travel for attendance at administrative case/judicial reviews and mandatory case conferences/team meetings
- Children's travel for attendance at administrative case/judicial reviews
- Child's "other" transportation to and from school associated with school attendance in the school in which the child was enrolled at the time of placement, extracurricular activities that do not substitute for daily supervision
- Transportation for "placement of the child"
- Transportation of the child/family to various appointments – medical or counseling
- Cost of a biological parent/relative to visit a child in foster care

The following expenditure is allowed to be paid administratively and claimed on the RF2A package of the ACS as a F6 coded for salary administrative training expenditure:

- Foster parent's transportation for mandatory foster parent training. Please refer to the federal ACF *Child Welfare Policy Manual* section 8.3B.1 Question 4 and section 8.1B, Question 28, which deal with Title IV-E allowable transportation expenditures.

## Title IV-E Purchase of Services (POS) Eligible Expenditures Questions & Answers

11. **Q:** Can I put my child in pre-school/day care for socialization and claim it under POS type 83 Foster Care Babysitting for Title IV-E reimbursement?

**A:** No. Title IV-E foster care does not allow reimbursement for “socialization.” Title IV-E foster care allows for reimbursement of babysitting/child care while the foster parent (s) are working and the child is not in school; or the foster parent(s) are attending case/judicial reviews, case conferences/team meetings and foster parent mandated training. The child care services must be provided by a provider that is licensed, certified or registered to provide child care. The cost of informal (non-regulated) episodic care is included in the POS 61 payment. Please refer to the federal ACF *Child Welfare Policy Manual* section 8.3B1, Question 3.

12. **Q:** Does Title IV-E cover the cost of child day camp fees?

**A:** Yes, with limitations. Day camp can substitute for daily supervision the same way babysitting/child care does and must satisfy the same conditions applicable to babysitting/child care. For day camp to be Title IV-E reimbursable, the parent(s) must be at work and the child not in school or the foster parent(s) are attending case/judicial reviews, conferences/team meetings or foster parent mandated training. The day camp must be a licensed provider. If one of the above conditions is not met, the day camp fees may be claimed as federally non-participating (FNP) per 18 NYCRR 427.3 (c)(xi). Day Camp fees are processed under POS DC – Day Camp.

13. **Q:** Is overnight camp chargeable to Title IV-E maintenance?

**A:** No. The federal ACF Child Welfare Policy Manual does not stipulate that overnight camps are an allowable expenditure under Title IV-E. Overnight camp is allowed as a federally non-participating (FNP) expenditure as per 18 NYCRR 427.3 (c)(2)(xi). Overnight camp fees are processed under POS OC – Overnight Camp.

14. **Q:** Are athletic fees like youth soccer league fees and wrestling tournament fees considered Title IV-E-reimbursable and what is the appropriate pay type to use?

**A:** Yes. These fees would be considered a “personal incidental.” The federal ACF defines “personal incidentals” as “reasonable and occasional, as needed purchases of items related to personal hygiene, cosmetics, over-the-counter medication and special dietary foods, infant and toddler supplies, including high chairs and diapers, fees related to activities, such as Boy/Girl Scouts, special lessons, including horseback riding, graduations fees, funeral expenses, and miscellaneous items such as stamps, envelopes, writing paper, film and the cost of film development for a personal camera” as per the federal ACF *Child Welfare Policy Manual* section 8.3B.1 Title IV-E, Foster Care Maintenance Payments

## Title IV-E Purchase of Services (POS) Eligible Expenditures Questions & Answers

Program, Payments, and Allowable costs Question 9. POS type 63 – Additional Per Diem is the appropriate POS type to use for these expenditures.

15. **Q:** Is special attire to participate in school sports like cleats, or a bathing suit, to participate in school sports, IV-E-reimbursable?

**A:** Neither the federal definition of foster care maintenance nor the ACF Child Welfare Policy Manual state that special attire is an allowable expenditure under Title IV-E. Special Attire is a special payment under 18 NYCRR 427.3 (c)(2)(i) and allowed to be claimed as a federally non-participating (FNP) expenditure.

16. **Q:** Can we claim expenditures, like clothing, for reimbursement if foster parents will not give us receipts even after DSS requested them?

**A:** No. If you are unable to substantiate expenditures with back-up documentation, receipts, in some way you may not claim the expenditures for reimbursement under Title IV-E or Foster Care Block Grant.

17. **Q:** Can we claim behavioral health, medical, mental health, therapy or counseling services under Title IV-E?

**A:** No. Title IV-E does not cover any of these type of expenditures, please see the federal ACF *Child Welfare Policy Manual* section 8.3B.1 Q1 & Q6.

18. **Q:** Can we claim prescription medication that is not covered by Medicaid (Title XIX) under Title IV-E?

**A:** No. Title IV-E does not cover the cost of prescription medication, please see the federal ACF *Child Welfare Policy Manual* section 8.3B.1 Q1 & Q6.

19. **Q:** There are empty beds in foster boarding homes which the district pays for to make sure children have a place to stay when there is a need. The district has been paying and claiming Title IV-E Foster Care for these beds using a POS 63. What POS type do you recommend if POS 63 cannot be used?

**A:** The context of the question describes a Reserved Accommodation situation. Reserved Accommodations would not be paid and claimed as Foster Care Maintenance costs, through BICS using a POS type. Reserved Accommodations are considered an administrative cost. Fiscal Reference Manual Volume 3, chapters 5 and 9 note that reimbursement is available for payments made to certified foster boarding homes to ensure adequate accommodations will be available for the immediate reception and care of children. Administrative Reimbursement is subject to the following conditions:

## Title IV-E Purchase of Services (POS) Eligible Expenditures Questions & Answers

- Payments for reserved accommodations are based on a rate that does not exceed 50% of the rate of payment when a child is in the home
- The total number of reserved accommodations does not exceed five percent of the total number of certified boarding home beds in use on the last day of the previous month (or other period reported in accordance with department requirements)
- The home is not reimbursed solely for reserved accommodations without being utilized for the care of a foster child for a period in excess of three consecutive months

Reserved accommodations should be claimed as a direct agency expenditure under object of expense code 10 Foster Care, and under the F2.A function on the LDSS-923.

Costs relating to Reserve Bed Accommodations for Foster Care Children will be distributed and direct charged to the Title IV-E Foster Care (FP) and Non IV-E Foster Care (FNP) lines based on a methodology using SRMS percentages that determine FP and/or FNP costs. That methodology is described in the Fiscal Reference Manual Volume 3, Chapter 9.

See FRM Volume 3 Chapter 9 for a listing and description of Title IV-E related expenditures that can be direct charged without prior written approval from the OTDA / OCFS finance offices. Otherwise, districts will need prior written approval from the OTDA Financial Services office, in consultation with OCFS Bureau of Financial Operations.

**20. Q:** Are haircuts, hair braiding or similar expenditures a Title IV-E reimbursable expenditure?

**A:** This expenditure would be an allowable Title IV-E expenditure that is incorporated in the standard monthly maintenance expenditure (POS 61).

Federal ACF *Child Welfare Policy Manual*

[https://www.acf.hhs.gov/cwpm/programs/cb/laws\\_policies/laws/cwpm/policy.jsp?idFlag=8](https://www.acf.hhs.gov/cwpm/programs/cb/laws_policies/laws/cwpm/policy.jsp?idFlag=8)

## Title IV-E Purchase of Services (POS) Eligible Expenditures Questions & Answers

### General Claiming

1. **Q:** Can we process payments for off-line Title IV-E expenditures?

**A:** No. There should not be any off-line expenditures. There are a number of POS types that are available to process payments. If you are having difficulty selecting the correct POS type, please email any questions you might have to the Title IV-E POS mailbox at [OCFS.sm.finance.IVEFC.POSypes@ocfs.ny.gov](mailto:OCFS.sm.finance.IVEFC.POSypes@ocfs.ny.gov). Off-line Cancellations/Refunds that are claimed on the Schedule K may be done off-line if necessary. These include child support collections, cancellations and refunds.

2. **Q:** Can I manually add expenditures to the Title IV-E lines on Claiming Schedule K that show up on my monthly composite as "Schedule K Undetermined"?

**A:** No. "Schedule K Undetermined" is a result of an error in coding the line. You must first correct the coding error before claiming these expenditures. If you are unable to determine the correct coding, you can contact the Title IV-E mailbox for assistance: [OCFS.sm.finance.IVEFC.POSypes@ocfs.ny.gov](mailto:OCFS.sm.finance.IVEFC.POSypes@ocfs.ny.gov).

3. **Q:** Can we claim Supplemental adjustments on Original Automated Claiming System (ACS) claims schedules?

**A:** No. Original claiming schedules must only include original expenditures. Supplemental adjustments should only be processed on Supplemental claiming schedules. The Supplemental claims can be grouped together by quarter.

4. **Q:** How do we make a payment that is not eligible for Title IV-E reimbursement go to either the Foster Care Block Grant or to Non-Reimbursable?

**A:** To have a payment go to the FNP line (Foster Care Block Grant) add an "F" suffix code to the POS line. Similarly, to make a payment go to the non-reimbursable line add an "N" suffix code. If you have additional questions, please contact our Title IV-E mailbox for assistance:  
[OCFS.sm.finance.IVEFC.POSypes@ocfs.ny.gov](mailto:OCFS.sm.finance.IVEFC.POSypes@ocfs.ny.gov).

5. **Q:** When we write a POS line with a suffix code for a foster child we are getting an error. Why is this happening?

**A:** Please make sure when processing POS lines with suffix codes that the Direct Service Type code (DIR code), 08 for Foster Care, has a matching suffix code. If you have additional questions, please contact our Title IV-E mailbox for assistance: [OCFS.sm.finance.IVEFC.POSypes@ocfs.ny.gov](mailto:OCFS.sm.finance.IVEFC.POSypes@ocfs.ny.gov).