

## 2851 – CHILD SUPPORT REFERRALS

<b>POLICY STATEMENT</b>	The parents of a foster child are referred to the Office of Child Support Services, with some exceptions.
<b>BASIC CONSIDERATIONS</b>	<p>Absent parent(s) information is provided by the SSCM to the Revenue Maximization MES at the initial foster care determination. The SSCM is responsible for providing any additional information that becomes available or as changes occur to the Revenue Maximization MES. The absent parent(s) is referred to OCSS by the Revenue Maximization MES.</p> <p>The parents of a foster child are referred to OCSS, unless one of the following criteria is met:</p> <ul style="list-style-type: none"> <li>• The child is in the permanent custody of DHR.</li> <li>• The child receives Adoption Assistance from Georgia.</li> <li>• The child has returned home at the time the eligibility determination is completed.</li> <li>• The parent is unknown.</li> <li>• Federal regulations do not require OCSS to provide services when a child is in prison/detention.</li> </ul> <p><b>EXCEPTION:</b> If the child is adjudicated delinquent and placed in an out-of-home facility by the Department of Juvenile Justice and is determined to be IV-E eligible and reimbursable, the referral is made to OCSS.</p> <ul style="list-style-type: none"> <li>• Good Cause not to refer exists and is supported by a written statement signed by the County Director or the Social Services County Program Director.</li> </ul> <p>NOTE: The SSCM is responsible for obtaining and providing the Revenue Maximization MES written approval of Good Cause from the County Director/County Program Director. Retain the documentation in the eligibility record.</p>
<b>PROCEDURES</b>	<p>The responsibilities of the SSCM and Revenue Maximization MES in reporting information to OCSS are specified below:</p> <p><b>SSCM</b> The SSCM is responsible for providing any available information on the absent parent(s) to the Revenue Maximization MES at the initial determination. As additional information becomes available or as changes occur the SSCM should notify the Revenue Maximization MES by using <a href="#">Form 227</a>.</p>

**PROCEDURES****(cont.)****Revenue Maximization  
MES**

The Revenue Maximization MES completes the Form 122 when the initial determination is made and forwards to the OCSS office for their area. A copy is maintained for the eligibility record and a copy is forwarded to the SSCM.

The Form 123 is completed and forwarded by the Revenue Maximization MES to OCSS when there is a change in information or new information becomes available regarding the absent parent(s). A copy is maintained for the case record and a copy is forwarded to the SSCM.

**Revenue Maximization  
DJJ MES**

The RevMax DJJ MES completes Form 122 when the initial determination is IV-E eligible and reimbursable and forwards to the OCSS office for their area. A copy is maintained for the eligibility record and a copy is forwarded to the JPPS.

Form 123 is completed and forward by the DJJ MES to OCSS when there is a change in funding source from IV-E or when there is a change in information or new information becomes available regarding the absent parent(s). A copy is maintained for the case record and a copy is forwarded to the JPPS.