

2851 – CHILD SUPPORT REFERRALS

POLICY STATEMENT	<p>When a child enters care, the SSCM has the responsibility to inform parents of their continuing obligation to support their child in care. The parent(s) of a foster child are referred to the Division of Child Support Services, with some exceptions.</p>
BASIC CONSIDERATIONS	<p>The parent(s) may be financially responsible for expenses incurred by the State in serving his/her child in care and for providing health care coverage if available and reasonable in cost. Parental information is documented in SHINES by the SSCM at the initial foster care entry. The SSCM is responsible for SHINES documentation for any additional information that becomes available or as changes occur.</p> <p>The parent(s) is referred to DCSS by the Revenue Maximization Specialist (RMS) through a SHINES interface with DCSS' STARS system unless one of the following criteria is met:</p> <ul style="list-style-type: none">• The child is in the permanent custody of DHS.• The child receives Adoption Assistance from Georgia.• The child has returned home at the time the eligibility determination is completed.• The parent is unknown.• Federal regulations do not require DCSS to provide services when a child is in prison/detention. <p>EXCEPTION: 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 DCSS.</p> <ul style="list-style-type: none">• 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. <p>NOTE: The SSCM is responsible for obtaining and providing the Rev Max Specialist with written approval of Good Cause from the County Director/County Program Director. Retain the documentation in the eligibility record and upload the documentation to SHINES External Documents.</p> <p>RMS make a child support referral to DCSS through the SHINES Eligibility Summary page.</p>

PROCEDURES**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 DCSS 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 DCSS 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.