SIS300 SERVICE CODES AND DEFINITIONS APPENDIX B

Included in Appendix B are all of the service codes used 1) to complete or add services to the Service Plan Section or the DSS-5027 and 2) to report service activities on the DSS-4263.

Appendix B is organized as follows:

SIS300.01 Child Welfare Services
SIS300.02 Adult Services
SIS300.03 Other Services
SIS300.04 Other Administrative Activities
SIS300.05 Food Stamp Employment & Training and Workfare
SIS300.06 Work First Services
SIS300.07 Income Maintenance Activities
SIS300.08 North Carolina Families Accessing Services Through Technology NCFAST
SIS300.09 Definitions

The format of the service code definitions is not necessarily synonymous with the format of the service definitions in services manuals. This is because, for program and accountability purposes, some parts of some services must be broken out and reported separately. In addition, the codes for certain services/elements are reported only on the DSS-5027, and the codes for certain service worker activities are reported only on the DSS-4263.

Definitions and descriptions of the Service Codes are presented in numerical order, rather than being organized under applicable Service Programs to facilitate locating the definition. Parts I through VII provide a reference as to how the Service Codes are used with respect to the Service Programs. These sections also provide a guide as to how each code is used on forms and what funding sources are valid for each Service Code.

Appendix B also contains service codes for "other Non-DSS Reimbursable Services". These codes are available for use in reporting activities in service programs that 1) are funded by Federal or non-Federal funding sources not administered by the Division of Social Services, and 2) are under the direct supervision of the county department of social services and are provided directly to clients by service workers of the county department of social services, and 3) involve service activities which are not comparable to activities defined under any other service code in Appendix B. The definitions of "Other Non-DSS Reimbursable Service" codes are designated by the county department of social services. County departments of social services may designate one of these service codes for all "Other Non-DSS Reimbursable Services" or may designate one code for each "Other Non-DSS Reimbursable Service". For purposes of the Services Information System, these codes are to be used to record any "Other Non-DSS Reimbursable Service" in a Client's service plan (DSS-5027) and to report time spent by service workers in "Other Non-DSS Reimbursable Service" activities. In as much as these codes represent "Other Non-DSS Reimbursable Services" provided directly by county staff, they are <u>not</u> to be used for reporting non-DSS reimbursable purchased services on the DSS-1571.

Effective June 1, 2012, counties may use Service Codes 870 through 888 to report Income Maintenance worker time on the DSS-4263. Effective October 1, 2012, use of these codes by Income Maintenance Workers is mandatory.

NOTE: IV-E Reimbursement For Program Administration

The following special considerations are to be taken into account in coding Child Protective Services, Foster Care Services for Children and Adoption Services. Eligible services should be charged to IV-E (program code Z) whenever permissible. For example, service code 101 with program code Z can always be used when establishing *initial* eligibility for IV-E, whether or not the child is eventually determined to be IV-E eligible. However, when redeterminations of eligibility are performed, only redeterminations for IV-E eligible children may be charged to program code Z, using the appropriate service code.

Program code Z can only be utilized for In Home Services cases when the child meets the criteria for being a candidate for foster care. In order to meet this criteria, the child must be at imminent risk of removal from the home and placement in foster care and a written case plan must have been developed jointly with the parent(s) or guardian that includes a description of the services offered and provided to prevent removal of the child from the home. The plan must document that the goal for the child is foster care if the services described are not effective. Allowable costs for these administrative activities are not linked directly to a child's eligibility and must be allocated to the Title IV-E program code Z by program staff. Fiscal staff must then decide which funding source to apply for the non-IV-E share. The percent of allowable charges to IV-E is based on the statewide percentage of children in DSS custody that are IV-E eligible. The percentage rate changes from month to month and may be obtained by accessing the DHHS Controller's website at http://www.ncdhhs.gov/control/ and following the appropriate prompts. Federal policy does not prescribe the maximum length of time a child may be considered a candidate; however, it notes that "a State must document its justification for retaining a child in candidate status for longer than six months".

Program code FFZ can only be utilized for In Home Services cases when the child is a candidate for foster care AND receives services from an evidence-based program that is included in NC's Title IV-E Prevention Plan. In order to meet these criteria, the child must be at imminent risk of removal from the home and placement in foster care and a written case plan must have been developed jointly with the parent(s) or guardian that includes a description of the evidence-based services provided from NC's Title IV-E Prevention Plan. The plan must document that the goal for the child is foster care if the services described are not effective. Allowable costs for these administrative activities are not linked directly to a child's eligibility and must be allocated to the Title IV-E program code FFZ by program staff. When program code FFZ is used for a CPS service, the entire cost can be claimed to IV-E because FFPSA stipulates that all candidates for foster care for whom an EBP from a state's Title IV-E Prevention Services Plan is being provided are IV-E eligible. Federal policy prescribes the maximum length of time a child may be considered a prevention candidate for foster care it notes that "a State must document its justification for retaining a child in candidate status for longer than twelve months".

Eligible child protective services provided during CPS In-Home Services should be charged to IV-E (program code Z or program code FFZ) when justification for "candidacy" is made and whenever permissible.

If one of the services in the child's written case plan is an evidence-based program (EBP) included in North Carolina's approved Title IV-E Prevention Services Plan, program code FFZ should be used. If no EBP is offered or available, then program code Z should be used. Social workers should determine candidacy at the time of transfer to in-home services, and at formal updates to the case plan, every 90 days in accordance with policy, and at the end of the evidence-based program provided under NC's Title IV-E Plan. Social workers must use structured decision-making tools to

make their determination of imminent risk of removal from the home and placement into foster care. The results and decision regarding Foster Care Candidacy and Prevention Candidacy for Foster care, must be documented, along with the imminent risk decision on the In Home Family Case Plan (DSS-5239). Eligibility decisions for Program Z and Program FFZ must be made and documented for a child on an individual basis.

Allowable costs for activities such as recruitment, licensing, and training foster and adoptive parents that are not linked directly to a child's eligibility must also be allocated to the Title IV-E program code Z by program staff. Fiscal staff must then decide which funding source to apply for the non IV-E share. The percent of allowable charges to IV-E, also known as the penetration rate, for these activities when provided to prospective or current foster parents is based on the statewide percentage of the children in DSS custody that are IV-E eligible. The percent of allowable charges to IV-E for these activities when provided to prospective or current adoptive parents is based on the statewide percentage of children receiving IV-E Adoption Assistance. This percentage rate also changes from month to month and may be obtained by accessing the DHHS Controller's website at http://www.ncdhhs.gov/control/ and following the appropriate prompts.

Under "Program-Specific Information for:" click on:
County Departments of Social Services
Important Correspondence
Title IV-E Adoption Penetration Rate or
Title IV-E Foster Care Penetration Rate

SERVICE CODES

SIS300.01 CHILD WELFARE SERVICES

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
Adoption Services For Children						
Diagnostic and Treatment Services (Non-Residential) -Adoption	005	005	Yes	No	Yes	N,P,V,W,9
Adoption Case Management	009	009	Yes	No	Yes	N,P,R,V,X,Z
Adoption Services	010	010	Yes	No	Yes	N,P,R,V,X
Recruitment and Assessment of Adoptive Parents		011	No	Yes	No	N,P,R,V,X,Z,0
Adoption Assistance Case Management	012	012	Yes	No	Yes	N,P,R,V,X,Z,0
Training for Adoptive Parents		014	No	Yes	No	N,P,Z
Post Adoption Case Management	016	016	Yes	No	Yes	N,P,R,V,X,Z
Adoption Access (CI)		017	No	No	No	N
Adoption Access (CI) Case Management	018	018	Yes	No	Yes	N
Adoption Case Planning/Case Management	019	019	Yes	No	Yes	N,P,R,V,X,Z
Preparation for and Participation in Judicial Determinations-Adoptions	028	028	Yes	No	Yes	N,P,V,X,Z
Evaluation Activities for Adoption Programs		320	No	Yes	No	N,X
Foster Care Services For Children						
Diagnostic and Treatment Services (Non-Residential) -Foster Care	100	100	Yes	No	Yes	N,P,R,V,W,X,9
Foster Care Assistance Eligibility		101	Yes	No	No	N,P,V,X,Z
Training for Foster Parents		102	No	Yes	No	N,P,R,V,X,Z,0
Recruitment and Assessment of Foster Parents		103	No	Yes	No	N,P,R,V,X,Z,0
Foster Care Special Services (104)				No	Yes	R,V,W,0,9
Foster Care Optional Elements (105)				No	Yes	R,0
Guardianship - Child Welfare Services	108	108	Yes	No	Yes	N,X
Foster Care Case Management	109	109	Yes	No	Yes	N,P,R,V,W,X,Z,0,9
Guardianship Assistance Case Management – Child Welfare Services	112	112	Yes	No	Yes	N,V,X,Z,9
START Model Services	113		No	No	Yes	STM
Professional Foster Parents	114		No	No	Yes	PFP
Emergency Placement Fund (115)				Yes	No	EPF
Foster Care Caseworker Visit		117	Yes	No	No	N,P,R,V,W,X,Z,0,9
Foster Care Caseworker Visit – In Child's Residence		118	Yes	No	No	N,P,R,V,W,X,Z,0,9
Foster Care Case Planning/Case Management-Team Setting	119	119	Yes	No	Yes	N,P,R,V,X,Z,0
Preparation for and Participation in Judicial Determinations-Foster Care	128	128	Yes	No	Yes	N,P,R,V,X,Z,0
LINKS- Independent Living Needs Assessment	130			No	Yes	K,N,P,X,Z
LINKS- Supervised Independent Living	131			No	Yes	K,N,P,X
LINKS Activities: Outreach Services	132	132	No	Yes	No	K,N,X
LINKS Services to Current/Former Foster Youth 13-15	135	135	Yes	No	Yes	K,N,P,X,Z
LINKS Activities: Services to Current or Former Foster Youth Ages 16-21	136	136	Yes	No	Yes	K,N,P,X,Z
LINKS Activities – Group Setting		137	No	Yes	No	K,N,X,Z
LINKS – Program Planning		138	No	Yes	No	K,N,V,X,Z
LINKS- Academic Support	156			No	Yes	K,N,P,X
LINKS- Post Secondary Educational Support	157			No	Yes	K,N,P,X
LINKS- Education Financial Assistance	158			No	Yes	K,N,P,X
LINKS- Career Preparation	160			No	Yes	K,N,P,X,Z
LINKS- Employment Programs or Vocational Training	161			No	Yes	K,N,P,X,Z
LINKS- Budget and Financial Management	162			No	Yes	K,N,P,X,Z
LINKS- Housing Education and Home Management	163			No	Yes	K,N,P,X,Z
LINKS- Health Education and Risk Prevention	164			No	Yes	K,N,P,X,Z

LINKS- Family Support and Healthy Marriage Education	165			No	Yes	K,N,P,X,Z

SIS300.01 CHILD WELFARE SERVICES (continued)

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
LINKS- Mentoring	166			No	Yes	K,N,P,X,Z
LINKS- Room and Board Financial Assistance	167			No	Yes	K,N,P,X
LINKS- Other Financial Assistance	168			No	Yes	K,N,P,X
Transportation Services - Child Foster Care	251	251	Yes	No	Yes	C,N,P,X,Z
Child Welfare Pre-Service Training		255	No	No	No	ET, N, Z
Evaluation Activities for Child Foster Care Programs		322	No	Yes	No	N,X
Protective Services For Children:						
Personal And Family Counseling - Child Welfare Services	171	171	Yes	No	Yes	N,P,X
CPS – Assessments	210	210	Yes	No	No	CPS,CRF,R,W,0,9,23
CPS – Intake		211	No	No	No	CPS,R,W,0,9
CPS – Medical, Psychological, and Medico-Legal Diagnostic Services	212			No	Yes	P,R,W,X,0,9,
CPS COVID-Assessments/Investigations/In-Home Services (213)				Yes	No	PSC
CPS – In-Home Services (Child Defined as Reasonable Candidate For Foster Care)	215	215	Yes	No	No	CPS,IHE,N,R,W,X,Z, 0,9,23
CPS – In-Home Services (Child Defined as Reasonable Candidate For Foster Care)	215	215	Yes	No	Yes	FFZ
Protective Services for Children-Team Setting	219	219	Yes	No	Yes	CPS,IHE,P,R,X,Z,FFZ,0,30
Protective Services for Children-Team Setting	219	219	Yes	No	No	CRF,23
Unsuccessful Efforts to Locate Alleged Victim Child		220	No	No	No	CPS,CRF,R,0,23
Preparation for and Participation In Judicial Determinations In Juvenile Court (Preplacement)		228	Yes	No	No	CPS,CRF,IHE,X,Z,23
Preparation for and Participation In Judicial Determinations In Juvenile Court (Preplacement)	228	228	Yes	No	No	FFZ
Other Court Related Activity (Preplacement)		229	No	No	No	CPS,P,R,0,23
Diagnostic and Treatment Services (Non-Residential) -CPS	230	230	Yes	No	Yes	N,R,X,0
Diagnostic and Treatment Services (Non-Residential) -CPS	230	230	Yes	No	No	23
Transportation Services – CPS	252	252	Yes	No	Yes	C,N,P,X
Evaluation Activities for Child Protective Services Programs		323	No	Yes	No	N,X
Family Support Services For Children						
Level II Personal Care	042	042	Yes	No	Yes	C
Level II Home Management	043	043	Yes	No	Yes	C
Level III Personal Care	045	045	Yes	No	Yes	C
Level IV Home Management	046	046	Yes	No	Yes	C
Level I Home Management - Child Welfare Services	047	047	Yes	No	Yes	C,N
Level III Home Management - Child Welfare Services	048	048	Yes	No	Yes	C,N,R,W,X,9
Delinquency Prevention	050	050	Yes	No	Yes	N,X
Family Reunification Services	120	120	Yes	No	Yes	N,24
Family Preservation Services	121	121	Yes	No	Yes	N,R,0
Family Support Services	122	122	Yes	No	Yes	N,R,W,0,9
Family Support Services	122	122	Yes	Yes	Yes	COM
Intensive Family Preservation Services	123	123	Yes	No	Yes	N,R,W,9
Housing and Home Improvement	140	140	Yes	No	Yes	C
Preparation And Delivery of Meals	180	180	Yes	No	Yes	C
Problem Pregnancy Services	190	190	Yes	No	Yes	N,P,X
Child & Family Support Team Activity: Non-DSS Recipient		319	No	No	No	N
Evaluation Activities for Family Support Services Programs		324	No	Yes	No	COM,N,X
Individual And Family Adjustment	330	330	Yes	No	Yes	COM,13

Individual And Family Adjustment Paraprofessional Services - Child Welfare	333	333	Yes	No	Yes	COM,N,P,R,X,24
Service Intake - Family Support Services		382	No	No	No	COM,N,R,W,0,9,13
Case Management - Family Support Services	383	383	Yes	No	No	COM,N,R,W,9,13
Case Management –In-Home Services	386	386	No	Yes	No	C
Other Child Welfare Services	390	390	Yes	No	Yes	COM,N,P,R,W,9
Other Child Welfare Services	390	390	Yes	No	No	23

SIS300.02 ADULT SERVICES

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
Day Care For Adults – Daily Care	030			No	Yes	
Day Care For Adults – Recruitment		031	No	No	No	N,X
In-Home Aide Services:						
Level I Home Management	041	041	Yes	No	Yes	B,H,I,N,X,OAC
Level II Personal Care	042	042	Yes	No	Yes	B,H,I,N,X,OAC
Level II Home Management	043	043	Yes	No	Yes	B,H,I,N,X
Level III Home Management	044	044	Yes	No	Yes	B,H,I,N,X
Level III Personal Care	045	045	Yes	No	Yes	B,H,I,N,X,OAC
Level IV Home Management	046	046	Yes	No	Yes	B,H,I,N,X
Employment And Training Support	070	070	Yes	No	Yes	N,X
Health Support – Family Planning	080	080	Yes	No	Yes	F,N,X
Adult FC Recruitment and Evaluation		091	No	No	No	N,O,X
Adult Placement Services	095	095	Yes	No	No	N,X
Adult Guardianship Contact		106	Yes	No	Yes	N, X
Guardianship	107	107	Yes	No	Yes	N,X
Health Support Services:	110	110	Yes	No	No	N,X
Contracted Guardianship	111			Yes	No	N,X
Housing and Home Improvement	140	140	Yes	No	Yes	B,I,N,X
Day Health For Adults	155			No	Yes	
Personal And Family Counseling	170	170	Yes	No	Yes	N,X
Preparation And Delivery of Meals	180	180	Yes	No	Yes	B,I,N,X
Protective Services For Adults						
PS For Adults – Intake		200	No	No	No	J,N,X,PSX
PS For Adults – Evaluation	202	202	Yes	No	No	J,N,X,PSX, MAC
APS COVID-Evaluations/Planning and Mobilizing Services (203)				Yes	No	PSC
PS For Adults – Planning and Mobilizing	204	204	Yes	No	Yes	J,N,X, MAC
PS For Adults – Planning and Mobilizing	204	204	Yes	No	No	PSX, MAC
Transportation Services	250	250	Yes	No	Yes	B,I,N,X
Health Support – Mobility (281)				No	Yes	
Health Support – Companionship (282)				No	Yes	
Health Support – Special Health Needs (284)				No	Yes	
Health Support – Communication Assistance	285	285	Yes	No	Yes	N,X
Community Living Services	303			Yes	No	
Individual And Family Adjustment	330	330	Yes	No	Yes	N,X,
Individual And Family Adjustment Representative Payee	331	331	Yes	No	No	N,X
Individual And Family Adjustment Paraprofessional Services	332	332	Yes	No	Yes	N,X
Case Management		380	No	No	No	N,X
Service Intake		381	No	No	No	N,X
Case Management – State Abortion		385	Yes	No	No	N
Case Management – In-Home Services	386	386	No	Yes	No	B,I,N,X,
Case Management – SA/In-Home Services	386	386	Yes	No	No	MAC
SA In Home - Assessments	387	387	Yes	No	No	MAC

SIS300.03 OTHER SERVICES

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
Transportation Services	250	250	Yes	No	Yes	4
Transportation Services	250	250	Yes	No	No	T (Report purchased costs **only** on DMA-2055)
Referral, Coordination and Monitoring of Medical Services	340	340	Yes	No	No	MAC
Facilitating an Application for the Medicaid Program		341	No	No	No	MAC
Outreach for Medicaid Services		342	No	No	No	MAC
Arranging Transportation Services for Client to Access Medicaid Services	343	343	Yes	No	No	MAC
Case Management		380	No	No	No	4
Service Intake		381	No	No	No	T,4
Paternity Testing Fees (437)				Yes	No	
Long Term Care Screening Case Management	610	610	Yes	No	No	N,X
CSE Service		820	No	Yes	No	IVD, N, N2
CSE Paralegal Service		821	No	Yes	No	IVD, N, N2

SIS300.04 OTHER ADMINISTRATIVE ACTIVITIES

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
County General Assistance		980	No	No	No	N
General Administration		990	No	No	No	G
CIP / LIHEAP Administration		991	No	Yes	No	E,N
Child Day Care Services Delivery		816	No	No	No	L,N,4
Child Care Fraud Investigation		817	No	Yes	No	L
Child Day Care Program Management		002	No	No	No	L,N,4
Agency-Wide Administration Staff		750	No	Yes	No	ADM, N, N2
Non E&E Agency-Wide Administration Staff		804	No	No	No	ADM, N,N2
Services Supervisor and Clerical Staff		752	No	Yes	No	ADM
Income Maintenance Supervisor and Clerical Support		753	No	Yes	No	ADM
Non E&E Income Maintenance Supervisor and Clerical Support		801	No	No	No	ADM
IV-D (Child Support) Supervisor and Clerical Support		754	No	Yes	No	ADM
Other Non-DSS Reimbursable Service	778	778	No	No	No	N
Other Non-DSS Reimbursable Service	779	779	No	No	No	N
Other Non-DSS Reimbursable Service	781	781	No	No	No	N
Other Non-DSS Reimbursable Service	782	782	No	No	No	N
Other Non-DSS Reimbursable Service	783	783	No	No	No	N
Other Non-DSS Reimbursable Service	784	784	No	No	No	N
Other Non-DSS Reimbursable Service	785	785	No	No	No	N
Other Non-DSS Reimbursable Service	786	786	No	No	No	N
Other Non-DSS Reimbursable Service	787	787	No	No	No	N
Other Non-DSS Reimbursable Service	788	788	No	No	No	N
Other Non-DSS Reimbursable Service	789	789	No	No	No	N
Other Non-DSS Reimbursable Service	792	792	No	No	No	N
Other Non-DSS Reimbursable Service	793	793	No	No	No	N
Other Non-DSS Reimbursable Service	794	794	No	No	No	N
Other Non-DSS Reimbursable Service	795	795	No	No	No	N
Other Non-DSS Reimbursable Service	796	796	No	No	No	N
Other Non-DSS Reimbursable Service	797	797	No	No	No	N
Other Non-DSS Reimbursable Service	798	798	No	No	No	N
Other Non-DSS Reimbursable Service	799	799	No	No	No	N
Service Worker-Disaster Shelter Service		901	No	Yes	No	N, N2
Income Maintenance Worker-Disaster Shelter		902	No	Yes	No	N, N2
FNS Disaster Service		903	No	Yes	No	FS

SIS300.05 FOOD STAMP EMPLOYMENT & TRAINING AND WORKFARE

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
FNS Employment & Training Childcare (504)			No	Yes	No	S
Assessment And Development E&T Plan	505	505	Yes	No	No	D,N,S
Assessment And Development E&T Plan	505	505	Yes	Yes	No	S2
Employment and Training Services	515	515	Yes	No	Yes	D,N
Employment and Training Services	515	515	Yes	Yes	Yes	S
Employment and Training Services	515	515	Yes	Yes	No	S2
Transportation	567	567	Yes	No	Yes	D,N
Transportation	567	567	Yes	Yes	Yes	S
Employment Case Management		580	No	No	No	D,N,S,S2
Employment Programs Intake		581	No	No	No	D,N,S,S2
Work Site Development and Management		582	No	No	No	D,N,S2
Program Development		583	No	No	No	D,N
ABAWDS Case Management		590	No	Yes	No	3
ABAWDS Work Site Development, Placement And Management	591	591	Yes	No	Yes	3
ABAWDS Education Development, Placement, And Management	592	592	Yes	No	Yes	3
ABAWDS Training Development, Placement And Management	593	593	Yes	No	Yes	3

SIS300.06 WORK FIRST SERVICES

SERVICE	DSS 5027	DSS4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D[1]	PART II	PART IV	
Work First Information/Referral		520	No	Yes	No	R,9,W
Child Care		521	No	Yes	No	R,9,W
Case Management Without Eligibility Determination		522	No	Yes	No	R,9,W
Adult Care	523	523	No	No	Yes	R,9,W
Education/Training (527)				Yes	No	R,9,W
Work First Transportation Services (532)				Yes	No	R,9,W
Participation Expenses	537			Yes	No	R,9,W
Transportation Retention Services	541			No	Yes	R,9,W
Child Care Retention Services	542			No	Yes	R,9,W
Other Retention Services	543			No	Yes	R,9,W
On-The-Job Training	544	544	Yes	No	Yes	R,9,W
Work First Eligibility Determination		545	No	No	No	R,9,W
Job Development and Placement	546	546	No	Yes	No	R,9,W
Job Search/Job Readiness	547	547	No	Yes	No	R,9,W
Non-Custodial Parents Case Management	548	548	Yes	No	Yes	R
Non-Custodial Parent Child Care	549			No	Yes	R
Mental Health Services	551	551	Yes	No	Yes	R,9,W
Substance Abuse Services	552	552	Yes	No	Yes	R,9,W
Subsidized Employment	553	553	Yes	No	Yes	R,9,W
Other Supportive Services	554	554	Yes	No	Yes	R,9,W
Non-Custodial Parent Other Work Related Expenses	555			No	Yes	R
Fraud Activities		557	No	No	No	R,9,W
Case Mgt. Retention Services	558	558	Yes	No	Yes	R,9,W
Work First Functional Assessments (559)				No	Yes	R,9
Child And Family Enrichment Services	561	561	No	Yes	No	R,9,W
Individual Development Account Expenses (566)				No	Yes	R,9,W
Non-Custodial Parents – Transportation	569			No	Yes	R
Job Access Transportation Services – Non-Custodial Parents	570			No	Yes	R
Job Access Transportation Services – Current Work First Recipients (571)				No	Yes	R
Job Access Transportation Services – "Other" Recipients	572			No	Yes	R
Medical Insurance Premiums	573			No	Yes	9
Housing Subsidies That Do NOT Meet Federal Definition of "Assistance"	574			No	Yes	9
Work First Housing Expenditures – Other Than Housing Subsidies	575	575	Yes	Yes	No	R,9
Housing Subsidies That Meet the Federal Definition of "Assistance	576			No	Yes	9

[1] **For Work First Services, when CLIENT ID# REQ'D is required on the DSS-4263 but there is no policy requirement for assigning a SIS Client ID, use the EIS Individual ID # (10-digit number and last digit blank in column 10) on the DSS-4263**

SIS300.07 INCOME MAINTENANCE ACTIVITIES

SERVICE	DSS 5027	DSS4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
Eligibility - Family & Children's Medicaid		870	No	Yes	No	MIC
Non-Eligibility Administrative Activities		872	No	Yes	No	MA, SA, MIC,CCU,MCU,MAE,MIX
Eligibility - Medicaid / Medical Assistance Admin (MA)		875	No	Yes	No	MA,MAE
Eligibility - Special Assistance (SAA)		876	No	Yes	No	SA
Eligibility - Refugee Assistance (PA)		877	No	No	No	PA
Eligibility - Refugee Medical Assistance (RM)		878	No	No	No	MA,RM
Fraud Investigation - FNS (FS)		883	No	No	No	FS
Fraud Investigation - FNS - Non Fraud		884	No	No	No	FS
Energy Worker (LIEAP/CIP)		885	No	No	No	E
Eligibility - IV-E Foster Care		886	No	No	No	Z
Low Income Household Water Assistance Program (LIHWAP)		887	No	Yes	No	WAP, ARP
Eligibility - Energy Assistance Programs - Non-Eligible		888	No	No	No	N
Energy Worker (LIEAP ARPA)		889	No	No	No	E
LIEAP ARPA Administration (893) – Services Staff		893	No	Yes	No	E
Low Income Household Water Assistance Program – LIHWAP (Services) - 893			No	Yes	No	WAP, ARP

SIS300.08 NORTH CAROLINA FAMILIES ACCESSING SERVICES THROUGH TECHNOLOGY (NC FAST) ACTIVITIES

SERVICE	DSS 5027	DSS4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
NC FAST – Case Management		890	No	No	No	FS,MA,PA,RM,SA,T,9,R,NCF,MIC, CCU,MCU,MAE,MIX
NC FAST - Applications		891	No	No	No	FS,MA,PA,RM,SA,T,9,R,NCF,MIC, CCU,MCU,MAE,MIX
NC FAST - Recertifications		892	No	No	No	FS,MA,PA,RM,SA,T,9,R,NCF,MIC, CCU,MCU,MAE,MIX

SIS300.09 DEFINITIONS

002 – Child Day Care Program Management: Activities include recruiting and training providers, enrolling providers in the subsidized child day care program, maintaining provider files, preparing or supervising the preparation of monthly reimbursement reports, monitoring day care spending to insure that the budget is maintained and maximum use of funding is attained, developing local policies, observing center and home operations to insure the programmatically- and fiscally-responsible operation of the program, monitoring compliance of nonregistered homes standards, training staff, coordinating with other child care programs and agencies, promoting community awareness of day care needs and responding to requests for information, and other activities required to manage the subsidized child day care program.

005 – Diagnostic And Treatment Services (Non-Residential)/Adoptions: Direct Outpatient psychological, clinical, or therapeutic counseling or treatment provided to a child in a structured individual or group session by a qualified professional for the purposes of ameliorating or remedying personal problems, behaviors, or home conditions that endanger the stability of the adoptive placement. This code should not be used when a worker is making a referral for these services to be provided to the client, or is otherwise referring the client to these services.
This code can only be used when Medicaid funding is not available.

009 – Adoption Case Management: This includes a broad range of activities related to supervising the care of the child and managing the case plan and case reviews. For children for whom the court-approved plan is adoption, or both parents' rights have been terminated by TPR or voluntary relinquishment. This includes time spent on:

- Preliminary discussion with the child and/or birth family about possible adoptive placement resources when placement is necessary;
- Referral to, coordination with, and utilization of community based treatment services.
- Referral to community based adoption stabilization and support services.
- Provision of information prior to the final decree of adoption to help the child and family understand aspects of the child's biological/cultural heritage and life experiences that will require sensitive support.
- Provision of information, instruction, guidance, and mentoring to the child and/or adoptive parents prior to finalization of the adoption.
- Travel involved in adoption preparation case management.
- Case documentation involved in adoption preparation case management.

010 – Adoption Services: Social casework and other diagnostic and treatment services to prepare the child and prospective parents for placement; casework services to the child and adoptive parents to support and maintain the supervision and reports to the court; casework counseling and court related services in independent placements and in adoptions by stepparents and relatives as required by statute; and casework services to facilitate interstate and intercountry adoptions including those activities required to bring such interstate planning and placements into compliance with the interstate compact on the placement of children; and the provision of post-adoption services including, but not limited to, casework services designed to support the achievement of long range adjustment between the child and members of the adoptive family and to assist the adoptee to gain understanding of his biological heritage to the extent allowed by law. At its option, the county may provide payment of costs incidental to preplacement and placement visits as a resource to facilitate the provision of adoption services, and payment of the cost of legal services to facilitate legal adoption of a child.

Special Instructions: Stepparent and independent adoptions may not be coded to Program Codes R (100% Federal TANF) or 0 (TANF CPS & FC/Adop) because there is no emergency situation present.

011 – Recruitment And Assessment Of Adoptive Parents: Arranging/conducting recruitment and assessment activities to ensure the availability of adoptive homes, including developing and distributing information about adoption opportunities. Activities include:

- Recruitment and assessment of prospective adoptive parents.
- Adoptive home assessments.
- Social Worker travel associated with recruitment and assessment adoptive parents.
- Documentation associated with the recruitment and assessment of prospective adoptive parents.

NOTE: This code should be used for relative and non-relative Recruitment/Assessment activities, as well as for out of state requests for home studies. When Recruitment/Assessment activities are conducted with groups or with individuals, the facilitator must survey or otherwise determine how many of the participants are potential foster parents and how many are potential adoptive parents, and allocate time reported on the DSS-4263 proportionally between the foster care code and the adoption code.

012 - Adoption Assistance Case Management: Activities include:

- Determination of eligibility for special needs children for Adoption Assistance benefits.
- Identification, assessment, selection, and preparation of adoptive families for children eligible for Adoption Assistance benefits.
- Preparation and review of Adoption Assistance benefits.
- Participation in grievances, appeals, and fair hearings surrounding denial of Adoption Assistance benefits.
- Annual review of eligibility for Adoption Assistance benefits.
- Ensuring that special needs adoptive placements across state lines are in compliance with Interstate Compact laws.
- Management of non-recurring adoption costs eligibility determination, approval and authorization for reimbursement.
- Travel associated with Adoption Assistance Case Management.

014 – Training For Adoptive Parents: Activities include:

- Short term training of current or prospective adoptive parents.
- Travel associated with the training of adoptive parents.

NOTE: This includes MAPP/GPS Training and any other training (both preparation and follow-up) of all Adoptive Parents. When training activities are conducted with groups or with individuals, the trainer must survey or otherwise determine how many of the participants are foster parents and how many are adoptive parents, and allocate time reported on the DSS-4263 proportionally between the foster care code and the adoption code.

016 - Post Adoption Case Management: Case management services provided after the final decree of adoption has been issued.

- Referral to, coordination with, and utilization of community-based treatment services.
- Referral to community based post-adoption stabilization and support services.
- Provision of information to help the child and family understand their experiences regarding the child's biological/cultural heritage that will require sensitive support.
- Provision of information, instruction, guidance, and mentoring to the child and/or adoptive parents.
- Travel involved in post-adoption case management.
- Documentation involved in post adoption case management.

017 – Adoption Access (CI): This code is used whenever there are non-client-specific CI service activities and does not require the assignment of a SIS ID number. This could include questions from potential recipients of CI service or the provision of services when another agency is acting as Confidential Intermediary (CI). This includes time spent on:

- Responding to inquiries about CI services, including time spent in intake services helping potential CI recipients understand the services offered and whether or not they want to apply for those services.
- Review/research of agency record at the request of another agency acting as CI.
- Preparing/summarizing information to send to CI agency.
- Consultation with the state Division of Social Services when the contact is about a case where the agency is not the CI.

018 – Adoption Access (CI) Case Management: This includes a broad range of client-specific activities and is used when the local agency is acting as CI for an individual. Use of this code requires assignment of a SIS ID number. This includes time spent on:

- Explaining and signing documents related to CI, including the Application for Confidential Intermediary Services; Confidential Intermediary Agreement; Consent to Release Information and/or Contact and Release of Liability and Agreement to Hold Harmless.
- Conducting in-house record review.
- Conducting Internet-based searches.
- Consultation with the state Division of Social Services, when this contact is about the specific individual or case.
- Searches of public databases and phone contact related to these searches.
- Preparation of documentation, including case summary and results to be sent to individual.
- Attempted phone and mail contact with identified parties.

- Phone, mail and face to face contact with identified parties regarding CI services and their willingness to share identifying information.
- Preparing and signing of Consent of Release of Information and/or Contact by identified person.
- Assessing and clarifying expectations for parties involved in receiving CI services.
- Planning, scheduling and conducting face to face visits, including time spent in discussing possible outcomes and processing with individuals following the visit.
- Assessing the need for follow up and assisting in referring or scheduling further services.

019 - Adoption Case Planning/Case Management Team-Setting: Planning, arranging, and conducting multidisciplinary assessment and planning team meetings on behalf of specific children in agency custody whose permanent plan goal is adoption, including but not limited to:

- Day One conferences;
- Community Assessment Teams;
- Permanency Planning Action Teams;

028 – Preparation For, And Participation In, Judicial Determinations/Adoptions:
Activities include:

- Preparation of court reports specific to adoptive placement.
- Court appearances in regard to motions, reviews, reports or petitions that are specific to adoptive placement.
- Travel associated with preparation and participation for judicial determination.

030 – Day Care Services For Adults/Daily Care: Is the provision of an organized program of services during the day in a community group setting for the purpose of supporting adults' personal independence, and promoting their social, physical, and emotional well-being. Services must include a variety of program activities designed to meet the individual needs and interests of the participants, and referral to and assistance in using appropriate community resources. Also included are medical examinations required for individuals participants for admission to day care and periodically thereafter when not otherwise available without cost, and food and food services to provide a nutritional meal and snacks as appropriate to the program. Services must be provided in a home or center certified to meet State Standards for such programs.

031 – Day Care Services For Adult/Recruitment Only: The recruitment, study, and development of adult day care programs, evaluation and periodic re-evaluation to determine if the programs meet the needs of the individuals they serve, and consultation and technical assistance to help day care programs expand and improve the quality of care provided.

Special Instructions: This code is used by agency services staff to report on the DSS-4263 only those parts of this service described above which are provided to vendors.

041 – Level I Home Management: In-Home Aide Services at this level are intended to provide support to those needing assistance with basic home management tasks, such as housekeeping, cooking shopping, and bill paying. Persons/families to be served include those who are self-directing, medically stable, and have at least one instrumental activity of daily living (IADL) impairment or require assistance with basic home management tasks. Personal care tasks may not be performed at this level.

042 – Level II Personal Care: In-Home Aide Services at this level are intended to provide support to persons/families who predominately require assistance with basic personal care/activities of daily living but does not preclude providing assistance with home management tasks. Provision of both the personal care and home management tasks can be done for or in support of the person/family when capacities are diminishing or when he/they are striving to maintain or improve personal or family functioning. Persons/families to be served include those who are medically stable and partially dependent in activities of daily living (ADL) functioning (1 or 2 ADLs) due to physical and/or mental impairment; or who have maintenance needs and/or rehabilitative potential. In addition to their predominate personal care needs, person/families may also have increased IADL needs (2-4) requiring additional support to maintain/achieve overall functioning.

043 – Level II Home Management: In-Home Aide Services at this level are intended to provide support to persons/families who predominately or entirely require assistance with home management tasks but does not preclude providing assistance with personal care tasks. Provision of home management tasks focuses more on strengthening and developing the person's/family's own skills than on doing these tasks for the client. Persons/families to be served include those who need assistance to remain in their own homes; to maintain, strengthen, and safeguard their functioning because of physical/emotional illness or handicap; to preserve and strengthen parental functioning; or to obtain education, training, and employment to improve their economic self-sufficiency. Persons/families may also need assistance with IADL activities to improve IADL functioning or to learn independent skills; or they may have increased IADL needs (2-4) requiring additional support to maintain/achieve overall functioning.

NOTE: When Level II - Home Management is provided by county DSS staff for Work First participants and/or their family members, the service is reported as Work First Case Management Support Services (522).

044 – Level III Home Management: In-Home Aide Services at this level are intended to provide intensive education and support to persons/families in carrying out home management tasks and improving family functioning skills. Provision of the service primarily focuses on individualized work with an individual/family in teaching and demonstrating skills and tasks and reinforcing improved individual/family accomplishments. It also involves direct assistance and support in crisis situations. Individuals/families to be served generally have moderate to severe limitations in cognitive and/or psycho-social functioning, have poor family functioning skills or are in a family crisis, but have potential for partial/total independence in IADL impairments (more than 4).

NOTE: When Level III - Home Management is provided by county DSS staff for Work First participants and/or their family members, the service is reported as Work First Case Management Support Services (522).

045 – Level III Personal Care: In-Home Aide Services at this level are intended to provide substantial ADL support to individuals/families who require assistance with health and personal care tasks. Provision of these tasks involves extensive "hands on" care and potential assistance with a wide range of health related conditions. Persons to be served include those who are medically stable with significant ADL impairments (3 or more) resulting from a chronic condition; or who are medically stable with significant ADL impairments, but have rehabilitative potential; or who are medically unstable due to recent illness, complications of a chronic condition, or a deteriorating condition with variable IADL and ADL needs; or children and their families who have any of a wide range of health related conditions and who need substantial support.

046 – Level IV Home Management: In-Home Aide Services at this level are intended to provide a wide range of educational and supportive services to persons/families who are in crisis or who require long term assistance with complex home management tasks and family functioning skills. Provision of the service involves quick and creative response to individual/family crisis situations identified by the case manager; it also focuses on conducting appropriate learning sessions with small groups of persons from different families who have similar needs. Persons/families to be served include those who have serious limitations in cognitive and/or psycho-social functioning, who may live in disruptive family situations, but who have the potential for major or complete independence in IADL or home management functioning and who have little or no ADL impairment.

047 - Level I Home Management/Child Welfare Services: Level I Home Management services provided in conjunction with, or as a component of other Child welfare Services. In-Home Aide Services at this level are intended to provide support to those needing assistance with basic home management tasks, such as housekeeping, cooking shopping, and bill paying. Persons/families to be served include those who are self-directing, medically stable, and have at least one instrumental activity of daily living (IADL) impairment or require assistance with basic home management tasks. Personal care tasks may not be performed at this level.

048 - Level III Home Management/Child Welfare Services: Level III Home Management services provided in conjunction with, or as a component of other Child welfare Services. In-Home Aide Services at this level are intended to provide intensive education and support to persons/families in carrying out home management tasks and improving family functioning skills. Provision of the service primarily focuses on individualized work with an individual/family in teaching and demonstrating skills and tasks and reinforcing improved individual/family accomplishments. It also involves direct assistance and support in crisis situations. Individuals/families to be served generally have moderate to severe limitations in cognitive and/or psycho-social functioning, have poor family functioning skills or are in a family crisis, but have potential for partial/total independence in IADL impairments (more than 4).

NOTE: When Level III - Home Management is provided by county DSS staff for Work First participants and/or their family members, the service is reported as Work First Case Management Support Services (522).

050 – Delinquency Prevention Services: Is the provision of services to youths who are in danger of being confined to a correctional facility, including counseling and other treatment services to provide guidance and direction to youths who are having behavior problems which, if not corrected, may result in their being bought before the court and committed or recommitted to a correctional facility. Also included are counseling or instructions for parents or other caretakers to improve parent/caretaker capacity to supervise the youth; vocational counseling and, where appropriate, assistance in obtaining employment; assistance in establishing better child-school, child-parent, child-community relationships, assistance in securing better living arrangement; assistance in relieving unnecessary psycho-social pressures on the child and/or family; and provision, as appropriate, of information and counseling on drug and alcohol abuse.

At county option, residential care, including room and board for up to six months for any one placement, may be provided where necessary to the provision of a comprehensive and intensive regimen of the services described above. Medical or remedial care are included in such residential care when they are integral, but subordinate parts of the regimen of services. Included are psychiatric diagnosis and treatment and drug therapy as prescribed by a physician.

070 – Employment And Training Support Services: Are services provided as part of an individual service plan to enable appropriate individuals to secure paid employment or training leading to employment, including basic education and continuing education. Services included counseling to explore with the individual his current readiness or potential for employment and to assess the feasibility of seeking training or employment in relation to the total needs of the family; providing information about and referral to educational resources, training programs, and possible sources of employment; and counseling and information to encourage and support the individual's employment objectives with respect to such topics as grooming, how to apply to appropriate resources, employer expectations, and constructive resolution of work related problems. Also included is arrangement for or provision of general and specialized diagnostic tests and evaluation to assess the individual's potential for employment and any limitations, which affect employment or training.

At provider option, payment for resource items may be provided to facilitate the provision of employment and training support services. Resource items include tuition, supplies, and rental or purchase of books when needed to assist in meeting the usual expenses of obtaining vocational training, basic education, or a high school education or its equivalent in public or private technical institutes or community colleges; lunches, uniforms, and subject to state office approval, tools and other equipment necessary to enable individuals to accept training or employment when such items are not otherwise available.

080 – Health Support Services/Family Planning: Services to enable individuals and families to voluntarily limit the family size or to space the children, and to prevent or reduce the incidence of births, out of wedlock. Such services include educational activities, the provision of printed materials, counseling about family planning and genetics, and help in utilizing medical and educational services available in the community and state. Also included are educational services in human sexuality appropriate to an individual's emotional and social adjustment and physical development.

091 – Foster Care Services For Adults/Recruitment And Evaluation: Recruitment, study, and development of family care homes and group care facilities, evaluation and periodic re-evaluation to determine if the home or facility meets the needs of the individuals it serves, and consultation and technical assistance to help family care homes and group care facilities to expand and improve the quality of care provided.

095 – Adult Placement Services: Activities necessary to assist aging or disabled individuals and their families or representatives in finding substitute homes or residential health care facilities suitable to their needs when they are unable to remain in their current living situations. Activities include completing an initial screening and assessment while providing counseling to help the individual and his family or representative to determine the need for initial or continued placement; assisting in the process for completing necessary financial application and medical evaluations; helping to locate and secure placement in a suitable setting and level of care; supporting an individual and his family or representative in the individual's transition from one location to another; and providing counseling and other services to help the individual adjust to the new setting and maintain the placement. Adult Placement Services also include assisting individuals, when requested, to return to more independent settings in the community, or to relocate in more appropriate settings when new levels of care are needed.

100 - Diagnostic And Treatment Services (Non-Residential)/Foster Care: Direct outpatient psychological, clinical, or therapeutic counseling or treatment provided to a child in a structured individual or group session by a qualified professional for the purposes of ameliorating or

remedying personal problems, behaviors, or home conditions that endanger the stability of the foster placement.

This code should not be used when a worker is making a referral for these services to be provided to the client, or is otherwise referring the client to these services.

This code can only be used when Medicaid funding is not available.

101 - Foster Care Services For Children/Foster Care Assistance Eligibility: Time spent by service worker on either establishing initial eligibility or reestablishing on-going eligibility for Foster Care Assistance.

102 – Training For Foster Parents: Activities include:

- Short term training of current or prospective Foster parents.
- Travel associated with the training of Foster parents.

NOTE: This includes MAPP/GPS Training and any other training (both preparation and follow-up) of all Foster Parents. When training activities are conducted with groups or with individuals, the trainer must survey or otherwise determine how many of the participants are foster parents and how many are adoptive parents, and allocate time reported on the DSS-4263 proportionally between the foster care code and the adoption code.

103 – Recruitment And Assessment Of Foster Parents: Arranging/conducting recruitment and assessment activities to ensure the availability of foster homes, including developing and distributing information about fostering opportunities. Activities include:

- Recruitment and assessment of prospective Foster parents.
- Foster home assessments.
- Social Worker travel associated with recruitment and assessment Foster parents.
- Documentation associated with the recruitment and assessment of prospective Foster parents.
- Documentation and related activities associated with the re-assessment and re-licensing of foster parents.

NOTE: This code should be used for relative and non-relative Recruitment/Assessment activities, as well as for out of state requests for home studies. When Recruitment/Assessment activities are conducted with groups or with individuals, the facilitator must survey or otherwise determine how many of the participants are potential foster parents and how many are potential adoptive parents, and allocate time reported on the DSS-4263 proportionally between the foster care code and the adoption code.

104 – Foster Care Services For Children/Special Services: At county option, the provision by a foster family home of services, in addition to basic foster care, which meets the special needs of children in that home.

105 – Optional Elements: At county option, services may include payment of resource items provided to support participation in school. Resource items include supplies, special clothes, and fees for membership in school sponsored extra curricular activities. Tutoring may be considered a resource item if it is provided as a part of Independent Living Services.

At county option, services may include the provision of legal services to facilitate permanency planning for a child.

106- Adult Guardianship Contact: Time spent making all contacts related to the persons for whom the agency Director serves as Disinterested Public Agent Guardian, as well as the required 90-day contacts, in accordance with 10A NCAC 71B.0101 (b) (2). This includes contacts with the client, with the client's family as part of a service plan, with facility staff or other individuals associated with the care of the client.

107 – Guardianship Services: Services provided to an adult individual alleged to be in need of a guardian or services to those for whom the agency director or assistant director has been appointed as legal guardian. The service includes the assessment of an adult individual's need for guardianship; activities aimed at locating the appropriate person(s) to serve as guardian(s); and, when necessary, petitioning or assisting the family to petition for the adjudication of incompetence for an adult and the appointment of a guardian for an adult under the provision of GS 35A. Working with other community agencies to locate an appropriate guardian for an individual and work with the clerk of court concerning an individual case are included in this service, as is coordination of activities with the agency's attorney regarding court action on a specific case. Ongoing case work with clients for whom the agency's director or assistant director has been appointed as guardian is also part of this service.

NOTE: Contacts related to the client as well as the required 90-day contacts specified in 10A NCAC 71B .0101 (b)(2) should be coded to Service Code 106 – Adult Guardianship Contact.

108 – Guardianship/Child Welfare Services: **S**ervices provided to a minor individual alleged to be in need of a guardian or services to those for whom the agency director or assistant director has been appointed as legal guardian. The service includes the assessment of a minor individual's need for guardianship; activities aimed at locating the appropriate person(s) to serve as guardian(s); and, when necessary, petitioning or assisting the family to petition for the adjudication of incompetence/dependency for a minor and the appointment of a guardian for the minor under the provision of GS 35A. Working with other community agencies to locate an appropriate guardian for an individual and work with the clerk of court concerning an individual case are included in this service, as is coordination of activities with the agency's attorney regarding court action on a specific case. Ongoing case work with clients for whom the agency's director or assistant director has been appointed as guardian is also part of this service. This includes contacts with the client, with client's family as part of a service plan, or with facility staff; completing quarterly reviews; and completing and filing annual accounting and status reports.

109 - Foster Care Services For Children/Case Management: This includes a broad range of activities related to supervising the care of the child and managing the case plan and case reviews. This includes time spent on:

- Referral to, coordination with, and utilization of other services;
- Maintenance of contact with the family and others significant to the case. This also includes aftercare services to the family when a child is placed via a court order with the parents, a relative, or a non-relative, or who has been placed on a court ordered trial home visit.
- Working with the parents on the status of the case and case goals;
- Giving information, instruction, guidance, and mentoring regarding parenting skills;
- Preparation for and participation in court, e.g., petitions, motions, reviews, reports;
- Preparation of the child and biological family for separation and placement, including negotiation/preparation of visitation agreements and any subsequent time spent on notices related to changes in where the child is living;
- Monitoring and updating the Out of Home Family Services Agreement;
- Periodic reviews of the Out of Home Family Services Agreement including foster care review team meetings;
- Supervising the care of the child and of the foster care arrangement to assure that the child receives proper care.
- Grievances, appeals, and fair hearings surrounding termination of use of foster care facilities which have been found unsuitable for the care of children, or associated with any individuals claim that benefits and services have been denied or not acted upon with reasonable promptness, or related to complaints about the agency's failure to keep parents involved in case planning, case reviews, and placement decisions.

110 – Health Support Services: Helping individuals and families to recognize health needs including those related to alcohol and drug abuse; to cope with incapacities and limited functioning resulting from aging, disability, or handicap and to choose, obtain and use resources and mechanisms of support under Medicaid (including the early and periodic screening, diagnosis and treatment program), Medicare, maternal and child health programs and from other public or private agencies or providers of health services; counseling and planning, as appropriate, with individuals, families, and health providers to help assure continuity of treatment and the carrying out of health recommendations; and helping individuals to secure admission to medical institutions and children to secure admission to other health-related facilities as needed; and family planning services as described in the family planning component.

111 - Contracted Guardianship: Guardianship services provided to individuals for whom the DSS Director has NOT been named as Disinterested Public Agent Guardian in accordance with 10A NCAC 71B.0101 (b) (2) through contractual arrangements with private corporation(s).

112 – Guardianship Assistance Case Management: Child Welfare Services means services provided to a minor individual to determine eligibility for, or manage receipt of, Guardianship Assistance benefits. Activities include:

- Determination of eligibility for special needs children for Guardianship Assistance benefits.
- Preparation and review of Guardianship Assistance benefits.
- Participation in grievances, appeals, and fair hearings surrounding denial of Guardianship Assistance benefits.
- Annual review of eligibility for Guardianship Assistance benefits.
- Ensuring that assisted guardianship placements across state lines are in compliance with Interstate Compact laws.
- Management of non-recurring Guardianship Assistance costs, eligibility determination, approval and authorization for reimbursement.

113 – START Model Services: The Sobriety Treatment and Recovery Teams (START) model provides substance use disorder interventions for families involved in child welfare. Families who received these services must meet criteria for the START program.

Counties selected for this funding will be identified by the State Office.

114 – Professional Foster Parents – Professional Foster Parent model provides secure stable living arrangements with wraparound support services. The program keeps children close to their communities and families, while providing them with professional parents trained to deliver wraparound support services, targeted skill development, and intensive permanence-based interventions.

115 - Emergency Placement Fund: These funds will temporarily provide and arrange for essential needs of the individual to establish or maintain a placement. The individual must be opened for SIS Code 109 Foster Care Case Management Services on a DSS-5027 or in the Child Welfare Information System in order for client specific costs to be claimed for purposes of use in the 2nd or 3rd bullet points below. Promising practices which can be supported with these funds include:

- Maintaining a crisis placement through a contract that pays a retainer to an identified placement provider who will accept a temporary emergency placement until the appropriate behavioral health treatment placement is located.

- Paying a short term enhanced rate to an identified placement provider who is currently or will provide care and supervision to children who have behaviors that require an exceptional level of supervision for the child to be successful in a family type setting. These funds can be used to pay a licensed foster home or an approved kinship placement.

- Other local solutions that prevent a child in DSS custody from spending a night in the DSS office while waiting on the appropriate treatment placement as approved by NCDSS. The NC DSS Approved Alternative Option form must be emailed to emergency_placement_fund@dhhs.nc.gov. Determination will be made and emailed within 48 hours.

117 - Foster Care Caseworker Visit: Time spent in face-to-face visit with foster child by any caseworker for the case. This code should be used when the visit takes place in a setting other than the child's current place of residence (that is, outside the foster home, group home or other

residential setting). Only time for the actual face-to-face visit should be included. Travel time to the visit, etc., should be recorded as case management.

118 - Foster Care Caseworker Visit/In Child's Residence: Time spent in face-to-face visit with foster child by any caseworker for the case. This code should be used when the visit takes place in the child's current place of residence (that is, in the foster home, group home or other residential setting). Only time for the actual face-to-face visit should be included. Travel time to the visit, etc., should be recorded as case management.

119 - Foster Care Case Planning/Case Management Team-Setting: Planning, arranging, and conducting multidisciplinary assessment and planning team meetings on behalf of specific children in agency custody whose permanent plan goal is other than adoption, including but not limited to:

- Day One conferences;
- Community Assessment Teams;
- Permanency Planning Action Teams;

120 – Family Reunification Services: Are reunification services provided to children in foster care and to their parents or primary caretaker in order to facilitate reunification with no time limit while the children are in foster care. The child and their parents or primary caregiver are eligible for reunification services up to 15 months from the date the child returns home. Eligible services and activities include individual/group/family counseling, inpatient or outpatient substance abuse services, mental health services, assistance to address domestic violence, services to provide temporary child care and therapeutic services for families, peer-to-peer mentoring and support groups for parents/primary caretaker, activities designed to facilitate access and visitation of children by parents and siblings, and transportation to any of the services listed. Family Reunification funds are to only be used for these services and not case management.

121 – Family Preservation Services: Are services for children and families (including adoptive or extended families) designed to help families that are at risk of or in crisis. These services include, but are not limited to:

- permanency planning services
- preplacement prevention services
- respite care
- parenting support services

122 – Family Support Services: Are community based services to promote the well-being of children and families designed to increase the strength and stability of families (including adoptive, foster and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive family environment, and otherwise to enhance child development.

123 – Intensive Family Preservation Services: Are family focused, community based crisis intervention services that are designed to maintain children safely in their homes and prevent unnecessary separation of families. Such services are characterized by very small caseloads for workers, short duration of services, 24-hour availability of staff, and the provision of services primarily in the child's home or in another familiar environment.

128 - Preparation For, And Participation In, Judicial Determinations/Foster Care:
Activities include:

- Preparation for and participation in court, e.g. petitions, motions, reviews, and court reports
- Travel associated with preparation and participation for judicial determinations.

130 – LINKS Activities Independent Needs Assessment: An independent living needs assessment is a systematic procedure to identify a youth's basic skills, emotional and social capabilities, strengths, and needs to match the youth with appropriate independent living services. An independent living needs assessment may address knowledge of basic living skills, job readiness, money management abilities, decision-making skills, goal setting, task completion, and transitional living needs.

131 – LINKS Activities Supervised Independent Living: Supervised independent living means that the youth is living independently under a supervised arrangement that is paid for or provided by the State agency. A youth in supervised independent living is not supervised 24-hours a day by an adult and often is provided with increased responsibilities, such as paying bills, assuming leases, and working with a landlord, while under the supervision of an adult.

132 – LINKS Activities Outreach Services: Locating and offering services to former foster youth ages 13-21 have aged out of foster care or are otherwise known to be in need of LINKS services.

135 – LINKS Services to Current/Former Foster Youth 13-15: Assessment of needs, skills, and resources, engaging young adolescents in planning and implementing LINKS services, and service delivery to the targeted group.

136 – LINKS Activities Services To Current Or Former Foster Youth ages 16-21: Assessment of needs, skills, and resources, engaging youth and young adults in planning and implementing LINKS services, and service delivery to the targeted group of older adolescents and young adults who are or were in DSS custody/planning responsibility.

137 – LINKS Activities Group Setting: Activities associated with planning, coordinating and conducting activities with eligible LINKS participants in a group setting for the purposes of instruction, skill-building, leadership development, or collaboration with other youth-serving agencies to conduct such activities.

138 – LINKS Program Planning: General administrative activities conducted by the county LINKS liaison/coordinator to include LINKS program planning, data collection and analysis, preparation of reports, surveys, and development of agency plans.

140 – Housing and Home Improvement Services: Assistance to individuals and families in obtaining and retaining adequate housing and basic furnishings. Services include helping to improve landlord-tenant relations, to identify sub-standard housing, to secure correction of housing code violations, to obtain or retain ownership of own home, and to find and relocate to more suitable housing. The provision of labor and materials for minor renovations and repairs to owner-occupied dwellings to remedy conditions, which are a risk to personal health and safety, may be included as an optional part of this service.

Basic appliances, such as stove, refrigerator, heater, fan, or air conditioner may also be provided at county option to facilitate the provision of housing and home improvement services. Such appliances may be provided when this is not the responsibility of the landlord and the individual lacks these essentials to prepare food or is without heat or cooling equipment, which is needed to protect their health.

155 – Day Health Services For Adults/Daily Care: The provision of an organized program of services during the day in a community group setting for the purpose of supporting an adult's personal independence, and promoting his social, physical, and emotional well-being. Services must include a preadmission health assessment; assistance with activities of daily living including feeding, ambulation, or toileting as needed by individual participants; health care monitoring of each participant's general health and medical regimen, which includes documenting the periodic assessment of the vital signs, weight, dental health, general nutrition, and hygiene of each participant; documenting and reporting changes in health status to caretakers; assistance to participants and caretakers with medical treatment plans, diets, and referrals as needed; health education programs for all participants and health care counseling tailored to meet the needs of participants and caretakers. Also included are medical examinations required for individual participants admission to day health and periodically thereafter when not otherwise available without cost, food and food services to provide a nutritional meal and snacks as appropriate to the program. Services must be provided in a home or center certified to meet State Standards for adult day health or combination adult day care/adult day health.

156 – LINKS Activities Academic Support: Academic supports are services designed to help a youth complete high school or obtain a General Equivalency Degree (GED). Such services include the following: academic counseling; preparation for a GED, including assistance in applying for or studying for a GED exam; tutoring; help with homework; study skills training; literacy training; and help accessing educational resources. Academic support does not include a youth's general attendance in high school.

157 – LINKS Activities Post Secondary Educational Support: Post-secondary educational support are services designed to help a youth enter or complete college, and include the following: classes for test preparation, such as the Scholastic Aptitude Test (SAT); counseling about college; information about financial aid and scholarships; help completing college or loan applications; or tutoring while in college. The list is not all-inclusive; other supports such as college tours provided by the agency could fall within this definition.

158 – LINKS Activities Education Financial Assistance: Education financial assistance is a payment that is paid for or provided by the State agency for education or training, including allowances to purchase textbooks, uniforms, computers, and other educational supplies; tuition assistance; scholarships; payment for educational preparation and support services (i.e., tutoring), and payment for GED and other educational tests. This financial assistance also includes vouchers for tuition or vocational education or tuition waiver programs paid for or provided by the State agency.

160 – LINKS Activities Career Preparation: Career preparation services focus on developing a youth's ability to find, apply for, and retain appropriate employment. Career preparation includes the following types of instruction and support services: Vocational and career assessment, including career exploration and planning, guidance in setting and assessing vocational and career interests and skills, and help in matching interests and abilities with vocational goals; job seeking and job placement support, including identifying potential employers, writing resumes, completing job applications, developing interview skills, job shadowing, receiving job referrals, using career resource libraries, understanding employee benefits coverage, and securing work permits; retention support, including job coaching; learning how to work with employers and other employees; understanding workplace values such as timeliness and appearance; and understanding authority and customer relationships.

161 - LINKS Activities Employment Programs Or Vocational Training: Employment programs and vocational training are designed to build a youth's skills for a specific trade, vocation, or career through classes or on-site training. Employment programs include a youth's participation in an apprenticeship, internship, or summer employment program and do not include summer or after-school jobs secured by the youth alone. Vocational training includes a youth's participation in vocational or trade programs in school or through nonprofit, commercial or private sectors and the receipt of training in occupational classes for such skills as cosmetology, auto mechanics, building trades, nursing, computer science, and other current or emerging employment sectors.

162 - LINKS Activities Budget And Financial Management: Budget and financial management assistance includes the following types of training and practice: Living within a budget; opening and using a checking and savings account; balancing a checkbook; developing consumer awareness and smart shopping skills; accessing information about credit, loans and taxes; and filling out tax forms.

163 - LINKS Activities Housing Education And Risk Prevention: Housing education includes assistance or training in locating and maintaining housing, including filling out a rental application and acquiring a lease, handling security deposits and utilities, understanding practices for keeping a healthy and safe home, understanding tenants rights and responsibilities, and handling landlord complaints. Home management includes instruction in food preparation, laundry, housekeeping, living cooperatively, meal planning, grocery shopping and basic maintenance and repairs.

164 – LINKS Activities Health Education And Risk Prevention: Health education and risk prevention includes providing information about: Hygiene, nutrition, fitness and exercise, and first aid; medical and dental care benefits, health care resources and insurance, prenatal care and maintaining personal medical records; sex education, abstinence education, and HIV prevention, including education and information about sexual development and sexuality, pregnancy prevention and family planning, and sexually transmitted diseases and AIDS; substance abuse prevention and intervention, including education and information about the effects and consequences of substance use (alcohol, drugs, tobacco) and substance avoidance and intervention. Health education and risk prevention does not include the youth's actual receipt of direct medical care or substance abuse treatment.

165 – LINKS Activities Family Support And Healthy Marriage Education: Such services include education and information about safe and stable families, healthy marriages, spousal communication, parenting, responsible fatherhood, childcare skills, teen parenting, and domestic and family violence prevention.

166 – LINKS Activities Mentoring: Mentoring means that the youth has been matched with a screened and trained adult for a one-on-one relationship that involves the two meeting on a regular basis. Mentoring can be short-term, but it may also support the development of a long-term relationship. While youth often are connected to adult role models through school, work, or family, this service category only includes a mentor relationship that has been facilitated, paid for or provided by the State agency or its staff.

167 – LINKS Activities Room And Board Financial Assistance: Room and board financial assistance is a payment that is paid for or provided by the State agency for room and board, including rent deposits, utilities, and other household start-up expenses.

168 – LINKS Activities Other Financial Assistance: Other financial assistance includes any other payments made or provided by the State agency to help the youth live independently.

170 – Personal And Family Counseling: The rendering of counseling services or therapy to adults, either singly or in groups, for the purpose of resolving emotional conflicts within social relationships. It operates through a process of mobilizing the strengths inherent in the person which are needed to deal with immediate situations and developing the coping ability of the family and its members to use themselves effectively in life roles and tasks. The process involves a professional relationship with a skilled counselor to help the client(s) to assess the situation, to plan steps for dealing with it, and to take appropriate action.

Special Instructions: Code 170 is used on the DSS-4263 only by staff qualified in accordance with the Standards for Personal and Family Counseling as set forth in Volume V, Chapter XIII of the Family Services Manual. This code should be used when providing services to adult recipients.

171 - Personal And Family Counseling/Child Welfare Services: The rendering of counseling services or therapy to children, either singly or in groups, for the purpose of resolving emotional conflicts within social relationships. It operates through a process of mobilizing the strengths inherent in the person which are needed to deal with immediate situations and developing the coping ability of the family and its members to use themselves effectively in life roles and tasks. The process involves a professional relationship with a skilled counselor to help the client(s) to assess the situation, to plan steps for dealing with it, and to take appropriate action.

Special Instructions: Code 171 is used on the DSS-4263 only by staff qualified in accordance with the Standards for Personal and Family Counseling as set forth in Volume V, Chapter XIII of the Family Services Manual. This code should be used when providing services to children and minors.

180 – Preparation And Delivery Of Meals: The preparation and delivery of nutritious meals to a blind, aging, or disabled individual in his own home or in a central dining facility as necessary to prevent institutionalization or malnutrition. The cost of raw food necessary to provide the meal service is included.

190 – Problem Pregnancy Services: Services to individuals who are involved with an undesired pregnancy. Services include counseling to assist such individuals in looking at alternative solutions to the unwanted pregnancy (e.g., abortion, adoption, or keeping the baby), and at the probable consequences of each alternative; and assistance in arranging for and utilizing other needed services. Residential care, including a concentrated regimen of services as described above, room and board for up to six months, medical supervision, and medications required for health maintenance in pregnancy as prescribed by a physician may be provided when such care is provided in as approved living arrangement. Psychiatric counseling specifically related to help in coping with the pregnancy might also be included as an integral but subordinate part of the regimen of residential services.

200 – Protective Services For Adults/Intake: Receiving and documenting information which alleges that a disabled adult has been abused, neglected or exploited and is in need of protective services. Intake activities include making a decision regarding the information being provided to determine whether a protective services evaluation will be initiated, noticing the reporter about whether the information has been accepted for APS, directing the reporter to another agency or other community resources, when appropriate; making referrals to the district attorney, law enforcement and/or regulatory agencies, when appropriate; and completing thorough documentation of the above activities.

202 – Protective Services For Adults/Evaluation: Conducting activities necessary to determine whether a disabled adult has been abused, neglected or exploited, and is in need of protective services, and to assess what services are needed to prevent further mistreatment. Unsuccessful efforts to locate the adult are included as part of the evaluation process. Evaluation includes making the case decision determining capacity to consent, and activities related to obtaining service authorization either from the client or the court. It includes the services of lawyers to represent the agency where court action is necessary to protect the adult. When an APS petition has been filed, it includes the time until court authorization is obtained. If the need for protective services is not substantiated, referrals to any available and appropriate agency or community resources are included as thorough evaluation activities. Documentation of the evaluation, of authorization for services, of the distribution of required notices, as well as termination of adult protective services in situations where the report is unsubstantiated or service authorization was not obtained are part of this activity

203 – APS COVID-Evaluations/Planning and Mobilizing Services: For use with COVID-19 Recovery Act funds to support additional Adult Protective Services salary costs. Can be used to pay additional, previously unbudgeted salary costs associated with pandemic-driven workforce shortfalls.

- Cannot be used to supplant current funding streams. Cannot be used to pay hazard pay or emergency pay.
- Can be used to pay overtime, paid compensatory time, temporary/time-limited worker costs, specific to APS Evaluations, Planning and Mobilizing Services.
- Overtime/Compensatory time expenditures paid due to staff shortages caused by COVID-19 illness, quarantine, care for COVID positive family members, closed child-care, closed schools during the eligibility period.
- Cost of additional temporary workers hired due to staff shortages, increase in referrals related to senior facilities reopening. Cost of hired contract staff needed due to staffing shortages, increase in referrals related to senior facilities reopening.

204 – Protective Services For Adults/Mobilizing Services: The provision of services, as part of a service plan, when the need for protective services has been substantiated. Such services include arranging for the provision of and assisting individuals and their relatives or caretakers in utilizing appropriate services and community resources; conducting quarterly reviews if the case remains open for services; and documenting in the client record the services provided. Includes the services of lawyers to represent the agency where court action is necessary. Includes the case termination decision when the goals in the protective services plan have been met, the client's situation has stabilized, and/or there is no longer a need for protective services. Also includes time involved in transferring the case for other agency services or additional community services prior to termination.

210 – Protective Services For Children/CPS Assessment Investigative Activities:

These are activities completed during either a CPS investigative assessment or a CPS family assessment track that are primarily for the purpose of investigating or assessing allegations in an accepted CPS report. Activities include:

- Gathering information in either assessment track to determine:
    - If a child was maltreated
    - The type of maltreatment
    - Who maltreated a child.
- Tasks related to gathering information to determine if maltreatment occurred such as referral to a CME/CFEP
- Making a case decision in either assessment track with respect to whether a child was abused, neglected or is dependent.
- Completing RIL related activities
- Documenting CPS assessment investigative activities and traveling to complete CPS investigative activities.

211 – Protective Services For Children/Intake: Activities Include:

- Receiving and documenting a report, which alleges that, a child or children may be abused, neglected or dependent.
- Making a thorough evaluation of the information provided by the reporter to determine whether a CPS Assessment will be initiated.
- Informing the person making the report of the agency's decision whether or not to conduct a CPS Assessment and their right to a review of this decision.
- Directing the reporter to other agency or community resources, when indicated.
- Making referrals to the district attorney and/or law enforcement, when indicated.
- Completing thorough documentation of the above activities.

212 - Protective Services For Children/Medical, Psychological, And Medico-Legal Diagnostic Services: Medical, psychological and medico-legal diagnostic studies and evaluations when needed to substantiate and assess the circumstances of abuse or neglect of children.

213 – CPS COVID-Assessments/Investigations/In-Home Services : For use with COVID-19 Recovery Act funds to support additional Child Protective Services salary costs. Can be used to pay additional, previously unbudgeted salary costs associated with pandemic-driven workforce shortfalls.

- Cannot be used to supplant current funding streams. Cannot be used to pay hazard pay or emergency pay.
- Can be used to pay overtime, paid compensatory time, temporary/time-limited worker costs, specific to CPS Investigations, Assessment, In-Home services.
- Overtime/Compensatory time expenditures paid due to staff shortages caused by COVID-19 illness, quarantine, care for COVID positive family members, closed child-care, closed schools during the eligibility period.
- Cost of additional temporary workers hired due to staff shortages, increase in referrals related to schools reopening. Cost of hired contract staff needed due to staffing shortages, increase in referrals related to schools reopening

215 – Protective Services For Children/In-Home Services:
CPS In-Home services are provided after a substantiation of child abuse, neglect, and/or dependency or a case decision of services needed. Activities include:

- Preparing for, developing, and updating a IHFCP together with the family which incorporates the results of the SDM Risk Assessment (DSS-5230), the SDM Safety Assessment (DSS-5231) the SDM Case Decision Summary/Initial Case Plan (DSS-5010), the SDM Family Assessment of Strength's and Needs (SDM-5239), and the North Carolina Trauma Screening Tool (DSS-6195A/B).
- Referring families to services, monitoring services families receive and assessing their impact on family members and their behaviors
- Providing families with feedback concerning their participation in the IHFCP and their progress with parenting and other behaviors in the case plan
- Completion of ongoing assessments of safety and risk including monitoring of compliance with agreed upon activities to assure safety
- Ongoing assessment of the appropriateness and need for CPS In-Home Services

- Planning, arranging and conducting multi-disciplinary assessment and planning meetings such as child and family team meetings, case planning meetings, day one conferences, and community assessment meetings
- Contacts with family members, collaterals and providers to complete any of the above activities.
- Documentation and travel associated with any of the above activities.

However:

- If a new CPS report is accepted on a family open to CPS In-Home Services, activities that meet the definition for 210-CPS Investigative Assessment Activities must be coded 210, not 215.

Although case management (e.g., referral and monitoring) of clinical and medical services should be coded 215, actual provision of clinical or medical services cannot be coded to 215. Service provision can potentially be coded to 230 if it cannot be coded to Medicaid or other health insurance.
When a CPS Assessment is not substantiated or if there was not a finding of Services Needed, the CPS case is closed and related activities are not IV-E reimbursable. The family may be referred to voluntary services or services outside the agency.

219 - Protective Services For Children/Team-Setting: Planning, arranging, and conducting multidisciplinary assessment and planning team meetings on behalf of children reported for abuse, neglect, or dependency or for whom there has been a substantiation of child abuse, neglect, or dependency and for whom removal from the home is a reasonable possibility in the absence of such services. This code includes, but is not limited to:

- Day One conferences;
- Community Assessment Teams;
- Child and Family Team Meetings

220 – Unsuccessful Attempts To Locate Victim Child: Unsuccessful efforts to locate the alleged victim child in order to initiate the CPS Assessment.

228 – Preparation For, And Participation In, Judicial Determinations In Juvenile Court (Pre-Placement): Activities which contribute to preparing a report for the juvenile court, or preparing for or participating in a juvenile court proceeding, with the exception of cases involving interference with a CPS Assessment.

229 – Other Court Related Activity (Preplacement): This code should be used when a worker is engaged in preparation for or participation in court-related activities other than for Juvenile Court, e.g., divorce/custody cases or criminal cases.

230 - Diagnostic And Treatment Services (Non-Residential)/CPS: Direct outpatient psychological, clinical, or therapeutic counseling or treatment provided to a child in a structured individual or group session by a qualified professional for the purposes of ameliorating or remedying personal problems, behaviors, or home conditions. This code should not be used when a worker is making a referral for these services to be provided to the client, or is otherwise referring the client to these services.

This code can only be used when Medicaid funding is not available.

250 – Transportation Services: Providing transportation as part of a service plan to enable children or adults (when charged to Medicaid) for whom transportation is not otherwise available to have access to medical and health resources, or to enable adults to have access to shopping facilities, education, recreational and employment and training opportunities, and other community facilities and resources, and to support the delivery of other social services.

Special Instructions: The activities of services staff in **arranging for and helping clients utilize transportation is not included in the definition of Transportation Services**. Code 250 is used by agency service staff to report on the DSS-4263 only that time spent in direct provision of transportation.

Purchased Transportation Services charged to Program Code T – Title XIX Medicaid Transportation should **not** be reported on the DSS-1571 Part IV, but reported **only** on the DMA-2055.

NOTE: Counties may report all Medicaid Transportation purchased cost for both Part II and Part IV on the DMA-2055.

251 - Transportation Services/Child Foster Care: Providing transportation as part of a service plan to enable foster children for whom transportation is not otherwise available to have access to medical and health resources, shopping facilities, education, recreational and employment and training opportunities, and other community facilities and resources, and to support the delivery of other social services. Code 251 should be used when providing only transportation services and the time cannot be coded as an integral part of another foster care service activity.

Special Instructions: The activities of services staff in **arranging for and helping clients utilize transportation is not included in the definition of Transportation Services**. Code 251 is used by agency service staff to report on the DSS-4263 only that time spent in direct provision of transportation.

252 - Transportation Services/CPS: Providing transportation as part of a service plan to enable recipient children of child protective services for whom transportation is not otherwise available to have access to medical and health resources, shopping facilities, education, recreational and other community facilities and resources, and to support the delivery of other social services. Code 252 should be used when providing only transportation services and the time cannot be coded as an integral part of another child protective service activity.

Special Instructions: The activities of services staff in **arranging for and helping clients utilize transportation is not included in the definition of Transportation Services**. Code 252 is used by agency service staff to report on the DSS-4263 only that time spent in direct provision of transportation.

255 – Child Welfare Pre-Service Training: This service code is for child welfare staff who participate in the initial pre-service training for new employees. Staff participating in the pre-service training are considered to be in training status for entire time in pre-service and should code 100% of time during the pre-service training under this service code. This includes time back at the county office and travel time.

County staff who are serving as trainers during the pre-service training (not as a trainee) can also use this service code. In addition to the time providing the training, they can also code any time used to prepare for the training, along with travel time (as long as it is relevant for the pre-service training). They would follow the same overall percentages for each of the program codes, adjusted for the number of hours.

281 – Health Support Services/Mobility Assistance (Optional Resource): Mobility assistance for aging, disabled and handicapped persons, through the installation of ramps, rails and other safety measures at the individual's home and the provision of escort service to health facilities and other needed resources for individuals unable to travel or wait alone.

Special Instructions: Activities of Services staff in arranging for mobility assistance is not included in the definition of the Service. Code 281 is used on the DSS-4263 only by agency staff directly engaged in installation or escort activities.

282 – Health Support Services/Companionship Services (Optional Resource): Arranging for or providing friendly visitors or companions for part of a day to assist individuals who, because of fragility, physical or mental disability or social isolation, have limited contacts with other people. Such companionship service offers mental and physical stipulation and provides an opportunity for observation as to the need for professional help of any kind.

284 – Health Support Services/Special Health Needs (Optional Resource): Provision of special health needs and supplies such as ostomy supplies, oxygen, bandages, orthopedic and other appliances needed by aging and disabled individuals in their own homes and not available through Medicaid, Medicare or resources without cost.

285 – Health Support Services/Communication Assistance (Optional Resource): Assistance with communication to enable individuals to utilize needed health and medical resources and other community services and resources through the provision of interpreters for the deaf and the provision of telephones when not otherwise available for the aging, disabled, or handicapped who are alone and homebound, or who have a health or medical condition which necessitates ready access to or frequent use of a telephone in their home.

Special Instructions: Code 285 is used on the DSS-4263 only by agency employed interpreters to report their activities in direct provision of communication assistance to clients.

303 – Community Living Services: The provision of services to support continuation of the individual's family or community-based situation, or to prepare him for leaving institutional care and facilitate his transition to living in the community. Such services include training in community living skills and work activity training commensurate with the individual's age and developmental level; recreational and other activities which promote normalization outside an institutional setting; and assistance in arranging for and utilizing community services and resources which support this regimen of services. On an optional basis, services may also include remedial and treatment services necessary to ameliorate the handicapping effects of the disability which prevent or constrain personal, social, and work adjustment (e.g., physical therapy, speech therapy), and food

and food services to provide a nutritious meal and snacks during the time clients participate in on-site services.

Community Living Services/Transportation: The provision of transportation when needed and not otherwise available to access community living services programs.

319 – Child & Family Support Team Activity/Non-DSS Recipient: A Child and Family Team facilitator's time spent preparing for, participating in, or facilitating Child and Family Support Team meetings where the subject child is currently not receiving any child welfare services provided by the local Department of Social Services. Activities include any follow up that is required to help meet needs identified during such meetings. This code should be used to document the worker's time in cases where the child was identified by their school as being at risk of academic failure or out of home placement, but the child has no open case with DSS and no assigned client ID.

320 - Evaluation Activities For Adoption Programs: Collecting, analyzing, and reporting data related to specific performance measures when those activities are assigned to establish baselines and/or to evaluate the effectiveness of components of the child welfare delivery system related to Adoption Services.

322 - Evaluation Activities For Child Foster Care Programs: Collecting, analyzing, and reporting data related to specific performance measures when those activities are assigned to establish baselines and/or to evaluate the effectiveness of components of the child welfare delivery system related to Child Foster Care Services.

323 - Evaluation Activities For Child Protective Services Programs: Collecting, analyzing, and reporting data related to specific performance measures when those activities are assigned to establish baselines and/or to evaluate the effectiveness of components of the child welfare delivery system related to Child Protective Services.

324 - Evaluation Activities For Family Support Services Programs: Collecting, analyzing, and reporting data related to specific performance measures when those activities are assigned to establish baselines and/or to evaluate the effectiveness of components of the child welfare delivery system related to Family Support Services.

330 – Individual And Family Adjustment Services: Services designed to offer assistance to individuals and their family members in support of attempts to restructure or solidify the individual's environment. Activities include counseling to enable the individual to recognize, understand, and cope with problems and conflicts in regard specifically to such areas as household management, consumer affairs, family life, alcoholism, drug addiction, intellectual and developmental disabilities, emotional disturbance, and school related problems. Such counseling is also designed to help individuals independently utilize community resources, including other social services: take advantage of natural support systems; and achieve an adequate level of functioning within the family. Also included is arranging for other services when needed to support the provision of individual and family adjustment services; diagnostic psychological study and evaluation necessary to determine the appropriate plan of service; activities associated with fulfilling the agency's responsibility to serve as guardian or representative payee for individual clients; and social development through therapeutic groups as a part of a service plan to give individuals opportunities for participation in structured group activities focused on helping them cope with personal problems, develop capacities for more adequate social functioning and relieve social isolation.

331 – Individual And Family Adjustment Services/Representative Payee: Services offered to individuals for whom the DSS has been appointed the representative payee, including assurance of the appropriate use of income for the client's needs, and strengthening the client's basic skills in money management.

332 – Individual And Family Adjustment Paraprofessional Services:
Examples of direct services are:

- Teaching, coaching and modeling skills related to home management, communication with resources, caretakers and placement providers.
- Teaching, coaching, modeling advocacy skills (especially as related to housing, services agencies, etc.)
- Supporting case management of maltreated adults.
- Transporting adults going to doctor visits and other appointments (time in transit may be transportation)
- Communicating information between services providers and case managers/placement providers.
- Testifying in court related to specific assigned duties and client interactions)

333 – Individual And Family Adjustment Paraprofessional Services/Child Welfare Services:
Examples of direct services are:

- Supervising visits between parent and child
- Supervising children (while parents attend therapy, parenting classes, etc.) in absence of caregiver.
- Teaching, coaching, modeling parenting skills, home management skills, communication skills with resources to parents and caretakers and placement providers.
- Teaching, coaching, modeling advocacy skills (especially as related to housing, school system, services agencies)
- Supporting case management of neglected, abused, dependent, delinquent children.
- Transporting/supervising/providing in loco parentis to children going to doctor visits, schools (time in transit may be transportation)
- Communicating information between services providers and case managers/placement providers.
- Testifying in court related to specific assigned duties and client interaction (supervised visits, school visits, etc.).

340 - Referral, Coordination And Monitoring Of Medical Services: Staff use this code when making referrals for, coordinating, and/or monitoring the delivery of health related/medical services on behalf of clients. Linking the individual and family with Medicaid service providers to plan, carry out and maintain a health service plan. Includes all related paperwork, clerical activities or staff travel required to perform these activities.

Examples:

- Referring and/or coordinating Medicaid covered diagnostic services for individuals that have functional impairments or mental health disabilities, and/or substance abuse/addiction disorders that require specialized health care procedures covered by Medicaid
- Performing functional assessments or strength and need assessments that may be required in advance of referrals or evaluations to Medicaid covered services to assist with case coordination for individuals with specialized medical(physical) or mental health needs
- Coordinating necessary medical, mental health or substance abuse services for clients covered by Medicaid that benefit from care coordination services
- Monitoring and evaluating the Medicaid covered medical components of the individual's service plan and ensuring that service plan objectives are achieved and appropriate for an individual with mental health addiction diagnoses, or functional or physical impairments
- Preparing documentation for a case to be reviewed by interdisciplinary staff planning meetings, case planning meetings, etc.
- Participating in treatment plan meetings to coordinate and monitor the medical portion of a client's service plan with other staff
- Gathering information for facilitating prior authorizations
- In-home training with a parent or family that improves the coordination/delivery of medical/mental health services to the client if not billed as a Direct Service
- Providing follow-up contact to ensure that an individual has received the prescribed medical/mental health services

341 - Facilitating An Application For The Medicaid Program: Staff use this code when assisting an individual or family (regardless of client eligibility status) to make application for Medicaid or referring them to the appropriate agency to make application, as well as assisting an individual to maintain Medicaid eligibility. Both written and oral methods may be used. Includes all related paperwork, clerical activities or staff travel required to perform these activities.

Examples:

- Verifying an individual's current Medicaid eligibility status for the purpose of the Medicaid eligibility process
- Explaining Medicaid eligibility rules and the Medicaid eligibility process to prospective applicants
- Assisting individuals or families to complete a Medicaid eligibility application and spend down activities
- Assisting individuals or families to collect/gather information and documents for Medicaid program application
- Arranging for or providing translation or signing services to assist in the completion of a Medicaid application
- Gathering information related to the application and eligibility determination for an individual, including resource information and third party liability (TPL) information, as a prelude to submitting a formal Medicaid application
- Providing necessary forms and packaging all forms in preparation for the Medicaid eligibility determination

- Referring an individual or family to the local assistance office to make application for Medicaid benefits
- Medicaid prior authorization activities
- Participating as a Medicaid eligibility outreach worker

342 - Outreach for Medicaid Services: Staff use this code when performing activities that inform individuals (regardless of client eligibility status) about Medicaid, how to access Medicaid and medically related services, the importance of accessing medical, mental health, aging, functional/developmental disability, and alcohol and drug services and the importance of maintaining a routine place for health care. Activities include bringing persons into the Medicaid system for the purpose of determining eligibility and arranging for the provision of medical/health related services. Both written and oral methods may be used. Includes all related paperwork, clerical activities, or staff travel required to perform these activities.

Examples:

- Developing, disseminating or presenting Medicaid outreach materials to inform individuals about Medicaid services and where to obtain services
- Informing individuals and families about the benefits and availability of services provided by Medicaid
- Informing individuals and their families on how to effectively access, use, and maintain participation in all health/mental health resources under the federal Medicaid Program
- Assisting in early identification of individuals who could benefit from the health/mental health services provided by Medicaid as part of a Medicaid outreach campaign
- Assisting the Medicaid agency to fulfill objectives of the Medicaid program by:
- Informing individuals of the benefits of prevention
- Helping individuals and families use health/mental health resources
- Assuring that health/mental health problems are diagnosed and treated early

343 - Arranging Transportation Services For Client To Access Medicaid Services: Arranging for or scheduling specific support provisions, such as transportation services, which are necessary for an individual or family to access medical/mental health services. The category is for assisting an individual to obtain transportation for Medicaid-covered services and does not include the provision of the actual transportation service, but rather the administrative activities involved in providing transportation. In addition, it does not include activities that contribute to the actual billing of transportation as a medical or dental service, nor does it include accompanying an individual to Medicaid services as an administrative activity. Includes related paperwork, clerical activities, or staff travel required to perform these activities.

Examples:

- Scheduling or arranging transportation services that assist the individual or family to access necessary care or treatment by health/mental health care providers

380 – Case Management: Planning and directing the provision of social services within the constraints of policies and procedures to an individual who is receiving or who is applying to receive services. Activities include initial and on-going eligibility determination and assessment of the nature, impact and extent of individual's current service needs as well as establishment of ways and means to tackle the individual's problem. This includes keeping track of what has been provided and what can be provided in relation to the client's needs. Activities include determination and orchestration of conditions and methods of service delivery, which will best support resolution of the individual's problem(s). This means assuming the role of prime agent who assures an

equitable, consistent, dependable and coordinated flow of services to the client as he or she moves through the service delivery systems. Activities include establishing separate and joint responsibilities, authorities and tasks among services workers and services agencies involved in the process of helping the individual.

NOTE: Service Code 380 should be used only when providing case management services for adult recipients, except when providing Subsidized Child Care (380 - 4) case management for children.

381 – Services Intake: Describes the function of designated service staff who are assigned to handle the task of initiating clients into the service delivery system of the agency. Activities include receiving requests for services; exploring with the client his request in terms of the services available; taking applications; and such elements of case management as establishing eligibility for services, initiating the Service Client Information Record and certifying clients for purchased services. The extent to which Services Intake performs any of the above case management activities is an agency decision and is related to how broadly the agency wishes to define the intake function. Also included may be working with clients to apply eligibility criteria and determine eligibility for another agency's resources, e.g., crippled children, free school lunches. As a part of assessing with the client his request for help and the nature of his need, the designated intake staff may provide Information and Referral as a part of the tasks assigned to Intake. Activities may also include those performed by staff responsible for handling requests for Medicaid Transportation, including certifying eligibility, scheduling rides and those activities associated with vendor billing.

NOTE: Service Code 381 should be used only when providing intake services for adult recipients, except when providing intake services for children for Medicaid Transportation (381 – T) or Subsidized Child Care (381 - 4).

382 - Service Intake/Family Support Services: Describes the function of designated service staff who are assigned to handle the task of initiating children and their families into the service delivery system of the agency. Activities include receiving requests for services; exploring with the client his request in terms of the services available; taking applications; and such elements of case management as establishing eligibility for services, initiating the Service Client Information Record and certifying clients for purchased services. The extent to which Services Intake performs any of the above case management activities is an agency decision and is related to how broadly the agency wishes to define the intake function. Also included may be working with clients to apply eligibility criteria and determine need and eligibility for specific child welfare services. As a part of assessing with the client his request for help and the nature of his need, the designated intake staff may provide Information and Referral as a part of the tasks assigned to Intake.

383 - Case Management/Family Support Services: Planning and directing the provision of social services within the constraints of policies and procedures to children and their families receiving or applying to receive Family Support or Family Preservation services. Activities include initial and on-going eligibility determination and assessment of the nature, impact and extent of the family's current service needs as well as establishment of ways and means to tackle the identified problem(s). This includes keeping track of what has been provided and what can be provided in relation to the family's needs. Activities include determination and orchestration of conditions and methods of service delivery, which will best support resolution of the identified problem(s). This means assuming the role of prime agent who assures an equitable, consistent, dependable and coordinated flow of services to the family as they move through the service delivery systems. Activities include establishing separate and joint responsibilities, authorities and tasks among services workers and services agencies involved in the process of helping the family.

385 – Case Management/State Abortion Fund: Is the activity of completing and reviewing the State Abortion Fund Authorization Form DSS-6847.

NOTE: When this time is reported on the Worker Daily Report of Services to Client (DSS-4263), the Client ID must be entered. It is not appropriate to record this activity as a block of time.

386 – Case Management SA/In-Home Services: Case management activities as defined under Code 380 when carried out to support and facilitate the provision of In-Home Services to a client.

NOTE: In-Home Services are Adult Day Care, In-Home Aide Services, Housing and Home Improvement Services, Preparation and Delivery of Meals, and Special Assistance In-Home (SAIH) Case Management.

Special Instructions: Service Code 386 should only be used with Program Code MAC after an adult is receiving benefits through the SAIH program and has agreed to and been approved for SAIH case management by the Adult Services Social Worker. Service Code 386 with Program Code MAC may be used by the Adult Services Social Work staff for all related paperwork, clerical activities or staff travel required to perform these activities.

387- SA In Home Assessments: Adult Services Social Work staff should use this code after receiving a Special Assistance In-Home (SAIH) application or referral from the SAIH Economic Services staff for an individual. Also, this code should be used when Adult Services Social Work staff begins the SAIH Assessment to determine eligibility for SAIH case management which includes all related paperwork, clerical activities or staff travel required to perform these activities.

389 – Repatriation Services (see Appendix D)

390 – Other Child Welfare Services: Social work intervention services which, in addition to core services (i.e., those services defined above that are available as Child Welfare Services) protect and promote the welfare of children, including the strengthening of their own homes where possible. Activities include gathering information about and assessing the needs and problems of a child within the context of family interaction, environment and/or coping patterns; helping a child and his family gain insights into and understanding of their needs and problems, and assisting them to know about and use other services and resources available to them. Activities also include collaborating on a case by case basis with individuals in other systems (e.g., judicial, health, education) to plan with and support a child and those involved with him through a crisis or an at-risk situation. These services may also include purchases to alleviate non-recurring, episodic events impacting the child's welfare.

437 – Paternity Testing Fees: Are fees paid by non custodial parents (NCP) and collected by DSS's or Child Support Agencies/contractors for paternity testing. The NCP may pay part of the fee or the entire fee to cover the cost of paternity testing. The fee will be reported on Part II of the DSS 1571.

504 - FNS Employment & Training Childcare: The provision of an organized program of activities utilized for the purpose of supporting FNS Employment and Training participants to participate in activities outlined in the Plan of Action, that include education and training to lead to employment. Food services to provide nutritional meals and snacks and transportation to and from the facility may also be included. Staff who are responsible for arranging Childcare FNS E&T families may use code 504 to report this supportive service. This supportive service is provided according to the Plan of Action, Individualized Employment Plan and upon funding availability.

505 – Assessment And Developing Of Employment And Training: Activities to collect information about a client in order to evaluate the client's potential and suitability for **Food Stamp Workfare/Employment & Training** participation. Activities include analyzing the client's work history, personal and medical conditions, educational background, special skills, interests, and attitudes. Activities also include identifying barriers and strengths and supportive services needed in order to enhance the client's program participation and employment goal. Development of the employment and training plan is covered under this definition. Also included are pre-assessment activities such as the review of the case record and informal notes, discussion with other staff members, visits with the individual in his/her home, determination of realistic personal, familial, and employment goals, and discussion of the work program and the rights and responsibilities of the individual (i.e., orientation to the program).

515 – Employment And Developing Of Employment And Training: Services provided as part of an individual service plan to enable **Food Stamp Workfare/Employment & Training** participants to secure or maintain paid employment or training leading to such employment. Services include counseling to explore with the individual his current readiness or potential for employment and to assess the feasibility of seeking training or employment in relation to the total needs of the family; providing information about and referral to training programs and possible sources of diagnostic assessment of health, mental health, learning and other limitations that affect involvement in training or employment; counseling and information to encourage and support the individual's employment objectives with respect to such topics as grooming, how to use available resources, employer expectations, and solving work related problems, and arranging for the provision of services needed to remove personal and family barriers to training and stable employment.

For purposes of employment programs, this service includes the following activities which are directed toward alleviating specific barriers to the individuals employment or training plan: providing information about and arranging for day care services for children, family planning, and vocational rehabilitation services, and provision of educational support, home management and maintenance services, health related services and housing and home improvement services and for participant costs directly related to participation in the FNS Employment and Training (E&T) program.

Also included are payments for essential expenses, other than transportation expenses, required for participation in job preparation activities and/or to meet worksite requirements, e.g., fees for job preparation training, uniforms, shoes, medical exams.

520 – Work First Information/Referral: Includes providing information about the Work First Program to Work First Family Assistance recipients and the general public. Activities include but are not limited to, providing an explanation of Work First, including employment services, support services available to Work First families, non-custodial parents or former Work First families with income at or below 200% of the poverty level, assistance with child support, and temporary cash assistance, and a general overview of participant and agency responsibilities. Referrals to other programs and resources may also be included.

Also included is time spent identifying and developing community resources for work and work-related activities and supportive services. This includes working with businesses, establishing and supporting local business councils, working with the Faith Community and other non-profit organizations. Faith and community liaisons should generally use this code to record their time.

Activities include explaining program policy to agency providers, developing memoranda of understanding with local agencies, and monitoring feedback. Accessing labor market information, public awareness, posting worksite and employment opportunities are included in this service. General development and negotiation of OJT and Job Development and Job Placement contracts are included in this activity.

If your agency contracts for these services, use this code also.

No client ID is needed. One entry on the DSS-4263 can be used to record total Work First Information/Referral time for the entire day.

521 - Child Care: Is the provision of an organized program of activities utilized for the purpose of enabling a Work First participant to participate in activities outlined in the Mutual Responsibility Agreement, when the individual's presence would otherwise be required in the home to care for the child. Food services to provide nutritional meals and snacks and transportation to and from the facility may also be included. Staff who are responsible for arranging Child Care for Work First families may use code **521** to report this service. If the Work First case manager provides this service, it is considered case management.

No client ID is needed.

522 - Case Management Without Eligibility Determination: Planning and directing the provision of, and/or directly providing services by Work First staff with case management responsibilities as defined in Work First policies and procedures. These staff do not determine eligibility for Work First Family Assistance. Activities include ongoing evaluation of the individual's current program participation and service needs and appropriate modifications to the Mutual Responsibility Agreement. This also includes providing the appropriate assistance to enable the participant to assume responsibility for identifying and accessing those services necessary to promote successful program participation, and employment. Some services identified as case management include: initial assessment and periodic reassessment of a participant's job readiness, job search, examination of constructive ways to resolve all work-related issues, mutually-developed strategies (by the participant and worker) for self-sufficiency, identification of responsibilities of both the participant and agency in facilitating the completion of the plan; arranging and/or providing transportation, and arranging child/adult care.

Case management activities assist families to independently conduct routine tasks such as recognizing family health needs, utilizing maternal and child health programs, and performing daily household management tasks, which contribute to self-sufficiency.

Development and continuing assessment of the Mutual Responsibility Agreement are considered Case Management functions and should be coded here. This includes, among other things, gathering information through various methods, such as home visits, interviewing, formal testing, and self-assessment instruments. It includes coordination with agency staff and other community resources when appropriate to prevent duplicative assessments. The purchase of diagnostic evaluations to assess an individual's job readiness is an allowable use of funds. Time spent arranging for consultative examinations is considered as case management.

If your agency contracts for this service, code 522 should be reported on the DSS-1571 and a Client ID number is not required.

Special Instructions: One entry on the DSS-4263 is used to record total Case Management time for the entire day.

When a DSS case manager reports Case Management Services on the DSS-4263, no client ID number is needed. One entry on the DSS-4263 is used to record total Case Management time for the entire day.

523 - Adult Care: The provision of an organized program of activities utilized to enable a Work First participant to participate in activities outlined in the Mutual Responsibility Agreement, when the individual's presence would otherwise be required in the home to care for the adult family member. Food services to provide nutritional meals and snacks and transportation to and from the facility may also be included. Staff who are responsible for arranging Adult Care for Work First families may use code **523** to report this service. If the Work First case manager provides this service, it is considered case management.

No client ID is needed.

527 – Education/Training: The costs and expenses required for participation in a vocational or technical skills training program, leading to a specific occupation. Examples of expenses required for participation include tools, fees, supplies, and tuition when funds are not otherwise available (e.g., financial aid). Also included are the costs and expenses required for participation in a high school education program designed to prepare an individual for a high school diploma or equivalency certificate. This also includes basic and remedial education and education in English proficiency for those individuals whose native language is not English. In very limited instances, this could include the costs and expenses required for participation in an institution of higher education that is intended to result in a bachelor's degree.

532 – Work First Transportation Services: Includes purchasing transportation to enable current recipients of Work First Cash Assistance and their families, for whom transportation is not otherwise available, to access community resources, supportive services, and employment and training opportunities as appropriate to promote successful completion of the activities outlined in the Mutual Responsibility Agreement, and to achieve self-sufficiency. The purchase of childcare transportation, when not included in the child care payment, is to be reported as Work First Transportation Services (Code 532).

Note: Costs for Code 532 are reported on the DSS-1571; client ID numbers are **not** required.

537 – Participation Expenses: Payment of expenses when needed to facilitate an individual's participation in approved activities included in the Mutual Responsibility Agreement. These may or may not be component-specific expenses. Some non-component specific expenses may include such expenses as car repairs, licensing fees, and meals and refreshments (as set forth in county policy). Component-specific expenses may include, but are not limited to, CPR training and equipment such as a fire extinguisher for an individual providing child care for someone performing community services; uniforms, tools, and medical exams for someone participating in work experience. This includes one-time work related expenses also.

541 – Transportation Retention Services: Purchasing transportation for families who are not current Work First recipients, have gross income at or below 200% of the federal poverty guidelines, and met the other requirements outlined in Section 118 of the Work First manual. Transportation Retention Services may be provided to former Work First families and to eligible families that have never received Work First. These transportation services are designed to enable families to stay off Work First cash assistance, particularly when the parent is employed. Use this code for transportation that is funded through the local Work First Block Grant. Any agency staff can provide retention services so long as the intent is to keep the parent employed or otherwise assist the family in remaining self-sufficient. All expenditures related to the provision of Retention Transportation Services (e.g. car repairs, insurance, client/volunteer reimbursement, bus tokens, taxis, local coordinated transportation system, car purchases, inspections, etc.) should be reported as Code 541.

This code is applicable only to counties that have chosen to provide services to families with income at or below 200% of poverty and that have submitted a local Work First Plan amendment indicating such.

Note: Code 541 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Arranging for "Transportation Retention Services" by a DSS Case Manager should be reported on the DSS-4263 as Case Management Retention Services, Code 558.

542 – Child Care Retention Services: Purchasing child care for families that are not current Work First recipients, that have gross income at or below 200% of the federal poverty guideline, and meet the other requirements outlined in Section 118 of the Work First manual. Childcare Retention Services may be provided for former Work First families and to families that have never received Work First. Childcare services are intended to help families remain off Work First cash assistance, particularly when the parent is employed. Use this code for childcare that is funded through the local Work First Block Grant. Any agency staff can provide retention services so long as the intent is to keep the parent employed or otherwise assist the family in remaining self-sufficient.

This code is applicable only to counties that have chosen to provide services to families with income at or below 200% of poverty and that have submitted a local Work First Plan amendment indicating such.

Note: Code 542 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Transportation expenditures related to "Child Care Retention Services" should be reported as Code 541.

543 – Other Retention Services: Purchasing other services for families who are not current Work First recipients, that have gross income at or below 200% of the federal poverty guideline, and meet the other requirements outlined in Section 118 of the Work First manual. These services are designed to enable families to remain off Work First Family Assistance, particularly when the parent is employed. Any agency staff can provide retention services so long as the intent is to keep the family employed or otherwise assist the family in remaining self-sufficient. Services may include but are not limited to parenting classes, financial counseling, short term training, child and family enrichment services, health insurance, etc.

Note: Code 543 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

544 – On-The-Job-Training: The costs and expenses required for participation in OJT. OJT is an activity in which the participant is hired by a public or private employer, and while engaged in productive work, receives training that provides the knowledge and skills necessary to perform that job. Staff time spent recruiting possible resources or negotiating an OJT slot on behalf of a specific participant is included. Costs may include payment of the employer subsidy. Examples of expenses include tools and other equipment, when not provided by the employer to any employee.

545 – Eligibility: Performing the activities required to determine if a family's **income and resources** meet the guidelines to receive Work First and determining the payment amount. These activities are performed at application and ongoing at periodic intervals.

Eligibility activities include collection of information on the family's financial situation at application. Specifically defined, eligibility is the collection of earned and unearned income information such as wages; and collection of information on other resources such as savings accounts.

Eligibility activities for an ongoing case include the re-verification of a family's financial situation at review. This is completed every 6 or 12 months. If a family is subject to quarterly reporting, the processing of the financial information reported on the QR is an eligibility activity. Reacting to financial changes reported by the family is eligibility.

Eligibility **does not** include initial or ongoing evaluation of the individual's participation in employment activities, need for services, or the initial completion of or revisions to the individual's Mutual Responsibility Agreement. Evaluation of the family's living situation is not eligibility. Discussions with families about other agencies or services are not included in the definition of eligibility.

Eligibility **does not** include services defined as case management.

Special Instructions: Use only on the DSS-4263. No EIS Client ID number is required.

546 – Job Development And Placement:

(a) **Job Development** is an activity, which involves soliciting job slots and interviews for Work First participants from public and private employers. Staff time spent in Job Development is an allowable cost.

(b) **Job Placement** is an activity, which results in the employment of a Work First participant following the referral of the participant to a potential employer. Staff time spent in Job Placement is an allowable cost.

Special Instructions: No Client ID number is needed for this entry. One entry on the DSS-4263 is used to record total Work First Job Development and Placement time for the entire day.

547 – Job Search/Job Readiness: Is defined as activities provided to Work First participants on an individual or group basis for the purpose of providing information on job leads; to teach job seeking and job keeping skills such as how to locate job openings; how to effectively use the telephone to contact employers; and how to make contact with the individual directly responsible for hiring. Job Search activities also include participant contact with employers to arrange interviews, the actual interview process, providing feedback to the Work First case manager for other service provider. Expenses required for participation in Job Search and Job Readiness include, but are not limited to, fees and supplies.

Also included are activities and those expenses and costs required for participation in activities that help prepare individuals for work by assuring that participants are familiar with general work place expectations and exhibit work behavior and attitudes necessary to compete successfully in the labor market. Examples of expenses include fees and supplies when required for participation as well as staff time spent conducting these activities or providing activities such as Job Coaching/Mentoring.

548 – Case Management For Non-Custodial Parents Of Work First Children: Planning and directing the provision of, and/or directly providing services by Work First staff with case management responsibilities. Activities include ongoing evaluation of the non-custodial parent's participation in work-related activities and service needs. This also includes providing the appropriate assistance to enable the participant to assume responsibility for identifying and accessing those services necessary to promote employment. Some services identified as case management include: initial assessment and periodic reassessment of a participant's job readiness, job search examination of constructive ways to resolve all work-related issues, mutually-developed strategies for self-sufficiency, arranging and/or providing transportation, and arranging child care.

Development and continuing assessment of a plan for employment are considered Case Management functions and should be coded here. This includes, among other things, gathering information through various methods, such as interviewing, formal testing, and self-assessment instruments. It includes coordination with agency staff and other community resources when appropriate to prevent duplicative assessments. The purchase of diagnostic evaluations to assess and individual's job readiness is an allowable use of funds. Time spent arranging for consultative examinations is considered as case management.

Time spent in job development and placement activities for non-custodial parents is considered Case Management. Also, time spent arranging for mental health or substance abuse services, including arranging for needed support services, is included.
If your agency contracts for this service, report this code on the DSS-1571. **SIS Client ID number is required**.

When a DSS case manager reports Case Management Services on the DSS-4263, a **SIS Client ID number is required**.

549 – Child Care For Non-Custodial Parents Of Work First Children: Includes the provision of an organized program of activities utilized for the purpose of enabling a non-custodial parent to work or participate in activities leading to work when the individual's presence would otherwise be required in home to care for the child. Food services to provide nutritional meals and snacks and transportation to and from the facility may also be included.

Note: Code 549 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Code 549 is to be used only for childcare for the Non-Custodial Parent's non-Work First children. Child Care Services for Work First children are reported as Code 521. Time spent arranging for childcare for a non-custodial parent should be reported on the DSS-4263 as Case Management for Non-Custodial Parents of Work First Children, Code 548. Transportation to/from childcare facilities for non-Work First children of non-custodial parents should be reported as Code 569.

551 – Mental Health Services: Helping Work First participants to obtain mental health services necessary to enable them to participate in Work First activities as specified in the Personal/Mutual Responsibility Contract. Services will also be available to the participant's family members, if needed, to support the participant's plan. Services include helping families recognize needs, assisting individuals to secure admission to institutions as needed, and referrals to appropriate resources.

Services include the provision of counseling services or therapy to Work First participants and their families for the purpose of resolving emotional conflicts and to enable the participant to reach his/her employment goal. This process involves a professional relationship with a skilled counselor to assist the participant to assess the situation and to identify and implement strategies for resolution.

Special Instructions: If the service is provided by a certified/licensed counselor that is employed by DSS, time spent providing Mental Health Services is to be reported on the DSS-4263 as code 551. If the Work First case manager provides this service, it is considered case management.

552 – Substance Abuse Services: Helping Work First participants obtain the substance abuse services necessary to enable them to participate in Work First activities as specified in the Personal/Mutual Responsibility Contract. Services will also be available to the participant's family members, if needed, to support the participant's plan. Services include helping families recognize needs, assisting individuals secure admission to appropriate treatment programs, and referral to appropriate resources. This includes the services leading up to the diagnosis, the cost of the diagnosis, and the cost of treatment to the extent these services are not covered by any other source.

Special Instructions: If the service is provided by a trained Substance Abuse Counselor, employed by DSS, time spent providing this service is to be reported on the DSS-4263 as code 552. If the Work First case manager provides this service, it is considered case management.

553 – Subsidized Employment: The costs and expenses required for participation in subsidized employment. This is an activity in which the individual is hired as an employee when for a specified amount of time, the employer receives an agreed upon amount to subsidize the

individual's wage. Staff time spent recruiting possible resources or negotiating a subsidized employment slot on behalf of a specific participant is included. Costs may include payment of the employer subsidy if paid other than through Work First cash assistance, and cost of tools and other equipment, when not provided by the employer to any employee.

554 – Other Supportive Services: Are all other services provided to assist Work First participants in meeting the conditions of the Mutual Responsibility Agreement as allowed in policy. Allowable services include, but are not limited to: Services provided by qualified paraprofessionals, i.e., in-home aides, and case management support staff, who are trained, equipped, assigned, and supervised by DSS staff to assist in the case management function to maintain and strengthen the family unit. These services include providing assistance with home management tasks, providing transportation, and preparing for participant groups.

Use this code if the staff person performs all or some of the functions described even if the functions are not performed on every case.

Special Instructions: Code 554 requires a client ID when used on the DSS-4263 and coded to Program Code R (TANF 100% Federally Funded). Code 554, when reported on the DSS-1571, requires a client ID.

555 - Other Work-Related Expenses For Non-Custodial Parents Of Work First Children Includes:

- Payment of expenses when needed to facilitate an individual's employment or participation in approved activities. Some expenses may include licensing fees, meals and refreshments (as set forth in county policy); CPR training and equipment such as a fire extinguisher for an individual providing child care for someone performing community service; uniforms, tools, and medical exams for someone participating in work experience. This also includes one-time work related expenses.

- Cost of and expenses for participation in OJT. OJT is an activity in which the participant is hired by a public or private employer, and while engaged in productive work, receives training that provides the knowledge and skills necessary to perform that job. Costs may include payment of the employer subsidy. Examples of expenses include tools and other equipment, when not provided by the employer to any other employee.

Special Instructions: Staff time spent recruiting possible resources or negotiating an OJT slot on behalf of a specific participant should be reported on the DSS-4263 as Case Management for Non-Custodial Parents of Work First Children, Code 548.

- Cost of and expenses required for participation in subsidized employment. This is an activity in which the individual is hired as an employee when for a specified amount of time, the employer receives an agreed upon amount to subsidize the individual's wage. Costs may include payment of the employer subsidy, and cost of tools and other equipment, when not provided by the employer to any other employee.

Special Instructions: Staff time spent recruiting possible resources or negotiating a subsidized employment slot on behalf of a specific participant should be reported on the DSS-4263 as Case Management for Non-Custodial Parents of Work First Children, Code 548.

- All other services provided to assist non-custodial parents in going to work. Allowable services include, but are not limited to: Services provided by qualified paraprofessionals, i.e., in-home aides, and case management support staff who are trained, equipped, assigned, and supervised by DSS staff to assist in the case management function to maintain and strengthen the family unit. These services include providing assistance with home management tasks and preparing for participant groups.

- Services leading up to a mental health or substance abuse diagnosis, the cost of the diagnosis, and the cost of treatment to the extent these services are not covered by any other source.

557 – Fraud Activities: Activities performed by program integrity staff to identify fraudulent activities, investigate fraud allegations, refer for prosecution, assist the prosecutor in his duties, or conducting disqualification hearings for Work First or former AFDC cases. Also included are activities related to collection of overpayments, including setting up repayment agreements, enforcing repayment agreements, facilitating federal and State tax debt set-off for Work First.

Special Instructions: No client ID number is needed for this entry. One entry on the DSS-4263 is used to record total fraud activity time for the entire day.

558 – Case Management Retention Services: Planning and directing the provision of, and/or directly providing services by Work First Staff with case management responsibilities. Activities include ongoing evaluation of the family's participation in activities and services needs. These services are designed to enable families to remain off Work First Family Assistance, particularly when the parent is employed. Use this code when providing this service to families that do not receive Work First and have gross income at or below 200% of the federal poverty guideline. Case Management Retention Services may be provided to be former Work First families and to families that have never received Work First. These services may include specific strategies, such as job coaching, crisis identification and management (e.g., car breaks down, baby-sitter is sick), referral to Employee Assistance Program services, referrals to other agencies or organizations, etc. Any agency staff can provide retention services so long as the intent is to keep the family employed or otherwise assist the family in remaining self-sufficient.

Note: This code is not to be used to report time spent on Transitional Medicaid cases, unless the time is specifically spent on the described activities.

Special Instructions: When Case Management Retention Services are reported by a DSS case manager on the DSS-4263, a **SIS client ID number** is required.

559 – Work First Functional Assessments: Include purchasing *Functional Evaluations (FE)* services that document a person's ability to work or *Vocational Assessments (VA)* to assess an individual's abilities, skills, interests and readiness for employment. Functional Assessments can be performed from a physical, medical, behavioral or psychological perspective. Specific services may include, but are not limited to, academic testing, observation, interviewing, dexterity testing, motor skills testing and job placement.

Special Instructions: Worker time spent arranging for FE/VA and participating in activities related to FE/VA should be coded as either 522 - Case Management Without Eligibility Determination, 548 – Case Management For Non-Custodial Parents Of Work First Children or 558 – Case Management Retention Services, as appropriate for the individual being served.

Note: Service Code 559 should be reported on the DSS-1571 Part IV only and client ID numbers are required.

561 - Child And Family Enrichment Services: Include services and activities that enhance parents' and children's ability to become self-sufficient, properly care for children, and enhance school performance and behavior, self-esteem and leadership skills, and family relationships. The services do not have to be solely and directly related to employment, but must be provided to protect, support, and/or enhance the lives and futures of the parents/caretakers and children involved. The services should be related to helping families and children transition from welfare to self-sufficiency. Examples of such services include, but are not limited to, after-school mentoring and tutoring, parenting skills, summer enrichment programs such as specially designed 4H camp enrichment programs, and family counseling services. Services will primarily be purchased services but could be provided by an agency staff member responsible for providing such services. These services may be provided for current Work First cash assistance families as well as families that are not current Work First recipients but have gross income at or below 200% of the federal poverty guideline and meet the other requirements outlined in Section 118 of the Work First manual

No client ID is required for this service code.

566 – Individual Development Accounts: Counties may contribute matching funds to the Individual Development Accounts of TANF eligible families. IDAs, to which recipients make a contribution from their earned income, enable them to save for ``big ticket'' items, such as a home, or a college education or to start a business. Any expenditure related to the operation of an IDA program must also be reported as an Individual Development Account expense.

Note: Code 566 should be reported on the DSS-1571 and client ID numbers are required.

Special Instructions: Staff time spent coordinating/arranging for Individual Development Accounts is to be reported on the DSS-4263 as Case Management Without Eligibility Determination, Code 522.

567 – Transportation Services: Arranging for or providing transportation as part of a service plan to enable **Food Stamp Workfare** participants for whom transportation is not otherwise available to have access to medical and health resources, shopping facilities, and other community facilities and resources, and other employment and training opportunities and for participant costs directly related to participation in the FNS Employment and Training (E&T) program.

569 – Non-Custodial Parents/Transportation: Includes purchasing transportation to enable eligible non-custodial parents (See Section 118 of the Work First manual) for whom transportation is not otherwise available, to access community resources, supportive services, and employment and training opportunities as appropriate to facilitate employment. All expenditures related to the provision of transportation services for a non-custodial parent (e.g. car repairs, insurance, client/volunteer reimbursement, bus tokens, taxis, local coordinated transportation system, car purchases, inspections, etc.) should be reported as Code 569. The purchase of childcare transportation, for children when not included in the child care payment, is to be reported here.

Note: Code 569 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Staff time spent coordinating/arranging for the purchase of transportation services for non-custodial parents is to be reported on the DSS-4263 as Non-Custodial Parents-Case Management Services, Code 548.

570 – Job Access Transportation Service/Non-Custodial: (Federal) TANF expenditures for transportation services that are used to meet the cost sharing (match) requirements for the "Job Access and Reverse Commute Grant Program." Job Access funds may be used to support the development of employment transportation services for current Work First recipients as well as families that are not current Work First recipients but have gross income at or below 200% of the federal poverty guideline and meet the other requirements outlined in Section 118 of the Work First manual, and eligible non-custodial parents (See Section 118 of the Work First manual). **Code 570 is used to report (*Federal*) TANF expenditures made on behalf of non-custodial parents only.**

Note: Code 570 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Staff time spent coordinating/arranging for the purchase of Job Access transportation services is to be reported on the DSS-4263 as Non-Custodial Parents-Case Management Services Code 548.

571 – Job Access Transportation Services/Current Work First Recipients: (Federal) TANF expenditures for transportation services that are used to meet the cost sharing (match) requirements for the "Job Access and Reverse Commute Grant Program." Job Access funds may be used to support the development of employment transportation services for current Work First recipients as well as families that are not current Work First recipients but have gross income at or below 200% of the federal poverty guideline and meet the other requirements outlined in Section 118 of the Work First manual and eligible non-custodial parents (See Section 118 of the Work First manual). **Code 571 is used to report (*Federal*) TANF expenditures made on behalf of current Work First recipients only.**

Note: Code 571 should be reported on the DSS-1571 and client ID numbers are required.

Special Instructions: Staff time spent coordinating/arranging for the purchase of Job Access transportation services is to be reported on the DSS-4263 as Work First Case Management, Code 522.

572 – Job Access Transportation Services/"Other Recipients": (Federal) TANF expenditures for transportation services that are used to meet the cost sharing (match) requirements for the "Job Access and Reverse Commute Grant Program." Job Access funds may be used to support the development of employment transportation services for current Work First recipients as well as families that are not current Work First recipients but have gross income at or below 200% of the federal poverty guideline and meet the other requirements outlined in Section 118 of the Work First manual, and eligible non-custodial parents (See Section 118 of the Work First manual). **Code 572 is used to report (*Federal*) TANF expenditures made on behalf of former Work First recipients that have received welfare assistance within the past three years and other individuals whose family incomes are at or below 200% of the federal poverty level.** (Do **not** use Code 572 to report (Federal) TANF expenditures made on behalf of **non-custodial parents** or **current** Work First recipients.**)**

Note: Code 572 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Staff time spent coordinating/arranging for the purchase of Job Access transportation services for former Work First recipients and other individuals whose family incomes are at or below 200% of the federal poverty level is to be reported on the DSS-4263 as Case Management Retention Services, Code 558. SIS client ID numbers are required.

573 – Medical Insurance Premiums: Payment of medical insurance premiums for Work First eligible families and or children, including the NC Health Choice for Children Program. Allowable expenditures may include full or partial payment of the medical insurance premium or full or partial subsidy of family medical insurance available through an employer. Counties may consider subsidizing employment related medical insurance for a limited period of time possibly with a decreasing subsidy over time. Families eligible for help with medical insurance premiums must be Work First cash assistance recipients or families with income at or below 200% of the federal poverty level who meet all eligibility requirements for that group.

Medical insurance premiums are limited to MOE funds because there is a federal prohibition against funding medical services with federal TANF funds. The federal interpretation is that medical insurance premiums are a medical service.

Special Instructions: For families that do not receive a monthly Work First check, a case must be opened in SIS. An EIS or SIS ID is required.

574 – Housing Subsidies That Do Not Meet Federal Definition of "Assistance": Rental or mortgage subsidies that are provided for fewer than 4 months, including emergency housing assistance. Families eligible for these housing subsidies must be Work First Family Assistance recipients or families with income at or below 200% of the federal poverty level who meet all eligibility requirements for that group.

For all counties, housing subsidies are funded solely with MOE funds (Program Code 9).

Special Instructions: For families that do not receive a monthly Work First check, a case must be opened in SIS. An EIS or SIS ID is required (on the DSS-1571 Part IV).

575 – Work First Housing Expenditures/Other Than Housing Subsidies: Is any costs, other than subsidies, used to provide housing assistance to eligible families. This may include costs such as, staff time for a housing coordinator, housing/financial counseling, costs associated with operation of the Work First Housing pilots, and contracts with non-profits to provide housing assistance. Since no housing subsidies are involved, funding may be either federal or MOE.

Special Instructions: For families that do not receive a monthly Work First check, a case must be opened in SIS. An EIS or SIS ID is required (on the DSS-4263).

576 – Housing Subsidies That Meet Federal Definition Of "Assistance": Is rental or mortgage subsidies that meet the federal definition of assistance. A detailed description of the federal definition of assistance can be found in Section 102 of the Work First Manual. However, in general terms related to rental or mortgage subsidies, it is subsidy payments that are provided for more than 4 months. Families eligible for these housing subsidies must be Work First Family Assistance recipients.

For all counties, housing subsidies are funded solely with MOE funds (Program Code 9).

Special Instructions: An EIS ID is required (on the DSS-1571 Part IV).

580 – Employment Programs Case Management: Planning and directing the provision of social services within the constraints of policies and procedures for a **Food Stamp Workfare/Employment & Training** participant. Activities include initial and ongoing assessment of the nature, impact and extent of the individual's current service needs as well as establishment of ways and means to tackle the individual's problem. This includes keeping track of what has been provided and what can be provided in relation to the client's needs. Activities include determination and orchestration of conditions and methods of service delivery, which will best support resolution of the individual's problem(s) and effectively facilitate achievement of the individual's goal. This means assuming the role of prime agent who assures an equitable, consistent, dependable and coordinated flow of services to the client for the duration of work program participation. Activities include establishing separate and joint responsibilities, authorities and tasks among services workers and services agencies involved in the process of helping the individual. Activities also include assisting the individual in making application to other service programs and in gathering sufficient information for a determination of eligibility for services provided under other service programs.

581 – Employment Programs Intake: Includes all **Food Stamp Workfare/Employment &Training** program staff activities of providing information to individuals who have been referred to or who are inquiring about the program. Intake activities include but are not limited to making an explanation of the program, explaining the advantages and/or disadvantages, and exploring with the individual the appropriateness of his participation. The Intake code may also be used to cover employment program staff activities provided on behalf of former participants. Intake activities may include counseling, assisting individuals in identifying and pursuing other resources for training and employment and follow-up to determine the outcome for clients to whom information and referral service has been provided.

582 – Worksite Development And Management: Identifying potential **Food Stamp Workfare/Employment & Training** worksites for the program and securing support and/or commitment for work slots. Included are explaining program policy to worksite sponsors, negotiating a Work Experience Agreement, and monitoring worksites.

583 - Program Development Food Stamp Workfare: Staff time spent identifying and developing community resources for job placement and development, education and training, and supportive services. Developing labor market information, educating the public about the program, and posting education, training, worksite, and other opportunities are included in this service.

Special Instructions: it is not required that an individual must have completed an application for services and have been assigned an eligibility category code in order to receive Intake Services. A SIS ID# is not required on the DSS-4263 for reporting under this code.

590 - Able-Bodied Adults Without Dependents Case Management: Planning, directing, or providing social services to an Able-Bodied Adult Without Dependents within the constraints of policies and procedures. Activities include initial and ongoing assessment of the nature of the barriers keeping the individual from becoming employed. This includes keeping track of what has been provided and what can be provided in relationship to the individual's needs. Activities include determination and orchestration of conditions and methods of service delivery, which will best support resolution of the individual's problem(s) and effectively facilitate achievement of the individual's employment goal.

591 - Able-Bodied Adults Without Dependents Work Site (Community Work Experience) Development, Placement and Management: Identifying potential worksites for individuals and securing support and/or commitment for work slots with public and private non-profit agencies. Included are explaining program policies to worksite managers, negotiating an Agreement between the Department of Social Services and worksite agency, placement of individuals, and monitoring work sites.

592 - Able-Bodied Adults Without Dependents Education Development, Placement and Management: Identifying potential education components (e.g., Pathways to Employment, Human Resources Development, Adult High School, General Education Development, Adult Basic Education, etc.) for individuals. Included are advocating for individuals requiring educational opportunities, placement of individuals, and obtaining reports on individual participation and progress.

593 - Able-Bodied Adults Without Dependents Training Development, Placement and Management: Identifying potential training components (e.g., JTPA, N. C. Department of Labor, etc.) for individuals. Included are advocating for individuals requiring training opportunities, placement of individuals, and obtaining reports on individual participation and progress.

610 – Long-Term Care Case Management: Is assessing client needs and planning care, as well as locating, obtaining, coordinating, and monitoring services to maintain the client's health, safety, and well-being in the community as a part of the State's Long Term Care Screening Program (CAP/DA). The principal components of case management are:

- Assessing the client/family for the program in six functional areas by a team of at least two persons (a social worker and a registered nurse) in the home of the client. The initial part of the assessment may also be conducted while the client is in the hospital or nursing facility if the client/patient is to be discharged within 30 days.
- Developing the Plan of Care, revising the Plan as needed and securing approval of the Plan and all revisions.
- Locating and coordinating sources of help from within the family and community so that the burden of care is not exclusively borne by formal health and social agencies.
- Monitoring the client's situation to assure quality care as well as the continued appropriateness of the services and CAP/DA participation. The monitoring includes reviewing provider documentation and claims; obtaining input from the client, family, physician, caregivers, and providers; and personal observation.
- Coordinating with Medicaid income maintenance staff regarding the client's Medicaid eligibility and the meeting of applicable deductibles. This includes planning with the income maintenance caseworkers, clients, and families/primary caregivers on how deductibles will be met. Conducting the annual reassessment (Continued Need Review) by the registered nurse/social worker team. Discharging the client when CAP/DA is no longer appropriate and assisting the client/family in making other appropriate plans.

750 – Agency-Wide Administration Staff

752 – Services Supervisor and Clerical Support

753 – Income Maintenance Supervisor and Clerical Support

754 – IV-D (Child Support) Supervisor and Clerical Support

778 – Other Non-DSS Reimbursable Service Locally defined and funded service.

779 – Other Non-DSS Reimbursable Service Locally defined and funded service.

781 – Other Non-DSS Reimbursable Service Locally defined and funded service.

782 - Other Non-DSS Reimbursable Service Locally defined and funded service.

783 - Other Non-DSS Reimbursable Service Locally defined and funded service.

784 - Other Non-DSS Reimbursable Service Locally defined and funded service.

785 - Other Non-DSS Reimbursable Service Locally defined and funded service.

786 - Other Non-DSS Reimbursable Service Locally defined and funded service.

787 - Other Non-DSS Reimbursable Service Locally defined and funded service.

792 – Other Non-DSS Reimbursable Service Locally defined and funded service.

793 – Other Non-DSS Reimbursable Service Locally defined and funded services

794 – Other Non-DSS Reimbursable Service Locally defined and funded service.

795 – Other Non-DSS Reimbursable Service Locally defined and funded service.

796 – Other Non-DSS Reimbursable Service Locally defined and funded service.

797 – Other Non-DSS Reimbursable Service Locally defined and funded service.

798 – Other Non-DSS Reimbursable Service Locally defined and funded service.

799 – Other Non-DSS Reimbursable Service Locally defined and funded service.

788 - Other Non-DSS Reimbursable Service Locally defined and funded service.

789 - Other Non-DSS Reimbursable Service Locally defined and funded service

801 – Non E&E Income Maintenance Supervisor and Clerical Support

804 – Non E&E Agency-Wide Administration Staff

816 – Child Day Care Services Delivery: This code is used to record activities needed to deliver child day care services, including transportation, to eligible families. This includes such activities as working with the family to assess its child day care needs, determining initial and on-going client eligibility and establishing fees, providing parents with information that enables them to recognize quality care and to make informed child care choices, arranging a plan of care that best meets the needs of the child and the family, maintaining contact with the family and provider to insure the family is receiving the appropriate service(s), authorizing payments, and maintaining case files.

817 – Child Care Fraud Investigation: Includes activities related to detection and investigation of suspected Child Care fraud conducted by DSS staff members as permitted under Section 12B.7.(b) of Session Law 2013-360/SB 402. Up to two percent (2%) of each county's annual allocation of child care subsidy funds may be utilized for this purpose.

820 – Child Support Enforcement Services: Time spent working in disaster (shelter) services or time spent working in the Child Support Program. Required use on day sheets for the entire month in which the disaster occurred and must account for all time worked during that month. This code to be used for child support workers only.

821 – Child Support Enforcement Paralegal Services: Time spent working in disaster (shelter) services or time spent working in the Child Support Program. Required to use a day sheet for the entire month in which the disaster occurred and must account for all time worked during that month. This code to be used for child support workers who work in paralegal services only.

870 – Eligibility/Family And Children's Medicaid: Time spent by an Income Maintenance caseworker in activities related to determination or redetermination of client eligibility for Family & Children's Medicaid programs (MAF, MIC, MPW, IAS, HSF and Family Planning).

Special Instructions: the current penetration rate for NC Health Choice vs. Medicaid, obtained from NC XPTR report DHRWDB SUMMARY NCHC VS MEDICAID, should be applied to time coded as 870 – HC on the DSS-4263 when claiming reimbursement on the DSS-1571 such that the appropriate percentages of worker time are charged to Health Choice and Medicaid funding.

872 - Non-Eligibility Administrative Activities: Time spent conducting administrative activities for Medicaid programs that are **not** related to intake, eligibility determination or redetermination and issuance of notices & benefits, or case maintenance **not** related to eligibility redetermination. Such activities include: outreach, marketing, policy development & research, staff development & training, community-based application assistance, Program Integrity, appeals, general case management such as plan choice and enrollment counseling or customer service activities **not** related to eligibility determination or redetermination.

875 – Eligibility/Medicaid-Medical Assistance Administration (MA): Time spent by an Income Maintenance caseworker related to intake**,** eligibility determination or redetermination, issuance of notices & benefits or case maintenance related to eligibility redetermination for the Medicaid program.

876 – Eligibility/Special Assistance (SAA): Time spent by an Income Maintenance caseworker in activities related to intake, eligibility determination or redetermination, issuance of notices & benefits or case maintenance related to eligibility redetermination for the State/County Special Assistance program, including the Special Assistance – In-Home program.

877 – Eligibility/Refugee Assistance (PA): Time spent by an Income Maintenance caseworker in activities related to determination or redetermination of client eligibility for the Refugee Cash Assistance program.

878 – Eligibility/Refugee Medical Assistance (RM): Time spent by an Income Maintenance caseworker in activities related to determination or redetermination of client eligibility for the Refugee Medical Assistance program.

883 – Fraud Investigation/FNS (FS): Time spent by an Income Maintenance caseworker conducting investigations of suspected fraud cases under the Food and Nutrition Services program.

884 – Fraud Investigation/FNS-Non Fraud: Time spent by an Income Maintenance caseworker conducting investigations of suspected fraud cases under the Food and Nutrition Services program where no fraud is found.

885 – Energy Worker (LIEAP/CIP): Time spent by an Income Maintenance caseworker in activities related to administration the Low Income Energy Assistance Program or the Crisis Intervention Program.

886 – Eligibility/IV-E Foster Care: Time spent by an Income Maintenance caseworker in activities related to determination or redetermination of a child's eligibility for foster-care assistance under Title IV-E.

887 – Low Income Household Water Assistance Program (LIHWAP): Time spent by an Income Maintenance caseworker in activities related to administration the Low-Income Household Water Assistance Program.

888 – Eligibility/Energy Assistance Programs/Non-Eligible: Time spent by an Income Maintenance caseworker in activities related to determination of client eligibility for assistance under the various privately-funded Energy Assistance programs where the applicant was determined to be ineligible.

889 – Energy Worker (LIEAP ARPA): Time spent by an Income Maintenance caseworker in activities related to administration of the Low Income Energy Assistance Program (LIEAP) utilizing pandemic American Rescue Plan Act (ARPA) of 2021 LIEAP funds.

893 – LIHEAP ARPA Administration: Use this code to report time spent by a service worker in Low Income Energy Assistance Program utilizing pandemic American Rescue Plan Act (ARPA) of 2021 LIEAP activities e.g., taking applications, assessing need, establishing eligibility, and authorizing payments.

Note: When staff time is purchased, 893 costs are reported on the DSS-1571 Part II.

890 – NC FAST/Case Management: Time spent by a worker within the NC FAST system completing any action other than those related to processing an application or recertification. This would include any such activities related to researching, updating or maintaining an active case.

891 – NC FAST/Applications: Time spent by a worker within the NC FAST system related to processing and completing a client application for benefits

892 – NC FAST/Recertifications: Time spent by a worker within the NC FAST system related to processing and completing a recertification of benefits for an open case.

901 – Service Worker-Disaster Shelter Services: For Direct Service Staff, use this code to report time spent working with disaster (shelter) services.

902 – Income Maintenance Worker-Disaster Shelter: For Direct Income Maintenance Staff, use this code to report time spent working with disaster (shelter) services.

903 – FNS Disaster Services: This code is used by all DSS staff (including Child Support workers if Federally approved for Child Support workers to work in DSNAP) for time spent working in all related DSNAP Program activities, to be reimbursed by Federal SNAP funds. Funds are reimbursed at 50% federal USDA 50% county.

980 – County General Assistance: use this code when a county General Assistance payment is initiated and provided by service staff and it is not integral to the delivery of services.

990 – General Administration: Record in a block of time at end of day those activities considered general administration, e.g., leave, employee travel, supervisor/worker conferences, attendance at training sessions, other non-direct service activities of less than 5-minute duration, compensatory time, etc.

991 – CIP/LIHEAP Administration: Use this code to report time spent by a service worker in Crisis Intervention Program and Low-Income Heating and Energy Assistance Program activities, e.g., taking applications, assessing need, establishing eligibility, and authorizing payments.

Note: When staff time is purchased, 991 costs are reported on the DSS-1571 Part II.