

CHILD AND FAMILY SERVICES AGENCY (CFSA)
2010 Quick Reference Guide

**Documenting Education, Employment, or Medical Incapacity
of Youth, Aged 18-21, for Title IV-E Eligibility**

CFSA is authorized to claim [Title IV-E](#) foster care payments for some youth between the ages of 18 and 21 years if there is FACES.NET documentation of enrollment in an educational program, employment, or a medical condition that renders the youth incapable of participating in any educational or employment activities.

REMINDER: It is essential for social workers to accurately enter all data in a timely fashion in FACES.NET. For purposes of this Title IV-E funding, social workers must complete the education and employment screens, as well as the CKL and medical appointment screens, including supportive documentation from a dependable source (see examples of reliable information sources per eligibility requirements below).

**The following Title IV-E eligibility requirements also appear on the
FACES Education/Vocation Assessment Form for Older Youth:**

- ❖ **The youth is completing high school or a program leading to an equivalent credential, such as a General Educational Development (GED) exam. Sample Documentation:**
 - A recent high school attendance report
 - Enrollment form from school official or GED program official
 - A copy of the Individualized Education Plan (IEP)

FACES.NET Action: *Education Screen* must be updated accordingly.

- ❖ **The youth is enrolled in a post-secondary institution (e.g., college, university, trade, or vocational school). Sample Documentation:**
 - Acceptance letter (or email indicating acceptance) to the program
 - Copy of student transcript
 - Documentation of enrollment from registrar or vocational program officer
 - Documentation that youth attested to being enrolled

FACES.NET Action: *Education Screen* must be updated accordingly.

- ❖ **The youth is participating in a program or activity designed to promote employment, or remove barriers to employment (e.g., [Job Corps](#), resume writing, interview skills, and/or employment readiness classes). Sample Documentation:**
 - Acceptance letter (or email indicating acceptance) to the program
 - Attendance report (including OYE employment readiness session or workshop attendance)
 - Documentation of enrollment from a program officer
 - Documentation that youth attested to participating in such a program

FACES Action: *Education Screen* or *CKL Session/Workshop Screen* must be updated accordingly.

- ❖ **The youth is employed for at least 80 hours per month (at one or more places of employment). Sample Documentation:**
 - Pay stub or other documentation of employment from employer
 - Attestation of employment from youth himself/herself

FACES Action: *Employment Screen* must be updated accordingly.

- ❖ **The youth is incapable of doing any of the above-mentioned educational or employment activities due to a medical condition.** The social worker, in consultation with the Nurse Care Manager, must have documentation *from the youth's physician* stating that the youth has a medical condition that precludes participation in educational or employment-related activities.

FACES Action: *Client Medical History Screen* must be updated accordingly.