

Date – February 5, 2026

Manual Child and Family Services Manual, Title IV-E, Section 1.6.2.1 Ongoing Requirements and Section 1.7.1.3.1 Placement

Transmittal - # 318

The purpose of this transmittal is to provide revised and clarified guidance for *Section 1.6.2.1 and Section 1.7.1.3.1: Title IV-E Foster Care* of the Child and Family Services Manual. Unless otherwise stated, the provisions included in this transmittal are effective April 2026.

Changes to the manual incorporate the federal guidance and provisions around payments to kinship resource families.

This transmittal and manual are available on FUSION at <https://fusion.dss.virginia.gov/dfs/DFS-Home/Title-IV-E-Foster-Care/Title-IV-E-Guidance> and on the public site for VDSS at <https://dss.virginia.gov/about/manuals.cgi>

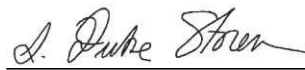
Changes to the Title IV-E manual are as follows:

Section(s) Changed	Significant Changes	Reason for Change
Section 1.6: Ongoing requirements		
1.6.2.1 Kinship foster parent placement	This section was updated to clarify, in conjunction with resource guidance, when title IV-E funds may be utilized for kinship foster parents. Previous guidance stated payments could begin the first date of the month in which the Certificate of Approval was issued, which was incorrect. An example has been added to clarify the updated guidance.	This revision was necessary to bring guidance into compliance with the federal guidelines around the start date for title IV-E payments to kinship foster parents.
Section 1.7: Entitlement to maintenance cost		
1.7.1.3.1 Placement	This section was updated to clarify Foster Care Maintenance Payments (FCMP) may be claimed for the days the results of the criminal record checks have been received and deemed eligible. Also, clarified title IV-	This revision was necessary to bring guidance into compliance with the federal guidelines around when title IV-E payments for FCMP may begin. Also, to highlight title IV-E funds must cease once a child leaves an approved placement or leaves care.

	E funds may not be used after a child is no longer in an approved placement or leaves care.	
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Questions about this transmittal should be directed to the QAA Title IV-E Supervisor or QAA Lead Consultants:

Supervisor	Kristie Jones	Kristie.Jones@dss.virginia.gov	(804) 396-5791
Lead	Kimberly Ramirez	Kimberly.Ramirez@dss.virginia.gov	(804) 335-5958
Lead	Frances Goad	F.Goad@dss.virginia.gov	(276) 274-2684

 4/8/2026

Duke Storen
Commissioner

1.6.2.1 Kinship foster parent placement

The LDSS must assist relatives and fictive kin with meeting approval requirements by utilizing permanent and temporary waivers, when appropriate.

When kin or fictive kin are identified and assessed to be an appropriate placement for a child in foster care, the LDSS must make a visit to the home prior to or on the day of placement to ensure safety of the home environment and complete the Physical Home Environment Safety Checklist. All adult household members must submit to a Virginia State Police Name search and a search of the CPS Central Registry, through the child welfare information system, prior to placement of the child. When the presence of barrier crimes or CPS findings are ruled out, the child may be placed immediately, and the provider will meet Kinship Preapproval criteria. During this Kinship Preapproval period, title IV-E funds can NOT be utilized.

Within 72 hours of placing a child in the home, the individuals with whom the child has been placed, and all other adult household members must present themselves for fingerprinting with the approved vendor. The LDSS must submit the required request for search of the CPS Central Registry and release of information form to the State Office of Background Investigations for processing. *Title IV-E foster care maintenance payments may start on the first day 1) when all background checks have been received for the kinship foster parents and are deemed “eligible” and 2) the date the Certificate of Approval is issued and not before. Please note that until a Certificate of Approval is issued, title IV-E funds cannot be utilized.*

Example: The child is placed in a resource home on 3/30/26. The background check results indicating the kinship foster parents are “eligible” are received on 4/04/26. The COA is issued on 4/04/26. If the child meets all other AFDC eligibility requirements, title IV-E funding could begin 4/04/26.

A Kinship Foster Parent Waiver Request form should be emailed to the Regional Resource Family Consultant within 72 hours of the date of placement. Names of all household members should be indicated in the TB Information table and names of the providers indicated in the Physical Exam Information table.

When all elements of approval have been completed, the form should be maintained in the resource family file and a completed and final copy of this form emailed to the Regional Resource Family Consultant. If the child is title IV-E eligible, a copy of the form will need to be uploaded in the Permanency Case section of the COMPASS|Portal and listed as “other document” with the naming convention {Kinship Waiver Request Form (date of completion)}. All other documentation required for an agency approved family foster home should also be uploaded to the COMPASS|Portal using the appropriate naming convention.

Note: The Emergency Approval Letter and Emergency Approval for Title IV-E Reporting form will no longer be utilized or required in the IV-E file.

Even with a certificate of approval, the temporary waivers are only allowed for six months. The six-month approval period begins the date the child is placed in the kinship foster home. If all of the standards of approval that were granted a temporary waiver are not met within six months, the home will be considered unapproved resulting in the home needing to be suspended immediately.

Once the home approval is suspended, the day after the six-month approval period, title IV-E funds must cease until the home has rectified the temporary waiver standards. Once the standards of approval are met, the home will resume their approval criteria until the end of the 36-month certification. Please refer to Resource, Foster, and Adoptive Family Home Approval Guidance 2.6 Suspending or Revoking Provider Approval for further information on suspensions. Also, see title IV-E Manual at [1.7.1.3.1](#) for an example of this type of placement.

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Consistent with section 471(a)(20)(a) and (D) of the Social Security Act (the Act), a title IV-E agency may only claim title IV-E Foster Care Maintenance Payments (FCMP) on behalf of a child placed in a foster family home for the days that the results of the criminal record checks have been received and are deemed “eligible” as described in the Act. A title IV-E agency may claim title IV-E foster care maintenance payments on behalf of a child placed in a child care institution if, during the period the title IV-E agency claims title IV-E foster care maintenance payments, the results of the criminal record checks have been received and are deemed “eligible” for all staff working in the child care institution. The Benefit Programs Specialist shall verify that the foster child’s placement is fully approved for title IV-E payments through the documentation outlined in section 1.6.2.8 Placement Documentation.

Title IV-E funds may not be used after the child has left an approved placement or leaves care. For payment purposes, the last date of placement is the day before the date the child is deemed to no longer be in an approved placement or left agency custody.

Example: Child entered foster care and was placed on April 10th in a foster home meeting full approval criterion. The child was returned home via court order May 11th. The last day title IV-E funds may be utilized would be May 10th (the last date of placement before the child is deemed to have left agency custody).

The child’s eligibility record shall show the beginning and end dates for every placement. The foster home certificates will also show the beginning and end dates of the approval period (whether they are LDSS or LCPA homes) and the license approval dates for the LCPA or children’s residential facility. All agency-approved provider homes and homes approved through an LCPA are approved for three (3) years. Children’s residential facilities approval time span may vary depending on the type of institution and approving State agency.

If a foster family home or child-care institution is licensed for a portion of a month, the State may claim *FCMP on behalf of a child placed in a foster family home or child care institution for the days that the results of the criminal record checks have been received and are deemed “eligible”*. The State shall prorate any claims when the otherwise eligible child has resided in the home or institution for a portion of the month. A new license is required to make any subsequent month’s payments. If a foster family home is placed on probation due to lack of compliance with a licensing or approval standard, the State may not claim FFP for foster care maintenance payments during

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the time that the foster home does not comply with the standards. However, if the home meets all of the licensure or approval standards but is on probation only in the sense that it is a newly licensed home requiring more frequent supervision by the agency, the period of probation would not preclude title IV-E foster care payments being made on behalf of an eligible child in the home.

Example 1: Child entered foster care through a CHINS Order and was placed on April 10, in a home meeting full approval criterion. The initial court order had the required best interest/contrary to welfare language but lacked reasonable efforts language. The reasonable efforts requirement was met on April 25, (within 60 days of initial order). The child was screened and found to meet all AFDC relatedness criteria. Entitlement for title IV-E maintenance payments may be claimed beginning April 10, since this was the first day of placement in the month in which all requirements were met.

Example 2: A child entered care and was placed on 3/27/26 in a kinship placement that had been identified. The FSS made a home visit on the same day and completed the Physical Home Environment Safety Checklist. A Virginia State Police Name search and a search of the CPS Central Registry through the child welfare information system was completed on the adult household members the same day. No barrier crimes were identified, and the placement has Kinship Preapproval status. During this preapproval period, title IV-E funds cannot be utilized.

The National criminal background check (CRC) and the central registry of abuse and neglect (CPS) checks are returned/emailed to the agency on 4/17/26 with an 'eligible' status. A certificate of approval (COA) is issued 4/17/26 – 4/17/29. *Title IV-E funds can begin to be utilized effective 4/17/26.*

The Kinship Foster Parent Waiver Request form was completed and signed by the FSS on 4/17/26 and a copy provided for the eligibility file indicating that the Mutual Family Assessment, TB tests, and physicals were all temporarily waived for 6 months. All of the waiver criteria are due by 9/27/26 (6 months from the date the child entered this placement). On 9/28/26 the BPS does not have a completed copy of the Kinship Foster Parent Waiver Request form; therefore, title IV-E funding must stop until all standards of approval are met. In this example, the waiver criteria were met on 12/4/26; therefore, title IV-E funds can resume on 12/1/26 and can continue to the end of the 36-month COA. Local-only monies would need to be utilized beginning 9/28/26 through 11/30/26.

Note: A child placed with his parents is not eligible for title IV-E maintenance payments but may be eligible for TANF during a trial visit if the agency retains custody.