

TITLE 474
SOCIAL SERVICES FOR FAMILIES, CHILDREN, AND YOUTH

CHAPTER 1-000 ADMINISTRATION

1-001 Legal Basis

1-001.01 Federal Law: This title describes the policies and procedures the Nebraska Department of Social Services (NDSS) has established to provide and coordinate services for families, children, and youth.

Federal funds are available for programs which meet federal requirements contained in Titles IV-B, IV-E, and XX of the Social Security Act.

1-001.02 State Statute: Social services are defined in Chapter 68, Article 12, Reissue Revised Statutes of Nebraska, 1943. Section 68-1202 states, "Social Services may be provided on behalf of recipients with payments for such social services made directly to vendors" and lists mandatory and optional services to clients.

Section 68-703, R.R.S., 1943, lists the duties of the Director of NDSS, including the power to, "establish rules and regulations for efficiently administering the department and performing the duties assigned to it." According to Section 68-1204, the Director of the Department of Social Services may promulgate rules and regulations, enter into agreements, and adopt fee schedules with regard to social services described in Section 68-1202."

1-002 Agency Organization: The Social Services Program is a statewide operation.

1-002.01 Central Office: Central Office staff are responsible for service program management, development, and accountability and fiscal control.

1-002.02 Local Offices: Local staff ensure that federal and state regulations are upheld, that clients' rights are protected, and that clients' needs are served. A determination of eligibility for applicants who do not meet the requirements outlined in this title is misappropriation of public funds. Local responsibilities are divided into the following areas.

1-002.02A Case Management: Local staff responsible for case management act as the central control of each client's case. It is their responsibility to -

1. Assess client needs;
2. Determine client eligibility;
3. Arrange and authorize provision of appropriate services, using an approved provider;
4. Periodically review the service plan; and
5. Provide information and referral.

1-002.02B Resource Development: Local staff assigned resource development duties are responsible for the following:

1. Resource recruitment;
2. Provider approvals and contracts;
3. Staff development and training;
4. Provider training; and
5. Public relations and public information activities.

1-002.02C Service Administration: Administrative staff are responsible to -

1. Review and edit social services documents;
2. Review and analyze reports;
3. Complete necessary accounting and research reports;
4. Provide analysis of statistical data; and
5. Consider clients' needs, mandated policies, and administrative dictates in determining -
 - a. Staffing needs;
 - b. Training needs;
 - c. Facilities;
 - d. Intra-agency policies and procedures;
 - e. Budgeting;
 - f. Data support; and
 - g. Client processing.

1-003 Definitions

Adverse Action: A determination by the worker that the service(s) provided to a client will be reduced or terminated.

Emancipated Minor: A child age 18 or younger is considered emancipated if s/he has -

1. Married; or
2. Moved away from the parent's home and is self-supporting.

Follow Up: The maintenance of any necessary contact with a client to monitor the continued appropriateness of service.

Prudent Person: The practice of assessing all circumstances regarding case eligibility and using good judgment in requiring further verification or information before determining initial or continuing eligibility.

1-004 Service Client Appeal: Every service applicant or client has the right to appeal for a fair hearing in relation to the following:

1. Determination that the applicant is not eligible to receive social services;
2. Denial of service;
3. Termination or reduction of service; or
4. Inaction or improper actions of the local service unit. Exception: A client is not entitled to a fair hearing when either state or federal law requires automatic case adjustments for classes of clients unless the reason for an individual appeal is incorrect eligibility determination.

1-004.01 Local Office Responsibilities Regarding Appeals: The local office shall -

1. Inform each applicant of his/her right to file an appeal with the Director;
2. Inform the applicant/client of the method for filing an appeal;
3. Inform the applicant/client that s/he may designate an authorized representative or that s/he may represent himself/herself at the hearing;
4. Inform the client that service will continue unchanged until a hearing decision is made if a fair hearing is requested in writing within ten days of the date Form DSS-6, "Client's Notice of Action," was mailed (see 474 NAC 2-006.03D); and
5. Refer to IX-8200 ff. for instructions on appeals procedures.

1-005 Summary of Forms: The following forms are used by local offices to administer the Social Services Program for families, children, and youth. Instructions for these forms are contained in the appendix at the end of this title:

<u>Form Number</u>	<u>Form Title</u>	<u>Appendix Reference</u>
CWI-1	Parent/Parent Substitute Letters A&B	474-000-1
CWI-2	Parent/Parent Substitute Questionnaire	474-000-2
CWI-3	Provider Letter	474-000-3
CWI-4	Case Plan/Court Report/Review	474-000-4
CWI-5	Permanent Plan Review Summary and Assessment	474-000-5

<u>Form Number</u>	<u>Form Title</u>	<u>Appendix Reference</u>
CWI-6	Post-Conference Report	474-000-6
CWI-7	Review Team Feedback	474-000-7
CWI-10	Child Welfare Information System	474-000-8
DA-18D	Application for Foster Care Assistance	474-000-9
DPW-1	Request for Assistance and/or Services	474-000-10
DPW-19	Client Referral	474-000-11
DPW-46	Authorization for Investigation	474-000-12
DSS-2A	Social Service Exception	474-000-29
DSS-3A	Social Services Application	474-000-30
DSS-3E	Incapacity Statement	474-000-31
DSS-4	Case Information Summary	474-000-33
DSS-4A	Social Services Provider Authorization	474-000-34
DSS-4C	Service Provider Notification	474-000-35
DSS-5B	Social Services Billing Document	474-000-36
DSS-6	Client's Notice of Action	474-000-37
DSS-8	Agency Service Provider Agreement	474-000-38
DSS-8A	Agency Service Provider Agreement Amendment	474-000-39
DSS-9	Individual Service Provider Agreement	474-000-40
DSS-10	Social Service Provider Identification	474-000-41
DSS-0024	Child Protective Services Child Abuse/Neglect Report	474-000-43
DSS-120	Rollodex Card	474-000-44
DSS-0351	Single Family Day Care Self-Certification Checklist	474-000-50
DSS-0363	Child's Record for Child Care	474-000-51
DSS-0851	Day Care Home, Foster Care Home, Group Home Environmental Evaluation	474-000-60
DSS-0853	Medical Report	474-000-61
DSS-0855	Child's Record	474-000-62
DSS-0856	Child Placement and Financial Status	474-000-63
DSS-0857	Voluntary Placement Agreement	474-000-64
DSS-0910A	License Application for Centers, Agencies, Group Homes	474-000-70
DSS-0910B	License Application for Private Homes	474-000-71
DSS-0910C	Monitoring Record	474-000-72
DSS-0911A	Inspection Referral for Centers, Agencies, Group Homes	474-000-73
DSS-0911B	Inspection Referral for Private Homes	474-000-74
DSS-0912	Reference Letter	474-000-75
DSS-0913	Health Information Report	474-000-76
DSS-0913A	Health Information Report for Foster Homes	474-000-77
DSS-0914	Alternative Compliance Request	474-000-78
DSS-0916B	License for Boarding Home and Day Care	474-000-79
DSS-0917A	Report on Non-Compliance with Requirements	474-000-80
DSS-0917B	Child Care Facility Complaint Report	474-000-81
DSS-0917C	Complaint Letter	474-000-81

<u>Form Number</u>	<u>Form Title</u>	<u>Appendix Reference</u>
DSS-0917D	Complaint Referral	474-000-83
DSS-0931	Supplement to License Application for Day Care Centers	474-000-84
DSS-0934	Day Care Center Standards Compliance Review	474-000-85
DSS-0944	Evaluation of Applicants for Approved or Licensed Foster Care	474-000-86
DSS-1151	Homemaker Provider Check List	474-000-100
DSS-1153	Homemaker Weekly Time Sheet	474-000-101
DSS-1154	Homemaker Service Task List	474-000-102
DSS-1226	Emergency Shelter Care Contract	474-000-103
DSS-1227	Emergency Shelter Care Billing Document	474-000-104
DSS-1228	Emergency Shelter Care Request for Extension	474-000-105
DSS-1650	Abuse/Neglect Hotline Intake Form	474-000-106
DSS-1851	Transportation Review Check List	474-000-107
DSS-9911	Registered Family Day Care Homes Referral Form	474-000-109
DSS-9920A	Registration Application and Affidavit	474-000-110
DSS-9920B	Registration Closure Form	474-000-111
DSS-9922	Reference Release Statement	474-000-113
DSS-9924	Rules Compliance Checklist	474-000-114
DSS-AR50	Application for a Child	474-000-130
DSS-AR52	Foster and Adoptive Home Inquiry	474-000-131
DSS-AR54	Approved Adoptive Family Care	474-000-132
DSS-AR55	Referral for Adoption	474-000-133
DSS-AR61	Agreement for Adoptive Home Care	474-000-134
DSS-AR62	Newborn Record	474-000-135
DSS-AR64	Relinquishment for Adoption	474-000-136
DSS-AR65	Relinquishment of Child by Parents	474-000-137
DSS-AS50	Application and Agreement for Subsidy	474-000-138
DSS-AS51	Subsidized Adoption Program Child's Summary	474-000-139
DSS-AS52	Sample Letter for Annual Review of Subsidy	474-000-140
DSS-ICPC-100A	Interstate Compact Application to Place Child	474-000-141
DSS-ICPC-100B	Interstate Compact Report on Placement Status of Child	474-000-142
IRS-2678	Employer Appointment of Agent	474-000-160
PDS-100	Client Identification Data	474-000-170
SS-5	Application for a Social Security Card	474-000-180
SS-1610	Social Security -- Public Assistance Agency Information Request	474-000-181
SVP-792	Notice of Redetermination, Delinquent Reviews, and Cases Deleted	474-000-182

1-006 Title Organization: Title 474, "Social Services for Families, Children, and Youth," is divided as follows:

1. Chapter 1-000, "Administration";
2. Chapter 2-000, "Application and Eligibility";
3. Chapter 3-000, "Social Services Providers";
4. Chapter 4-000, (Reserved);
5. Chapter 5-000, "Defined Services" -
 - Section 5-011 Homemaker Services
 - Section 5-018 Transportation or Escort Services
 - Section 5-019 Domestic Abuse Program
6. Chapter 6-000, "Licensing Foster Homes, Group Homes, Child Caring Agencies, and Child Placing Agencies" -
 - Section 6-003 Foster Care Home Licensing
 - Section 6-004 Native American Foster Home Licensing
 - Section 6-005 Licensing Group Homes and Child Caring and Child Placing Agencies
 - Section 6-006 Licensing Standards for Group Homes
 - Section 6-008 Licensing Standards for Child Caring Agencies
 - Section 6-009 Licensing Standards for Child Placing Agencies