Guide to Completing the CE 178 Title IV-E Foster Care Program Determination Form

This form is to be completed when a youth is placed in a foster care placement as result of a judicial finding or a Voluntary Placement Agreement (VPA).

**Children in substitute care:**

This will be the name, **social security number** and place of birth of the youth in placement. United States citizenship must be verified as a condition of eligibility. If more than one youth who lives in the same home are concurrently removed, both youth are included on one determination form.

**Who lived with you in the month of ________________?**

This will be the month that the youth was *physically removed from the home*. If the youth was placed into detention prior to placement, the detention date will be the removal date. Any individuals residing in the home with the youth at the time the youth was initially removed must be listed. Remember, the initial removal date may be the date the youth was placed in detention prior to actual placement.

**Parents who live in the home:**

If the youth is removed from the home of a specified relative (grandparent, aunt, uncle, cousin, step-parent, etc.), please indicate N/A in this section. The only income that would be reported would be any *unearned income* (social security, death benefit, insurance claim, etc.) that is received by the youth.

This includes biological or adopted parents who were living IN THE HOME at the time the youth was removed; step parents (must be legally married) are included as well. *Live-in partners or domestic partners* are not included unless they are legally married to the biological or adopted parent.

**Clarification for Specific Section Questions:**

*Question 3 & 4*: This question refers to any income received in the home during the days the youth was actually residing in the home during the month of removal. For example: if the youth was placed in detention September 10th and placed on a later date, the only income that needs to be recorded is the income for September 1st – 10th. Any income received after September 10th or prior to September 1st would not be recorded.
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Did anyone you live with receive the following benefits between _________ and ________ ?:

The question is referring to benefits received in the home for the dates **during the removal month** that the youth was actually residing in the home. Examples of benefits reported here would be social security, unemployment, child support, workers compensation, etc. Remember, only report benefits here if they were available to the household for the dates when the youth was in the home.

Did anyone you live with receive the following resources between _________ and ________ ?:

*Resources* available to the household refer to resources (cash, bank accounts, boats, tax returns) available to the household for the dates during the removal month. For examples: if the youth was removed on September 10th, the resources must have been available to the household between September 1st – 10th.

**Vehicles:**

If the parent owns a vehicle, list the approximate value of the vehicle and approximately how much they owe on the vehicle.

**Health insurance coverage:**

This refers to any type of health insurance, private or public, available to the youth.

**Client Signature:**

This is the signature of the individual providing the information needed to complete the program determination form. A juvenile department employee may gather the information from the parent over the telephone. The juvenile department employee must indicate on the CF 178 form the name of the person providing the information and the date they spoke with the person. This also needs to be documented in JJIS through a case note.