



October 19, 2021

**Family, Children and Adult Services Manual Transmittal Letter No. 477**

**TO:** Family, Children, and Adult Services Manual Holders  
**FROM:** Matt Damschroder, Director  
**SUBJECT:** Title IV-E Agency Contracting for Non-Placement Services

This letter transmits a new Ohio Administrative Code (OAC) rule 5101:2-33-27 entitled **Title IV-E Agency Contracting for Non-Placement Services**. This rule sets forth the requirements for the Title IV-E agency when using the new statewide Agreement for Title IV-E agencies for the Provision of Non-Placement Services (non-placement agreement). A Title IV-E agency is required to use the “non-placement agreement” when contracting for aftercare support from a qualified residential treatment program (QRTP) at a different rate than the Medicaid rate for non-Medicaid eligible children. A Title IV-E agency may choose to use the "non-placement agreement" for aftercare services or any non-placement service contract. Each Title IV-E agency is to enter all information on the "non-placement agreement," including the "Title IV-E schedule B rate information (schedule B)" into the Ohio statewide automated child welfare information system (Ohio SACWIS). The “non-placement agreement” will be available for usage September 1, 2021, as indicated and this rule will be effective October 28, 2021.

**INSTRUCTIONS:**

The following chart shows what materials should be inserted into the Family, Children and Adult Services Manual (FCASM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
DEFINITIONS		5101:2-33-27
TRANSMITTALS Transmittal Letters		FCASMTL No. 477

5101:2-33-27**Title IV-E agency contract and contract monitoring for non-placement services.**

- (A) Each Title IV-E agency, as defined in rule 5101:2-1-01 of the Administrative Code, is to use the statewide "agreement for Title IV-E agencies for the provision of non-placement services," hereinafter referred to as the "non-placement agreement," in the statewide automated child welfare system (SACWIS) when:
- (1) Contracting for aftercare support from a qualified residential treatment program (QRTP) is negotiated at a different rate than the medicaid rate for non-medicaid eligible children.
  - (2) Contracting for aftercare services by a QRTP.
  - (3) The IV-E agency chooses to use the "non-placement agreement" for any non-placement service contract.
- (B) Each Title IV-E agency is to enter all information on the "non-placement agreement," including the "Title IV-E schedule B rate information (schedule B)" into SACWIS.
- (C) Each Title IV-E agency is to print the completed "non-placement agreement" and the "schedule B" from SACWIS in order to obtain signatures for the contract between the Title IV-E agency and the provider.
- (D) The negotiated and agreed upon rate for the QRTP aftercare support is to be specified for all non-placement services in SACWIS on the "schedule B" and is to be attached to the "agreement for Title IV-E agencies and providers for the provision of child placement." The rates listed on the "schedule B" are to be for all children or may be child specific.
- (E) The negotiated and agreed upon rate for the non-placement service is to be specified for all non-placement services in SACWIS on the "schedule B" and is to be attached to the "non-placement agreement." The rates listed on the "schedule B" are to be for all children or may be child specific.
- (F) Any changes to the "non-placement agreement," including the "schedule B" are to include an addendum to be entered into SACWIS. The addendum is to be signed by all parties and attached to the "non-placement agreement," or the "agreement for Title IV-E agencies and providers for the provision of placement."
- (G) Invoicing procedures are to at a minimum correspond to the agreed upon rates as specified on the "schedule B" in SACWIS and on the "non-placement agreement," including all addendums. All invoices are to include but are not limited to the following:

- (1) Provider's name, address, telephone number, fax number, federal tax identification number, Title IV-E provider number, if applicable.
  - (2) Billing date and the billing period.
  - (3) Name of child, child's date of birth, and the child's SACWIS person identification number.
  - (4) Discharge date for the begin date of the six months of aftercare support, if applicable .
- (H) Each Title IV-E agency is to establish a written monitoring procedure to provide reasonable assurance that the terms and conditions of the contract are being followed. Monitoring procedures may include, but are not limited to the following:
- (1) A review of the progress reports submitted by the provider to the agency to ensure the services being delivered are in accordance with the child's treatment/ discharge plan.
  - (2) A comparison of invoices to the agreed upon rate amount in SACWIS to ensure billing accuracy.

Effective: 10/28/2021

Five Year Review (FYR) Dates: 10/28/2026

CERTIFIED ELECTRONICALLY

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Certification

10/18/2021

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Date

Promulgated Under: 119.03  
Statutory Authority: 5101.141, 5153.166  
Rule Amplifies: 5101.141, 5153.166