



September 2, 2022

Family, Children and Adult Services Procedure Letter No. 396

TO: Family, Children, and Adult Services Manual Holders

FROM: Matt Damschroder, Director

SUBJECT: Signature Approval of the Title IV-E Agency Director for the Continued Reimbursement in a Qualified Residential Treatment Program (QRTP)

This Procedure Letter provides guidance related to director signature requirements for consecutive and non-consecutive QRTP placement. OAC 5101:2-47-21 is being amended to reflect this updated guidance.

UPDATED GUIDANCE

The QRTP requirement of obtaining the director signature is based on all time spent in QRTP placement during the entirety of a child's custody episode. The Title IV-E agency is to document in the case plan the signed approval of the Title IV-E agency director for the continued reimbursement of the child in a QRTP.

Due dates for the director signature are:

- A child aged thirteen to eighteen years of age that has been placed in QRTP placement(s) for twelve (12) consecutive months (365 days) or eighteen (18) non-consecutive months (545 days).
- A child who has not attained age thirteen, is placed in QRTP placement(s) for more than six (6) consecutive or six (6) non-consecutive months (180 days).

When a child is discharged from agency custody/care and placement the director signature timeline related to QRTP placement ends. If a child re-enters a Title IV-E agency's custody/care and placement, then the director signature timeline starts over for the new custody episode.

INSTRUCTIONS:

The following chart indicates what materials should be removed from the Family, Children and Adult Services Manual (FCASM) and what materials are to be inserted in the FCASM.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
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PROCEDURE LETTERS		FCASPL 396
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