



Title IV-E Reimbursement Processor

Administrative Services Division

ACCOUNTABILITIES

To determine eligibility for children in agency care for Foster Care Maintenance. Completion of all forms and documentation required for Foster Care Maintenance.

ESSENTIAL DUTIES

Completes all applications and determines eligibility for Foster Care Maintenance cases within 60 days of entry into substitute care. Identifies additional documentation needed to complete eligibility. Enters data into SACWIS for Title IV-E funding, including data entry for all available IV-E funds the agency is entitled to, i.e. clothing, graduation, daycare costs, etc.

Determines eligibility for Foster Care Maintenance through worker screening process and review of SACWIS and CRIS-E documentation. Consults with workers and reviews various documentation to track Title IV-E eligibility. Processes payment adjustments in SACWIS.

Maintains all case files so they may be audited at any time, including all documentation of eligibility. Secures birth certificates and proof of Social Security number from the appropriate entity.

Assists and responds to various entities regarding Medicaid information and family constellation data.

Requests substitute care licenses from various sources and tracks, copies and files licenses.

NON ESSENTIAL DUTIES

Performs other related duties as assigned. Backs-up other employees in the Department/Unit.

As a back-up to other Departments/Units completes Medicaid enrollment and distributes Medicaid cards to caregivers as needed.

ESSENTIAL BEHAVIORS

Accurate and timely completion of paperwork; knowledge of forms, filing practices and procedures relating to public reimbursement programs. Ability to work independently. Ability to stand, bend, stoop and reach. Maintain harmonious relationships and good communication with the agency and community resources.

MINIMUM QUALIFICATIONS

High School diploma or equivalent required. Experience with or understanding of public benefits programs and eligibility determination helpful. Demonstrated ability to operate personal computer and software. Demonstrated ability to understand and calculate mathematical computations. Demonstrated aptitude for detail. Ability to work effectively in a multi-cultural work environment required.