



## Entitlement Program Facilitator A

### Administrative Services

---

#### **ACCOUNTABILITIES**

To determine eligibility of all Lucas County children (PCSA & PCPA, private & international adoptions) for State and Federal subsidized adoption programs. To complete forms and documentation required for Adoption Assistance and Adoption Subsidy, including interviews with adoptive parents to determine eligibility. To maintain a working knowledge of agency, state and federal policies/procedures concerning adoption subsidy procedures. To review, approve, or disapprove invoices for the PASSS, Non-Recurring Adoption costs and county fund agreements.

#### **ESSENTIAL DUTIES**

Reviews documentation and determines eligibility for Federal Adoption Assistance/State Adoption Subsidy programs. Identifies additional documentation needed to complete eligibility. Processes paperwork and enters eligibility outcome into SACWIS and legacy system for all subsidy programs. Attends various case conferences to provide potential eligibility information to casework staff and adoptive parents. Keeps abreast of rules and regulations relating to state/federal entitlement programs.

Approves and completes re-determinations in SACWIS and legacy system. Interviews adoptive parents during re-determination process which may require home visits. Initiates payments to families for State subsidies and adoption assistance and county funds. Compiles documentation for the PASSS program. Approves/disapproves payment of invoices submitted by adoptive families, and medical providers for county funds agreements and the PASSS program. Monitors county fund and PASSS balances.

Maintains cases and filing system for the non-recurring adoption expense claims submitted by families generating reimbursed funds for LCCS and/or for adoptive families adopting "special needs" children.

Assists adoptive families and other agencies regarding ICAMA requirements and questions for IV-E eligible children coming into Ohio or children that leave Ohio. Makes contact with sending state and or parent to obtain necessary information and documentation. Data enters ICAMA Medicaid case in SACWIS. Completes ICAMA referrals for adoptive families leaving Ohio.

Reviews and reconciles SACWIS Adoption Subsidy Exception report to ensure proper payment to adoptive family.

Attends and/or speaks at informational meetings. Speaks with caseworkers and adoptive families about adopting "special needs" children and the potential eligibility for one or both state/federal programs. Attends State hearings as needed. Communicates with Ohio Department of Job and Family Services and Agency personnel as needed for clarification of policies/procedures. Develops and maintains a joint file system for Adoption Assistance and Adoption Subsidy to be available at any time for auditing purposes.

Attends trainings, unit meetings, and other Agency meetings. May participate on Agency committees.

#### **NON ESSENTIAL DUTIES**

Performs other related duties as assigned. Provides backup to unit/departmental staff.

#### **ESSENTIAL BEHAVIORS**

Accurate and timely completion of paperwork. Ability to effectively manage and maintain several projects at one time. Ability to stand, bend, stoop and reach. Tactfulness and courtesy in dealing with staff and others. Ability to communicate clearly and effectively.

**MINIMUM QUALIFICATIONS**

High school diploma or equivalent and two (2) years accounts payable or receivable experience required. Also requires: 1) Demonstrated ability to operate personal computer and software; 2) Demonstrated aptitude for detail; 3) Demonstrated ability to understand and calculate mathematical computations; 4) Demonstrated ability to operate 10-key calculator. Experience with or understanding of public benefits programs helpful. Ability to work effectively in a multi-cultural work environment required.