

**NUMBER**

#19-68-12

**DATE**

May 20, 2019

**OF INTEREST TO**

County Directors

Social Services Supervisors and  
Staff

Financial Assistance Supervisors  
and Workers

Tribal Social Services Directors  
and Staff

**ACTION/DUE DATE**

Please read information and  
prepare for implementation

**EXPIRATION DATE**

May 20, 2021

## New Title IV-E Foster Care Application on eDocs

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### TOPIC

New application for Title IV-E foster care maintenance payments is on eDocs.

### PURPOSE

Announce the new Title IV-E foster care application form.

### CONTACT

Mary Kelsey, Title IV-E Foster Care Policy Specialist  
Family Support and Placement Services Unit  
Child Safety and Permanency Division  
651-431-4386, or [mary.kelsey@state.mn.us](mailto:mary.kelsey@state.mn.us)

### SIGNED

NIKKI FARAGO  
Assistant Commissioner  
Children and Family Services Administration

### TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

## I. Application for Title IV-E Foster Care

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A new [Application for Title IV-E Foster Care](#) form, DHS-3478, is now available on eDocs. The purpose of the foster care application is to gather required information to determine eligibility for Title IV-E foster care maintenance payments for children who enter out-of-home placement. The financially responsible agency is required to make a Title IV-E eligibility determination for each child entering foster care, either through a court order or voluntary placement agreement. [Minnesota Statutes, section 256N.21, subdivisions 1 and 2]

This new application replaces the Title IV-E supplement to the Health Care Program Application for Certain Populations, and is used only for determining eligibility for Title IV-E foster care maintenance payments. The Minnesota Health Care Program Application for Certain Populations, DHS-3876, will no longer be accepted for Title IV-E purposes. County and tribal social services staff should immediately begin using the new Title IV-E application form. DHS' health care administration will provide separate guidance on which health care application to use for non-Title IV-E eligible children who are in need of health care.

If you need assistance, contact your Title IV-E regional eligibility determination trainer:

Northeast Region

Deborah Miller

218-850-4585

[deborah.miller@state.mn.us](mailto:deborah.miller@state.mn.us)

Northwest Region

Deborah Trotter-Kovar

218-961-0080

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Southeast Region

Debbie Retterath

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Southwest Region

Paula Katzenmeyer

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This information is available in accessible formats for people with disabilities by calling (651) 431-4670 (voice) or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.