

How to Approach Completing a Title IV-E Plan Pre-Print*

What is the IV-E Plan "Pre-Print"?

Basically, it is the "application" for direct Title IV-E. The Pre-Print lists most federal requirements for running a Title IV-E program.

The Tribe's IV-E Plan must be approved by the federal Children's Bureau before you may start claiming reimbursement. Once the plan is approved, the Tribe may claim back to the first day of the quarter in which an approvable plan was submitted.

Plan updates are required periodically (not annually) as needed (for instance, if there are changes in federal law).

This is not a "narrative" plan (unlike Title IV-B or TANF applications), but rather you must cite where in Tribal law or policy it demonstrates that the Tribe is meeting title IV-E requirements.

How to use the Pre-Print:

- Gather all of your Tribal Codes, Policies, Procedure Manuals, forms, etc.
- Gather a copy of Title IV-E the Social Security Act and the regulations (45 CFR 1355, 1356 and 1374. *(The Pre-print often cites federal rules and regulations - please always refer to these to ensure you are meeting the entire requirement.)*
- Each row lists a different requirement. Provide a citation in the right column to demonstrate where you meet this requirement. Sometimes you will need to cite more than one document.
- Name each cited document (Att. A, Att. B, or Att. 1, etc) - and submit these with your Plan.
- Please cite the exact location (section or page number) of the requirement in your document.
- If you don't find the precise language that meets a requirement, your source document will need to be revised to include the appropriate language. Sometimes you may need to update your Code, or create a new policy or form to meet a requirement.
- Cited code, policy, etc., should incorporate the specific language of the IV-E requirements.

* This tool was developed by Region X staff for training purposes only.

- Different types of documents may be cited. For some requirements, Tribal Code must be cited. For others, policy or even a form (such as a Case Plan document) will suffice.
- Draft policy, etc, may be submitted for review, but we need the final document to approve.

Tips/Suggestions:

- Consider completing the Pre-Print and updating your policies concurrently. Use the Pre-Print as your guide when developing or revising Tribal Code, policies, etc.
- You may cite the same attachment several times. For instance, "Att. D" may be your entire Tribal Code. You would then cite appropriate sections of the same attachment to show compliance with different requirements.
- Start with Section 2D, the "Case Review System". You will probably be familiar with many of these requirements. Make sure to update and cite your Case Plan form to reflect each requirement.
- Duplication is ok - for example, you may meet a requirement in your Tribal Code, but it may also be in your Policies and on one of your forms (e.g., case plan, court orders, VPA).
- Ask each State in which the Tribal service area is located for a copy of its AFDC plan. Since you will need to develop policies, procedures and forms regarding eligibility determinations, you might consider asking your State for these documents so you don't need to reinvent these. Basing your new policies, etc, on existing State language may save you a lot of time and effort.
- Make sure any contractor you engage for writing Code, Policies, etc. is familiar with federal Title IV-E and IV-B requirements.
- Call your Region X Program Specialist if you need additional guidance, have any questions, or would like technical assistance from a National Resource Center.