

Child's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**TITLE IV-E FOSTER CARE INITIAL CHECKLIST**  
(Note: This Checklist is not all inclusive.)

Removal Date: \_\_\_\_\_

**Judicial Removal:**

- Shelter/Initial Removal Order – **must contain “contrary to welfare” and reasonable efforts to prevent removal” language.**
- Shelter Petition

**Voluntary Removal (temporary, licensed out-of-home foster care placement):**

- Voluntary Placement Agreement (CF-FSP 5004), (Date signed: \_\_\_\_\_)
- Court order **within 180 days of voluntary placement agreement that contains “contrary to welfare” language**

**SSI-Related Documentation:**

- Award letter, **if applicable, from the Social Security Administration or other documentation/proof of eligibility.** If child is SSI eligible, then child is IV-E Non-Reimbursable.

**AFDC/Eligibility-Related Documentation:**

- Proof of Citizenship Status and Identity: **Provide Birth Certificate, Declaration of Citizenship, or INS documentation). *The Declaration of US Citizenship form must be attached to the 2626A form.***
- Social Security Card: **copy or proof of application**
- Documentation that child lived with a specified relative within 6 months of removal (reference petition if applicable).**
- Income and Asset supporting documentation**  
See income guide.
- Deprivation and financial need of income and asset at removal**

**NOTE: The child being eligible for IV-E foster care is a prerequisite to IV-E Adoption Subsidy.**

**IV E Adoption Determination Checklist:**

- Petition for TPR
- TPR Order **on all parents**

**Foster Care Eligibility: (Revenue Maximization Use Only)**

- IV-E FC Eligible (Presumptively)  Non IV-E Eligible
- IV-E Non-Reimbursable

\_\_\_\_\_  
Revenue Maximization Specialist

\_\_\_\_\_  
Date

Comments: