

REVENUE ENHANCEMENT

Responsibilities of the Revenue Enhancement Office

16-2

Policy

The Department of Children and Families shall administer the programs under both the [Title IV-E State Plan and the State Child Welfare Services Plan under subpart 1 of Title IV-B of the Social Security Act](#). DCF shall provide reports containing any and all information required by the Secretary of Health and Human Services and under these programs and will further monitor and conduct evaluations of activities carried out in the Title IV-E program.

The Title IV-E Plan for the State of Connecticut is in effect in all political subdivisions and service areas.

DCF shall operate a Revenue Enhancement Office (REO) within the Fiscal Services Division to:

- maximize reimbursement from federal agencies for expenditures for services to children and families served by DCF;
- determine eligibility, enroll or facilitate enrollment, and maintain eligibility for medical benefits for all children in the care and custody of DCF; and
- other related duties as set forth below.

Cross reference: DCF Policy [16-3](#), "Title IV-E Federal Entitlement Program;" DCF Policy [16-4](#), "Medical Eligibility."

Birth Certificates

A birth certificate shall be required for every child in DCF care. The child's Social Worker shall attempt to obtain a copy of the birth certificate from the child's family. If this is not possible, the Social Worker shall request that the REO obtain a copy from the appropriate agency.

Note: The original birth certificate shall be maintained in the child's case record with a copy in the REO file. The original shall be returned to the parent or legal guardian, or a youth over 18 years of age, at the time of case closing.

Social Security Benefits

Upon request, REO shall provide the IV-E status of children in care to Regional Social Security Liaisons, for purposes of applying for Social Security benefits.

Audits

The Revenue Enhancement Office shall take the lead in arranging, preparing for and cooperating with periodic and independently-conducted audits of the Title IV-E programs that are held no less frequently than once every three years.
