



Time Code Descriptions Direct Administrative Claims

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The following time code descriptions are to be used to document Title IV-E allowable activities for which reimbursement is being claimed via direct administrative claims. The different time code categories are described, and examples of activities within each category are provided.

1. IN PLACEMENT – ELIGIBILITY DETERMINATION/REDETERMINATION

Use this code for activities involved in gathering, verifying, and documenting information to determine (or re-determine) Title IV-E eligibility for children in a foster care placement.

Examples of activities:

- collecting information from family or others used in the determination (or re-determination) of Title IV-E eligibility (e.g., income information, household composition, resources, social security numbers, birth verification);
- gathering information from other sources, such as Supplemental Security Income (SSI), insurance, trust accounts, and similar sources that may impact eligibility;
- querying systems, records, and juvenile probation department (JPD) or Texas Juvenile Justice Department (TJJD) staff to determine current public assistance or other benefits the family may be receiving that could impact eligibility;
- preparing for or participating in fair hearings or other appeals resulting from Title IV-E eligibility actions;
- completing and processing eligibility forms or data entry related to determining eligibility;
- verifying information related to Title IV-E eligibility;
- completing discharge PID forms only; and
- completing any of the following related tasks: travel paperwork, e-mail, telecommunication, and/or data entry associated with any of the above activities.

2. IN PLACEMENT – CASE PLANNING AND MANAGEMENT – TITLE IV-E CERTIFIED (*Case Number Required*)

Use this code when engaged in allowable activities for Title IV-E certified youth or those pending certification. Included are activities involved in the development, review, or revision of case plans or the supervision or management of cases to ensure the health, safety, permanency, and well-being of children (including activities related to the “case plan” and “case review system” requirements as defined in Section 475, paragraphs (1) and (5) respectively, of the Social Security Act).

NOTE: These activities do not include “Probation Only” activities such as drug testing, electronic monitoring, or similar activities. These activities must be coded under “Other Activities.”

Examples of activities:

- assessing the child and family’s need for services;
- referring and/or assisting the child and family to gain access to necessary services, such as counseling, parenting classes, anger management classes, substance abuse classes, and similar services;
- assessing the appropriateness of services or resources to be provided as part of the management of the case and coordinating and monitoring the delivery of these services;
- developing and preparing case plans, which may include coordination with the court and service providers and collateral contacts with family members and others involved in the case; may also include contact with other probation officers and attendance at case staffings;
- completing case plan updates and administrative reviews, which includes preparing reports;
- communicating with families, providers, relatives, foster parents, and other interested persons regarding the appropriateness of services and progress toward achieving case plan goals;



Time Code Descriptions Direct Administrative Claims

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

- communicating with the district attorney, the child's attorney, the guardian ad litem, and other legal representatives or court staff to prepare court reports or other court-related documents;
- preparing for and participating in judicial proceedings, preparing court reports and court orders (**with the exception of detention hearings--detention hearings and all related activities (e.g., directives to apprehend) are to be recorded in "Other Activities"**);
- accessing the Federal Parent Locator Service (FPLS) to search for relatives; and
- completing any of the following related tasks: travel paperwork, e-mail, telecommunication, and data entry associated with any of the above activities.

3. IN PLACEMENT – ADMINISTRATIVE COSTS – AGENCY MANAGEMENT (Primarily for TJJD Use)

Use this code for any other allowable administrative activities performed by the Title IV-E agency that are not included in categories 1 or 2 if the cost of those activities may be directly chargeable or partially allocable to Title IV-E Foster Care.

Activities performed to obtain Title IV-E status for facilities that do not contract with the Texas Department of Family and Protective Services (DFPS) are included in this category.

Examples of other activities reported in this category include policy development, data collection and reporting, financial management (e.g., processing checks and preparing claiming schedules), administration activities associated with the provision of training, and operation of a quality assurance system (e.g., program and fiscal auditing).

4. PRE-PLACEMENT – CANDIDATE ADMINISTRATIVE COSTS (For TJJD Use Only)

Use this code for case management on behalf of children not in foster care but determined to be candidates for foster care. This category includes allowable pre-placement activities for children who have been determined to be at imminent risk of removal from their homes, as evidenced either by pursuing the removal or making reasonable efforts to prevent such removal or by re-determining at least every six months that the child remains at imminent risk of removal from the home and placement into foster care.

5. SEX TRAFFICKING ADMINISTRATIVE COSTS

Use this code for allowable activities performed on behalf of any child or youth who is identified as a sex trafficking victim or who is at-risk of becoming a sex trafficking victim and who is in the placement, care, or supervision of the Title IV-E agency, as per Section 471(a)(9) and (34) of the Social Security Act. In addition to youth in placement, the following are also included:

- youth who are not removed from home (i.e., foster care candidates);
- youth who have run away from foster care and are under age 18;
- youth who are in extended foster care; and
- youth who are not in foster care who are receiving Preparation for Adult Living (PAL) services.

Examples of activities:

- developing and implementing policies and procedures to identify, document in agency records, and determine appropriate services for victims of sex trafficking or children identified as being at-risk of becoming sex trafficking victims;
- conducting sex trafficking screenings and documenting victims of sex trafficking in agency files;
- participating in activities to determine appropriate services for individuals identified as sex trafficking victims;



Time Code Descriptions Direct Administrative Claims

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

- completing reports required for law enforcement and other entities regarding children or youth who have been identified as sex trafficking victims;
- developing and implementing protocols to locate and assess children or youth missing from foster care, including screening to identify if they are possible sex trafficking victims; and
- completing any of the following related tasks: travel paperwork, e-mail, telecommunication, and data entry associated with any of the above activities.

6. TRAINING COSTS – TITLE IV-E SPECIFIC (75%) – TITLE OF TRAINING MUST BE DOCUMENTED

Use this code for activities related to the development, delivery, or participation in Title IV-E specific training as outlined in the state training plan provided to DFPS.

Eligible trainings include:

- Title IV-E foster care program training provided by TJJD staff, which includes the following topics:
 - facilitating eligibility determinations;
 - fair hearing and appeals;
 - referrals to services;
 - preparation for and participation in judicial determinations for children in foster care;
 - placement activities;
 - development of the Title IV-E case plan;
 - title IV-E administrative reviews and case plan updates;
 - case management and supervision; and
 - title IV-E program monitoring;
- Title IV-E fiscal training;
- foster candidate training provided by TJJD or reviewed and approved by TJJD; and
- Title IV-E foster care program training that has received prior written approval from TJJD.

7. GENERAL ADMINISTRATIVE – ALLOCATED BASED ON TITLE IV-E ALLOWABLE ACTIVITIES

Use this code for general administrative activities performed by or for allowable staff. Because these activities could benefit both the Title IV-E program and other programs, costs are proportionally allocated. Included in this category are general office duties, general training, leave, and breaks.

GENERAL OFFICE DUTIES

Examples of activities:

- reviewing office procedures;
- physical office management (moving files, cabinets, or furniture; cleaning, etc.);
- performing general administrative duties;
- employee grievance procedures and filing complaints;
- preparing agency time sheets;
- engaging in equal-employment-opportunity activities;
- completing and participating in employee evaluations;
- procuring and monitoring contracts;
- addressing budget and fiscal management responsibilities;
- performing human resources functions (e.g. reviewing new employee applications, participating in interviews, and conducting reference checks);
- holding staff meetings (general office meetings that are not child-specific or case-management related);



Time Code Descriptions Direct Administrative Claims

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

- fixing computers or addressing/updating database functionality;
- programming agency cell phones; and
- completing benefit forms (e.g. medical insurance).

GENERAL TRAINING

This category includes activities related to training that are not specifically related to Title IV-E or in which Title IV-E is not the sole benefitting program.

General trainings may include, but are not limited to:

- leadership training;
- computer training;
- CPR training;
- Sex-offender-related training;
- time management training;
- intensive supervision probation (ISP) training;
- JPO Basic training, SJS training, and training received at JJAT, TPA, or other conferences.
- time-code training; and
- fiscal training (includes basic fiscal concepts, fiscal policy and procedures, budget preparation, and cost allocation plan training).

NOTE: Trainings that are specific to probation (e.g., restraints, drug testing, electronic monitoring, and detention hearings) should be recorded in "Other Activities."

LEAVE AND BREAKS

This category includes periods of authorized leave and paid absences in accordance with established county leave policy.

Examples of leave:

- breaks (other than the lunch break);
- vacation;
- sick leave;
- personal leave;
- military leave;
- paid administrative leave;
- holidays;
- jury duty; and
- emergency evacuations/weather-related leave (e.g., snow days, hurricanes, or similar events).

8. OTHER ACTIVITIES

This code is used for activities not specifically addressed in other codes, including activities specific to probation or parole, that do not support the Title IV-E foster care program. Trainings that are SPECIFIC to probation, such as restraints, substance abuse testing, electronic monitoring, and detention hearings, should be recorded in this code.

Examples of activities:

- any case management or court-related activity for non-IV-E certified children;
- any case management or court-related activity for children placed in an unallowable setting (e.g., detention, secure pre- or post-adjudication facility);



Time Code Descriptions Direct Administrative Claims

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

- any activities associated with detention, including:
 - directives to apprehend;
 - apprehending/taking children into custody;
 - detention hearings;
 - writing detention reports;
 - visiting children in detention;
 - releasing children from detention;
 - checking lists of children in detention;
- activities associated with contempt-of-court orders;
- victim services activities;
- supervising/monitoring children in a JJAEP;
- supervising/monitoring children engaged in challenge/ropes courses;
- supervising/monitoring children performing community service;
- collecting probation or restitution fees;
- any activities associated with an electronic monitor, including:
 - adjusting, replacing, or removing the monitor; and
 - reading monitor reports;
- drug testing;
- applying restraints or handcuffs;
- polygraph testing;
- curfew checks;
- gang meetings;
- any training related to any of the above activities;
- any tasks related to the above activities (e.g., writing, reading reports, articles, or other information, collecting information, conducting research, and similar tasks); and
- travel paperwork, e-mail, telecommunication, and data entry associated with any of the above activities.