



PA18-CM-07

# Practice Alert

## FCS/AC Case Openings in FACES

This purpose of the Practice Alert is to remind staff of the criteria for opening FCS and AC cases in FACES.

### ***FCS Case opening:***

There are times when a child enters the legal custody of the Children's Division but does not get placed in an out of home setting. This happens most often when a child is placed immediately with a non-offending parent. In situations such as these, *only an FCS case is opened in FACES. No AC case is opened.*

Another example is when a child is taken into protective custody, placed with a provider (usually a relative) but one parent remains in the home. See Scenario 1 for an example. In this situation, *only an FCS case is opened.*

Scenario 1 – Household consists of a child, biological mother, and maternal grandparents. The court removes legal and physical custody of the youth from the mother. Physical custody is placed with the maternal grandparents but the mother is allowed to remain in the home as long as she works with CD to resume custody of her child. In this instance, *there should be an FCS case opened not an AC case.* There is no maintenance payment.

### ***AC Case Opening:***

When a child enters the legal and physical custody of the Division and is placed in an out of home setting, an AC case must be opened if neither parent lives in that home.

Scenario 2 – Household consists of child and biological mother. The court removes legal and physical custody of the youth from the mother. CD places the youth with a relative provider at a different residence from which the youth was removed. In this instance, *the AC case would be opened.* Assuming the relative provider becomes licensed and the youth met all Title IV-E eligibility requirements during the initial eligibility determination, the youth's placement costs would be Title IV-E eligible and reimbursable. If at any time the mother begins living in the home with provider and youth, this placement would be changed to a Trial Home Visit and the placement would no longer receive a maintenance payment.

As an additional reminder, when opening a new AC or FCS case, using the hotline number as the call/case number is preferred practice. However it isn't mandatory and doesn't affect anything if a different case number is used.

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