

Tips for Completing the Families and Youth in Crisis TANF Reimbursement Application

1. Applications should only be provided for reimbursement of approved services/supports on behalf of eligible families that meet the TANF income requirements and the custody relinquishment threshold. These funds are to be reserved for services/supports for those families who are at immediate risk of relinquishing custody in order to receive needed services.
2. Applications should only be provided on behalf of families enrolled in the county FCFC Service Coordination Process.
3. We will only accept the original electronic copy of the application. Signature pages need to be printed, signed, scanned and attached to the email with the electronic application.
4. County DJFS directors have expressed the inability to complete the required CRIS-E fraud check without the permission of the family. To address that concern, we have added parent signatures in two places on the application. The first is on Page 6 in conjunction of the FCFC Coordinator signature, and the second is on Page 7 which is the Request for Reimbursement Form. In the middle of that form, you are to identify the date in which the fraud check was conducted, and the parent must provide their signature indicating agreement to the provided statement. In addition, ODJFS will issue a "Family Assistance Letter" to the county agencies. The letter will announce the program, encourage county agencies to work out a process for sharing fraud information and permit the disclosure of fraud information based on the signed application for the TANF-funded service. The letter is expected to be issued the week of April 16th if not sooner.
5. Proof of service provision must be attached with the completed application. The proof of service provision must acknowledge that the service was provided. Acceptable documentation could include a copy of an invoice from the service provider seeking reimbursement for services rendered. Other forms of verification will also be accepted.
6. Proof of service payment must be attached with the completed application. The proof of payment provision must acknowledge that the payment of the service was provided. Acceptable documentation could include a copy of the warrant confirming that services was paid for, or a copy of check or EFT indicating that payment was received. Other forms of verification will also be accepted.
7. For counties requesting reimbursement for FCFC Service Coordination/Wraparound, a copy of a submitted time sheet or time study that indicates the total number of hours/units provided in service to the family must be included. For proof of payment for FCFC Service Coordination/Wraparound, common provisions of proof are copies of payroll register or a copy of a paycheck along with the time sheet showing the number of hours/units that are included for that expense.