

SERVICES CODES

(For NYC Services issues, case number should begin with “S” and entered in case number field.)

302 FINANCIAL ELIGIBILITY OR AMOUNT OF FEES FOR DAY CARE

303 DAYCARE – FAILURE TO RECERTIFY OR PROVIDE INFORMATION

304 DAYCARE, HOMEMAKER, FOSTER CARE-TEMP. ABSENCE CARETAKER RELATIVE

Example: temporary homemaker placement in family situation when primary caretaker is unable to provide care (i.e. mother in hospital)

CODE	CRITERIA	SUB – CAT	AGENCY
304	CATEGORY: SERV	NONE	NYC: NCWA UPSTATE: LDSS

305 DAYCARE - NON PAYMENT TO A SPECIFIC PROVIDER

306 ANY DAYCARE ISSUE NOT IDENTIFIED BY OTHER CODE

CODE	CRITERIA	SUB - CAT	AGENCY
302, 303, 305, 306	- MUST LIST NAMES AND AGES OF CHILDREN - LIST NAME & ADDRESS OF DAYCARE CENTER. CATEGORY: FA (NYC) SERV (UPSTATE) Note: If client is on PA, see Issue Code 020, 726 or 314	NONE	NDAY (ACD Cases) UPSTATE: LDSS

308 VOLUNTARY FOSTER CARE PLACEMENT SERVICES FOR NATURAL PARENTS
 (Example: visitation rights, transportation or other supportive services to the child, parent, or guardian in voluntary placement situations)

CODE	CRITERIA	SUB - CATEGORY	AGENCY
308	CATEGORY: SERV SEE "BULLET STATEMENT" FOR QUESTIONS TO ASK	NONE	NYC: NDAR UPSTATE: LDSS

309 ANY SERVICES ISSUE NOT IDENTIFIED BY OTHER CODE

310 PROTECTIVE SERVICES FOR ADULTS
 (Ex: Homemaker, Housekeeper, Day Care, Protective Payee)

CODE	CRITERIA	SUB - CATEGORY	AGENCY
310	CATEGORY: SERV	NONE	NYC: NPSA (Held at 34 th Street) UPSTATE: LDSS

311 PROTECTIVE SERVICES FOR CHILDREN
 (Ex: Homemaker, Housekeeper, Day Care)

CODE	CRITERIA	SUB - CAT	AGENCY
311	CATEGORY: SERV	NONE	NYC: NCWA UPSTATE: LDSS

312 PREVENTIVE SERVICES FOR CHILDREN
 Services provided to a family as an alternative to Foster Care placement, including housing subsidies

CODE	CRITERIA	SUB - CATEGORY	AGENCY
312	CATEGORY: SERV	NONE	NYC: NDAR UPSTATE: LDSS

-
- 313 FOSTER CARE** (including kinship foster care)
Regular, Special, and Exceptional rate Foster Care payments, including discharge grant for foster children that have aged out of the system.

CODE	CRITERIA	SUB - CATEGORY	AGENCY
313	CATEGORY: SERV SEE "BULLET STATEMENT" FOR QUESTIONS TO ASK List code for each child.	NONE	NYC: NDAR UPSTATE: LDSS

Bullet Statement for Foster Care Services:

When taking a request concerning foster care issues, there is important identifying information which must be obtained to allow NYC Administration for Children's Services the capability to obtain the proper case record and prepare for the hearing. Therefore, for all cases identified by the agency NDAR, issue codes **308 or 313**, it will be necessary to ask the following questions and note the information on the comment screen (PFREQ):

Questions for 308:

- (1) What is the specific reason for the hearing request?
- (2) What is the Services case number? (**Enter in case # field beginning with letter "S"**)
- (3) What is the child's (children's) name?
- (4) What is the child's (children's) date of birth?
What is the sex of the child (children)?
- (5) What is the name and telephone number of the foster care worker?

Questions for 313:

- (1) What is the specific reason for the hearing request and the time period for which benefits are being requested?
- (2) What is the natural mother's name?
- (3) What is the child's (children's) name?
What is the child's (children's) date of birth?
What is the sex of the child (children)?
- (4) What is the Services case number? (**Enter in case # field beginning with letter "S"**)
- (5) What is the name of the agency by which the foster-parent is supervised?
Verify which county placed child.
- (6) What is the name and telephone number of the foster care worker?

NOTE: Adoption subsidy issues are not reviewable through the Office of Administrative Hearings. Client should contact Special Hearings – refer to Agency Referral Guide.

FOR NYC Foster Children living outside the city limits:

For any case identified by the agency NDAR (NYC Division of Audit and Response) when the appellant resides out of state or in an upstate county other than Nassau, Suffolk or Westchester, the hearing should be scheduled as a NYC Telephone Hearing*. If the client resides in Nassau, Suffolk or Westchester, the hearing should be scheduled as a regular hearing at 14 Boerum Place. This will ensure that NYC ALJs who are familiar with foster care payment issues are assigned to hear these cases.

*If speaking to the requester, staff must get phone number as these will be scheduled as phone hearings.

Agency: NDAR

Category: Serv

Issue: 313

Secondary issue: Inad 998

Scheduling status: M (no telephone number) or T (phone number available)

Hearing type: H1 (M) or H2 (T)

GIVE PRINTOUT TO CORRESPONDENCE SUPERVISOR TO HAVE OUT OF STATE/DISTRICT TELEPHONE LETTER PROCESSED.

314 TRANSITIONAL CHILD CARE
(Former recipient - up to 1 year)

CODE	CRITERIA	SUB - CATEGORY	AGENCY
314	CATEGORY: FA	NONE	NYC: NTBU UPSTATE: LDSS

Eliminated/Combined Codes (Services)

Codes

300 ELIMINATE – USE SPECIFIC SERVICES CODE
Formerly: The processing/or failure to process application for services

301 ELIMINATE – USE SPECIFIC SERVICES CODE
Formerly: Effective date of coverage

315 ELIMINATE – USE 313
Formerly: Kinship Foster Care

316 ELIMINATE – OBSOLETE
Formerly: Boarder babies special needs
