



Dependency Case Opening and Title IV-E Form GUIDE

Case Opening Documentation in Dependency Billings

Starting July 1, 2022, in order to open a Dependency or Termination of Parental Rights (TPR) case with JAC, you **must** submit the Dependency or TPR Petition with the mandatory case opening documentation. If appointed at shelter and the Dependency Petition is not available, you may submit the Shelter Petition. If you do not want to submit the entire Petition, you may submit the first 2 or 3 pages of the Petition containing the demographic information of the children involved in the case. The purpose of submitting the Petition is to ensure the accurate audit of dependency bills and the title IV-E Form.

A. Required Documents to Open a Case

- Order of Appointment
- Petition Document (Shelter Petition/Dependency Petition/TPR Petition)
Note: You may submit just the **first 2 or 3 pages** of the Petition containing the demographic information of the children to satisfy this requirement.

Title IV-E Form

As of October 1, 2021, The Dependency Title IV-E Form (Form) is required for every billing packet submitted on a Dependency case, this includes every *Attorney Fee* billing packet and every *Due Process* billing packet. The purpose of this Form is to assist Dependency Attorneys and their staff in the accurate submission of the Title IV-E Form, expedite payments, and reduce rejection of billings.

A. General Rules: Required Submission and Contents

General: If there is no Form submitted with a billing packet, the invoice will be rejected as this is an incomplete submission.

Form Errors: At this time, if there is an error with the child/children **Last Name, First Name, Date of Birth, or Date of Hearing**, listed on the Form, the invoice will be rejected as the Department of Children and Families requires us to submit exact and accurate information under the Title-IV E reimbursement process.

B. General: Names and Date of Birth

The following information is reviewed to **match exactly** each child's demographic information as contained in the Petition or other pertinent document.:

1. Last name;
2. First name;
3. Date of Birth

Note: The Petition is the default verification document to determine each child's demographic information. When there is any question or concern with spelling or date of birth, JAC relies upon the Petition filed by DCF unless there is a subsequent court document clearly changing the child's demographic information (such as an order granting a change of name). If such an order is entered after the case is opened, please provide this document to JAC as a miscellaneous document with the billing packet. The information in the Form must **exactly match** the verification document.

C. Rules for Last Name and First Names

1. Please input one complete last name or first name on the Form;
2. Do not include any "aka" last names on the Form unless the birth certificate has been officially changed or a court order has been issued changing the name.
3. Only the children associated with the parent the attorney is representing **shall** be listed on the Form. This is important when your client is the Father on a case. Where your client is a Father on a case, you shall only list the children of your client (Father) on the Form. This includes any children where the client is the alleged, putative, or legal father.
4. Middle names shall not be included.
5. Suffixes like *Jr.* or *III* shall not be included.
6. Last name with a hyphen on the verification document (Petition) **shall** have a hyphen in the last name on the Form.
7. First and/or Last names with an apostrophe on the verification document (Petition) **must** have an apostrophe in the first and/or last names on the Form.
8. First and/or last names with spaces on the verification document (Petition) **must** have spaces in the first and/or last names on the Form (example of a first name with a space "Bobby Joe").

D. Rules for Current Placement, Type of Hearing and Date of Hearing

1. For Attorney Fee invoices, You must complete all boxes in the form including Type of Hearing.
2. The Type of Hearing box only applies to **Attorney Fee Invoices**.
3. You must include the current placement: Out of Home, Licensed Foster Care or In-Home.

Verification Process

Title IV-E form information is verified with the Petition. If no Petition is available, the information is first verified by the (1) Order of Appointment (OA) and (2) the Disposition document. Please be sure to submit to the first 2-3 pages of the Petition when opening a case to

ensure an efficient audit and processing of the bill containing the demographic information of the children involved in the case.

Example of the Form

DEP-DP-1121 add

**JAC Invoice – Investigator, Mitigation Specialist, and/or Process Server
Dependency & TPR Addendum
Child Information for Title IV-E Purposes**

*****CONFIDENTIAL PER S. 39.0132, F.S.*****

Last Name	First Name	Date of Birth	Current Placement	Type of Hearing	Date of Hearing
CS	CHILD	3/8/2022	Licensed Foster Case Placement		
CS	TEST	3/1/2022	Relative Placement		

Need Further Assistance?

Contact the JAC Online Support Team at onlinesupportteam@justiceadmin.org.