DEPARTMENT: Eligibility
SUBJECT: Procedures for “Sib-Adds”

REVISED: 10-21
AUTHORIZATION APPROVAL: Manager, Family Services

Reminders:

- If the family already has children in care, a new child can be placed into care as long as the household income does not exceed 85SMI.
- The family must still go through the entire EV wizard. Current proof of purpose for care and 4 weeks of income will be needed.
- Fees can increase/decrease at time of sib-add for all children receiving care based on the updated documentation.
- Add sibling to existing funding. (Ex. Child in care is under BG8-ECON. Add sibling to BG8-ECON)

Sibling added into care:

- The Sib-Add child(ren) will receive one year of eligibility from the date of placement. (Follow “Placements” guide.)
- Review ages of all children receiving care to ensure that the youngest child in care is pulling the highest fees. All other children will receive a sibling discount. (Reference “Sibling Discounts” guide.)
Children already receiving care:

- Recertify all children in services for one year from the date of the Sib-add.
- Review ages of all children receiving care to ensure that the youngest child in care is pulling the highest fees. All other children will receive a sibling discount. (Reference “Sibling Discounts” guide.)
- Ensure that all children have the same Care Authorization and Eligibility Assignment end dates.

1. End the enrollment for the day before the placement. Reason code REDE.

2. Click on the Update button next to the current Eligibility Assignment.

3. Change the Eligibility End Date to reflect the day before the Sib-add. Click OK.
4. Review the **Eligibility** Screen to ensure the old assignment has ended.

![Eligibility Screen]

5. Click on the **Update** button next to the **Current Authorization Period**.

![Current Authorization Period]

6. Edit the dates to match the new sibling’s dates (one year from date of placement). Press **OK**.

![Edit Authorization Period]

7. Click on **Add Eligibility Assignment**.

![Add Eligibility Assignment]

8. Complete the **Eligibility Assignment** screen to reflect one year from the date of placement. Review for accuracy. Click **OK**.

![Edit Eligibility Assignment]

a. **Billing Group/Eligibility Code**: See Funding Chart
   - Reminder: Add sibling to existing funding. (Ex. Child in care is under BG8-ECON. Add sibling to BG8-ECON.)

b. **Match Funder**:
   - BG8-ECON-BG8 0% Match
   - BG8-SRMT-JWB SRMT Match

c. **Eligibility Begin Date**: Date of processing
   - **Eligibility End Date**: One year later minus a day

d. **Purpose-for-Care Review Date**: ONLY used if the client has a review date, typically associated with an agency referral
e. **Priority**: See Funding Chart  
f. **Level of Care**: See Level of Care Chart  
g. **Purpose for Care**: Select applicable option from drop down menu  
h. **Copay in Effect**:  
   - Full Time Daily Rate—Preschool children (0-Pre-Kindergarten)  
   - Note: Any school age child using FT evening care will need FT Copay  
   - Reference “Process for Special Enrollments Schedule” for more information.  
   - Part Time Daily Rate—School Age children (K-8th grade) or if client is deemed eligible for PT care ONLY  
i. **Rilya Wilson Reporting Requirements**: Select if the box is marked on a PS referral for children 0-5 years old  
j. **Copayment Waiver or Reduction**: Reference “Sibling Discounts and Copayment Waivers” and “How to Correct Fees” Guidance

9. Review all levels of the **Eligibility** screen to ensure that the child in care has been recertified for year from the date of the Sib-add. Click Save.

10. Add the new enrollment to match the date of the Sib-add. Fees can increase/decrease on date of Sib-add.  
   - Reference “Enrollment Schedules” and “Process for Special Enrollment Schedules”.

11. Repeat Steps 1-10 for any additional children in care.

12. Call providers of children currently in care to advise of any new co-pays.
13. Enter Case Note:
   a. **Description**: Miscellaneous
   b. **Custom Code Type**: Parent
   c. **Custom Code**: SIB ADD
   d. **Note**: Indicate funding, name of the child(ren) added and updated, FT/PT highest daily fees for the youngest child in the family, fee effective date, eligibility dates, referring agency’s worker name and phone# (for all referral programs), client will sign payment cert for client and provider records. Indicate provider contact and whom you spoke with.
   e. **Save**.

14. Review Counselor selection. **Assign** Counselor per caseload distribution as needed.

**Note**: The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.