

## **Title IV-E Child Welfare Waiver Demonstration Projects Proposal Checklist**

The following checklist was developed as a tool to assist title IV-E agencies in completing proposals for child welfare waiver demonstration projects. Its use is not required, but it may prove helpful in ensuring that proposals include needed information and are reviewed by appropriate officials and stakeholders in the agency prior to submission.

A list of the key elements to be included in your proposal is provided below. The pages in Information Memorandum ACYF-CB-IM-12-05 referencing each element are noted in parentheses. Please also be sure to review the full Information Memorandum prior to submitting proposals.

### **Has Your Proposal Been Reviewed And Approved By:**

- ☐ Child Welfare Director/Departmental Secretary or other individual who will sign the waiver Terms and Conditions.
- ☐ Chief Finance/Budget Officer responsible for title IV-E planning and budgets, including:
  - ☐ Have they reviewed in detail the cost neutrality provisions of the waiver?
  - ☐ Have they reviewed and agreed with an estimate of expected demonstration costs and savings? (IM pg.18–19)
- ☐ Child Welfare Program Managers (State and local level) who will be responsible for implementation.

### **Does Your Proposal Contain:**

- ☐ **A Description of the Proposed Demonstration, including:**
  - ☐ A description of the purpose of the proposed project. Describe how the project is innovative and how it will foster improved child and family well-being. (IM pg. 20, #1)
  - ☐ Identification of one or more of the following statutory goals that the project is intended to accomplish: (IM pg. 20, #2)
    - Increase permanency for all infants, children, and youth by reducing the time in foster placements when possible and promoting a successful transition to adulthood for older youth.
    - Increase positive outcomes for infants, children, youth, and families in their homes and communities, including tribal communities, and improve the safety and well-being of infants, children, and youth.

- Prevent child abuse and neglect and the re-entry of infants, children, and youth into foster care.

- ☐ An explanation of the problem or issue that the project is intended to address. (IM pg. 20, #1)
- ☐ A description of the scope and types of services to be provided. (IM pg. 21, #5)
- ☐ Indicate whether the proposed interventions are evidence-based. Describe why the proposed interventions(s) were selected to meet the needs of the identified target population. (IM pg. 21, #5)
- ☐ A description of the time period for conducting the demonstration. (IM pg. 21, #6)
- ☐ The specific sections of title IV-E or IV-B for which a waiver is proposed. (IM pg. 22, #14)
- ☐ A narrative description of the title IV-E agency's capacity to conduct a demonstration project by identifying changes the title IV-E agency has made or plans to make in policies, procedures, or other elements of the agency's child welfare program that will enable the title IV-E agency to achieve the goal or goals of the project. (IM, pg. 22, #16)
- ☐ A description of how the proposed demonstration responds to the findings of the State's Child and Family Services Review (CFSR). (IM, pg. 22, #18)
- ☐ A description of how the proposed demonstration will affect implementation of the State's CFSR Program Improvement Plan. (IM, pg. 22, #18)
- ☐ A description of any court order in effect anywhere in the State by which a court has determined that the child welfare program failed to comply with State child welfare laws, title IV-E or IV-B, or the Constitution, along with an analysis of whether the proposed demonstration would have any effect on any such court order. (IM, pg. 22, #19)

☐ **A Description of the Proposed Target Population, including:**

- ☐ A description of their demographic characteristics. (IM pg. 20, #3)
- ☐ The expected number of children and families to be served, including the estimated number of title IV-E foster cases involved. (IM pg. 20, #3)

- ☐ The geographic area (statewide, selected counties, etc.) included in the demonstration. (IM pg. 21, #4)
- ☐ A description of the child welfare status and history (e.g., substantiated reports of abuse and neglect, foster care status, lengths of stay in care) and other identified risk factors of the target population (e.g., parental substance abuse). (IM pg. 20, #3)
- ☐ **An Evaluation Design, including:**
  - ☐ A description of the evaluation design and a justification of why the proposed design is the most rigorous and appropriate approach to accurately determine the impact and effectiveness of the program intervention(s). (IM pg. 21, #8)
  - ☐ An outline of the specific outcomes on which the title IV-E agency expects the demonstration to have an impact, including outcomes relating to safety, permanency, and well-being and how service provision will have changed for children and families. HHS expects that child welfare demonstrations will include specific measures assessing children's well-being and improved child and family functioning. (IM pg. 21, #7)
  - ☐ If applicable, a description of how the demonstration will measure appropriate post-permanency measures, such as whether children re-enter care and whether adoptions or guardianships disrupt or dissolve. (IM pg. 21, #7)
  - ☐ If applicable, a description of how the demonstration will measure any other pertinent information on how children and families fare after discharge from foster care. (IM pg. 21, #7)
- ☐ **Cost Neutrality, Financial Information, and Additional Requirements:**
  - ☐ An estimate of the costs or savings of the project, along with a description of the basis for projecting that the project would be cost-neutral overall. (IM pg. 21, #9)
  - ☐ A description of a reliable method of measuring and ensuring Federal cost neutrality over the course of the demonstration. (IM pg. 21, #10)
  - ☐ An accounting of any additional Federal, State, tribal, and local investments made, as well as any private investments made in coordination with the title IV-E agency, during the past two fiscal years to provide the service intervention(s) that the applicant intends to undertake through the waiver demonstration. (IM pg. 21, #12).

- ☐ An assurance that the title IV-E agency will continue to provide an accounting of that same spending for each year of the approved demonstration project. (IM pg. 22, #13)
- ☐ A commitment to devote any Federal IV-E funds, as well as State and local resources, that are freed up under the demonstration to child welfare purposes.
- ☐ A description of any similar projects already underway supported by State, tribal, or private foundation funds. (IM pg. 21, #11)
- ☐ The specific Child Welfare Program Improvement Policies identified in section 1130(a)(3)(C) of the Act that the title IV-E agency has implemented or intends to implement within three years of the date on which it submits an application to conduct the demonstration project or two years after the Department approves the demonstration (whichever is later). See the section on the “Requirement to Implement Program Improvement Policies” in the IM. (IM, pg. 22, #22)
- ☐ An assurance that the title IV-E agency provides health insurance for all special needs children for whom there is an adoption assistance agreement. (IM, pg. 22, #21)
- ☐ Address whether/how the demonstration will affect the title IV-E agency’s automated child welfare information system. (IM pg. 22, #15)
- ☐ **Partnerships and Public Input:**
  - ☐ A description of steps that will be taken to secure County, local, tribal, or judicial participation. (IM pg. 22, #17)
  - ☐ A description of the process that will be used to obtain public input or response to the waiver proposal. (IM pg. 22, #20)
  - ☐ Indication of whether the demonstration is intended to be operated in conjunction or collaboration with other Federal initiatives (e.g., Medicaid), State Plan Amendments, and/or waivers in Medicaid or other programs. Information on these collaborative activities and information on degree to which (1) the proposed collaboration can be accomplished through coordination within the other programs’ existing authority or a plan amendment; or (2) whether coordinated activities will require approval of waivers in another program. (IM pg. 21, #11)
  - ☐ Letters of agreement between the State and any county, tribe or tribal organization, foundation, private agency, or governmental organization participating in the demonstration project. (These may be submitted in response to the Issue Paper if not available at the time of proposal submission.) (IM pg. 22 #17)