

Date – 4/1/2026

Manual - Child and Family Services Manual, Title IV-E Eligibility Manual

Transmittal # 317

The purpose of this transmittal is to provide new, revised, and clarified guidance for the *Title IV-E Program*. Unless otherwise stated, the provisions included in this transmittal are effective upon posting.

Changes to the manual incorporate new sections that address congregate care setting with trafficking specialization designation and the process for claiming title IV-E funds for those placements. This transmittal and manual are available on:

- Internal website (FUSION): <https://fusion.dss.virginia.gov/dfs/DFS-Home/Title-IV-E-Foster-Care/Title-IV-E-Guidance>
- Public website: <https://www.dss.virginia.gov/family/iv-e.cgi>

Changes to the manual are listed below.

Section(s) Changed	Significant Changes	Reason for Change
Title IV-E Foster Care Guidance		
1.8.4 Placements for youth who are victims or at risk of sex trafficking	This subsection was added to include the new congregate care designation under Family First and outlines the ability to draw down title IV-E funds.	Congregate Care providers will receive this designation making them eligible for title IV-E funding.

Questions about this transmittal should be directed to Kristie Bond, Title IV-E Supervisor, kristie.bond1@dss.virginia.gov, 804-396-5791 or Jennifer Phillips, Program Manager, jennifer.phillips@dss.virginia.gov, 804-726-7574.

Duke Store

Commissioner

Chapter I Title IV-E Guidance Drafts

November 2025

Title IV-E Foster Care Guidance:

- **1.8.4 Placements for youth who are victims or at risk of sex trafficking**
 - Congregate care settings that are a Children’s Residential Facility licensed by VDSS or a Therapeutic Group Home licensed by DBHDS and provide high-quality residential care and supportive services to children and youth who have been found to be, or are at risk of becoming, sex trafficking victims are eligible to receive IV-E funding.
 - Facilities that are a Children’s Residential Facility licensed by VDSS or a Therapeutic Group Home licensed by DBHDS must receive designation from VDSS (or through licensure when available) that affirms the placement specializes in providing services for children and youth at risk of becoming, or who are, sex trafficking victims and comply with all designation/licensing requirements for youth ages 13 and above. Requirements include, but are not limited to: staff training, screening youth for trafficking experience, referral for treatment/services, and prevention education for all youth ages 13 and above in placement. Facilities that have been determined to meet these criteria will be entered by VDSS Home Office staff into the child welfare information system as a resource that has been designated as a placement that specializes in providing services for children and youth at risk of becoming, or who are, sex trafficking victims. As outlined in VDSS Child and Family Services Manual, Chapter E, Foster Care, all youth in foster care are inherently at risk of trafficking and those 13 and above in a designated facility are eligible.
 - Service workers must document the placement with the designated facility as the resource provider in the child welfare information system.
 - Benefit Program Specialists will ensure that the youth is 13 years or older and the placement with the designated resource provider is documented in the child welfare information system prior to utilizing IV-E funds for this placement. LDSS may access CSA funding for children/youth under the age of 13 and placed in a program designated by VDSS that specializes in providing services for children and youth at risk of becoming, or who are, sex trafficking victims. If the youth turns 13 while in placement, the funding source shall change to IV-E the first of the month following the youth’s 13th birthday. Eligible youth may continue to receive IV-E funding for the duration of their placement in a designated facility so long as the facility maintains designation of a placement specializing in providing services for children and youth at risk of becoming, or who are, sex trafficking victims, and meets the IV-E requirements set forth in section 1.6.2.