Record Organization of IV-E Materials

These materials should be maintained in a separate jacket as part of the entire record.

- **Birth Certificate**

- **For a child not born in the U.S. the Residency Status Verification**

- **DSS-5120 & All DSS 5120A(s)**
  - Verifications of income and resources should be attached to the forms
  - Copies of relevant court orders (signed and filed) with DSS and GAL reports attached as appropriate.
    - DSS-5120 should have the Order for Non-Secure Custody or Removal Order and an Order for Continued Non-Secure Custody or other order that provides a finding of reasonable efforts to prevent removal
    - DSS-5120A should have the valid court order that addresses reasonable efforts to finalize the permanency plan that is referenced on page 2 of the form.

- **VPA Materials (if applicable)**
  - Completed Voluntary Placement Agreement (DSS-1789) signed and dated by parent/guardian and DSS
  - The Court Order resulting from the review within 90 days (if applicable)
  - Petition and resulting Court Order obtained prior to the 180th day if custody is continued.

- **DSS-5094**

- **Up-to-date Placement log**

- **Placement’s License** or a copy of supporting documentation verifying the placement’s license status while child was placed there for the review months (including group, therapeutic).

- **Copy of Payment History completed in the month of review.**