



OPERATION MEMO

Title: Updated County Checklist & QRTP Lifetime Limit Waiver Request Form		Office/division: OCYF Division of Child Welfare Office Director: Debbie Oldenettel Division Director: Joe Homlar
Memo number: OM-CW-2025-0009		Program area: Child Welfare
Outcome: County submission of all required supporting documentation with Qualified Residential Treatment Program (QRTP) lifetime limit waiver requests		
Pertinent statute/rule: ACF PI ACYF-CB-PI-18-07 , Family First Services Prevention Act, PL115-123 132 STAT. 259 (5), 42 USC 675c5; Code of Colorado Regulations Section 12 CCR 2509-4 - 7.301.245		
Keywords: QRTP, Lifetime Limit, Waiver, Request, Checklist		
Issue date: March 24, 2025	Effective: March 24, 2025	Expires: March 23, 2028

Intended recipients

This communication has been sent to all county human/social service directors and subscribers to the Office of Children, Youth, and Families community partners' email lists, which elect to receive notification when the Office issues a memo. Please forward pertinent information to staff members as you deem necessary.

Purpose

This memorandum from the Office of Children, Youth, and Families provides counties with an updated Qualified Residential Treatment Provider (QRTP) Lifetime Limit Waiver Request Form and a checklist incorporating components from the former Cover Letter/Checklist tool. Going forward, counties should use this when submitting a waiver request to extend QRTP) treatment for a youth who has reached the federally allowed lifetime limit under the provisions of the Code of Colorado Regulations, Social Services Rules [12 CCR 2509-4](#)

7.301.245 County Responsibilities When A Child/Youth Is Reaching Their Lifetime Limit In A Qualified Residential Treatment Program (QRTP)

If a child/youth's length of treatment in a QRTP is approaching twelve (12) consecutive months; or approaching eighteen (18) non-consecutive months, or the length of treatment for a child who has not reached age thirteen (13) is approaching six (6) consecutive or non-consecutive months; and, the child/youth receiving treatment in a QRTP may need continued treatment beyond the limits defined by the Family First Prevention Services Act (Family First), the county department shall request extended



treatment by submitting a length of stay waiver request to the Executive Director of the Colorado Department of Human Services (CDHS):

A. No later than forty-five (45) days prior to the child or youth reaching the applicable length of stay limit as described above, the county department will submit the following documents to the CDHS Executive Director:

1. A letter from the county department's director or their designee requesting the waiver including details regarding:
 - a. An explanation of the need for the waiver;
 - b. The county's plan during the waiver extension period if granted;
 - c. An outline of what reasonable efforts were made prior to the waiver request for stepping down the child or youth's level of out-of-home care from QRTP; and,
 - d. An outline of what reasonable efforts are being made to achieve permanency for the child or youth.
2. A copy of the most recent independent assessment summary;
3. The estimated discharge date from the QRTP;
4. A copy of the most recent 90-day review; and,
5. All Child and Adolescent Needs and Strengths (CANS) tools completed for the child/ youth along with a treatment progress summary.

B. For a child/youth entering a QRTP after the federal maximum length of stay has been reached, these documents need to be received by the CDHS Executive Director at the completion of the independent assessment process.

C. If the waiver is granted by the CDHS Executive Director for Title IV-E reimbursement, it will continue to be funded in the same manner as the original service authorization. The waiver will expire upon the anticipated discharge date from the QRTP or six (6) months after the date the waiver goes into effect, whichever occurs first. The CDHS Executive Director has the ability to approve the length of stay waiver request in its entirety or with limitations. A new length of stay waiver request must be submitted no later than forty-five (45) days prior to the waiver expiring when an initial length of stay waiver is granted.

D. If the waiver is not granted by the CDHS Executive Director for Title IV-E reimbursement, and the child/youth remains in a QRTP past the child/youth's lifetime limit, then the county department will be responsible for payment for the child/youth remaining in a QRTP at the CDHS expenditure requirement.

Background

Family First federal legislation demands that reimbursement is not available for placements in a QRTP that exceed twelve (12) consecutive months or eighteen (18) non-consecutive months



for youth over the age of thirteen (13). The same applies to a child who has not reached age thirteen (13) and is approaching six (6) consecutive or non-consecutive months in a QRTP. When a child/youth requires treatment in a QRTP beyond the lifetime limit, the county department or Department of Youth Services (DYS may submit a length of stay waiver to be signed by the Title IV-E agency Executive Director.) The approval of the waiver is to maintain IV-E claiming for the treatment, not a requirement to move the child/youth. Waivers not approved are not claimable for federal IV-E reimbursement.

Action

Counties must use the Updated County Checklist & QRTP Lifetime Limit Waiver Request Form and ensure that all necessary supporting documentation is included for a waiver of a child/youth's QRTP Lifetime Limit. Waiver requests must be submitted to cdhs_qrtp_waiverrequest@state.co.us 45 days in advance of the child/youth reaching their current QRTP Lifetime Limit.

Attachments

[Updated County Checklist & QRTP Lifetime Limit Waiver Request Form](#)

Supersedes

[OM-CW-2022-0018](#) - County Cover Letter for Submission with Waiver Request

[IM-CW-2022-0020](#) - QRTP Lifetime Limit Waiver Request Form

Contact

For more information about this memo, please contact Nathaniel Winegar, Permanency Specialist QRTP, nate.winegar@state.co.us

Operation memos are active for three years; then, they are archived and reissued if necessary. Access the CDHS Memo Series at cdhs.colorado.gov/our-partners/counties/cdhs-memo-series.

