



The Florida Safe Families Network (FSFN) How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference companion to the User Guide that includes additional details. Visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>) for the User Guide and additional resources.

How Do I...

Create a TANF Eligibility.....	2
Complete Adoption TANF (Initial Determination).....	3
Complete Adoption TANF (Redetermination)	3
Void an Adoption TANF Eligibility	4
Create, Edit, and View Federal Poverty Level (FPL) Information.....	5



Create a TANF Eligibility

How Do I...?	Selections	Tips & Guidelines
<p>Create an Adoption TANF Eligibility</p>	<p>From Financial Work:</p> <ul style="list-style-type: none"> • From the Desktop menu bar, click Financial Work. • From the Create Financial Items box, select Eligibility dropdown and click on Create Adoption TANF. • Click Continue. • Click the Search hyperlink. • In the Last Name field on the Person Search page, enter the child's last name. • Click the Search button. • From the Persons Returned results, click the Person icon next to the applicable Person Name hyperlink. • Click Case icon. • Select the radio button for the appropriate case. • Click the Continue button. • Adoption TANF page is launched. <p style="text-align: center;">OR</p> <p>From Case Work:</p> <ul style="list-style-type: none"> • On the desktop, click Case Work icon. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • From the Create menu, click Case Work. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • From Case Book, click the Create Case Work hyperlink. • The Create Case Work page displays. • From the Eligibility drop down, select Create Adoption TANF. • In the Cases group box, select a case. • In the Case Participants group box, select a participant. • Click Create. • The Adoption TANF page displays. 	<p><i>Users can create this page through Create Case Work, Eligibility dropdown or by accessing it through Financial Work. Users can view and update this page via the Desktop, on the outlier under the Eligibility section, Adoption TANF Eligibility hyperlink, or is accessible through the Search. A search can be conducted by name, SSN or other system identifier such as person ID.</i></p>



Complete Adoption TANF (Initial Determination)		
How Do I...?	Selections	Tips & Guidelines
Complete an Adoption TANF (Initial Determination)	<ul style="list-style-type: none"> • Access Adoption TANF Eligibility page. • Verify the Effective From date is accurate and update, if necessary. • Select Yes or No for Question 1. • Question 2-5 are system derived. • Enter any applicable Eligibility Notes. • Click Save. • Approve the Adoption TANF page through the use of the Approval hyperlink displayed in the Actions group box. 	<p><i>Case Name and Child Name display as hyperlinks to launch Maintain Case and Person Management, respectively.</i></p> <p><i>Effective From date pre-fills from IV-E Adoption Eligibility record that was determined "Ineligible", if Adoption TANF was system generated.</i></p> <p><i>If Citizenship is displayed incorrectly, save the Adoption TANF page intermittently, launch Person Management to make update, save and close Person Management and return to the Adoption TANF page which will update and reflect the change.</i></p>
Complete Adoption TANF (Redetermination)		
How Do I...?	Selections	Tips & Guidelines
Complete an Adoption TANF (Redetermination)	<ul style="list-style-type: none"> • Create the Adoption TANF page. • Verify the Effective Date is correct and make any necessary update. • Question 1 and Question 5 are pre-filled, but user modifiable. Questions 2-4 are system derived. • The Redetermination question is system derived. • Click Save. • Approve the Adoption TANF (Redetermination) page through the use of the Approval hyperlink displayed in the Actions group box. 	<p><i>Once the child has an Initial Adoption TANF determination, each subsequent Adoption TANF created is derived as a Redetermination.</i></p>



Void an Adoption TANF Eligibility

How Do I...?	Selections	Tips & Guidelines
<p>Void an Adoption TANF</p>	<ul style="list-style-type: none"> • Once the Adoption TANF page is approved, select the Submit Void Determination hyperlink in the Actions group box. • A validation prompt is displayed indicating that the current Adoption TANF and all subsequent Redeterminations will be voided. Select Yes if you desire to continue with voiding the determination. • The next step requires an appropriate security user status to access the applicable Adoption TANF page through either the Desktop or via the Financial Work page. • Click Void Determination hyperlink located in the Actions group box. • Validation prompt is displayed indicating that the current Adoption TANF and all subsequent Redeterminations will be voided. Select Yes, if this is a desired action. • The Adoption TANF page refreshes and the Determination Voided check box is flagged. 	<p><i>Once the first two steps are performed, a worker with the appropriate security must access the Adoption TANF page and perform the Void Determination step, which is the 2nd and final step in the process which will successfully void the Adoption TANF.</i></p> <p><i>The same person who submitted the void determination cannot be the same person completing the void process regardless if you have the appropriate security.</i></p>



Create, Edit, and View Federal Poverty Level (FPL) Information.

How Do I...?	Selections	Tips & Guidelines
<p>Create, View and Edit FPL Information.</p>	<p>Creating FPL Information</p> <ul style="list-style-type: none"> From menu bar, click on Utilities and select FPL Maintenance from the drop down. To create a new FPL, click the Insert button. Enter Fiscal Year for which Federal Poverty Levels will apply. Enter Effective From date in which the FPL will take effect. Enter Effective To date in which the FPL will end its effectiveness. Enter all applicable FPL Amounts calculated at the 200% level. Enter FPL Monthly Income for Household Members 1 through 10. Enter FPL Yearly Income for Household Members 1 through 10. Enter FPL Monthly Income for households larger than 10. Enter FPL Yearly Income for household larger than 10. Click Save button. Select FPL Complete from the Options drop down and click Go. <p>Editing FPL Information</p> <ul style="list-style-type: none"> Select the Edit hyperlink on the row just created. From the Options dropdown select FPL Update Complete. Click Close button. <p>Viewing FPL Information</p> <ul style="list-style-type: none"> Select the View hyperlink on the row just completed. Click Close button. Select Save button. 	<p><i>The Federal Poverty Level (FPL) Maintenance allows users to document FPL amounts using FSFN for the designated Fiscal Year.</i></p> <p><i>Only users with the appropriate security can access and maintain the FPL Maintenance Page.</i></p> <p><i>The FPL Update Information pop-up page launches enabling user to enter FPL calculations.</i></p> <p><i>If the Select FPL Complete option is not selected and the page is only saved and closed, once the page is closed an Edit hyperlink will be displayed on the FPL Maintenance page.</i></p> <p><i>Once the FPL Complete option is selected and processed, the FPL Maintenance page displays a View hyperlink and the FPL Update Maintenance page displays in view only mode.</i></p>

