

Florida Safe Families Network

Adoption Subsidy Information Agreement User Guide

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Change History

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06/18/2019	Eligibility	Reconciliation from versions of GAP and Eligibility	Ingrid Weiss	Throughout

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12/12/2019	Eligibility R2	Sprint 16 Updates	Melissa Daniel	Page 13
01/13/2020	Eligibility R2	Updates per OCW comments for Sprint 16	Melissa Daniel	Page 13
04/01/2020	Eligibility R2	Accepted Changes & Finalized for ER2	Melissa Daniel	Throughout
03/31/2020	ENHQ4	Sprint 2 Updates	Laurie Webber	Page 11-12
05/06/2020	ENHQ4	Finalized and accepted changes for Q419-20 Enhancement	Melissa Daniel	Throughout
08/14/2020	Q120-21 ENH	Sprint 3 Updates	Melissa Daniel	Page 12
10/08/2020	Q120-21 ENH	Finalized and accepted changes for Q120-21 Enhancement	Melissa Daniel	Throughout

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About FSFN User Guide

The Florida Safe Families Network (FSFN) User Guide helps you understand the steps to complete your work in the FSFN system. This user guide does not cover every system feature built into FSFN but describes the most commonly used functions to complete your day-to-day work in the FSFN application. This user guide, when used with Online Help and the How Do I Guides, helps you successfully use the FSFN system as a support tool in your important work of safeguarding the safety, permanence, and well-being of the children, families, and adults of Florida.

The Intended Audience

This user guide serves a wide audience of FSFN end users who include:

- Ongoing Case Managers
- Supervisors
- Fiscal Workers

Prerequisite Knowledge

This user guide was developed with specific prerequisite expectations. Before reading this guide, read the following information. If you need to refer to additional User Guides, How Do I Guides, or other information, visit the DCF FSFN website (<http://fsfn.dcf.state.fl.us>).

- You must have a working understanding of Florida Department of Children and Families Policies and Practices as related to the use and operation of FSFN.
- You must have a working understanding of the basic FSFN navigation and functionality. See the Multi-Topic Basics User Guide and How Do I Guide.
- If you are a supervisor, also see the Multi-Topic Supervisory User Guide and How Do I Guide.
- Key tasks described in this guide start at the FSFN Desktop, Case Book, or Person Book, unless otherwise noted. If you are unfamiliar with how to navigate to these three pages, see the User Guides for Multi-Topic Basics, Case Book, and Person Book.
- The Search page referred to within this user guide is the Search page with four tabs: Person, Case, Provider/Organization, and Worker. This Search page is commonly called the Utility Search or Navigational Search. It is accessed primarily from the Desktop by clicking Search on the Banner or Utilities menu. Other search types may be referred to as data retrieval searches. These searches use different search functionality than the Utility Search. For example, the Person Search page provides a method to search for a person and retrieve person data that pre-fills into the page in which you are working. The Person Search page should not be confused with the Search page with the Person tab.

Related Resources

Visit the DCF FSFN website (<http://fsfn.dcf.state.fl.us>) for online access to additional resources that support FSFN system end users, including:

- FSFN Project Information
- Online Web-based Training (WBT)
- User Guides
- How Do I Guides (job aids)
- Topic Papers (System Functionality Design)
- Reference Data (Selection Values)

Security Information

FSFN restricts your ability to create, modify, and view specific information through the security profile associated with the Login Profile you used to access FSFN. Specific security applies across all information. For example, if you do not have authorization to launch the Privileged Consultation page from the Meetings page, you cannot access that page.

Create the Adoption Subsidy Agreement Information Page

About the Adoption Subsidy Agreement Information page

The Adoption Subsidy Agreement Information page captures specific Adoption Subsidy details including the Fiscal Agency, Service Category and Type, Adoption Subsidy Type, Provider, Date of Agreement, associated costs, and other pertinent information.

An Adoption Subsidy Agreement Information page cannot be created unless an open, approved removal/ placement exists for the participant or the child has a “pending” Private Adoption record, and the most recent Adoption Subsidy Agreement Information page has been terminated.

If the participant has an existing non-terminated Guardianship Assistance Agreement (GAA), an Adoption Subsidy Agreement Information page cannot be created until that existing GAA is terminated.

Once created, the Adoption Subsidy Agreement Information page is accessed from Case Book within the Adoption Information group box, from Case Book within the center panel when Adoption is selected from the center panel drop down or from the Cases outline by clicking the appropriate Case icon, clicking the Adoption icon, and then selecting the Adoption Subsidy Agreement Information hyperlink.

When a user creates an Adoption Subsidy Agreement Information page, FSFN will automatically create the Adoption Eligibility page. Upon launching the Adoption Eligibility page FSFN currently checks if there is a completed, non-voided, non-waived IV-E FC Eligibility page. FSFN, however, does not consider IV-E FC's that are flagged as EFC as ones that meet the criteria. The value “(18+) Entering Maintenance Adoption Subsidy” cannot be selected from the Reason Agreement Terminated drop down unless “Yes” has been selected for the opt in question. When selected, a validation message indicating that the “Adoptive Parent(s) did not elect to opt in to the Extension of Maintenance Adoption Subsidy Program. Please select an appropriate Termination Reason” displays if the above criteria has not been met.

Key Task

To create an Adoption Subsidy Agreement

1. On the FSFN Banner, click the **Case Work** icon.

OR

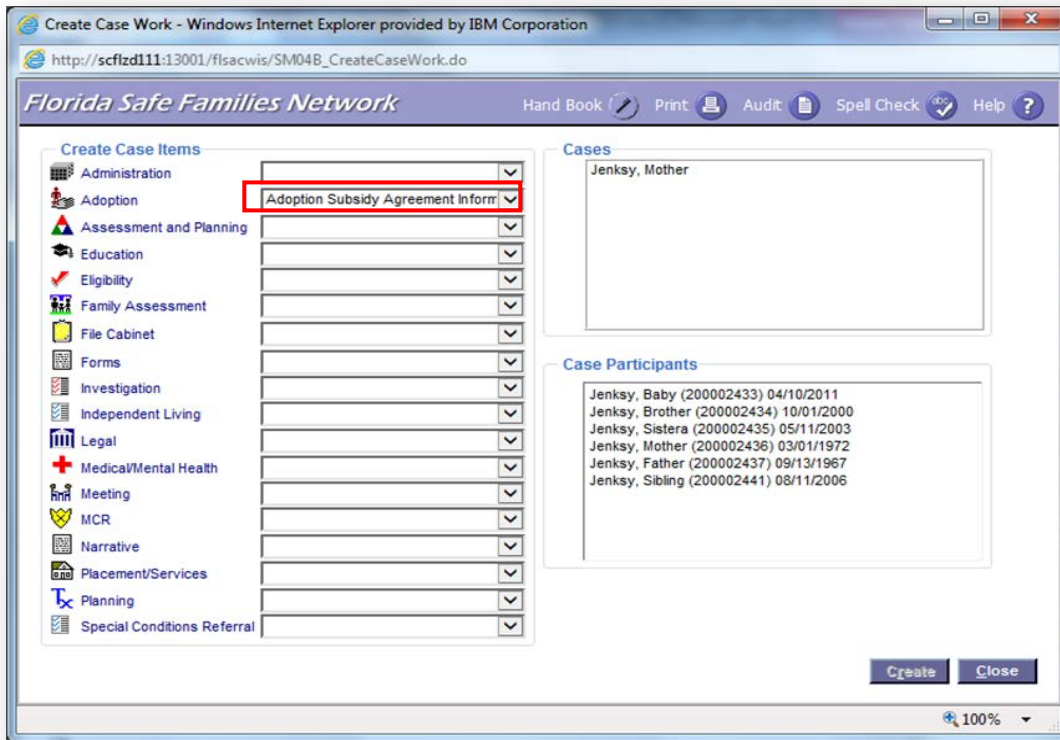
From the **Create** menu, click **Case Work**.

OR

From **Case Book**, click the **Create Case Work** hyperlink.

The screenshot shows the Florida Safe Families Network Case Work interface. The top navigation bar includes 'Hand Book', 'Print', 'Audit', 'Spell Check', and 'Help'. The left sidebar contains 'Case Information' (Test Case Book 100142139) and 'Active Participants' (listing testers B, BRANDON, K, and L). The main content area is titled 'Case Notes' and lists several entries: 'Case Home Visit - Child's Current Residence' (05/02/2019), 'Case Court - Judicial' (05/01/2019), 'Case Supervisory Consult' (04/25/2019), 'Case Home Visit - Child's Current Residence' (04/18/2019), 'Case Supervisory Consult' (04/17/2019), 'Case Note to File - General' (04/17/2019), 'Child Investigation Note to File - General' (04/16/2019), 'Child Investigation Telephone Contact' (04/16/2019), 'Case Supervisory Consult' (04/16/2019), 'Child Investigation Other' (04/16/2019), 'Child Investigation Other' (04/16/2019), and 'Child Investigation Field Visit' (04/16/2019). The right sidebar features sections for 'Medical/Mental Health' (tester L), 'Education' (Tester Ka), 'Scheduled Legal Actions' (Hearing - Disposition), 'Pending Diligent Search(es)' (No records found), and 'Adoption Information' (No Records Found). A 'Case Actions' menu on the far right lists various options like 'Adult Investigation', 'Case Note', 'Case Plan Worksheet', etc.

2. The **Create Case Work** page displays.



3. From the **Adoption** drop down, select **Adoption Subsidy Agreement Information**.

Note If the Create Case Work hyperlink is selected on Case Book, the Cases group box will only contain the one FSFN Case and you will not be required to select the FSFN Case.

Note If the participant has an existing non-terminated Guardianship Assistance Agreement (GAA), an Adoption Subsidy Agreement Information page cannot be created until that existing GAA is terminated. If the user attempts to create an Adoption Subsidy Agreement Information page without terminating the existing GAA, a validation message will display.

4. Select the **Case Participant**.

5. Click **Create**.

6. The **Adoption Subsidy Agreement Information** page displays.

7. Complete all required fields.

Note The Basic Subsidy Rate is enabled but not required and defaults to \$0.00.

Note The Parent 1 field must be entered to save the page.

8. To the right of the **Provider Name** field, click the **Search** hyperlink.

9. The **Provider Search** page displays.

10. Enter additional **Provider** data in **Search Criteria** group box, if applicable.

The Providers Returned group box displays all applicable results.

11. Select the radio button next to the appropriate provider.

12. Click **Continue**.

13. You return to the **Adoption Subsidy Agreement Information** page and the provider's name pre-fills to the **Provider Name** field.

14. Select radio button for question "Do the adoptive parent(s) and child elect to opt into the Extension of Maintenance Adoption Subsidy Program?"

Note This question is required only if the person is 16 years of age or older based on Date of Birth; otherwise, it is disabled, grayed out and null (empty).

15. Enter optional data.

Note Selecting Adoption Assistance Agreement from the Actions group box displays the Word text template titled the “Adoption Assistance Agreement Between the Department of Children and Families and Adoptive Parents Regarding Adoption Subsidy and Services.”

Note Selecting either the Adoption Subsidy Termination Notice or the Adoption Subsidy Disclaimer from the Actions group box displays the associated Word text template.

16. Click **Save**.

17. Click **Close**.

Note FSFN automatically creates an Adoption Eligibility record when the Adoption Subsidy Agreement Information page saves, and no Adoption Eligibility record exists for the child.

Note If the Yes radio button is selected for “Agreement Signed by both the adoptive parent(s) and a Department representative”, the Date Signed field is enabled and required. Once the Date Signed and Effective Date/ Date of Agreement are entered and upon successfully saving the page, all fields become frozen on the page except the Reason Agreement Terminated and the associated Date field.

Note Once the Effective Date/ Date of Agreement is entered, if all other required fields have been documented, and Yes or No has been selected for “Agreement Signed by both the adoptive parent(s) and a Department representative” with the associated Date Signed, if Yes, upon successfully saving the page all fields except the Reason Agreement Terminated and associated Date field become frozen.

To terminate an Adoption Subsidy Agreement

1. From the Desktop, click the **Cases** expando.
2. From the **Cases** expando, click the **Case Folder** icon.
3. Click the **Adoption** icon.
4. Click the **Adoption Subsidy Agreement Information** hyperlink.

Note You can also click the Adoption Subsidy Agreement Information hyperlink from Case Book within the Adoption Information group box or from the center panel when Adoption is selected from the center panel drop down.

5. The **Adoption Subsidy Agreement Information** page displays.
6. Select a reason from the **Reason Agreement Terminated** drop down.

Note The Adoption Subsidy Agreement Information page has the following reference values in the Reason Agreement Terminated drop down: “(18+) Entering Extended Maintenance Adoption Subsidy”, “Adding Legal Parent”, “Adoptive Parent Name Change”, “Both Adoptive Parents Deceased”, “Change in Subsidy Amount”, “Change in Subsidy Type”, “Change in the Election of EMAS”, “Child Deceased”, “Child 18 or emancipated”, “Made in Error”, “Other”, “Parent no longer legally responsible for

child”, “Parent no longer providing support” and “Single Adoptive Parent Deceased”.

- Note** ➤ “Adding Legal Parent”, “Adoptive Parent Name Change”, and “Change in Subsidy Type” can be selected as termination reasons regardless of the child’s age.
- Note** ➤ If the Reason Agreement Terminated selected is “Change in Subsidy Amount,” the Title IV-E Adoption Eligibility will not be terminated.
- Note** ➤ If the “Change in Election of EMAS”, “Change in Subsidy Type”, “Adding Legal Parent”, or “Adoptive Parent Name Change” options are selected for Termination Reason, upon saving, FSFN will automatically create a new Adoption Subsidy Agreement Information page and will not end any Eligibility pages and will not require the ending of the Adoptive Placements or Services.
- Note** ➤ If the “Made in Error” option is selected for Termination Reason, FSFN determines if the child is either in active Out of Home Placement or has an open Private Adoption. If neither exists for the child, the page does not save and the following validation message displays: “This child does not have either an open Out of Home Placement or open Private Adoption record. Terminating for the reason of ‘Made in Error’ will void all Adoption Eligibility records and will not allow you to create a new Adoption Subsidy Agreement. Please choose a more appropriate termination reason to proceed.”
- Note** ➤ If the “Made in Error” option is selected for Termination Reason, a new AAA will not be created and will void tied Adoption Eligibility and associated Adoption TANF if it exists.
- Note** ➤ The value “(18+) Entering Extended Maintenance Adoption Subsidy” cannot be selected from the Reason Agreement Terminated drop down unless “Yes” has been selected for the opt in question. When selected, a validation message indicating that the “Adoptive Parent(s) did not elect to opt in to the Extension of Maintenance Adoption Subsidy Program. Please select an appropriate Termination Reason” displays if the above criteria has not been met.
- Note** ➤ Upon selecting the new value of "(18+) Entering Extended Maintenance Adoption Subsidy" and successfully saving the page, FSFN will not end any Eligibility pages and will automatically create a new Extended Maintenance Adoption Subsidy Agreement Information (EMAS) page and will require the ending of the Adoptive Placements or Services. Therefore, if there is an "active" Out of Home Placement or Service where the Service Category is Adoption, the user must end the Placement and/ or Service in order to terminate the Adoption Subsidy Agreement Information page for that reason.

7. Enter a termination **Date**.

- Note** ➤ When selecting the “Made in Error” termination reason, the termination date can equal the Effective Date of the AAA which will allow the new AAA to have an

Effective Date that equals the prior Effective Date.

8. From the **Actions** group box, select **Adoption Subsidy Termination Notice**.

Note Selecting Adoption Subsidy Termination Notice from the **Actions** group box displays the Word text template titled the "Adoption Subsidy Termination Notice."

Note Once the Reason Agreement Terminated and associated Date field are documented, and page successfully saved, the Reason Agreement Terminated and associated Date field are frozen.

Note The page cannot be terminated if a pending Adoption TANF exists.

The screenshot shows the Florida Safe Families Network web application interface. At the top, there is a navigation bar with 'Hand Book', 'Print', 'Audit', 'Spell Check', and 'Help' options. The main content area is divided into several sections:

- Participant and Adoptive Parent(s) Information:** Includes fields for Case Participant (Documenting Adoption), Person Id (910003330), Create Date/Time, Parent 1, and Parent 2.
- Adoption Subsidy Agreement Information:** Contains fields for Agreement Type (Adoption Assistance Agreement), Fiscal Agency, Service Category, Service Type, Adoption Subsidy Type (IV-E Adoption Eligibility), Provider Name, and a search button. It also has radio buttons for 'Do the adoptive parent(s) and child elect to opt into the Extension of Maintenance Adoption Subsidy Program?' (Yes, No, N/A).
- Reason Agreement Terminated:** A dropdown menu and a date field (00/00/0000) are highlighted with a red box.
- Enhanced Subsidy Justification:** A large text area for providing justification.
- Agreement Signed by both the adoptive parent(s) and a Department representative:** Includes radio buttons for Yes/No, Date Signed, Effective Date/ Date of Agreement, Basic Subsidy Rate, Enhanced Subsidy Amount, Agreement Amount, Legal Cost, and Other Non-recurring Expenses.
- Actions:** A red box highlights the 'Actions' menu, which includes 'Adoption Assistance Agreement', 'Adoption Subsidy Termination Notice', and 'Adoption Subsidy Disclaimer'.
- Buttons:** 'Save' and 'Close' buttons are located at the bottom right.

9. Click **Save**.

10. Click **Close**.

Note FSFN will not close the case if a pending Adoption Assistance Agreement exists.

Note If the case type is Post Adoption Services, the Adoption Assistance Agreement must be Terminated in order to close the case.

Create the Extended Maintenance Adoption Subsidy Page

About the Extended Maintenance Adoption Subsidy page

The EMAS page can be accessed from with the Independent Living icon on the Desktop Outliner. The hyperlink in the outliner is displayed as “Extended Maintenance Adoption Subsidy <Effective Date/ Date of Agreement> Young Adult Name”. The Terminate Reason and associated Terminate Date will be displayed beneath the hyperlink in plain black text, if applicable.

The Extended Maintenance Adoption Subsidy page consists of four group boxes: Adoption Subsidy Agreement Information, Participant and Adoptive Parent(s) Information, Enhanced Subsidy Justification, and Actions.

When the page is initially activated, the Case Participant and the Agreement Type fields are pre-filled with information specified on the Create Case Work page. The user selects the Fiscal Agency, Service Category, Service Type, and, if applicable, the Adoption Subsidy Type that is relevant to the placement or service of the Young Adult for whom this page is being accessed. Only the fiscal agencies, with which the user is associated, displays in the “Fiscal Agency” drop down for selection. By clicking the Search hyperlink, the user launches the Search Provider by Service page, to retrieve the name of the appropriate provider into the Provider Name field.

The Effective Date/Date of Agreement is a user-entered field from which the system calculates and populates the Anniversary Date as the Date of the Agreement plus 364 days. The Date of Agreement field is user modifiable.

In the Participant and Adoptive Parent(s) Information group box, the user may specify who is/are the adoptive parent(s) of the child for whom an agreement is being produced. The user may also document the date on which the agreement is signed in the Effective Date/Date of Agreement field.

The Basic Subsidy Rate is a user entered numeric field that can be \$0.00 with a maximum of \$5000.

If appropriate, the user enters an enhanced subsidy amount to indicate an increase on the Basic Subsidy Rate that is intended to be paid. After entry and save, the system adds the basic subsidy rate and the enhanced subsidy amount and populates it into the Agreement Amount field. The Legal Costs and Other Non-recurring Expenses fields are also user entered but are standalone fields. The user may also enter up to 10K of text in the Enhanced Subsidy Justification text field to explain the rationale for the enhanced amount.

By choosing Extended Maintenance Adoption Assistance Agreement hyperlink in the Actions group box, the user activates a Microsoft Word text template titled the “Extension of Adoption Assistance Agreement Between the Department of Children and Families, Young Adult and

Adoptive Parents Regarding Subsidy Payments and Services.” The template pre-fills with the data that has been saved on the page and continues to update as the page is updated.

Once a Reason Agreement Terminated drop down selection has been made, and the related Date has been entered and saved, the page and the text document are saved and frozen. At this point, no further modifications can be made, or updates occur. The EMAS page can be terminated and a new page created to document any changes in the agreement.

Key Task

To create an Extended Maintenance Adoption Assistance Agreement

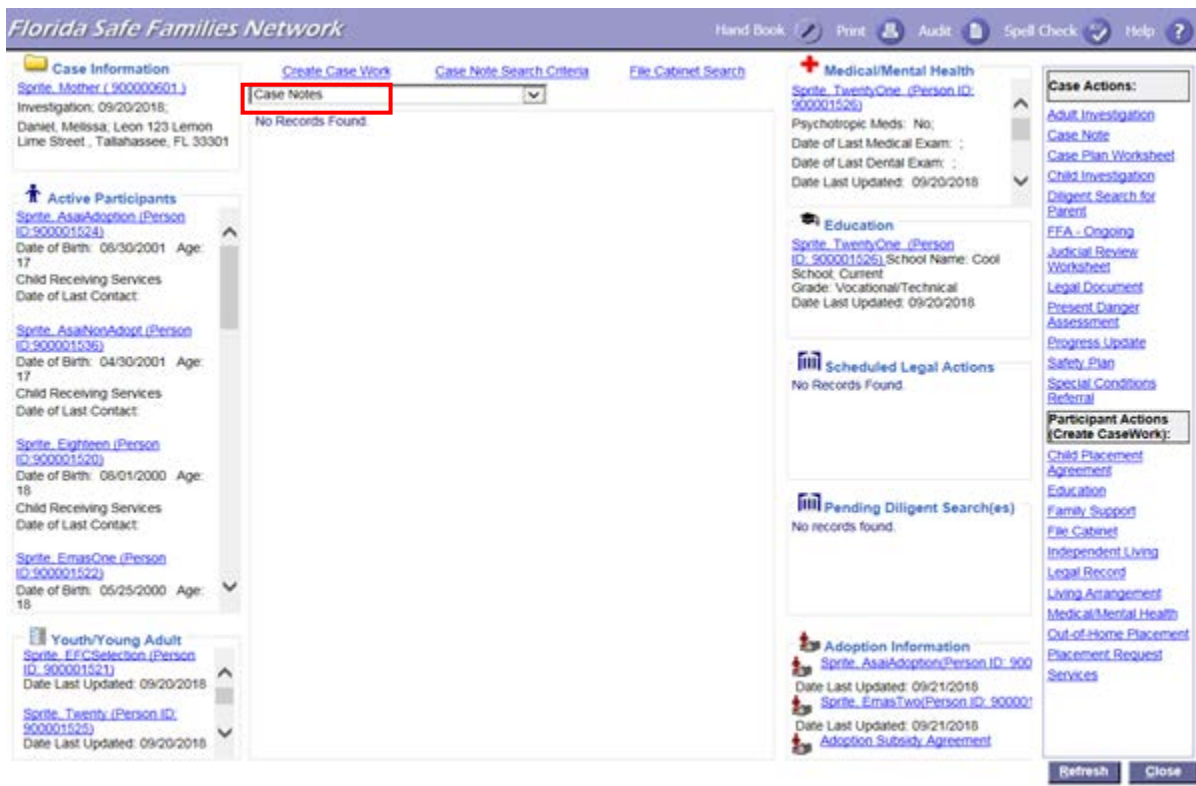
1. On the FSFN Banner, click the **Case Work** icon.

OR

From the **Create** menu, click **Case Work**.

OR

From **Case Book**, click the **Create Case Work** hyperlink.



2. The **Create Case Work** page displays.

The screenshot shows the Florida Safe Families Network software interface. At the top, there is a navigation bar with 'Florida Safe Families Network' and several utility icons: Hand Book, Print, Audit, Spell Check, and Help. Below this is a 'Create Case Items' section with a list of categories, each with a dropdown arrow. The 'Youth / Young Adult' category is expanded, showing two options: 'Independent Living Record' and 'Extended Maintenance Adoption Subsidy', with the latter highlighted in blue. To the right, there are two main sections: 'Cases' and 'Case Participants'. The 'Cases' section contains the text 'Sprite, Mother'. The 'Case Participants' section contains a list of participants with their IDs and dates of birth: 'Sprite, EFCSelection (900001521) 09/01/1998', 'Sprite, Mother (900001518) 03/25/1950', 'Sprite, Seventeen (900001519) 08/01/2001', 'Sprite, Twenty (900001525) 08/08/1998', 'Sprite, TwentyOne (900001526) 02/01/1997', 'Sprite, EstimatedAge (900001527)', 'Sprite, TwentyTwo (900001528) 09/01/1996', 'Sprite, YoungAdultOpen (900001529) 05/23/2001', 'Sprite, YoungAdultClosed (900001530) 03/25/2001', and 'Sprite, AsaiNonAdopt (900001536) 04/30/2001'. At the bottom right, there are 'Create' and 'Close' buttons.

3. From the **Youth / Young Adult** drop down, select **Extended Maintenance Adoption Subsidy**.

Note If the Create Case Work hyperlink is selected on Case Book, the Cases group box will only contain the one FSFN Case and you will not be required to select the FSFN Case.

4. Click **Create**.

Note An Extended Maintenance Adoption Subsidy page cannot be created unless there is an existing, active Adoption Subsidy Agreement Information page for the selected case participant who is between the ages of 16 and 21 as of 01/01/2019.

Note If the participant does not have an existing, active AAA page where the answer is "Yes" to the question "Do the adoptive parent(s) and child elect to opt into the Extension of Maintenance Adoption Subsidy Program?" FSFN will compare the participant's Date of Birth to 01/01/2019 to validate their age. If the participant is between 16 and 21 years of age as of 01/01/2019, FSFN will allow the EMAS page to be created regardless of whether or not the young adult has opted into the EMAS program.

Note If an existing page with the appropriate criteria does not exist and the participant is not between the ages of 16 and 21, the following validation message will display when attempting to create the page: "The selected participant must have an existing Adoption Subsidy Agreement Information page indicating they opted in, in order to create the Extended Maintenance Adoption Subsidy page."

5. The **Extended Maintenance Agreement Subsidy** page displays.

Florida Safe Families Network Hand Book Print Audit Spell Check Help

Participant and Adoptive Parent(s) Information
 Case Participant: [EmaTwo Sprite](#) Person Id: 900001523 Create Date/Time: 09/25/2018 2:44 PM
 Parent 1: Parent 2:

Adoption Subsidy Agreement Information

Agreement Type:	Extended Maintenance Adoption Assistance Agreement	Agreement Signed by the young adult, adoptive parent(s) and a Department representative:	<input type="radio"/> Yes <input type="radio"/> No
Fiscal Agency:	<input type="text"/>	Date Signed:	<input type="text"/>
Service Category:	<input type="text"/>	Effective Date/ Date of Agreement:	<input type="text"/>
Service Type:	<input type="text"/>	Basic Subsidy Rate:	<input type="text" value="\$0.00"/>
Adoption Subsidy Type:	<input type="text"/>	Enhanced Subsidy Amount:	<input type="text" value="\$0.00"/>
Provider Name:	<input type="text" value="CLAUDIA Brundage"/> Search	Agreement Amount:	<input type="text" value="\$50.00"/>
Reason Agreement Terminated:	<input type="text"/> Date: <input type="text" value="00/00/0000"/>		

Enhanced Subsidy Justification

6. Complete all required fields.

- Note** Parent 1 is required to save the page.
- Note** The Fiscal Agency drop down defaults blank. When the user is associated to multiple Fiscal Agencies, the drop down will default blank and the user will select among them.
- Note** The values in the Service Category drop down list are dependent upon the fiscal agency that has been selected.
- Note** The values available in the dropdown list associated with the Service Type field are dependent upon the Service Category Type selected.

7. To the right of the **Provider Name** field, click the **Search** hyperlink.

8. The **Provider Search** page displays.

9. Enter additional **Provider** data in **Search Criteria** group box, if applicable.

The Providers Returned group box displays all applicable results.

10. Select the radio button next to the appropriate provider.

11. Click **Continue**.

12. You return to the **Extended Maintenance Adoption Subsidy** page and the provider's name pre-fills to the **Provider Name** field.

13. Enter optional data.

- Note** Selecting Extended Maintenance Adoption Agreement from the Actions group box

displays the Word text template titled the “Adoption Assistance Agreement Between the Department of Children and Families and Adoptive Parents Regarding Adoption Subsidy and Services.”

Note Values entered into the Agreement Amount and the Additional \$ per month fields should be monthly dollar amounts. The values do not drive payments. The actual payment is derived from the Out of Home Placement and Services pages.

14. Click **Save**.

Note If the user attempts to save the page without searching for a provider, the following error message appears: “Please access the Search Provider by Service page to complete Agreement for Child.”

15. Click **Close**.

Note Once the Effective Date/ Date of Agreement is entered, if all other required fields have been documented, and Yes or No has been selected for “Agreement Signed by both the adoptive parent(s) and a Department representative” with the associated Date Signed, if Yes, upon successfully saving the page all fields except the Reason Agreement Terminated and associated Date field become frozen.

To terminate an Extended Maintenance Adoption Assistance Agreement

1. From the Desktop, click the **Cases** expando.
2. From the **Cases** expando, click the **Case Folder** icon.
3. Click the **Youth/ Young Adult** icon.
4. Click the **Extended Maintenance Adoption Subsidy** hyperlink.
5. The **Extended Maintenance Adoption Subsidy** page displays.
6. Select a reason from the **Reason Agreement Terminated** drop down.

Note The Reason Agreement Terminated drop down and date fields default blank. When a Reason is selected, date entered and saved, the Extended Maintenance Adoption Subsidy page, and the template associated to it, are frozen.

Note The Reason Agreement Terminated drop down has the following reference values: “Young Adult 21”, “Change in Subsidy Rate”, “Young Adult Deceased”, “Eligibility Change to PESS”, “Voluntary Opt Out”, “Other”, “Parent No Longer Providing Support”, “Married”, “Active Military”, “Single Adoptive Parent Deceased”, and “Both Adoptive Parents Deceased”.

7. Enter a termination **Date**.

Note Once the Date Signed field and the Effective Date/ Date of Agreement fields are both entered, and the page Saved, the page will freeze. The system will display a message

that says “Upon saving, the page will become frozen and only a Reason Agreement Terminated and associated Date can be entered. Do you wish to continue?” Selecting No will return the user to the page, and it will remain editable. Clicking Yes will freeze the page.

Note If the Extended Maintenance Adoption Assistance Agreement document has not been launched from the Actions column, upon freezing the page, the system will display a message that says, “The Adoption Assistance Agreement must be launched directly prior to saving the Adoption Subsidy Agreement Information Page.” Upon clicking Close, the document is launched

Note FSFN will not close a case if a pending Extended Maintenance Adoption Assistance Agreement page exists

8. Click **Save**.

Note If terminating the Extended Maintenance Adoption Subsidy for any reason, FSFN does not terminate any Adoption Eligibility pages.

Note When terminating the Extended Maintenance Adoption Subsidy, there cannot be any open Out of Home Placements or Services where the Service Category is Adoption, unless “Change is Subsidy Rate” is selected. If attempting to terminate and save with any other reason, the following validation message displays: “An Adoption IV-E Eligibility cannot be terminated with open Placements or Services with the category of Adoption.” <Close>.

Note When attempting to terminate the Extended Maintenance Adoption Subsidy page, FSFN validates that the Terminate Date does not precede the Service End Date;

Service End Date is defined as the most recent terminated Service where the Service Category is Adoption. If the Terminate Date is prior to the Service End Date, the following validation message displays: "The Terminate Date cannot be prior to the Service End Date. Please make the necessary changes." <Close>.

9. Click **Close**.