Assets and Employment
How Do I … Guide

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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…

Access Assets and Employment

How Do I…?	Selections	Tips & Guidelines
Access the Assets and Employment page	• From the Desktop outliner, drill down on the **Cases** expando. • Drill down on the **Case Folder**. • Click the **Income/Eligibility** icon. • Click the **Assets and Employment** hyperlink for the Case Participant.	*The Asset/Employment page is used to view and update a case participant's assets, liabilities, financial benefits and employment information.* *When a case is created, FSFN automatically creates the Income/Eligibility category and the Assets and Employment hyperlink for all Case Participants.* *The date on the hyperlink reflects the date the Case was created. When information is added to a Case Participant, the date on the hyperlink will not change.* *If another Case Participant is added to the Case, the hyperlink will reflect the date the participant was added.*
Learn About the Assets and Employment Page		*The Asset/Employment page consists of the General Information header group box and two tabs:* ***Assets/Liabilities*** *Tab and the* ***Employment*** *Tab.* *There are two pop-up pages associated with the main page. The* ***Assets*** *Pop-up page is used to create or edit asset and/or liability information records. The* ***Employment*** *Pop-up page is used to create or edit employment records.*
Learn About the General Information Header Group box		*The* ***General Information*** *header group box is visible on both tabs and contains basic demographic information about the Case Participant. The header is pre-filled with information from Person Management.*
Learn About the Assets/Liabilities Tab	• Once records are inserted, click the radio button to view correlating information in other group boxes. • Click the **Edit** hyperlink to modify information in the record. • Use the inside scroll bar to view additional records.	*The* ***Assets/Liabilities*** *tab is used to view and update information about the case participant's assets, liabilities and financial benefits (unearned income).* *There are four group boxes on this tab.* • *Assets/Liabilities/Financial Benefit History: As Assets, Liabilities or Financial information is created, this group box will categorize the information including Amount, Effective Start Date, Effective End Date, Liability, Eligibility Calculation.* • *Vehicle* • *Other Insurance* • *Assets/Liabilities/Financial Benefits*

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How Do I…?	Selections	Tips & Guidelines
Learn About the Assets Pop-Up Page	• On the **Assets/Liabilities** tab, click the **Insert** button.	*A 'duplicate' version of the Assets/Liabilities page displays.*
Learn About the Assets Type Group box	• Select **Asset** or **Unearned Income** from dropdown. • Select an option from the **Type** dropdown. • Check the **Liability** checkbox, if applicable. • Complete the appropriate corresponding group box. • Click the **Save** button. • **Additional Types** can be added at one time. **Save** after each entry. • Click the **Close** button. • The **Assets/Liabilities** tab is displayed.	*The Assets Type group box contains the following fields:* *Select Dropdown to indicate whether your input will be an **Asset** or **Unearned Income**.* *Type: Dropdown field providing a list for selection.* *Liability checkbox: Is selected if the Type is deemed a Liability.* *Use in Eligibility Calculations checkbox: System will validate.* *Based on the Type selected, a corresponding group box will become active.* *As information is entered and saved, the Assets/Liabilities tab is updated in the corresponding group boxes.*
Learn About the Employment Tab	• Click the **Employment** tab.	The Employment tab is used to view and update information about the case participant's employment history. There are three group boxes on this tab: • Employment History: Contains columns of fields where information will post. • Employment Address: Address of the employer. • Insurance/Benefits Received: Fields of employment benefits. On the Employment tab, insurance and benefits received by the participant during the period of employment can be recorded.
Learn About the Employment Pop-up Page	• On the **Employment** tab, click the **Insert** button. • Complete the required fields in each group box. • Click **Save**. • Click **Close**. • The **Employment** tab is displayed.	The Employment Pop-up page is comprised of three group boxes: • Employment History • Employment Address • Insurance/Benefits Received – Check Insurance Benefits only if participant is actually receiving the benefit.