

**FSFN Eligibility Enhancement Project  
FAQs**

**General**

**Question 1:** What does Eligibility Enhancement mean to me as a case manager?

**Response:** Gathering and documenting information on a child and their family is everyone's responsibility. Revenue maximization is dependent upon others to perform their job. What you record throughout FSFN has a downstream impact on eligibility. For example, the information you record on the Assets and Employment page, person management, etcetera is used to inform the eligibility determination. Each of the recent webinars addressed the importance of working together, communicating when changes occur and timely entering information into FSFN.

**Question 2:** Where does the removal address pull from?

**Response:** The removal home address is system derived from the Primary Caregiver's, Primary Residence Address documented on their Person Management record. This is the Primary Caregiver selected on the child's current Removal Episode.

**Question3:** I have a general question with all the changes in FSFN and everything being in FSFN, what are the current requirements on the Rev Max paper files, for each child that in the past we were required to keep.

Can you tell me going forward what is the correct procedure to follow as far as the hard copy Rev Max file that was previously required?

**Response:** The full automation of eligibility and the interface with FLORIDA eliminates the need to print hard copies of applications. Staff may have duplicate paper copies of the case file, along with supporting paper documentation, but the FSFN electronic case file is the primary record for each investigation, case and placement provider, including all related financial expenditures and activities. **Exception:** You MUST print the verification pages prior to approval in the IVE or adoption eligibility screens or the Eligibility from date will not appear.

**Question 4:** Can a Medicaid application be submitted prior to putting the placement in FSFN?

**Response:** Please make all changes in FSFN. The system will auto-generate a change for Florida. Please do not send any paper applications unless there is an issue between FSFN and Florida.

**Question5:** The Child's court order date is 05/19 /2015, however the child went on runaway status on 05/20/2015; the user is unable to complete Title IVE. The child being on runaway status has created a placement issue which is further complicated by the 05/19/2015 court order date. The shelter date is not pre-population because the court order date is grayed out.

**Medicaid Eligibility**

**Question1:** On page 30 (power point presentation) if the minor parent is receiving SSI and in out-of-home care, will this apply to her new born who is not in out-of-home care? Can the minor parent apply by herself with her new born?

**Response:** Economic Self Sufficiency (ESS) Program Office advises that the newborn of the minor parent is automatically eligible for Medicaid because the mom receives SSI. The baby's birth must be reported to create the newborn coverage; no application is required for the newborn coverage. When the information is reported, inform the call agent the minor parent (mother) is receiving SSI.

Since there is no open Child In Care (CIC) Medicaid case on the minor parent in this situation, the baby's birth should be reported to the ESS customer call center either by telephone at 1-866-762-2237 or by mail. The mailing address is:

ACCESS Central Mail Center  
P.O. Box 1770

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Ocala, FL 34478-1770

**Question 2:** In CFOP175-71 for Medicaid Eligibility (not emergency Medicaid, policy indicates income and assets under financial eligibility requirements. referring to page 2-4 of CFOP175-71) Question: Please clarify statement that Assets are not included in determination for Medicaid.

**Response:** Assets are not included in the determination for Medicaid. We are revising CFOP 175-71 to reflect the recent clarification from ESS.

**Question 3:** It is not clear who will be determining residency. Currently, we use the placement in FSFN. If the child is not in an out of home placement, we cannot proceed as this is what "builds" the Title IVE applications in FSFN. We also use this to verify for Florida residency on a relative/non-relative Medicaid only application. The webinar mentioned verification through school records and TECO bills. We will not have time or access to do this.

**Response:** Residency need not be verified unless questionable. The examples are suggestions should residency be questioned. Placement that is entered in FSFN is appropriate to determine Florida residency.

**Question 4:** Emergency Medicaid was noted in the webinar. This is a different application and process for submittal than what is available to us in FSFN. The emergency Medicaid program, as I understand it, is used by hospitals or other larger medical facilities to get coverage for the month of a major procedure. As the CBC, we are only required to do Medicaid applications through FSFN and this Medicaid application type is not available to us. It is good information to have, but we need to set some clear lines as to what we are responsible for.

**Response:** The emergency Medicaid coverage is for an undocumented non-citizen with an emergency medical need. This coverage has been in existence for a multitude of years. You should work with your local Economic Self Sufficiency (ESS) office should you have an undocumented non- citizen child in care with an emergency medical need. Refer to 176-71, Chapter 2, section 2-Question:

**Question 5:** INS documentation and qualified citizenship was brought up. We need specific training on what this is and how to obtain it.

**Response:** We recognize that change creates questions on matters where the policy has not changed but your way of work may. The requirements for non-citizen documentation have remained unchanged for many years. Refer to CFOP 175-71 and the Tip Sheet on Criteria for U.S. Citizenship, Qualified Non-Citizen and Non-Qualified Non-Citizen. <http://fsfn.dcf.state.fl.us/eligibility.shtml>

We are hearing of great examples of the Regional teams bringing together the CBC and ESS teams to develop strategies to prepare for the launch of the Eligibility Enhancement project. This type of local partnership will help alleviate local concerns and support a successful implementation.

**Question 6:** Can you go over the no touch process in detail so we can be clear as to what processes will now be completed through the FL/FSFN interface? For example when a child leaves licensed foster care and goes to a relative how will that now be communicated to CIC for Title IV-E and Medicaid purposes.

**Response:** We hope that the review of the no touch process during the Q & A webinar on 4/6/2015 was helpful. There are additional resource tools available to assist you.

1. FSFN demonstration on Medicaid eligibility: <http://centervideo.forest.usf.edu/medicaidtanf/partQuestion.html>
2. Topic Paper, User Guides, and How Do I guides.  
Prior to go live: these are located at: [http://fsfn.dcf.state.fl.us/systemdocs.asp?path=Change\\_Requests/05-In\\_Development/FY14\\_15\\_Winter\\_Build\\_December\\_2014](http://fsfn.dcf.state.fl.us/systemdocs.asp?path=Change_Requests/05-In_Development/FY14_15_Winter_Build_December_2014)  
After go live, please check on the Center for Child Welfare:  
<http://centerforchildwelfare.fmhi.usf.edu/FSFN/FSFNAll.shtml#TopicPapers>

**Question 7:** Is it possible to be IVE eligible and not Medicaid eligible? For example, citizenship, is this a qualification for both programs? I have received different answers from different parties for this in the past.

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**Response:** A child who is IV-E eligible is automatically eligible for Medicaid. Title IV-E regulations are specific that child who is determined eligible for IV-E Foster Care or IV-E Adoption Assistance is categorically eligible for Medicaid.

**Question 8:** Our agency policy is to apply for CIC Medicaid for all children who have been sheltered even if they are placed in the home with a parent. These cases have an in-home placement in FSFN that does not auto populate an address onto the Medicaid application, preventing us from applying through FSFN. How do we apply for Medicaid for these cases?

**Response:** FSFN auto populates the Medicaid application for children who are in a removal. A child who is in his or her own home or who is released to the other parent is not in a removal episode. The CBC may assist the family with applying for community Medicaid through the ACCESS web application.

**Question 9:** If we update the address of a FSFN placement provider (relative, non-relative or foster parent) will FSFN automatically communicate the address update to FLORIDA, even if this is not a true "placement change" for the child in their care?

**Response:** Yes, the newly changed address for the placement provider will create a change line for Medicaid eligibility and will be sent to FLORIDA.

### **Emergency Medicaid**

Question: (a) Must the child have an SSN or application for an SSN be made in order to qualify for emergency Medicaid?

Response:

- (a) As a condition of eligibility, the SSN or application date is required.
- (b) Is there an "exempt" reason for an SSN for emergency Medicaid?

Response:

(b) The FLORIDA system uses a CIC exempt code for the children who are in the process of getting SSN information.

CFOP 175-71 states:

#### **2-5. Medicaid *for Children in Emergency Removal Status***

a. Children in emergency removal status must meet the technical factors of eligibility for Medicaid and be financially in need. Those factors are:

- (1) Be under 18 years of age;
- (2) Not emancipated;
- (3) Be a United States citizen or qualified non-citizen;
- (4) Have a social security number (SSN) or proof that the social security number was applied for
- (5) Child's income must be less than the consolidated need standard (CNS) in effect August 1996 for a household of one; and,

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b. If eligible, the child will fall under the "MCFN" program coverage. Medicaid for children in emergency removal status is intended to be short-term and should not exceed 60 days. This status is automatically updated when the IV-E foster care determination is completed in FSFN.

## **Regular TANF**

**Question 1:** In TANF policy, "when a child resides with his/her parent(s) or legal guardian..., the income of child and family will be counted". As to the term "legal guardian", this would include a caregiver in which the legal case closed Permanent Guardianship, correct?

**Response:** You are correct; the income of the child and family is counted in the initial or investigative TANF.

**Question 2:** In cases in which the court reinstates supervision to assist the Permanent Guardian, the TANF should include the Guardian and child income, correct? Per Functional Specs, "only those selected participants who are identified as the Mother or Father, as well as the child for whom the current Eligibility is being documented, will be included in the "Income" calculation.

**Response:** When the court reinstates supervision, the Department is given placement and care responsibility, the initial TANF includes the child's income. The user selects the checkbox for those household members to include, such as mother or father (based on the relationship).

**Question 3:** When discussing regular TANFs, it was stated that it's a bifurcated process where the person completing the TANF cannot be the same person making the determination. Does that mean that the person completing the TANF makes the eligibility determination and a supervisor must approve the determination?

**Response:** Yes, the TANF eligibility process is bifurcated. CFOP 175-71, Chapter 3, Section 3-2 a: The CPI enters the information to complete the "investigative" TANF page in FSFN and submits the completed TANF page to the supervisor or designee for the eligibility determination. The supervisor or designee completes the eligibility determination.

**Question 4:** The new TANF report was mentioned. Is that report available yet? If so, in what folder is it located and what is the report title? If not, when can we expect it to be available?

**Response:** The TANF Redetermination Due Report was modified. It is a tabular report, one tab for Regular and one for Adoption. The report is located in the same location as the existing report. However, it will not be available until the enhancements go live on 4-17-2011

**Question 5:** Is the information for TANF voiding just for adoption TANFs or foster care/relative as well?

**Response:** Yes, void is available for adoption TANF and foster care. The Void process is the same for all. It is a two-step process and requires action of two persons.

**Question 6:** Will we be able to void past TANFs for clean-up purposes.

**Response:** No, you will not be able to void past TANFs.

**Question 7:** What will prompt the worker to complete a TANF in FSFN? How will they know if one does or does not need to be completed for that investigation since now we are completing on every investigation?

**Response:** The system will not allow you to select the "applies to" box for the participants. The system will also not allow you save the page.

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## **IV-E Foster Care**

**Question 1:** Are we required to enter the income for the work history into FSFN for cases where we need to determine primary wage earner, and calendar quarters?

**Response:** The information that is used to make your decision should be documented in FSFN. You may use case notes or the comments section on the eligibility application

**Question 2:** Title IV-E foster care requires verification of income (earned and unearned). If the income is not verified, the child is ineligible under IV-E FC. Currently, there is no edit or field in FSFN to capture whether or not income is verified; how should this issue be addressed?

**Response:** Users should enter as much information as is available or known. The amount of income entered will be the basis for the ineligible determination. In situations where the information is not verified, enter “\$11,000” as the monthly amount of income. Case notes must clearly articulate the efforts made to verify the income and the workaround that was followed. A change request has been submitted to address this issue.

**Question 3:** Child Welfare-Nonrelative caregiver assistance program: when completing the IV-E applications in FSFN, do we use the initial removal date from the non-paid placement and then the date “payment begin date” as our effective date? Or do we use the initial removal date for both?

**Response:** The eligibility for IV-E foster care is based on situation of the removal home. CFOP 175-71, Chapter 4, section 4-5 defines the removal episode as the period of time that begins with the child’s removal (physically, judicially, or voluntarily) and includes one or more subsequent placements in out-of-home care settings. A removal episode ends when a child is:

- a. Reunified with his/her parent(s); this does not include returned for a trial home visit. A trial home visit is considered a “step in the reunification process,” unless it extends for more than six months without a judicial extension; or,
- b. Legally adopted (finalized); or,
- c. Permanently placed in the home of a relative or non-relative and the Department and court involvement ceases, (i.e. guardianship); or,
- d. Aged out of care.

Chapter 4, section 4-Question: C. discusses removal home in more detail.

In a situation where a child, removed from a parental home, was initially placed with a nonrelative and subsequently re-placed into a licensed home, the removal date is the date when the child was initially removed from his or her own home. If the child is moved from one placement to another, it is considered a placement change not a new removal. However, if permanency (such as guardianship or adoption) was achieved and the child was discharged (case closed) while in the nonrelative’s home and was subsequently removed, that would be a new removal episode.

**Question 4:** The Application for Determination of Civil Indigent Status, signed in court by the parents shows Income/asset information, however, the employers name is omitted. It is going to be extremely difficult to contact the parent during the time we are trying to apply for Medicaid. This process will slow down services to the children. Most of the parents are not applying for anything and are usually on drugs, and have no reason to cooperate. I think Non-IVE eligibility will increase immensely.

**Response:** We recognize that the work flow will change for some as the enhancements are launched. However, providing services to children should be improved. The eligibility process for emergency Medicaid will be enhanced and no longer requires manual intervention. Please note that the child’s Medicaid eligibility is based on the child’s income, not the parent.

**Question 5:** Title IV-E Eligibility/Foster Care: CFOP 175-71 4-4-When did the number of beds change from 25 to 16?

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**Response:** The number of beds did not change from 25 or fewer to 1. Question: The operating procedure will be corrected to state "A public facility with 25 beds or less."

**Question 6:** In reading CFOP 175-71, section 4-9 talks about the following: 4-9 Interim Title IV-E Eligibility Reviews. A review of Title IV-E eligibility must be completed when there are changes in the child's circumstances that may affect his or her Title IV-E eligibility. a. In order for the child to continue to be Title IV-E eligible there must be a judicial finding that reasonable efforts were made to finalize the child's permanency plan within twelve months of the child's removal from home. Subsequent reasonable efforts findings must be made no later than twelve months from the reasonable efforts finding as long as the child is in out-of-home care. (1) A judicial finding must be made as a result of this hearing that the Department/CBC made (or is making) reasonable efforts to finalize the permanency plan for the child. The judicial finding is made based on the permanency plan that is in effect, which may be reunification, adoption, or another planned permanency arrangement.

IV-E eligibility versus Reimbursement: When reviewing for Permanency within 12 months of removal-if we do not have "reasonable efforts to finalize permanency" within that time-we used to make the child NIV-E until the REFP have been found. Clarification, not sure if I heard correctly in the previous training, has this changed to IV-E non reimbursable

**Response:** Yes, the child will be IV-E eligible, non-reimbursable.

**Question 7:** SSDI, disability is based on work history, and this DOES count in the household income. As does SSA, deceased parent benefits. It is based on work history, varies by the amount earned. It does count in the income of the removal home. The only type that does NOT count is SSI - disabled child. Has this changed?

**Response:** Social Security Disability Income and Survivor's benefits are unearned income and are counted in the IV-E foster care budget. Supplemental Security Income (SSI) is excluded.

**Question 8:** Clarification please for this situation: removal episode ends due to case closing permanent guardianship. The child then enters out of home care from guardian's custody. (a) Does the reason the child came back into care matter as to determining whether eligibility is based on removal from parent or from recent episode from guardian? Example: guardian cannot care for child due to health or guardian neglected/abused child. (b) Is parent income used even if child was sheltered from guardian due to abuse? (c) As to contrary to welfare/reasonable efforts, deprivation, which set of shelter orders/situation, is used for eligibility determination.

**Response:** (a) Eligibility is based on the situation of the removal home. A removal episode ends when a child is reunified, adopted, permanently placed in the home of a guardian and the case closes, or the ages out of care. A new removal episode occurs when a child, whose case was closed due to achieving permanency such as permanent guardianship, reenters out of home care.

(b) No, in the situation when a child is removed from a guardian, the child's parent's income is not used. The IV-E FC eligibility for a child who is removed from a guardian, other than a parent, is based on the child's income and assets.

(c) The shelter order for the new removal episode is used when assessing court findings for "contrary to the Welfare" and "reasonable efforts" to prevent the removal.

**Question 9:** Regarding cases where IV-E Line has generated due to non-relative receiving Non-Relative caregiver benefits. Removal date will be the date child was removed from Parent/Legal Guardian, but what will the effective date be? For instance, child is removed from single parent household on 8/19/14 and is placed with non-relative. The non-relative caregiver benefits did not start until 3/5/15. On the IV-E Line, removal date would be 8/19/14, but effective date will be 3/5/15? If clarification could be provided, it would be greatly appreciated.

**Response:** The removal date is the date the child was removed from his/her own home and placed in out of home care. The answer depends on the situation. If a child removed on 8/19/14 is placed with a non-relative and later replaced in a licensed foster home, the effective date for IV-E Foster Care eligibility is the date the child was placed in the licensed home.

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**Question 10:** (a) Please elaborate/confirm whether or not a child is considered as "removed" if a shelter hearing occurred but the shelter order indicates the child in custody/placed with non-offending parent? (b) And then, if child was subsequently sheltered into Department custody from the parent who was given custody, the eligibility is then based off of the removal from the parent who last had custody?

**Response:** (a) A child placed away from one parent because of abuse or neglect and placed with the other parent is not in out-of-home/foster care, even though the Department may have court ordered supervision. Placement with a legal parent does not constitute a removal for purposes of case management, but may be considered a removal for the purposes of obtaining a shelter order. Refer to the September 26, 2012 memorandum entitled "Status of Children Placed with a Non-Removal Parent."

(b) Yes, if the child was subsequently sheltered from the parent who was given custody, the eligibility is based off of the removal from the parent with custody.

**Question 11:** In review of the CFOP, when a case is closed to permanent guardianship and reopens, is it considered a new removal? To determine eligibility do we use the guardian income to determine if the family is over or under CNS?

**Response:** The reason for reopening a case that was closed to permanent guardianship is important. If a call to the Abuse Hotline resulted in an investigation and the child was subsequently removed, this is a new removal. Refer to the response to question 8 above. If the case is reopened when the family contacts the court or agency about adoption many months or years after the court terminated the Department's supervision of the children in their custody and the court retained jurisdiction of the court case, this is not a new removal.

**Question 12:** When doing a title IV-E and the prospective father is in the home at removal, is he counted as the father in the home?

**Response:** The prospective father is not counted as the father in the home.

**Question 13:** Unemployment or underemployment may be documented as parental deprivation in two-parent household if each parent meets one of the following criteria: (1) Is working less than 100 hours per month; or, (2) Has a temporary one-month increase to over 100 hours, but: A. Worked less than a 100 hours in each of the two previous months; and B. Is expected to work less than 100 hours in the following month.

As this is a new procedure from the previous **CFOP 175-71 August 24, 2010**, can you go through a scenario of the above requirement?

**Response:** Deprivation exists due to unemployment/underemployment when both parents (the mother and legal father or non-legal father on whom a non-judicial determination of paternity has been made) live together with the child at the time of removal, and one parent is determined to be the primary wage earner (PE) and meets the special unemployed criteria.

Unemployment is verified by one of the following:

Question: If the PE claims no current employment, verify any loss of employment that occurred within the prior 60 days.

If the PE is employed, the eligibility specialist must verify the number of hours worked during each month for which benefits are authorized at the time of application disposition.

If the PE is employed intermittently 100 hours or more per month, the eligibility specialist must also verify the number of hours worked during the two months prior to the month of approval and the anticipated number of hours to be worked the month following month of approval.

Example 1: A child is removed from a two parent household where the mother and legal father live in the home with the child. Both parents are unemployed (not working) and have not worked in over 6 months. The revenue maximization specialist obtained verification from the father's former employer that the last day of employment was six months ago. The mother has never worked outside of the home.

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The father is the PE. Deprivation exists due to unemployment.

Example 2: A child is removed from a two parent household where the mother and legal father live in the home with the child. The father works part-time at a convenience store. The revenue maximization specialist verified that the father started work at the convenience store in December 2014 and works 20 hours a week. The mother works intermittently cleaning houses – no more than 20 hours a month. The father is determined the PE.

In this situation, deprivation exists due to underemployment.

Example 3: On April 15, a child is removed from a two parent household where the mother and legal father live in the home with the child. In December 2014, the father started working part-time at a convenience store. He works between 15 and 30 hours a week. The father is determined the PE.

Because the father works intermittently 100 or more hours a month, the number of hours worked in the two months prior to removal and the month following removal must be verified. The manager of the convenience store verified that the father started work in December 2014 and worked 75 hours in December, 90 hours in January, 120 hours in February, 125 hours in March and is anticipated to work 125 hours in April.

In this situation, deprivation exists due to underemployment.

**Question 14:** We have an issue with being unable to enter or edit the date of the shelter order on the Title IV-E application. I realize that in a perfect world, CLS would enter the information promptly and correctly, but it doesn't always happen. Either the date is not there or in some instances (at least in the past) populated with a shelter review date rather than the date of the original order. Pre-redesign we simply entered or corrected it as needed. With the inability to do this, the application simple stops. Is it possible to restore the ability to edit?

**Response:**

A Change Request has been submitted to address the new issue about removal dates and court orders. There is no workaround at this time. FSFN eligibility enhancement captures the removal information from the Shelter Order as entered in the Legal Module. However, shelter and removal have different meanings. A child can be sheltered under Florida law pursuant to Chapter 39, but the shelter does not constitute a "removal" under Federal law. Conversely, a child can be removed under Federal law, but the removal does not necessarily take place at a shelter hearing. For example, children can be removed as a result of a Pick-up Order, Disposition Hearing, Post Disposition Change of Custody, Judicial Review, Modification of Placement, etc.

**Question 14:** Title IVE cannot be completed due to the court date issue.

### **Maintenance Adoption Subsidy (MAS)**

**Question 1:** This is in re: to adoption eligibility and specifically on the court orders for an applicable child...on the 5146 under the applicable child section it does not mention "initial" court order anywhere in this section...However on the recent training Ms. Bond did mention the "initial" court order for an applicable child. The non-applicable section does clearly mention the "initial" order w/the contrary & manifest best interest language. Can you please clarify?

**Response:** The Adoption Subsidy Title IV-E Eligibility/Screening Worksheet (5146), Section B, Question: Eligibility Path for the Applicable Child with Special Needs identifies four eligibility requirements of which one must be met as an applicable child:

- (1) Judicial/voluntary removal or voluntary relinquishment;
- (2) SSI;
- (3) Child of a minor parent and (4) previous adoption.

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A child who:

- does not qualify for SSI, or
- is not a child of a minor parent, or
- was IV-E eligible in a previous adoption,

must have been in the care of a public or licensed private child placement agency or Indian tribal organization pursuant to an involuntary removal in accordance with a judicial determination to the effect that it was “contrary to the child's welfare” to remain in the home or a voluntary placement agreement or a voluntary relinquishment

**Question 2:** When completing adoption eligibility for a child who is IV-E eligible and whose ONLY special need is "significant emotional attachment to foster parent", how should this special need be documented in FSFN as this is not an option. Would the child need to go General Revenue (GR) or would they be eligible for IVE funding?

**Response:** FSFN Functionality supports the documenting of "significant emotional ties to foster parent" through the use of the Adoption Placement Type drop down on the Adoption Information page. Within the drop down is a selection for "Foster Parent." By selecting this value when it applies, DCF has the ability to query, through BOE, the children for whom the Adoption Placement Type is "Foster Parent." The Office of Child Welfare will issue separate guidance as to this question.

**Question 3:** Going back to the adoption eligibility, what hard to place option would we select in FSFN for the special need of "significant emotional attachment to foster parent"? If we select "No" for Hard to place, FSFN makes the child Ineligible, dropping an adoption TANF. How do we make the child go GR?

**Response:** See response to two above. The Office of Child Welfare will issue separate guidance as to this question.

**Question 4:** Can you confirm foster parent adoption transfers to the hard to place and efforts to place without subsidy? I know it does for efforts to place without subsidy but I am unsure for the hard to place.

**Response:** See response to 2 above. The Office of Child Welfare will issue separate guidance as to this question.

**Question 5:** New CFOP 175-71, Page 59, 5-5 c (2) states "significant emotional attachment to foster parent" is a hard to place factor although should seldom be used. FSFN functionality does not support this. How should we document in FSFN for Hard to place when this is the only factor?

**Response:** The Office of Child Welfare will issue separate guidance as to this question.

**Question 6:** If case was closed to Permanent Guardianship and later reopened for purposes of the Permanent Guardian adopting the child, what removal is used to determine adoption eligibility? (The previous direction was to leave the children in a living arrangement until TPR has occurred then use the TPR date as the removal date)

**Response:** The Office of Child Welfare will issue separate guidance as to this question.

**Question 7:** If an “applicable” sibling group is adopted through FSFN and at a later date, a new born sibling is placed into care and comes up for adoption by the same adoptive family, will FSFN make the new born “applicable?”

**Response:** The newborn will qualify as an applicable sibling if being adopted by the same family as the newborn's other siblings.

**Question 8:** In the recent applicable child scenario can you please clarify...a newborn would be applicable if placed with the adoptive parents whom child's birth siblings were adopted, even if those birth siblings adoption has already finalized?

**Response:** The newborn will qualify as an applicable sibling if being adopted by the same family as the newborn's other siblings.

**Question 9:** The date of birth (DOB) on the special needs section of adoption recalculates every time the page is opened which is great. Once the Adoption Assistance Agreement (AAA) is created and the child is officially placed for adoption, does that automatic calculation end? Is this programmed into FSFN so there is no question as to age on the placement date?

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**Response:** The Adoption Assistance Agreement (AAA) is a template launched from the Adoption Subsidy Agreement Information page. The question from the Adoption Subsidy Agreement Information page regarding the agreement having been signed by the adoptive parents and a Department representative pre-fills the Adoption Eligibility page. Adoption Eligibility cannot be approved until question 3 about the signing of the AAA is pre-filled. It all comes down to "timing" and how the Adoption Specialists and Rev Max workers are working with one another. Once Question 3 and all other questions on Adoption Eligibility page are answered, the Rev Max worker can approve the Adoption Eligibility page. It is at the point the Adoption Eligibility page is "approved" fully and becomes disabled and grayed out that the Date of Birth will no longer continue to re-calculate.

**Question 10:** Does the AAA still need to be signed by the adoptive parent prior to eligibility being made? (Requirement on the current 5146)

**Response:** A preliminary eligibility decision can be given to the adoption staff for purpose of AAA negotiations but the final eligibility determination is not established until the adoptive parents have signed the AAA and it has been documented in FSFN.

**Question 11:** What if the child was previously adopted in another state, was removed in Florida from the adoptive parents and is now matched again for adoption? How does the previous adoption affect the eligibility?

**Response:** In this scenario, the previous adoption would have no effect on the child's current eligibility.

**Question 12:** In regards to the initial order criteria with the contrary language for an applicable child. Question 6a in section B on the 5146 does not state "initial" order in says does documentation in agency records before finalization have this language? Now section Question: 4a does speak to the "initial" order for a non-applicable child...

**Response:** When a child is involuntarily placed in care, the shelter/removal order must contain "contrary to the welfare" language in order for the child to be IV-E foster care eligible. This same requirement holds true here.

**Question 13:** Does the requirement for a denial letter to be sent when subsidy is requested after finalization apply to Private Adoptions as well?

**Response:** Yes, a denial letter is sent when subsidy is requested after finalization for private adoptions.

**Please Note:** *You MUST print the verification pages from FSFN prior to approval in the IVE or adoption eligibility screens or the Eligibility "from date" will not appear.*

**Question 14:** What has to be documented in order for the Adoption TANF Redetermination to populate?

**Response:** The appropriate Income and Assets information needs to be documented on the child's Assets & Employment record AND the child's current Primary Residence must be documented on Person Management. When documenting an Initial Adoption TANF ensure the accurate information is captured on the Disability Information tab of Medical Mental Health, correct Special Needs are documented on Adoption Information - Background Tab, and the correct demographic information for Date of Birth, Race and Ethnicity, is documented on Person Management. This is in addition to the information above related to the Redetermination.

**Question 15:** This is a post adoption case. The address has been updated, however, the Medicaid did not auto populate and the address is not pulling into the application when attempting to insert the change.

**Response:** Please do an insert to change the name in Florida. Please view the Florida tab; the child's information to ensure that it has updated in Florida. A change can be *forced* by adding an X to the middle name. Please contact your CIC worker and inquire if Florida been update with the child's new demographics.

### **Assets & Employment**

**Question 1:** Do we enter the unearned income under the parent or the child for child support and adoption subsidy payments?

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**Response:** When child support and Adoption Subsidy are paid on behalf of the child, enter as income for the parent who is receiving the payment on the child's behalf. If child support is received after the initial IV-E foster care eligibility is determined, enter the child support amount under unearned income for the child.

**Question 2:** It is clear that a person receiving SSI would have the income type of SSI, but if they are receiving SSDI – should the type be 'Disability Payments' or 'SS Disability'?

And if a child is receiving SSA due to a deceased parent – should the type be 'SS Benefits' or 'Survivors Benefits'?

**Response:** The type for SSDI benefits is "SS Disability;" and for SSA due to a deceased parent is "Survivors Benefits"

**Question 3:** (a) What is the updated status on getting SUNTAX and DEO?

(b) How many years back will SUNTAX go back for the employment history?

**Response:** (a) Since this need was identified during the Eligibility Capacity Building sessions in October, the Department has been actively engaged with all necessary parties to obtain the necessary on-line tools to assist revenue maximization. We understand the importance of having access to SUNTAX and DEO Connect. Amendments to the Interagency Agreement between the Florida Departments of Economic Opportunity, Revenue and Children and Families have been written and are with the legal departments of the agencies.

(b) We are researching this matter and will respond at a later date.

**Question 4:** Can we include in the eligibility type, for unearned income, RSDI, is this encompasses SSDI, Title 2 and SSD. RSDI is the correct acronym for Title 2 benefits

**Response:** Refer to the response to question 2 above. The unearned income types were minimized in FSFN to reduce redundancy and eliminate confusion.

**Question 5:** Please explain what child support payments are counted and not counted. Are the sections (1) Budgeting Support Payment (CIC), and Non-Court Ordered Support Payments on tip sheet referring to the parent(s) paying out child support?

**Response:** The Budgeting Support Payments (CIC) section on Budgeting Tip Sheet is addressing child support money that is received by the household. If child support is being received for a child in the removal home, the amount of child support received is counted in the budget.

The up to \$50 disregard applies only to the court ordered amount of child support. Child support that is not court ordered (voluntarily paid- no court order) does not get the disregard.

Example 1: The court orders child support in the amount of \$75 per month. The caregiver received \$75 in child support (during the month of removal). The budget will show \$75 minus the \$50 disregard. \$25 in child support is the amount counted in the IV-E FC budget.

Example 2: In this situation, there is no court ordered child support. The non-custodial parent pays \$50 a month in child support. The budget should count the \$50 in child support.

**Question 6:** Is the excluded income section on the Earned and Unearned Income tip sheet referring to child support payments received?

**Response:** The Excluded Section on the Earned and Unearned Income Tip Sheet is referring to the child support that is collected by the state's Child Support Program on behalf of a child. The child support payment is then distributed to the household where the child lives or the Department on behalf of the child.

For example, a child is living with the maternal grandmother. The child's father is paying support through the Child Support Program. The child support is then sent to the grandmother. The child is later sheltered and placed in foster care. In this situation, the child support that was being paid on the child's behalf is excluded in the IV-E FC budget because it is state collected.

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For example, a child is living with the maternal grandmother. The child's father is paying support through the Child Support Program. The child support is then sent to the grandmother. The child is later sheltered and placed in foster care. In this situation, the child support that was being paid on the child's behalf is excluded in the IV-E FC budget because it is state collected.

**Question 7:** What about non-court ordered child support payments?

**Response:** Non court ordered child support payments are counted in the IV-E FC budget. This type of child support payment does not get the \$50 disregard.

**Question 8:** Is the asset vehicle policy stated in CFOP-71 Accurate?

**Response:** The asset vehicle policy as stated in Attachment 5, Determining Value of a Vehicle, to Chapter 5 in CFOP 175-71 is accurate. The equity value is calculated by taking the NADA value of a vehicle and subtracting the amount owed. The webinar information will be clarified so it aligns with Attachment 5.

**Question 9:** When you have a household member who receives SSI income, the new FSFN design is taking them, as well as, all of their income, regardless of source, out of the equation. Therefore, the SSI income would be considered a disregard. If the parent is employed or receives SSDA (etc.), these incomes are to be counted toward CNS. I would like to get clarification on policy. Can you please clarify that this is indeed the intended design of FSFN; and if that is the case, is the policy of the state to now not count any income of an SSI recipient regardless of source?

**Response:** This is the intended design of FSFN. SSI is not countable as income, nor is any of the resources or income of a person who receives SSI.

1850.0820 Supplemental Security Income (CIC)

Section 1850.0827 discusses program specific policy on the inclusion or exclusion of income received from the Supplemental Security Income (SSI) Program. Supplemental Security Income (SSI) payments are administered by the Social Security Administration.

**The SSI individual and the SSI income are both excluded by these programs.** Nonrecurring lump sum SSI retroactive payments awarded to active TCA recipients are not considered income or assets for the month of receipt and the month following receipt. Retroactive SSI payments to stepparents and other "deeming" individuals who are not included in the Temporary Cash

Assistance group are counted as income in the month of receipt.

1850.0827 Assistance Payments (CIC)

Monthly cash payments from another agency (minus training expenses) to meet ongoing maintenance needs as defined by DCF are unearned income unless specifically excluded as such.

Documentation or verification from the agency as to the amount received, frequency, purpose, and type of program is required.

2250.0408 Needs Excluded (CIC)

Passages 2250.0409 through 2250.0411 will discuss SFU members whose needs have been excluded from the assistance group.

2250.0409 Individuals Excluded from SFU and AG (CIC)

**The following individuals cannot be considered in the assistance group. The needs, income, and assets of these individuals are not included in the SFU:**

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**1. Individuals who receive SSI benefits** or who are included in an SSI benefit as an essential person (refer to passage 2250.0405.03 for the definition of an essential person);

Exception: Concurrent eligibility for payments from SSI and Title IV-E foster care, or from SSI and Title IV-E adoption assistance, is allowed. However, the child's SSI payment will be reduced by the amount of the Title IV-E payment. If the adoptive parents choose only SSI, once the adoption is finalized, and if no adoption assistance agreement is executed, they may not later receive Title IV-E adoption assistance payments.