



Florida Safe Families Network

Title IV-E Adoption Eligibility 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.

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Create a Title IV-E Adoption Eligibility page

How Do I...?	Selections	Tips & Guidelines
<p>Create a Title IV-E Adoption Eligibility page through the creation of an Adoption Subsidy</p>	<ul style="list-style-type: none"> • From the Desktop Banner select the Case Work icon OR click the Create Case Work hyperlink from Case Book. • From the Eligibility category select Adoption Subsidy Agreement Information. • From the Cases group box, select the Case Name. If created from Case book the Case Name will be defaulted. • From the Case Participants, select the Child's Name. • Click Create. • Complete the required fields on the Adoption Subsidy Agreement Information page. • Click Save. • Click Close to return to the Desktop. 	<p><i>Two events create initial Eligibility record.</i></p> <p><i>The first event that will create an Adoption Eligibility page occurs when an Adoption Subsidy Agreement is created for a child that has an approved removal placement within the same case. Also, if the child has a 'pending' Private Adoption page at the time the Adoption Subsidy Agreement is saved, an Adoption Eligibility page will be created.</i></p>



Create a Title IV-E Adoption Eligibility page

How Do I...?	Selections	Tips & Guidelines
<p>Create a Title IV-E Adoption Eligibility page manually</p>	<ul style="list-style-type: none"> • From the Desktop, select Financial Work icon. • On the Create Financial Work page select the Create Adoption Eligibility value from the Eligibility dropdown. • Click Continue. • On the Title IV-E Adoption Eligibility page, click the Search hyperlink. • On the Person Search page, enter search criteria and click Search. • In the Persons Returned group box, click on the applicable Person icon. • Click on the Case Folder. Select the radio button for the applicable FSFN Case. • Click Continue. • Enter the Effective Date and click Save. 	<p><i>The Adoption Eligibility record can be created manually through the Financial Work page for children that have a valid approved removal placement within the same case or the most recent Adoption Eligibility determination has been voided or the child has a 'pending' Private Adoption record.</i></p> <p><i>When an Adoption Subsidy Agreement Information page is terminated for the reason of "Change in Subsidy", the Adoption Eligibility page will NOT be voided.</i></p> <p><i>When the family case is converted to a new Adoption Finalized case the Adoption Subsidy Agreement and the Adoption Eligibility record will be copied to the new case.</i></p> <p><i>If a worker has an assignment to the case, they are able to launch the Adoption Eligibility record from the desktop under the Eligibility Icon of the Child's Case, as well as from Case Book or Person Book when Eligibility is selected from the center panel drop down.</i></p> <p><i>When the Adoption Subsidy Agreement Information page is created and the Title IV-E Adoption eligibility is created, the system will also create a Title IV-E Foster if one does not already exist.</i></p> <p><i>A Title IV-E Foster Care Eligibility must be completed in FSFN prior to the Adoption Eligibility being created and completed</i></p> <p><i>Only the Effective Date is required in order to initially save the Title IV-E Adoption Eligibility page.</i></p> <p><i>Based on the responses, the system will derive if the child is "Applicable" or "Not Applicable".</i></p> <p><i>Once an Adoption Eligibility record has been created the user will launch the existing record though the Update Adoption Eligibility value in the Eligibility drop down on the Create Financial Work page or from Case Book or Person Book when Eligibility is selected from the center panel drop down.</i></p>



Complete a Title IV-E Adoption Eligibility page

How Do I...?	Selections	Tips & Guidelines
<p>Complete a Title IV-E Adoption Eligibility page</p>	<ul style="list-style-type: none"> • From the Title IV-E Adoption Eligibility page, verify both parts to Question 1 in Section A are accurate. Also verify that Question 2 in Section A is accurate. • Section B is a combination of system derived and user entered fields. Complete applicable user entered fields. • The Special Needs Determination group box for an Applicable Child will conditionally display if child meets specific criteria. • If the child meets the Special Needs criteria based upon responses in the section discussed above, an Eligibility Path group box will conditionally display. Whether the child is Applicable or Not Applicable will dynamically derive which Eligibility Path group box displays. Provide responses on the dynamically displayed page. • Submit Title IV-E Adoption Eligibility page for approval to supervisor by clicking on the Approval hyperlink in the Actions box. 	<p><i>Certain fields will dynamically display based on the responses to Questions 1 and 2. A Non-Citizen ID field will display if child is identified as a Qualified Non-Citizen. The Applicable Child section will display within an expando, if applicable to the FSFN case based on answers to Question 1 and 2.</i></p> <p><i>Refer to Title IV-E Adoption Eligibility User Guide for full explanation of how each field becomes pre-filled and how the system derives particular responses.</i></p> <p><i>Finally, upon submitting the Title IV-E Adoption Eligibility page for approval to a supervisor, Question 3 must have pre-filled from the current Adoption Subsidy Agreement Information page or the user will receive a validation error message.</i></p> <p><i>Upon submitting the Title IV-E Adoption Eligibility page for approval to a supervisor, the worker who documented the "initial" approval of the record cannot be the same worker who completes the 2nd level of the approval process.</i></p>



Update an existing Title IV-E Adoption Eligibility page

How Do I...?	Selections	Tips & Guidelines
<p>Update an existing Title IV-E Adoption Eligibility page</p>	<ul style="list-style-type: none"> • From the Desktop, select Create Financial Work Icon. Financial Work Page is launched. • On the Financial Work page, select the Update Adoption Eligibility value from the Eligibility dropdown. Click Continue. • Click on the Search hyperlink. The Search hyperlink will bring up the Person Search page. • Enter the Childs Last Name in the Last Name field. Click Search. • In the Persons Returned group box, select the Person icon of the appropriate FSFN case. • Click the Case Folder icon. • Click the Eligibility Icon. • Select the applicable radio button next to the Title IV-E Adoption Eligibility page. <ul style="list-style-type: none"> • Click Continue. <li style="text-align: center;">OR • Access Person Book. • Select Eligibility from the center panel drop down. • Click the applicable Title IV-E Adoption Eligibility hyperlink. <li style="text-align: center;">OR • Access Case Book. • Select Eligibility from the center panel drop down. • Click the applicable Title IV-E Adoption Eligibility hyperlink. <li style="text-align: center;">OR • Access Adoption Subsidy Agreement Information and click the Adoption Eligibility hyperlink. • The Title IV-E Adoption Eligibility page displays. 	<p><i>Once an Adoption Eligibility record has been created the User will launch the existing record though the Update Adoption Eligibility value in the Eligibility dropdown on the Financial Work page</i></p> <p><i>If a worker has an assignment to the case, they are able to launch the Adoption Eligibility record from the desktop under the Eligibility Icon of the Childs Case.</i></p> <p><i>All children with an Adoption Eligibility record in the case will have a radio button under the Eligibility icon that can be select.</i></p> <p><i>Save processing is also initiated when selecting the Close button, and then answering Yes when the system asks the user if they would like to Save changes before closing the page.</i></p> <p><i>Once the information has been through final approval the page will be frozen and a must be processed to FLORIDA through the Medicaid Eligibility.</i></p> <p><i>The Approval date in the Child Information group box will be set by the approval of the initial record.</i></p> <p><i>It consists of two group boxes. Child Information and Adoption Review Information.</i></p> <p><i>All the fields in the Child Information group box are system derived.</i></p> <p><i>Closes the Page.</i></p> <p><i>Once the Adoption Eligibility determination is complete the information will need to be submitted to FLORIDA. In order for the information to be sent to FLORIDA, follow the Medicaid steps for submission.</i></p> <p>NOTE: <i>Determinations that are due will be documented on the Adoption Determinations Due Report.</i></p>



Void a Title IV-E Adoption Eligibility Record

How Do I...?	Selections	Tips & Guidelines
Void a Title IV-E Adoption Eligibility page	<ul style="list-style-type: none"> Access an approved Adoption Eligibility page. Select the Submit Void Determination from the Actions panel. A second user will select Void Eligibility from the Actions panel. 	<p><i>Only an approved Adoption Eligibility can be voided.</i></p> <p>Note: Users will receive the standard security error if they select the Submit Void Determination hyperlink from the Actions panel and do not possess the appropriate security resource.</p> <p>When the first user selects 'Submit Void Eligibility' from the Action panel, they will receive the following message: "This will submit for voiding the Adoption IV-E Eligibility Determination. Once submitted, a different user will need to complete the void. Are you sure you want to continue?" followed by 'Yes' and 'No' buttons. If 'Yes' is selected the Actions panel will display 'Void Eligibility.' If 'No' is selected, the user will be returned to the Adoption Eligibility page and the Actions panel will continue to display 'Submit Void Eligibility'.</p> <p>Two different users will be needed to complete the void process. The second user will select Void Eligibility from the Actions panel. Once the second user selects the 'Void Eligibility' hyperlinks from the Actions panel and saves the page, the void is completed and the page will be frozen.</p> <p>A checkbox with the name of 'Eligibility Voided' will be checked by the system when the void process has been completed and the Eligibility Voided checkbox will be checked. The case outliner will display a status of void.</p> <p>If an Adoption IV-E Eligibility is voided, the subsequent TANF that was created due to an 'Ineligible' status on an Adoption IV-E Eligibility will be voided. The system will determine which Adoption TANFs were created by the system. (Note: if a user manually creates an Adoption TANF it will not be voided by the void process.)</p> <p><i>When an Adoption Eligibility record is voided, the 'Completed By' field will display the name of the second user to void the eligibility determination.</i></p>



Terminate a Title IV-E Adoption Eligibility page

How Do I...?	Selections	Tips & Guidelines
<p>Terminate a Title IV-E Adoption Eligibility page</p>	<ul style="list-style-type: none"> • Navigate to the Adoption Subsidy Agreement Information page. • Select a value from the Reason Agreement Terminated dropdown. Enter a future Date. • Select the Save button. 	<ul style="list-style-type: none"> • <i>The Adoption IV-E Termination process will be triggered by entering and saving the Termination Date on the Adoption Subsidy Agreement Information page.</i> • <i>Adoption IV-E Termination process will be triggered by entering and saving the Termination Date on the Adoption Subsidy Agreement Information page.</i> • <i>Upon saving, the system will validate that there are no open, active placements or services that exist for this child and case with the category of 'Adoption.' The system will also validate that the end date of the Service is prior to the date of the termination. If one does exist the user will receive the following validation message: "An Adoption IV-E Eligibility cannot be terminated with open Placements or Services with the category of 'Adoption'."</i> • <i>If the user clicks the Save button and there are no open and active placements or services that have the category of Adoption, the user will be presented with this message: "Are you sure you want to terminate this Adoption Subsidy Agreement Information page. This will end date the child's Adoption IV-E Eligibility," followed by 'Yes' or 'No' buttons.</i> <ul style="list-style-type: none"> ○ <i>If the user selects 'Yes' then the Adoption Subsidy Agreement Information page will be entirely frozen and not user editable and the Adoption IV-E Eligibility record will be frozen. The Completed By field will pre-fill with the name of the worker that entered the Termination Date on the Adoption Assistance Agreement Information page and the Review Completion Date will pre-fill with the date the Adoption IV-E Eligibility was terminated. Subsidy payments will be generated until the ending of the corresponding placement/service.</i> ○ <i>If the user selects 'No,' they will be returned to the Adoption Subsidy Agreement Information page and the Reason for Termination and associated Date field will remain user modifiable.</i>



Terminate a Title IV-E Adoption Eligibility page

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		<p>NOTE: When an Adoption Subsidy Agreement Information page is terminated for the reason of "Change in Subsidy", the Adoption Eligibility page will NOT be terminated.</p> <p>NOTE: All Adoptions TANF records for this case and person will be terminated.</p>

