

Florida Safe Families Network

Title IV-E Adoption Eligibility User Guide

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Change History

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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 children, families, and adults of Florida.

The Intended Audience

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

- Revenue Maximization Specialists
- Fiscal Workers
- Ongoing Case Managers
- Supervisors
- Support and Data Entry Staff
- Adoption Case Managers
- Adoption Specialists

Prerequisite Knowledge

This user guide was developed with specific prerequisite expectations. Before reading this guide, please 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, Create Financial Work and Case Book unless otherwise noted. If you are unfamiliar with how to navigate to these two pages, see the User Guides for Multi-Topic Basics and Case Book.

Related Resources

Visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>) for online access to additional resources to 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 is applied across all information. For example, if you do not have authorization to create pieces of work from the Create Financial Work page, you cannot access that page.

Title IV-E Adoption Eligibility Overview

The Title IV-E Adoption Eligibility determination is fully determined within the FSFN application. The FSFN Title IV-E Adoption Eligibility page provides the user with the ability to evaluate a child's eligibility for Title IV-E funding for Adoption. In addition, the Title IV-E Adoption Eligibility page identifies if the child is eligible under Applicable Child rules.

The Title IV-E Adoption Eligibility page provides access to various modules within FSFN which inform on the final eligibility determination. In addition, it works with the Adoption Subsidy Agreement Information page to ensure Adoption Specialists and Rev Max Specialists can perform their necessary job functions at the appropriate points in time.

The Title IV-E Adoption Eligibility page functionality helps you by:

- Dynamically displaying only those fields which must be documented in order to complete the Title IV-E Adoption Eligibility determination.
- Provides access to various FSFN modules through quick links to minimize the number of steps it takes to update necessary information across FSFN.

Create a Title IV-E Adoption Eligibility page

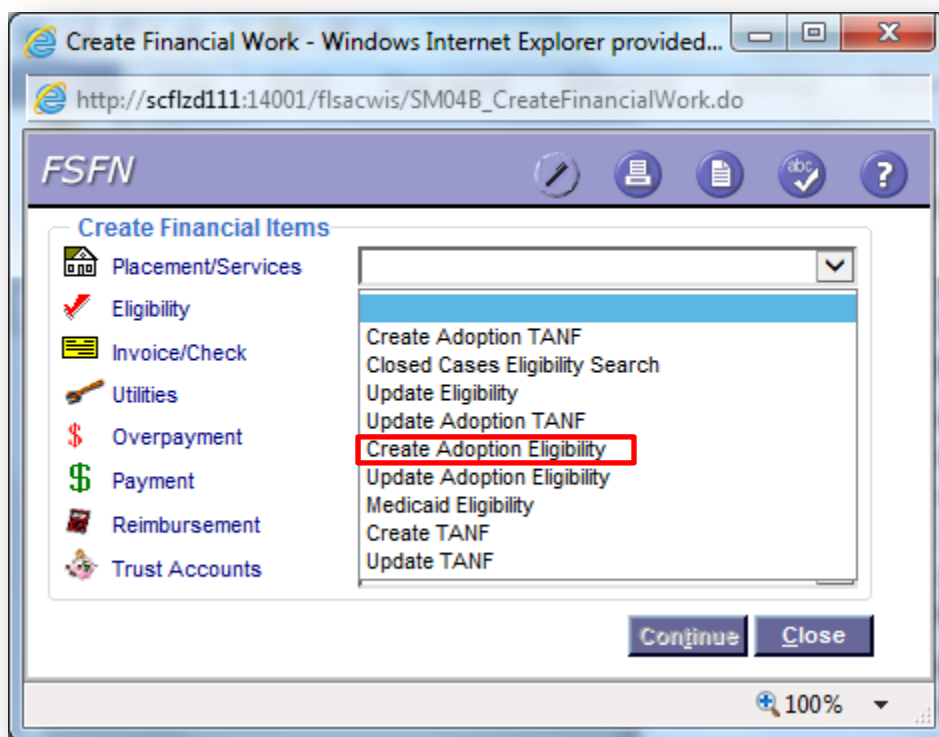
There are a couple ways to create the Title IV-E Adoption Eligibility page. First, the Title IV-E Adoption Eligibility page can be manually created via the Create Financial Work page as long as there is a completed, non-waived, non-voided Title IV-E Foster Care Eligibility page. Second, the Title IV-E Adoption Eligibility page is system generated upon creating the Adoption Subsidy Agreement Information page, if there is an existing, open, approved Out-of-Home Placement or pending Private Adoption page.

Note The system does not require that the Adoption Subsidy Agreement Information page be created in order to manually create the Title IV-E Adoption Eligibility page.

Key Tasks

To Create the Title IV-E Adoption Eligibility from Create Financial Work

1. On the FSFN Banner, click **Financial Work**.



2. From the **Eligibility** drop down, select **Create Adoption Eligibility**.
3. Click **Continue**.
4. The **Title IV-E Adoption Eligibility** page displays.

5. Click the Case Name **Search** hyperlink
6. **Person Search** page displays.

7. Enter the applicable Search Criteria and click **Search**.
8. Search results are returned and displayed within the Person Returned group box. Click on the applicable **Person** icon > click on the **Case Folder** icon > select the radio button for the applicable **FSFN Case** in which you wish to create the Title IV-E Adoption Eligibility page > click the **Continue** button > the Title IV-E Adoption Eligibility page is displayed.

Adoption Eligibility Enhanced - Windows Internet Explorer
 http://scfzdl11:13001/flsacwis/FM03CTP_AdoptionEligibility.do

Florida Safe Families Network Errors Hand Book Print Audit Spell Check Help

Child Information
 Case Name: [Jenksy, Mother](#) Child Name: [Jenksy, Sistera](#)
 Person ID: 200002435 DOB: 05/11/2003 Age: 11 Worker: QVMPH, AMY M

Actions
[Approval](#)
[IV-E Adoption Eligibility Verification](#)

Eligibility Information
 IV-E Foster Care Eligibility Status: Ineligible
 IV-E Adoption Eligibility Status: Pending Eligible Ineligible
 Effective Date: 00/00/0000 Eligibility Voided: Approval Date: Approved By:
 Void Date: 00/00/0000 Child is: Applicable Not Applicable

Section A

1. Age
 Is this child under 18 years of age? Yes No Was the child emancipated prior to the date of finalization? Yes No

2. Citizenship/ Immigration Status
 Is the child a US citizen or qualified non-citizen as defined in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996?
 If qualified non-citizen, indicate documentation supporting this status (e.g., 1-551):

3. Adoption Assistance Agreement
 Upon completion of this IV-e Adoption Eligibility, has the initial adoption assistance agreement been completed, signed and dated by both the adoptive parent(s) and a Department representative on or before the date of finalization of the adoption? Yes No

Section D (Eligibility Screening Decision)
 Is the child potentially eligible for Title IV-E adoption subsidy? Yes No
 If no, why is the child ineligible?
 2. Is the child a US citizen or qualified non-citizen as defined in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996? 2. Is the child a US citizen or qualified non-citizen as defined in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996?
 Is the child eligible for Non-recurring expenses of Adoption? Yes No
 Comments:

Save Close

100%

9. Enter the **Effective Date** and click **Save**.

Note Only the Effective Date is required in order to initially save the Title IV-E Adoption Eligibility page.

Note Based on the responses, the system will derive if the child is “Applicable” or “Not Applicable”.

Note When an Adoption Subsidy Agreement Information page is terminated for the reason of “Change in Subsidy” the Adoption Eligibility page will NOT be voided.

To Complete the Title IV-E Adoption Eligibility page

- From the Title IV-E Adoption Eligibility page, verify both parts to Question 1 in Section A are accurate.

Note The 1st part is based on the child’s Date of Birth documented on Person Management; The 2nd part is based on the child’s Legal Record in the current FSFN Case having a Legal Action of “Case Closure – Legal” with an associated Result of “Emancipation” AND the “Completed Date” is prior to the date of Adoption Finalization as dated when the Placement was discharged for reason of “Adoption Finalization” or the Private Adoption page “Adoption Finalization Date”.

- Verify Question 2 in Section A is accurate which is specific to the child’s Citizenship Status. Both the question and the associated text field are system derived from the child’s Person Management record.

Note If Question 2 is Yes – Qualified Non-Citizen, an associated field labeled Non-Citizen ID will be displayed and populate with the Non-Citizen ID captured on the child’s Person Management record; otherwise the Non-Citizen ID field label will be hidden.

Child Information Case Name: Jensky, Mother Child Name: Jensky, Brother Person ID: 200002434 DOB: 10/01/2000 Age: 14 Worker: QVMPH, AMY M			Actions Approval IV-E Adoption Eligibility Verification
Eligibility Information IV-E Foster Care Eligibility Status: Ineligible IV-E Adoption Eligibility Status: <input checked="" type="radio"/> Pending <input type="radio"/> Eligible <input type="radio"/> Ineligible Approval Date: Approved By: Effective Date: <input type="text" value="11/14/2014"/> Eligibility Voided: <input type="checkbox"/> Void Date: <input type="text" value="00/00/0000"/> Child is: <input type="radio"/> Applicable <input type="radio"/> Not Applicable			
Section A 1. Age Is this child under 18 years of age? <input checked="" type="radio"/> Yes <input type="radio"/> No Was the child emancipated prior to the date of finalization? <input type="radio"/> Yes <input checked="" type="radio"/> No 2. Citizenship/ Immigration Status Is the child a US citizen or qualified non-citizen as defined in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996? If qualified non-citizen, indicate documentation supporting this status (e.g., 1-551): <input type="text"/> 3. Adoption Assistance Agreement Upon completion of this IV-e Adoption Eligibility, has the initial adoption assistance agreement been completed, signed and dated by both the adoptive parent(s) and a Department representative on or before the date of finalization of the adoption? Adoption Subsidy Agreement Information <input type="radio"/> Yes <input type="radio"/> No			

Note Question 3 is system derived from the most recent Adoption Subsidy Agreement Information page and is not required to be answered up front. The Adoption Eligibility page will continue to pull in the most current information from other modules within FSFN until such time that the Title IV-E Adoption Eligibility page is approved and becomes frozen. Finally, a quick link will be displayed to access the most recent Adoption Subsidy Agreement Information page.

Note Clicking the Case Name hyperlink launches the Maintain Case page and clicking the Child Name hyperlink launches the Person Management page.

- If the 1st part of Question 1 is Yes; 2nd part of Question 1 is No; and Question 2 is either Yes or Yes – Qualified Non-Citizen, the Applicable Child section will display within an expando; otherwise Section D will be displayed and the child will be ineligible.

Note Section B captures whether the child meets Applicable Child criteria or not and is a combination of system derived and user entered fields. Only if the child meets one of the 3 criteria (a, b or c) will the child be considered applicable and the overall Question 4 be derived as Yes; otherwise No.

Applicable Child
Section B (Applicable Child)
4. Applicable Child Determination
 Will the child meet one of the Applicable Child criteria below before the end of the federal fiscal year in which the adoption assistance agreement is signed? Yes No

4a. Age: Has the child attained or will he/she attain the applicable age any time before the end of the federal fiscal year during which the adoption assistance agreement is entered into? Yes No

Federal Fiscal Year	The applicable age is:	Federal Fiscal Year	The applicable age is:
<input type="checkbox"/> 10/01/2009 - 09/30/2010	16	<input type="checkbox"/> 10/01/2010 - 09/30/2011	14
<input type="checkbox"/> 10/01/2011 - 09/30/2012	12	<input type="checkbox"/> 10/01/2012 - 09/30/2013	10
<input type="checkbox"/> 10/01/2013 - 09/30/2014	8	<input type="checkbox"/> 10/01/2014 - 09/30/2015	6
<input type="checkbox"/> 10/01/2015 - 09/30/2016	4	<input type="checkbox"/> 10/01/2016 - 09/30/2017	2
<input type="checkbox"/> 10/01/2017 - 09/30/2018 or thereafter	any age		

4b. Time in foster care: Has the child been in foster care under the responsibility of the state or a Tribal title IV-E agency for 60 consecutive months prior to finalization of the adoption? Yes No
 Documentation supporting the determination: Removal Court Order Voluntary Placement Agreement

4c. Sibling Criteria Met? Yes No
 Is this child being placed for adoption with a sibling? [Adoption Information](#) Yes No
 Is the sibling an applicable child meeting either the age or time in foster care requirement? Yes No

Name of sibling who is an Applicable Child and is being placed with this child for adoption: [Search](#) SSN: SSN:

- Question 4a is one part system derived and one part user selected. System Derived: Based on the child’s Date of Birth, if the child meets the applicable age during the identified “Federal Fiscal Year” range, the associated check box(es) will be enabled; User Selected: if at least one check box is selected, derived as Yes; otherwise, derived as No.
- Question 4b is system derived as Yes based on the child being in an Out-of-Home Placement(s) (paid or non-paid) for a consecutive 60 months within the same Removal Episode; in addition, the associated check boxes are system derived based on the child’s Manner of Removal.

Note If the Manner of Removal is “Temporary Physical Custody” or “Court Ordered”, derived as Removal Court Order; if “Voluntary”, derived as Voluntary Placement Agreement.

- Question 4c is derived overall based on the responses to the 2 associated questions. The 1st question is derived as Yes based on the Sibling “Special Need” being selected on the child’s Adoption Information page; otherwise No. The 2nd question is user selected, and is ONLY enabled and selection of Yes or No required upon submission for approval, if the previous question is Yes; otherwise disabled and grayed out.

Note The Special Needs Determination group box for an Applicable Child will conditionally display if the child meets one of the 3 aforementioned criteria. If the child does not meet at least one of the Applicable Child criteria, the Special Needs Determination group box for a Not Applicable Child will be displayed and is Question 7, in place of Question 5.

- The ONLY difference within the Special Needs Determination group box between an Applicable and Not Applicable Child is that the “Medical or disability requirements for Supplemental Security Income (SSI)” check box selection is not available for Not Applicable children. All other fields and functionality are the same.

Special Needs Determination

5. Special Needs Determination for an Applicable Child

Does documentation in agency records, dated prior to finalization, show that the Applicable Child meets all three special needs criteria? Yes No

5a. Child cannot/ should not return to the home of his or her parents: Has it been determined that this child cannot or should not be returned to the home of his or her parents? Yes No [Legal Record](#)

How is this criteria met?

Documentation supporting the determination:

5b. Child is hard to place: Does documentation in agency records, dated prior to finalization, show that there is a factor or condition that makes it difficult to place the child for adoption without provision of subsidy or medical assistance? Yes No [Adoption Information](#)

African-American Sibling Group Emotional Disability Medical or disability requirements for Supplemental Security Income (SSI)

Age 8 or older Developmental Delay Medically Fragile At Risk of Medically Diagnosed Condition

Intellectual Disability Physical Disability Visual/ Hearing Impaired

5c. Efforts to place without a subsidy:

Does documentation in agency records, dated prior to finalization, show that efforts were made to place the child without provision of subsidy or medical assistance? Yes No Exception

List efforts made:

Were the prospective parent(s) willing to adopt without subsidy? Yes No

Exception: Child has a significant emotional attachment to: his/her foster parent(s) relative caretaker(s)

- Question 5 is derived overall based on the responses to the parts 5a, 5b and 5c. All parts must be met in order for the child to be considered Special Needs. If not considered Special Needs, Section D will be displayed and the child will be ineligible.
- Question 5a is user selected and if Yes, the associated 2 alphanumeric text fields are enabled and required; otherwise the 2 text fields are disabled and not user modifiable.
 - A quick link is displayed if the child has a Legal Record created within the current FSFN Case.
- Question 5b is a combination of system derived and user selected if for an “Applicable Child”; otherwise this section is solely system derived.
 - African-American and Age 8 or older are system derived based on the child’s Person Management record.
 - Intellectual Disability; Physical Disability; Emotional Disability; and Visual/ Hearing Impaired are system derived based on the child’s Medical Mental Health

Record and whether or not the child has a current Medical Condition and Type which meet specific criteria.

- i. A quick link is displayed if the child has a Medical Mental Health Record created within the current FSFN Case.
 - c. Sibling Group, Developmental Delay, Medically Fragile and At Risk of Medically Diagnosed Condition are system derived based on the child's Special Needs captured on their Adoption Information record.
 - i. A quick link is displayed if the child has an Adoption Information page created within FSFN. A child can only have one Adoption Information page across the FSFN application based on their Person ID. Therefore, if one exists the quick link will be displayed regardless of the FSFN Case.
 - d. "Medical or disability requirements for Supplemental Security Income (SSI)" is user selected and only available for selection for an Applicable Child.
10. Both questions within 5c, as well as the Efforts Made and Exceptions, are system derived based on the child's Adoption Information page. If the 1st question within 5c is "No", but one of the 2 exceptions exists, the 1st question will be derived as an "Exception" which is the equivalent of Yes. In order for 5c to be met, both questions must be "Yes".

Note If the 1st question is "Yes" and one of the 2 exceptions exists, the 1st question will be derived as "Yes".

11. Both questions within 5c, as well as the Efforts Made and Exceptions, are system derived based on the child's Adoption Information page. If the 1st question within 5c is "No", but one of the 2 exceptions exists, the 1st question will be derived as an "Exception" which is the equivalent of Yes. In order for 5c to be met, both questions must be "Yes".

Note ***ONLY if the child meets the Special Needs criteria, whether Applicable or Not Applicable, does the Eligibility Path group box display. Furthermore, based on whether the child is Applicable or Not Applicable will dynamically derive which Eligibility Path group box displays.***

Note The Eligibility Path for the Applicable Child with Special Needs group box contains a series of questions which are a combination of system derived and user entered fields. The overall Question 6 is system derived as “Yes” if one of the questions 6a, 6b, 6c or 6d is “Yes”. Once one of the questions is “Yes”, the remaining questions will be disabled and grayed out because the child will be eligible at that point.

Eligibility Path for the Applicable Child with Special Needs

6. Eligibility Path for the Applicable Child with Special Needs

Is the Applicable Child with special needs eligible for title IV-E subsidy? Yes No

6a. Judicial/voluntary removal or voluntary relinquishment: Does documentation in agency records, dated prior to finalization, show that the child was 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? Yes No

How is this criteria met:

Documentation supporting the determination:

6b. SSI: Does documentation in agency records, dated prior to finalization, show that the child meets all medical and disability requirements for the Title XVI with respect to eligibility for SSI benefits? Yes No

How is this criteria met:

Documentation supporting the determination:

6c. Child of a minor parent: Does documentation in agency records, dated prior to finalization, show that the child was residing in a foster family home or child care institution with his/her minor parent and the minor parent was removed from home pursuant to either: (1) 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 (2) a voluntary placement agreement or voluntary relinquishment? Yes No

6d. Previous Adoption:
Does documentation in agency records, dated prior to finalization, show that the child was adopted previously? Yes No
Note: This excludes international adoptions

Was the child eligible for title IV-E Adoption Assistance in the prior adoption? Yes No

How is this criteria met:

Documentation supporting the determination:

12. Question 6a is user selected and the selection of Yes or No is required. If “Yes” is selected the 2 associated alphanumeric text fields will be enabled and required; otherwise the text fields are disabled and grayed out.
13. Question 6b is system derived as “Yes” if the check box, within the Special Needs Determination group box, for “Medical or disability requirements for Supplemental Security Income (SSI)” is selected; otherwise system derived as “No”. If “Yes”, the associated 2 alphanumeric text fields are enabled and required; otherwise the 2 text fields are disabled and grayed out.
14. Question 6c is user selected and the selection of Yes or No is required.
15. The 1st question within 6d is user selected and the selection of Yes or No is required. If Yes is selected, the 2nd question is enabled and the selection of Yes or No is required. If both the 1st and 2nd questions are “Yes”, the 2 associated alphanumeric text fields will be enabled and required; otherwise the text fields are disabled and grayed out.

Note The Eligibility Path for the Not Applicable Child with Special Needs group box contains a series of questions which are a combination of system derived and user entered fields. The overall Question 8 is system derived as “Yes” if one of the questions 8.1, 8.2, 8.3 or 8.4 is “Yes”. Once one of the questions is “Yes”, the remaining questions will be disabled and grayed out because the child will be eligible at that point.

Eligibility Path for a Not Applicable Child with Special Needs

8. Eligibility Path for a Not Applicable Child with Special Needs

Is the Not Applicable Child with special needs eligible for title IV-E subsidy? Yes No

8.1. Child is a SSI recipient: Does documentation in agency records, dated prior to finalization, show that the child was receiving SSI prior to the finalization of adoption? Yes No

8.2. Child was eligible in a prior adoption:
Does documentation in agency records, dated prior to finalization, show that the child was adopted previously? Yes No
Note: This excludes international adoptions

Was the child eligible for title IV-E Adoption Assistance in the prior adoption? Yes No

Had a payment been made on his/her behalf? Yes No

8.3. Child of a minor parent: Does documentation in agency records, dated prior to finalization, show that the child's minor parent was in foster care and Title IV-E foster care maintenance payment were made that covered both the minor parent and the child? Yes No

8.4. Child meets AFDC criteria: Does the documentation in agency records, dated prior to finalization, show that the Not Applicable Child with special needs meets requirements under 8.4a, 8.4b or 8.4c? Yes No

Was the child voluntarily relinquished to the Department or Private Agency? Yes No Department Private Agency

8.4a Involuntary Removal:

8.4a(1) Does documentation in agency records, dated prior to finalization, show that at the time of the latest removal or within 6 months of removal, was the child living with and removed from the home of a parent/specified relative?
From: To:
Relationship to Child: Removed From Relative's Name:

8.4a(2) Does the Initial removal order contain a Judicial finding that supports the concept that remaining in the home is contrary to the welfare of the child or that the initial removal is in the child's best interest? Yes No

8.4a(3) At the time of the child's most recent removal, was there deprivation of parental support or care? Yes No

Deprivation Type:
Reason for Mother: Mother:
Reason for Father: Father:

8.4a(4) At the time of the child's most recent removal, were the resources available to the family below \$10,000? Yes No

8.4a(5) At the time of the child's most recent removal, was the family income less than the CNS for the family size? Yes No

8.4a(6) At the time of the child's most recent removal, was the child's income less than 185% of the standard foster care board rate? Yes No

- 16. Question 8.1 is system derived as “Yes” based on the child having SSI Unearned Income documented on their Assets & Employment page for the current FSFN Case where there is not an End Date; otherwise, system derived as “No”.
- 17. Question 8.2 is system derived as Yes based on it’s associated 3 questions being answered as “Yes”; otherwise, system derived as “No”.
 - a. Only if the first sub-question is answered Yes does the 2nd sub-question become enabled and the selection of Yes or No required; then only if the 2nd sub-question is answered Yes does the 3rd sub-question become enabled and the selection of Yes or No required.
- 18. Question 8.3 is user selected and the selection of Yes or No is required.
- 19. Question 8.4 is comprised of an overall question which is system derived as “Yes” ONLY if 8.4a, 8.4b or 8.4c is “Yes”; otherwise, system derived as “No”. The sub-question regarding “voluntary relinquishment” is a user selected Yes or No response. If “Yes” is selected the user must select either the Department or Private Agency radio buttons.

Note The system derives whether Section 8.4a, 8.4b or 8.4c should display based on the child’s Manner of Removal captured on the current, open Removal Episode. Each of

these 3 Sections have their own set of fields which are primarily derived from the child's most recent non-waived, non-voided Title IV-E Foster Care Eligibility page.
NOTE: IV-E Foster Care Eligibility cannot be identified under the waiver.

Note Section 8.4a ONLY displays if the child's Manner of Removal was "Court Ordered" or "Temporary Physical Custody". Otherwise Section 8.4a is hidden. In addition, if the Adoption Eligibility page was created as part of the Private Adoption process, this section 8.4a will not be displayed and will be hidden.

- If Section 8.4a is displayed, the following logic is followed: System derived as Yes ONLY if 8.4a(1), 8.4a(2), 8.4a(3), 8.4a(4), 8.4a(5) and 8.4a(6) are all Yes; otherwise, system derived as No; not user modifiable.

Note Section 8.4b ONLY displays if the child's Manner of Removal was "Voluntary". Otherwise Section 8.4b is hidden.

- If Section 8.4b is displayed, the following logic is followed: System derived as Yes ONLY if 8.4b(1), 8.4b(2b), 8.4b(3), 8.4b(4), 8.4b(5) and 8.4b(6) are all Yes; otherwise, system derived as No; not user modifiable. **ADDITIONAL NOTE:** If 8.4b(2b) is N/A, this is equivalent to Yes.

Note Section 8.4c ONLY displays if the child's Adoption Eligibility page was created in association with the Private Adoption process. Otherwise Section 8.4c is hidden.

- If Section 8.4c is displayed, the following logic is followed: System derived as Yes ONLY if 8.4c(1), 8.4c(2), 8.4c(3), 8.4c(4), 8.4c(5) and 8.4c(6) are all Yes; otherwise, system derived as No; not user modifiable.
- Within Section 8.4c, a quick link displays for the associated Private Adoption page which resulted in the creation of this Title IV-E Adoption Eligibility page. In addition, a quick link will display for the child's Legal Record that is associated with the current FSFN Case.

Note Section D captures the Eligibility Screening Decision, the reason the child is potentially ineligible and whether or not the child is eligible for non-recurring expenses of Adoption.

Section D (Eligibility Screening Decision)

Is the child potentially eligible for Title IV-E adoption subsidy? Yes No

If no, why is the child ineligible?

Is the child eligible for Non-recurring expenses of Adoption? Yes No

Comments:

20. The 1st question captures a "rolling potential" eligibility determination based on the questions that have been documented thus far. Therefore, if the user documents a question resulting in the child being Ineligible, that particular question will be displayed directly beneath the 2nd question. Finally, the 3rd

question is user selected and the selection of Yes or No is required. The Comments field is always enabled but not required.

Note 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.

To Update an existing Title IV-E Adoption Eligibility page

1. Access **Create Financial Work**.
2. Select **Update Adoption Eligibility** from the **Eligibility** drop down and click **Continue**.
3. The **Title IV-E Adoption Eligibility** page displays.
4. Click the Search hyperlink next to the Case Name field.
5. Enter the applicable **search criteria**, click **Search**, drill down on the **Person** icon, drill down on the **Case Folder** icon, drill down on the applicable **Case Folder** icon, drill down on the **Eligibility** icon, select the applicable **radio button** for the **Title IV-E Adoption Eligibility** page you wish to “update” and click **Continue**.

OR

6. Access **Person Book**.
7. Select **Eligibility** from the center panel drop down.
8. Click the applicable **Title IV-E Adoption Eligibility** hyperlink.

OR

1. Access **Case Book**.
2. Select **Eligibility** from the center panel drop down.
3. Click the applicable **Title IV-E Adoption Eligibility** hyperlink.

OR

4. Access **Adoption Subsidy Agreement Information** and click the **Adoption Eligibility** hyperlink.
5. The **Title IV-E Adoption Eligibility** page displays.