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…

Create a TANF Eligibility

How Do I…?	Selections	Tips & Guidelines

Create a TANF Eligibility	<u>From **Financial Work:**</u>
	
	• From the desktop menu bar, click **Financial Work**.
	
	• From the **Create Financial Items** box, select **Eligibility** dropdown and click on *Create TANF*.
	
	• Click **Continue.**
	
	• Click the **Search** hyperlink.
	
	• In the Last Name field on the Person Search page, enter the child's last name.
	
	• Click the **Search** button.
	
	• From the **Persons Returned** group box, click the Person icon next to the applicable Person Name hyperlink.
	
	• Click the **Case** icon.
	
	• Click the radio button for the desired case.
	
	• Click the **Continue** button.
	
	• TANF Page is launched.
	
	    • **OR**
	
	• From the desktop, click the **Case Work** icon;
	
	    • **OR**
	
	• From the **Create** menu, click **Case Work**;
	
	    • **OR**
	
	• From **Case Book**, click the **Create Case Work** hyperlink.
	
	• The **Create Case Work** page displays.
	
	• From the **Eligibility** drop down, select *TANF*.
	
	• In the **Cases** group box, select a case.
	
	• In the **Case Participants** group box, select a participant.
	
	• Click **Create**.
	
	• The **TANF Eligibility** page displays.
		Per Florida policy TANF eligibility must be completed before an Investigation can be closed. TANF can be created from the Create Case Work, Eligibility dropdown or through Financial Work. Users can view and update this page via the Desktop, on the outliner under the Eligibility section, TANF Eligibility hyperlink, or is accessible through the Search. A search can be conducted by name, SSN or other system identifier such as person ID.
		
		A TANF determination for ongoing services is created when the first unpaid placement is approved within a removal episode. Only one TANF record is created per removal episode.
		
		Rev Max will use the TANF Determinations Due report to identify what records need attention.
		
		Pending TANF records will appear on the report immediately. The TANF will appear on the TANF Determinations Due Report 30 days before the Effective To date. Allowing the user to create a new TANF.

How Do I…?	Selections	Tips & Guidelines
Complete a TANF Eligibility	• Access TANF Eligibility page for desired person. • Verify the **Effective From** date is accurate and update, if necessary. • In the **Household Information** section, verify the system derived responses to whom **Eligibility Applies To** and **US Citizen Or Qualified Non Citizen**. • Answer **Questions** 1-4. • Question 2 is system derived. • Click the **Assets & Employment** expando to view and check the box(es) for desired participants. • Enter any applicable **Eligibility Notes.** • Click **Save**. • Approve the TANF page through the use of the **Approval** hyperlink displayed in the **Actions** group box.	*Case Name and Child Name display as hyperlinks to launch Maintain Case and Person Management, respectively.* *If Citizenship is displayed incorrectly, save the TANF page intermittingly, launch Person Management to make update, save and close Person Management and return to theTANF page which will update and reflect the change.*

Create, Edit, and View Federal Poverty Level (FPL) Information.		
How Do I…?	**Selections**	**Tips & Guidelines**
Create, View and Edit , FPL Information.	**Creating FPL Information** • From menu bar, click on **Utilities** and select *FPL Maintenance* from the drop down. • To create a new FPL, click the **Insert** button. • Enter **Fiscal Year** for which Federal Poverty Levels will apply. • Enter **Effective From** date in which the FPL will take effect. • Enter **Effective To** date in which the FPL will end its effectiveness. • Enter all applicable **FPL Amounts** calculated at the 200% level. • Enter FPL **Monthly Income** for Household Members 1 through 10. • Enter FPL **Yearly Income** for Household	*The Federal Poverty Level (FPL) Maintenance allows users to document FPL amounts using FSFN for the designated Fiscal Year.* *Only users with the appropriate security can access and maintain the FPL Maintenance Page.* *The FPL Update Information pop-up page launches enabling user to enter FPL calculations.* *If the Select FPL Complete option is not selected and the page is only saved and closed, once the page is closed an Edit hyperlink will be displayed on the FPL Maintenance page.* *Once the FPL Complete option is selected and processed, the FPL Maintenance page displays a View hyperlink and the FPL*

Members 1 through 10.

- Enter FPL **Monthly Income** for households larger than 10.
- Enter FPL **Yearly Income** for household larger than 10.
- Click **Save** button.
- Select **FPL Complete** from the Options drop down and click **Go.**

Editing FPL Information

- Select the **Edit** hyperlink on the row just created.
- From the **Options** dropdown select *FPL Update Complete.*
- Click **Close** button.

Viewing FPL Information

- Select the **View** hyperlink on the row just completed.
- Click **Close** button.
- Select **Save** button.

Update Maintenance page displays in view only mode.

Request TANF Eligibility Determination 5244		
How Do I…?	**Selections**	**Tips & Guidelines**
Request for TANF Eligibility Determination 5244.	From the **Actions** box located in the upper right hand corner of the page, click on the **Request for TANF Eligibility Determination 5244** hyperlink. TANF for Ongoing Services Click **Close** From the Options dropdown select **Approval** TANF for Investigation Approved when the Investigation is approved for Closure.	*Request for TANF Funds/Eligibility Determination Form 5244* template can be printed and has all determination information included from the system page. *Standard system approval.* *If it is an investigation, the TANF for Investigation approval option does not display. Approval will be done by the Supervisor at time of Investigation Closure* *This approval option displays for TANF eligibility determinations completed for an unpaid placement or child based determination launched from Create Case Work. The template notification pop-up will display if the form 'Request for TANF Funds/Eligibility Determination*

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		Form-5244' has not been launched. The user may select "Ignore" to continue to the next step, or "Return" to immediately return to the TANF page without further processing.
		If the user selects "Ignore", the page will display TANF status pop-up "The TANF Status will be set to {the new status}. Click Yes if this is correct. Click No to retain the previous status." The user then has the options of 'Yes' and 'No' buttons. If 'Yes' is chosen, the correct status displays in the Eligibility Information group box.
		The approval page will then launch, the system will pre-fill with the worker's supervisor's name, but does allow the user to select another person with correct security to which the approval is intended. Upon return to the TANF page the system will automatically save the determination record and the worker will be presented with a disabled Save button. The TANF page will refresh and be frozen.