

NYTD AND AFCARS FOOTNOTES

USER GUIDE

NYTD AND AFCARS FOOTNOTES – USER GUIDE

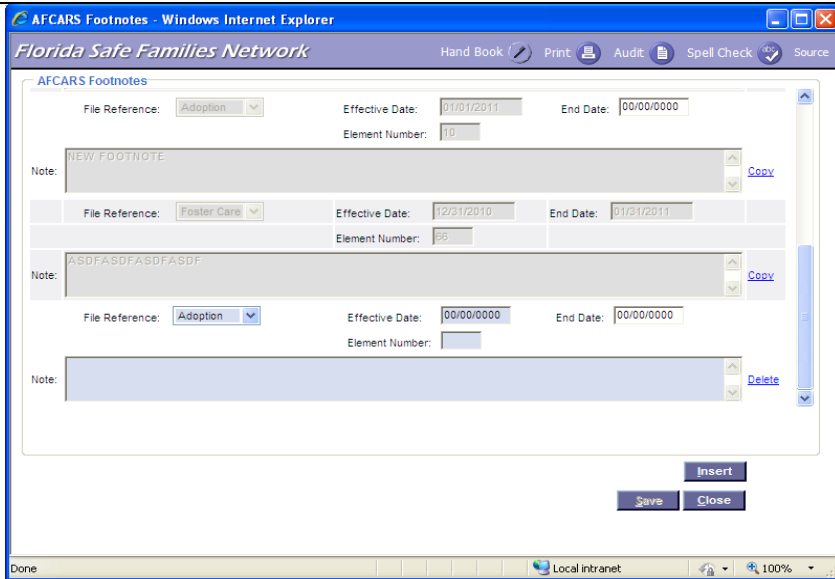
FUNCTIONALITY ADDRESSED:

This guide outlines the steps to perform key tasks related to documenting NYTD and AFCARS Footnotes within the Florida Safe Families Network (FSFN) application.

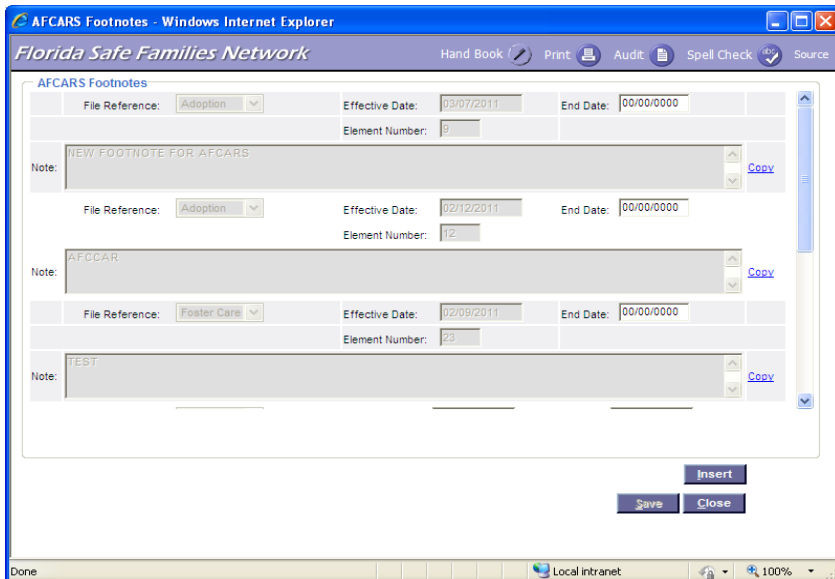
LEARNING OBJECTIVES:

Upon completion of this course, the student will demonstrate the ability to:

- To understand and learn how to create and submit an NYTD Footnote.
- To understand and learn how to create and submit an AFCARS Footnote.

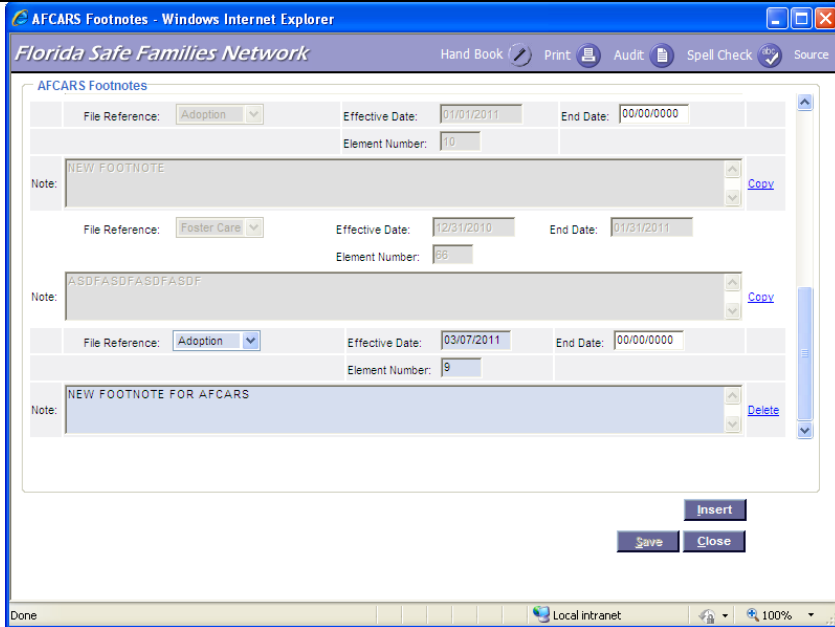


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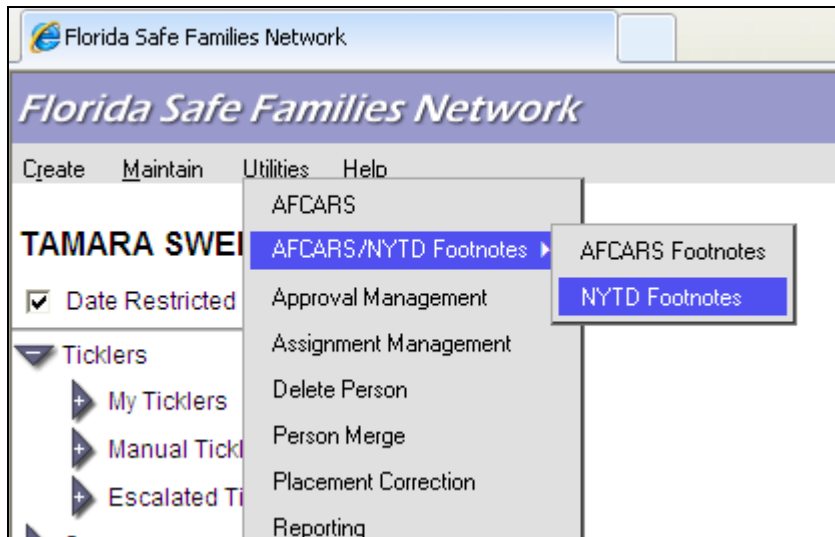


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3. Select the **Insert** button.
4. Select **Adoption** from the **File Reference** drop-down.
5. Enter today's date as the **Effective Date**.
6. Enter a valid **Element Number**.
7. Enter narrative into the **Note** field.
8. Click the **Save** button.
9. Click the **Close** button.



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UTILITIES-NYTD FOOTNOTES

10. To Copy an AFCARS Footnote: From the **Utilities**, select **AFCARS/NYTD Footnotes>AFCARS Footnotes**.

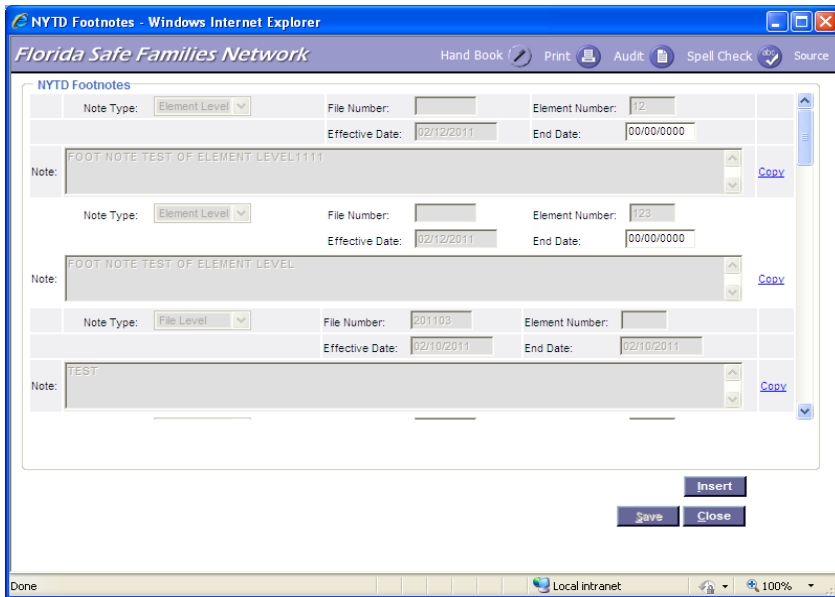
11. Select the **Copy** hyperlink.

12. **Scroll** to bottom of page where copied AFCAR Footnote is displayed.

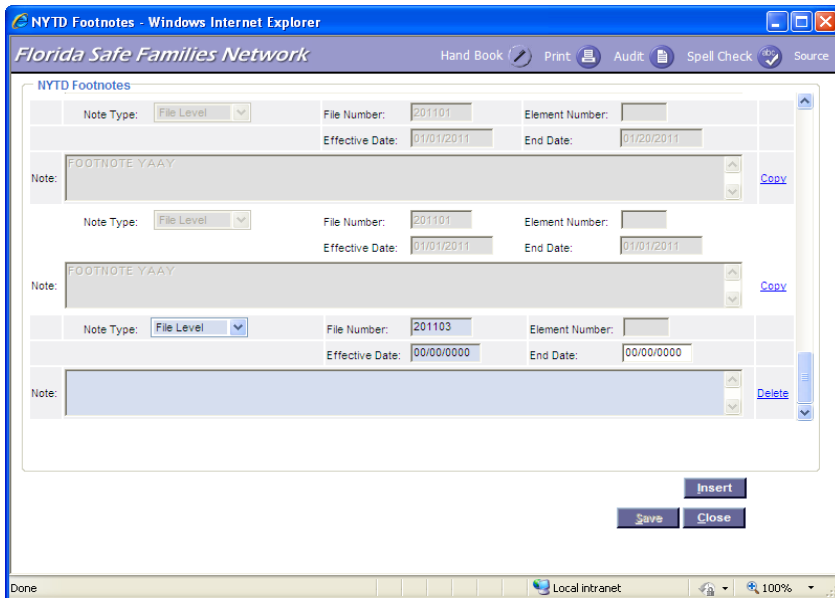
13. Click the **Save** button.

14. Click the **Close** button.

15. To Create NYTD Footnote: From the **Utilities**, select **AFCARS/NYTD Footnotes>NYTD Footnotes**.



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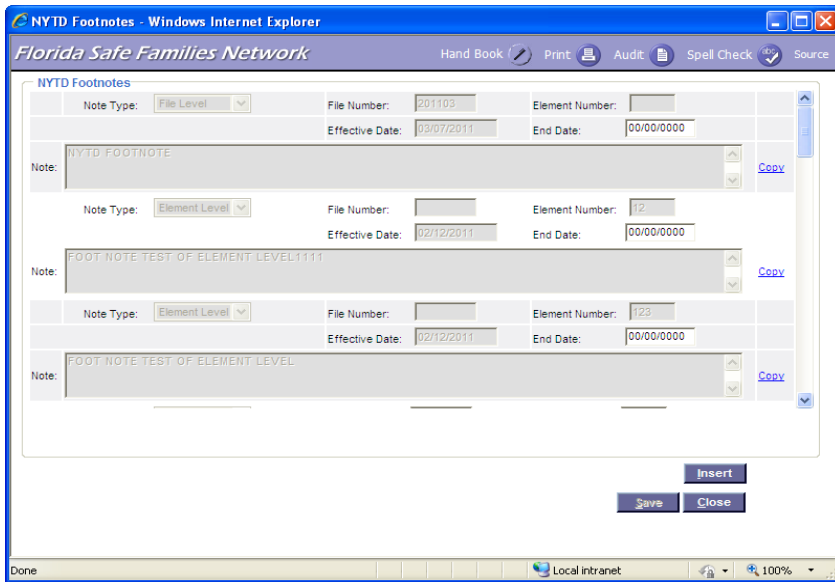
16. Select the **Insert** button.

17. Select **File Level** from the **Note Type** drop-down.

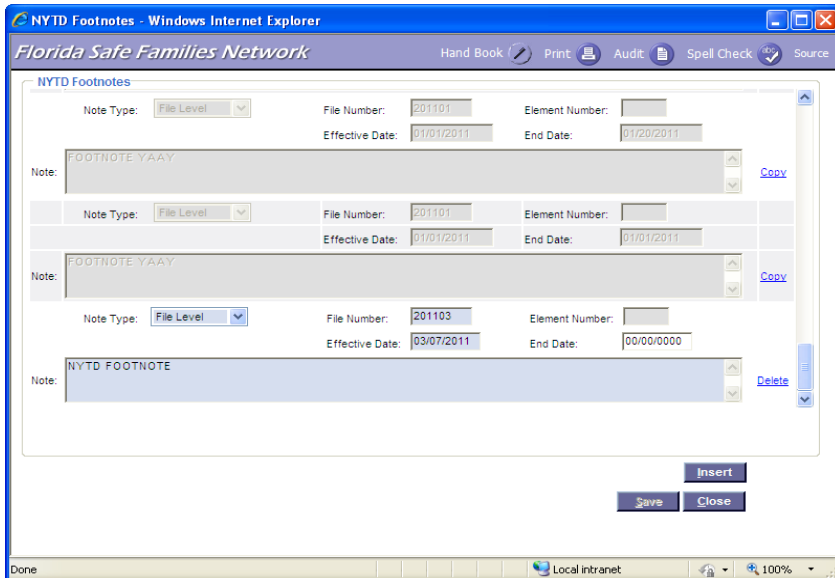
18. Enter today's date as the **Effective Date**.

19. **File Number** should prefill using these rules: If the month is October to December, current year will add 1 and 03 will be appended to the year. If month is from January to March, the current year will be displayed and 03 will be appended to the year. If the month is April to September, 09 will be appended to the current year.

20. Enter narrative into the **Note** field.



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21. Click the **Save** button.

22. Click the **Close** button.

23. To Copy an NYTD Footnote:
From the **Utilities**, select
AFCARS/NYTD
Footnotes>NYTD Footnotes.

24. Select the **Copy** hyperlink.

25. **Scroll** to bottom of page where
copied NYTD Footnote is
displayed.

26. Click the **Save** button.

27. Click the **Close** button.

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