



State of Florida
Department of Children and Families

Charlie Crist
Governor

Robert A. Butterworth
Secretary

MEMORANDUM

DATE: July 20, 2007 **TRANSMITTAL NO.:** P-07-07-0008

TO: ACCESS Florida Circuit Administrators
ACCESS Florida Regional/Zone Directors

FROM: Jennifer Lange, Director, ACCESS Florida **(Signature on File)**

SUBJECT: Updated Child in Care Forms

This memo is to advise Department of Children and Families, Community Based Care, Family Safety and Department of Juvenile Justice staff of a change in forms to be used when applying for Title IV-E and/or Medicaid or reviewing eligibility of children in care.

The revised forms are: Child In Care (CIC) Title IV-E and Medicaid Application CF-ES 2626A, CIC Medicaid Application CF-ES 2293, CIC Notice of Case Action CF-ES 2629 and CIC Eligibility Review and Change Report Form CF-ES 2694. These forms are available through eforms and all previous versions are obsolete. Revisions address recent changes in the Title IV-E responsibilities for ACCESS staff as well as general ease of use.

Please distribute this memorandum to all appropriate parties to ensure the revised forms are available to anyone that uses them.

If your region or circuit program office staff have any questions regarding this memorandum, please contact Connie Evans at (850) 921-5548 or Suncom 291-5548.

cc: Program Policy (Lewis, Love, Schilling, Grignon)
FLORIDA Operations (O'Brien, Owens, Poirier)
Office of Appeal Hearings (Pritchard)
Office of General Counsel (Minnis)
FLORIDA Help Desk (Shaw-Johnson)
Agency for Health Care Administration (McAuley, Kidder, Hudson)
Family Safety (Wynn, Linton, Badland)
Department of Juvenile Justice (Foster)
Florida Legal Services (C. Huddleston)
OSC (Geraghty)

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700
