



State of Florida
Department of Children and Families

Charlie Crist
Governor

Robert A. Butterworth
Secretary

DATE: March 28, 2008

TO: Regional Directors

THROUGH: George Sheldon, Assistant Secretary for Operations
Melissa Jaacks, Assistant Secretary for Administration
David Fairbanks, Assistant Secretary for Programs

FROM: Patricia Badland, Director of Office of Family Safety

SUBJECT: Eligibility Data Review and Clean-up in Florida Safe Families Network

Purpose: The purpose of this memorandum is to request a review and update of eligibility data entered into the Florida Safe Families Network (FSFN).

Action Required: Please share this memorandum with circuit administrators, community-based care lead agency chief executive officers, and all appropriate staff, including eligibility, and data specialists. Local staff responsible for ensuring accurate documentation of client eligibility in FSFN will need to review the client eligibility list provided by the Family Safety Program Office and make any corrections in FSFN. The password protected client eligibility lists are available on the Florida Center for the Advancement of Child Welfare website at <http://centerforchildwelfare.fmhi.usf.edu/kb/CBCDATA/cbcclient.aspx>. The password for each CBC list is the same password used to gain access to the CBC performance measure reports.

All corrections to the eligibility lists need to be entered into FSFN by Friday, April 4, 2008.

Updated list reports will be posted to the Florida Center website on Monday, April 7, 2008, and weekly thereafter while we continue to work on an improved Eligibility Exception report out of FSFN.

Background: Revenue Management reports indicate that title IV-E adoption assistance and Temporary Assistance for Needy Families (TANF) earnings have dropped significantly for this fiscal year. Data show that the number of children coded as "eligibility not determined" (for title IV-E) or "not categorized" (for TANF) has increased 5 fold since June of 2007. This has resulted in approximately 6,000 children not being counted in statistics necessary to calculate TANF earnings, and is also impacting the states ability to draw down title IV-E adoption funds.

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Contact Information: If you have any question regarding the list data, or need the password, please email Keith Perlman at keith_perlman@dcf.state.fl.us. The contact person for eligibility-related questions is Mukweso Mwenene. He can be reached at (850) 922-0510 or Mukweso_Mwenene@dcf.state.fl.us,

Note: If, when attempting to open the eligibility list from the Florida Center for the Advancement of Child Welfare website, you get a dialogue box that looks like the one below, simply select “cancel”. You will then be prompted to enter your password to open the list report.

