**Appendix A Sample Template**

**Federal Funding Monitoring Annual Report**

**Purpose of Review**

The Title IV-E Foster Care (FC), IV-E Adoption Subsidy and TANF MAS eligibility review is part of the Federal Funding Eligibility Monitoring Plan. The purpose of this review is two-fold, first to ensure accurate eligibility decisions. Secondly, it is to ensure continued receipt of federal and state funding necessary to support our child welfare system.

**Summary**

The summary provides an overview of the key findings. Include a brief analysis. Describe what you learned, etc.

**Methodology**

Describe the sampling methodology and period under review. *For example:* The sample of cases reviewed consisted of . The review focused on accurate eligibility determination with appropriate documentation and coding.

**Findings**

Describe the findings for the separate eligibility populations. *For example:*

**IV-E Foster Care (FC)**

* Of the \_\_\_ cases reviewed as eligible and reimbursable for IV-E Foster Care, \_\_\_cases **(\_\_%)** are eligible under Title IV-E FC.
* Of the \_\_\_ cases reviewed as eligible and non-reimbursable for IV-E Foster Care, \_\_\_cases **(\_\_%)** are eligible and reimbursable under Title IV-E FC.
* Of those \_\_\_\_ case(s) found to be ineligible, describe the error(s).

*For example:*

In 1 IV-E FC case the child had not lived with a specified relative within 6 months of removal.

In 5 IV-E FC cases, children were found to be ineligible for an interim period of time due to a lack of judicial finding of reasonable efforts to finalize the permanency plan within 12 months of the removal.

**IV-E Adoption Subsidy**

* Of the \_\_\_ cases reviewed as eligible for IV-E Adoption Subsidy, \_\_ **(\_\_\_%)** are eligible under Title IV-E Adoption Subsidy.
* Of those case(s) found to be ineligible, describe the error(s).

*For example:*

In 1 IV-E adoption subsidy case, the Initial Adoption Assistance Agreement was not signed by the agency prior to the finalization.

**TANF MAS**

* Of the \_\_\_ cases reviewed as eligible for TANF MAS, \_\_\_ **(\_\_\_%)** are eligible under TANF.
* Of the \_\_\_ cases ineligible under TANF, \_\_\_ are IV-E MAS eligible, and \_\_\_ are totally ineligible. Describe the error(s).

*For example:*

In 1 TANF MAS case, the child and adoptive family do not reside in the State of Florida.

**Initiatives to Improve**

Describe any activities underway to improve eligibility and practice. What training initiatives are underway? Describe actions that will occur to address the findings.

*For example:*

* Removal orders did not always address “Contrary to the Welfare” language. There were 6 cases that did not have proper language in the removal order (one of these did not have a copy of a removal order). Consult with CLS to ensure the language in the removal orders meet federal requirements.
* The Termination of Parental Rights (TPR) order was missing from 3 files. Collaborate with CLS to locate the TPR orders and scan in FSFN.
* Adoption assistance agreements were not completed or were not fully executed prior to the adoption finalization. In 5 cases, the agreement was not signed timely; in 2 cases, the agreement did not indicate the amount of the subsidy payment. Provide technical assistance and training to adoption case managers on the importance of timely execution of AAAs.
* Maintenance adoption subsidy benefits were paid for the benefit of children who did not have special needs in 2 cases. Provide technical assistance and training on special needs.
* The eligibility determination in 8 cases showed IV-E eligible, but TANF was claimed. Ensure recoupment actions occur.

**Additional Comments**

**Signatures**

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**Lead Reviewer Date**

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**Chief Operating Officer Date**

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**Chief Financial Officer Date**

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**Chief Executive Officer Date**