

Extended Maintenance Adoption Subsidy (EMAS)



Trainer Guide

Office of Child Welfare

12/3/2018

Introduction

Unit Overview:

Slide 2



Introduction

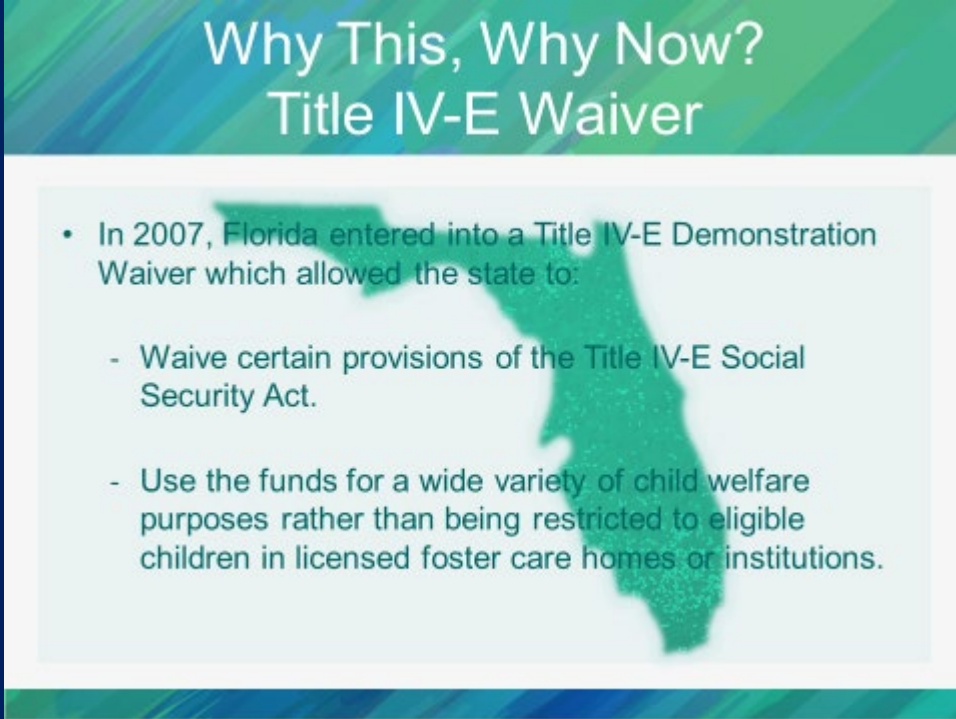


This portion of the training provides an introduction to the Extended Maintenance Adoption Subsidy (EMAS), including why this program is being implemented.

Why This, Why Now? Title IV-E Waiver

Slide 3

PG: 2



Why This, Why Now?
Title IV-E Waiver

- In 2007, Florida entered into a Title IV-E Demonstration Waiver which allowed the state to:
 - Waive certain provisions of the Title IV-E Social Security Act.
 - Use the funds for a wide variety of child welfare purposes rather than being restricted to eligible children in licensed foster care homes or institutions.

The next three slides provide an overview of why new federally funded programs, including EMAS, are being implemented.

Use this slide to describe to participants how the Title IV-E Demonstration Waiver has impacted child welfare funding in Florida since 2007.

Why This, Why Now? Title IV-E Waiver Expiration

Slide 4

PG: 2

Why This, Why Now?
Title IV-E Waiver Expiration

- The Title IV-E Waiver expired in September 2018. Florida requested and was granted an extension until September 2019.
- With the sunset of the waiver, the Department expects to lose \$90 million dollars in revenue that goes to the CBCs to fund services to families and positions.

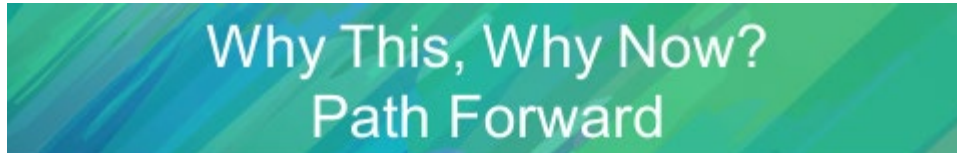
4

Explain how the expiration of the Title IV-E Demonstration Waiver will impact child welfare funding and leave a significant funding gap.

Why This, Why Now? Path Forward

Slide 5

PG: 3



Why This, Why Now? Path Forward

- Path Forward is the statewide initiative to prepare for the post-waiver environment.
- The Department has identified initiatives that can be used to draw down additional federal funds to support the state's Child Welfare System:
 - Title IV-E Extended Foster Care (EFC)
 - Extension of Maintenance Adoption Subsidy (EMAS)
 - Guardianship Assistance Program (GAP)
 - Candidacy
 - Eligibility clean-up



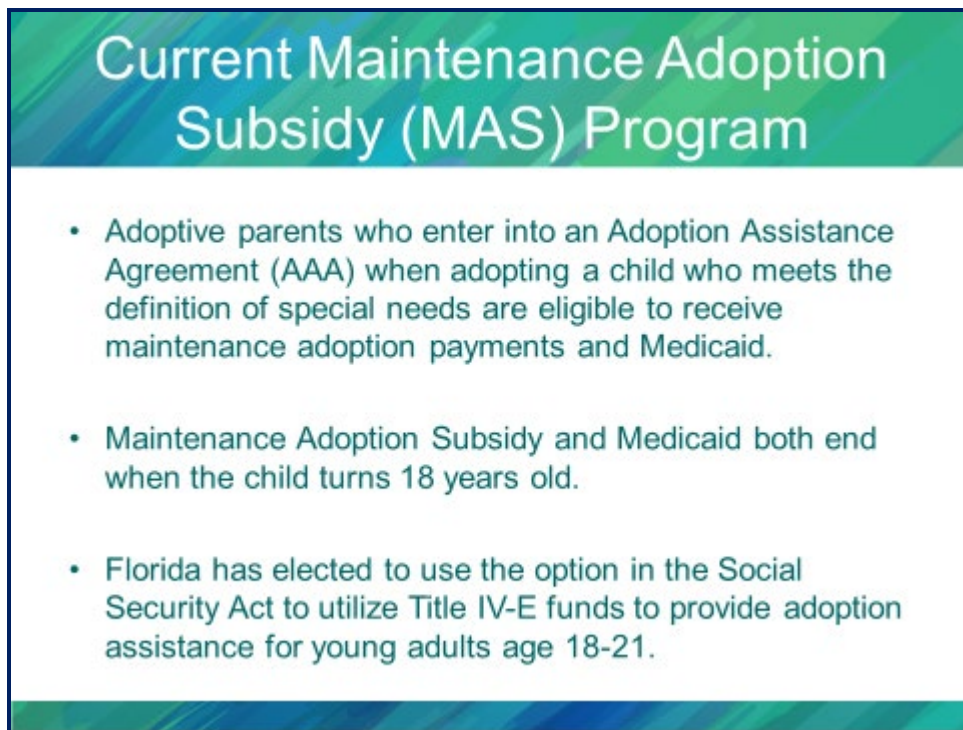
5

Explain the purpose of the Path Forward initiative and how it is helping the state prepare for the post waiver environment and bridge the identified 90 million funding gap.

Current Maintenance Adoption Subsidy (MAS) Program

Slide 6

PG: 3



Current Maintenance Adoption Subsidy (MAS) Program

- Adoptive parents who enter into an Adoption Assistance Agreement (AAA) when adopting a child who meets the definition of special needs are eligible to receive maintenance adoption payments and Medicaid.
- Maintenance Adoption Subsidy and Medicaid both end when the child turns 18 years old.
- Florida has elected to use the option in the Social Security Act to utilize Title IV-E funds to provide adoption assistance for young adults age 18-21.

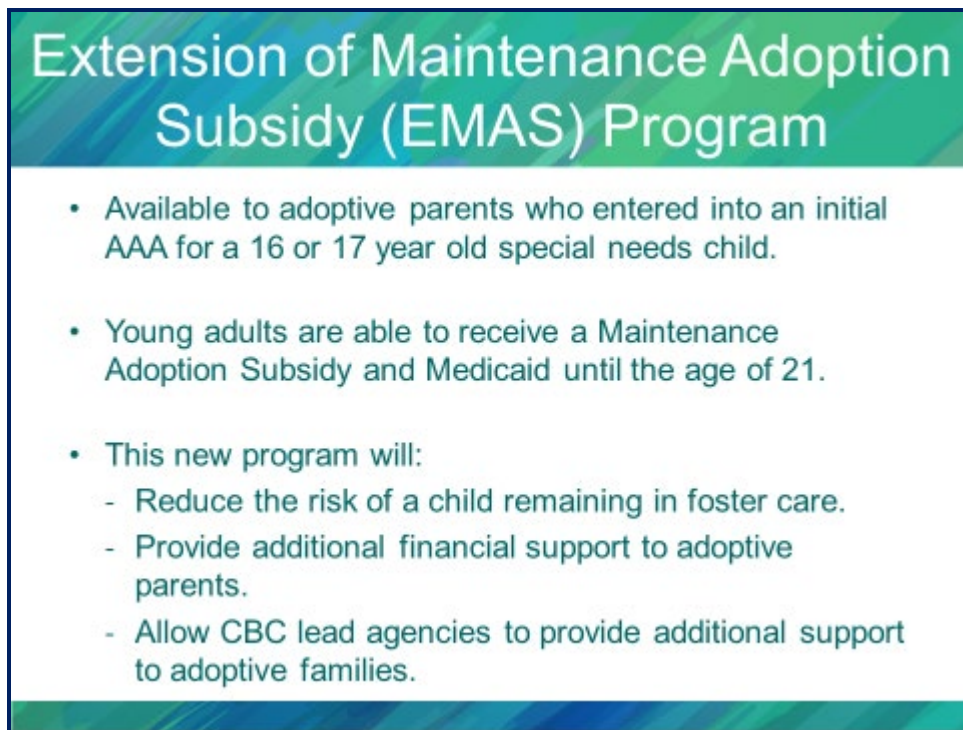
Provide a high-level description of current MAS program with participants.

Ensure they understand that the EMAS program is an expansion of the current MAS program and will enable an adoption assistance subsidy to be received until a young adult turns 21.

Extension of Maintenance Adoption Subsidy (EMAS) Program

Slide 7

PG: 4



The slide features a green and blue gradient header with the title "Extension of Maintenance Adoption Subsidy (EMAS) Program". Below the header, there is a white box containing a bulleted list of program details.

- Available to adoptive parents who entered into an initial AAA for a 16 or 17 year old special needs child.
- Young adults are able to receive a Maintenance Adoption Subsidy and Medicaid until the age of 21.
- This new program will:
 - Reduce the risk of a child remaining in foster care.
 - Provide additional financial support to adoptive parents.
 - Allow CBC lead agencies to provide additional support to adoptive families.

Describe what the EMAS program is and its benefits.

Ensure participants recognize that the AAA must be executed when the child is 16 or 17 years old for the family to be eligible for the EMAS program.

Example: If the AAA is executed when the child is 15 the family will not be eligible for this program even if the adoption is finalized when the child is 16.

Policy Changes

Slide 8

PG: 4

Statute	Rule	Policy
Chapter 409.166(4) F.S., Children within the child welfare system; adoption assistance program	65C-16 Extended Foster Care (Draft)	CFOP 170-12: Chapter 2, Extension of Maintenance Adoption Subsidy (Draft)

Encourage participants to read statute, rule, and CFOP to develop a full understanding of program.

Policy Statutes:

- Statute is finalized.
- CFOP 170-12 Chapter 2 will be released before January 1, 2019. The CFOP will incorporate the language in 65C-16 so the program can implement, even if the rule is still in draft.
- CFOP will be amended to take out the language incorporated into rule once 65C-16 is promulgated.

Definitions

Slide 9

PG: 5



The slide features a green and blue geometric background. The title 'Definitions' is centered at the top in white. Below the title, two bullet points define 'Child' and 'Young Adult'. To the right of the text is a photograph of five young people smiling and posing together.

Definitions

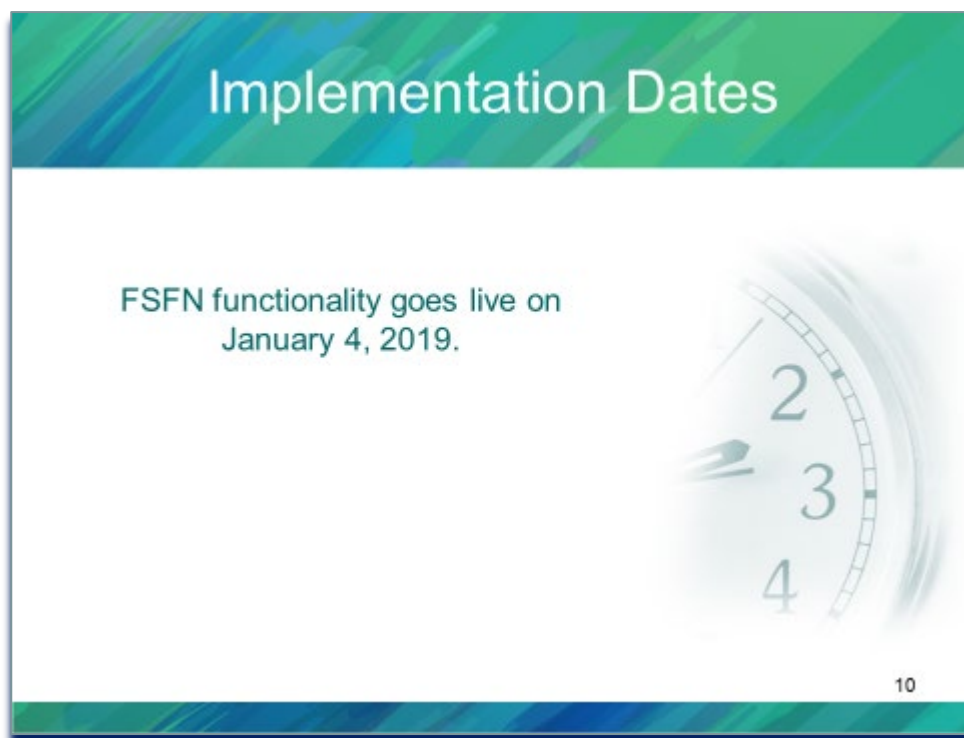
- **Child:** An individual who has not attained 21 years of age.
- **Young Adult:** An individual who has attained 18 years of age, but who has not attained 21 years of age.

Help participants distinguish between child and young adult. These terms are used throughout statute, rule, and CFOP so it is important participants know these definitions.

Implementation Dates

Slide 10

PG: 5



Inform participants that the FSFN functionality for this program goes live January 4, 2019.

Timeline

Slide 11

PG: 6

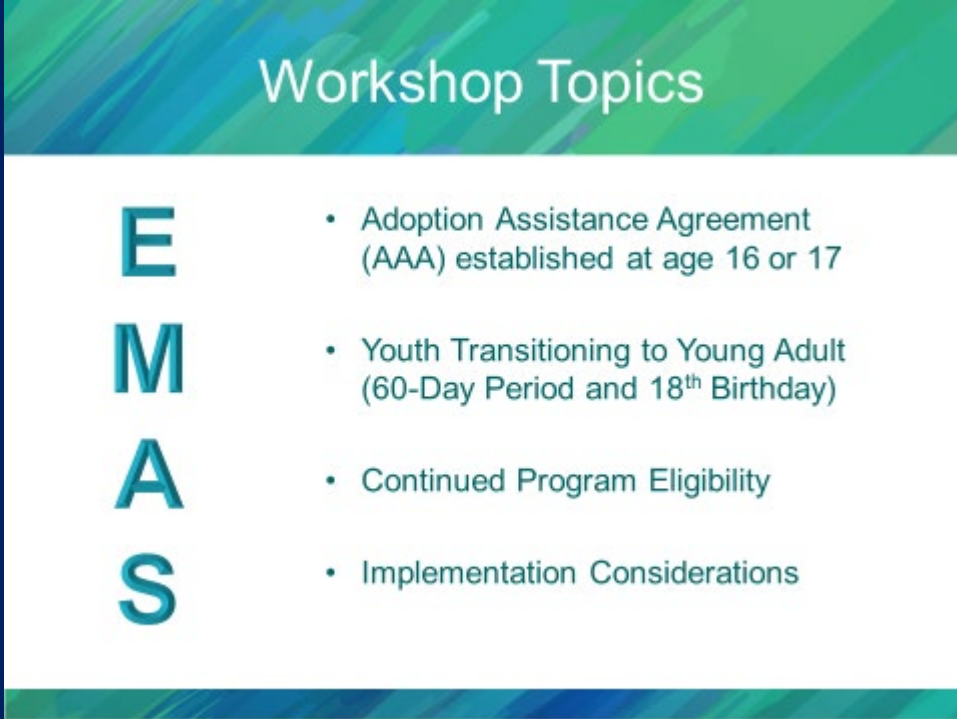
Extended Maintenance Adoption Subsidy				
Transitioning Youth		Young Adult		
16	17	18	19	20
<p>Adoption Assistance Agreement</p> <ul style="list-style-type: none"> Must Establish Initial AAA and Elect EMAS at age 16 or 17 		<p>Continued Participation in EMAS</p> <ul style="list-style-type: none"> Maintain Qualifying Activity Redetermination of Young Adult's Qualifying Activity <ul style="list-style-type: none"> Every 6 Months Change in Qualifying Activity 		
<p>Youth Transitioning to Young Adult: <u>60 Days</u> prior to 18th Birthday</p> <ul style="list-style-type: none"> Obtain Extended Adoption Assistance Agreement Document Qualifying Activity EMAS Payments Begin at 18 		<p>Termination of EMAS</p> <ul style="list-style-type: none"> Program Terminates When: <ul style="list-style-type: none"> Young Adult is Unable to Document a Qualifying Activity Young Adult Turns 21 Opt-out Adoptive parent or Young Adult is deceased Young Adult not Receiving Support from Adoptive Parent Requires Notification of the Department 		
		<p>Readmission to EMAS</p> <ul style="list-style-type: none"> Young Adult May Re-enter until 21 with a Qualifying Activity Requires New Extended Adoption Assistance Agreement 		

Review the timeline for EMAS program. Stay high level, this is simply an introduction. More detailed information will be provided throughout the rest of the training.

Workshop Topics

Slide 12

PG: 7

A slide titled "Workshop Topics" with a green and blue gradient background. The title is in white text at the top. Below the title, the acronym "EMAS" is written vertically in large, bold, teal letters. To the right of the acronym, there is a bulleted list of four topics in teal text.

Workshop Topics

E

- Adoption Assistance Agreement (AAA) established at age 16 or 17

M

- Youth Transitioning to Young Adult (60-Day Period and 18th Birthday)

A

- Continued Program Eligibility

S

- Implementation Considerations

Provide participants with the workshop topics that will be discussed throughout the rest of the training.

Adoption Assistance Agreement Established at Age 16 or 17

Unit Overview:

Slide 13

This portion of the training addresses the incorporation of EMAS into the Adoption Assistance Agreement (AAA).

Timeline

Slide 14

PG: 8

Adoption Assistance Agreement

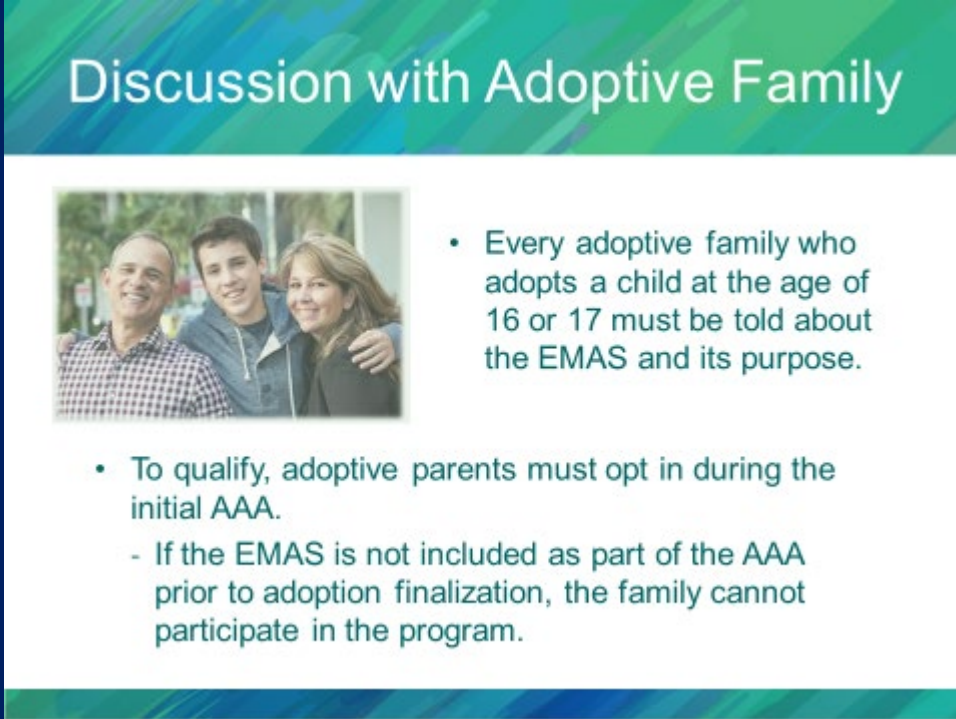
- Must Establish Initial AAA and Elect EMAS at age 16 or 17

Use timeline to show participants that this part of the training addresses the added EMAS related tasks completed during an AAA for a child who is 16 or 17.

Discussion with Adoptive Family

Slide 15

PG: 8



The slide has a green and blue geometric background. At the top, the title 'Discussion with Adoptive Family' is written in white. Below the title is a photograph of a man, a woman, and a young boy smiling together. To the right of the photo is a bullet point. Below the photo is another bullet point with a sub-bullet.

Discussion with Adoptive Family

- Every adoptive family who adopts a child at the age of 16 or 17 must be told about the EMAS and its purpose.
- To qualify, adoptive parents must opt in during the initial AAA.
 - If the EMAS is not included as part of the AAA prior to adoption finalization, the family cannot participate in the program.

Describe the importance of having a detailed conversation with eligible families about the EMAS program when executing the AAA.

Ensure participants understand that if the family selects not to participate in the EMAS program in the executed AAA this means the family will never be able to participate in this program, even if the family's circumstances change and they request to participate at a later date. Participants will be responsible for sharing this information with families.

FSFN

Slide 16

PG: 9

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

Participant and Adoptive Parent(s) Information
 Case Participant: Thomas Starnell Person Id: 900010380 Create Date/Time: 11/05/2018 12:31 PM
 Mother: Susan Summer Father: Sam Summer

Adoption Subsidy Agreement Information

Agreement Type: Adoption Assistance Agreement
 Fiscal Agency: FSFN Demonstration Fiscal
 Service Category: Adoption
 Service Type: Adoptive Placement
 Adoption Subsidy Type: Maintenance: IV-E with Medicaid [IV-E Adoption Eligibility](#)
 Provider Name: Susan Summer

Agreement Signed by both the adoptive parent(s) and a Department representative: Yes No
 Date Signed: 00/00/0000
 Effective Date: 00/00/0000
 Base Amount: \$444.00
 Enhanced Subsidy Amount: \$0.00
 Agreement Amount: \$444.00
 Legal Cost: \$0.00
 Other Non-recurring Expenses: \$0.00

Do the adoptive parent(s) and child elect to opt into the Extension of Maintenance Adoption Subsidy Program? Yes No N/A

Enhanced Subsidy Justification

Reason Agreement Terminated: Date: 00/00/0000

Save Close

Adoption Assistance Agreement

Highlight the FSFN enhancements being introduced to support the program and policy changes. Use screenshot to show participants where they will select whether or not the adoptive parent(s) and child elect to opt into the EMAS program at the point of entering into the original AAA. This question will be enabled for all youth age 16 and older and will be required. Since the family must opt-in at the execution of the AAA, FSFN will check that an AAA with this question answered 'Yes' exists for this person, when creating the EAAA.

Youth Transitioning to Young Adult (60-Day Period)

Unit Overview:

Slide 17

This portion of the training covers EMAS eligibility criteria, including documentation requirements. Timeframes and requirements around EMAS notifications and EAAA finalizations will also be discussed.

Timeline

Slide 18

PG: 10

**Youth Transitioning to Young Adult: 60
Days prior to 18th Birthday**

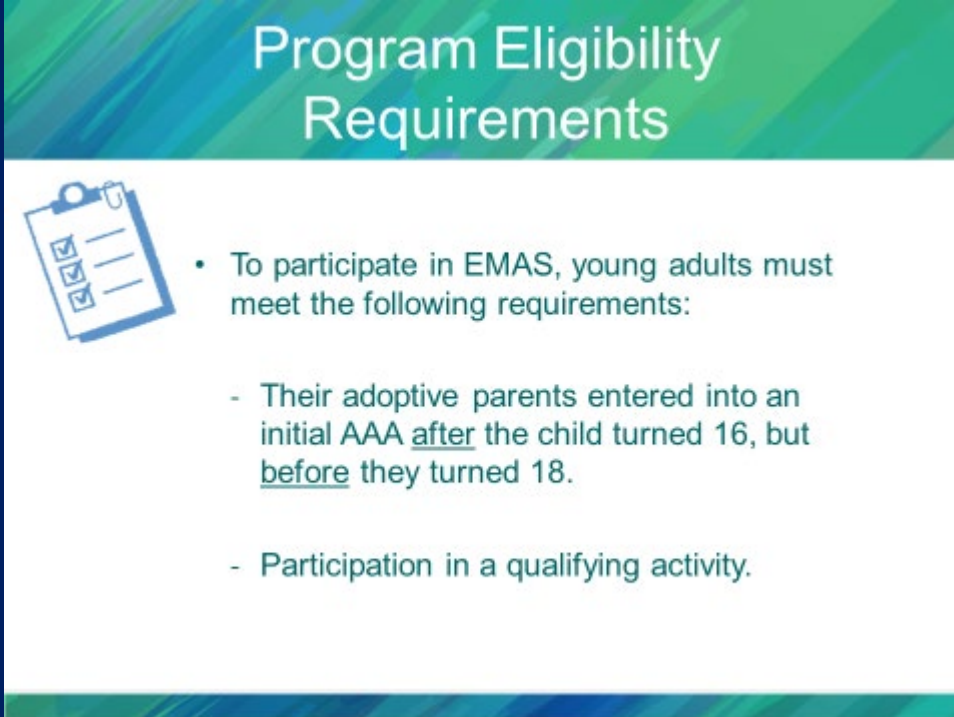
- Obtain Extended Adoption Assistance Agreement
- Document Qualifying Activity
- EMAS Payments Begin at 18

Use timeline to show participants that this part of the training covers the period of time before the youth transitions to a young adult.

Program Eligibility Requirements

Slide 19

PG: 10



The slide features a green and blue gradient header with the title "Program Eligibility Requirements". Below the header is a white box containing a blue clipboard icon with three checkmarks on the left. To the right of the icon is a bulleted list of requirements.

Program Eligibility Requirements

- To participate in EMAS, young adults must meet the following requirements:
 - Their adoptive parents entered into an initial AAA after the child turned 16, but before they turned 18.
 - Participation in a qualifying activity.

Review program eligibility requirements.

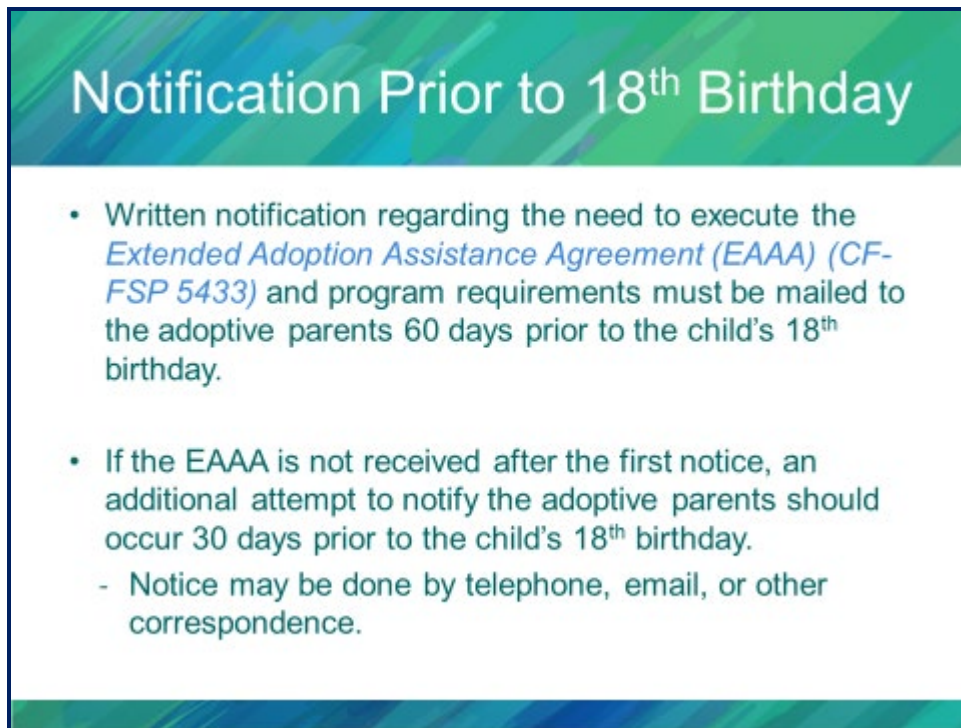
The first requirement is a review of material discussed earlier in the training.

The second requirement is new to participants and is addressed further in the next slides.

Notification Prior to 18th Birthday

Slide 20

PG: 11



The slide features a green and blue gradient header with the title "Notification Prior to 18th Birthday". Below the header, there is a white box containing two bullet points. The first bullet point states that written notification regarding the need to execute the Extended Adoption Assistance Agreement (EAAA) (CF-FSP 5433) and program requirements must be mailed to the adoptive parents 60 days prior to the child's 18th birthday. The second bullet point states that if the EAAA is not received after the first notice, an additional attempt to notify the adoptive parents should occur 30 days prior to the child's 18th birthday. A sub-bullet point indicates that notice may be done by telephone, email, or other correspondence.

Notification Prior to 18th Birthday

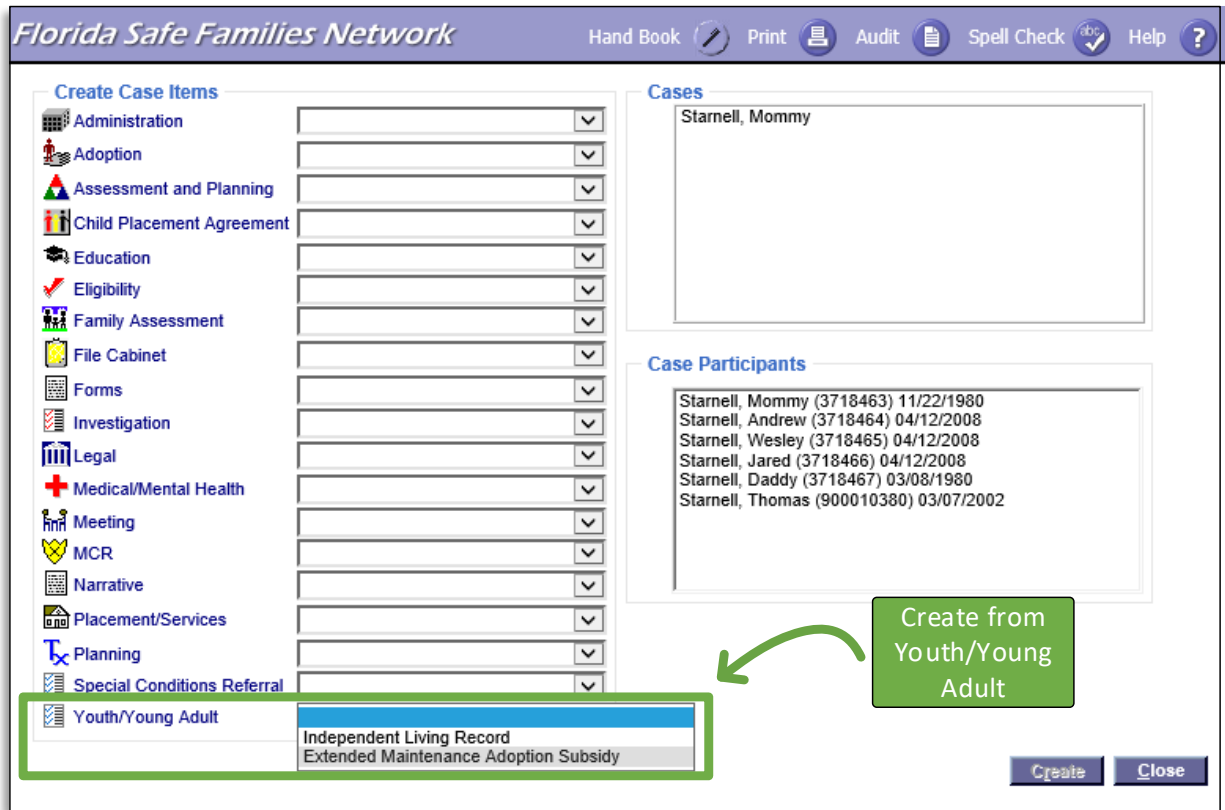
- Written notification regarding the need to execute the *Extended Adoption Assistance Agreement (EAAA) (CF-FSP 5433)* and program requirements must be mailed to the adoptive parents 60 days prior to the child's 18th birthday.
- If the EAAA is not received after the first notice, an additional attempt to notify the adoptive parents should occur 30 days prior to the child's 18th birthday.
 - Notice may be done by telephone, email, or other correspondence.

Review notification requirements with participants.

FSFN

Slide 21

PG: 11



Create Independent Living and Extended Maintenance Adoption Subsidy

Use screenshot to show participants where they will go to create the Independent Living Record and the Extended Maintenance Adoption Subsidy page. This information will be found within the Youth/Young Adult drop down. This is a key point as Adoptions staff currently create all work from the Adoptions drop down. The Independent Living page will be created at the point of sending the notification 60-days prior to the 18th birthday.

Slide 22

PG: 12

Florida Safe Families Network Hand Book Print Audit Spell Check Help

Case Information
Participant Name: [Starnell, Thomas](#) DOB: 03/07/2002 Age: 16 Person ID: 900010380 Case Name: [Starnell, Mommy](#) FSFN Case ID: 3627301
Has the Child Ever Been Adjudicated Delinquent? Yes No Date of Adjudication: 00/00/0000

Academic and Life Skills Progress Age 13-17 Age 18-23

Date of Independent Living Referral
Date: 11/05/2018 Type: Initial

Life Skills Assessments
Completed Date Age Skill/Type

Actions:
[Upload Image](#)

Text:

Independent Living Page – Date of Referral

Use screenshot to show participants where to document the date of notification for EMAS program.

Slide 23

PG: 12

Florida Safe Families Network Hand Book Print Audit Spell Check Help

Case Information
 Participant Name: [Starnell, Thomas](#) DOB: 11/05/2000 Age: 17 Person ID: 900010340 Case Name: [Starnell, Mommy](#) FSFN Case ID: 3630781
 Has the Child Ever Been Adjudicated Delinquent? Yes No Date of Adjudication: 00/00/0000

Academic and Life Skills Progress Age 13-17 Age 18-23

Young Adult Program Eligibility Information

Extended Program Eligibility Determination	Date Applied	Type	Effective/Enrolled	Termination Date	Termination Reason	Actions
						Insert

Postsecondary Education Services and Support (PESS) Program

PESS Determination	Date Applied	Type	Effective/Enrolled	Renew Due Date	Actions
					Insert

Aftercare Services

Insert

Send To Independence/Transitional Support Services

Save Close

Actions:
[Upload Image](#)
 Text:

Insert to Create a Young Adult Program Eligibility Page

Independent Living Page – Insert Young Adult Program Eligibility

Use screenshot to show participants how to create a Young Adult Program Eligibility (YAPE) page.

Slide 24

PG: 13

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Young Adult Program Eligibility Information

Young Adult Name: Starnell, Thomas Person ID: 900010380 Case Name: Starnell, Mommy FSFN Case ID: 3627301

DOB: 03/07/2002 Age: 16 Type: Initial Date Applied: 11/05/2018 Effective/ Enrolled Date: 03/07/2020

Extended Program Eligibility Determination: Pending

On Appeal Date notified of appeal process: 00/00/0000 Supervisor Eligibility Override

If Ineligible, explain how notified of appeal process:

Reason for Override:

Termination Reason: Termination Date: 00/00/0000 Date Last Updated:

Redetermination Reason: Redetermination Date: 00/00/0000 Last Updated By:

Young Adult Eligibility Questions

The questions should be answered based on the effective date entered above. For example, if the young adult is not currently participating in a program to promote employment, but will be as of the effective date, then answer yes to question 6. This allows for final determination to be processed on or after the effective date.

Question	Answer
1. Based on the Effective Date, the young adult's age is:	18 yrs 0 days
2. Did the young adult age out while in the custody of the Department?	<input type="checkbox"/> No
3. Is the young adult enrolled in a secondary education program leading to a high school diploma or equivalent credential?	<input type="checkbox"/> No
4. Is the young adult enrolled in a postsecondary or vocational institution?	<input type="checkbox"/> No
5. Is the young adult working at least 80 hours per month?	<input type="checkbox"/> No
6. Is the young adult participating in a program or activity designed to promote or eliminate barriers to employment? Assets and Employment	<input type="checkbox"/> Yes
7. Does the young adult have a clinical disability from a licensed clinical professional that is documented on the young adult's Medical/Mental Health page within this FSFN case?	<input type="checkbox"/> No
8. Is the young adult unable to participate in any of the activities listed in questions 3-6 full-time due to a documented physical, intellectual, emotional or psychiatric condition?	<input type="radio"/> Yes <input type="radio"/> No
9. If yes to #8, does the documentation exist from a licensed clinical professional that is necessary or helpful to the young adult's program? (only for young adult of age 18 and over)	<input type="radio"/> Yes <input type="radio"/> No
10. Has the Young Adult signed a statement of intent to participate in the program?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
11. Was an EFC Voluntary Statement signed by the Young Adult?	<input type="radio"/> Yes <input type="radio"/> No

 Check to Finalize EFC Eligibility Determination

Young Adult Program Eligibility

Use screenshot to introduce participants to the Young Adult Program Eligibility (YAPE) page. Explain to participants that the questions in red must be answered, but the answers will not impact EMAS program eligibility.

Proper responses for EMAS program:

- Question #10 – N/A
- Question #11 - No

Also ensure participants understand that although it says at the bottom of the page “check to finalize EFC eligibility Determination” and “Determine EFC Eligibility” that these also apply to the EMAS program. FSFN will run the EMAS program eligibility rules if there is a completed AAA on this person within the Case.

Qualifying Activities

Slide 25

PG: 13

Qualifying Activities

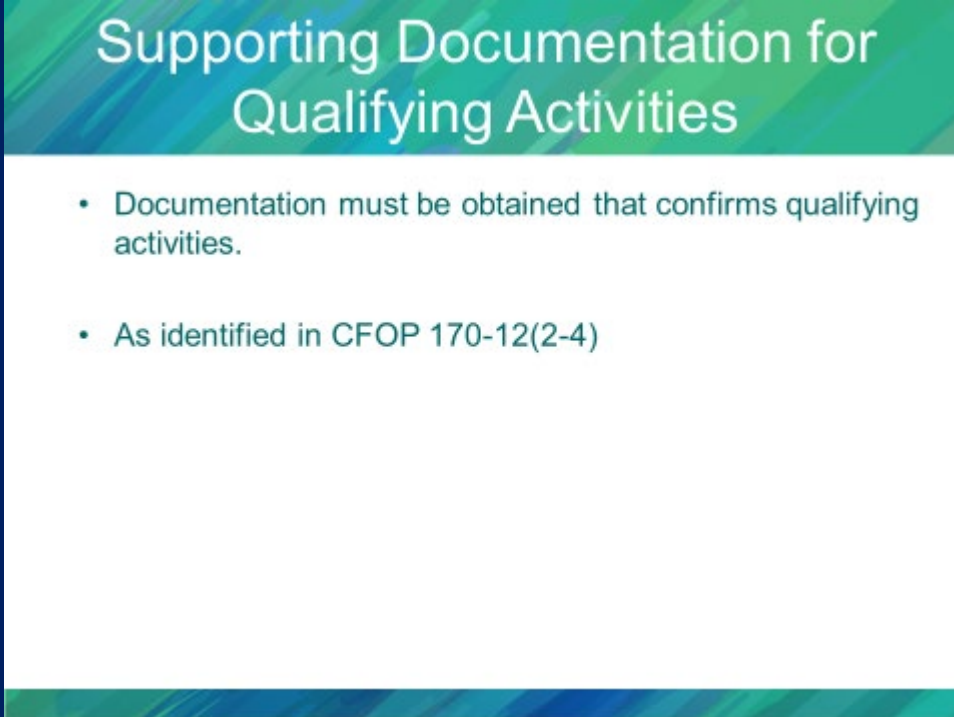
- Completing secondary education or a program leading to an equivalent credential
- Enrolled in an institution which provides post-secondary or vocational education
- Participating in a program or activity designed to promote, or eliminate barriers to, employment
- Employed for at least 80 hours per month
- Documentation that they are incapable of doing any of the above activities due to a medical condition

Review qualified activities with participants and share with them that in order to qualify for the EMAS program the young adult must be participating in one or more of the listed qualifying activities.

Supporting Documentation for Qualifying Activities

Slide 26

PG: 14



The slide features a title bar with a green and blue gradient background. Below the title bar, there is a white rectangular area containing two bullet points. The slide is framed by a thin black border.

Supporting Documentation for Qualifying Activities

- Documentation must be obtained that confirms qualifying activities.
- As identified in CFOP 170-12(2-4)

Inform participants that in order to meet eligibility requirements supporting documentation of the qualifying activity must be obtained.

Review the following requirements, from CFOP 170-12(2-4), with participants. This information can be found in the participant guide.

CFOP 170-12 (2-4)

- a. Documentation for qualifying activities included but are not limited to:
 - i. Completing secondary education or a program leading to an equivalent credential.
 - 1. Copy of most recent report card documenting that the child is in good standings based on their academics and attendance.
 - 2. Copy of young adult's attendance record.
 - 3. If the young adult has an IEP, a copy of young adult's IEP must be accompanied by one of the items above.
 - ii. Enrolled in an institution which provides post-secondary or vocational education.
 - 1. Copy of most recent transcript documenting that the child is in good standings based on their academics and attendance.
 - 2. A letter on institution's letterhead from the academic advisor stating the young adult is in good standings based on their academics and attendance
 - iii. Participation in a program or activity designed to promote, or remove barriers to employment.
 - 1. Copy of most recent transcript documenting the young adult is in good standings based on their academics and attendance
 - 2. A letter on institution's letterhead from the academic advisor stating the young adult is in good standings based on their academics and attendance
 - iv. Employed for at least 80 hours per month
 - 1. Copies of most recent pay stubs that equate to at least 80 hours per month.
 - 2. A letter on employer's letterhead from the employer stating that the young adult is employed and has worked a minimum of 80 hours per month.
 - v. Documentation that they are incapable of doing any other qualifying activities due to a medical condition.

- b. A young adult who is on a semester, summer break or other break but enrolled in the school the previous semester and will be enrolled after the break, is considered enrolled in school.

FSFN

Slide 27

PG: 15

The screenshot displays the 'Information' section of the FSFN application. The form contains the following fields and values:

- School Name: Leon High School
- School Address: 1233 Leon Avenue, Tallahassee, FL 32311
- School Phone Number: (850)457-8545
- School Type: Public School (dropdown menu)
- Program Type: General Education (dropdown menu)
- Program: (empty text field)
- School District/County: Leon (dropdown menu)
- Current Grade Level: Twelfth (dropdown menu)
- School Start Date: 08/01/2017
- School End Date: 00/00/0000
- Number of Hours Currently Enrolled: 0
- Total Credits Earned To Date: 0
- Completion Status: (empty dropdown menu)
- Contact Person: (empty text field)
- Contact Phone Number: (empty text field)
- Reason for change: (empty dropdown menu)

A green callout box with a white border contains the text: "Answers to Program Eligibility Questions #3 and #4 are Derived from School Type or Program Type". A green arrow points from this box to the 'Program' field.

Buttons at the bottom of the form include 'Continue', 'Close', 'Insert', 'Save', and 'Close'.

Education

Use screenshot to show participants where to input school information. Explain that the selections made for "school type" and "program type" will be used to pre-populate answers to questions #3 and #4 on the Young Adult Program Eligibility (YAPE) page.

Qualifying Activity Valid Education Values

Slide 28

PG: 15

	School Type	Program Type
3. Is the young adult enrolled in a secondary education program leading to a high school diploma or equivalent credential?	<ul style="list-style-type: none"> Alternative School Charter School Group Home Program Home School Juvenile Detention/Corrections Private School Public School RTF Program Vocational/Technical 	<ul style="list-style-type: none"> Adult Education Alternative Public-School Program Career & Vocational Education GED General Education Pre GED
4. Is the young adult enrolled in a postsecondary or vocational institution?	<ul style="list-style-type: none"> 2-year college 4-year college or university Vocational/Technical 	<ul style="list-style-type: none"> Adult Education Alternative Public-School Program Career & Vocational Education Post-Secondary

Review information in chart to show participants what School Type and Program Type choices in FSFN will cause Question #3 and Question #4 to pre-populate as a yes on the Young Adult Program Eligibility (YAPE) page.

Slide 29

PG: 16

Florida Safe Families Network Hand Book Print Audit Spell Check Help

General Information
 Name: [Starnell, Thomas](#) Person ID: 900010340 Gender: Male Ethnicity:
 SSN: Date of Birth: 11/05/2000 Race:

Assets/Liabilities and Unearned Income **Employment** **Credit Checks**

Date Last Updated: 10/30/2018 Last Updated By: Darnell, Kellie (FSFN Demonstration Unit)

Programs and/or Activities
 Document any programs or activities the young adult is participating in, which is designed to promote or eliminate barriers to employment.

Start Date	End Date	Program or Activity Description	Action
10/30/2018	00/00/0000	Working with a Job Counselor at WorkForce Center.	Delete

Insert

Employment History

Eff. From	Eff. To	Employer	Type	Wages
-----------	---------	----------	------	-------

Employment Address

C/O: Street: PO Box: FL City: City:
 Unit: Route: County: State: Zip: Non-Florida
 Street/PO Box/Route: Building: Country:

Save Close

Assets and Employment Page

Use screenshot to show participants where to input employment information. Explain that the information input into “programs and/or activities” will be used to pre-populate an answer to question #6 on the Young Adult Program Eligibility (YAPE) page. The Employment History section is also used to answer question #5.

Slide 30
PG: 17

The screenshot displays the 'Medical/Mental Health Conditions' section of the Florida Safe Families Network interface. It includes a table for recording conditions with columns for 'Diagnosed Condition Category', 'Diagnosed Condition Type', 'Begin Date', and 'End Date'. A green arrow points from a callout box to the 'Diagnosed Condition Category' dropdown menu, which is currently selected as 'Behavioral/Mental Health'. The callout box contains the text: 'Answer to Program Eligibility Question #7 is Derived from Medical/Mental Health Conditions'.

Medical/Mental Health Page

Use screenshot to show participants where to input medical/mental health information. Explain that the information input into “programs and/or activities” will be used to pre-populate an answer to questions #7 on the Young Adult Program Eligibility (YAPE) page. Review the presence of the Diagnosed Condition Category for ‘18+ other.’


Finalizing the Agreement

Slide 31

PG: 18

Finalizing the Agreement

- When the EAAA is received from the adoptive parents, supporting documentation must be attached confirming that the young adult meets one of the qualifying activities.
- The CBC lead agency has ten business days to sign the EAAA after receipt.

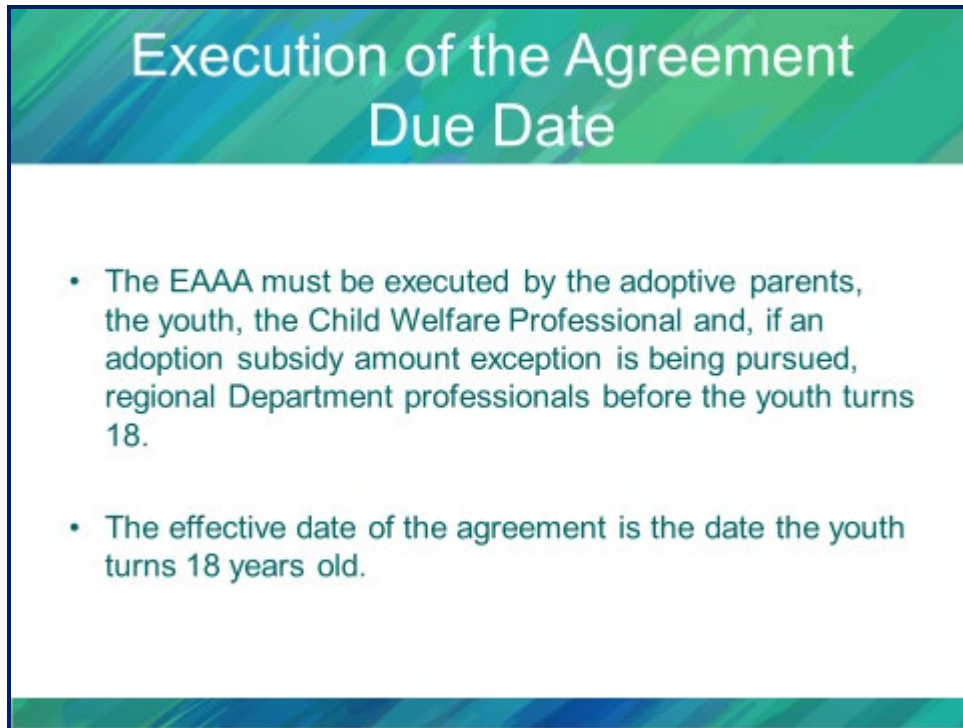


Describe how to finalize the agreement. Remind participants of the acceptable forms of supporting documentation covered earlier in the training.

Execution of the Agreement Due Date

Slide 32

PG: 18



The slide features a title bar with a green and blue gradient background. The main content area is white with a thin black border. The text is in a dark teal color.

Execution of the Agreement Due Date

- The EAAA must be executed by the adoptive parents, the youth, the Child Welfare Professional and, if an adoption subsidy amount exception is being pursued, regional Department professionals before the youth turns 18.
- The effective date of the agreement is the date the youth turns 18 years old.

Review the Extended Adoption Assistance Agreement execution requirements.

Document Review

Slide 33

PG: 19



Document Review

*Extension of
Maintenance Adoption Assistance Agreement (EAAA)
(CF-FSP 5433)*

- After the EAAA is signed by all parties, it is uploaded into FSFN.
 - Image Category: Adoption
 - Image Type: Adoption Assistance Agreement

Review Extension of Maintenance Adoption Assistance Agreement (EAAA) form with participants.

Inform participants that after the EAAA is signed by all parties it must be uploaded into FSFN with the image category of adoption and image type of Adoption Assistance Agreement.

FSFN

Slide 34

PG: 19

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

Participant and Adoptive Parent(s) Information

Case Participant: [Thomas Starnell](#) Person Id: 900010380 Create Date/Time: 11/05/2018 12:43 PM

Parent 1: Susan Summer Parent 2: Sam Summer

Actions
[Extended Maintenance Adoption Subsidy](#)

Extended Maintenance Adoption Subsidy

Agreement Type: Extended Maintenance Adoption Assistance Agreement

Agreement Signed by the young adult, adoptive parent(s) and a Department representative: Yes No

Fiscal Agency: FSFN Demonstration Fiscal

Date Signed: 00/00/0000

Service Category: Adoption

Effective Date/ Date of Agreement: 00/00/0000

Service Type: Adoptive Placement

Basic Subsidy Rate: \$444.00

Adoption Subsidy Type: IV-E with Medicaid

Enhanced Subsidy Amount: \$0.00

Provider Name: Susan Summer [Search](#)

Agreement Amount: \$444.00

Reason Agreement Terminated: Date: 00/00/0000

Enhanced Subsidy Justification

Save Close

Extended Maintenance Adoption Subsidy Agreement

Use screenshot to show participants where to document Extended Adoption Assistance Agreement (EAAA) information in FSFN. This page can be created while the AAA is still active.

Slide 35

PG: 20

Florida Safe Families Network Hand Book Print Audit Spell Check Help

Participant and Adoptive Parent(s) Information
 Case Participant: Thomas Starnell Person Id: 900010380 Create Date/Time: 11/05/2018 12:31 PM
 Mother: Susan Summer Father: Sam Summer

Adoption Subsidy Agreement Information

Agreement Type: Adoption Assistance Agreement
 Fiscal Agency: FSFN Demonstration Fiscal
 Service Category: Adoption
 Service Type: Adoptive Placement
 Adoption Subsidy Type: Maintenance: IV-E with Medicaid [IV-E Adoption Eligibility](#)
 Provider Name: Susan Summer

Agreement Signed by both the adoptive parent(s) and a Department representative: Yes No
 Date Signed: 00/00/0000
 Effective Date/ Date of Agreement: 00/00/0000
 Basic Subsidy Rate: \$444.00
 Enhanced Subsidy Amount: \$0.00
 Agreement Amount: \$444.00
 Other Non-recurring Expenses: \$0.00

Do the adoptive parent(s) and child elect to opt into the Extension of Maintenance Adoption Subsidy Program? Yes No N/A

Reason Agreement Terminated: (18+) Entering Extended Maintenance Adoption Subsidy
 Date: 00/00/0000

Enhanced Subsidy Justification

- Both Adoptive Parents Deceased
- Change in Subsidy
- Change in the Election of EMAS
- Child Deceased
- Child 18 or emancipated
- Other
- Parent no longer legally responsible for child
- Parent no longer providing support
- Single Adoptive Parent Deceased

Termination Reason

Save Close

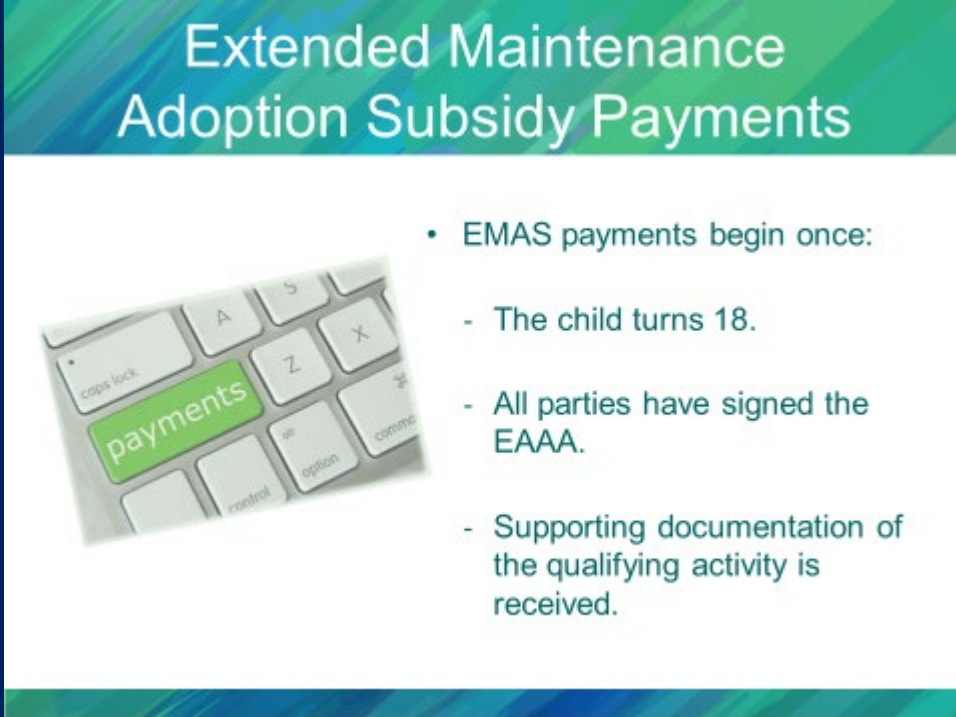
Adoption Assistance Agreement – Termination

Use screenshot to show participants where to document the termination reason for an Extended Adoption Assistance Agreement (EAAA) in FSFN. The AAA is terminated once the young adult turns 18 and the EAAA is in effect.


Extended Maintenance Adoption Subsidy Payments

Slide 36

PG: 20



Extended Maintenance Adoption Subsidy Payments



- EMAS payments begin once:
 - The child turns 18.
 - All parties have signed the EAAA.
 - Supporting documentation of the qualifying activity is received.

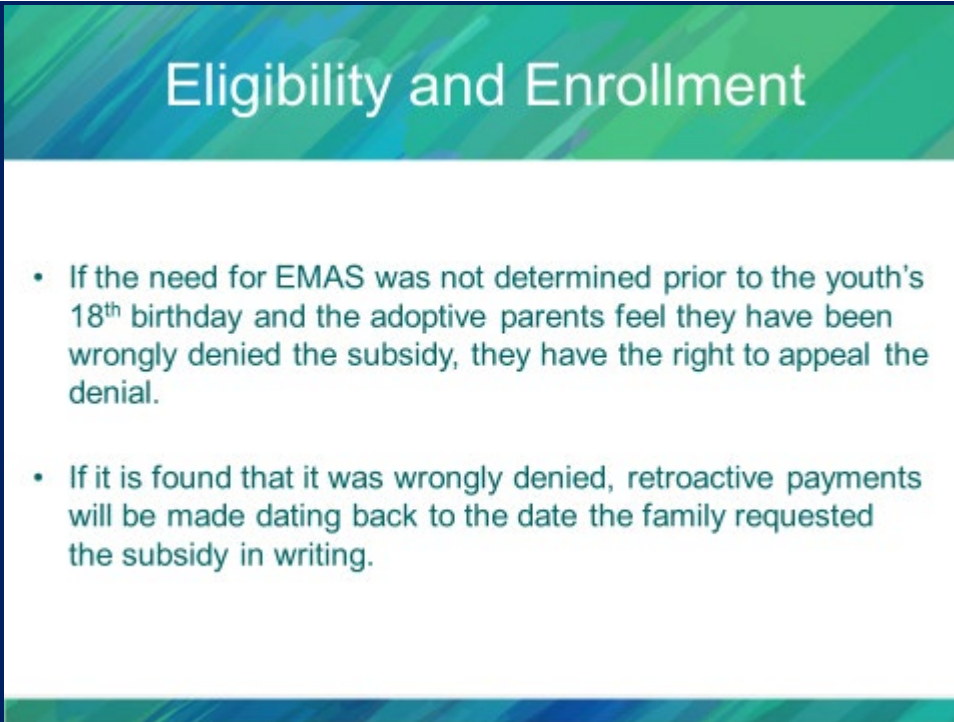
Inform participants that EMAS payments are not authorized until all parties have signed the agreement and supporting documentation of the qualifying activity has been received by the designated Child Welfare Professional to process payment.

EMAS payments cannot start until after the child turns 18.

Eligibility and Enrollment

Slide 37

PG: 21

A presentation slide with a green and blue gradient header and footer. The title "Eligibility and Enrollment" is centered in the header. The main content area contains two bullet points.

Eligibility and Enrollment


- If the need for EMAS was not determined prior to the youth's 18th birthday and the adoptive parents feel they have been wrongly denied the subsidy, they have the right to appeal the denial.
- If it is found that it was wrongly denied, retroactive payments will be made dating back to the date the family requested the subsidy in writing.

Review additional eligibility and enrollment requirements if adoptive parents feel they have been wrongly denied an EMAS subsidy prior to the child's 18th birthday.

Title IV-E Eligibility

Slide 38

PG: 21



The slide features a title bar with a green and blue diagonal pattern. The main content area is white with a thin black border. It contains three bullet points in a teal color.

Title IV-E Eligibility

- Adoptive parents and young adults may participate regardless of Title IV-E eligibility status prior to age 18.
- Participation allows young adults to receive various program benefits, such as adoption subsidy payments and Medicaid.
- If the young adult's adoption eligibility before 18 was determined TANF eligible, a final Adoption TANF eligibility determination must be completed to document the young adult as TANF ineligible.

Explain that participation in this program is not based on Title IV-E eligibility.

If the young adult's adoption eligibility before 18 was determined TANF eligible, a final Adoption TANF eligibility determination must be completed to document the young adult as TANF ineligible since they no longer meet age criteria.

Continued Program Eligibility

Unit Overview:

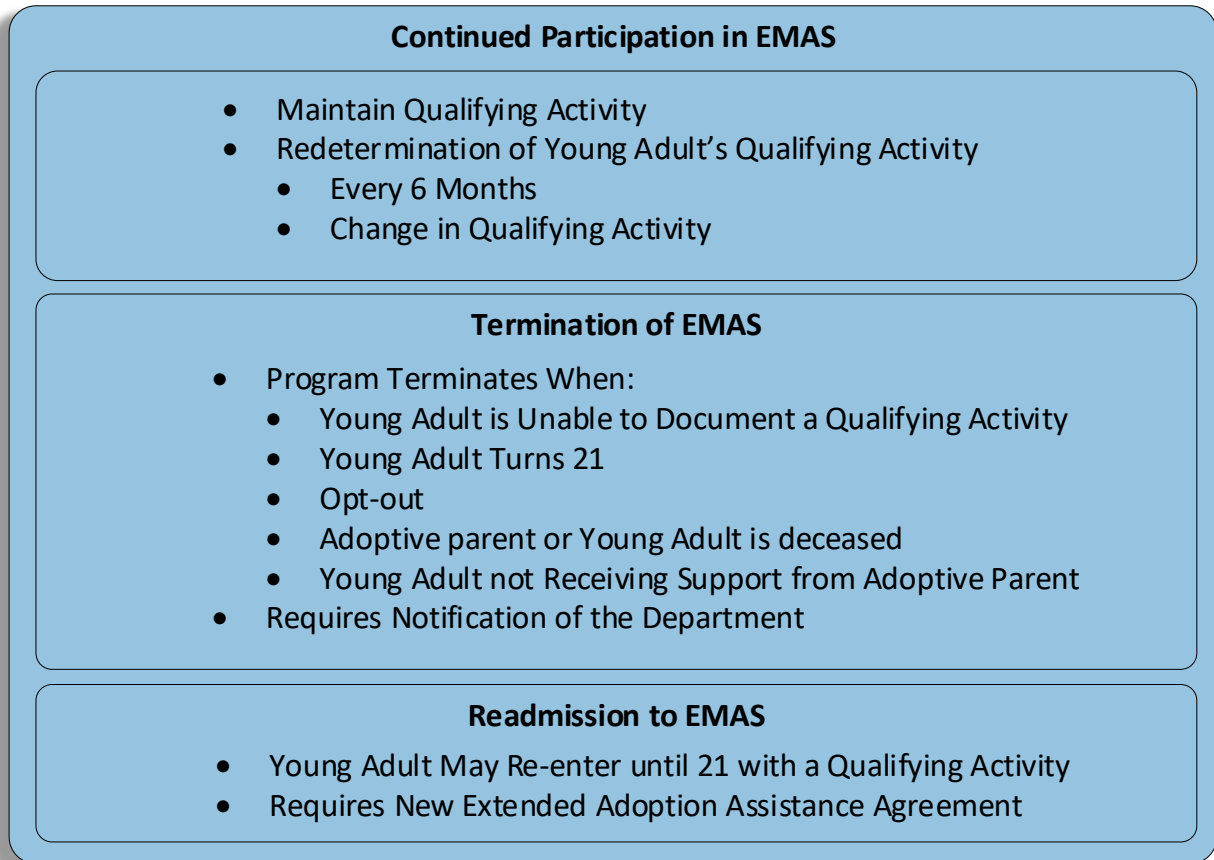
Slide 39

This portion of the training provides information on the re-determination process that occurs every 6 months. It also discusses program termination and readmission.

Timeline

Slide 40

PG: 22



Use timeline to show participants that this part of the training covers the ongoing eligibility requirements while the family is receiving EMAS payments.

Ongoing Program Eligibility Requirements

Slide 41

PG: 23



Ongoing Program Eligibility Requirements

- To remain in EMAS, young adults must continue to participate in at least one qualifying activity. They can switch activities at any time.
- It is the family's responsibility to notify the Department or CBC of any change in circumstances, including moving out of state, within 48 hours of the change.
 - It is the CBC's responsibility to let families know about this requirement.



Inform participants of the ongoing eligibility requirements.


Re-Determination

Slide 42

PG: 23

A slide titled "Re-Determination" with a blue and green background. It features a blue circular arrow icon on the left and two bullet points on the right. The first bullet point states that re-determination of a young adult's participation in a qualifying activity must be completed by the Child Welfare Professional every six months or upon learning of a change. The second bullet point states that re-determination is uploaded into FSFN.

Re-Determination



- Re-determination of the young adult's participation in a qualifying activity must be completed by the Child Welfare Professional every six months or upon learning of a change.
- Re-determination is uploaded into FSFN.

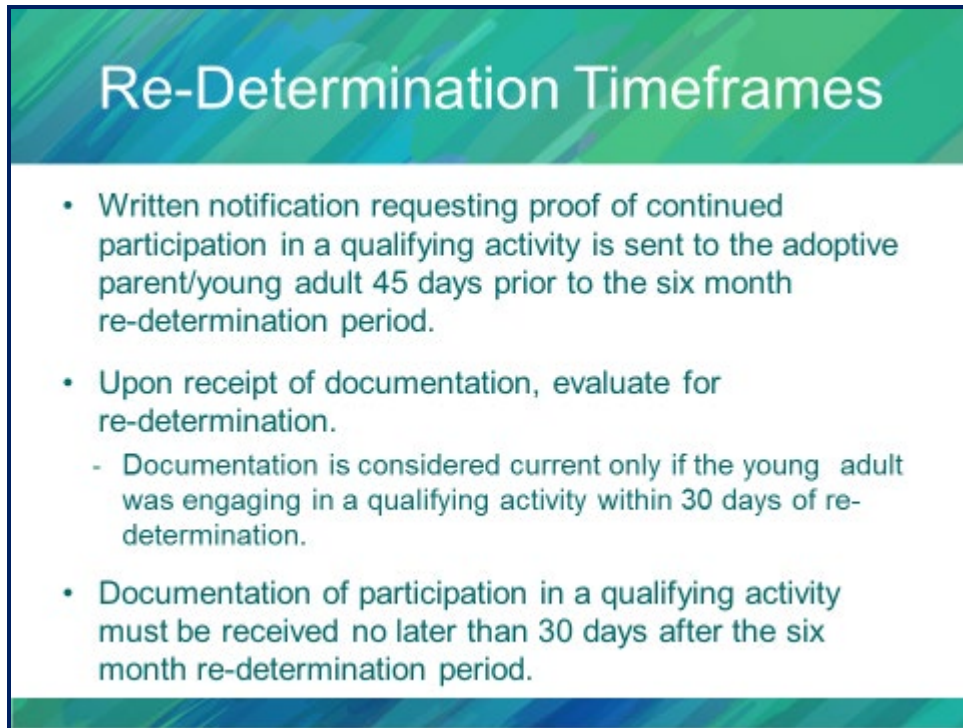
Review with participants when re-determinations should occur and share with participants that bi-annual re-determinations ensure that the young adult still meets eligibility requirements for the EMAS program.

Re-determinations are documented in FSFN using the Young Adult Program Eligibility (YAPE) page. Supporting documentation of the qualifying activity must also be uploaded into FSFN.

Re-Determination Timeframes

Slide 43

PG: 24



Re-Determination Timeframes

- Written notification requesting proof of continued participation in a qualifying activity is sent to the adoptive parent/young adult 45 days prior to the six month re-determination period.
- Upon receipt of documentation, evaluate for re-determination.
 - Documentation is considered current only if the young adult was engaging in a qualifying activity within 30 days of re-determination.
- Documentation of participation in a qualifying activity must be received no later than 30 days after the six month re-determination period.

Provide participants with timeframe information around re-determinations.

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Slide 44

PG: 24

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Young Adult Program Eligibility Information

Young Adult Name: Starnell, Thomas Person ID: 900010340 Case Name: Starnell, Mommy FSFN Case ID: 3630781

DOB: 10/30/2000 Age: 18 Type: Initial Date Applied: 10/30/2018 Effective/ Enrolled Date: 10/30/2018

Extended Program Eligibility Determination: Approved (Override) - Eligible

On Appeal Date notified of appeal process: 00/00/0000 Supervisor Eligibility Override

If Ineligible, explain how notified of appeal process:

Reason for Override:

Termination Reason: Termination Date: 00/00/0000 Date Last Updated: 10/30/2018

Redetermination Reason: Termination Date: 00/00/0000 Last Updated By: Darnell, Kellie

Young Adult Eligibility

The questions should be answered as of the effective date, then answer yes to question 8. This allows for redetermination reasons in a program to promote employment, but will be as of the effective date. Final determination can only be processed on or after the effective date.

Question	Answer
1. Based on the Effective Date, the young adult's age is:	18 yrs 0 days
2. Did the young adult age out while in the custody of the Department?	No
3. Is the young adult enrolled in a secondary education program leading to a high school diploma or equivalent credential?	No
4. Is the young adult enrolled in a postsecondary or vocational institution?	No
5. Is the young adult working at least 80 hours per month?	No
6. Is the young adult participating in a program or activity designed to promote or eliminate barriers to employment? Assets and Employment	Yes
7. Does the young adult have a clinical disability from a licensed clinical professional that is documented on the young adult's Medical/Mental Health page within this FSFN case? Medical/Mental Health	No
8. Is the young adult unable to participate in any of the activities listed in questions 3-6 full-time due to a documented physical, intellectual, emotional or psychiatric condition?	<input type="radio"/> Yes <input type="radio"/> No
9. If yes to #8, does the documentation exists from a licensed clinical professional that the additional year is necessary or helpful to the young adult's progress toward Independent Living. (only for young adult of age 21-22 age)	<input type="radio"/> Yes <input type="radio"/> No
10. Has the Young Adult signed the EFC Agreement?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
11. Was an EFC Voluntary Placement Agreement signed by the Young Adult?	<input type="radio"/> Yes <input type="radio"/> No

 Check to Finalize EFC Eligibility Determination

Young Adult Program Eligibility – Redetermination Reasons

Use screenshot to show participants where to document re-determination reasons.

Process for Termination When Qualifying Activity Is Not Received

Slide 45

PG: 25

Process for Termination When Qualifying Activity Is Not Received

- If documentation of the qualifying activity is not received:
 - Program eligibility status is ineligible.
 - Adoption subsidy payments are retained.
 - Written notification to Regional DCF staff is made to initiate the Chapter 120 denial process.

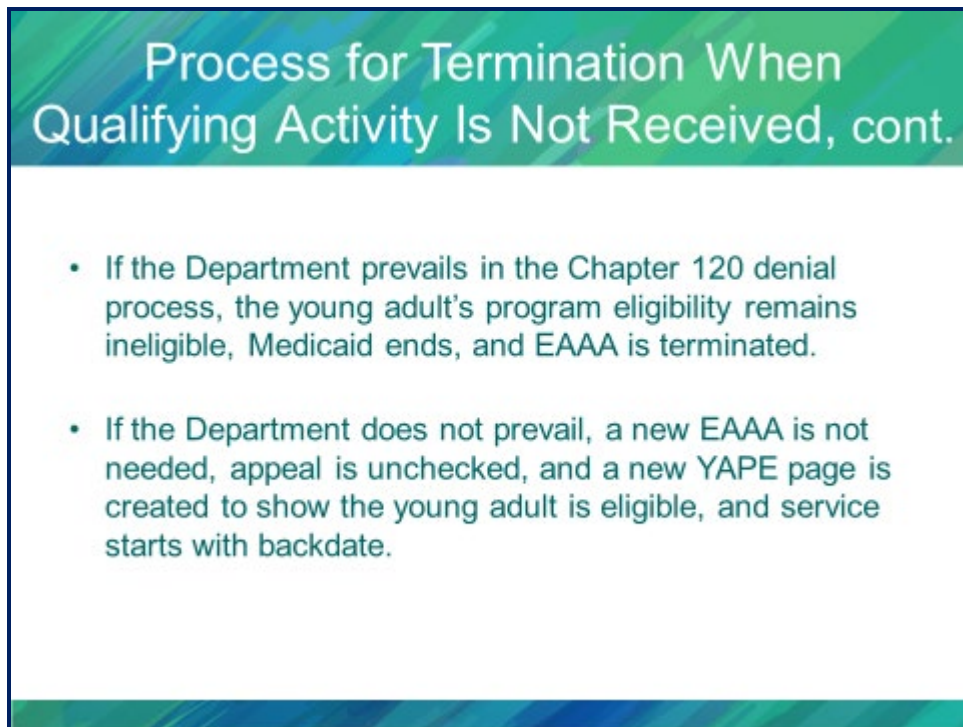


Review with participants the process for termination when documentation of a qualified activity is not received during the re-determination period. Ensure participants understand that when documentation isn't received the YAPE page in FSFN is updated to reflect the young adult as ineligible for the program and subsidy payments are retained. Termination from the program should not be completed until after the Chapter 120 denial process is completed.

Process for Termination When Qualifying Activity Is Not Received, cont.

Slide 46

PG: 25



Process for Termination When Qualifying Activity Is Not Received, cont.

- If the Department prevails in the Chapter 120 denial process, the young adult's program eligibility remains ineligible, Medicaid ends, and EAAA is terminated.
- If the Department does not prevail, a new EAAA is not needed, appeal is unchecked, and a new YAPE page is created to show the young adult is eligible, and service starts with backdate.

Explain to participants what steps to take based on the outcome of the Chapter 120 denial process.

Other Program Termination Reasons

Slide 47

PG: 25



Other Program Termination Reasons

- Young adult turns 21.
- Adoptive parent and young adult voluntarily opt out.
- Adoptive parent or young adult is deceased.
- Young adult is no longer receiving support from adoptive parent.



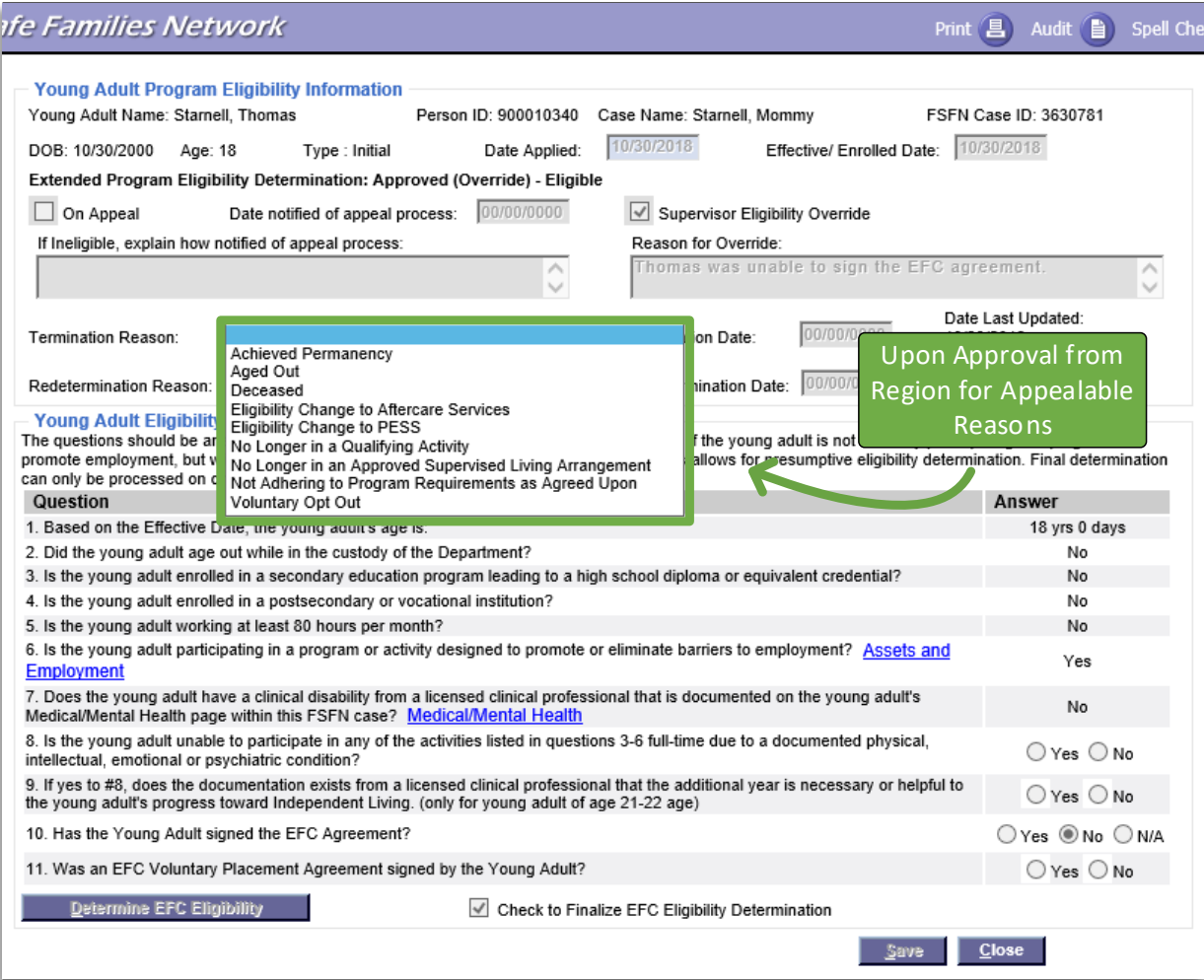
Review EMAS program termination reasons with participants:

- The young adult reaches 21 years of age.
- The young adult no longer meets one of the qualifying activities specified in subparagraph 409.166(4)(d), F.S. (This reason is not included in the PPT slide since it has already been discussed.)
- The adoptive parents are no longer providing any support to the young adult, the young adult marries, or the young adult enters the military. Support includes emotional and/or financial support, even in situations when the young adult is no longer living in the home.
- The young adult dies.
- The adoption parent(s) die.

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Slide 48

PG: 26



Young Adult Program Eligibility – Termination Reasons

Use screenshot to show participants where to document termination reasons for the EMAS program.

Slide 49

PG: 26

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Young Adult Program Eligibility Information

Young Adult Name: Starnell, Thomas Person ID: 900010340 Case Name: Starnell, Mommy FSN Case ID: 900001980

DOB: 10/23/2000 Age: 18 Type: Initial Date Applied: 10/30/2018 Effective/ Enrolled Date: 00/00/0000

Extended Program Eligibility Determination: On Appeal

On Appeal Date notified of appeal process: 10/30/2018 Supervisor

If Ineligible, explain how notified of appeal process:

Written notification provided during home visit.

Reason for Overrule:

Termination Reason: Termination Date: 00/00/0000 Date Last Updated: 10/30/2018

Redetermination Reason: Redetermination Date: 00/00/0000 Last Updated By: Darnell, Kellie

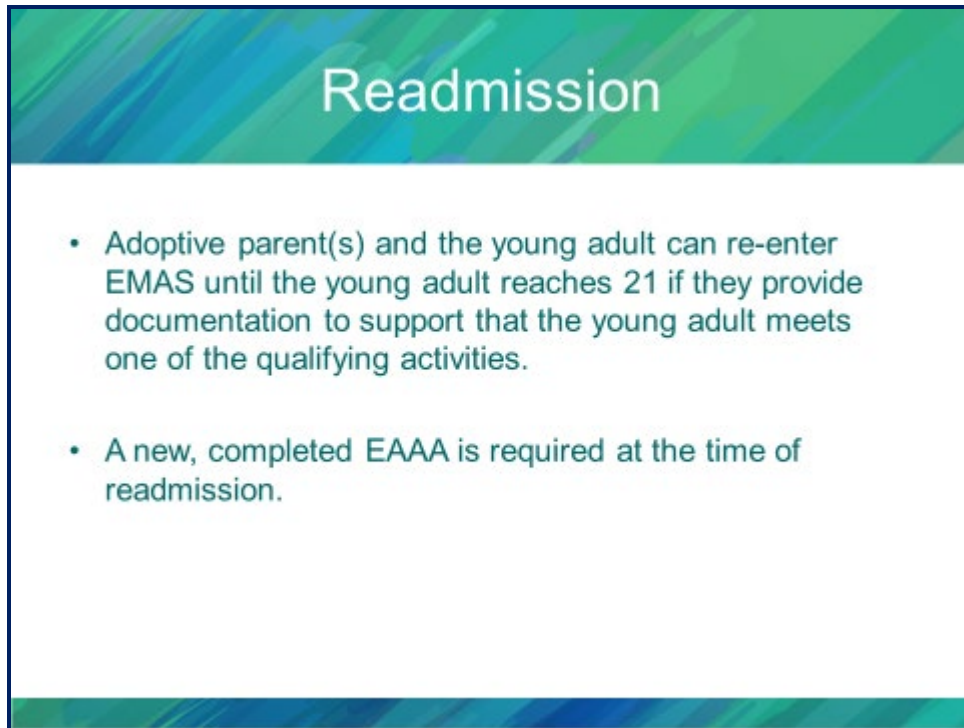
Young Adult Program Eligibility – Appeal

Use screenshot to show participants how to document an appeal. Reinforce that participants must check the “on appeal” box, input the date notification of appeal was received, and provide how the notification was received.

Readmission

Slide 50

PG: 27



The slide features a title 'Readmission' in white text on a green and blue gradient background. Below the title, there are two bullet points in teal text on a white background.

- Adoptive parent(s) and the young adult can re-enter EMAS until the young adult reaches 21 if they provide documentation to support that the young adult meets one of the qualifying activities.
- A new, completed EAAA is required at the time of readmission.

Describe readmission process for EMAS program.

Negotiating the Subsidy

Slide 51

PG: 27



The slide features a green and blue gradient header with the title 'Negotiating the Subsidy'. Below the header, a single bullet point states: 'Negotiation and the process to request enhanced subsidy remain the same.' Underneath the text is a photograph of three individuals—two women and one man—seated around a table in a professional setting, engaged in a discussion. The slide has a white background with a thin blue border.

The amount of information shared here should depend on participant's current knowledge of maintenance adoption subsidy negotiation. As needed the following material can be reviewed with participants:

- The Extension of Maintenance Adoption Subsidy is based on:
 - Needs of the young adult at the time of the negotiation
 - Projected future needs of the young adult based on the family and medical history of the young adult and birth family
- Amount may be negotiated up to 100% of the statewide foster care board rate unless an exception is granted.
- Exceptions are granted by the Departments Regional Managing Director (RMD) or designee
- Requests must be made in writing
- Must include documentation of medical and/or mental health evaluations that document the need for an enhancement and are less than 12 months old.

Increase in Subsidy:

- After the EMAS is approved, the Adoptive parents can request an increase in subsidy due to increased needs of the young adult or a change in the family's ability to meet the needs of the young adult.
 - Adoptive parents must submit requests in writing to the CBC who issues the subsidy payment

- If an increase in subsidy is approved, retroactive payments will be made dating to the written request.
 - A new EAAA must be signed by everyone with the new approved amount documented.
 - No change will be made to EMAS without agreement of the adoptive parents unless provided by federal regulation or state law

- If an increase in subsidy is denied, the Child Welfare Professional will send a letter of denial notifying the adoptive parents of their right to an appeal.
 - If the increase was wrongfully denied, the effective date of the new subsidy will be the date the written request was received.

Implementation Considerations

Unit Overview:

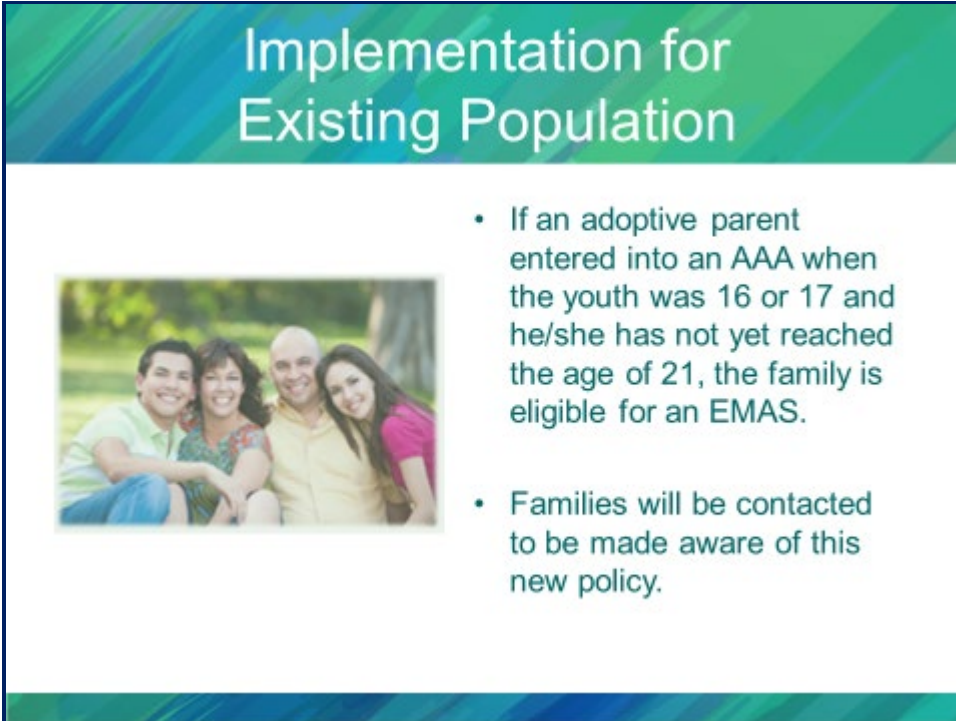
Slide 52

This portion of the training addresses the EMAS program eligibility and process for families who have completed AAA's.

Implementation for Existing Population

Slide 53

PG: 28



The slide features a green and blue gradient header with the title "Implementation for Existing Population". Below the header is a photograph of a smiling family of four (two adults and two children) sitting outdoors. To the right of the photo are two bullet points.

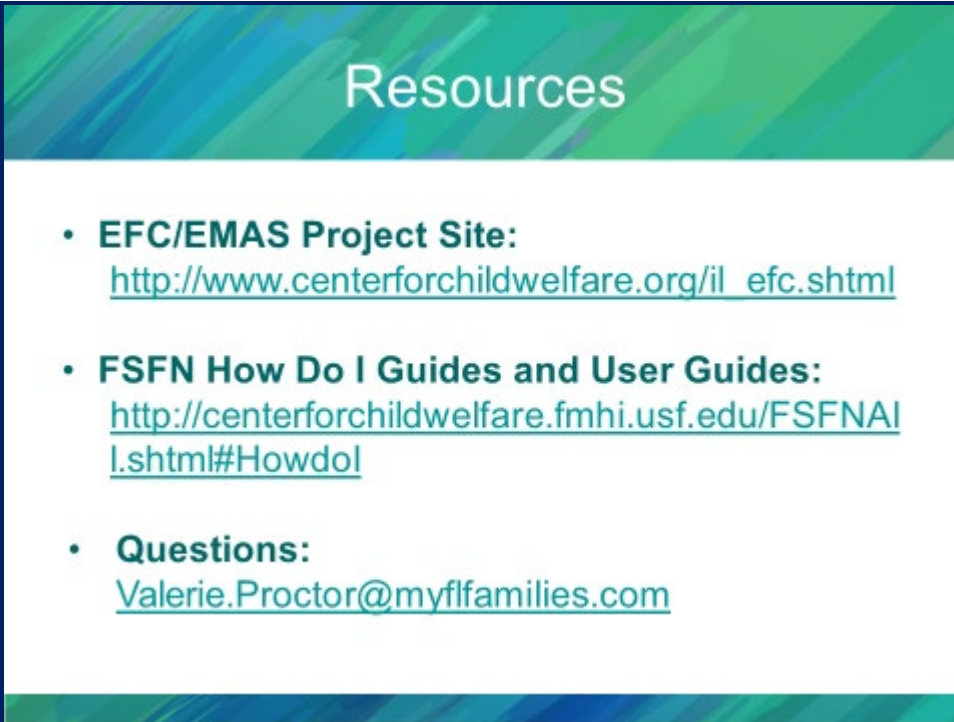
- If an adoptive parent entered into an AAA when the youth was 16 or 17 and he/she has not yet reached the age of 21, the family is eligible for an EMAS.
- Families will be contacted to be made aware of this new policy.

Inform participants that families may be eligible for the EMAS program if they finalized an AAA when the child was 16 or 17 and the child is not yet 21. The young adult will still need to be actively participating in a qualifying activity.

Resources

Slide 54

PG: 28



Resources

- **EFC/EMAS Project Site:**
http://www.centerforchildwelfare.org/il_efc.shtml
- **FSFN How Do I Guides and User Guides:**
<http://centerforchildwelfare.fmhi.usf.edu/FSFN/HowDoI.shtml#HowdoI>
- **Questions:**
Valerie.Proctor@myflfamilies.com

Review resource material with participants.

For questions trainer can replace Valerie Proctor's name with trainer's name and contact information if desired.

FSFN Practice

Slide 55



Trainers will utilize agency assigned log-ins to the FSFN Training Sandbox to lead trainees through practice experience. Trainers to assess the knowledge and skills of their training class to determine the amount of hands on practice is required to understand documentation of qualifying activities documented through Education and Medical Mental Health module.

The following functions should be included in practice:

- Create Adoption Assistance Agreement with new opt-in question.
- Create Independent Living Page
- Create Young Adult Program Eligibility (YAPE) Page
- Update Asset and Employment to practice:
 - o Create a program or activity to promote or eliminate barriers to employment
 - o Create an employment record
- Create Extended Adoption Assistance Agreement
- Finalize Young Adult Program Eligibility (YAPE) Page
- Re-determine Young Adult Program Eligibility (YAPE) Page

- Terminate Young Adult Program Eligibility (YAPE) Page
- Document Appeal

The following represents the underlying data set-up needed to complete the above hands on practice:

- Create Adoption placement service type
- Create Extended Maintenance Adoption Subsidy placement service type
- Link the new Service types to an existing provider record
- Create Out-of-Home adoption placement, needed to create the AAA