



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

DATE: September 20, 2016

TO: Regional Managing Directors
Community-Based Care Lead Agency CEOs

THROUGH: David L. Fairbanks, Deputy Secretary *DF*

FROM: JoShonda Guerrier, Assistant Secretary for Child Welfare *JS*
Vicki Abrams, Assistant Secretary for Operations *VA*

SUBJECT: Adoption Medical Subsidy Payment Documentation

PURPOSE: The purpose of this memorandum is to provide guidance on the documentation of payments for approved adoption Medical Subsidy (also referred to as Medical Assistance) in the Florida Safe Families Network (FSFN).

BACKGROUND: The Department must be able to track and monitor medical assistance disbursements. Currently, the Other Cost Accumulators (OCAs) mapped to the FSFN Reporting Category of Adoption are determined by the adopted child's eligibility for Title IV-E, Temporary Assistance for Needy Families (TANF), or General Revenue funding. Medical Assistance payments must be paid from General Revenue regardless of the child's maintenance adoption eligibility classification of Title IV-E or Temporary Assistance for Needy Families (TANF).

NEW PROCEDURE: Effective upon receipt of this memorandum, all approved adoption Medical Assistance will be coded to the NEW Reporting Category: Adoption Medical Assistance. A new Other Cost Accumulator (OCA) also has been added for the Reporting Category: SFMSA titled Medical Subsidy Assistance.

Medical Subsidy must be used only as prescribed in section 409.166(4)(c), Florida Statutes, and should be documented on the Adoption Assistance Agreement prior to adoption finalization.

Once documented, Medical Assistance becomes available for medical, surgical, hospital, and related services needed as a result of a physical or mental health condition of the child. The physical or mental health condition must have existed and must be documented prior to adoption finalization.

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Medical Assistance cannot cover services covered by Medicaid, Children's Medical Services, or Children's Mental Health Services. Medical Assistance should only be used for services after adoption finalization and shall be terminated on or before the child's 18th birthday.

This Reporting Category is for capturing the costs of services provided through Medical Assistance only and should not be used for enhanced maintenance adoption subsidies, which are based on the board rate the child would receive if in out-of-home care, typically due to placement in therapeutic or medical foster care.

ACTION REQUIRED: Please disseminate this memorandum and attached Quick Reference Guide to all relevant regional staff and Community-Based Care (CBC) Lead Agencies. Special emphasis should be placed on sharing this information with child welfare staff who provide adoption services, Revenue Maximization staff who conduct eligibility for adoption subsidies, and CBC fiscal staff who process adoption subsidy payments.

CONTACT INFORMATION: If you have questions regarding the implementation of this procedure, please contact Courtney Smith at (850) 717-4660 or via email: Courtney.Smith@myflfamilies.com. If you have questions regarding the FSFN Reporting Category, please contact Barney Ray at (850) 717-4700 or via email: Barney.Ray@myflfamilies.com.

Attachment: FSFN Quick Reference for coding of Medical Subsidy Assistance

cc: Regional Family and Community Services Directors
CBC Contract Mangers
Office of CBC/ME Financial Accountability
Center for Child Welfare

FLORIDA SAFE FAMILIES NETWORK (FSFN) ADOPTION MEDICAL ASSISTANCE QUICK REFERENCE GUIDE

Section 409.166(2)(b), Florida Statutes –

“Adoption assistance” means financial assistance and services provided to a child and his or her adoptive family. Such assistance may include a maintenance subsidy, **medical assistance**, Medicaid assistance, and reimbursement of nonrecurring expenses associated with the legal adoption. The term also includes a tuition exemption at a postsecondary career program, community college, or state university.”

Medical Assistance –

- Must be established prior to adoption finalization and documented on the Adoption Assistance Agreement (AAA);
- AAA should include type of service and estimated cost (Can NOT use zero);
- Cannot cover services covered by Medicaid, Children’s Medical Services, or Children’s Mental Health Services; and
- Documentation must be provided for the type of service needed.

The FSFN Reporting Category – Adoption Medical Assistance shall be used to capture the **costs of services provided through Medical Assistance only** and **should not** be used for enhanced maintenance adoption subsidies which are based on the board rate the child would receive if in out-of-home care, typically due to placement in therapeutic or medical foster care.

How to code Medical Assistance in FSFN –

A Service Type specific to the Medical Assistance being provided must be established in FSFN making sure, at a minimum, the following criteria is used:

- Service Category – Adoption
Service Category:
- Eligibility – Not Applicable
Eligibility:
- Reporting Category – Adoption Medical Assistance
Reporting Category:
- Statewide Reporting – Adoption Services
Statewide Reporting:

Please Note: If a FSFN Service Type has already been established by the CBC Lead Agency, please discontinue the use of the previously established Service Type and create a new one using the above criteria.

Payments for Medical Assistance are made in addition to the monthly Adoption Subsidy payments; however, they must be completed using the newly created FSFN Service Type to ensure the funding, i.e. Federal or State, of these payments is not determined by the eligibility status, within FSFN, of the adopted child.