



Approved Eligibility Guidance

The guidance provided below is effective immediately and expires upon Go-Live of the FSFN Eligibility build anticipated for deployment on September 27, 2019, unless further directive is provided.

The following statement is required in the Eligibility Notes of every Title IV-E Eligibility Determination in which an approved guidance below is used: *Due to known system functionality defects, DCF approved guidance was used to result in an accurate Eligibility Determination.*

If the action requires the completion of the DCF Eligibility Worksheet, the completed form must be uploaded into the FSFN File Cabinet under the Image Category of Income/Eligibility.

1. **Issue:** Current FSFN functionality includes an inappropriate comparison of income to the foster care board rate as part of the AFDC income calculation. This may result in an inaccurate determination of IV-E Ineligible.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an Eligible status, the user shall temporarily remove the income entry from FSFN to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall input the income information in FSFN appropriately.

2. **Issue:** Current FSFN functionality includes an additional \$90 disregard inappropriately as part of the AFDC income calculation. This may result in an inaccurate determination of IV-E Eligible.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an Ineligible status, the user shall temporarily **add \$90** to the income entry in FSFN to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall remove the additional \$90 amount from the income information in FSFN.

3. **Issue:** Current FSFN functionality does not include Veteran Benefit income appropriately. This may result in an inaccurate determination of IV-E Eligible.

Guidance: Users shall temporarily modify the income entry in FSFN to reflect as “**Military Allotments (Adult)**” to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall update the unearned income amount to appropriately reflect “Veterans Benefits” in FSFN.

4. **Issue:** Current FSFN functionality includes children currently receiving foster care board payments, or adoption subsidy, or disqualified dependent household members due to citizenship in the AFDC calculation for income and family size inappropriately. This may result in an inaccurate determination.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. Users shall temporarily remove any



income/asset entry from FSFN for the “Child” in which the determination is being completed and shall not select any dependent household member receiving adoption subsidy or Alien dependent household members to be included in the Assistance Group on the Basic Tab of the Title IV-E Foster Care Eligibility Determinations to complete the determination. Once approved, the user shall input the income information in FSFN appropriately.

5. **Issue:** Current FSFN functionality does not include a disregard of the total value of the Primary Homestead residence of the Standard Filing Unit (SFU) as part of the AFDC asset calculation. This may result in an inaccurate IV-E Ineligible determination.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an Eligible status, users shall temporarily remove the asset entry in FSFN to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall input the income information in FSFN appropriately.

6. **Issue:** Current FSFN functionality does not include a disregard up to \$1500 for automobile assets for an SFU member as part of the AFDC asset calculation. This may result in an inaccurate IV-E Ineligible determination.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an Eligible status, users shall temporarily **deduct \$1500** from the asset entry in FSFN to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall add \$1500 to the amount of the asset information in FSFN.

7. **Issue:** Current FSFN functionality does not include a disregard of the total value of property when the SFU member has made a Good Faith Effort to Sell the property within 9 months of the AFDC month as part of the AFDC asset calculation. This may result in an inaccurate IV-E Ineligible determination.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an Eligible status, users shall temporarily remove the asset entry in FSFN to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall input the income information in FSFN appropriately.

8. **Issue:** Current FSFN functionality does not include a disregard of the amount of unearned income type of a Gift if less than \$30 in a quarter as part of the AFDC asset calculation. This may result in an inaccurate IV-E Ineligible determination.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an Eligible status, users shall temporarily remove the unearned income entry in FSFN to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall input the income information in FSFN appropriately.



9. **Issue:** Current FSFN functionality does not include a collective disregard up to \$50 from child support for dependent household members as part of the AFDC asset calculation; it only applies the disregard for the child for whom eligibility is being determined. This may result in an inaccurate IV-E Ineligible determination.

Guidance: If dependent household members receive child support income, users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an Eligible status, users shall temporarily **deduct \$50** from one "Child Support Payment" income entry in FSFN to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall add \$50 to the amount of the unearned income information in FSFN.

10. **Issue:** Current FSFN functionality does not accurately determine AFDC income calculations when a parent in the SFU does not meet citizenship criteria thus categorized as an Alien. This may result in an inaccurate determination.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an eligibility status that differs from FSFN, users shall temporarily adjust an income entry in FSFN to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall modify the income information in FSFN appropriately.

11. **Issue:** Current FSFN functionality does not accurately determine AFDC income calculations when a stepparent is not included in the SFU, but his/her income shall be considered in the determination. This may result in an inaccurate determination.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an eligibility status that differs from FSFN, users shall temporarily adjust an income entry in FSFN to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall modify the income information in FSFN appropriately.

12. **Issue:** Current FSFN functionality does not have logic for certain disregards when a child or dependent household member is a full-time student, or a part-time student who is not a full-time employee, or earned income from a training program as part of the AFDC income calculation. This may result in an inaccurate IV-E Ineligible determination.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an Eligible status, users shall temporarily remove any income entry in FSFN to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall input the income information in FSFN appropriately.



13. **Issue:** Current FSFN functionality does not accurately disregard, for an employed parent, the amount equal to the cost of care expenses for each child or dependent household member as part of the AFDC income calculation. This may result in an inaccurate IV-E Ineligible determination.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an Eligible status, users shall temporarily deduct, from the parent's employment income, the amount equal to the actual cost of care for each child (not to exceed \$175 for a child age 2 or older, or \$200 for a child under the age of 2) to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall input the income information in FSFN appropriately.

14. **Issue:** Current FSFN functionality does not allow for deducting operating costs for a self-employed parent as part of the AFDC income calculation. This may result in an inaccurate IV-E Ineligible determination.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an Eligible status, users shall temporarily deduct, from the parent's self-employment income, the amount equal to the actual operating costs to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall input the income information in FSFN appropriately.

15. **Issue:** Current FSFN functionality does not appropriately calculate total income by rounding down before comparing income to the Consolidated Need Standard. This may result in an inaccurate IV-E Ineligible determination.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an Eligible status, users shall temporarily **deduct \$1** from the income entry in FSFN to complete the FSFN Title IV-E Foster Care Eligibility Determination. Once approved, the user shall add \$1 to the amount of the asset information in FSFN.

16. **Issue:** Current FSFN functionality does not allow for documenting when a child is not a Florida resident to meet AFDC Criteria. This may result in an inaccurate IV-E Eligible determination.

Guidance: Users shall complete a paper-based determination utilizing the DCF Eligibility Worksheet to demonstrate the correct determination. If the determination results in an Ineligible status, users shall select "**No**" to **Question 6B** in FSFN to complete the FSFN Title IV-E Foster Care Eligibility Determination.

17. **Issue:** Current FSFN functionality includes AFDC Income and Asset criteria for IV-E Redeterminations. This may result in an inaccurate IV-E Ineligible Redetermination.



Guidance: Users shall temporarily remove any income or asset entry in FSFN to complete the FSFN Title IV-E Foster Care Eligibility Redetermination. Once approved, the user shall input the income information in FSFN appropriately.

18. **Issue:** The Contract ID field on the Provider Service page may impact a Title IV-E Foster Care Eligibility Determination as resulting in Not Reimbursable when the Provider is licensed.

Guidance: If user identifies an incorrect reimbursability status, the user shall enter a value of “0” in the Contract ID field.

Note: This workaround does not require the input of the standard note in Eligibility Notes.

19. **Issue:** IV-E Foster Care Eligibility Determination criteria is that Reasonable Efforts to Prevent Removal is required within 60 days from removal. Policy requires IV-E Foster Care Eligibility Determination to be completed within 30 calendar days of removal. Current FSFN functionality does not allow for this judicial finding to be documented as pending when the 60 days has not lapsed.

Guidance: Users shall not complete the Title IV-E Foster Care Eligibility Determination until the Reasonable Efforts to Prevent Removal judicial finding has been made or until the 60 day from removal period as been reached.