

Title IV-E Eligibility Workshop

Session A Guide
October 2019



Contents

Session A	5
Objectives.....	5
Introduction.....	6
Florida’s Child Welfare Funding Sources.....	6
Florida Funding Sources.....	6
Preferred Order of Funding Sources.....	9
Title IV-E Funding	10
Title IV-E Waiver	10
Path Forward Overview.....	10
Title IV-E Foster Care Categories	11
Traditional Title IV-E Foster Care Claiming.....	12
Title IV-E Foster Care Basic Requirements	13
Common Barriers to IV-E Claims.....	14
Title IV-E Eligibility Enhancements.....	15
Required Data Collection	16
AFDC Technical Data Collection	16
Residency Requirements:.....	17
Residency Acceptable Supporting Documentation:.....	17
Citizenship Requirements:.....	18
Citizenship Acceptable Supporting Documentation:.....	18
Specified Relative Requirements:	19
Specified Relative Acceptable Supporting Documentation:.....	19
Removal Types and Removal Episodes.....	20
Age Requirements:	21
Age Acceptable Supporting Documentation:	21

Deprivation Requirements:.....	22
Deprivation Acceptable Supporting Documentation:	22
AFDC Financial Data Collection	23
AFDC Criteria for Needy Child	23
Household Members	24
Earned Income.....	24
Earned Income Data Collection	25
Unearned Income.....	26
Unearned Income Types	26
Unearned Income Calculation.....	27
Assets.....	28
Asset Data Collection	28
Asset Types.....	29
Asset Types Calculated by Amount	30
Asset Types Calculated by Equity.....	30
Primary Homestead.....	31
Income and Assets Supporting Documentation	31
Question 9 (SSI) Supporting Documentation.....	31
Judicial Data Requirements	32
Judicial Findings	33
<i>Nunc Pro Tunc</i> and Magistrate Recommendations	33
Judicial (Court-Ordered) Removal Requirements.....	34
Contrary to Welfare or Best Interest Language	34
Title IV-E Information in Petition and Order.....	34
Acceptable Contrary to Welfare Language	35
Unacceptable Contrary to Welfare Language	37

Reasonable Efforts to Prevent Removal.....	38
Placement and Care Responsibility	39
Reasonable Efforts to Finalize Permanency Plan	39
Voluntary Removal.....	41
Voluntary Removal Requirements.....	41
Data Documentation (CCWIS).....	42
Data Documentation Overview	42
Out-of-Home Placement.....	43
Primary Residence.....	45
Age and Citizenship.....	46
Earned Income.....	47
Employment Entry.....	48
Unearned Income and Assets.....	50
Unearned Income.....	51
Assets.....	53
Assets/Liabilities/Financial Benefits.....	55
Additional Fields:.....	56
Vehicle Types.....	56
Other Insurance.....	57
Education	58
Uploading Supporting Documentation.....	59
Legal Record	60
Legal Document	61
Medicaid: Temporary Absence	62
Policy Implementation.....	62

Session A

Objectives

After this session, you will be able to:

- Differentiate the DCF Child Welfare primary funding sources.
- Describe Title IV-E funding.
- Identify the Path Forward Initiative.
- Collect data properly on the following:
 - AFDC Technical Data: Residency, Citizenship, Specified Relative, Age, and Deprivation.
 - AFDC Financial Data: Income and Assets.
 - Judicial Data: Contrary to Welfare or Best Interest Language, Reasonable Efforts to Prevent Removal, Placement and Care Responsibility, and Reasonable Efforts to Finalize Permanency Plan.
- Document AFDC technical and financial data and judicial data in FSFN.
- Explain Medicaid Temporary Absence policy implementation.

Introduction

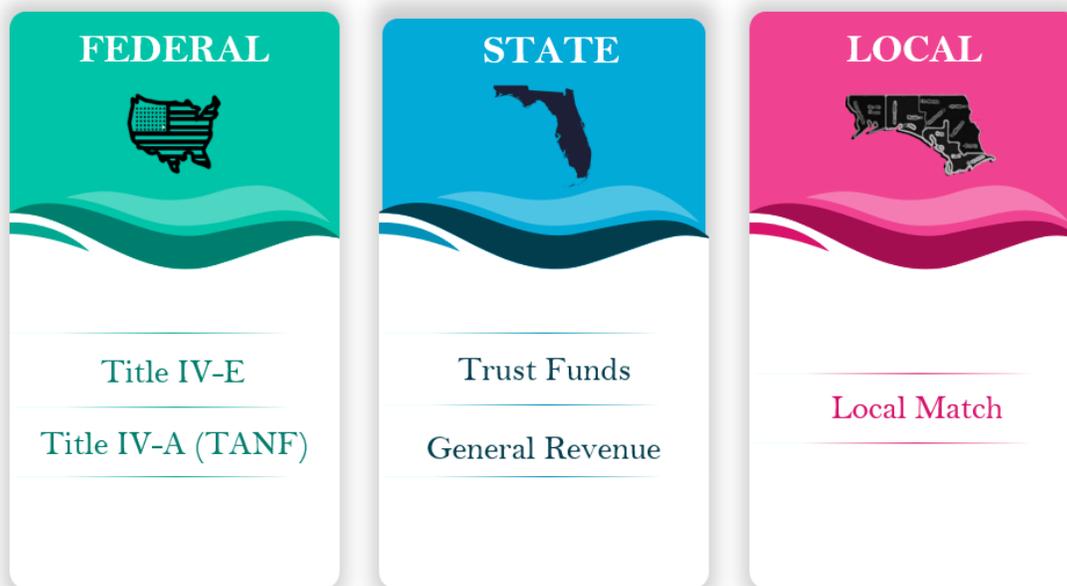
The Department of Children and Families (DCF) Child Welfare program uses Federal and State funding to deliver services. The use of federal funding requires children to meet defined eligibility requirements and the funds be expended on reimbursable services. A primary federal fund source for foster care, adoption, and guardianship services is provisioned through Title IV-E of the Social Security Act.

The State of Florida has been operating under a waiver which allowed Florida to draw down Title IV-E funding as a block grant and utilize these funds on children and services without limitation by the eligibility and reimbursability requirements. The Title IV-E waiver expired on September 30, 2019. To maintain current programs, service levels, and funding, Florida is implementing several programs to maximize the federal claiming potential.

Florida's Child Welfare Funding Sources

Florida Funding Sources

Title IV-E and Title IV-A (TANF) of the Social Security Act are the primary federal funding sources for Child Welfare in Florida. State funding is either through general revenue appropriations or trust funds. Local match can also be used as a funding source.



- **Title IV-E**

Title IV-E of the Social Security Act provides federal funding for foster care, independent living services, adoption assistance, and guardianship assistance. The Title IV-E Foster Care program is to provide safe and stable out-of-home care for children (young adults) until they are returned to their homes, are permanently placed with adoptive families, or are placed in other permanent arrangements.

The Title IV-E Foster Care program provides federal funds for foster care maintenance to eligible children (young adults) under state custody. Title IV-E also funds the Maintenance Adoption Subsidy and the Guardianship Assistance Program for eligible children who reach permanency through adoption or permanent guardianship. Children and young adults must meet specific eligibility requirements (judicial findings and AFDC technical and financial requirements) and program-specific criteria to qualify for Title IV-E funding.

- **Title IV-A (TANF)**

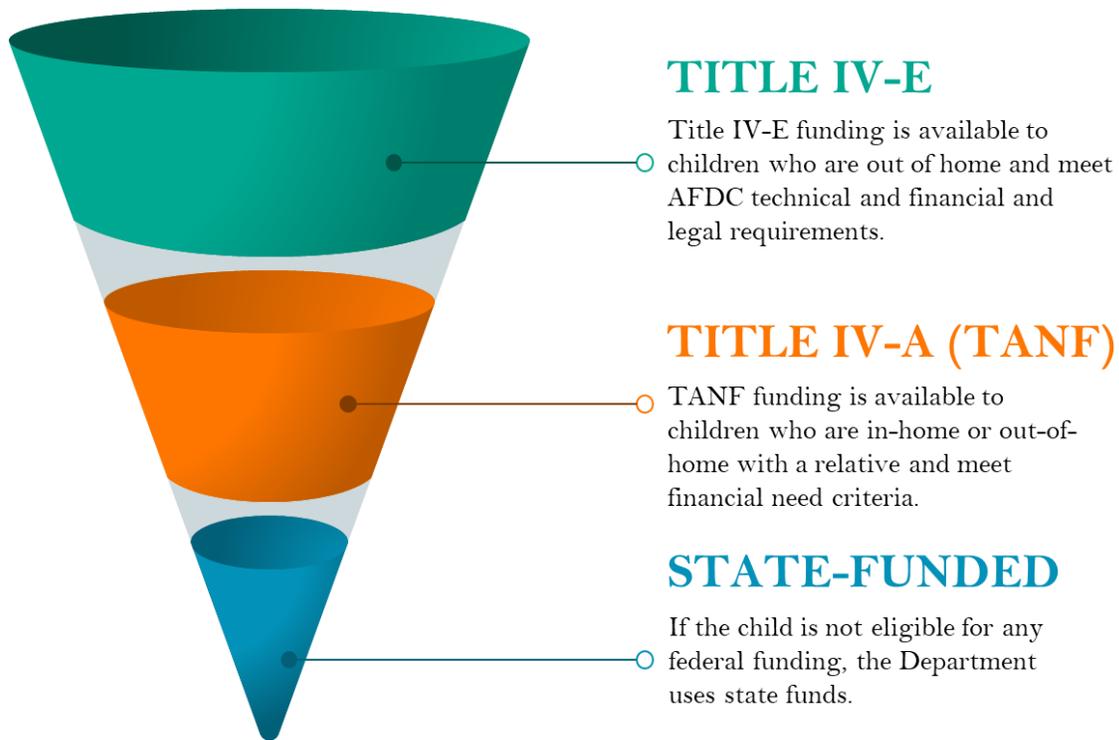
Title IV-A of the Social Security Act grants federal funds to states for Temporary Assistance for Needy Families (TANF) programs and services. TANF funds support activities and services designed to remedy some of the underlying conditions that lead to abuse, neglect, or abandonment of children; and to strengthen families so that children can be cared for in their own homes or in the homes of relatives. Eligible families must have cases open with child protective investigations (CPI) or case management. Access to TANF programs and services is limited to those meeting eligibility criteria. The following TANF programs are available:

- **“Regular” TANF** – provides funding for administrative costs related to intake, child protective investigation, and protective services.
- **Social Services Block Grant II (SSBG II)** – provides funding for social services that seek to accomplish one of the following goals:
 - achieving or maintaining economic self-sufficiency;
 - reducing or preventing of dependency;
 - preventing or remedying abuse,
 - neglect or exploitation of children;
 - preventing or reducing inappropriate institutional care; and,

- securing admission or referral for institutional care when other forms of care are not appropriate.
- **Relative Caregiver Program** – provides financial assistance to relatives who are caring full-time for a child adjudicated dependent and ordered by the court into the relative’s custody. In July 2014, the Florida Legislature expanded the Relative Caregiver Program to include nonrelative caregivers.
- **TANF funded Maintenance Adoption Subsidy Program** – provides federal funds to facilitate the timely placement of children whose special needs or circumstances would otherwise make it difficult to place with an adoptive family. Eligible children receive adoption benefits designed to assist adoptive parents in meeting their needs.
- **TANF funded Guardianship Assistance Program** – provides federal funds for payment and Medicaid for the care of children by relatives or fictive kin who have assumed legal guardianship of children for whom they previously cared as foster parents.
- **State-Funded**

A child (or young adult) who is not eligible under Title IV-E or TANF but meets program requirements may participate in foster care, adoption, or guardianship programs funded by state dollars.

Preferred Order of Funding Sources



To ensure the state maximizes available funding, DCF looks first to federal funds. Title IV-E eligibility is considered, and if IV-E does not apply, TANF eligibility is considered. If no federal funding stream is appropriate, the state will pay for services with general revenue or trust fund dollars.

Title IV-E Funding

Title IV-E Waiver

The Title IV-E Waiver Demonstration allowed the Department to waive “eligible child” and “reimbursable placement” requirements to allow Title IV-E funding to be spent for a wide variety of child welfare purposes. In exchange, the Department agreed to a capped allocation with annual automatic increases plus “triggers” to adjust the allocation should actual levels significantly exceed the estimates. After many years operating under the waiver project, the Title IV-E waiver expired September 30, 2019.

Path Forward Overview

As a result of the waiver expiration, the Department implemented the **Path Forward Initiative** to replace approximately \$90 million in federal revenue for CBC services to families.

Traditional Title IV-E funding cannot be used to pay for services.

- Approximately \$80 million of the waiver funds were spent on non-IV-E eligible services. (42% of \$188 million = \$80 million).
- Outdated cost allocation practices and a reduced Title IV-E eligibility rate since the waiver began caused \$10 million reduction in federal revenue.

The Path Forward Initiative components listed below are expected to address the anticipated federal revenue shortfall:

- **Title IV-E Extension of Foster Care (EFC) and Extension of Maintenance Adoption Subsidy (EMAS)** – eliminates \$7 million deficit in Independent Living.
- **Expansion of Family Foster Home Licensing (Level 1 Foster Homes), Guardianship Assistance Program (GAP), and Extension of Guardianship Assistance Program (EGAP)** – recoups about \$20 million.
- **Title IV-E Eligibility Rate Improvement** – recoups about \$10 million.
 - Children’s Bureau Technical Assistance, Contracted Project, and FSFN Enhancements
- **State Candidacy** – recoups about \$40 million.

- State candidacy requires documentation in updated Safety Plans every 6 months that the child is at imminent risk of removal.
- Remaining \$20 million gap will be requested through legislative session as recurring general revenue.

Title IV-E Foster Care Categories



Traditional Title IV-E reimbursements for eligible children may be claimed for the following categories.

- **Foster Care Maintenance and Extended Foster Care (EFC) Maintenance Payments:** Cost of providing food, clothing, shelter, daily supervision, school supplies, child’s personal incidentals, liability insurance, reasonable travel to child’s visitation, and reasonable travel to child’s school at time of removal.
- **Maintenance Adoption Subsidy (MAS) and Extended Maintenance Adoption Subsidy (EMAS):** Monthly subsidy and nonrecurring expenses.
- **Guardianship Assistance Program and Extended Guardianship Assistance Program Payments:** Monthly payments and nonrecurring expenses.

- **Administrative Costs for Foster Care and EFC Maintenance, MAS, EMAS, and GAP:** Case planning and management, eligibility determinations, provider management, and agency management.
- **Training:** Costs deemed necessary for the administration of Title IV-E are reimbursable by Title IV-E.
- **Comprehensive Child Welfare Information System (replaced SACWIS):** The federal government recently replaced the SACWIS program with the CCWIS option for states to receive federal funding for information technology supporting child welfare.

Traditional Title IV-E Foster Care Claiming

With the expiration of the waiver, Florida has returned to the traditional model of claiming Title IV-E funds.

- Post-waiver, the Department can claim Title IV-E funding for foster care room, board, and administrative costs (e.g., case management and related functions), for the following:
 - Children who meet **all judicial and AFDC technical and financial requirements**.
 - Children who are **placed in licensed care**.
 - Children who are **placed with a relative in the process of being licensed** (Admin Claiming).
- Post-waiver, the Department cannot claim Title IV-E foster care funding for the following:
 - Children who remained with their parents, including those that have been reunified.
 - Children placed in unlicensed settings (i.e., unlicensed relative or non-relative).
 - Social services (e.g., mental health assessment, parenting).

Title IV-E Foster Care Basic Requirements

Two major concepts are important for claiming Title IV-E foster care maintenance payments: eligibility and reimbursability.



The child's eligibility is based upon circumstances at the time court proceedings were initiated or a voluntary placement agreement was executed and includes judicial findings (Contrary to Welfare and Reasonable Efforts to Prevent Removal) and AFDC technical and financial criteria.



The child's reimbursability status will vary over the duration of the removal episode, depending on the type of placement setting, SSI eligibility, and certain ongoing judicial findings. A reimbursable placement must be a licensed family foster home or licensed childcare institution (group home).

All children who enter out-of-home care must have an eligibility determination for **Title IV-E eligibility and reimbursability approved in FSFN within 30 calendar days from the start of the removal episode.**

Common Barriers to IV-E Claims

Determining Title IV-E eligibility accurately is critical. Title IV-E eligibility reviews show there are common barriers in the eligibility process that impact accurate determinations and claiming:



AFDC Technical and Financial Barriers:

- Proper identification of the removal home – Difficulty in determining the subject of the Contrary to Welfare judicial finding in the court order.
- Lack of financial information (income and assets) for the removal home.

Judicial Barriers:

- Lack of judicial findings – Court orders do not indicate the required Title IV-E eligibility language (reasonable efforts to prevent child’s removal or reasonable efforts to finalize permanency plan).
 - Pick up/Take into Custody orders
 - Delinquency Court orders.

Licensing & Safety Requirements:

- Background screenings and other licensing requirements/documentation are incomplete or lapse before they are renewed.

Title IV-E Eligibility Enhancements

The Title IV-E eligibility enhancement initiative focuses on clarifying current policies, practices, and documentation in FSFN comply with Federal Title IV-E standards and ensuring all components of the child welfare system are aligned with the standards.

This initiative aims to:

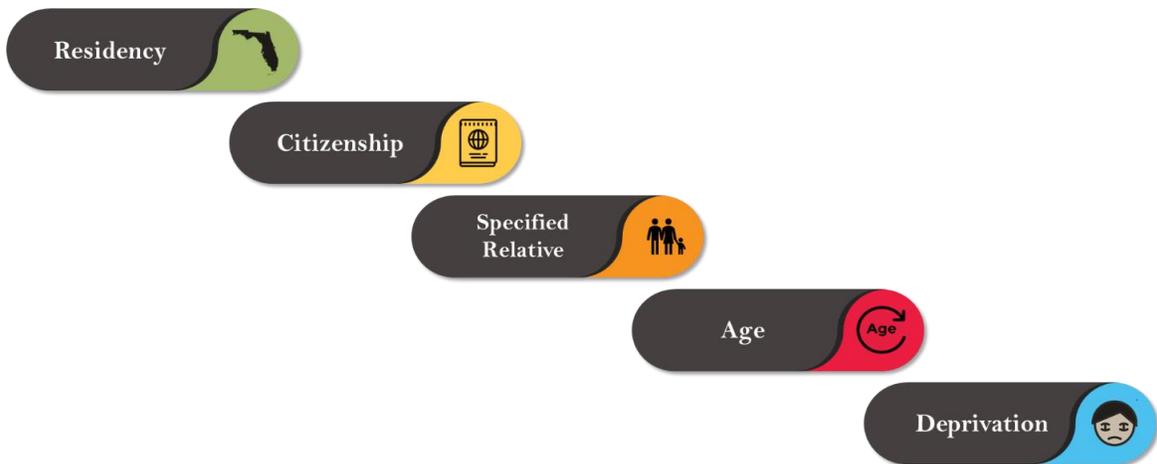
- Determine Title IV-E eligibility accurately for each child.
- Claim Title IV-E funding accurately for eligible children and reimbursable services.
- Determine and redetermine eligibility efficiently.
- Maximize Title IV-E utilization.

Required Data Collection

AFDC Technical Data Collection



As part of the Title IV-E eligibility determination, the child must meet the **five AFDC technical eligibility requirements listed below**. Accuracy is important for all collected data to ensure the correct eligibility determination is achieved.





Residency Requirements:

- The child must reside or intend to reside in Florida.
 - Families vacationing in Florida **do not** meet the requirement.
- There is no minimum time for residency.

Residency Acceptable Supporting Documentation:

- Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)
- FSN Case Notes
- Family Functioning Assessment (FFA)
- Court Order
- Petition
- FLORIDA Screens: AICI, AIIA

Citizenship



Citizenship Requirements:

- The child must be a U.S. Citizen or Qualified Non-citizen.
 - Qualified Non-citizen – 5-year restriction applies except for Haitian or Cuban Entrants. The following are considered Qualified Non-citizens:
 - An alien lawfully admitted for permanent residence under the Immigration and Naturalization Act (INA).
 - An alien granted asylum under Section 208 of INA.
 - A refugee admitted to the United States under Section 207 of INA.
 - An alien paroled into the United States under Section 212(d)(5) of INA for a period of at least one year.
 - An alien whose deportation is being withheld under Section 243(h) of INA.
 - An alien granted conditional entry under Section 203(a)(7) of INA as in effect prior to April 1, 1980.

Citizenship Acceptable Supporting Documentation:

U.S. Citizens:

- Birth certificate
- U.S. Passport
- Naturalization certificate
- FLORIDA Screens: AIIA, MNOV
- SSA Records
- Hospital Records
- Declaration of Citizenship or Qualified Non-Citizen Status (Form CF-ES-2058)

Qualified Non-citizens:

- Documents from the U.S. Citizen and Immigration Services (USCIS)
- FLORIDA Screen: AICZ
- Declaration of Citizenship or Qualified Non-Citizen Status (Form CF-ES-2058)

Specified Relative



Specified Relative Requirements:

The child must have been removed from and living with a **Specified Relative** who is a parent or legal guardian. The **Specified Relative** must have a fifth degree of relationship to the child. Specified Relatives can be any relative by:

- Blood (including half-blood)
- Marriage
- Adoption
- The legal father supersedes the birth father. If there is no legal determination of paternity, a nonjudicial determination of paternal relationship must be made on the natural, biological father or his relatives using one of the methods listed below:
 - The child's birth certificate.
 - Written or oral statement verifying paternal relationship from individuals who have person knowledge of the blood relationship. This method requires two collateral statements.
 - Other verification documentation that verifies alleged relationship such as, but not limited to, hospital records, school records, religious records, tax returns.

Specified Relative Acceptable Supporting Documentation:

- Birth certificate
- Hospital records
- Family Functioning Assessment (FFA)
- FSN case notes
- Petition
- Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)
- FLORIDA Screen: AIHH

Removal Types and Removal Episodes

Removal Types

The child's removal may be considered a physical or constructive removal pursuant to a court order or a voluntary placement agreement.

- Physical Removal – occurs when the child is taken from the removal home or the person subject to the contrary to welfare finding leaves the home at the time of the court order.
- Constructive Removal – occurs when the child is living with a person other than the subject of the contrary to welfare finding at the time the court order (or voluntary placement agreement) authorizes the removal of the child.
 - The child may or may not remain in the same home at the time of the action.
 - The child must have lived with the subject of the contrary to welfare finding within six calendar months of the initiation of court proceedings (or execution of the voluntary placement agreement).

Removal Episodes

Removal Episode – refers to the period of time that begins with the child's removal (physically, judicially, or voluntarily) and includes one or more subsequent placements in out of home care settings. A removal episode ends when a child is:

- Reunified with his or her parent(s); this does not include a child who is returned for a trial home visit; or,
- Legally adopted (finalized); or,
- Permanently placed in the home of a relative or non-relative and the Department and court involvement ceases, (i.e., permanent guardianship); or,
- Emancipated; or,
- Legally married with no annulment of the marriage; or,
- Aged out of care between the ages of 18 and 21, if child was in the legal custody of the Department at age 18 and opted out of Extended Foster Care (EFC).

Removal Home

The removal home is the home of the subject of the contrary to welfare finding (or who executed a voluntary placement agreement) and is used in evaluating the AFDC requirements as part of the Title IV-E eligibility determination. A removal may be from a variety of situations and still qualify for Title IV-E, including, for example:

- A hospital, following either birth, an illness, or injury.
- A homeless shelter.
- A car or other vehicle.
- A tent or other temporary shelter.



Age Requirements:

The child must be age 17 or under.

Age Acceptable Supporting Documentation:

- Birth certificate
- Vital statistics system information
- Medical birth record
- U.S. passport
- Naturalization certificate
- FLORIDA Screens: AIID, MNOV

Deprivation



Deprivation Requirements:

A child or young adult living without the support and care of one or both parents due to

- One or both parents' continued absence from the home (death, separation, divorce, or incarceration).
- Incapacity.
- Unemployment or underemployment.

Deprivation Acceptable Supporting Documentation:

Death of a Parent

- Death Certificate
- FFA
- Petition/ Court Order
- FLORIDA Screen: DEDT
- Newspaper Notice of Death with Death Certificate

Incapacity of Parent (Physical or Mental)

- Documents that show that at least one of the parents receives SSI
- Treatment reports containing diagnosis that shows the limited parental functioning due to disability
- FLORIDA Screen: AFMI

Unemployment or Underemployment Parent

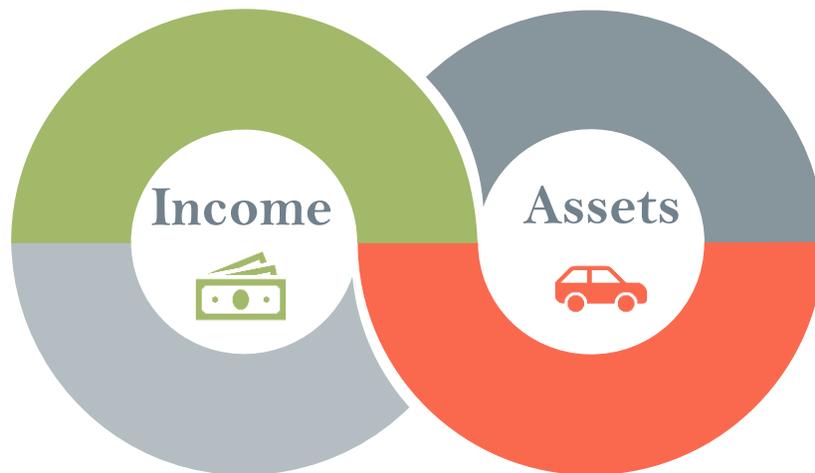
- Employment history documentation
- Note of SunTax information
- FLORIDA Screens: AFEI, DEUC

AFDC Financial Data Collection

Title IV-E Eligibility Requirements



AFDC Criteria for Needy Child



A child must be determined “needy” to meet AFDC criteria. This determination is assessed by identifying the household’s income and assets. Income includes all sources of income, both earned and unearned, received by certain household members. The household must have less

than \$10,000 in countable and accessible assets and income less than the Consolidated Need Standard (CNS) identified in 1996 AFDC State Plan to meet the AFDC criteria.

AFDC criteria are assessed after disregards are applied. Examples of disregards are:

- Student Earned Income
- Child Support Disregard
- Care Expenses Disregard
- \$1500 of equity value for one qualifying vehicle per assistance group

Household Members

Child Welfare professionals must identify household members and collect income (earned and unearned) and assets for the following:

- Child
- Siblings (birth, legal, step, adoptive, or half-blood)
- Parents (birth, legal, or adoptive)
- Parent of a half-sibling and any other children of this parent
- Stepparents
- Grandparents if the parent is a minor
- Sponsor or sponsor spouse of the alien parent

Earned Income

- Earned Income includes all income and wages.
- Common Earned Income Sources: wages, gratuities/tips, commission, bonus, net profit from self-employment, including babysitting, farming, lawn care, selling newspapers.
- Rare Earned Income Resources: payments from the sale of blood or plasma, rental income when managing property.

Earned Income Data Collection

- Required Employment Data, at minimum for removal month, even if ended.
 - Employer and Address
 - Type (Full-time, Part-time, Seasonal, Training Program, Volunteer)
 - Gross Income/PER (as actually received).
 - Effective From (first date payment received) *
 - Effective To, if applicable (last date payment received) *
- * If income is received twice per month, enter in FSFN as received on the 1st, 15th, or last day of month only.
- Source of Verification and Date
- New Enhanced Employment Data within FSFN
 - Training Program.
 - Reduced Income Without Good Cause indicator with 'As of' date.
 - Reduced Income is defined as the date the reduced salary is received.
 - Good Cause for reducing earned income is:
 - Severe illness of client or child or another household member
 - Lack of adequate childcare
 - Transportation problems
 - Advanced age
 - Attendance at a secondary or technical school necessary to complete the course or to obtain certificate or diploma
- Gratuities, Commission, and Bonus indicator with Amount fields, entered as a monthly amount.

Unearned Income

- Unearned Income comes from sources other than work.
- Common Unearned Income Sources: retirement, social security payments, unemployment compensation, veterans benefits, alimony, child support, gifts., and Adoption subsidy.
- An IRA is an asset and generates unearned income.

Unearned Income Types

• Adoption Subsidy-Other State*	• Proceeds of Life Insurance Policies
• Alimony Payments (Adult)**	• Relative Caregiver Program (TANF) (Adult)**
• Annuities (Adult)	• Rental Income
• Child Support Payments**	• Retirement
• Dividends (Adult)	• Royalties
• Family Gift*	• Severance Pay (Adult)
• Gifts	• Social Security Disability Benefits
• Inheritance*	• Social Security Retirement Benefits (Adult)
• Interest	• Social Security Survivors Benefits
• IRAs*	• Supplemental Security Income (SSI)
• Keogh Plan*	• Training Allowance
• Military Allotments (Adult)	• Unemployment (Adult)
• Non-Relative Caregiver Program	• Veterans Benefits
• Pensions (Adult)	• Worker's Compensation (Adult)
• Prizes and Awards	

** AFCARS Values

* New FSFN values for unearned income.

- Adoption Subsidy - Other State
 - Previously labeled 'Adoptive Parent - Adoption Subsidy. If this value was used, need to review and update.

- Family Gifts vs Gifts:
 - Family Gift – used if the gift is given to multiple family members. Manually distribute gift across family members.
 - Gift – used if the gift is given to the individual household member.

Unearned Income Calculation

- Calculation is based on Monthly Amount.
 - Source of Verification and Verification Date
 - Monthly Amount
 - Effective Start date
 - Effective End date, if applicable
- Not Used in Eligibility Calculation (data entry not required for eligibility purposes).
 - Non-Relative Caregiver Program
 - Relative Caregiver Program (TANF)(Adult)
 - Training Allowance

Assets

- An asset is an item of ownership that is convertible into cash. Count an asset only if it is available and legally accessible for conversion into cash.
- Common Assets: vehicles (automobile, camper, motor home, travel trailer), bonds, cash, checking account, savings account, business inventory, real estate.
- Uncommon Assets: Burial plots/spaces, funeral agreement.
- An IRA is an asset and generates unearned income.
- The equity value of real estate on the market with a good faith effort to sell is not considered in an eligibility determination. To qualify for the status of making a good faith effort to sell, the asset must be listed at a reasonable price for up to nine months from the AFDC month and a reasonable offer has not been refused.

Asset Data Collection

- Calculated based on Amount
 - Amount
 - Effective Start Date (1st day of the month in which the amount is applicable)
- Calculated based on Equity Value
 - Estimated Value
 - Amount Owed
 - Effective Start Date

Asset Types

• Aircraft	• Life Insurance (Cash Value)
• Automobile	• Marine Vessel*
• Bonds	• Motor Homes
• Burial Plots/Spaces	• Motorcycles
• Business Inventory	• Mutual Fund Shares
• Campers	• Promissory Notes (Loan)
• Cash	• Real Estate
• Certificate of Deposit	• Real Property
• Checking Account	• Savings Account
• Convenience Bank Accounts	• Savings Bonds
• Funeral Agreement*	• Stocks
• Inheritance (Adult)*	• Travel Trailers
• IRAs	• Trucks
• Keogh Plans*	• Trust Account

***New FSFN values for assets.**

Asset Types Calculated by Amount

Asset types calculated by amount are:

• Bonds	• Mutual Fund Shares
• Cash	• Promissory Notes (Loan)
• Checking Account	• Savings Account
• Convenience Bank Accounts	• Savings Bonds
• Inheritance (Adults)	• Stocks
• Life Insurance (Cash Value)	• Trust Accounts

Asset Types Calculated by Equity

Asset types calculated by equity are:

• Aircraft	• Keogh Plans
• Automobile	• Marine Vessel
• Burial Plots/Spaces	• Motor Homes
• Business Inventory	• Motorcycles
• Campers	• Real Estate
• Certificate of Deposit	• Real Property
• Funeral Agreement	• Travel Trailers
• IRAs	• Trucks

Primary Homestead



Real Estate



Campers



Travel Trailers



Motor Homes



Marine Vessel

Child Welfare Professional should identify if an asset is the household member's primary homestead. Only one asset can be identified as the primary homestead.

- Primary homestead options include:
 - Campers
 - Marine Vessel
 - Motor Homes
 - Real Estate
 - Travel Trailers

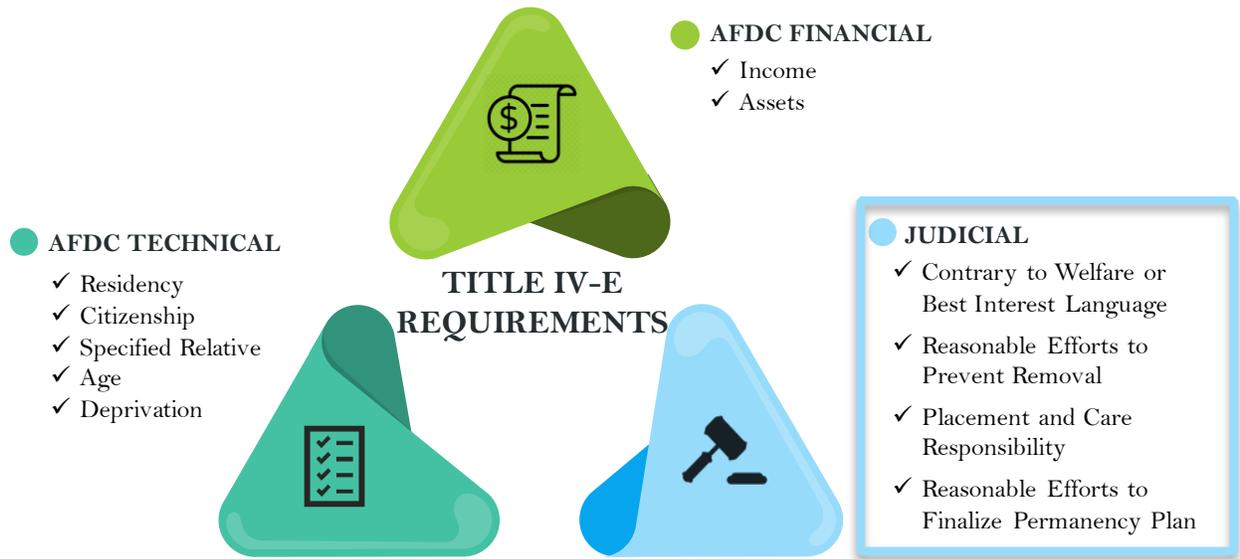
Income and Assets Supporting Documentation

- Pay Stubs
- Self-declaration documented in FSFN case notes or FFA
- FLORIDA Screens
 - Earned income – AFEI, AFSE, DESW, DENE
 - Unearned income – AFMI
 - Assets – IQAA, AALI, AAVH
 - Identification of sponsor – AISI

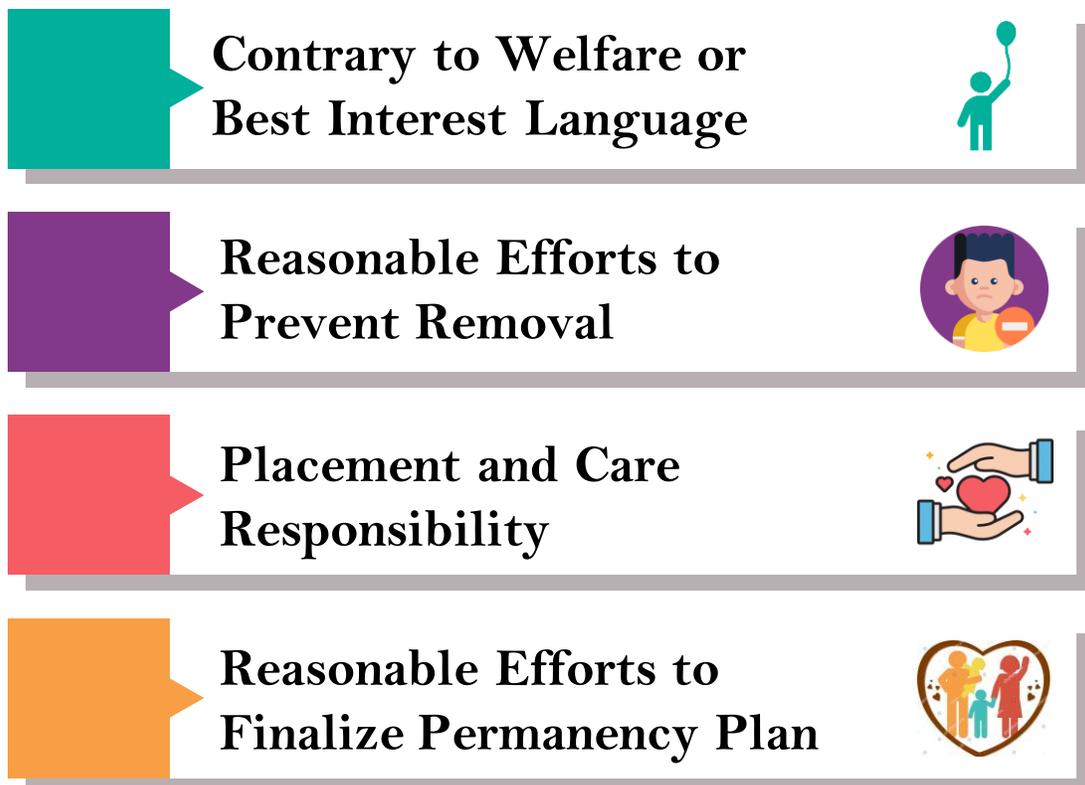
Question 9 (SSI) Supporting Documentation

- Award letters from Social Security Administration
- FLORIDA Screen: AFMI

Judicial Data Requirements



Title IV-E eligibility for judicial (court-ordered) removal of a child from the home requires specific judicial findings.



Judicial Findings

In addition to the existence of judicial findings, federal mandate **governs** the quality of the judicial findings. At a minimum, they must be:

Explicit

The finding must be stated specifically and definitively. A finding is never implied.

Child-specific

The finding must be made on a case-by-case basis and specific to the child's circumstances.

Valid

The judicial order must conform to Florida Statutes and polices for court procedures and types of court orders.

Timely

The finding must conform to federal regulatory time frames.

Clear and Concise

The finding must be well-written and having no-double meaning.

Nunc Pro Tunc and Magistrate Recommendations

Nunc Pro Tunc (“now for then”) is a method to indicate a finding is effective to a prior date. This method may be issued by a court to correct clerical errors in recording a previous decision of the court. While functioning to correct the record and not to alter the judicial finding, a nunc pro tunc order is insufficient evidence of a judicial finding for Title IV-E purposes. If the original court order does not include the required judicial determination, the transcript of the court proceedings must verify and support the existence of the judicial finding.

Recommendations by a Magistrate are not valid judicial findings until accepted by a judge.

The effective date of the finding is the date of the hearing referenced in the order. If no hearing date is indicated, the date the order is signed as Ordered and Adjudged is the effective date of the finding.

Judicial (Court-Ordered) Removal Requirements

Contrary to Welfare or Best Interest Language

The contrary to welfare finding suggests that the child's current situation is not safe or suitable and is not in the child's best interest to remain with the subject of the allegations. The judicial determinations must be explicitly stated in the court order (or transcript of the court proceeding).



- The first order that sanctions removal must include the language that remaining in the home is contrary to the welfare of the child or that placement in out-of-home care is in the best interest of the child.
 - Pick up/Take into Custody and Delinquency orders are considered the first orders.
 - Delinquency orders apply:
 - A finding that a child is a threat to himself satisfies the requirement.
 - A finding that a child is a threat to the community does not.
 - If the finding is not made, the child is Title IV-E ineligible for the entire removal episode.
- For Title IV-E purposes, the effective date of a court order is the date the hearing occurred if referenced in the signed order.
 - If the date of the hearing is not referenced in the order, the date the order is signed as ordered and adjudged is used.

Title IV-E Information in Petition and Order

The following information must be in the order for Title IV-E eligibility.

- Include the date the child was removed.
- Identify the parent(s)/specified relative(s) who is the contrary to welfare subject.

The following information may be in the order or the petition.

- Identify the relationship between the child and parent/specified relative who is the subject of contrary to welfare judicial determination.

- Include the removal reasons, which should support contrary to welfare and reasonable efforts to prevent removal.

Acceptable Contrary to Welfare Language

Samples of acceptable Contrary to Welfare language/findings for both petition and court order are shown below:

- The child has no parent, guardian, or legal custodian to provide care and supervision.
- The release of the child back to the home will present serious harm or threat to the child.
- The parent, guardian, or legal custodian is not willing to care for the child.
- Danger exists that the child will suffer serious abuse/neglect if not removed from the home.
- Conflict that exists cannot be resolved by delivery of services to the family if the child remains in the home.
- Remaining in the home would be detrimental to the welfare of the child.

The following are actual examples of acceptable contrary to welfare findings found in court orders.

- Example 1 – It is important to identify the person or persons who are the subject of the contrary to welfare finding. This should be the person/persons identified as the Cause of the Removal:

Contrary to Welfare language

9. Contrary to Welfare: In accordance with section 39.402(8)(h), placement of the child(ren) in shelter care is in the best interest of the child(ren). Continuation in the home is contrary to the welfare of the child(ren) because the home situation presents a substantial and immediate danger to the child(ren)'s physical, mental or emotional health or safety, which cannot be mitigated by the provision of preventive services and placement is necessary to protect the child(ren), as shown by the following facts:

The child(ren) was/were abused, abandoned, or neglected, or the child(ren) are suffering from or in imminent danger of injury or illness as a result of abuse, abandonment, or neglect. The specific findings in Paragraph 8 above are incorporated as though fully set forth herein and support the Court's finding that continuation in the home is contrary to the welfare of the child.

The parent or legal custodian has materially violated a condition of placement imposed by the court, specifically: _____

The child(ren) have no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, specifically: _____

10. Cause of the Removal: The conditions that led to the child(ren)'s out of home placement were caused by the Mother; Father; Mother and Father **JONES**

- Example 2 – Note the reference to the case-specific information in Paragraph 8. **This is preferred for quality order but not required as long as details are incorporated in another section of the Order or Petition/Motion.**

Language specific to the case is preferred for quality but not required

8. Grounds for Removal/Need for Placement:

In accordance with section 39.402(8)(h), based on the allegations in the Shelter Petition, there is probable cause to believe the child(ren) are dependent based on allegations of abuse, abandonment, or neglect or substantial risk of same and available services will not eliminate the need for placement. The child(ren) are dependent, and shelter care is necessary and in the best interest of the child(ren) because:

The child was abused, abandoned, or neglected, or is in imminent danger of injury or illness as a result of abuse, abandonment, or neglect, within the meaning and intent of sections 39.01 (1), (2), (37), and (50). Present or impending danger threats exist within the household. The child is a vulnerable child. Insufficient protective capacities exist to manage the danger threats. All five sufficiency criteria required to implement an in-home safety plan cannot be met at this time and the specific grounds that support removal are as follows:

A PAST DEPENDENCY CASE WAS CLOSED 2 MONTHS AGO AFTER THE CHILDREN WERE REUNIFIED WITH MOTHER. MOTHER WAS NOT TO SUBDUSE JONES FATHER'S VEGETATION AND HAS AN INJUNCTION AGAINST HIM. MOTHER HAS ALLOWED THE JONES FATHER INTO THE HOME IN VIOLATION OF COURT ORDER AND MORE DOMESTIC VIOLENCE INCIDENTS HAVE OCCURRED.

The parent or legal custodian has materially violated a condition of placement imposed by the court, specifically: _____

The child(ren) have no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, specifically: _____

- Example 3 – Acceptable without case-specific details as long as details are incorporated in another section of the Order or Petition/Motion.

ORDER ON EMERGENCY MOTION FOR TEMPORARY CUSTODY/PLACEMENT

THIS MATTER having come before the Court on the Motion of the Department of Children and Families, hereinafter known as Department, for Change of Custody/Placement and Adjudicating the Children Dependent, and the Court having reviewed the pleadings and being fully advised upon the premises finds:

1. The court has jurisdiction over the subject matter of this cause. The children are of an age subject to the jurisdiction of the court and are residents of the State of Florida.
2. On February 1, 2018, the children were adjudicated dependent.

Acceptable despite missing specific language in order. Specific should be incorporated in Petition/Motion if not in Order.



Out-of-Home Placement: It is in the best interests of the child to remain or be placed out of the parents' home. The child's placement is the least restrictive, is appropriate, is in a setting that is as family-like and as close to the parent's home as possible, is consistent with the child's best interest and special needs, and is designed to maintain stability in the child's educational placement.

Contrary to Welfare: Continuation of the child or returning the child to the home is contrary to the welfare of the child because the home situation presents a substantial and immediate danger to the child which cannot be mitigated by the provision of the preventative services at this time because:

Reasonable Efforts:
The Department of Children and Families made the following reasonable efforts to prevent or eliminate the need to remove or continue the removal of the child from the home:

The out of home placement is:

XXX Foster Care with the Department. Diligent efforts were made by the Department of Children and Families to locate an adult relative or non-relative caregiver willing to care for the child in order to present that placement option to this Court instead of continued placement with the Department of Children and Families. There are no known available relative or non-relative caregivers with whom the child can be placed at this time. A copy of the formal notice regarding a trust promulgated for the benefit of certain classes of child in care in Florida is attached as a

~~X~~ unacceptable Contrary to Welfare Language

Samples of ~~un~~acceptable Contrary to Welfare findings in court orders are shown below:

- Example 1: Acceptable without case-specific details as long as details are incorporated in another section of the Order or Petition/Motion.

Acceptable despite missing specific language in order. Specific should be incorporated in Petition/Motion if not in Order.



10. **Contrary to Welfare:** In accordance with section 39.402(8)(h), placement of the Children in shelter care is in the best interest of the Children. Continuation in the home is contrary to the welfare of the Children because the home situation presents a substantial and immediate danger to the Children's physical, mental or emotional health or safety, which cannot be mitigated by the provision of preventive services and placement is necessary to protect the Children, as shown by the following facts:

- The Children were abused, abandoned, or neglected, or the Children are suffering from or in imminent danger of injury or illness as a result of abuse, abandonment, or neglect. The specific findings in Paragraph 8 above are incorporated as though fully set forth herein and support the Court's finding that continuation in the home is contrary to the welfare of the Children.
- The parent or legal custodian has materially violated a condition of placement imposed by the court. The specific findings in Paragraph 8 above are incorporated as though fully set forth herein and support the Court's finding that continuation in the home is contrary to the welfare of the Children.
- The Children has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care. The specific findings in Paragraph 8 above are incorporated as though fully set forth herein and support the Court's finding that continuation in the home is contrary to the welfare of the Children.

11. **Cause of the Removal:** The conditions that led to the Children's out of home placement were caused by the Mother;

- Example 2: Acceptable without case-specific details as long as details are incorporated in another section of the Order or Petition/Motion.

Acceptable despite missing specific language in order. Specific should be incorporated in Petition/Motion if not in Order.



9. Contrary to Welfare: In accordance with section 39.402(8)(h), placement of the child in shelter care is in the best interest of the child. Continuation in the home is contrary to the welfare of the child because the home situation presents a substantial and immediate danger to the child's physical, mental or emotional health or safety, which cannot be mitigated by the provision of preventive services and placement is necessary to protect the child, as shown by the following facts:

The child was abused, abandoned, or neglected, or the child is suffering from or in imminent danger of injury or illness as a result of abuse, abandonment, or neglect.

Page 5 of 17

The specific findings in Paragraph 8 above are incorporated as though fully set forth herein and support the Court's finding that continuation in the home is contrary to the welfare of the child.

The parent or legal custodian has materially violated a condition of placement imposed by the court, specifically:

The child has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, specifically: The mother was incarcerated on 8/16/19 and was unable to arrange for care of the child.

10. Cause of the Removal: The conditions that led to the child's out of home placement were caused by the Mother; Father; Mother and Father.

Reasonable Efforts to Prevent Removal

The court must make an explicit judicial finding that the Department has made reasonable efforts to prevent the unnecessary removal of the child or that reasonable efforts were not required. The finding must be definitively documented in the judge's ruling and must occur within 60 days of the date of removal. Without this finding, the child is Title IV-E ineligible for the entire removal episode.



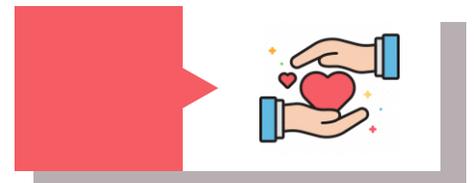
For a child to be reimbursable for Title IV-E funding, federal law requires the court to make a finding regarding the child's removal that:

- Reasonable efforts were made to prevent or eliminate the need for removal, as long as the child's safety can be assured. The court, after hearing the evidence, must make a written finding that the Department's efforts to eliminate the need for removal were reasonable;

- The provision of services at the time of the removal could not have ensured the child's safety in the home. The court, after hearing the evidence, must make a written finding that the lack of the provision of preventive services was reasonable and that the removal of the child from the home was the only means of ensuring his or her immediate safety; or,
- No reasonable efforts are required to prevent the removal or to reunify the family due to aggravated circumstances. When a court determines that reasonable efforts to return the child home are not required, a permanency hearing is held within 30 days of that determination, unless the permanency hearing requirements were fulfilled at the court hearing in which the court determined that reasonable efforts to reunify the child and family are not required.

Placement and Care Responsibility

For the child to be Title IV-E reimbursable, the Department must obtain and maintain placement and care responsibility of the child. This rule applies to all children who are placed in out-of-home care.



- Placement and care responsibility do not mean the custody/placement of the child is with the Department; it means the Department must maintain supervision.
- Placement and care responsibilities include development and assessment of case plans, ensuring proper care and services are provided to facilitate the permanency goal, and overseeing the appropriateness and suitability of the placement.
- If the Department is not given placement and care responsibility for an otherwise Title IV-E eligible child, Title IV-E board/administration claiming may not begin until the placement and care requirement is met.

Reasonable Efforts to Finalize Permanency Plan

For ongoing Title IV-E eligibility there must be a judicial finding that the Department has made reasonable efforts to finalize a permanency plan within 12 months of the date the child entered



foster care, and annually thereafter. If not, the child is temporarily Title IV-E non-reimbursable until the judicial decision is obtained.

If a magistrate reviews and makes recommendations regarding the reasonable efforts to finalize a permanency plan, the judicial order accepting the magisterial recommendation must also occur/be effective within the same 12-month period or the child becomes temporarily non-reimbursable until the judicial decision is made. ***Nunc Pro Tunc*** orders dating judicial acceptance of the magisterial recommendation back to the permanency hearing date are not permissible.

Voluntary Removal



Voluntary Removal Requirements

Voluntary Removal is the removal of a child at the request of the parents or legal guardians without court involvement.

- The Department must approve a financial need or deprivation of parental care and support at the time of the voluntary placement.
- AFDC criteria must be met.

Voluntary Placement Agreement (VPA) must be signed by parents or legal guardians and the Department representative.

Best Interest: For continuation of Title IV-E eligibility, the court must determine that continuing in out of home placement is in the child's best interest within 180 days.

Data Documentation (CCWIS)

Data Documentation Overview

Accurate documentation of the following is important for a Title IV-E Eligibility Determination:

- Out-of-Home placement – documentation showing the child is in an out of home placement and providing the basis for defining the removal home.
- Address – documentation of primary residence at the time of removal.
- Age – documentation showing the child is less than 18 years old.
- Citizenship – documentation showing the child is a U.S citizen or a Qualified Non-citizen.
- Earned Income – documentation of employment income.
- Unearned Income – documentation of income from sources other than employment.
- Assets – documentation of asset values.
- Education Record – including grade level and hours enrolled.
- Supporting Documentation – upload to FSFN file cabinet, FFA, case notes
- Legal Record – legal action of shelter petition filed, shelter hearing granted, or order updated as legal documentation with child selected as a case participant.

FSFN annotated screen shots for each of these items are shown on the following pages.

Out-of-Home Placement

All Out-of-Home Placements documenting the start of a removal episode trigger the need for a Title IV-E eligibility determination. The manner of removal drives whether Judicial or Voluntary requirements apply.

Manner of Removal
drives whether Judicial or
Voluntary requirements
apply.

The screenshot displays the 'Florida Safe Families Network' software interface. The main window is titled 'Removal/Placement' and is divided into three tabs: 'Removal/Placement', 'Provider', and 'Financial'. The 'Removal/Placement' tab is active, showing a form for 'Child Removal From Home'. The form includes the following fields and options:

- Child:** Starrell, Wesley (ID: 990000164 Age: 11 DOB: 04/12/2008)
- Case Name:** Starrell, Mommy (ID: 990000041)
- Request Number:**
- Removal Begin:** Date and Time: 05/04/2019 00:00 AM (radio buttons for AM/PM)
- Removal End:** Date and Time: 00/00/0000 00:00 AM (radio buttons for AM/PM)
- Initial Removal Reasons:** A dropdown menu with 'Court Ordered' selected. This field is highlighted with a blue box and an arrow from the text box on the left.
- Primary Caregiver:** STARRELL, MOMMY
- Secondary Caregiver:**
- Caregiver Structure:** Single Female
- Child Placement Information:**
 - Placement Begin:** Date and Time: 05/04/2019 00:00 AM (radio buttons for AM/PM)
 - Placement End:** Date and Time: 00/00/0000 00:00 AM (radio buttons for AM/PM)
 - Placement Exception
 - This is an Adoptive Placement
 - Voluntary Licensed Care Information:**
 - Voluntary Placement Agreement Date:** 00/00/0000
 - Is this a Voluntary Medical Placement? (dropdown)
 - 90 Day Voluntary Placement Review/Authorization completed
 - Service Category:** Relative
 - Service Type:** Relative Placement
 - Placement Setting:** Foster Family Home (Relative)
 - Is a Child Placement Agreement needed? (radio buttons for Yes/No)
- Extraordinary Needs - s.409.1676(2a):**
 - Does the child meet criteria for extraordinary needs as described in s.409.1676(2a)? (dropdown)
 - If yes, has the child been assessed? (dropdown)
 - Did the assessment recommend residential group care? (dropdown)
 - If yes, is the child in residential group care? (dropdown)
 - If no, why? (text field)

NOTE: A child removed from one parent and placed with the other parent is not an Out-of-Home placement and is documented in FSFN as a Living Arrangement. The parent should not be created as a Provider in FSFN.

The Out-of-Home Placement in FSFN defines the Removal Home for Title IV-E eligibility.

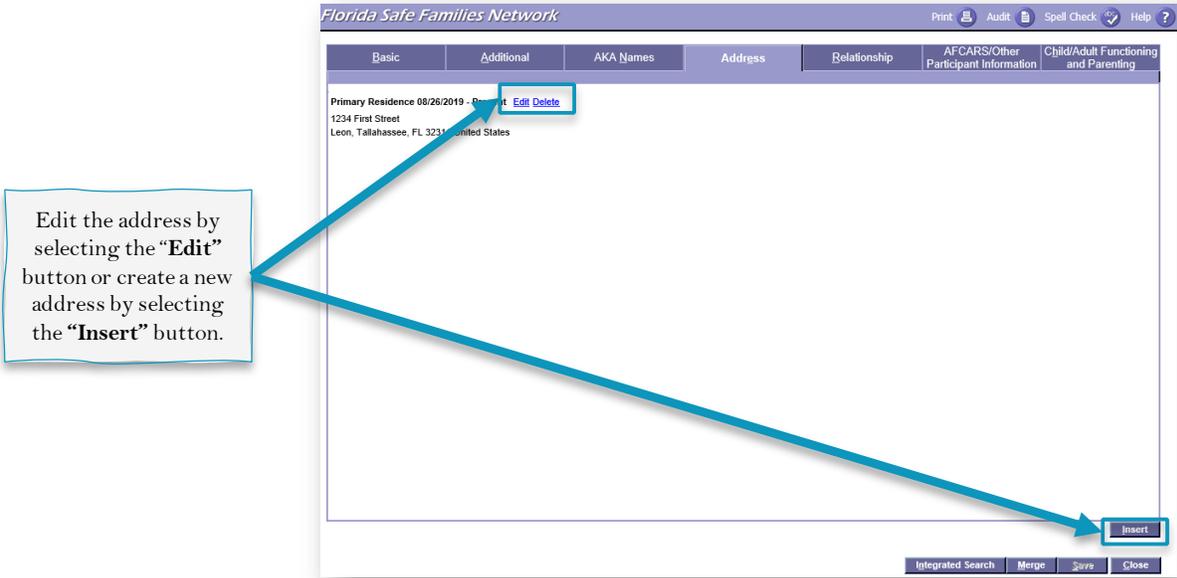
- The Removal Home is documented as Caregiver 1.
- The Caregiver's Address is system derived from the Primary Caregiver's Primary Residence address that was in effect as of the Removal Begin Date.
 - Be sure it is correct.

The Removal Home is the Primary Residence of the Primary Caregiver on the Out-of-Home Placement.

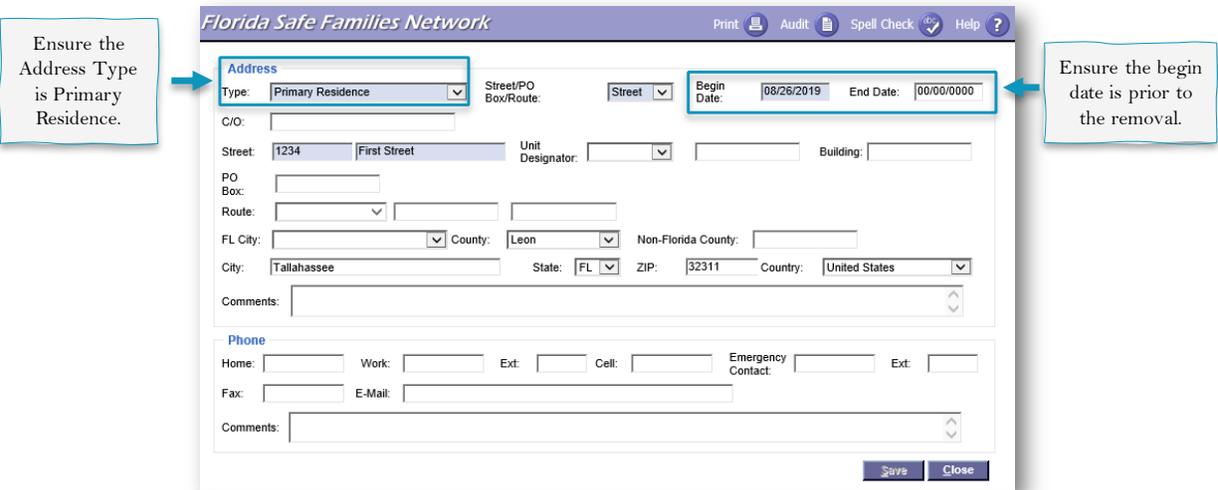
The screenshot displays the 'Florida Safe Families Network' software interface. The main window is titled 'Removal/Placement' and is divided into several sections. The 'Child Removal From Home' section includes fields for 'Removal Begin Date and Time' (09/04/2019 08:00 AM), 'Removal End Date and Time' (00/00/0000 00:00 AM), 'Initial Removal Reasons', and 'Caregiver Structure' (Single Female). The 'Primary Caregiver' dropdown menu is highlighted with a blue box and an arrow from a callout box. The 'Child Placement Information' section includes fields for 'Placement Begin Date and Time' (09/04/2019 08:00 AM), 'Placement End Date and Time' (00/00/0000 00:00 AM), 'Placement Exception' (checked), 'Fiscal Agency' (CBC of Brevard), 'Service Category' (Relative), 'Service Type' (Relative Placement), and 'Placement Setting' (Foster Family Home (Relative)). The 'Extraordinary Needs' section includes a dropdown menu for 'Does the child meet criteria for extraordinary needs as described in s.409.1676(2a)?' and several checkboxes for assessment and residential care. The interface also features a top navigation bar with 'Hand Book', 'Print', 'Audit', 'Spell Check', and 'Help' options, and a right-hand sidebar with 'Actions' and 'Text' sections.

Primary Residence

The primary residence is documented on the Address Tab of the Primary Caregiver's Person Management page.



The address must be the Primary Residence type, and in effect as of the Removal Begin Date.



Age and Citizenship

Age and Citizenship is documented on the Basic Tab of the Person Management page.

Qualified Non-Citizens and Non-Qualified Non-Citizen's require the following:

- Non-Citizen ID.
- County.
- Entry Date.
- Status.
- Status Date.
- Documentation Supporting Status (Qualified Non-Citizen Only).

The screenshot displays the 'Florida Safe Families Network' interface. The 'Basic' tab is selected, showing fields for Name (ID: 3718464, Last Name: Starnell, First Name: Andrew), Citizenship (dropdown), Non-Citizen ID, Country, Entry Date, Status, Status Date, Gender (Male), Birth Date (04/12/2008), Estimated Age (7), SSN Number?, SSN, Date Applied For, Type of Birth Verification, Birth Place, County, Sibling Group Id, Death Date, Death Time, and Cause of Death. A blue box highlights the Citizenship, Non-Citizen ID, and Status Date fields. A blue arrow points from a callout box 'Document the citizenship.' to this highlighted area. Another blue box highlights the Birth Date field, with a blue arrow pointing from a callout box 'Enter the child's birth date to determine age.' to it.

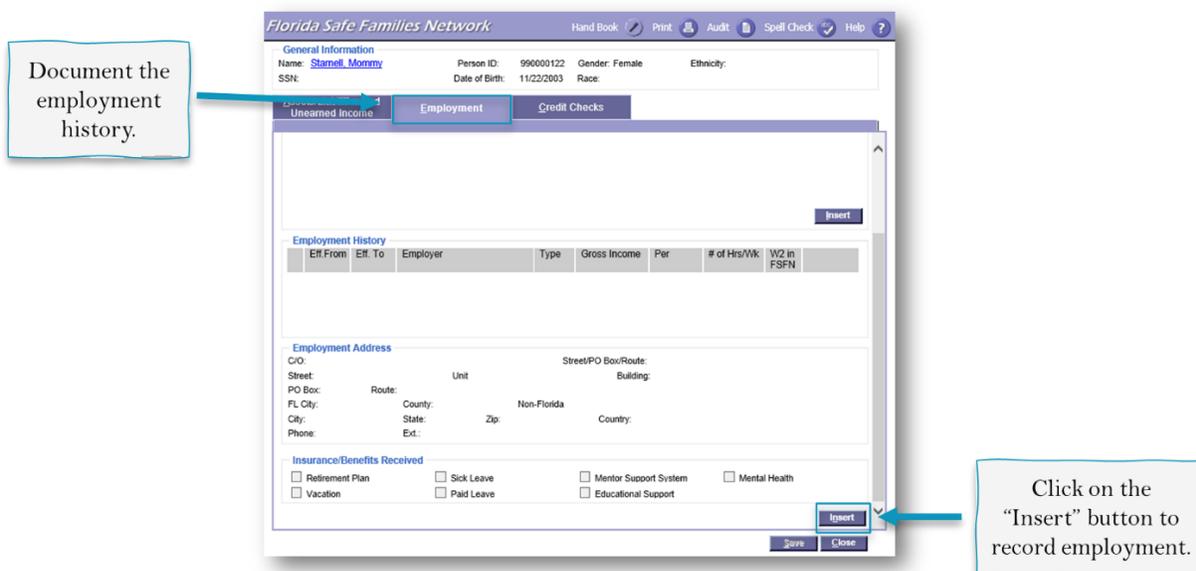
Earned Income

Earned income is documented as Employment History on the Employment tab of the participants Assets and Employment page.

- The information captured on the Assets and Employment page is used to calculate the child's eligibility for IV-E Foster Care, Young Adult Program Eligibility, TANF, Adoption TANF, and Medicaid.
- The information is also provided to Child in Care workers via the FLORIDA Interface to assist in determining Medicaid Eligibility.

The Assets and Employment page is accessed from the Income/Eligibility expando. Rev Max users can also access this page from the Title IV-E eligibility page.





Employment Entry

All sources of income included in eligibility, earned and unearned, are entered into FSFN Assets and Employment module for accurate FSFN calculations.

The Employment pop-up page is used to create or change information pertaining to employment records. The information recorded on the Employment pop-up page will be displayed on the Employment tab of the Assets and Employment page.

Changes to the Employment Pop-up Page are shown below:

- Reduced Income Without Good Cause – Check box to indicate if the person’s income was reduced without good cause. If selected, an As Of date is enabled and required.
- Self Employed – Check box to indicate if the person is Self Employed. If selected, an Operating Costs field is enabled and required. (Monthly amount).
- Gratuities – Check box to indicate if the person received gratuities. If selected, a Gratuity Amount field is enabled and required. (Monthly amount).
- Commission – Check box to indicate if the person received commission. If selected, a Commission Amount field is enabled and required. (Monthly amount).

- Bonus – Check box to indicate if the person received a bonus. If selected, a Bonus Amount field is enabled and required. (Monthly amount).
- Employment Address – Now a required field. Check for the address; if it is unknown, enter 000 in FSFN.

The **Effective From** date is the first day of the month in which the first payment was received.

The screenshot shows the 'Florida Safe Families Network' software interface. The 'Employment History' section includes fields for Employer, Type, Gross Income (\$0.00), Per, Effective From (00/00/0000), Effective To (00/00/0000), Number of Hours per Week, and As Of (00/00/0000). There are checkboxes for 'Self Employed', 'Commission', 'Reduced Income Without Good Cause', 'W2 on record', 'Operating Costs', 'Gratuities', and 'Bonus'. Amount fields for 'Operating Costs', 'Commission Amount', 'Gratuity Amount', and 'Bonus Amount' are all set to \$0.00. The 'Source of Verification' and 'Verification Date' fields are also present.

The 'Employment Address' section includes fields for C/O, Street, PO Box, Route, Unit Designator, Building, FL City, County, Non-Florida County, City, State (FL), Zip, Country (United States), Phone, and Ext. A 'Reason Terminated' field is also available.

The 'Insurance/Benefits Received' section has a note: 'Check Insurance benefits only if participant is actually receiving the benefit.' It includes checkboxes for Retirement Plan, Vacation, Sick Leave, Paid Leave, Mentor Support System, Educational Support, and Mental Health.

At the bottom right of the form are 'Save' and 'Close' buttons.

Enter 000 for unknown address.

Unearned Income and Assets

Unearned Income and Assets are documented on the Assets/Liabilities and Unearned Income tab of each Case Participants' Assets and Employment page.

Document Assets/Liabilities and Unearned Income.

Click on "Insert" button to document assets and unearned income.

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

General Information
Name: [Starnell, Mommy](#) Person ID: 990000122 Gender: Female Ethnicity:
SSN: Date of Birth: 11/22/2003 Race:

Assets/Liabilities and Unearned Income Employment Credit Checks

Date Last Updated: 09/05/2019 Last Updated By: Hoztvi, Marc (200000 IS - SEGMENT MANAGEMENT)

Assets/Liabilities/Financial Benefit History

Type	Amount	Eff. Start Date	Eff. End Date	Liab.	Elig. Calc.	
<input checked="" type="radio"/> Automobile	\$1,000.00	07/01/2019	00/00/0000	N	Y	Edit Delete

Vehicle
Make: TOYOTA Model: Year:
Est. Value: \$15,000.00 Estimated Value Unknown Amount Owed: \$14,000.00 Amount Owed Unknown
Equity Value: \$1,000.00 Ownership Start Date: 07/01/2019 Ownership End Date: 00/00/0000

Other Insurance
Name Policy Holder: Policy Limits/Value: Effective Start Date:
Type: Policy Number: Policy Limits/Value Unknown Effective End Date:

Assets/Liabilities/Financial Benefits
Type: Effective Start Date: Effective End Date:
Asset Info.: Amount: Amount Unknown
Estimated Value: Est. Value Unknown Amount Owed: Amount Owed Unknown
Equity Value: Account: Monthly Amount:

[Insert](#) [Save](#) [Close](#)

Select whether documenting Unearned Income or an Asset.

Select Unearned Income or Assets

The screenshot shows the 'Florida Safe Families Network' interface. At the top, there are utility icons for Print, Audit, Spell Check, and Help. The main form area is titled 'Asset' and contains several sections: 'Assets/Liabilities/Financial Benefits', 'Vehicle', and 'Other Insurance'. In the 'Asset' section, the 'Select' dropdown is set to 'Asset' and the 'Type' dropdown is set to 'Unearned Income'. A callout box on the left points to the 'Unearned Income' option in the 'Type' dropdown. Other fields include 'Source of Verification', 'Verification Date', and various input fields for account, value, and dates. At the bottom, there are 'Save' and 'Close' buttons.

Unearned Income

Select the type of Unearned Income with a checkmark by “Use in Eligibility Calculations” from the dropdown list.

Required Documentation for Assets, Liabilities, or Financial Benefits

The screenshot shows the same 'Florida Safe Families Network' interface. In this view, the 'Asset Type' section is highlighted with a blue border. The 'Use in Eligibility Calculations' checkbox is checked. A callout box on the left points to this checkbox. The 'Type' dropdown is now set to 'Real Estate'. The rest of the form structure is identical to the previous screenshot, including the 'Assets/Liabilities/Financial Benefits', 'Vehicle', and 'Other Insurance' sections, and the 'Save' and 'Close' buttons at the bottom.

- The Effective Start Date is the first day of the month payment is received.

Required Documentation for Unearned Income

'Proceeds of life Insurance policies' documented as Other Insurance.

Florida Safe Families Network

Asset Type
Select: [Unearned Income] Type: [Military Allotments (Adult)] Primary Homestead Liability Use in Eligibility Calculations
Source of Verification: [] Verification Date: [00/00/0000]

Assets/Liabilities/Financial Benefits
Account: [] Amount: [] Amount Unknown
Estimated Value: [] Est. Value Unknown Amt. Owed: [] Amt. Owed Unknown
Equity Value: [] Asset Information: []
Monthly Amount: [] **Eff. Start Date: [00/00/0000]** Eff. End Date: [00/00/0000]
 Good Faith Effort to Sell From: [00/00/0000] To: [00/00/0000]

Vehicle
Make: [] Model: [] Year: [] VIN Number: []
Estimated Value: [] Est. Value Unknown Amt. Owed: [] Amt. Owed Unknown
Equity Value: [] Ownership Start Date: [00/00/0000] Ownership End Date: [00/00/0000]

Other Insurance
Name: [] Policy Holder: [] Eff. Start Date: [00/00/0000]
Address: [] Eff. End Date: [00/00/0000]
Type: [] Policy Number: [] **Monthly Amount: []**
Policy Limits/Value: [] Policy Limits/Value Unknown

Last Updated By: Wzirmvoo, Kellie S Date: 09/16/2019

Save Close

Assets

Select the type of Asset from the dropdown list. Important fields on the Assets Pop-up page are shown below:

- Primary Homestead – Check box added to indicate if the following asset types is considered the primary homestead (real estate; campers; motor homes; marine vessel; and travel trailers). If selected, the equity value of the asset is removed from the Title IV-E eligibility calculations.
- Amount – Establishes the amount of an asset's value that applies to a one-month period of time. User entered for a new asset, system generated if modifying an existing record.
- Estimated Value – Field added and required for burial plots/spaces, business inventory, certificate of deposit, IRAs, Keogh plan, funeral agreement, real estate and real property.
- Estimated Value Unknown – Check box to indicate if the value of the asset is unknown.
- Amount Owed – Field added and required for burial plots/spaces, business inventory, certificate of deposit, IRAs, Keogh plan, funeral agreement, real estate and real property.
- Amount Owed Unknown – Check box to indicate if the amount owed is unknown.
- Equity Value – System generated based on the Estimated Value MINUS Amount Owed for burial plots/spaces, business inventory, certificate of deposit, IRAs, Keogh plan, funeral agreement, real estate and real property.
 - If either the Estimated Value or Amount Owed are unknown, the Equity Value will display as Undetermined.
- Good Faith Effort to Sell – Check box to indicate if there is a good faith effort to sell real estate or real property. If selected, the From date is enabled and required. The To date is also enabled but is not required.
- Vehicle – The following information when the asset type is Vehicle:
 - Estimated Value – Field added to input the present estimated value of the vehicle.
 - Estimated Value Unknown – Check box to indicate if the value of the vehicle is unknown.
 - Amount Owed – Field added to input the amount owed on the vehicle.
 - Amount Owed Unknown – Check box to indicate if the amount owed is unknown.

- Equity Value – System generated based on the Estimated Value MINUS Amount Owed. If either the Estimated Value or Amount Owed are unknown, the Equity Value will display as Undetermined.

List of Assets

The screenshot displays the 'Florida Safe Families Network' application window. The 'Asset Type' dropdown menu is open, showing a list of asset categories including: Aircraft, Automobile, Bonds, Burial Plots/Spaces, Business inventory, Campers, Cash, Certificate of Deposit, Checking Account, Convenience Bank Accounts, Funeral Agreement, Inheritance (A), IRAs, Keogh Plans, Life Insurance (Cash Value), Marine Vessel, Motor Homes, Motorcycles, Mutual Fund Shares, Promissory Notes (Loan), Real Estate, Real Property, Savings Account, Savings Bonds, Stocks, Travel Trailers, Truck, and Trust Account. The form also includes sections for 'Assets/Liabilities/Financial Benefit', 'Vehicle', and 'Other Insurance', each with input fields for estimated value, equity value, and other details. A callout box on the left, labeled 'List of Assets', has an arrow pointing to the dropdown menu.

Assets/Liabilities/Financial Benefits

The asset types listed below enable the Assets/Liabilities/Financial Benefits group box:

• Bonds	• Keogh Plans
• Burial Plots/Spaces	• Mutual Fund Shares
• Business Inventory	• Promissory Notes (Loan)
• Cash	• Real Estate
• Certificate of Deposit	• Real Property
• Checking Account	• Savings Account
• Convenience Bank Accounts	• Savings Bonds
• Funeral Agreement*	• Stocks
• Inheritance (Adult)*	• Trust Account
• IRAs	

Required Documentation for Assets, Liabilities, or Financial Benefits

The screenshot shows the Florida Safe Families Network software interface. The 'Assets/Liabilities/Financial Benefits' section is highlighted with a blue border. This section includes fields for Account, Amount, Estimated Value, Equity Value, Monthly Amount, Eff. Start Date, Eff. End Date, and a checkbox for 'Good Faith Effort to Sell'. Other sections visible include 'Vehicle' and 'Other Insurance'. At the bottom, there are 'Save' and 'Close' buttons, and a footer indicating the last updated by 'Wzimwoo, Kellie S' on '09/16/2019'.

Additional Fields:

Florida Safe Families Network

Asset Type
 Select: Type: Primary Homestead Liability Use in Eligibility Calculations
 Source of Verification: Verification Date:

Assets/Liabilities/Financial Benefits
 Account: Amount: Amount Unknown
 Estimated Value: Est. Value Unknown Amt. Owed: Amt. Owed Unknown
 Equity Value: Asset Information:
 Monthly Amount: Eff. Start Date: Eff. End Date:
 Good Faith Effort to Sell From: To:

Vehicle
 Make: Model: Year: VIN Number:
 Estimated Value: Est. Value Unknown Amt. Owed: Amt. Owed Unknown
 Equity Value: Ownership Start Date: Ownership End Date:

Other Insurance
 Name: Policy Holder: Eff. Start Date:
 Address: Eff. End Date:
 Type: Policy Number: Monthly Amount:
 Policy Limits/Value: Policy Limits/Value Unknown
 Last Updated By: Wzimwoo, Kellie S Date: 09/16/2019

Vehicle Types

Florida Safe Families Network

Asset Type
 Select: Type: Primary Homestead Liability Use in Eligibility Calculations
 Source of Verification: Verification Date:

Assets/Liabilities/Financial Benefits
 Account: Amount: Amount Unknown
 Estimated Value: Est. Value Unknown Amt. Owed: Amt. Owed Unknown
 Equity Value: Asset Information:
 Monthly Amount: Eff. Start Date: Eff. End Date:
 Good Faith Effort to Sell From: To:

Vehicle
 Make: Model: Year: VIN Number:
 Estimated Value: Est. Value Unknown Amt. Owed: Amt. Owed Unknown
 Equity Value: Ownership Start Date: Ownership End Date:

Other Insurance
 Name: Policy Holder: Eff. Start Date:
 Address: Eff. End Date:
 Type: Policy Number: Monthly Amount:
 Policy Limits/Value: Policy Limits/Value Unknown
 Last Updated By: Wzimwoo, Kellie S Date: 09/16/2019

The asset types listed below enable the Vehicle group box:

• Aircraft	• Motor Homes
• Automobile	• Motorcycles
• Campers	• Travel Trailers
• Marine Vessel*	• Trucks

Other Insurance

Asset and Unearned Income types that enable the Other Insurance group box are listed below. Not all fields are required.

- Asset – Life Insurance (Cash Value)
- Unearned Income – Proceeds of Life Insurance Policies

The screenshot shows the 'Florida Safe Families Network' interface. The 'Other Insurance' section is highlighted with a blue border. It contains the following fields: Name, Policy Holder, Eff. Start Date, Address, Policy Number, Eff. End Date, Type (dropdown), Policy Limits/Value, Policy Limits/Value Unknown (checkbox), and Monthly Amount. A callout box on the left points to the 'Other Insurance' section with the text 'Required Documentation for Other Insurance'. A callout box on the right points to the 'Monthly Amount' field with the text 'Monthly Amount will be used in calculations even though Policy Limits/Value is the required field.' The form also includes 'Save' and 'Close' buttons at the bottom right.

Participant
 Participant Name: [Starnell, Wesley](#) DOB: 04/12/2008 School District/County:
 Last Updated By: Date Last Updated:

Education Information **Education History**

Exceptional Student Education (ESE)/Individualized Education Plan
 Is the child an Exceptional Student Education (ESE) student? Yes No Copy of Individualized Education Plan in Record
 Does the child have an Individualized Education Plan? Yes No Is the IEP a Transitional Individualized Education Plan (TIEP) for a young adult? Yes No
 Date of the most recent Individualized Education Plan: 00/00/0000 Does the child have an education surrogate parent appointed to him/her either by the district superintendent or dependency court? Yes No
 Date Current Individualized Education Plan Expires: 00/00/0000

Exceptional Student Program(s)

ESE Program*	If Other, specify	Start Date*	End Date	Action

Diploma and Certificate Information

Save Close

Education Record for each person under the age of 18 is required.

Education

The education record for all children must be accurate and current in order for FSFN to accurately calculate the education disregards.

Education History: Enter number hours enrolled as this is critical to the eligibility calculation. The hours enrolled field will only take whole numbers. If the child is enrolled for a partial hour (say 0.5 hours), the user should enter 1.0 in FSFN. Also, the current grade level is important for accurate calculations.

Information

School Name:* Florida State University
 School Address: 3300 Seminole Way
 Tallahassee, FL
 School Phone Number: (850)555-3333
 School Type:* 4 year College or University
 Program Type: Pst Secondary
 Program:
 School District/County:* Leon
 Current Grade Level:* College Degree
 School Start Date: 09/01/2019 School End Date: 00/00/0000
 Number of Hours Currently Enrolled: 10 Total Credits Earned To Date: 0
 Completion Status:
 Contact Person:
 Contact Phone Number:
 Reason for change:

Continue Close

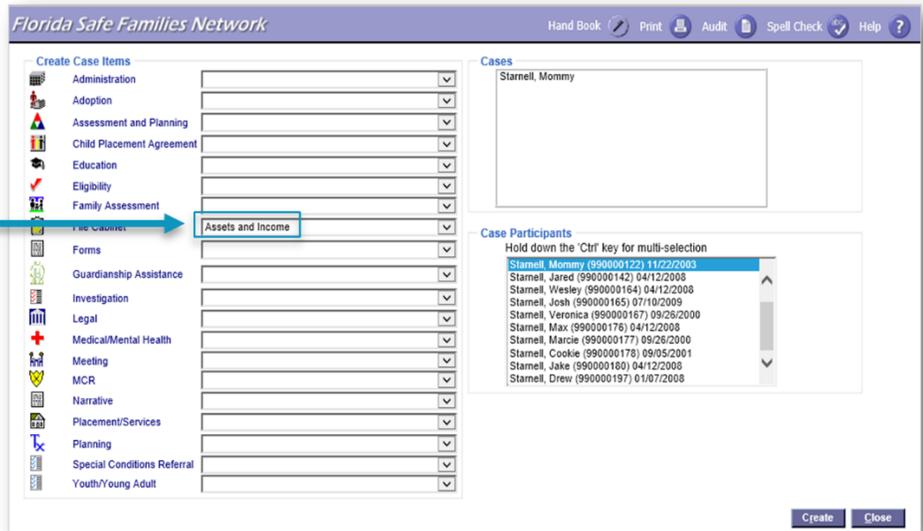
Enter number of hours currently enrolled.

Current Grade Level is important for accurate calculations.

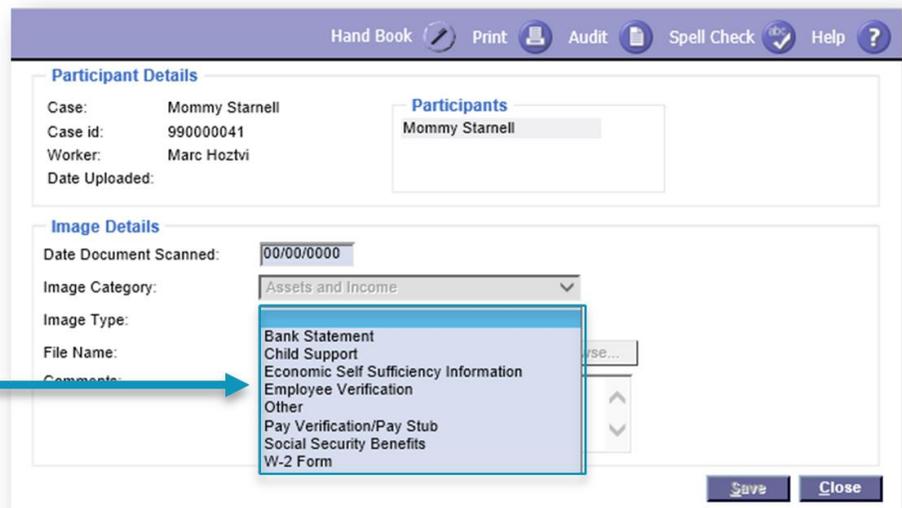
Uploading Supporting Documentation

Supporting documentation is uploaded to the File Cabinet under the “Assets and Income” category.

Upload supporting documentation to the file cabinet.
Create Case Work and select “Assets and Income”.



Select the appropriate Image Type and attach the file.



Legal Record

A child’s legal record in FSFN contains the documentation of scheduled and completed Legal Actions, along with the Legal Documentation, such as Court Orders issued. The documentation of Legal Actions and Court Orders are used within the eligibility determination process. The documentation of the Shelter Petition Filed, Shelter Hearing – Initial Removal, and Shelter Hearing – Subsequent is associated to the Initial IV-E Eligibility determination to establish the Date AFDC applies. The timely and accurate documentation of legal information is a critical component to the eligibility determination and redetermination process.

The screenshot displays the FSFN interface with the following details:

- General Information:** Case Participant: Starnell, Wesley; Worker: Wzirmoo, Kellie S; Last Updated By: Wzirmoo, Kellie S; Date Updated: 09/05/2019 12:16 PM; Device Type: FSFN.
- Legal Action Category:** Standard
- Legal Action Initiated:** Shelter Hearing - Initial Removal
- Scheduled Date:** 09/04/2019 09:00 AM
- Completed Date:** 09/04/2019 09:00 AM
- County:** Leon
- Result:** Granted
- Under Appeal:**
- Circuit:** 2

The interface also includes sections for Continuation Information, Applies To, Legal Case Status, Legal Custody Status, and Court Case Number(s) with associated input fields and buttons.

Legal Action Initiated of **Shelter Petition Filed and Shelter Hearing – Initial Removal**, along with the completed date, establishes the Date AFDC Applies

Legal Document

General Information

FSFN Case Name: Starnell, Mommy

Document: Sua Sponte Order

Invs/Assessment Number:

Dependency Case Manager:

Case Plan Worksheet ID

Judicial Review Worksheet ID

Legal Action:

County: Leon

Circuit: 2

Court Case Number(s):

Tribal Contact:

Other Contact:

Magistrate:

Judge:

Citizen Review Panel:

Worker Name: Wzimvoo, Kellie S

Order Date: 09/22/2019

Case Participant and Professional Contacts

Name	Document Applies To	Role
Starnell, Andrew	<input checked="" type="checkbox"/>	
Starnell, Mommy	<input checked="" type="checkbox"/>	Parent In The Home
Starnell, Jared	<input checked="" type="checkbox"/>	
Sinnor, Sammv	<input checked="" type="checkbox"/>	

Text:

Save Close

Sua Sponte Order Legal Document. Order date establishes the Date AFDC Applies.

Other Legal Documents applied to a child are used to support the eligibility determinations and redeterminations.

Medicaid: Temporary Absence

A recent policy implementation change with ESS allows otherwise Medicaid-eligible parents to receive Medicaid if the child from whom they would gain their eligibility has been removed from the home by DCF and reunification continues to be the primary goal in the child's case plan. Previously, parents receiving Medicaid lost coverage when the last qualifying child was removed from the home by DCF if it is expected the child will be out of the home for more than 30 days. These parents may have difficulty accessing the medical services necessary for reunification.

However, existing Medicaid policy supports continuing Medicaid for parents when a child is “temporarily absent.” This includes when the absence is due to a removal episode providing the parent continues to exercise care and control during the absence and a definite plan exists for the child and parent to re-unite (reunification) after the temporary absence period.

Policy Implementation

- A removed child with a primary goal of reunification is considered on a temporary absence from the home.

Implications

- Parents on Medicaid with a removed child will continue to maintain their Medicaid eligibility while the primary goal is reunification.
- Parents not on Medicaid with a removed child can apply for Medicaid indicating their child is on a temporary absence.

Starting or continuing Medicaid eligibility for parents during a removal episode provides access to medical services and assist parents in making the improvements to the home necessary to provide children with a physically and emotionally safe living environment.

When reunification is no longer the goal, the Medicaid decision must be reviewed for the parent and unless otherwise eligible benefits ended.

System Changes

- The ACCESS FLORIDA system has implemented changes to allow a child welfare child to remain in the parent's case at the time of the Child in Care creation.

- Changes were made to the initial application allowing parents to indicate their child is on a temporary absence at the time of application.
- DCF will automate notification of the primary goal change to ACCESS.

