



OFFICE OF CHILD WELFARE  
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## FSFN TIP SHEET: Standard Budget Process for Title IV-E AFDC Calculations v. 11/2019

The **Standard Budget Process** is a 2-step budgeting process for AFDC Financial criteria of Title IV-E Eligibility. Standard Budget calculations are used when a household member is included in the Assistance Group (AG) and Standard Filing Unit (SFU).

Step 1 of the standard budget process compares the SFU's income (earned and unearned) after applicable disregards plus Applied Income total against 185% of the Consolidated Need Standard (CNS).

Step 1 Disregards:

- Student Earned Income Disregard
- Dependent Child Training Program Disregard
- Child Support Disregard

Step 2 of the standard budget process compares the SFU's income (earned and unearned income) after applicable disregards plus Applied Income total against 100% of the CNS.

Step 2 Disregards:

- Student Earned Income Disregard
- Dependent Child Training Program Disregard
- Child Support Disregard
- Student and Employee Earned Income Disregard
- Employment Disregard
- Care Expenses Disregard

**Standard Budget calculations are performed when an AG member is included in the SFU. A participant is excluded from the SFU when:**

- **Participant is receiving SSI**  
An unearned income type of 'Supplemental Security Income (SSI)' entered in the Assets & Employment page that is effective as of the AFDC date.
- **Participant is receiving Adoption Subsidy**  
An unearned income type of 'Adoption Subsidy – Other State' entered in the Assets & Employment page that is effective as of the AFDC date or Non-Placement Service in FSFN where Service Category = Adoption.
- **Participant is a considered an 'alien' due to citizenship**  
Citizenship field on Person Management page is blank or Non-Qualified Non-Citizen or Qualified Non-Citizen and Entry Date is less than 5 years prior to AFDC Month (unless County is Haiti or Cuba).



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## Step 1 of Budget Process for Earned Income (185%) Comparison (FSFN data entry for Student Earned Income Disregard and Dependent Child Training Program Disregard)

School Start Date must be documented for FSFN to determine if they are "currently" enrolled "as of" the AFDC Date.

Number of Hours Currently Enrolled must be documented as at least 9 hours for the Current Grade Level denoted with an arrow, in order to be considered full-time.

Type selected on Employment Record = Training Program

The following values, for Current Grade Level, are automatically considered full-time: Kindergarten – Twelfth; Special Education; and Non-graded

Role on Title IV-E FC Eligibility = Child or Dependent



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## FSFN TIP SHEET: Standard Budget Process for Title IV-E AFDC Calculations v. 11/2019

### Step 1 of Budget Process for UNEARNED Income (185%) Comparison (FSFN data entry for Child Support Disregard and Gift/Family Gift calculations)

If "Gift" or "Family Gift", the Monthly Amount entered must be the amount for the specific individual.

If a one-time gift, ensure the Effective Start and End Dates are the same date.

Based on the Effective Start and End Dates, FSFN will calculate if the total gift amount is less than \$30 for the entire calendar quarter.

If the total gift amount is less than \$30 for the entire calendar quarter, the entire gift amount will be disregarded. If \$30 or more, none of the gift amount will be disregarded.

Asset Type  
Select : Unearned Income Type : Family Gift  Primary Homestead  
Source of Verification :  Amount Unknown  
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:   
 Est. Value Unknown Amt. Owed:  Amt. Owed Unknown  
Ownership Start Date: 00/00/0000 Ownership End Date:   
Other Insurance  
Name:  Policy Holder:   
Address:   
Type:  Policy Number:   
Policy Limits/Value:   Policy Limits/Value Unknown  
Last Updated By: QVMPH, AMY M Date: 10/21/2019

- Adoption Subsidy - Other State
- Alimony Payments (Adult)
- Annuities (Adult)
- Child Support Payments
- Dividends (Adult)
- Family Gift
- Gift
- Inheritance
- Interest
- IRAs
- Keogh Plans
- Military Allotments (Adult)
- Non-Relative Caregiver Program
- Pensions (Adult)
- Prizes and Awards
- Needs of Life Insurance Policies
- Relative Caregiver Program (TANF) (Adult)
- Income
- Investment
- Life Insurance
- Life Insurance Pay (Adult)
- Security Disability Benefits
- Security Retirement Benefits (Adult)
- Security Survivor Benefits
- Supplemental Security Income (SSI)
- Unemployment
- Unemployment (Adult)
- Unemployment Benefits
- Unemployment Compensation

If "Child Support" exists, FSFN will deduct up to \$50 across all SFU Members.

If Child 1 has \$20 and Child 2 has \$20, a total of \$40 will be deducted.

If Child 1 has \$40 and Child 2 has \$40, a total of \$50 will be deducted.

If Child 1 has \$100, \$50 will be deducted.



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# FSFN TIP SHEET: Standard Budget Process for Title IV-E AFDC Calculations v. 11/2019

## Step 2 of Budget Process for EARNED Income (100%) Comparison

(FSFN data entry for Student and Employee Earned Income Disregard and Reduced Income Without Good Cause logic)

School Start Date and Hours must be documented with at least 4.5 hours. FSFN does not accept half hours, so if 4.5, round up to 5.

Number of Hours per Week must be documented, no matter the value selected in the Per drop down, so that FSFN accurately determines if the person works less than 30 hours per week. If Number of Hours Per Week is empty, FSFN will not apply Part-Time Student/ Employment disregard.

If any Earned Income documented has the "Reduced Income Without Good Cause" flag selected and the "As Of" date is within the AFDC Month and less than or equal to the AFDC Date or within 30 days prior to the 1<sup>st</sup> day of the AFDC Month, the person will not get the \$90 Earned Income disregard.



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## FSFN TIP SHEET: Standard Budget Process for Title IV-E AFDC Calculations v. 11/2019

### Step 2 of Budget Process for EARNED Income (100%) Comparison (Continued) FSFN data entry for Care Expenses Disregard

| Assistance Group                    | Participant Name                   | Role       | Unable to Obtain Income/Asset Verification | Action   |
|-------------------------------------|------------------------------------|------------|--|--|
| <input checked="" type="checkbox"/> | <a href="#">Daenarys Targaryen</a> | Parent     | <input type="checkbox"/>                   | <a href="#">Obligated Monies Care Expenses</a> |
| <input checked="" type="checkbox"/> | <a href="#">Jon Snow</a>           | Stepparent | <input type="checkbox"/>                   | <a href="#">Obligated Monies Care Expenses</a> |

Care Expenses hyperlink displays for Parent, Step-Parent and Minor Parent.

Displays persons with a Role = Child, Dependent and Household Member

Select the checkbox for the applicable person(s) for whom the Parent, Stepparent or Minor Parent pays Care Expenses.  
**NOTE:** If receiving daycare through Community Coordinated Care for Children (4C), do not enter Care Expenses.

Care Expenses -- Webpage Dialog

*Florida Safe Families Ne* Print

**Case Information**  
FSFN Case Name: Targaryen, Daenarys      FSFN Case ID: 990000222      Eligibility ID: 990000684

**Assistance and Non-Assistance Group Members**  
Document actual cost of Dependent Care or Incapacitated Adult Care Expenses.

|                                     | Name           | Person ID | Date of Birth | Age | Amount   |
|-------------------------------------|----------------|-----------|---------------|-----|----------|
| <input checked="" type="checkbox"/> | Arya Stark     | 990000508 | 02/01/2017    | 2   | \$500.00 |
| <input type="checkbox"/>            | Perm Targaryen | 990000521 | 06/10/2010    | 9   | \$0.00   |

Enter the amount the person pays monthly for Care Expenses.

If Role = Parent, Step-Parent or Minor Parent and they are currently employed, if the person(s) selected on Care Expenses is under 2 or turns 2 in the AFDC Month = \$200 disregard; if turned 2 prior to the AFDDC Month or older = \$175 disregard.