



State of Florida
Department of Children and Families

Ron DeSantis
Governor

Chad Poppell
Secretary

DATE: June 19, 2019

TO: Regional Managing Directors
Sherriff Offices Conducting Child Protective Investigations
Community-Based Care (CBC) Lead Agency CEOs

THROUGH: Patricia Babcock, Deputy Secretary *PB*

FROM: Patricia Medlock, Assistant Secretary for Child Welfare *PM*
Scott Stewart, Assistant Secretary for Operations *SS*

SUBJECT: 2019-2020 Federal Poverty Level Guidelines for TANF
Effective July 1, 2019

PURPOSE: The purpose of this memorandum is to provide updates of the Federal Poverty Level (FPL) guidelines that take effect July 1, 2019.

BACKGROUND: Section 673(2) of the Omnibus Budget Reconciliation Act (OBRA) of 1981 (42 U.S.C. 9902(2)) requires the Secretary of the United States Department of Health and Human Services to update at least annually the poverty guidelines. The FPL helps guide financial eligibility for certain federal programs including Temporary Assistance for Needy Families (TANF).

In child welfare, TANF funds help pay administrative costs of the Florida Abuse Hotline, child protective investigations, and case management staff. This necessitates an eligibility determination for the child and his or her family at investigation and every twelve months thereafter. Eligibility for TANF 200% must be determined every 12 months for children receiving protective services in their own homes or in the home of a relative. TANF also helps fund maintenance adoption subsidies (MAS) for special needs children who are not eligible to receive a Title IV-E-funded MAS.

Please be reminded that eligibility for TANF 200% and TANF MAS funds is to be conducted through the Florida Safe Families Network (FSFN). FSFN will be updated to reflect the 2019-2020 FPL. Please refer to CFOP 170-15, Federal and State Funding Eligibility.

NEW INFORMATION: The attached Request for TANF Funds/Eligibility Form shows the poverty guidelines for the 2019-2020 state fiscal year.

ACTION REQUIRED: Please share this memorandum and attachment with all appropriate staff in your region, circuits, CBCs, and sheriff offices.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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

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CONTACT INFORMATION: If you have any questions or need clarification regarding this memorandum, please submit your questions to the eligibility redesign mailbox at Eligibility.Redesign@myflfamilies.com.

ATTACHMENT:

Form CF-FSP 5244 – Request for TANF Funds/Eligibility Determination – 2019/2020

cc: Taylor Hatch, Assistant Secretary for Economic Self-Sufficiency
Barney Ray, Director of Office of CBC/ME Financial Accountability
Regional Family and Community Services Directors
Center for Child Welfare

INSTRUCTIONS

Request for TANF Funds/Eligibility Determination

PURPOSE: TANF funding in Family Safety is used to pay the administrative costs of the Florida Abuse Hotline, eligible staff activities of protective investigators and protective services counselors, services for children who are in their own homes with a parent or specified relative and who are at imminent risk of removal and for services to expedite reunification. The information requested in this form is used to determine the child/family's eligibility for TANF.

INFORMATION REQUESTED:

1. Enter the name of the region/CBC in which the child/family resides.
2. Enter the date of request (date the form is initiated).
3. Enter the names of all the family members/children in the household, their social security numbers and dates of birth.
4. Indicate whether each individual is a United States citizen or qualified noncitizen.

ELIGIBILITY:

1. When the application is being completed at the time of the investigation, check "YES" if the child is being removed from the home of a parent or specified relative; otherwise, check "NO". When the application is being completed to provide TANF funded protective services in the child's home or out-of-home placement, check "YES" if the child is currently living with a parent or **specified** relative, otherwise check "NO".

IF "YES", continue with Item # 2. Write the name of the specified relative with whom the child(ren) is(are) living and the relationship to the child(ren).

IF "NO" the child is ineligible for TANF funding.

2. Check "YES" or "NO"

IF "YES," child/family meets residency criteria, continue with Item # 3

IF "NO," child is ineligible for TANF funding.

3. Check "YES" or "NO"

IF "YES," child/family meets financial criteria; submit form to supervisor or designee for TANF eligibility determination.

IF "NO," Continue with Item # 4.

4. **FAMILY INCOME:** If the family income information is "documented", list the type of documentation. When child is in the home of his/her parent(s) the income of the child(ren) and child's parent(s) living in the home is counted. The family size will include the parent(s) and the child(ren). When child is in the home of a non-parent specified relative, only the child's income is counted and each child will be considered a family on "one". Two hundred percent (200%) of the FPL by family size is listed in the chart.

Note: The source of the income information must be documented on the request form. When efforts to obtain income information is unsuccessful; the child will be ineligible for TANF funding. Indicate in the top margin of the request form that income information could not be obtained then initial and date.

The person completing the form - parent, adult non-parent specified relative, CPI, case manager or region/circuit/CBC designee - must sign and date the form.

The supervisor or region/circuit/CBC designee conducts the eligibility determination by indicating whether the family's income is less than 200% of the FPL for the household size and marks the appropriate space whether the child/family is eligible for TANF 200% funds.

The supervisor or region/circuit/CBC designee must sign and date the form.

DISTRIBUTION:

Original must remain in child's file (copies can be used when the family has more than one child)

Copy to region/circuit/CBC Revenue Maximization Unit, as appropriate.

CODING:

The child's eligibility must be recorded in FSN.