

2019 Policy Cliff Notes & FSFN Enhancements

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Chapter 1

Section 1-6

- Fiscal Charge
 - Client payments must be documented in FSFN (as the state's CCWIS) as defined in the CBC Cost Allocation Plan.
 - CBC's must follow guidance as outlined in the FSFN Payment Reference Guide for setting up Service Types in FSFN.



Chapter 1

Section 1-7

- Definitions
 - Date Court Proceedings Initiated: The date the petition/motion is filed with the court as to the removal of the child. If a petition/motion is not filed or is filed after the removal court order, the date is the date the court order is effective.
 - Removal Home: The removal home is home of the person(s) who is(are) subject of the contrary to welfare finding or whom executed a voluntary placement agreement. The removal home is the basis for which AFDC criteria is considered as part of a Title IV-E Foster Care Eligibility Determination.

Chapter 1

Section 1-9

Quality Assurance

Federal Monitoring Plan

- Due by October 15th of every year
- Approach to reviews to be completed during the Federal Fiscal Year (FFY)
- Data source and when Sample will be captured for 90/10 sample size
- Qualtrics tools will be utilized

Federal Monitoring Report

- Due by September 30th of every year
- Population size of each funding source and sample size
- Number of Error cases, number of Error Cases brought into compliance
- Summary of each Error Case - efforts to bring file into compliance and outcome
- Recommendations and action to be taken for improvement

Chapter 3

Section 3-2

TANF – In Home Services

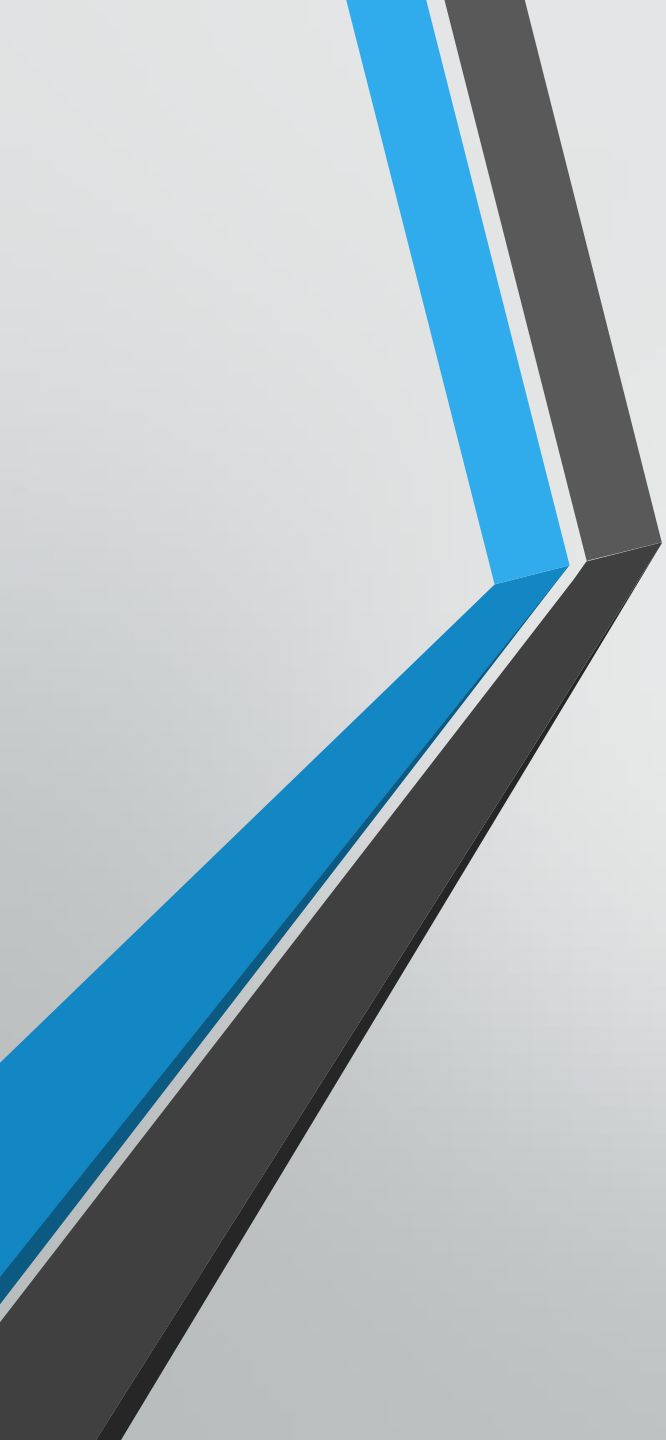
- Determination required for each child receiving services
- Due within 30 calendar days of case transfer staffing from investigations to case management

TANF - Out of Home Services

- Determination required for each child in non-licensed placements OR licensed care with a relative if child is IV-E Ineligible
- Due within 30 calendar days of placement

TANF – Redeterminations

- Approved within 10 calendar days of expiration of existing TANF



Chapter 4

Section 4-3

- Title IV-E Foster Care
 - All children in entering out-of-home care must have an Initial Title IV-E Eligibility Determination approved in FSFN
 - Due within 30 calendar days of removal

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Any child with an Initial Determination completed prior to 2016 with prior FSFN functionality, determination must be Voided and reconstructed.

Eligibility

Child Name: [REDACTED] Person ID: [REDACTED] Eligibility ID: 3239 Episode End Date: 00/00/0000
Case Name: [REDACTED] Case ID: [REDACTED] IV-E Rmvl Dt: 06/26/2008 Waiver ☐
Do not refer to Child Support Enforcement: ☐ Reason: [REDACTED]

Basic **Initial Determination** **Redeterminations**

Eligibility Information

Presumptive Eligibility Determination:

☒ FLORIDA Review Complete
☒ Determination Complete
☐ Determination N/A

☒ Eligible and Reimbursable
☐ Eligible, Not Reimbursable
☐ Screening Complete
☐ Determination Voided
Reason: [REDACTED]

☐ Ineligible
☐ Pending

Effective From: 06/26/2008
Entry Date: 07/07/2010
Date Screening Completed: 07/07/2010
Date Completed: 07/14/2010

Questions 1-4 +
Questions 5-6c +
Questions 7-10 +
Eligibility Notes +

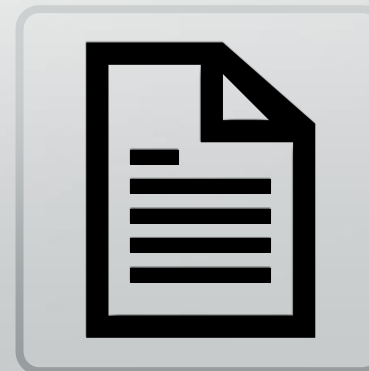
Options: [REDACTED] Go Save Close

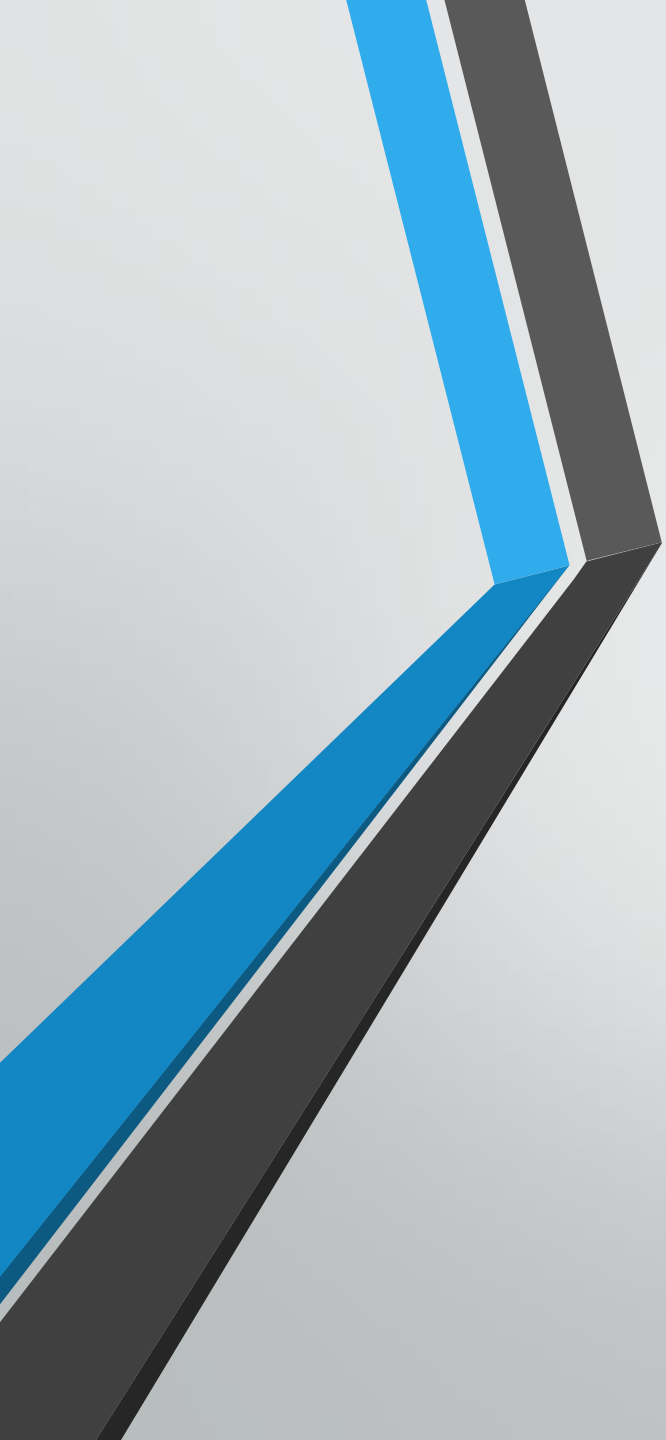
Key Indicator: Options Drop Down located on Bottom of Page.

Chapter 4

Section 4-4

- Title IV-E Foster Care – Initial Determinations
 - Contrary to Welfare finding must be made in first court order sanctioning removal
 - Contrary to Welfare finding establishes the removal home
 - AFDC criteria is made as to removal home





Chapter 4

Section 4-5

- AFDC
 - Date AFDC Applies = Date Court Proceedings were Initiated
 - At minimum, for every Title IV-E foster care determination, revenue maximization staff must review FLORIDA and most current FFA for information relating to the IV-E determination.
 - Any instance of conflicting information shall be resolved.

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General Information

Participant Name: Ovdrrh, Kendrick

Pe

Legal Record

Date/Time	Legal Action	Result
12/05/2019	Modification of Placement	Approved
12/05/2019	Motion - Other	Granted
12/05/2019	Post-Disposition Change of Custody	Granted
12/05/2019	Shelter Hearing - Subsequent Removal	Granted
12/05/2019	Pickup Order - Take into Custody	Granted
12/05/2019	Shelter Hearing - Initial Removal	Granted
12/05/2019	Shelter Petition	Filed

Legal Documents

Legal Document Name

[Sua Sponte Order](#)

Legal Select pop-up page is used to populate the Date AFDC Applies and displays LEGAL ACTIONS and one LEGAL DOCUMENT.

Legal Select -- Webpage Dialog

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Print Audit Spell Check Hel

Case Information

FSFN Case Name: YILDM HZISZ ILLHVEVOG, FSFN Case ID: 6500220

Eligibility ID: 990000361

Legal Actions/Documents

Select	Legal Action/ Document	Order/ Completed Date	Action
<input type="radio"/>	Modification of Placement	12/05/2019	View
<input type="radio"/>	Motion - Other	12/05/2019	View
<input type="radio"/>	Pickup Order - Take into Custody	12/05/2019	View
<input type="radio"/>	Post-Disposition Change of Custody	12/05/2019	View
<input type="radio"/>	Shelter Hearing - Initial Removal	12/05/2019	View
<input type="radio"/>	Shelter Hearing - Subsequent Removal	12/05/2019	View
<input type="radio"/>	Shelter Petition	12/05/2019	View
<input type="radio"/>	Sua Sponte Order	12/05/2019	View

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Role	Display Logic	Additional Rules
Child	Defaults for the child for whom eligibility is being determined.	
Dependent	Available for all case participants.	Only used for minor children
Household Member	Available for all case participants.	Only used for Grandparents, Parent of Non-Mutual Sibling(s)
Parent	Available if the participant is identified as Mother or Father on the Relationship tab of the Case.	Maximum of 2 participants can be identified as Parent.
Sponsor	<p>Available only for a Case Participant not selected in the Assistance Group when another Case Participant has a Role of:</p> <ul style="list-style-type: none"> • Parent, • Minor Parent, or • Stepparent <p>and this parent is defined as an Alien. An Alien is a Non-Qualified, Non-Citizen, or Qualified Non-Citizen if Entry Date on Person Management is less than 5 years prior to the AFDC Month.</p> <p>Sponsor will only be available if the time frame is less than 3 years from the Entry Date.</p>	Maximum of 1 participant can be identified as Sponsor.
Sponsor's Spouse	Only available if another participant has Sponsor selected and the check box is not selected.	
Stepparent	Available if the participant is identified as Stepmother or Stepfather on the Relationship tab of the Case.	Role should always be selected even if not included in AG.
Minor Parent	Available if the participant is identified as Mother or Father (on the Relationship tab of the Case) and is under the age of 18 as of the AFDC Month/Day/Year.	



Chapter 4

Section 4-5

- AFDC – Deprivation
 - Underemployment or Unemployment must not be user selected.
 - FSFN will automatically derived reasons when two persons with the Role of Parent are selected in the Assistance Group AND criteria is met.
 - Criteria is met based on entries in the Assets and Employment pages of the parents.



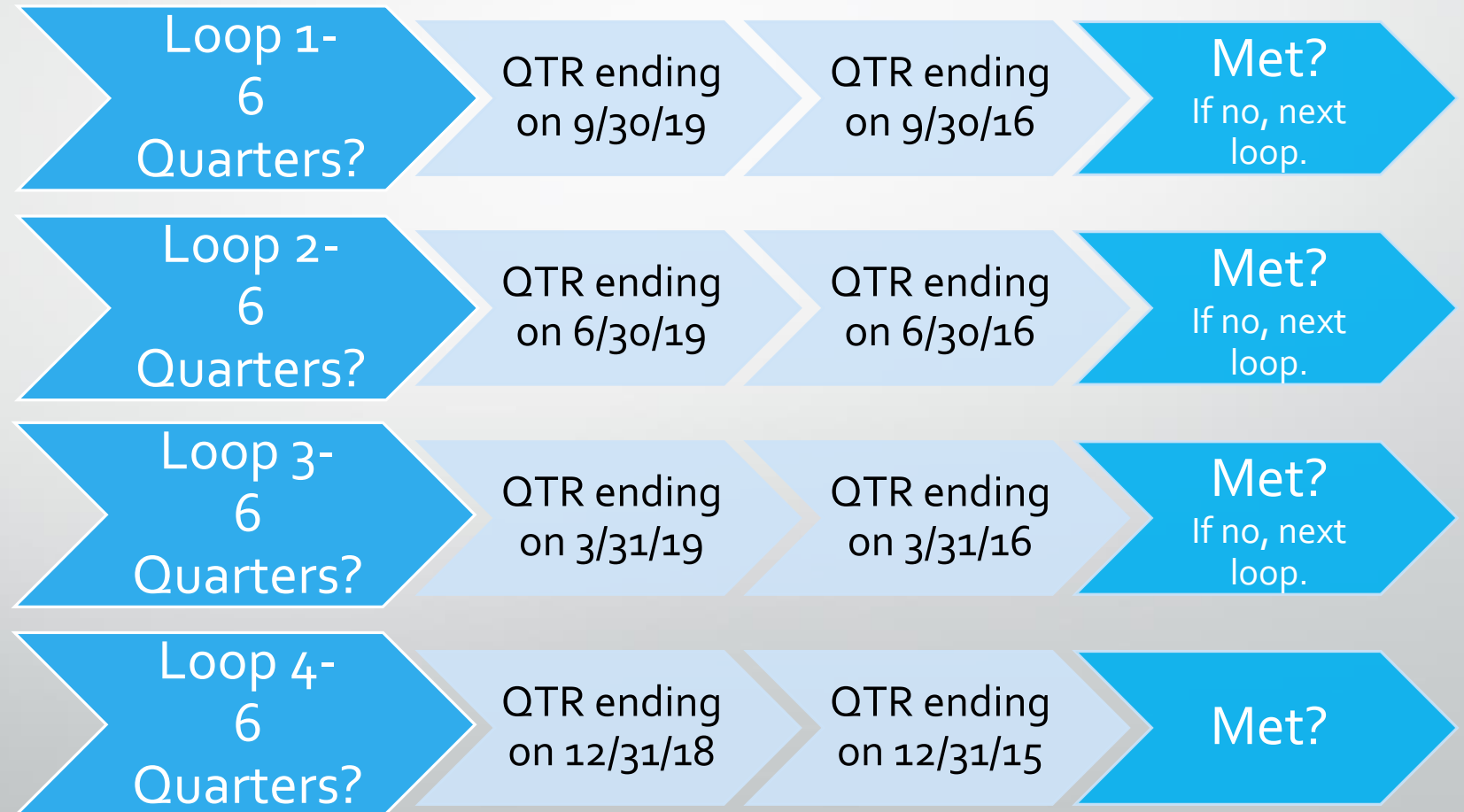
Chapter 4

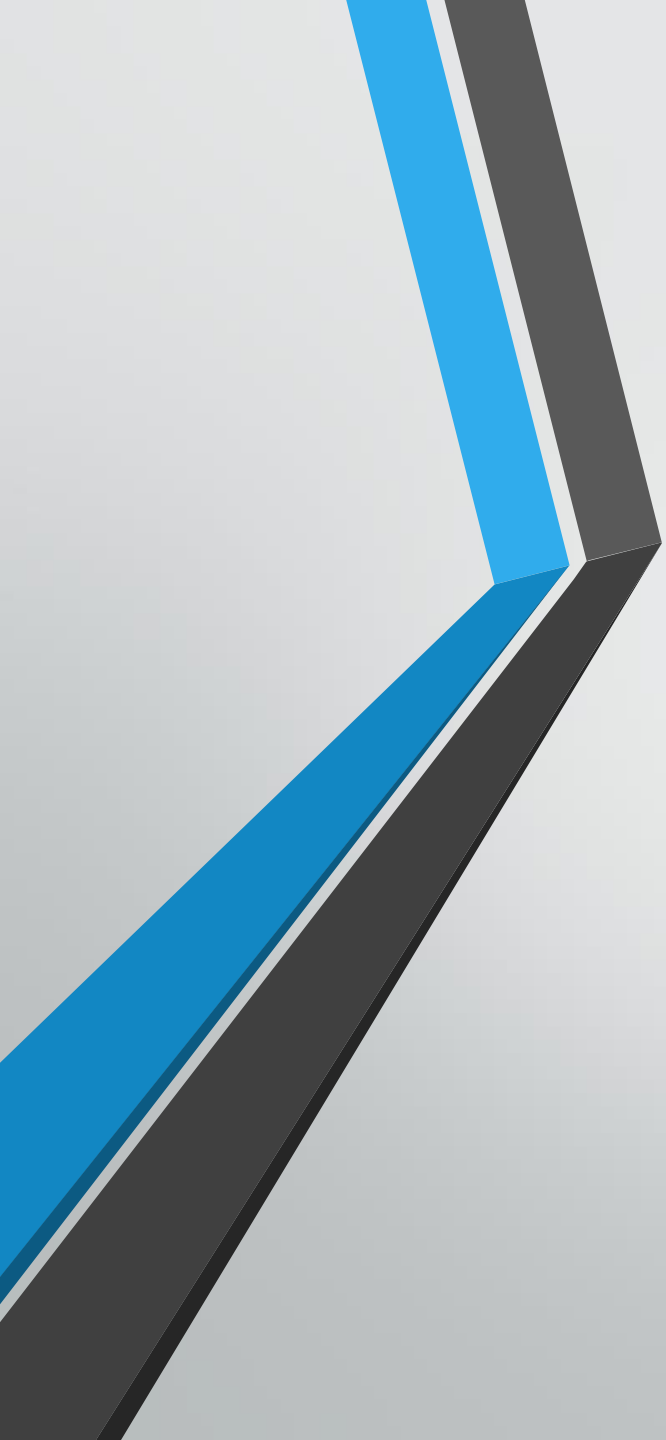
Section 4-5

- AFDC – Deprivation - Underemployment or Unemployment Criteria
 - Establish Principle Earner (PE) – who earned greater amount in the 24-months prior to AFDC month.
 - PE must have Sufficient Work History - Worked six or more calendar quarters within 13 quarters (minimum \$50 earned per quarter) from ONE YEAR of AFDC month OR received unemployment compensation within one year prior to AFDC month.
- If above met, the PE may meet one of the following:
 - **Unemployment** - Not working for at least 30 days prior to AFDC month.
 - **Underemployment**
 - Working less than 100 hours in the AFDC month, or
 - Temporary one-month increase over 100 hours but worked less than 100 hours during the prior two months and expected to work less than 100 hours in the following month

Example

AFDC Month: 11/2019

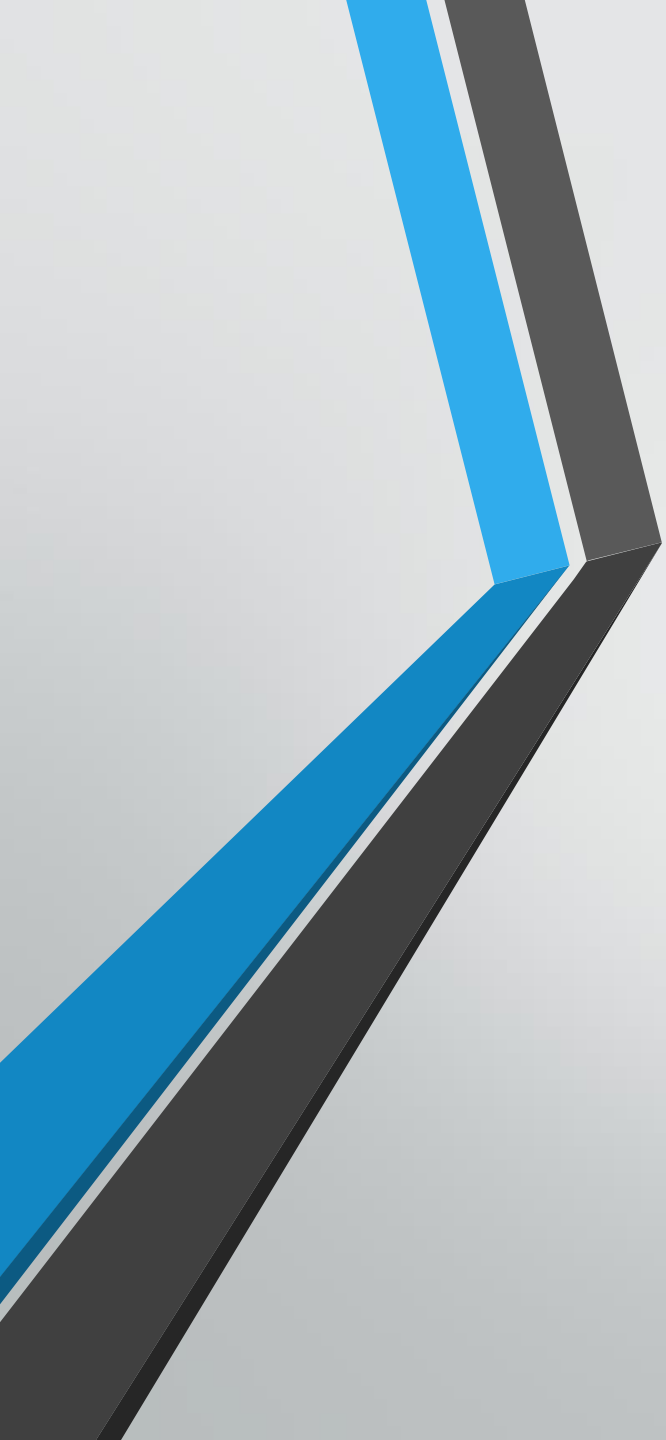




Chapter 4

Section 4-5

- AFDC – Financial
 - FSFN two-step income and asset calculations explained in workflow on Center's website
<http://centerforchildwelfare.fmhi.usf.edu/kb/RevMax/AFDC-IncomeAssetsCalculationsFlowchart.pdf>
 - Do not alter income or asset amounts from actual amounts/values



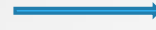
Chapter 4

Section 4-5

- AFDC – Financial – Applied Income
 - When a household member is not included in the AG nor SFU but their income shall be considered, Applied Income budgeting method is used.
 - When a Minor Parent lives with his or her parent(s) in the removal home, the income of the child's Grandparent(s) is calculated as unearned income of the Minor Parent.
 - When a Stepparent lives in the removal home but is excluded from the AG & SFU, the income of the Stepparent is calculated as unearned income of the parent in the home.
 - When a parent in the removal home does not meet citizenship criteria, the income of the Alien Parent is calculated as unearned income of the child.
 - When the Sponsor(s) of an Alien Parent reside in the removal home, the income and assets of the Sponsor and Sponsor Spouse, if applicable, is calculated as unearned income of the Alien Parent for three years following the alien parent's entry into the United States.
 - The Applied Income amount is added to Step 1 and Step 2.

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Grandparent



AFDC Information		
Assistance Group	Participant Name	Role
<input checked="" type="checkbox"/>	Minor Parent	Minor Parent
<input type="checkbox"/>	Parent of Minor Parent. aka Grandparent	Household Member

Stepparent Included in AG



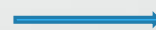
AFDC Information		
Assistance Group	Participant Name	Role
<input checked="" type="checkbox"/>	Stepparent Stepparent	Stepparent

Stepparent Not Included in AG



AFDC Information		
Assistance Group	Participant Name	Role
<input type="checkbox"/>	Stepparent Stepparent	Stepparent

Alien Parent



AFDC Information		
Assistance Group	Participant Name	Role
<input checked="" type="checkbox"/>	Alien Parent	Parent

Sponsor/Sponsor Spouse



AFDC Information		
Assistance Group	Participant Name	Role
<input checked="" type="checkbox"/>	Alien Parent	Parent
<input type="checkbox"/>	Sponsor of Alien Parent	Sponsor
<input type="checkbox"/>	Spouse Sponsor	Sponsor's Spouse

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Obligated Monies is only used for Applied Income logic.

FSFN Print Audit Spell Check Help

Obligated Monies

Monthly amount of money paid to, or on behalf of, non-assistance group members that the individual claim as dependents for Internal Revenue purposes.

Amount of Court ordered child support or alimony that the individual pays to non-assistance group members other than those accounted for directly above. Include child support or alimony, court ordered payments such as mortgage payments, medical or life insurance payments, school tuition fees and the like, that the individual may pay to a vendor or other party.

Number of Dependent Children for the Participant

Save Close

Number of Dependent Children is critical for accurate Applied Income logic.

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- Care Expenses
 - Disregard up to \$200 per child under the age of two or up to \$175 per child age 2 or older.
 - Child care must be necessary for the parent to maintain employment.
 - The child in need of care must be under age 13, or physically or mentally incapable of caring for himself, or be under court supervision and in the assistance group

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Case Information
FSFN Case Name: Starnell, Mommy FSFN Case ID: 990000041 Eligibility ID: 990000295

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 type="checkbox"/>	Drew Starnell	990000197	01/07/2008	11	\$0.00

Enter as actual cost. Continue Close

A child turning 2 during the AFDC month may receive the full \$200 disregard.

Do not enter if receiving Community Coordinated Child Care (4C).

Chapter 4

Section 4-6

- Reimbursability
 - If a child is placed in a foster home or facility whose license expires or Safety Requirements not met during the month, Title IV-E reimbursement may be claimed for the full month, provided all other eligibility factors are met.
 - Title IV-E reimbursement may resume for the month in which the facility or placement becomes fully licensed or Safety Requirements met.
 - If a child placed in a foster home or facility is absent for a portion of the month, not to exceed 14 days, and the placement with the same provider continues after the brief absence, a full month of foster care maintenance payment may be claimed. If the absence exceeds 14 days, the claim must be prorated.

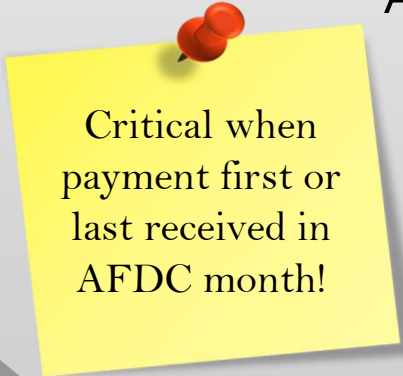
Chapter 4

Section 4-13

- FSFN Documentation – Initial Determination

- The following modules must be completed for the assistance group members:

- Person Management
- Education Record (under 18)
- Maintain Case (Relationship tab)
- Assets & Employment



Critical when
payment first or
last received in
AFDC month!

- Eff. Start Date & Effective From must reflect the date in which the first payment was received and the FSFN fields of Eff. End Date and Effective To dates must reflect the date in which the last payment was received.
- Employment earned twice a month shall be entered as the 1st and 15th or 15th and last day of the month.

Chapter 4

Section 4-13

- FSFN Documentation – Initial Determination
 - Prior to utilizing the Unable to Obtain Income/Asset Verification functionality, revenue maximization staff, at minimum, must document the utilization of the following methods:
 - seek self-declaration from the income/asset holder,
 - review of FLORIDA system,
 - review of SUNTAX system,
 - review of Family Functionality Assessment (FFA),
 - review of Investigative TANF,
 - review of court indigency form, and
 - review of FSFN Narratives from contacts with income/asset holder.

Chapter 4

Section 4-13



- FSFN Documentation – Initial Determination
 - Revenue maximization staff shall upload financial documentation supporting the assistance group, removal home, and AFDC factors to the FSFN File Cabinet under the relevant Image Category and Image Type.
 - Then, link the documents to the IV-E Eligibility Determination using the Link Income/Asset Verification or Link Legal Document hyperlink.

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Upload supporting documentation to the file cabinet.

Create Case Work and select "Assets and Income".

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Create Case Items

Administration	
Adoption	
Assessment and Planning	
Child Placement Agreement	
Education	
Eligibility	
Family Assessment	
File Cabinet	Assets and Income
Forms	
Guardianship Assistance	
Investigation	
Legal	
Medical/Mental Health	
Meeting	
MCR	
Narrative	
Placement/Services	
Planning	
Special Conditions Referral	
Youth/Young Adult	

Cases

Starnell, Mommy

Case Participants

Hold down the 'Ctrl' key for multi-selection

- Starnell, Mommy (9900000122) 11/22/2003
- Starnell, Jared (9900000142) 04/12/2008
- Starnell, Wesley (9900000164) 04/12/2008
- Starnell, Josh (9900000165) 07/10/2009
- Starnell, Veronica (9900000167) 09/26/2000
- Starnell, Max (9900000176) 04/12/2008
- Starnell, Marcie (9900000177) 09/26/2000
- Starnell, Cookie (9900000178) 09/05/2001
- Starnell, Jake (9900000180) 04/12/2008
- Starnell, Drew (9900000197) 01/07/2008

Create Close

Select the appropriate Image Type and attach the file.

Participant Details

Case: Mommy Starnell

Case id: 9900000041

Worker: Marc Hoztvi

Date Uploaded:

Participants

Mommy Starnell

Image Details

Date Document Scanned: 00/00/0000

Image Category: Assets and Income

Image Type: Bank Statement

File Name:

Comments:

Save Close

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Eligibility

Child Name: [Starnell, Drew](#) Person ID: 990000197 Eligibility ID: 990000295 Episode End Date: 00/00/0000

Case Name: [Starnell, Mommy](#) Case ID: 990000041 IV-E Rmvl Dt: 09/05/2019

Do not refer to Child Support Enforcement: ☐ Reason:

Basic Initial Determination Redeterminations

Removal from Home Information

Removal from Home was: ☒ Court Ordered ☐ Voluntary Placement Agreement

Child Removed from home of: ☒ Mother ☐ Father ☐ Both ☐ Other

Primary Caregiver: [Starnell, Mommy](#) Relationship to Child: [Mother](#)

Actions:

- [Refer/Return to Supervisor](#)
- [Eligibility Referral History](#)
- [Link Income/Assets Verification](#)
- [Link Legal Document](#)

The Link Income/Assets Verification hyperlink launches the Income and Assets Select Pop-up page when clicked. Supporting documents must be uploaded and linked.

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FSFN

PrintAuditSpell CheckHelp

Case Information

FSFN Case Name: Starnell, MommyFSFN Case ID: 990000041Eligibility ID: 990000295

Income and Assets Images

Select	Participant Name	Person ID	File Name	Date Document Scanned	Action
<input type="checkbox"/>	Starnell, Mommy	990000122	Assets and Income-Pay Verification/Pay Stub	08/28/2019	View

ContinueClose

Select to link to all documents which support income/assets

Click the hyperlink to view the document

Chapter 4

Section 4-13

- FSFN Documentation – Redeterminations
 - For a child who is determined Title IV-E eligible, ongoing eligibility requirements must be documented in FSFN within 30 calendar days of the event.

Manual	Auto
<ul style="list-style-type: none">• Change in Placement and Care Responsibility• SSI Change (Begin or Terminate)• Reasonable Efforts to Finalize Permanency Plan (REFPP)	<ul style="list-style-type: none">• Placement Change<ul style="list-style-type: none">• Including Expired and Not Renewed Licensed Placement• Non-entry of REFPP judicial finding as of the 14th month

Once Initial is Approved.

- The Effective From date shall be the first day of the month.

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Basic		Initial Determination		Redeterminations				
	Eligibility Determination	Effective From	Entry Date	Completed?	Date Completed	Void Redetermination	Void Date	Status Change
<input checked="" type="radio"/>	Eligible and Reimbursable	12/01/2019	12/10/2019		00/00/0000		00/00/0000	Edit
<input type="radio"/>	Eligible and Reimbursable	03/03/2019	09/26/2019	Yes	10/04/2019	Submit Void	00/00/0000	View

[Insert](#)

Question 4
Is there a court order or Official Court Transcript containing a finding that reasonable efforts to finalize permanency plan (REFPP) within the first 12 months from the child's removal and every 12 months from the Latest REFPP finding? If No, Eligible, Not Reimbursable.

☒ Yes ☐ No ☐ N/A 12/10/2019

[Judicial Review/ Social Study/ Permanency/ Order](#) [De-Link Legal Document](#)

Chapter 4

Attachment 1

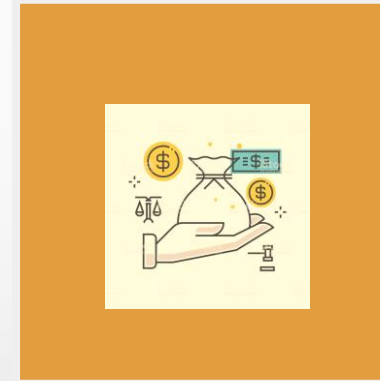
Disregards for Step 1 @ 185%



Student Earned
Income
Disregard



Dependent
Child Training
Program
Disregard



Child Support
Disregard

Chapter 4

Attachment 1

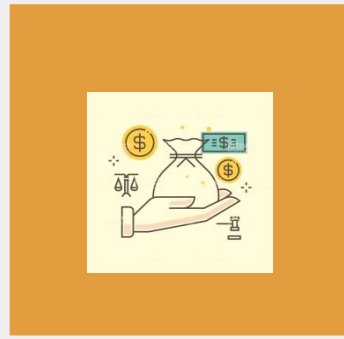
Disregards for Step 2 @ 100%



Student
Earned
Income
Disregard



Dependent
Child Training
Program
Disregard



Child Support
Disregard



Student and
Employee
Earned
Income
Disregard



Employment
Disregard
(Unless
income was
reduced
without good
cause)



Care
Expenses
Disregard

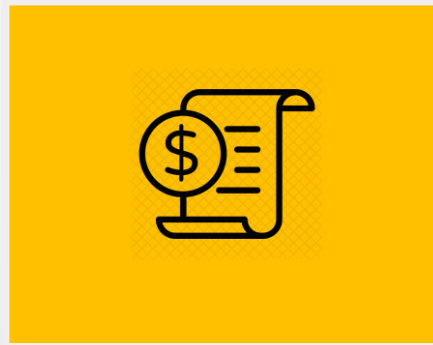
Chapter 4

Attachment 1

Disregards for Applied Income except Sponsor/Sponsor Spouse



Employment
Disregard
(Unless income
was reduced
without good
cause)



CNS Disregard

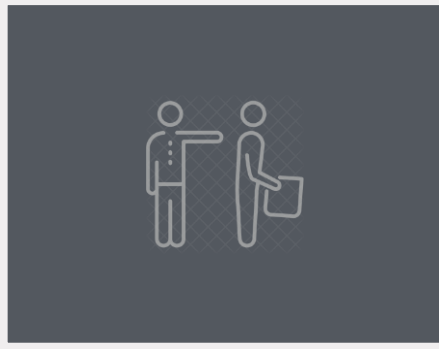


Obligated Monies
Disregard

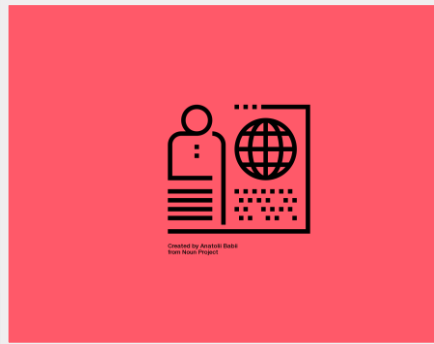
Chapter 4

Attachment 1

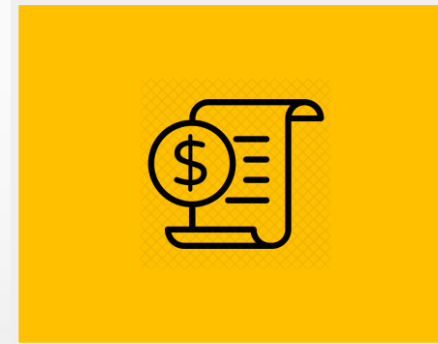
Disregards for Applied Income of Sponsor/Sponsor Spouse



Employment
Disregard
(Unless income
was reduced
without good
cause)



20% of Total Gross
Income Disregard



CNS Disregard



Obligated Monies
Disregard

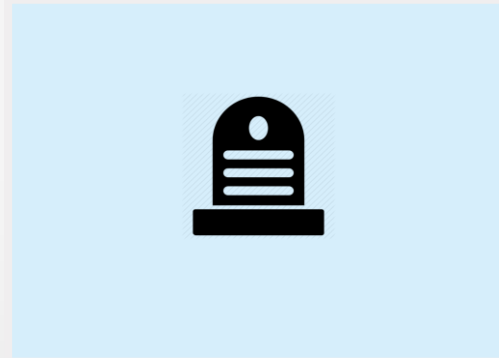
Chapter 4

Attachment 1

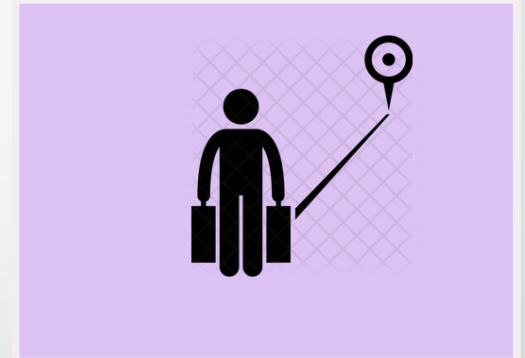
Disregards for Assets



\$1500 of equity value for
one qualifying vehicle
per AG



\$1500 of equity value
for one funeral
agreement per SFU
member



Primary Homestead,
Real Property/Real
Estate on the market
and Burial Plots

Chapter 4

Attachment 1

Disregards for Applied Income - Sponsor/Sponsor Spouse



\$1500 of equity value for one qualifying vehicle per AG



\$1500 of equity value for one funeral agreement per SFU member



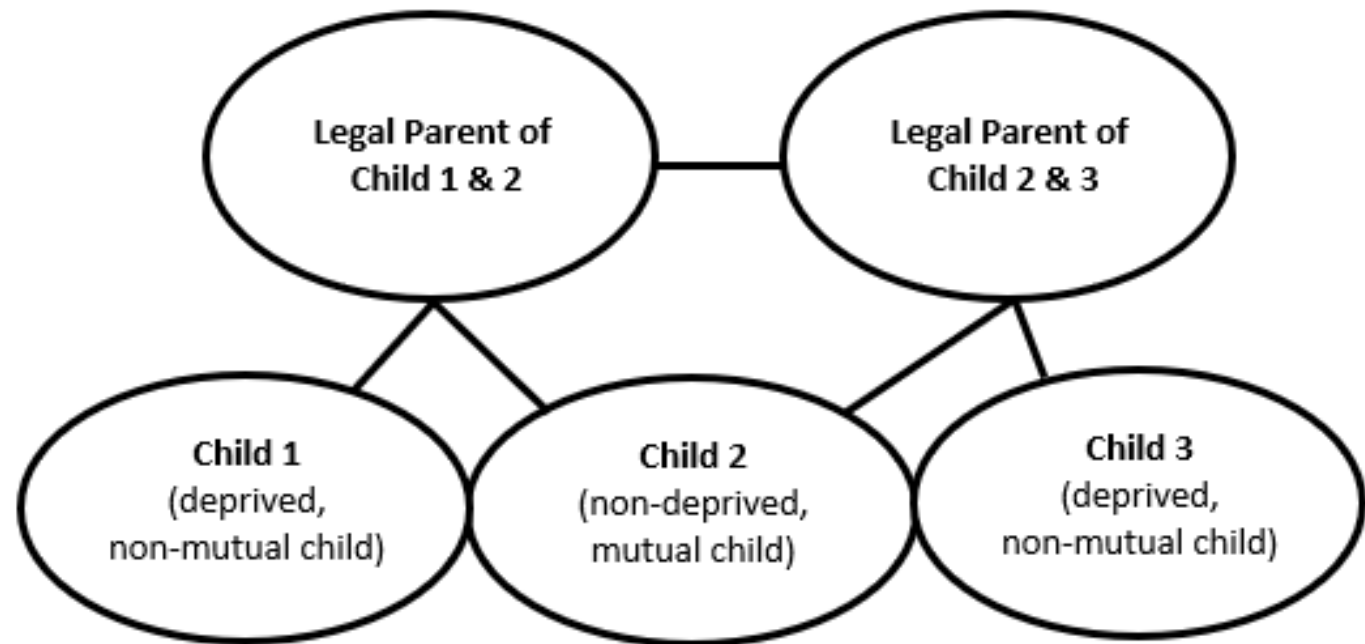
Primary Homestead, Real Property/Real Estate on the market and Burial Plots



\$1500 Sponsor and Sponsor Spouse disregard

Chapter 4 Attachment 6

The Assistance Group Chart provides guidance for when assistance groups should be collapsed or separated; not for single, intact families.



Chapter 4

Attachment 7

FSFN File Cabinet Naming Convention

Document Type	Image Category	Image Type	File Name Convention
Employment Related with Earnings Information	Employment	Pay Verification/Pay Stub	Wages as of MM/DD/YY
Employment Related without Earnings Information	Employment	Employee Verification	Verified Employed as of MM/DD/YY
W-2 Form	Employment	W-2 Form	YYYY Wages
Bank Statement	Income/Eligibility	Bank Statement	MM/YYYY (account type) summary
Child Support	Income/Eligibility	Child Support	Paid to (mother/father) as of MM/YYYY
Social Security	Income/Eligibility	Social Security Benefits	(SSI/SSDI/SSA) amount as of MM/YYYY
FLORIDA/DEOConnect	Income/Eligibility	Economic Self Sufficiency Information	Source-describe financial information (example: FLORIDA-earned income/no assets) Note: Use only if one FLORIDA screen identifies multiple income sources. If a single income source is identified, upload using the guidance for such income Image Type.
Other	Income/Eligibility	Other	Clear description of document and date (example: Court Indigent Application dated MM/DD/YY)
Proof of Citizenship	Participant Documents	Citizenship	Clear description of document (example: Permanent Resident Card-Haiti)

Chapter 5

Section 5-6

- Eligibility For Title IV-E Applicable Child

Section B (Applicable Child)

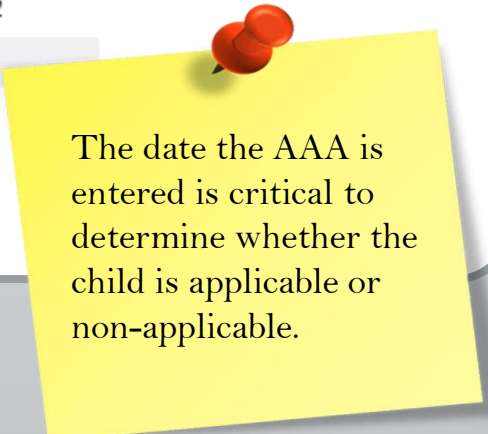
4. Applicable Child Determination

Will the child meet one of the Applicable Child criteria below before the end of the federal fiscal year in which the adoption assistance agreement is signed?



4a. Age: Has the child attained or will he/she attain the applicable age any time before the end of the federal fiscal year during which the adoption assistance agreement is entered into?

Federal Fiscal Year	The applicable age is:	Federal Fiscal Year	The applicable age is:
<input type="checkbox"/> 10/01/2009 - 09/30/2010	16	<input type="checkbox"/> 10/01/2010 - 09/30/2011	14
<input type="checkbox"/> 10/01/2011 - 09/30/2012	12	<input type="checkbox"/> 10/01/2012 - 09/30/2013	10
<input type="checkbox"/> 10/01/2013 - 09/30/2014	8	<input type="checkbox"/> 10/01/2014 - 09/30/2015	6
<input type="checkbox"/> 10/01/2015 - 09/30/2016	4	<input type="checkbox"/> 10/01/2016 - 09/30/2017	2
<input type="checkbox"/> 10/01/2017 - 12/31/2017	any age	<input type="checkbox"/> 01/01/2018 - 09/30/2018	2
<input type="checkbox"/> 10/01/2018 - 09/30/2019	2	<input type="checkbox"/> 10/01/2019 - 09/30/2020	2
<input type="checkbox"/> 10/01/2020 - 09/30/2021	2	<input type="checkbox"/> 10/01/2021 - 09/30/2022	2
<input type="checkbox"/> 10/01/2022 - 09/30/2023	2	<input type="checkbox"/> 10/01/2023 - 06/30/2024	2
<input type="checkbox"/> 07/01/2024 - or thereafter	any age		



The date the AAA is entered is critical to determine whether the child is applicable or non-applicable.

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Child Information

Age and Question 1 are
based on the Effective Date.

Child Name: [Starnell, Andrew](#)

DOB: 04/12/2008

Age: 11

Worker: Wzimvoo, Kellie S

Eligibility Information

IV-E Foster Care Eligibility Status: Eligible and Reimbursable

IV-E Adoption Eligibility Status: ☒ Pending ☐ Eligible ☐ Ineligible

Approval Date:

Approved By:

Effective Date: 08/29/2019

Eligibility Voided:

Void Date:

Child is: ☐ Applicable ☒ Not Applicable

Background Checks

Are the required Federal and State background checks completed and up to date?

☒ Yes ☐ No

Section A

1. Age

Is this child under 18 years of age? ☒ Yes ☐ No

Was the child emancipated prior to the date of finalization?

2. Citizenship/ Immigration Status

Is the child a US citizen or qualified non-citizen as defined in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996?

If qualified non-citizen, indicate documentation supporting this status (e.g., 1-551):

3. Adoption Assistance Agreement

Upon completion of this IV-e Adoption Eligibility, has the initial adoption assistance agreement been completed, signed and dated by both the adoptive parent(s) and a Department representative on or before the date of finalization of the adoption? [Adoption Subsidy Agreement Information](#)

FSGN

Eligibility Path for a Not Applicable Child with Special Needs

8. Eligibility Path for a Not Applicable Child with Special Needs

Is the Not Applicable Child with special needs eligible for title IV-E subsidy?

☒ Yes ☐ No

8.1. Child is a SSI recipient: Does documentation in agency records, dated prior to finalization, show that the child was receiving SSI prior to finalization of adoption?

8.2. Child was eligible in a prior adoption:

Does documentation in agency records, dated prior to finalization, show that the child was adopted previously?

Note: This excludes international adoptions

Was the child eligible for title IV-E Adoption Assistance in the prior adoption?

Had a payment been made on his/her behalf?

8.3. Child of a minor parent: Does documentation in agency records, dated prior to finalization, show that the child's minor parent was in foster care and Title IV-E foster care maintenance payment were made that covered both the minor parent and the child?

☐ Yes ☐ No

☐ Yes ☒ No

☐ Yes ☒ No

8.4. Child meets Title IV-E & AFDC criteria: Does the child's removal episode meet Title IV-E Foster Care eligibility requirements?

☒ Yes ☐ No

Was the child voluntarily relinquished to the Department or Private Agency? ☐ Yes ☒ No

☐ Department ☐ Private Agency

Section D (Eligibility Screening Decision)

Is the child potentially eligible for Title IV-E adoption subsidy?

If no, why is the child ineligible?

Is the child eligible for Non-recurring expenses of Adoption?

Comments:

New logic for
Question 8.4.

Removed all questions and fields
associated with 8.4a on newly created
Adoption Eligibility pages.

Chapter 5

Section 5-6

- Policy

- For permanent guardianship (PG) cases reinstated for the sole purpose of adoption by the permanent guardian, this determination is made in regard to the removal episode which resulted in permanent guardianship.

- FSFN

- When an OOH placement is created and the Provider ID is the same Provider ID which was tied to the PG discharge, a new Title IV-E Eligibility Determinations will not auto-generate.
- Adoption Eligibility will pull the Title IV-E Eligibility Determination completed as to the removal which discharged to PG.

Chapter 5

Section 5-8



- Criminal Record Checks

- Neither federal nor state funds may be used to pay adoption assistance when federally required criminal records checks are not in compliance or reveals a disqualifying offense.
 - Communication with Adoption specialists must occur to resolve background screening compliance before proceeding with Adoption Eligibility.

FSFN

Eligibility Information

IV-E Foster Care Eligibility Status: Ineligible

IV-E Adoption Eligibility Status: ☒ Pending ☐ Eligible ☐ Ineligible

Effective Date: 09/13/2019

Eligibility Voided:

Approval Date:

Approved By:

Void Date:

Child is: ☐ Applicable ☒ Not Applicable

Background Checks

Are the required Federal and State background checks completed and up to date?

☐ Yes ☐ No

Section A

Note: Section for Special Needs will not display under response entered for Background Check question.

Chapter 8

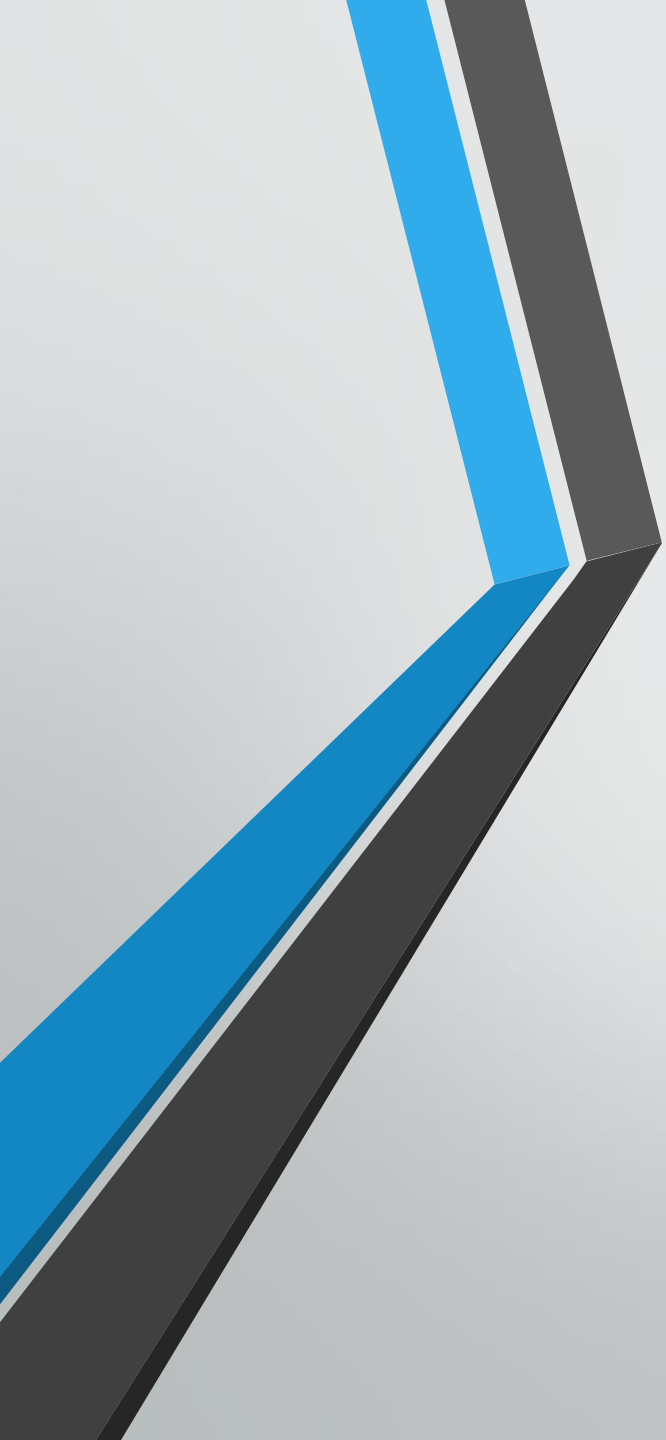
Section 8-4

- Funding Type Determination
 - Upon notification that GAP presumptive eligibility determination has been initiated, revenue maximization staff must complete/review the Title IV-E Eligibility Determination.
 - If the child is determined IV-E Ineligible, a TANF determination should be initiated.
 - The eligibility determination shall be communicated to the child welfare professional within 15 calendar days of the notification.
 - IV-E Eligible
 - TANF Eligible
 - State Funded/General Revenue
 - The GAP TANF shall be approved within 10 calendar days from the GAA effective date.

Chapter 8

Section 8-5 & 8-6

- GAP Payment
 - If a child receives SSI, the GAP payment amount must equal zero.
 - The guardian must be advised to contact the CBC in the event the child's SSI is terminated. A GAA Update shall be completed for the payment to be effective as of the date of the written request.
 - A guardian shall receive a GAP payment if the child receives other Social Security Administration or third-party benefits.
 - GAP payment continues through the month of the child's 18th birthday unless the child's date of birth is the first day of the month.



Chapter 9

Section 9-5 & 9-6

- EGAP Payment
 - If a young adult receives SSI, the EGAP payment amount must equal zero.
 - The guardian must be advised to contact the CBC in the event the young adult's SSI is terminated. An EGAA Update shall be completed for the payment to be effective as of the date of the written request.
 - A guardian shall receive an EGAP payment if the young adult receives other Social Security Administration or third-party benefits.
 - EGAP payment continues through the month of the young adult's 21st birthday unless the young adult's date of birth is the first day of the month.

Questions?