



# OVERVIEW OF FEDERAL MONITORING REVIEWS

STATEWIDE TRAINING  
JANUARY 2023

# THE PROCESS

The Plan	The Reviews	The Report
<p>Due by 10/15 every year</p> <p>Sample template provided by OCFW but not required</p>	<p>Completed as defined in approved Plan</p> <p>New Qualtrics links for every year</p>	<p>Due by 09/30 every year</p>
<p>Plan must include:</p> <ul style="list-style-type: none"> <li>That reviews will be completed on Title IV-E Foster Care including Extended Foster Care, Title IV-E Adoption Subsidy, and TANF Adoption Subsidy cases</li> <li>The timeframe (Period Under Review) that will be used to pull population, how population will be pulled, and when  <b>EX: Pull data in October 2022 using Payment Download with Payment Service Date Range of 04/01/2022-10/01/2022</b></li> <li>When and who will perform the reviews within the Federal Fiscal Year. Must consider 60 days for Region to complete Safety Compliance review  <b>EX: RevMax and QA staff. Quarterly or Foster Care in January, IV-E Adoption in March, Adoption TANF in May</b></li> <li>Sample size of 90/10 or per CBC contract</li> <li>The review tool to be used (Qualtrics)</li> </ul>	<ul style="list-style-type: none"> <li>The Region Licensing Compliance Template must be submitted at least 60 days prior to when foster care reviews are being completed and includes only FSFN licensed providers (this should be submitted through region contract manager)</li> <li>Reviews must be fully entered in Qualtrics to be considered complete</li> <li>Actions to correct errors identified should occur during the review process</li> <li>Qualtrics should reflect what actions were taken and the status  <b>EX: Case was submitted to OCFW for Adoption Eligibility override and pending completion.</b>  OR  <b>Region licensing staff added non-compliance of Safety Requirements in FSFN and IV-E Redetermination generated to adjust eligibility status.</b></li> </ul>	<ul style="list-style-type: none"> <li>Prior to competing Report, request Qualtrics data from OCFW <ul style="list-style-type: none"> <li>Ensure the number of completed reviews aligns with required amount</li> <li>Ensure there are no duplicates or incomplete entries</li> </ul> </li> <li>Submit the completed Region Licensing Compliance Template with your Report to region contract manager</li> </ul> <p>Report must include:</p> <ul style="list-style-type: none"> <li>Total population size for each funding source and sample size</li> <li>Number of error cases, including procedural, and number of error cases brought into compliance (must match Qualtrics data)</li> <li>Summary of each error case and efforts to bring case into compliance and outcome</li> <li>Recommendations and actions to be taken for improvement</li> </ul>

# REGION LICENSING COMPLIANCE TEMPLATE

Provider Name	FSFN Provider ID	Time Periods Under Review XX/XX/XX-XX/XX/XX	In Compliance? (Yes or No)	Time Frame of Non-Compliance XX/XX/XX-XX/XX/XX
Crosswinds Youth Services	100029397	04/01/22-10/01/22	Yes	
Twin Oaks Juvenile Development--Waypoint North Campus	100227910	04/01/22 - current	Yes	
Grandbrook Homecare Facility	100248587	04/01/22-10/01/22		N/A - Not FSFN Licensed
Miracle Outreach Fresh Start Kaylee's House	100150764	04/01/22-10/01/22		Suncoast Region



## Issues:

- Time Periods Under Review column covers entire PUR and an end date not defined.
- Includes a provider that does not have a license in FSFN.
- Does not include compliance for a Provider outside of Region. Region must work with other Regions to obtain information.

Provider Name	FSFN Provider ID	Time Periods Under Review XX/XX/XX-XX/XX/XX	In Compliance? (Yes or No)	Time Frame of Non-Compliance XX/XX/XX-XX/XX/XX
Crosswinds Youth Services	100029397	4/1/22 - 6/6/22	Yes	
Twin Oaks Juvenile Development--Waypoint North Campus	100227910	09/24/22 - 10/01/22	Yes	
Miracle Outreach Frest Start Kaylee's House	100150764	7/01/22 - 09/15/22	No	07/12/22-08/20/22



# TITLE IV-E FOSTER CARE ELIGIBILITY



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR  
**CHILDREN & FAMILIES**  
Administration on Children, Youth and Families  
Children's Bureau

## Title IV-E Foster Care Eligibility On-Site Review Instrument and Instructions

July 2015



**(D) GENERAL CASE INFORMATION**

- 1. **Sample PUR (month/day/year):**  
Record the begin date and end date of the 6-month sample PUR, using the month, date, and year format.  
\_\_\_\_\_ to \_\_\_\_\_
- 2. **State postal code and random sample selection number:**  
Record the two-letter state postal code and the selection number assigned to the sample case.  
\_\_\_\_\_
- 3. **Case ID:**  
Record the case number the title IV-E agency uses as an identifier for the child's file. \_\_\_\_\_
- 4. **County or local office:**  
Record the name of the county or local office that has assignment for the child's file.  
\_\_\_\_\_
- 5. **Review date (month/day/year):**  
Record the month, date, and year the case is reviewed. \_\_\_\_\_
- 6. **Reviewed by:**  
Record the name of the individual reviewing the case.  
\_\_\_\_\_

**Comments:**

- Common Issues:**
- Selecting incorrect CBC
  - Entering incorrect FSFN Person ID or FSFN Case ID
  - Inaccurate work email address

1. Sample PUR (mm/dd/yyyy):

From:

To:

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2. FSFN Person ID:

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3. FSFN Case ID:

---

4. CBC:

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5. Review date (record the mm/dd/yyyy the case is reviewed):

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6. Reviewed by (record the name of the individual reviewing the case):

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Your Email (a copy of the completed survey tool will be emailed to the address entered below):

# EFC FOSTER CARE POPULATION

9a. Answer based on 'Legal Custody Status' in Legal Record.

## Extended Program Eligibility Determination: Approved - Eligible

On Appeal      Date notified of appeal process:        Supervisor Eligibility Override  
 If Ineligible, explain how notified of appeal process:       Reason for Override:   
 Termination Reason:       Termination Date:       Date Last Updated: 07/22/2022  
 Redetermination Reason:       Redetermination Date:       Last Updated By:

### Young Adult Eligibility Questions

The questions should be answered based on the effective date entered above. For example, if the Young Adult is not currently participating in a program to promote employment, but will be as of the effective date, then answer yes to question 6. This allows for presumptive eligibility determination. Final determination can only be processed on or after the effective date.

Question	Answer
1. Based on the Effective Date, the Young Adult's age is:	19 yrs 187 days
2. Did the Young Adult age out while in the custody of the Department?	Yes
3. Is the Young Adult enrolled in a secondary education program leading to a high school diploma or equivalent credential?	No
4. Is the Young Adult enrolled in a postsecondary or vocational institution?	No
5. Is the Young Adult working at least 80 hours per month?	Yes
6. Is the Young Adult participating in a program or activity designed to promote or eliminate barriers to employment? <a href="#">Assets and Employment</a>	No
7. Does the Young Adult have a clinical disability from a licensed clinical professional that is documented on the Young Adult's Medical/Mental Health page within this FSFN case? <a href="#">Medical/Mental Health</a>	Yes
8. Is the Young Adult unable to participate in any of the activities listed in questions 3-6 full-time due to a documented physical, intellectual, emotional or psychiatric condition?	<input type="radio"/> Yes <input checked="" type="radio"/> No
9. If yes to #8, does the documentation exist from a licensed clinical professional that the additional year is necessary or helpful to the Young Adult's progress toward Independent Living. (only for Young Adult of age 21-22)	<input type="radio"/> Yes <input type="radio"/> No
10. Has the Young Adult signed the EFC Agreement?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
11. Was an EFC Voluntary Placement Agreement signed by the Young Adult?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Determine Young Adult Eligibility

Check to Finalize EFC Eligibility Determination

9a. Did the young adult turn 18 in the legal custody of the Department of Children and Families?

Yes

No

9b. Is there documentation the young adult was participating in a qualifying activity or qualifying condition that prevents or limits participation in an activity during the Period Under Review?

Yes

No

9b. Answer based on supporting documentation in the FSFN File Cabinet for the Qualifying Activity identified on the Young Adult Program Eligibility.

Youth/Young Adult  
 [Independent Living](#)



# Removal Date vs. Date Entered Foster Care

## (F) RELEVANT DATES (may precede PUR)

[Statutory Citation: §§ 472(a)(1) & (2) of the Act and 475(5)(F); Regulatory Citation: 45 CFR §§ 1355.20(a), 1356.21(k), and 1356.22]

### 10. On what date was the child removed from home?

Enter the date of physical removal unless the child was constructively removed. If the child was constructively removed, enter the date the court sanctioned the judicial removal, in a judicial removal, or the date of the final signature on a voluntary placement agreement, in a voluntarily placement. (A constructive removal occurs when a judicial ruling or voluntary placement agreement sanctions the child's removal from the parent or another specified individual, but the child is living with an interim caregiver at the time of the removal. It applies to a removal that occurs on or after 3-27-2000 for a child who has not lived with an interim caregiver longer than 6 months prior to the constructive removal. If the constructive removal occurred before 3-27-2000, note that below in *Comments*. Also, if the child had lived with an interim caregiver longer than 6 months before the constructive removal, note that below. The case is not marked as in error when answering Question 10, if the constructive removal requirement is not met. The eligibility requirements pertaining to constructive removals are specifically addressed at Questions 21(a) and 22.)

Removal date (month/day/year): \_\_\_\_\_

Question 10 records the date of the child's most recent physical or constructive removal from the home of a parent or another specified relative in accordance with a court order or voluntary placement agreement.

Comments:

11. Earlier date of judicial hearing with finding that child was subject to abuse/neglect (typically probable cause finding) or 60 calendar days from removal

10. Date of physical or constructive removal – documented in petition/order

### 11. On what date did the child enter foster care?

Check the *N/A* box, if appropriate, based on the following instructions:

For a removal according to a voluntary placement agreement: Indicate *N/A*.

For a court-ordered removal before March 27, 2000: Indicate *N/A*.

For a court-ordered removal on or after March 27, 2000: Indicate *N/A* if the foster care episode terminated before 60 days of removal and a judicial finding of abuse or neglect was not rendered prior to the end of the foster care episode.

N/A

Otherwise, record the *date the child entered foster care* based on the following information:

- **Initial placement in foster care setting:**  
Record the month, date, and year the child is considered to have entered foster care, as based on the definition in § 475(5)(F) of the Act and federal regulations at 45 CFR § 1355.20(a) and described below, if the child initially was placed in a foster care setting (foster family home or childcare institution) at removal.
- **Initial placement in non-foster care setting:**  
(1) Record the month, date, and year the child was placed in a foster care setting, if the child initially was placed in a detention facility or other non-foster care setting and was in the non-foster care setting longer than 60 days before being placed in a foster care setting. Or,  
(2) Record the month, date, and year the child entered foster care as defined below, if the child's placement into foster care from a non-foster care setting occurred within 60 days of his or her removal from the home.

Entry date (month/day/year): \_\_\_\_\_

As defined in § 475(5)(F) of the Act and 45 CFR § 1355.20(a), the date the child is considered to have entered foster care is the date that is the earlier of either a judicial finding to the effect that the child has been subjected to child abuse or neglect or 60 calendar days after the date the child is removed from the home through a court order or voluntary placement agreement. The *date the child entered foster care* usually is not the same date as the date of removal (Question 10 or Question 13). The date recorded in Question 11 is the date used to determine when to obtain the initial judicial determination of reasonable efforts to finalize the permanency plan (Question 19). The title IV-E agency may use the date the child is physically removed from home. However, for the IV-E review, the "*date child entered foster care*" is the date as defined in § 475(5)(F) of the Act and 45 CFR § 1355.20(a), consistent with HHS Departmental Appeals Board (DAB) Decision No. 1903.

Comments:

13d. Potential for Error if child was removed/placed at the end of one month and Contrary to Welfare finding obtained in the next month. Effective From date on 'Initial Determination' should reflect 1<sup>st</sup> of month in which hearing occurred to prevent this.

13d. Were title IV-E funds paid before the month in which the contrary to the welfare requirement was met?

If the bold YES box is checked, this indicates a potential error case or case with ineligible payments.

Regardless of the removal date, the title IV-E agency may claim title IV-E maintenance payments from the first day of the child's placement in the month in which all title IV-E eligibility criteria are met for the child. [See 8.3A.15, Question #1 of the CB Child Welfare Policy Manual (CWPM).]

If a title IV-E maintenance payment was made for a period that was prior to the month in which the eligibility requirement was met and the ineligible period was outside the PUR, the title IV-E maintenance payment is disallowed.

If a title IV-E maintenance payment was made for a period that was prior to the month in which the eligibility requirement was met and the ineligible period was in the PUR, the child's sample case is in error and the title IV-E maintenance payment is disallowed.

Record ineligible period(s) on the attached Improper Payment Chart.

Yes

No

Case ID: 102723754 IV-E Rmvl Dt: 11/30/2022

Enforcement:  Reason: \_\_\_\_\_

**Initial Determination** | Redeterminations

tion:  Pending  Eligible and Reimbursable  Eligible, Not Re

/0000 Effective From: 12/01/2022 Date AFDC Applies: 00/00/00

Note: This is the only instance in which the Effective From date should be modified.





# Voluntary Removals – Voluntary Placement Agreement (VPA)

## (H) VOLUNTARY PLACEMENTS

[Statutory Citation: §§ 472(d), (e), and (f) of the Act; Regulatory Citation: 45 CFR § 1356.22]

### 15. Was the child's removal pursuant to a voluntary placement agreement?

Indicate **YES** or **NO**. If the removal was pursuant to a voluntary placement agreement, enter **YES**.

If the removal was not pursuant to a voluntary placement agreement, enter **NO**.

YES

NO

**NOTE:** If **NO** is the response to this question and Question 12, the response also is **NO** to Question 18. For title IV-E eligibility, a child must be removed in accordance with the requisite judicial determination (Question 12) or a voluntary placement agreement (Question 15).

Comments:

Title IV-E Foster Care Eligibility On-Site Review Instrument and Instructions

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## (H) VOLUNTARY PLACEMENTS *Continued*

[Statutory Citation: §§ 472(d), (e), and (f) of the Act; Regulatory Citation: 45 CFR § 1356.22]

### 16. If Question 15 is YES, was the voluntary placement agreement signed by the parent or legal guardian and the title IV-E agency?

Indicate **N/A** if this was a court-ordered removal. Otherwise, indicate **YES** or **NO**.

YES

NO

N/A

If the response is **NO**, this is an error case.

Record the signature date of the agreement. If signings occurred on different dates, record the date of the final signature.

Voluntary placement agreement signature date (month/day/year): \_\_\_\_\_

Consistent with § 472(f)(2) of the Act, the parent or legal guardian and the title IV-E agency representative must sign the *voluntary placement agreement* for it to be valid. If all required parties did not sign the *voluntary placement agreement*, the child is ineligible for title IV-E for the entire foster care episode.

Record ineligible period(s) on the attached *Improper Payment Chart*.

Comments:

16. Date of VPA is the last signature date which should be from the Department representative.



# Voluntary Removals

## 17. Was there a judicial determination regarding the child's best interests within 180 days of the foster care placement through a voluntary placement agreement?

Indicate YES or NO and record the date of the judicial finding, including the month, date, and year. Indicate N/A, if the judicial determination was not obtained and fewer than 180 days have elapsed since the foster care placement date (or signature date, if the child was constructively removed) and the last day of the PUR. Also, indicate N/A if the child was judicially removed.

YES  NO  N/A

If the bold NO box is checked, this indicates a potential error case or case with ineligible payments.

Judicial finding date (month/day/year): \_\_\_\_\_

As specified in § 472(e) of the Act, to extend title IV-E eligibility beyond 180 days of placement in foster care, there must be a judicial determination within the first 180 days of the foster care episode to the effect that continued out-of-home placement is in the child's best interests, thereby extending foster care placement through the voluntary placement agreement. The "clock" for the first 180 days of the foster care episode begins on the date the child is physically placed in foster care. If constructively removed, the "clock" for the first 180 days of the foster care episode begins on the date the voluntary placement agreement is signed by all necessary parties. If signings are on different dates, it begins on the date of the final signature.

*NOTE:* If the voluntary placement agreement is terminated, revoked, or otherwise no longer in effect prior to obtaining the judicial determination regarding the child's best interests, title IV-E eligibility ends on the day the voluntary placement agreement is terminated, revoked, or not in effect and the child becomes ineligible for the remainder of the foster care episode. Under these conditions, the response is NO to Question 17.

Comments:

### 17(a). If Question 17 is NO, were title IV-E funds paid for the period of ineligibility?

Indicate N/A if this was a court-ordered removal. Otherwise, indicate YES or NO, based on a NO response to Question 17.

YES  NO  N/A

If the bold YES box is checked, this indicates a potential error case or case with ineligible payments.

If a title IV-E maintenance payment is made for the period in which compliance with the requirement is not met and the ineligible period is outside the PUR, the title IV-E maintenance payment is disallowed.

If a title IV-E maintenance payment is made for the period in which compliance with the requirement is not met and the ineligible period is in the PUR; the child's sample case is in error and the title IV-E maintenance payment is disallowed.

Record ineligible period(s) on the attached *Improper Payment Chart*.

If more than 180 days of the child's placement in foster care have elapsed in a removal through a valid voluntary placement agreement and there has been no judicial determination of best interests, the child's eligibility for title IV-E ceases on the 181st day. The child's eligibility also ceases on the day the voluntary placement agreement is terminated, revoked, or not in effect if this occurs prior to obtaining the judicial determination regarding the child's best interests.

Comments:

17. Best Interest finding is required within 180 calendar days. If not, cannot claim for the remainder of the removal episode.



# Valid Removals

## (I) VALID REMOVALS

[Statutory Citation: §§ 472(a)1 & 2 of the Act; Regulatory Citation: 45 CFR § 1356.21(k)(2)]

### 18. Has there been a valid removal of the child from the home during the most recent foster care episode?

Indicate **YES** or **NO**. The response is **NO** if the response is **NO** to Questions 12 and 15. The response also is **NO** if the child is removed from the parent or another specified relative through a court order or voluntary placement agreement, and the child remains with the same relative in that home under that relative's responsibility and the title IV-E agency's supervision.

YES

NO

If **NO**, the child is ineligible for title IV-E for the entire foster care episode.

Record ineligible period(s) on the attached *Improper Payment Chart*.

For title IV-E eligibility, a *valid removal* is a removal that is in accordance with a *voluntary placement agreement* (VPA) or a judicial finding of *contrary to the welfare* (CTW) that sanctions the removal (physical or constructive) of the child from the parent or legal guardian who signs the VPA or whose home is the subject of the CTW finding. [See § 472(a)(1) of the Act and 45 CFR § 1356.21(k).]

Consistent with 45 CFR § 1356.21(k)(2), a removal is not valid under title IV-E when the child is removed from the specified relative through a voluntary placement agreement or a court order, and the child remains with that same specified relative in the home under that relative's responsibility and the title IV-E agency's supervision.

For court-ordered removals, the physical removal from the above-referenced specified relative must coincide with the CTW finding. If the physical removal does not take place by the end of the next business day of the CTW finding and the court order does not specify an alternative time frame for removal, the child is ineligible for the entire foster care episode unless there is an extenuating circumstance that delays the physical removal. If there is an extenuating circumstance related to the delayed removal, notify the Children's Bureau (CB) team leader so that the relevant case information can be referred to the CB Central Office for further consideration.

Explain below in *Comments* the specific reason the requirement is not satisfied.

18. The child cannot physically remain with the subject of the Contrary to Welfare finding unless the court order specifically outlines an alternative timeframe.

Note: Contact OCFW for guidance on completing IV-E determination in these instances.



# Reasonable Efforts to Finalize the Permanency Plan

19. Determine if REFPP finding was required during the Period Under Review

## (J) ONGOING JUDICIAL ACTIVITY (Reasonable Efforts to Finalize the Permanency Plan) *Continued*

Applicable to Court-Ordered Removals Only

[Statutory Citation: § 471(a)(15)(B)(ii) and (C) of the Act; Regulatory Citation: 45 CFR § 1356.21(b)(2) & (d)]

### 19. Was the child in foster care 12 months or more before the last day of the PUR?

Indicate *N/A* if the removal was the result of a *voluntary placement agreement*. Otherwise, indicate *YES* or *NO*. A *YES* response is based on the date in Question 10, for a removal before March 27, 2000; or Question 11, for a removal on or after March 27, 2000. If Question 19 is *NO*, a judicial determination of *reasonable efforts to finalize the permanency plan* was not due for the PUR. Questions 19(a)–19(f) are *N/A*.

YES  NO  N/A

Comments:

### 19(a). If Question 19 is YES, what was the date of the most recent judicial determination of reasonable efforts to finalize before the PUR?

Indicate *N/A* if: (1) the removal was the result of a *voluntary placement agreement*; (2) the response to Question 19 is *NO*; (3) the date of the initial judicial determination fell within the PUR; or (4) the due date for the judicial determination fell within the 12-month period immediately before the PUR but was not made. Explain below in *Comments* the specific reason for the *N/A* response. Otherwise, record the month and year of the last judicial determination obtained before the beginning of the PUR.

N/A

Date of most recent judicial finding (month/year): \_\_\_\_\_

Question 19(a) establishes whether an *initial* or *subsequent* judicial finding is required for the 12-month period that includes the PUR.

Comments:



# Reasonable Efforts to Finalize the Permanency Plan

19(b) and 19(c). Documenting due dates and dates finding obtained

Basic		Initial Determination		Redeterminations	
Eligibility Determination	Effective From	Entry Date	Completed?	Date Complete	
<input checked="" type="radio"/> Eligible, Not Reimbursable	12/29/2022	01/05/2023	Yes	01/09/2023	
<input type="radio"/> Eligible, Not Reimbursable	12/29/2022	01/04/2023	Yes	01/04/2023	
<input type="radio"/> Eligible, Not Reimbursable	12/28/2022	12/28/2022	Yes	12/28/2022	
<input type="radio"/> Eligible, Not Reimbursable	12/28/2022	12/28/2022	Yes	12/28/2022	
<input type="radio"/> Eligible, Not Reimbursable	11/01/2022	12/01/2022	Yes	12/01/2022	

#### Question 4

Is there a court order or Official Court Transcript containing a finding that reasonable effort was made to obtain a permanent placement for the child within 12 months from the child's removal and every 12 months from the Latest REFFP finding? If No,

Yes  No  N/A  [Judicial Review](#)

#### 19(b). What was the due date of the judicial determination due 12 months from the date recorded in Question 19(a)?

Indicate *N/A* if the removal was the result of a *voluntary placement agreement*. Otherwise, record the date of the judicial determination that was due 12 months from the date recorded in Question 19(a). If a date is not recorded in Question 19(a) because the required judicial determination was not made before the PUR, record the month and year it should have been made and note below in *Comments* the reason for the recorded date.

N/A

Due date of judicial finding (month/year): \_\_\_\_\_

Comments:

#### 19(c). On what date was the judicial determination in Question 19(b) made?

Indicate *N/A* if: (1) the removal is the result of a *voluntary placement agreement* or (2) 12 months have not elapsed since the date recorded in Question 19(b) and a judicial determination was not made during that interim period. Explain below in *Comments* the specific reason for the *N/A* response. Otherwise, for the judicial determination referenced in Question 19(b), record in Question 19(c) the month and year that the *initial* or *subsequent* judicial determination was made. If the judicial determination was due but not made, note this below in *Comments*.

N/A

Date of judicial finding (month/year): \_\_\_\_\_

Comments:

CFOP 170-15: The 'Effective From' date on the IV-E Redetermination shall be the first date in the month in which finding is effective (Question 4 Date).



# Reasonable Efforts to Finalize the Permanency Plan

## 19(d). Was the judicial determination recorded in Question 19(c) timely?

Indicate **N/A** if the removal was the result of a *voluntary placement agreement* or if Question 19(c) is *N/A* because 12 months have not elapsed since the date recorded in Question 19(b) and a judicial determination was not made during that interim period. Explain below in *Comments* the specific reason for the *N/A* response. Otherwise, indicate **YES** or **NO** based on the date recorded in Question 19(c).

YES  NO  N/A

If the bold **NO** box is checked, this indicates a potential error case or case with ineligible payments.

A judicial determination is not considered timely if the finding is not made within the required 12-month time frame. The date of the latest judicial determination is used to determine the date the subsequent one must be made. An untimely judicial determination renders the child ineligible beginning on the first day of the month after it is due and continuing to the first day of the month it is attained.

Explain below in *Comments* the specific reason the requirement is not satisfied.

Comments:

## 19(e). If Question 19(d) is **NO**, were title IV-E funds paid as a result of the untimely judicial determination?

Indicate **N/A** if the response to Question 19(d) is *N/A* or **YES**. Otherwise, indicate **YES** or **NO**.

YES  NO  N/A

If the response to Question 19(e) is **YES**, this indicates a potential error case or case with ineligible payments.

If the untimely judicial determination is attained in the month immediately following the month it is due, the child regains eligibility beginning that month and title IV-E maintenance payments that are made for that period are considered properly paid. On the other hand, if the untimely judicial determination is not attained within the month immediately following the month it is due, the child loses eligibility until the requisite judicial determination is made and the associated title IV-E maintenance payments are disallowed. [See 45 CFR § 1356.21(b)(2).]

If the title IV-E maintenance payment is made for a period in which the child is not eligible and the ineligible period is outside the PUR, the title IV-E maintenance payment is disallowed.

If the title IV-E maintenance payment is made for a period in which the child is not eligible and the ineligible period is in the PUR, the sample case is in error and the title IV-E maintenance payment is disallowed.

Record ineligible period(s) on the attached *Improper Payment Chart*.

Comments:

19(d) and (e). Determine if the REFPP finding was obtained timely and potential 'Error Case' and/or 'Ineligible Payments'



## 20. Was the child removed from the home of a specified relative?

Indicate YES or NO and record from whose home the child was physically or constructively removed (e.g., parent, aunt, legal guardian) according to a court order (Question 12) or voluntary placement agreement (Question 15). For title IV-E eligibility, the removal home is the home of the specified relative who is the subject of the contrary to welfare judicial determination, or who signs the voluntary placement agreement.

If the bold NO box is checked, this indicates an error case with ineligible payments, and the child is ineligible under title IV-E for the entire foster care episode.

In a judicial removal, the court order might indicate that the child was removed from the home of various individuals, such as a specified relative or an unrelated caregiver. In a voluntary placement, a parent or legal guardian (related or unrelated) might have signed the voluntary placement agreement.

However, to qualify for title IV-E, a valid removal of the child from a specified relative must occur for the most recent foster care episode. [See 45 CFR § 1356.21(k).] A specified relative may be a parent or any relation by blood, marriage, or adoption who is within the fifth degree of kinship to the child.

[See 45 CFR § 233.90(c)(1)(v).] When the child is living with an interim caregiver at removal, the child is considered to be constructively removed from the specified relative who is the subject of the contrary to welfare judicial determination or who signs the voluntary placement agreement. A

constructive removal is a non-physical removal that occurs only on paper from that specified relative. Constructive removals apply to judicial or voluntary removals occurring on or after March 27, 2000, for a child who has not lived with an interim caregiver longer than 6 months prior to the constructive removal.

Yes

No

20. Removal Home:

20. The removal home is the subject of the contrary to welfare finding.

**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 SDNES

Note: Petition may be used if order is not clear.



21. Child must have lived with the specified relative (subject of CTW) within 6 months of date court proceedings were initiated (Date AFDC Applies).

**21. If Question 20 is YES, was the child *living with that specified relative in the month court proceedings were initiated or the date the voluntary placement agreement was signed?***

If Question 20 is *NO*, indicate *N/A*. Otherwise, indicate *YES* if the child was living with the specified relative (referred to in Question 20) in the month that court proceedings were initiated to remove the child, or on the date the *voluntary placement agreement* was signed (date that is recorded in Question 16). Indicate *NO* if the child was not living with that specified relative during either time frame.

YES  NO  N/A

Date child last lived with specified relative (month/day/year): \_\_\_\_\_

Date court proceedings initiated (judicial removal only) (month/day/year): \_\_\_\_\_

Date *voluntary placement agreement* signed (month/day/year): \_\_\_\_\_

If the bold *NO* box is checked, this indicates a potential error case or case with ineligible payments.

For judicial removals, the date the court proceedings were initiated to judicially remove the child is usually the date the removal petition is filed with the court.

*NOTE:* If a removal petition (1) is not filed or (2) is filed after the removal court order, then use the date of the removal court order as the date the court proceedings were initiated.

Comments:

**21(a). If Question 21 is NO, had the child lived with the specified relative within 6 months of the date the court proceedings were initiated, or the date the *voluntary placement agreement* was signed?**

Indicate *N/A* if Question 20 is *NO* or Question 21 is *YES*. Otherwise, indicate *YES* or *NO*.

YES  NO  N/A

Date child last lived with specified relative (month/year): \_\_\_\_\_

Date court proceedings initiated (judicial removal only) (month/year): \_\_\_\_\_

Date *voluntary placement agreement* signed (date recorded in Question 16) (month/year): \_\_\_\_\_

If the response is *NO* to Questions 21 and 21(a), the child is ineligible for title IV-E for the entire foster care episode and the case is an error case.

For title IV-E eligibility purposes, a child must be living with a specified relative during the month in which court proceedings are initiated to remove the child from that relative's home or the month in which the specified relative signed a *voluntary placement agreement*. The only exception to this requirement is when a child has not been living with that specified relative in such month, but has lived with that relative within 6 months of the initiation of court proceedings or signing of the *voluntary placement agreement*. [See § 472(a)(3)(A)(II) of the Act and 45 CFR § 1356.21(l)(2).] When the child is living with an interim caregiver at removal, the child is considered to be constructively removed from the specified relative who is the subject of the *contrary to welfare* judicial determination or who signs the *voluntary placement agreement*. Calculation of the 6-month period for the *living with* requirement is based on calendar months and is not counted from date to date. For judicial removals, the date the court proceedings are initiated is usually the date on which the removal petition is filed with the court.

*NOTE:* If a removal petition (1) is not filed or (2) is filed after the removal court order, then use the date of the removal court order as the date the court proceedings are initiated.

Comments:

## Date AFDC Applies

### Legal Actions

- Shelter Petition, if Result = Filed
- Shelter Hearing – Initial, if Result = Continued
- Shelter Hearing - Initial, if Result = Granted
- Shelter Hearing – Subsequent, if Result = Continued
- Shelter Hearing - Subsequent, if Result = Granted
- Pickup Order – Take into Custody, if Result = Continued
- Pickup Order – Take into Custody, if Result = Granted
- Post Disposition – Change of Custody, if Result = Continued
- Post Disposition – Change of Custody, if Result = Granted
- Motion – Other, if Result = Filed
- Motion – Other, if Result = Continued
- Motion – Other, if Result = Granted
- Modification of Placement, if Result = Continued
- Modification of Placement, if Result = Approved
- Termination of Parental Rights Petition – Private, if Result = Filed
- Termination of Parental Rights – Private, if Result = Granted

### Legal Documents

- Sua Sponte Order





**(N) PLACEMENT IN LICENSED FOSTER CARE SETTINGS** [Statutory Citation: §§ 472(b) & (c) of the Act; Regulatory Citation: 45 CFR §

1355.20 and 1356.71 (d)(1)(iv)]

Complete for every place the child resided during the PUR for which a title IV-E maintenance payment was made for the period of stay in the placement setting. If title IV-E maintenance payments were not claimed for the period of stay, record below in Comments the placement name, placement type, and the begin and end dates of the child's stay in this setting during the PUR.

**N1. Placement One**

28. FSFN Provider ID:

29. FSFN Provider Name: (FH Last Name or Facility Name)

30. Provider City:

31. Provider State:

Date(s) of child's stay in this placement setting (From month/day/year to month/day/year)

If a break in the dates of child's stay in this placement, what were they? (from month/day/year to month/day/year)

Note: Enter only for providers licensed in FSFN

N1 33. Indicate the type of setting in which the child lived during the PUR. Under § 472(c)(2) of the Act, an allowable foster care placement for title IV-E eligibility purposes is a foster family home, group home, public childcare institution of 25 children or fewer, or private childcare institution. The Other category should be used only when the child has not lived in one of the placement types listed.

NOTE: Beginning on October 1, 2010, the definition of a childcare institution also includes a supervised independent living placement in which a youth age 18 years or older is living independently. [See § 472(c) of the Act.] A youth who is eligible to remain in foster care until age 19 pursuant to a state title IV-A plan option (as in effect July 16, 1996) may be placed in a supervised independent living setting. If such youth, age 18-19, is placed in this type of setting, indicate N/A for questions 33(a)-37.

Foster Family Home

Group Home

Public Childcare Institution (25 children or fewer)

Private Childcare Institution

Supervised Independent Living Placement

Other (Specify Other):

## EFC FOSTER CARE POPULATION

This is the only question for Supervised Living Arrangement Placements.

If Plan and Assessment were not completed, IV-E payments are not allowable.

Licensure and background screenings do not apply.

N1 33b. For the Supervised Independent Living Placement, the Shared Living Agreement Assessment and Shared Living Plan was completed, signed and uploaded to the FSFN File Cabinet?

If the Assessment and Plan were not completed, this is an 'Error Case'. If the Assessment and Plan were completed but not uploaded into FSFN, this is a 'Procedural Error'.

Yes

No



# Foster Homes and Group Homes

O2 37. If the child's placement during the PUR was a childcare institution, were the safety requirements completed satisfactorily for the caregiver staff of the institution?

Indicate N/A if the child is not in a foster family home.  
If the bold NO box is checked, the child's placement was not a foster family home.  
Question 37 applies to the child's placement during the PUR after March 27, 2000. The question applies to the child's placement during the PUR renewal, or a re-licensure of the foster family home, or that the background checks and requirements where the child was placed in a foster family home.  
For the IV-E review, review the established policies with respect to the recent period of the licensing requirements are fully satisfied for the childcare institution during the PUR.  
(1) the background checks and record search is not sufficient.

Yes

No

O1 36a. If the foster family home was newly licensed before October 1, 2008, and the title IV-E agency did not "opt out" of the 1997 criminal record check requirement, was a CRC completed satisfactorily on the foster parent(s)?

Indicate N/A if (1) the child's placement was not a foster family home; (2) the foster family home was newly licensed before November 19, 1997, and the foster family home was newly licensed on or after October 1, 2008 (or the title IV-E agency's approved delayed effective date for the fingerprint-based check of the NCID) and remained continuously licensed after this date. Otherwise, indicate YES or NO.  
Question 36(a) applies to the CRC requirement for those foster family homes newly licensed on or after October 1, 2008 (or the title IV-E agency's approved delayed effective date for the fingerprint-based check of the NCID). For the noted foster family homes, federal requirements under § 471(a)(20) of the Act mandate the title IV-E agency to document a CRC that includes a fingerprint-based check of the NCID. [ACYF-CB-PI-10-02]  
For the IV-E review, the CRC requirement is considered met for the PUR for those foster family homes newly licensed on or after October 1, 2008 (or the title IV-E agency's approved delayed effective date for the fingerprint-based check of the NCID) if the documentation clearly verifies that: (1) a CRC is completed at either the local, state or federal level; (2) the foster parent has not been convicted of any of the prohibited felonies listed under § 471(a)(20)(A)(i) and (ii) of the Act; and (3) title IV-E maintenance payments are not made for a period in the PUR prior to these conditions being met. Note that a request for a CRC without obtaining the results of the record search is not sufficient documentation of compliance with the safety requirement.

Yes

No

O1 36c. If the foster family home was newly licensed on or after October 1, 2008, was a fingerprint-based CRC of the National Crime Information Databases (NCID) completed satisfactorily on the foster parent(s)?

Indicate N/A, if (1) the child's placement was not a foster family home; or (2) the foster family home was newly licensed before October 1, 2008 (or the foster family home was newly licensed on or after October 1, 2008 (or the title IV-E agency's approved delayed implementation date) and remained continuously licensed after this date. Otherwise, indicate YES or NO.  
Explain below in Comments the reason for the N/A response.  
Question 36(c) applies to the CRC for those foster family homes newly licensed on or after October 1, 2008 (or the title IV-E agency's approved delayed effective date for the fingerprint-based check of the NCID). For the noted foster family homes, federal requirements under § 471(a)(20) of the Act mandate the title IV-E agency to document a CRC that includes a fingerprint-based check of the NCID. [ACYF-CB-PI-10-02]  
For the IV-E review, the CRC requirement is considered met for the PUR for those foster family homes newly licensed on or after October 1, 2008 (or the title IV-E agency's approved delayed effective date for the fingerprint-based check of the NCID) if the documentation clearly verifies that: (1) a CRC is completed that includes a fingerprint-based check of the NCID; (2) the foster parent has not been convicted of any of the prohibited felonies listed in §§ 471(a)(20)(A)(i) and (ii) of the Act; and (3) title IV-E maintenance payments are not made for a period in the PUR prior to these conditions being met. A request for a CRC without the results of the record search is not sufficient documentation of compliance with the safety requirement.

Yes

No

If 'No', action taken must be to ensure the non-compliance is entered into FSFN by the Region and ensure IV-E Redeterminations generated.



# COMPLIANCE HISTORY PAGE

Person Provider Compliance History -- Webpage Dialog

**FSFN** Print Audit Spell Check Help

Provider Name: Provider ID: 100265761

**Non-compliance Background Screening Safety Requirements**

Start Date	Reason for non-compliance	End Date	Action
07/02/2021	<a href="#">View Reasons</a>	06/30/2022	

Dates represent days of non-compliance.

Upcoming Policy and FSFN Change:  
Reimbursable only for days in compliance.

Non-compliance Reasons -- Webpage Dialog Organization Provider Compliance History -- Webpage Dialog

**FSFN** Print *Florida Safe Families Network* Print Audit Spell Check

Provider Name: Provider ID: 100227910

**Non-compliance reason for Background Screening Safety Requirements**

- FDLE/FBI/Fingerprints
- Abuse and Neglect History
- Local Criminal
- 911 Call Out History
- Sex Offender and Predator Registry
- Civil Records
- Out of State Child Abuse and Neglect
- Juvenile Records (12-17)

**Non-compliance Background Screening Safety Requirements**

Start Date	Reason for non-compliance	End Date
11/09/2019	Backgrounds	02/20/2020
03/20/2020	Backgrounds	04/01/2022
08/29/2020	Backgrounds	08/31/2020
09/06/2020	Backgrounds	09/08/2020

# Findings

Case Type:

Non-Error Case

Error Case

Procedural Error Case Only

Case Includes:

Underpayments

Ineligible Payments

NA

**Error Case** = IV-E was claimed and should not have been during the Period Under Review.

**Procedural Error Case Only** = Documentation was not properly uploaded in FSFN.

**Underpayments** = A payment should have been funded by IV-E and was unintentionally not.

**Ineligible Payments** = A payment should not have been funded by IV-E and was. An ineligible payment may occur in a Non-Error Case if the payment was outside of the Period Under Review.



# Findings

Was error resolved?

Yes

No

N/A

Comments on Case Type (Actions and Status of Error Case, Underpayment, and/or Ineligible Payment Corrections):

Efforts to correct errors should be made during the review process so that efforts and status of efforts can be reflected in Qualtrics.

Upon review, was CCWIS data determined to be accurate? *(if any CWWIS data required modification, the response shall be "no")*

Yes

No





# ADOPTION ELIGIBILITY

## IV-E AND TANF FEDERAL MONITORING REVIEWS



# ADOPTION ELIGIBILITY

Background screening compliance applies to both IV-E and TANF funding sources.

4. Does documentation support that all required background screenings were completed and in compliance with timeframes before the execution of the Adoption Assistance Agreement? If 'No', this is an 'Error Case'.

Yes

No

5. All persons are free of a felony conviction involving:

	Yes	No
a. Child abuse or neglect	<input type="radio"/>	<input type="radio"/>
b. Spousal abuse	<input type="radio"/>	<input type="radio"/>
c. A crime against a child or children (including child pornography)	<input type="radio"/>	<input type="radio"/>
d. A crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault or battery?	<input type="radio"/>	<input type="radio"/>

If any of the subsequent questions regarding background screenings are not in compliance, the response to Question 4 must be 'No'.





# Background Screenings – Apply to IV-E and TANF Funding

5a. National/federal criminal fingerprint-based background checks - Foster or relative caregivers must be current within 5 years of AAA execution. Nonrelative caregivers or potential adoptive parent(s) who are not the current caregiver must be current within 1 year of AAA execution.

Dates results received (list all dates for required persons):

5b. State criminal background checks - Current within 90 calendar days of AAA execution.

Dates results received (list all dates for required persons):

5c. Local (City and/or County) criminal background checks - Current within 90 calendar days of adoptive placement.

Date results received (list all dates for required persons):



# Background Screenings – Apply to IV-E and TANF Funding

## 6. Florida Abuse Registry checks - Current within 30 calendar days of AAA execution

	Yes	No	NA
a. Florida Abuse Registry checks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Abuse Registry (Adam Walsh) checks in all other relevant states for adoptive placements on and after 10-1-2006 for all household members who have lived in another state during the previous five years	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6a. Florida Abuse Registry checks. Dates results received:

6b. Adam Walsh Abuse Registry checks. Dates results received:



# Background Screenings – Apply to IV-E and TANF Funding

7. Criminal records (national, statewide, local, juvenile) checks for household members age 18+ were completed before the execution of the AAA?



(Note: Statewide or DJJ check will satisfy the requirement for juvenile checks)

Yes

No

8. Criminal records (statewide, local, juvenile) checks for household members age 12-17 were completed before the execution of the AAA?



(Note: Statewide or DJJ check will satisfy the requirement for juvenile checks. DJJ check will satisfy the requirement for local checks.)

Yes

No





To Whom It May Concern:

RE: Foster, Adoption, and Childcare Institution Safety Requirements Request

The State of Florida respectfully requests background screening safety requirements for foster, adoptive and childcare institutions to include documentation that supports federal regulations regarding Criminal Record Checks (CRC). Additionally, packets shall include documentation that the placement meets the receiving state's standards for full licensure.

For compliance in Federal Title IV-E Eligibility On-Site Reviews, the documentation should clearly verify the following:

- (1) a CRC was completed that includes a fingerprint-based check of the National Crime Information Databases (NCID)
- (2) the foster parent has not been convicted of any of the prohibited felonies listed in §§ 471(a)(20)(A)(i) and (ii) of the Act
- (3) the date the CRC was completed and the evidence reviewed
- (4) whom the CRC was completed by

Please complete the subsequent document for verification of background screening requirements. A request for a CRC without the results of the record search is not sufficient documentation of compliance with the safety requirement.

Respectfully Requested,  
Office of Child Welfare  
Department of Children & Families

Date: [insert date]

To: Florida Department of Children and Families  
1317 Winewood Blvd.  
Tallahassee, Florida 32399

From: [Insert Resource Name]

License/Certification Effective Date: \_\_\_\_\_ License/Certification Expiration Date: \_\_\_\_\_  
License Status (Please select one):  Full  Temporary  Provisional

Pursuant to Federal Law, the state is responsible for meeting federal regulations regarding criminal record checks (CRC) and child abuse and neglect record checks for prospective foster and adoptive parents and childcare institution staff.

- The national/FBI fingerprint-based checks of the National Crime Information Database (NCID) were completed and evidence was reviewed on \_\_\_\_\_  
by \_\_\_\_\_ for the individual(s) below.

Month/Day/Year Name, Title/Department

- The state fingerprint-based checks were completed and evidence was reviewed on \_\_\_\_\_  
by \_\_\_\_\_ for the individual(s) below.

Month/Day/Year Name, Title/Department

- A search of the state's child abuse and neglect registry or child welfare system of record was conducted on \_\_\_\_\_  
by \_\_\_\_\_ for the individual(s) below.

Month/Day/Year Name, Title/Department

Name	Date of Birth

There was no disqualifying information obtained from these background checks pursuant to §§ 471(a)(20)(A)(i) and (ii) of the Social Security Act and state law.

Sincerely,

(Name Title and Signature)

(Name Title and Signature)



# Error Case versus Procedural Error

9. Were the Termination of Parental Rights granted as to all parents? If 'No', this is an 'Error Case'.

Yes

No

9a. Is the Termination of Parental Rights Order uploaded in FSFN? If 'No', this is a 'Procedural Error'.

Yes

No

9b. Date of Termination of Parental Rights Order:

10. Is the Final Judgement of Adoption Order uploaded in FSFN? If 'No', this is a 'Procedural Error'.

Yes

No

N/A

10a. Date of Final Judgement of Adoption Order:

9a. TPR Order may be uploaded in either Pre or Post Adoption FSFN Case.

10. A N/A response is only acceptable if adoption finalization has not yet occurred.



# ADOPTION ASSISTANCE AGREEMENTS (AAA)

The AAA and EAAA are the driving components for a child or young adult being including in our federal adoption claim and AFCARS submissions.

These pages in FSFN must be maintained accurately.

11. Was the 'Initial' Adoption Assistance Agreement signed and dated by all parties prior to the finalization of the adoption? If 'No', this is an 'Error Case'.

Yes

No

11a. Date of adoption finalization:

(Indicate N/A if adoption has not finalized)

11b. Last signature date on AAA:

12. Does the signed AAA and the FSFN AAA accurately reflect Effective Date, Date Signed, Subsidy Funding Type, and subsidy amount?

Yes

No

12a. Amount of Subsidy on AAA:

12b. Amount of Subsidy Paid in FSFN:

Note: Do not terminate an AAA or EAAA with the reason of 'Other' or 'Made in Error' in a Post Adoption case without prior consultation with OCFW.



# SPECIAL NEEDS

All THREE factors must be met for requirement to be met for receiving adoption assistance.

1. Child cannot return home
2. Hard to Place Factor
3. Reasonable Efforts to Place Without Subsidy

## SECTION II: SPECIAL NEEDS

**Special Needs Factors** (Must meet all three. If not, child not eligible for subsidy):

	Yes	No
<b>a. Child cannot return home</b>	<input type="radio"/>	<input type="radio"/>
<b>b. Hard to place condition or factor</b>	<input type="radio"/>	<input type="radio"/>
---b1. Medical or disability requirements for SSI (Applicable Child only)	<input type="radio"/>	<input type="radio"/>
---b2. Black or of racially mixed heritage	<input type="radio"/>	<input type="radio"/>
---b3. Eight years of age or older	<input type="radio"/>	<input type="radio"/>
---b4. Siblings placed together for adoption	<input type="radio"/>	<input type="radio"/>
---b5. Intellectual Disability	<input type="radio"/>	<input type="radio"/>
---b6. Emotional handicap	<input type="radio"/>	<input type="radio"/>
---b7. Physical disability	<input type="radio"/>	<input type="radio"/>
---b8. Other clinically diagnosed disability/At Risk	<input type="radio"/>	<input type="radio"/>
---b9. Significant emotional ties to prospective adoptive parents as a licensed foster child <i>(If this is the only factor, child is not eligible for Title IV-E)</i>	<input type="radio"/>	<input type="radio"/>
<b>c. Reasonable effort to place without subsidy OR</b>	<input type="radio"/>	<input type="radio"/>
---c1. Prospective adoptive parent(s) is a relative or licensed foster parent	<input type="radio"/>	<input type="radio"/>
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="radio"/>	<input type="radio"/>



# Voluntary Relinquishment – Private Adoptions

14. **Involuntary Removal or Voluntary Relinquishment** - Was the child's removal an involuntary, court ordered removal or a Voluntary Relinquishment?

Involuntary Court Ordered

Voluntary Relinquishment

14a. Voluntary Relinquishment Date:

14b. **Voluntary Relinquishment:**

	Yes	No
a. Petition to remove child within 6 months?	<input type="radio"/>	<input type="radio"/>
b. Subsequent court order with contrary to the welfare finding?	<input type="radio"/>	<input type="radio"/>

14c. Date of petition.

14d. Date of subsequent court order

14e. Did the removal order contain a 'Contrary to Welfare' finding?

Yes

No





# Applicable or Not Applicable Child - Determines Eligibility Path Options

## SECTION III: APPLICABLE CHILD AND ELIGIBILITY PATH

15. When the Adoption Assistance Agreement was entered into, was the child an Applicable Child based any of the following?

- |  | Yes                              | No                               |
|--|----------------------------------|----------------------------------|
| a. Age at time of adoption                                     | <input checked="" type="radio"/> | <input type="radio"/>            |
| b. 60 consecutive months in foster care                        | <input type="radio"/>            | <input type="radio"/>            |
| c. Sibling of an Applicable Child placed together for adoption | <input type="radio"/>            | <input checked="" type="radio"/> |

### 15a. Applicable Child Eligibility Paths:

- |   | Yes                   | No                    |
|---|-----------------------|-----------------------|
| 15a1. Child that at the time of initiation of adoption proceedings is in care pursuant to an involuntary removal with <u>Contrary to Welfare judicial determination or voluntary placement agreement.</u>   | <input type="radio"/> | <input type="radio"/> |
| 15a2. Child meets all the requirements of eligibility for SSI at the time of AAA.   | <input type="radio"/> | <input type="radio"/> |
| 15a3. Child of a minor parent who was in foster care with the parent.<br><i>The child was residing with their minor parent, at the time of removal, and the minor parent was in foster care pursuant to an involuntary removal with <u>Contrary to Welfare judicial determination or voluntary placement agreement.</u></i> | <input type="radio"/> | <input type="radio"/> |
| 15a4. Child eligible for Title IV-E Adoption Assistance in a prior adoption.<br><i>The child's adoption occurred after 10-1-97 and Title IV-E adoption assistance was paid on his/her behalf.</i>   | <input type="radio"/> | <input type="radio"/> |

## SECTION III: APPLICABLE CHILD AND ELIGIBILITY PATH

15. When the Adoption Assistance Agreement was entered into, was the child an Applicable Child based any of the following?

- |  | Yes                   | No                               |
|--|-----------------------|----------------------------------|
| a. Age at time of adoption                                     | <input type="radio"/> | <input checked="" type="radio"/> |
| b. 60 consecutive months in foster care                        | <input type="radio"/> | <input checked="" type="radio"/> |
| c. Sibling of an Applicable Child placed together for adoption | <input type="radio"/> | <input checked="" type="radio"/> |

### 15b. Not Applicable Child Eligibility Paths:

- |  | Yes                   | No                    |
|--|-----------------------|-----------------------|
| 15b1. Child was <u>eligible for IV-E including AFDC</u> at time of the most recent removal   | <input type="radio"/> | <input type="radio"/> |
| 15b2. Child meets all the requirements of eligibility for SSI at the time of AAA   | <input type="radio"/> | <input type="radio"/> |
| 15b3. Child of a minor parent<br><i>The child's minor parent was in foster care and <u>Title IV-E foster maintenance payments made covered both the minor parent at the time of the child's removal.</u></i> | <input type="radio"/> | <input type="radio"/> |
| 15b4. Child eligible for Title IV-E Adoption Assistance in a prior adoption.<br><i>The child's adoption occurred after 10-1-97 and Title IV-E adoption assistance was paid on his/her behalf.</i>            | <input type="radio"/> | <input type="radio"/> |

**Questions determine  
if the TANF Eligibility  
section must be  
completed for the  
review.**

Was the child accurately determined 'Ineligible' for Title IV-E MAS?

Yes

No

16. Were all background screenings in compliance prior to the execution of the Adoption Assistance Agreement? If 'No', child is not eligible for TANF funding.

Yes

No



# Adoption TANF Eligibility

## TANF MAS - Complete this section documenting TANF Eligibility during Period Under Review

17. Resides in Florida ?

Yes

No

18. Determined to meet all three criteria of special needs ?

Yes

No

19. Child lives with a specified relative (adoption finalization establishes a specified relative relationship between the child and his or her adoptive parents) ?

Yes

No

20. Child has gross income below 200% of the current FPL ?

Yes

No

21. The subsidy OCA matches the eligibility specified on the Adoption Assistance Agreement (and/or its amendments) indicated as being paid in FSFN.

Yes

No

21.1 MAS TANF Eligibility Effective From Date (MM/DD/YYYY):

21.2 MAS TANF Eligibility Effective To Date (MM/DD/YYYY):

21.3 TANF Eligibility Determination

Eligible

Ineligible

21.4 AAA Matches Eligibility

Yes

No

21.5 OCA Matches Eligibility

At least one Adoption TANF must be documented. If one did not occur during PUR, enter most recent.



# Findings

## Review Adoption Eligibility Determination

IV-E Eligible

TANF Eligible

TANF Ineligible

## Review Applicable Child Determination

Applicable Child

Not Applicable Child

Selection is based off review.

## FSFN Adoption Eligibility Determination

IV-E Eligible

TANF Eligible

TANF Ineligible

## FSFN Applicable Child Determination

Applicable Child

Not Applicable Child

Selection is based off what FSFN reflected upon review.



# Findings

Finding:

Non-Error Case

Error Case

Procedural Error Only

Summary of Corrections Made and Outstanding Compliance Factors:

The section should clearly explain the errors, actions taken to resolve, and the status.

Any Error Case that results in the Adoption Eligibility in a Post Adoption Case needing to be overridden, an email should be sent to [HQW.FS.Eligibility.Redesign@myflfamilies.com](mailto:HQW.FS.Eligibility.Redesign@myflfamilies.com) once the TPR Order and signed AAA is uploaded to either the Pre or Post Adoption case.

The email must include the reason for the override and background screening dates. This can be done as soon as the case review is completed.





## DCF Completed IV-E Reviews:



- ☑ Guardianship Assistance Program (GAP)
- ☑ Extension of Guardianship Assistance Program (EGAP)
- ☑ Extension of Maintenance Adoption Subsidy (EMAS)



# IV-E Guardianship Assistance Program (GAP) Review Tool

Section I: PROGRAM REQUIREMENTS		Yes	No	N/A
(1)	Was the Guardian established as a Relative or Fictive Kin prior to Permanent Guardianship (PG) case closure?			
(2)	Was the child placed with the Guardian as a licensed placement for at least 6 consecutive months prior to PG case closure? (N/A only applicable if eligibility derived by a sibling.)			
(3)	Does the permanent guardianship case plan describe the following for the child? (N/A is only applicable if eligibility derived by a sibling.) (a) The way in which the child meets program eligibility requirements. (b) Efforts to discuss adoption with the child's permanent guardian. (c) The reason why reunification or adoption is not appropriate. (d) Efforts to discuss guardianship assistance with the child's parent or the reasons why efforts were not made. (e) The reasons why a permanent placement with the prospective guardian is in the best interest of the child. (f) The reason why the child is separated from his or her siblings during placement, if applicable. (g) The manner in which a child 14 years of age older, has been consulted regarding the permanent guardianship arrangement (Not applicable if the child is less than 14 years of age).			
(4)	Was the Guardianship Assistance Agreement (GAA) signed/dated by all parties prior to PG closure?			
(5)	Was the placement with the permanent guardian approved by the court? Date: _____			
(6)	Is there a completed, accurate Guardianship Assistance Agreement (GAA) completed in FSFN and a completed GAA uploaded to the FSFN File Cabinet? Effective Date: _____			
(7)	Does the payment amount exceed 100% of the statewide foster board rate? Amount: \$ _____			
(8)	Was Regional approval obtained for payments exceeding 100% of the statewide foster board rate?			
(9)	Does the payment amount on the GAA (FSFN & Signed) match the payment amount issued?			
<b>Redeterminations</b>				
(10)	Does FSFN have completed 'Redeterminations' every 12 months on the GAP page?			
(11)	Is the completed Guardianship Assistance Program Eligibility Redetermination form (CF-FSP 5441) uploaded in the FSFN File Cabinet?			
Section II: FUNDING SOURCE		Yes	No	N/A
(12)	Was child determined Title IV-E Foster Care 'Eligible' in removal episode that resulted in Permanent Guardianship and 'Eligible' on FSFN Guardianship Assistance Program Eligibility page?			
(13)	Does the Subsidy Type indicated on the GAA (Initial and Updates) match the OCA of the payments issued in FSFN?			
(14)	Were GAP payments accurately issued? (Not prior to the GAA Effective Date or Effective/Enrolled Date on the FSFN Guardianship Assistance Program Eligibility page and align with PG closure)			
Section III: FINDINGS				
<input type="checkbox"/> Non-Error Case <input type="checkbox"/> Error Case Error Resolved: <input type="checkbox"/> Yes <input type="checkbox"/> No Explain Reason for Error and Outcome of Efforts to Resolve: _____				

Review covers program requirements being met to claim title IV-E for GAP payment and FSFN documentation.



Section I: PROGRAM REQUIREMENTS		Yes	No	N/A
(1)	Was the Guardian established as a Relative or Fictive Kin prior to Permanent Guardianship (PG) case closure?			
(2)	Was the child placed with the Guardian as a licensed placement for at least 6 consecutive months prior to PG case closure? (N/A only applicable if eligibility derived by a sibling.)			
(3)	Does the permanent guardianship case plan describe the following for the child? (N/A is only applicable if eligibility derived by a sibling.) (a) The way in which the child meets program eligibility requirements. (b) Efforts to discuss adoption with the child's permanent guardian. (c) The reason why reunification or adoption is not appropriate. (d) Efforts to discuss guardianship assistance with the child's parent or the reasons why efforts were not made. (e) The reasons why a permanent placement with the prospective guardian is in the best interest of the child. (f) The reason why the child is separated from his or her siblings during placement, if applicable. (g) The manner in which a child 14 years of age older, has been consulted regarding the permanent guardianship arrangement (Not applicable if the child is less than 14 years of age).			
(4)	Was the Guardianship Assistance Agreement (GAA) signed/dated by all parties prior to PG closure?			
(5)	Was the placement with the permanent guardian approved by the court? Date: _____			

FSFN populates based on relationship selected on current/discharged out-of-home placement.

**Relative Placement**

Relationship of Child to Caregiver:

Maternal Granddaughter

## Review Errors: Relationship does not align with placement entry.

	<a href="#">Foster Home, Level I Lic Foster Home</a>	07/01/2020	03/31/2021		Relative, Provider	100240195	TRAINING, GAP REVIEW TOOL	106972888	Closed	Permanent Guardianship (Includes Guardianship to Relative)	Discharge
	<a href="#">Foster Home, Level I Lic Foster Home</a>	06/19/2020	07/01/2020		Relative, Provider	100240195	TRAINING, GAP REVIEW TOOL	106972888	Closed		
	<a href="#">Relative, Relative Placement</a>	12/11/2019	06/19/2020		Relative, Provider	100240195	TRAINING, GAP REVIEW TOOL	106972888	Closed		

**Relative Placement**

Relationship of Child to Caregiver:

Fictive Kin





Section I: PROGRAM REQUIREMENTS		Yes	No	N/A
(1)	Was the Guardian established as a Relative or Fictive Kin prior to Permanent Guardianship (PG) case closure?			
(2)	Was the child placed with the Guardian as a licensed placement for at least 6 consecutive months prior to PG case closure? (N/A only applicable if eligibility derived by a sibling.)			
(3)	Does the permanent guardianship case plan describe the following for the child? (N/A is only applicable if eligibility derived by a sibling.) (a) The way in which the child meets program eligibility requirements. (b) Efforts to discuss adoption with the child's permanent guardian. (c) The reason why reunification or adoption is not appropriate. (d) Efforts to discuss guardianship assistance with the child's parent or the reasons why efforts were not made. (e) The reasons why a permanent placement with the prospective guardian is in the best interest of the child. (f) The reason why the child is separated from his or her siblings during placement, if applicable. (g) The manner in which a child 14 years of age older, has been consulted regarding the permanent guardianship arrangement (Not applicable if the child is less than 14 years of age).			
(4)	Was the Guardianship Assistance Agreement (GAA) signed/dated by all parties prior to PG closure?			
(5)	Was the placement with the permanent guardian approved by the court? Date: _____			

FSFN populates based on the licensure of the provider for the placement discharged to Permanent Guardianship.

Six consecutive months must be achieved based on the Effective/Enrolled Date on the GAP program page.

Provider must have a license for each type required by each Service Type.

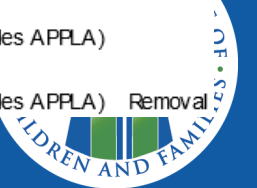
**Review Errors: None**



**Licenses**

**Level I**  
 06/19/2020 06/19/2021 Initial Expired Approved

	<b>Foster Home, Level I Lic Foster Home</b>	07/01/2020 03/31/2021	Relative, Provider	100240195	TRAINING, GAP REVIEW TOOL	106972888	Closed	Permanent Guardianship (Includes Guardianship to Relative)	Discharge
	<b>Foster Home, Level I Lic Foster Home</b>	06/19/2020 07/01/2020	Relative, Provider	100240195	TRAINING, GAP REVIEW TOOL	106972888	Closed	Move Made in Accordance with Case Plan Goal (Includes APPLA)	
	<b>Relative, Relative Placement</b>	12/11/2019 06/19/2020	Relative, Provider	100240195	TRAINING, GAP REVIEW TOOL	106972888	Closed	Move Made in Accordance with Case Plan Goal (Includes APPLA)	Removal



Section I: PROGRAM REQUIREMENTS		Yes	No	N/A
(1)	Was the Guardian established as a Relative or Fictive Kin prior to Permanent Guardianship (PG) case closure?			
(2)	Was the child placed with the Guardian as a licensed placement for at least 6 consecutive months prior to PG case closure? (N/A only applicable if eligibility derived by a sibling.)			
(3)	Does the permanent guardianship case plan describe the following for the child? (N/A is only applicable if eligibility derived by a sibling.) (a) The way in which the child meets program eligibility requirements. (b) Efforts to discuss adoption with the child's permanent guardian. (c) The reason why reunification or adoption is not appropriate. (d) Efforts to discuss guardianship assistance with the child's parent or the reasons why efforts were not made. (e) The reasons why a permanent placement with the prospective guardian is in the best interest of the child. (f) The reason why the child is separated from his or her siblings during placement, if applicable. (g) The manner in which a child 14 years of age older, has been consulted regarding the permanent guardianship arrangement (Not applicable if the child is less than 14 years of age).			
(4)	Was the Guardianship Assistance Agreement (GAA) signed/dated by all parties prior to PG closure?			
(5)	Was the placement with the permanent guardian approved by the court? Date: _____			

All 7 elements must be addressed in the PG Case Plan that was accepted by the Court.

The FSFN Case Plan Worksheet with the requirements addressed must be linked to the GAP Eligibility page.

## Review Errors: No case plan has ALL required elements or the incorrect Case Plan Worksheet is linked.

Participants/Family Change Strategy	Visitation/Family Time/Placement	Additional Child Information	Summary of Child in Care Needs	Protective Capacities	Outcomes	At
<input type="radio"/>	TRAINING, GAP REVIEW TOOL	Provider Relative	Level I Licensed Foster Home	07/01/2020	12/11/2019	<a href="#">Sum Inform</a>
What are the strengths of this placement? ALL SEVEN REQUIREMENTS MUST BE ADDRESSED IN THE PG CASE PLAN ACCEPTED BY THE COURT. THIS IS THE SECTION THAT SHOULD BE USED TO DOCUMENT THE REQUIREMENTS.						

3. Does the permanent guardianship case plan describe the following for the child?  
[Court Involved Case Plan](#)

Legal Documentation -- Webpage Dialog

### Florida Safe Families Network

**General Information**

FSFN Case Name: Training

Document: [Court Involved Case Plan](#)

Inv/Assessment Number:

Dependency Case Manager:

Case Plan Worksheet ID

Select	Case Plan Worksheet ID	Create Date	Completed Date
<input checked="" type="checkbox"/>	112231	11/13/2020	

Section I: PROGRAM REQUIREMENTS		Yes	No	N/A
(1)	Was the Guardian established as a Relative or Fictive Kin prior to Permanent Guardianship (PG) case closure?			
(2)	Was the child placed with the Guardian as a licensed placement for at least 6 consecutive months prior to PG case closure? (N/A only applicable if eligibility derived by a sibling.)			
(3)	Does the permanent guardianship case plan describe the following for the child? (N/A is only applicable if eligibility derived by a sibling.) (a) The way in which the child meets program eligibility requirements. (b) Efforts to discuss adoption with the child's permanent guardian. (c) The reason why reunification or adoption is not appropriate. (d) Efforts to discuss guardianship assistance with the child's parent or the reasons why efforts were not made. (e) The reasons why a permanent placement with the prospective guardian is in the best interest of the child. (f) The reason why the child is separated from his or her siblings during placement, if applicable. (g) The manner in which a child 14 years of age older, has been consulted regarding the permanent guardianship arrangement (Not applicable if the child is less than 14 years of age).			
(4)	Was the Guardianship Assistance Agreement (GAA) signed/dated by all parties prior to PG closure?			
(5)	Was the placement with the permanent guardian approved by the court? Date: _____			
(6)	Is there a completed, accurate Guardianship Assistance Agreement (GAA) completed in FSFN and a completed GAA uploaded to the FSFN File Cabinet? Effective Date: _____			

The GAA must be signed with dates on each signature prior to or on the date of the Permanent Guardianship closure.

The signed GAA must be uploaded to the FSFN File Cabinet.

Both the signed GAA and FSFN GAA must align.

**Review Errors: Executed GAA is not being uploaded to FSFN OR signature date is not present OR signature date of DCF representative is after PG case closure OR incorrect Effective Date.**

Example 1: Signatures not dated

Guardian Signature		Guardian Signature	
<small>Signature of Guardian 1</small>	<small>Date Signed</small>	<small>Signature of Guardian 2</small>	<small>Date Signed</small>

Example 2: Late DCF signature

DCF Rep Signature	Title	Effective Date: 09/27/2021
<small>Signature of DCF Representative</small>	<small>Title</small>	<small>Date Signed</small>



Section I: PROGRAM REQUIREMENTS		Yes	No	N/A
(1)	Was the Guardian established as a Relative or Fictive Kin prior to Permanent Guardianship (PG) case closure?			
(2)	Was the child placed with the Guardian as a licensed placement for at least 6 consecutive months prior to PG case closure? (N/A only applicable if eligibility derived by a sibling.)			
(3)	Does the permanent guardianship case plan describe the following for the child? (N/A is only applicable if eligibility derived by a sibling.) (a) The way in which the child meets program eligibility requirements. (b) Efforts to discuss adoption with the child's permanent guardian. (c) The reason why reunification or adoption is not appropriate. (d) Efforts to discuss guardianship assistance with the child's parent or the reasons why efforts were not made. (e) The reasons why a permanent placement with the prospective guardian is in the best interest of the child. (f) The reason why the child is separated from his or her siblings during placement, if applicable. (g) The manner in which a child 14 years of age older, has been consulted regarding the permanent guardianship arrangement (Not applicable if the child is less than 14 years of age).			
(4)	Was the Guardianship Assistance Agreement (GAA) signed/dated by all parties prior to PG closure?			
(5)	Was the placement with the permanent guardian approved by the court? Date: _____			

The PG order must be uploaded and linked to the GAP page.

Each of the following dates should align regarding the approval of the PG by the court:

- Date of Legal Record entry
  - Date of out-of-home placement/removal discharge
  - Date of GAP payment beginning

**Review Errors: The order granting PG is not uploaded and incorrect document linked to GAP page OR the dates do not align.**

Non-Placement Services

[Guardianship, Guardian Assistance](#)

09/01/2020

Payment System-Disbursed

Placements

[Foster Home, Level I Lic Foster Home](#)

07/01/2020 09/01/2020

(Includes Guardianship to Relative) Discharge

Legal Record

Date/Time	Legal Action	Result
08/27/2020	Case Closure - Legal	Guardianship - Relative/ Fictive Kin



Section I: PROGRAM REQUIREMENTS		Yes	No	N/A
(7)	Does the payment amount exceed 100% of the statewide foster board rate? Amount: \$_____			
(8)	Was Regional approval obtained for payments exceeding 100% of the statewide foster board rate?			
(9)	Does the payment amount on the GAA (FSFN & Signed) match the payment amount issued?			

**Review Errors: Regional approval documentation is not uploaded to FSFN File Cabinet (5 instances) OR GAA amount not matching payment amount being issued.**


Payment (Non-Payment Service) should not be entered into FSFN without validation of signed and FSFN GAA and Regional approval, if necessary, being in FSFN.



Section I: PROGRAM REQUIREMENTS		Yes	No	N/A
<b>Redeterminations</b>				
(10)	Does FSFN have completed 'Redeterminations' every 12 months on the GAP page?			
(11)	Is the completed Guardianship Assistance Program Eligibility Redetermination form (CF-FSP 5441) uploaded in the FSFN File Cabinet?			

Program Redetermination is required every 12 months in FSFN.

## Review Errors: Redeterminations not being completed in FSFN nor form uploaded.



File Cabinet  
[Guardianship Assistance Program - GAP Annual Redetermination](#)  
 08/30/2021, Redetermination NG.docx

**Child Information**

Child Name: [TRAINING, GAP REVIEW TOOL](#) Person ID: 106972888 DOB: 08/21/2018 Age: 4

**Guardianship Assistance Program Eligibility**

GAP Eligibility Determination	Type	Effective/Enrolled Date	Redetermination Due Date	Termination Date	Termination Reason	Actions
Eligible	Initial	03/31/2021	03/30/2022	03/30/2022	Redetermination	<a href="#">View</a>
Eligible	Redetermination	03/30/2022	03/29/2023			<a href="#">View</a>



Section II: FUNDING SOURCE		Yes	No	N/A
(12)	Was child determined Title IV-E Foster Care 'Eligible' in removal episode that resulted in Permanent Guardianship and 'Eligible' on FSFN Guardianship Assistance Program Eligibility page?			
(13)	Does the Subsidy Type indicated on the GAA (Initial and Updates) match the OCA of the payments issued in FSFN?			
(14)	Were GAP payments accurately issued? (Not prior to the GAA Effective Date or Effective/Enrolled Date on the FSFN Guardianship Assistance Program Eligibility page and align with PG closure)			

Accurate determination of funding source and communication between eligibility staff and program staff is critical.

**Review Errors:** Subsidy Type (funding source) is not accurate on GAA OR payment begin date did not align.

Guardianship Assistance Subsidy Type:

Guardianship: TANF with Medicaid

✗

Basic		Initial Determination		Redeterminations	
Eligibility Determination	Effective From	Entry Date	Completed?	Date Completed	
<input checked="" type="radio"/> Eligible and Reimbursable	11/01/2020	12/14/2020	Yes	12/14/2020	

Guardianship Assistance Program Eligibility		
GAP Eligibility Determination	Type	Effective/Enrolled Date
Eligible	Initial	09/16/2021
Eligible	Redetermination	09/15/2022



# Extension of Maintenance Adoption Subsidy (EMAS)

Section I: PROGRAM REQUIREMENTS		Yes	No	N/A
<b>Guardianship Assistance Agreement (GAA)</b>				
(1)	Was the GAA-Initial executed and effective when the child was 16 or 17 years of age? Is the completed, signed GAA uploaded in the FSFN File Cabinet?			
(2)	Does the GAA-Initial indicate the guardian(s) and child elected to opt into EGAP?			
<b>Extension of Guardianship Assistance Agreement (EGAA)</b>				
(3)	Is there a completed, effective EGAA in FSFN and a signed EGAA uploaded to the FSFN File Cabinet? Effective Date: _____			
(4)	Does the EGAP amount exceed 100% of the statewide foster board rate? Amount: \$ _____			
(5)	Was Regional approval obtained for exceeding 100% of the statewide foster board rate?			
(6)	Does the payment amount on the EGAA match the payment amount issued?			
<b>Qualifying Activity</b>				
(7)	Does FSFN have a completed 'Initial' determination in the Young Adult Program Eligibility page with a determination of 'Approved-Eligible'?			
(8)	Does FSFN have completed 6-month 'Redeterminations' of the young adult's participation in a qualifying activity in the Young Adult Program Eligibility page?			
(9)	Does documentation uploaded in the FSFN File Cabinet support the young adult participating in a qualifying activity for each month an EGAP payment was issued?	Yes		
<b>Section II: FUNDING SOURCE</b>				
(10)	Was young adult determined Title IV-E Foster Care 'Eligible' in removal episode that resulted in Permanent Guardianship and 'Eligible' on FSFN Young Adult Program Eligibility page?			
(11)	Does the Subsidy Type indicated on the EGAA (Initial and Updates) match the OCA of the payments issued in FSFN?			
(12)	Were EGAP payments accurately issued? (Not prior to the Effective Date and signature dates on EGAA or Effective/Enrolled Date on the FSFN Young Adult Program Eligibility page)			

# Extension of Guardianship Assistance Program (EGAP)

Section I: PROGRAM REQUIREMENTS		Yes	No	N/A
<b>Adoption Assistance Agreement (AAA)</b>				
(1)	Was the AAA-Initial executed and effective when the child was 16 or 17 years of age and a signed AAA uploaded to the FSFN File Cabinet? (Note: Correct Version must have been used.)			
(2)	Does the AAA-Initial indicate the adoptive parent(s) and child elected to opt into the EMAS program? (N/A only applicable to 'special population' of young adult who were 16 or 17 prior to the FSFN enhancements to the AAA.)			
<b>Extension of Maintenance Adoption Assistance Agreement (EAAA)</b>				
(3)	Is there a completed, effective EAAA in FSFN and a signed EAAA uploaded to the FSFN File Cabinet? Effective Date: _____			
(4)	Does the subsidy amount exceed 100% of the statewide foster board rate? Amount: \$ _____			
(5)	Was Regional approval obtained for payments exceeding 100% of the statewide foster board rate? (Approval may be associated with MAS approval)			
(6)	Does the subsidy amount on the EAAA match the subsidy amount issued?			
<b>Qualifying Activity</b>				
(7)	Does FSFN have a completed 'Initial' determination in the Young Adult Program Eligibility page with a determination of 'Approved-Eligible'?			
(8)	Does FSFN have completed 6-month 'Redeterminations' of the young adult's participation in a qualifying activity in the Young Adult Program Eligibility page?			
(9)	Does documentation uploaded in the FSFN File Cabinet support the young adult participating in a qualifying activity for each month a EMAS subsidy payment was issued?			
<b>Section II: FUNDING SOURCE</b>				
(10)	Was young adult determined 'Eligible' on FSFN Adoption Eligibility and 'Eligible' on FSFN Young Adult Program Eligibility page?			
(11)	Does the Subsidy Type indicated on the EAAA (Initial and Updates) match the OCA of the subsidy issued in FSFN?	Yes	No	N/A
(12)	Were EMAS payments accurately issued? (Not prior to the Effective Date and signature dates on EAAA or Effective/Enrolled Date on the FSFN Young Adult Program Eligibility page)			



## Section I: PROGRAM REQUIREMENTS

### Guardianship Assistance Agreement (GAA)

- |     |  |
|-----|--|
| (1) | Was the GAA-Initial executed and effective when the child was 16 or 17 years of age? Is the completed, signed GAA uploaded in the FSFN File Cabinet? |
| (2) | Does the GAA-Initial indicate the guardian(s) and child elected to opt into EGAP?  |

### Extension of Guardianship Assistance Agreement (EGAA)

- |     |   |
|-----|---|
| (3) | Is there a completed, effective EGAA in FSFN and a signed EGAA uploaded to the FSFN File Cabinet? Effective Date: _____ |
| (4) | Does the EGAP amount exceed 100% of the statewide foster board rate? Amount: \$ _____                                   |
| (5) | Was Regional approval obtained for exceeding 100% of the statewide foster board rate?                                   |
| (6) | Does the payment amount on the EGAA match the payment amount issued?  |

## Section I: PROGRAM REQUIREMENTS

### Adoption Assistance Agreement (AAA)

- |     |  |
|-----|--|
| (1) | Was the AAA-Initial executed and effective when the child was 16 or 17 years of age and a signed AAA uploaded to the FSFN File Cabinet? (Note: Correct Version must have been used.)   |
| (2) | Does the AAA-Initial indicate the adoptive parent(s) and child elected to opt into the EMAS program? (N/A only applicable to 'special population' of young adult who were 16 or 17 prior to the FSFN enhancements to the AAA.) |

### Extension of Maintenance Adoption Assistance Agreement (EAAA)

- |     |   |
|-----|---|
| (3) | Is there a completed, effective EAAA in FSFN and a signed EAAA uploaded to the FSFN File Cabinet? Effective Date: _____                       |
| (4) | Does the subsidy amount exceed 100% of the statewide foster board rate? Amount: \$ _____  |
| (5) | Was Regional approval obtained for payments exceeding 100% of the statewide foster board rate? (Approval may be associated with MAS approval) |
| (6) | Does the subsidy amount on the EAAA match the subsidy amount issued?  |

FSFN and signed GAA/AAA must indicate "Opt In" election for extended program.

Signed versions of all agreements must be uploaded to FSFN (pre or post adoption case).

Regional approval of rate can be satisfied by same approval for GAP or MAS.

Young adult cases should **not** be created.

GAA and EGAA are located under Guardianship Assistance Program icon. AAA is located under Adoption icon and EAAA is located under Youth/Young adult icon.



Guardianship Assistance Program



[Extended Guardianship Assistance Agreement](#)

[Guardianship Assistance Agreement](#)



Adoption



[Adoption Subsidy Agreement Information](#)



Youth/Young Adult

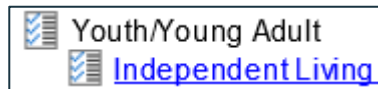


[Extended Maintenance Adoption Subsidy](#)



Program redeterminations are required every SIX months.

Young Adult Program Eligibility (YAPE) page is located under Youth/Young adult icon.



Qualifying Activity	
(7)	Does FSFN have a completed 'Initial' determination in the Young Adult Program Eligibility page with a determination of 'Approved-Eligible'?
(8)	Does FSFN have completed 6-month 'Redeterminations' of the young adult's participation in a qualifying activity in the Young Adult Program Eligibility page?
(9)	Does documentation uploaded in the FSFN File Cabinet support the young adult participating in a qualifying activity for each month a EMAS subsidy payment was issued?

Qualifying Activity	
(7)	Does FSFN have a completed 'Initial' determination in the Young Adult Program Eligibility page with a determination of 'Approved-Eligible'?
(8)	Does FSFN have completed 6-month 'Redeterminations' of the young adult's participation in a qualifying activity in the Young Adult Program Eligibility page?
(9)	Does documentation uploaded in the FSFN File Cabinet support the young adult participating in a qualifying activity for each month an EGAP payment was issued?



Academic and Life Skills Progress		Age 13-17			Age 18-23	
<b>Young Adult Program Eligibility Information</b>						
Extended Program Eligibility Determination	Date Applied	Type	Effective/Enrolled	Termination Date	Termination Reason	Actions
Approved - Eligible	04/08/2021	Initial	04/09/2021			<a href="#">View</a>



Academic and Life Skills Progress		Age 13-17			Age 18-23	
<b>Young Adult Program Eligibility Information</b>						
Extended Program Eligibility Determination	Date Applied	Type	Effective/Enrolled	Termination Date	Termination Reason	Actions
Approved - Eligible	06/01/2022	Redetermination	06/02/2022			<a href="#">View</a>
Approved - Eligible	12/01/2021	Redetermination	12/01/2021			<a href="#">View</a>
Approved - Eligible	06/08/2021	Initial	06/18/2021			<a href="#">View</a>



## The qualifying activity for each Redetermination must have supporting documentation uploaded in FSFN File Cabinet.

**Extended Program Eligibility Determination: Approved - Eligible**

On Appeal      Date notified of appeal process:        Supervisor Eligibility Override

If Ineligible, explain how notified of appeal process:       Reason for Override:

Termination Reason:       Termination Date:       Date Last Updated: 06/02/2022

Redetermination Reason:       Redetermination Date:       Last Updated By: Xlxivoo, Aleisha S

### Young Adult Eligibility Questions

The questions should be answered based on the effective date entered above. For example, if the Young Adult is not currently participating in a program to promote employment, but will be as of the effective date, then answer yes to question 6. This allows for presumptive eligibility determination. Final determination can only be processed on or after the effective date.

Question	Answer
1. Based on the Effective Date, the Young Adult's age is:	19 yrs 359 days
2. Did the Young Adult age out while in the custody of the Department?	No
3. Is the Young Adult enrolled in a secondary education program leading to a high school diploma or equivalent credential?	No
4. Is the Young Adult enrolled in a postsecondary or vocational institution?	<input checked="" type="radio"/> Yes
5. Is the Young Adult working at least 80 hours per month?	No
6. Is the Young Adult participating in a program or activity designed to promote or eliminate barriers to employment? <a href="#">Assets and Employment</a>	No
7. Does the Young Adult have a clinical disability from a licensed clinical professional that is documented on the Young Adult's Medical/Mental Health page within this FSFN case? <a href="#">Medical/Mental Health</a>	No
8. Is the Young Adult unable to participate in any of the activities listed in questions 3-6 full-time due to a documented physical, intellectual, emotional or psychiatric condition?	<input type="radio"/> Yes <input type="radio"/> No



Section II: FUNDING SOURCE	
(10)	Was young adult determined Title IV-E Foster Care 'Eligible' in removal episode that resulted in Permanent Guardianship and 'Eligible' on FSFN Young Adult Program Eligibility page?
(11)	Does the Subsidy Type indicated on the EGAA (Initial and Updates) match the OCA of the payments issued in FSFN?
(12)	Were EGAP payments accurately issued? (Not prior to the Effective Date and signature dates on EGAA or Effective/Enrolled Date on the FSFN Young Adult Program Eligibility page)

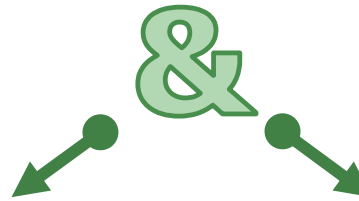
Section II: FUNDING SOURCE	
(10)	Was young adult determined 'Eligible' on FSFN Adoption Eligibility and 'Eligible' on FSFN Young Adult Program Eligibility page?
(11)	Does the Subsidy Type indicated on the EAAA (Initial and Updates) match the OCA of the subsidy issued in FSFN?
(12)	Were EMAS payments accurately issued? (Not prior to the Effective Date and signature dates on EAAA or Effective/Enrolled Date on the FSFN Young Adult Program Eligibility page)

**Young Adult Program Eligibility Information**

Extended Program Eligibility Determination	Date Applied	Type	Effective/Enrolled
Approved - Eligible	06/01/2022	Redetermination	06/02/2022
Approved - Eligible	12/01/2021	Redetermination	12/01/2021
Approved - Eligible	06/08/2021	Initial	06/18/2021

✓ Eligibility  
 ✓ [Title IV-E Eligibility Determination](#)

Basic   Initial Determination   Redeterminations					
Eligibility Determination	Effective From	Entry Date	Completed?	Date Completed	
<input checked="" type="radio"/> Eligible and Reimbursable	11/01/2020	12/14/2020	Yes	12/14/2020	



✓ Eligibility  
 ✓ [Adoption Eligibility](#)

**Eligibility Information**

M-E Foster Care Eligibility Status: Ineligible


M-E Adoption Eligibility Status:  Pending  Eligible  Ineligible



# FINDINGS & CORRECTIONS

 Explanation of Error

 Action to take

 Response to be provided in Word document that confirms actions taken and date completed

## Section III: FINDINGS

Non-Error Case

Error Case

Error Resolved:  Yes  No

Explain Reason for Error and Outcome of Efforts to Resolve:



- (5) The Permanent Guardianship Order is not uploaded and linked to GAP page question #5.**  
OCW Action Requested: Upload as a Legal Document the Order for Permanent Guardianship. Terminate 'Initial' determination as 'Created in Error' and reconstruct with court order linked to Question #5.  
CBC Action Status/Date Completed: initial GAP eligibility terminated as "created in error" on 12/2/2022; new initial eligibility page was created and completed on 12/2/2022 with linking court order
- (6) Signed Guardianship Assistance Agreement (GAA) is missing the Effective Date.**  
OCW Action Requested: Update signed GAA with correct Effective Date of XX/XX/XX, have all parties initial change and upload the FSFN File Cabinet.  
CBC Action Status/Date Completed: initial signed GAA was corrected, initial by GAP specialist and caregiver, and uploaded into FSFN on 12/02/2022
- (10) FSFN does not have a completed 'Redetermination' every 12 months on the GAP page.**  
OCW Action Requested: Complete 12-month Redeterminations.  
CBC Action Status/Date Completed: 12 month redetermination completed on GAP eligibility page 12/2/2022
- (11) There is no form CF-FSP 5441 completed and uploaded in FSFN File Cabinet for the Redetermination.**  
OCW Action Requested: Upload the completed redetermination form to FSFN File cabinet.  
CBC Action Status/Date Completed: uploaded completed CF-FSP 5441 on 12/2/2022

- (#8) FSFN does not have completed 6-month 'Redeterminations' of the young adult's participation in a qualifying activity in the Young Adult Program Eligibility page.**  
OCW Action Requested: Complete 6-month 'Redeterminations' of the young adult's participation in a qualifying activity in the Young Adult Program Eligibility page.  
CBC Action Status/Date Completed: 11/15/22
- (#9) There is no documentation uploaded in the FSFN File Cabinet to support the young adult participating in a qualifying activity for each month an EGAP payment was issued.**  
OCW Action Requested: Upload documentation to support young adult participating in a qualifying activity for each month an EGAP payment was issued.  
CBC Action Status/Date Completed: 11/7/22
- (#12) Payments were issued beginning 7/26/2021. The effective date of the EGAA is 7/28/2021.**  
OCW Action Requested: Adjust payments made to align with effective date of EGAA.  
CBC Action Status/Date Completed: 11/7/22





QUESTIONS?