



REVMAX TRAINING – MAY 2022  
**FINANCIAL IMPACT  
TO CLAIMING**

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# FSFN FINANCIAL

- A FINANCIAL TRANSLATION OF ELIGIBILITY DETERMINATIONS
- PAYMENT GUIDANCE
- SETTING UP SERVICE TYPES CORRECTLY
- SETTING UP CHILD CARING AGENCY (CCA) SERVICE TYPES USING MULTIPLE REPORTING CATEGORIES
- RECORDING PAYMENTS IN FSFN FROM LESSONS LEARNED DURING THE ADMINISTRATION FOR CHILDREN & FAMILIES (ACF) TITLE IV-E ELIGIBILITY REVIEW





# FSFN FINANCIAL

A FINANCIAL TRANSLATION OF ELIGIBILITY DETERMINATIONS



# A FINANCIAL TRANSLATION OF ELIGIBILITY DETERMINATIONS

Payment Download - Work - Microsoft Edge  
 https://fsfn-production.dcf.state.fl.us/flsacwis/fm/fm04a/FM04A\_PaymentDownload.action

**Florida Safe Families Network** Hand Book Print Audit Spell Check Help

**Selection**

Payee:  [Search](#) Payee ID:   
 Provider:  [Search](#) Provider ID:   
 Person:  [Search](#) Person ID:  Case ID:   
 Service Type:  Service Batch:   
 Invoice Number:  Invoice Date Range: From:  To:   
 Invoice Disposition:  Invoice Disposition Date Range: From:  To:   
 Agency:  Payment Service Date Range: From:  To:

**Results**

	Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Current	OCA Disposition Date	OCA Transaction Type	
active placement	Title IV-E Foster Care Ineligible	03/14/2022	03/31/2022	\$-1800.00	LCFHI	100000041	48	Y		05	<a href="#">History</a>
active placement		03/14/2022	03/31/2022	\$-1800.00	LCFHI	100000041	48	Y	03/25/2022	02	<a href="#">History</a>
it	Title IV-E Foster Care Ineligible	03/11/2022	03/31/2022	\$1050.00	LCFHI	100000041	59	Y	03/25/2022	01	<a href="#">History</a>
it	Title IV-E Foster Care Ineligible	03/11/2022	03/13/2022	\$63.00	LCFHI	100000041	59	Y	03/25/2022	01	<a href="#">History</a>
it	Title IV-E Foster Care Eligible Reimbursable	03/10/2022	03/31/2022	\$462.00	LCFHE	100000041	48	Y	03/25/2022	01	<a href="#">History</a>
it	Title IV-E Foster Care Ineligible	03/11/2022	03/13/2022	\$150.00	LCFHI	100000041	59	Y	03/25/2022	01	<a href="#">History</a>
it	Title IV-E Foster Care Ineligible	03/15/2022	03/15/2022	\$100.00	LCFHI	100000041	59	Y	03/25/2022	01	<a href="#">History</a>
it	Title IV-E Foster Care Ineligible	03/14/2022	03/14/2022	\$50.00	LCFHI	100000041	59	Y	03/25/2022	01	<a href="#">History</a>

Options:

## FSFN Payment Download

Payment Download provides the most "real-time" payment information when it comes to the fund source the payment is being recorded to.



# A FINANCIAL TRANSLATION OF ELIGIBILITY DETERMINATIONS

## FSFN Payment Download

The Eligibility Status is recorded to a payment when the Financial Batch is scheduled.

In this example, when the Foster Care Service Batch financial was scheduled on 5/1/2022, this child's Title IV-E Eligibility Record updated from "Title IV-E Foster Care Eligible Reimbursable" to "Title IV-E Foster Care Eligible Non-Reimbursable".

The payment will now be mapped to the "ineligible" OCA LCFHI.

Payment Reimbursement History -- Webpage Dialog

Florida Safe Families Network

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**Basic Information**

Person Name: [REDACTED] Case Name: [REDACTED]  
 Payee Name: [REDACTED] Provider Name: [REDACTED]  
 Service Type: Level II Foster Home Service Batch: Foster Care  
 Payment Service Begin Date: 04/01/2022 Payment Service End Date: 04/30/2022  
 Invoice Date: 03/31/2022 Amount: \$630.00

**Trust Account Calculation**

Date	Amount	Benefit Type

**Other Cost Accumulator**

Trans Date	Reporting Category	OCA	OCA Begin Date	OCA End Date	Amount	Current	OCA Disposition Date	OCA Transaction Type
03/31/2022		LCFHE	04/01/2022	04/30/2022	\$630.00	N	04/22/2022	01
05/01/2022		LCFHI	04/01/2022	04/30/2022	\$630.00	Y		01
05/01/2022		LCFHE	04/01/2022	04/30/2022	(\$630.00)	N		03

**Payment Eligibility History**

Trans Date	Begin Date	End Date	Eligibility	Amount
03/31/2022	04/01/2022	04/30/2022	Title IV-E Foster Care Eligible Reimbursable	\$630.00
05/01/2022	04/01/2022	04/30/2022	Title IV-E Foster Care Eligible Non-Reimbursable	\$630.00

Close

**Results**

	Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Current	OCA Disposition Date	OCA Transaction Type	
ment	Title IV-E Foster Care Eligible Non-Reimbursable	04/01/2022	04/30/2022	\$630.00	LCFHI	10000041	59	Y		01	<a href="#">History</a>



# A FINANCIAL TRANSLATION OF ELIGIBILITY DETERMINATIONS

Payment Reimbursement History -- Webpage Dialog

Florida Safe Families Network

Print Audit Spel Check Help

**Basic Information**

Person Name: [REDACTED] Case Name: [REDACTED]  
 Payee Name: [REDACTED] Provider Name: [REDACTED]  
 Service Type: Level II Foster Home Service Batch: Foster Care  
 Payment Service Begin Date: 03/10/2022 Payment Service End Date: 03/31/2022  
 Invoice Date: 02/28/2022 Amount: \$462.00

**Trust Account Calculation**

Date	Amount	Benefit Type

**Other Cost Accumulator**

Trans Date	Reporting Category	OCA	OCA Begin Date	OCA End Date	Amount	Current	OCA Disposition Date	OCA Transaction Type
03/16/2022		LCFHE	03/10/2022	03/31/2022	\$462.00	Y	03/25/2022	01
03/14/2022		LCFHI	03/10/2022	03/31/2022	\$462.00	N	03/25/2022	01
03/16/2022		LCFHI	03/10/2022	03/31/2022	\$462.00	N	03/25/2022	01
03/16/2022		LCFHI	03/10/2022	03/31/2022	\$462.00	N	03/25/2022	01
03/16/2022		LCFHI	03/10/2022	03/31/2022	(\$462.00)	N	03/25/2022	03
03/16/2022		LCFHI	03/10/2022	03/31/2022	(\$462.00)	N	03/25/2022	03
03/16/2022		LCFHI	03/10/2022	03/31/2022	(\$462.00)	N	03/25/2022	03

**Payment Eligibility History**

Trans Date	Begin Date	End Date	Eligibility	Amount
03/14/2022	03/10/2022	03/31/2022	Title IV-E Foster Care Pending	\$462.00
03/16/2022	03/10/2022	03/31/2022	Title IV-E Foster Care Pending	\$462.00
03/16/2022	03/10/2022	03/31/2022	Title IV-E Foster Care Eligible Non-Reimbursable	\$462.00
03/16/2022	03/10/2022	03/31/2022	Title IV-E Foster Care Eligible Reimbursable	\$462.00

## FSFN Payment Download

In this example, when the Foster Care Service Batch financial was scheduled on 3/14/2022, this child's Title IV-E Eligibility was in a "Pending" status and is reflected as being "Title IV-E Foster Care Pending".

- ▶ The payment is mapped to the "ineligible" OCA LCFHI.

When another Foster Care Service Batch financial was scheduled on 3/16/2022, there had been three (3) updates to the eligibility record, with the 3<sup>rd</sup> update being reflected as "Title IV-E Foster Care Eligible Reimbursable".

- ▶ The OCA has been re-evaluated, with the payment now being mapped to the "eligible" OCA LCFHE.

The day the Pending Invoice is release will be date listed in the OCA Disposition Date data field which will forever be attached to these unique payment rows.

Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Current	OCA Disposition Date	OCA Transaction Type
Title IV-E Foster Care Ineligible	03/11/2022	03/13/2022	\$63.00	LCFHI	10000041	59	Y	03/25/2022	01
Title IV-E Foster Care Eligible Reimbursable	03/10/2022	03/31/2022	\$462.00	LCFHE	10000041	48	Y	03/25/2022	01
Title IV-E Foster Care Ineligible	03/11/2022	03/13/2022	\$150.00	LCFHI	10000041	59	Y	03/25/2022	01



# A FINANCIAL TRANSLATION OF ELIGIBILITY DETERMINATIONS

## FSFN Payment Download

In this example, when the Foster Care Service Batch financial was scheduled on 3/31/2022, this child's Title IV-E Eligibility had an Eligibility Determination, effective for April, as being "Title IV-E Foster Care Eligible Reimbursable".

- ▶ The payment is mapped to the "eligible" OCA LCFHE.

When another Foster Care Service Batch financial was scheduled on 4/26/2022, an Eligibility Redetermination had been completed, which resulted as the same eligibility status, but the OCA will still be re-evaluated. *{Pause to discuss further.}*

Payment Reimbursement History -- Webpage Dialog

Florida Safe Families Network

Print Audit Spell Check Help

**Basic Information**

Person Name: [Redacted] Case Name: [Redacted]  
 Payee Name: [Redacted] Provider Name: [Redacted]  
 Service Type: Level I Foster Home Service Batch: Foster Care  
 Payment Service Begin Date: 04/01/2022 Payment Service End Date: 04/30/2022  
 Invoice Date: 03/31/2022 Amount: \$630.00

**Trust Account Calculation**

Date	Amount	Benefit Type

**Other Cost Accumulator**

Trans Date	Reporting Category	OCA	OCA Begin Date	OCA End Date	Amount	Current	OCA Disposition Date	OCA Transaction Type
03/31/2022		LCFHE	04/01/2022	04/30/2022	\$630.00	N	04/22/2022	01
04/26/2022		LCFHE	04/01/2022	04/30/2022	(\$630.00)	N		03
04/26/2022		LCFHE	04/25/2022	04/30/2022	\$126.00	Y		01
04/26/2022		LCFHE	04/01/2022	04/24/2022	\$504.00	Y		01

**Payment Eligibility History**

Trans Date	Begin Date	End Date	Eligibility	Amount
03/31/2022	04/01/2022	04/30/2022	Title IV-E Foster Care Eligible Reimbursable	\$630.00
04/26/2022	04/25/2022	04/30/2022	Title IV-E Foster Care Eligible Reimbursable	\$126.00
04/26/2022	04/01/2022	04/24/2022	Title IV-E Foster Care Eligible Reimbursable	\$504.00

Results

Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Current	OCA Disposition Date	OCA Transaction Type
Title IV-E Foster Care Ineligible	04/13/2022	04/30/2022	\$378.00	LCFHI	100000041	49	Y	04/25/2022	01
Title IV-E Foster Care Ineligible	04/13/2022	04/30/2022	\$540.00	LCFHI	100000041	48	Y		01
Title IV-E Foster Care Ineligible	04/01/2022	04/30/2022	\$630.00	LCFHI	100000041	49	Y		01
Title IV-E Foster Care Eligible Reimbursable	04/01/2022	04/30/2022	\$630.00	LCFHE	100000041	49	Y		01
Title IV-E Foster Care Eligible Reimbursable	04/01/2022	04/30/2022	\$630.00	LCFHE	100000041	49	Y		01
Title IV-E Foster Care Ineligible	04/01/2022	04/30/2022	\$630.00	LCFHI	100000041	48	Y		01
Title IV-E Foster Care Ineligible	04/14/2022	04/30/2022	\$-357.00	LCFHI	100000041	48	Y		05





# FSFN FINANCIAL

## PAYMENT GUIDANCE





# PAYMENT GUIDANCE

## FSFN Payment Reference Guide

The FSFN Payment Reference Guide provides the following information necessary to process payments accurately in FSFN, such as:

- ▶ Setting up the Service Types for Placements and Services, with special attention to:
  - ▶ How to set up if the cost is allowable as a Title IV-E Foster Care Maintenance Payment and the fund source should be determined based on the child or young adult's Title IV-E Eligibility.
- ▶ Service Category Descriptions – This is the first category chosen when setting up a Service Type or when choosing which Service Type to select when entering Placements, Services, processing manual Payments & Overpayment Adjustments, etc...
  - ▶ Used to create statewide reports, such as the Statewide Client Eligibility Report.
  - ▶ Describe what types of costs at a high level should be captured within each category.



# PAYMENT GUIDANCE

## FSFN Payment Reference Guide {continued}

- ▶ Reporting Category Descriptions, which:
  - ▶ Describe what types of costs can be claimed for the Reporting Category, i.e., allowable costs;
  - ▶ **Should the Service Type be directed to the child/young adult's Title IV-E Eligibility Record based on the Reporting Category chosen;**
  - ▶ Other Cost Accumulators (OCA) associated with the Reporting Category; and
  - ▶ Program Eligibility {for some of the Reporting Categories}.
  
- ▶ NCANDS Reporting Descriptions (previously known as Statewide Reporting Group)
  
- ▶ NYTD Reporting Group Descriptions
  
- ▶ And More.....



# PAYMENT GUIDANCE

The *FSFN Payment Reference Guide* can be obtained at:

[http://eww.dcf.state.fl.us/ascbc/training/fsfn\\_payment\\_reference\\_guide.pdf](http://eww.dcf.state.fl.us/ascbc/training/fsfn_payment_reference_guide.pdf)

or

<https://www.myflfamilies.com/service-programs/community-based-care/docs/18-19/FSFN%20Payment%20Reference%20Guide.pdf>

**Please Note:** Always remember to look at the “Updated Date” located in the header of each page. As of 5/1/2022, the most recent FSFN Payment Reference Guide was “Updated October 1, 2022”.





# FSFN FINANCIAL

SETTING UP SERVICE TYPES CORRECTLY



# SETTING UP SERVICE TYPES CORRECTLY

## “Placement” Service Types

The screenshot displays the 'Maintain Service Type and Rate' interface in Internet Explorer. The browser address bar shows 'https://fsfn-production.dcf.state.fl.us/'. The page title is 'Florida Safe Families Network'. The interface is divided into several sections:

- Service Information:** Includes dropdowns for Fiscal Agency, Service Category (set to 'Independent Living'), Service Code (5189), Short Desc (SLA SH), Med Desc (SLA Shared House (EFC)), Long Desc (SLA Shared Housing (EFC)), Effective Date (01/2019), Inactive Date, and Date Last Paid (12/21/2018).
- Service Type Specifics:** Features radio buttons for 'Service' and 'Placement' (selected). Other options include 'Override Parent Agency rule', 'Service Batch' (IL), 'Age From' and 'Age To' fields, 'Next Service Type', 'Eligibility' (Applicable), and 'License Type Required' (No Existing License Type). A large set of checkboxes covers payment and reporting options like 'Payments Allowed', 'Ongoing Service/Placement', 'Amount Auto Calculated', 'Service Spans Multiple Days', 'Non-System-Disbursed Payment', 'Episode Driven', 'Unit Type', 'Fixed Price', 'Full Month', 'Advance', 'Negative Payment Allowed', 'Reporting Category' (Extended Foster Care), 'Multiple Allowed', 'Statewide Reporting' (Other), 'NYTD Reporting' (Supervised Independent Living), 'Spending Limit' (N/A), 'Period', 'Limit Amount', 'Accepts Override', 'Approval', 'Rate by Service', 'Rate by Provider' (selected), and 'Rate by Child Allowed'.
- Service Rates:** A table with columns: Select, Effective Date, Last Updated, Rate Period, Rate, Action.
- Multiple Rate Categories:** A table with columns: Reporting Category, Rate, Action.
- License Type Required:** A dropdown menu with options: Child Caring Agency (CCA), Child Placing Agency (CPA), Level I - Child Specific, Level II - Non-Child Specific, Level III - Safe Foster Home / Human Trafficking, Level IV - Therapeutic Foster Care, Level V - Medical Foster Home, No Existing License Type, Non-DCF License.

- Eligibility – Is the funding determined by the child or young adult’s Title IV-E Eligibility Record?
  - If “Yes”, then ‘Applicable’
  - If “No”, then ‘Not Applicable’
- License Type Required – Is the payment contingent upon if the Provider has a License documented in FSFN or not?
  - If “Yes”, then select the License Type option required for the Provider to have recorded as **active** in FSFN.
  - If “Yes”, and if a CCA License Type, then what is the License’s Subtype?
  - If “No”, then select ‘No Existing License Type’.



# SETTING UP SERVICE TYPES CORRECTLY

## When must a License Type be selected?

**Service Information**

Fiscal Agency: [Dropdown] Short Desc: LVL II FH Res Effective Date: 08/2019  
 Service Category: Respite Care Med Desc: LVL II Lic FH Respite Inactive Date: [Empty]  
 Service Code: [Empty] Service Code Long Desc: Level II Licensed Foster Home Respite Date Last Paid: 00/00/0000

**Service Type Specifics**

Service  Placement  
 Override Parent Agency rule  
 Service Batch: Foster Care  
 Age From: [Empty] Age To: [Empty]  
 Next Service Type: [Dropdown]  
 Eligibility: Applicable  
 License Type Required: Level II - Non-Child Specific  
 Payments Allowed  
 Ongoing Service/Placement  
 Amount Auto Calculated  
 Service Spans Multiple Days  
 Non-System-Disbursed Payment  
 Episode Driven  
 Unit Type  
 Fixed Price  
 Full Month  
 Advance  
 Negative Payment Allowed  
 Reporting Category: Other Client Services - Out-of-Home  
 Multiple Allowed  
 NCANDS Reporting: Respite Care Services  
 NYTD Reporting: Not Applicable  
 Spending Limit: N/A Period: [Dropdown]  
 Limit Amount: [Empty]  
 Accepts Override Approval: [Dropdown]  
 Rate by Service  Rate by Provider  
 Rate by Child Allowed

**Service Rates**

Select	Effective Date	Last Updated	Rate Period	Rate	Action
	08/2019	00/00/0000	Daily	\$15.91	Delete

**Multiple Rate Categories**

Reporting Category	Rate	Action

Buttons: Insert, Save, Close

**Has this Service Type been set up correctly?**

- When the Service Type is used to record, regardless of if a payment will be processed or not, a child being placed or an additional service is being provided by a DCF **Licensed Foster Home** or **CCA**, such as recording in FSFN a child or young adult's:

### Respite Services—

- When do you set up Respite Services as a 'Placement' or 'Service' Service Type?
- Is a License Type always required?
- What would be chosen for the 'Eligibility' data field?
- When a License is required, the Service Type must be added to the Provider Management's under "Licensed Services".



# SETTING UP SERVICE TYPES CORRECTLY

## How will this Provider be paid?

- By **Day** or for the **Full Month**, regardless of when the Placement or Service is ended in FSFN?
- By **Day** – the payment will only be paid for the days within the Service Begin and Service End Dates, then if:
  - A Daily Rate is established in FSFN, then the payment amount will be the **Daily Rate multiplied by the Number of Days**.
  - A Monthly Rate is established in FSFN, then the payment amount will be the **Monthly Rate divided by Number of Days in the month, then multiplied by the Number of Days**.
- **Full Month** – the payment will be paid for the entire month regardless of when the Placement or Service is ended in FSFN. **Note: This is identified in the Service Type by checking the “Full Month” checkbox.**
- **Advance** – the payment will be calculated for ongoing Placements or Services a month in advance, when the advance month is entered when scheduling the financial batch. **Note: This is identified in the Service Type by checking the “Advance” checkbox.**

https://fsfn-production.dcf.state.fl.us/ - Maintain Service Type and Rate - Internet Explorer provided by DCF

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

**Service Information**

Fiscal Agency: [dropdown] Short Desc: SLA LICFH Effective Date: 01/2019  
Service Category: Independent Living Med Desc: SLA LICFH (EFC) Inactive Date: [empty]  
Service Code: 5646 [Service Code] Long Desc: SLA Licensed Foster Home (EFC) Date Last Paid: 01/14/2019

**Service Type Specifics**

Service  Placement

Override Parent Agency rule

Service Batch: [dropdown]

Age From: [input] Age To: [input]

Next Service Type: [dropdown]

Eligibility: Applicable [dropdown]

License Type Required: No Existing License Type [dropdown]

Payments Allowed  
 Ongoing Service/Placement  
 Amount Auto Calculated  
 Service Spans Multiple Days  
 Non-System-Disbursed Payment  
 Episode Driven  
 Unit Type  
 Fixed Price  
 Full Month  
 Advance  
 Negative Payment Allowed

Reporting Category: Extended Foster Care  Multiple Allowed

Statewide Reporting: Other [dropdown]

NYTD Reporting: Supervised Independent Living [dropdown]

Spending Limit: N/A [dropdown] Period: [dropdown]

Limit Amount: [input]

Accepts Override Approval: [dropdown]

Rate by Service  Rate by Provider

Rate by Child Allowed

**Service Rates**

Select	Effective Date	Last Updated	Rate Period	Rate	Action
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**Multiple Rate Categories**

Reporting Category	Rate	Action
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Insert Save Close

125%

**By looking at this Service Type, how are Providers paid?**



# SETTING UP SERVICE TYPES CORRECTLY

## How will the payment amount for this Placement or Service be calculated?

The screenshot shows the 'Florida Safe Families Network' web application. The 'Service Information' section includes fields for Fiscal Agency, Service Category (Independent Living), Service Code (5646), Short Desc (SLA LIC FH), Med Desc (SLA LIC FH (EFC)), Long Desc (SLA Licensed Foster Home (EFC)), Effective Date (01/2019), Inactive Date, and Date Last Paid (01/14/2019). The 'Service Type Specifics' section has radio buttons for 'Service' and 'Placement' (selected), and checkboxes for 'Override Parent Agency rule', 'Payments Allowed', 'Ongoing Service/Placement', 'Amount Auto Calculated', 'Service Spans Multiple Days', 'Non-System-Disbursed Payment', 'Episode Driven', 'Unit Type', 'Fixed Price', 'Full Month', 'Advance', and 'Negative Payment Allowed'. The 'Reporting Category' is set to 'Extended Foster Care'. The 'Rate by Child Allowed' checkbox is checked, and the 'Rate by Provider' radio button is selected. The 'Service Rates' and 'Multiple Rate Categories' tables are visible at the bottom.

- **Rate by Service or Rate by Provider?** For whichever one is chosen, always remember to check the “**Rate by Child Allowed**” checkbox {this will always be a “safety net” in establishing a rate for a child or young adult}.
- **Rate by Service** – if this radio button is selected then rate should be established within the Maintain Services page within the Service Type itself.
  - **Pro:** The updated rate will be reflected for multiple children or young adult’s using the Service Type will no other update required; however, this update **MUST** be done by using the Maintain Services Page in the Service Rate section **only**.
- **Rate by Provider** – if this radio button is selected then rate **MUST** be established within the Provider Management’s page, under the ‘Services’ tab. Provider Rates are updated as well on the Provider Management’s page.







# FSFN FINANCIAL

SETTING UP CHILD CARING AGENCY (CCA) SERVICE  
TYPES USING MULTIPLE REPORTING CATEGORIES



# SETTING UP CHILD CARING AGENCY (CCA) SERVICE TYPES USING MULTIPLE REPORTING CATEGORIES

Attachment III - Title IV-E Maintenance Budget Template BUDGETED WITH ANNUAL AMOUNTS		Child Caring Institution Please complete 1 template per license issued		Validation Contact Information					
<b>Budget Period:</b> FSN Facility Name: # of Licensed Beds: 1 Contact Person Name: Contact Email Address:		License Type: Sub Type: Licensing Period: Issue Date: Expiration Date:		Entity Name (i.e. CBC): Responsible Staff Name: Email Address: FSN Provider ID: Date of Validation:					
		TOTAL	IV-E Maintenance	IV-E Administration	Social Services (Non-IV-E)	Medical (Non-IV-E)	Education (Non-IV-E)	Remaining Balance of Expense Line (Non-IV-E)	
<b>Personnel &amp; Direct Costs</b>									
Number of Staff: 0.0									
<b>Daily Supervision Staff</b>									
Salaries and Wages		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits and Taxes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Mileage Reimbursement</b>									
Visitation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical or Counseling appointments, case reviews, and court hearings		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Medical Supplies (excludes basic first aid items)</b>									
School Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tutoring (Certified Professional)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Financial Assistance to Child (allowance)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Food Expense		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clothing (excludes the annual clothing allowance)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Child specific supplies including personal incidentals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List 'Other' items here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List 'Other' items here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List 'Other' items here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List 'Other' items here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List 'Other' items here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contracted Services (list below)</b>									
List Contracted Service here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List Contracted Service here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List Contracted Service here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List Contracted Service here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Facility Costs</b>									
Occupancy - Rent		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Occupancy - Depreciation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility management (maintenance, repair)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment (washer, dryer, stove, etc.)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle: Lease, Maintenance, Repairs, Insurance, Fuel, etc.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List 'Other' items here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List 'Other' items here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List 'Other' items here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Operational Costs</b>									
Number of Staff: 0.0									
<b>Non Daily Supervision Staff</b>									
Salaries and Wages		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits and Taxes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Behavior Management and/or Clinical Staff</b>									
Salaries and Wages		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits and Taxes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Communication expenses (including cell phones)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff travel		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other staff-related (background screens, employment advertisement)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing Expense		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Membership & Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List 'Other' items here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List 'Other' items here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List 'Other' items here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List 'Other' items here		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>General &amp; Administrative Costs</b>									
Approved Federal Indirect Cost Rate (ICR)*:									
Yes or No									
Total costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funded by other sources**		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net cost to CBC		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
If Yes, what is the approved ICR?		0.00%							
Expected occupancy**		100%							
Calculated daily rate to CBC		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**IV-E Administration:** These are costs incurred for the proper and efficient administration of the Title IV-E State Plan, such as:

- Eligibility Determinations/Redeterminations;
- Referral to services;
- Preparation for and participation in judicial determinations;
- Placement of the child;
- Development of the case plan;
- Case reviews;
- Case management and supervision;
- Recruitment and licensing of foster homes and institutions;
- Rate setting;
- A proportionate share of agency overhead;
- Costs related to data collection and reporting.

45 CFR 13256-60 Fiscal requirements (Title IV-E)

## Recording Payments in FSN for CCA Placements where Services are also being provided by the CCA –

For CBC Information purposes only - Please create/use separate FSN Service Types for each payment split by IV-E Maintenance, IV-Administration, and/or Other Client Service provided.		FSN Reporting Category Titles			
Group Home	Child Placing Agency - FH, GH, or Other	Other Client Services / Out-of-Home (Maybe use the Reporting Category specific to 100B06, if child is eligible)			
		Services for Sexually Exploited Children	Other Client Services / Out-of-home		
Calculated daily rate to CBC: \$ -	% charged by fund source	0.0%	0.0%	0.0%	0.0%
OR					
Calculated daily rate to CBC: \$ -	% charged by fund source	0.0%	0.0%	0.0%	0.0%

*Note: amounts entered in FSN by Reporting Category.*

Personnel costs always include either employees or contracted staff, wages, overtime, taxes, benefits and all supervision

\* If the total annual budgeted amount includes expenses where other known fund sources (other than the Community Based Care Lead Agency) will be provided, then enter these other fund sources' amounts here.

\*\* The percent (%) of filled days per month the Provider expects (Provider entered %). This percentage affects the spread by fund source.

Comments:

Staff Salaries/Benefits	Percentages applied to shared overhead expenditures
IV-E \$ -	#DIV/0!
Education \$ -	#DIV/0!
SS \$ -	#DIV/0!
Medical \$ -	#DIV/0!
\$ - 1.0000	





# FSFN FINANCIAL

RECORDING PAYMENTS IN FSFN FROM LESSONS LEARNED DURING THE ADMINISTRATION FOR CHILDREN & FAMILIES (ACF) TITLE IV-E ELIGIBILITY REVIEW



# ACF TITLE IV-E ELIGIBILITY REVIEW & LESSONS LEARNED

## The DCF Payment Summary and Eligibility Status Detail Report

This is the report that was created to provide ACF the payment history for each child sampled in the Title IV-E Eligibility Review. Using this report, along with the questions received by ACF, areas were identified where improvements can be made to better document a child's payment history:

- ▶ Ensure all Service Types which are mapped to the Foster Home, Safe Foster Home, and CCA Reporting Categories, Licensed Specified Setting, Safe House, or Group Home, are set up with the "Eligibility" data field as being 'Applicable' {*Unless directed differently from the Office of Child and Family Wellbeing*};
- ▶ Review payments for what appear to be duplicate payments. If such payments are identified where upon further review are not duplicate payments, then review CBC's Service Types to see if some sound duplicate in nature. If so, then new Service Types will need to be created to better illustrate what the payment is actually for;
- ▶ Have CBC define their Service Types as to what type of costs are being captured, just like the Department defines Reporting Categories; and
- ▶ Review payments to ensure that non-allowable Title IV-E Foster Care Maintenance Payments are not being coded to Service Types mapped to the Foster Care Maintenance Payment Reporting Categories.



# ADDITIONAL QUESTIONS

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