Introduction to the Title IV-E Foster Care Eligibility and Assets & Employment modules

To familiarize you with this new functionality, this module includes a system overview of the new FSFN Title IV-E Foster Care Eligibility page. Later in this course, we’ll look at how to utilize the Title IV-E Foster Care Eligibility page in the practical application of the eligibility functions that are completed within the page, including the Basic tab, Initial Determinations tab, and the Redeterminations tab. In addition, we will look at how the Assets & Employment page is used to populate information for the eligibility process.

The Title IV-E Foster Care Eligibility and Assets & Employment pages represent enhancements to FSFN support the following program goals to facilitate the safety of children and families:

- Improve quality and consistency of decision making
- Eliminate redundant processes and re-work
- Gain efficiencies through enhanced technology

The Title IV-E Foster Care Eligibility page provides the user with the ability to evaluate a child’s eligibility for Title IV-E funding within the FSFN system. Modifications to the Title IV-E Foster Care Eligibility and Assets & Employment modules in FSFN, support the following enhancements:

- Eligibility that is fully determined within FSFN and is no longer “presumptively” determined until a response from FLORIDA is received
- Eligibility questions that are displayed dynamically based on the child’s manner of removal from home
- Provides the ability to access various FSFN modules, including Assets & Employment, by utilizing quick links in order to minimize the number of steps it takes to update necessary information across FSFN
- Provides the ability to manually create the Title IV-E Foster Care Eligibility Page for children removed and placed in a Relative or Non-Relative Out of Home placement
- Automatically updates the page from other FSFN modules that have been updated with any applicable information if FSFN module was accessed from the IV-E Foster Care Eligibility page. If a FSFN module has been updated and accessed external to the IV-E Foster Care Eligibility page, the IV-E Foster Care Eligibility page will automatically refresh when launched.

By the end of this module, you will be able to:

- Describe the purpose, goal, and benefits of the enhanced Title IV-E Foster Care Eligibility page
- Demonstrate the eligibility determination and redetermination process of the Title IV-E Foster Care Eligibility page
• Describe the enhancements to the Title IV-E Foster Care Eligibility page
Important points to note:

- The IV-E Foster Care Eligibility determination page can now be created from Create Case Work and Create Financial Work but ONLY if the child is in an active Removal Episode. This allows for the ability to address children in relative/non-relative placements.

- The entry of a Removal Episode for a Paid Out of Home Placement in FSFN triggers an IV-E Foster Care Eligibility Determination. The discharge of a Removal Episode automatically triggers the ending of the IV-E Foster Care Eligibility.

- The Waiver check box is no longer available when documenting IV-E Foster Care Eligibility.

- The entry of an Adoption Subsidy Agreement when there is a Pending Private Adoption in FSFN triggers an IV-E Adoption Eligibility. In addition, if there is not an existing Non-Voided IV-E Foster Care Eligibility, one is automatically generated and must be completed.

- The Refer to CIC process is being eliminated. Instead, the completion process will involve “Submit/Refer to Supervisor” and then “Complete Determination”. This does not remove the submission of Medicaid Eligibility to FLORIDA, but removes the functionality that ties IV-E to Medicaid in FSFN. IV-E Foster Care and Adoption Eligibility are now determined within FSFN. The determined Eligibility Status is sent electronically to FLORIDA to assist in FLORIDA determining Medicaid Eligibility.

- “Redeterminations” are only done for children who are originally determined “Eligible”. Children who are initially “Ineligible” will require a new IV-E Foster Care Eligibility Determination documented if the child enters a new Removal. Additionally, if the child is initially “Eligible” but later is determined “Ineligible”, then you can continue to do a Redetermination and the child will pull into the Redeterminations Due report. Again, this is because the child was initially “Eligible”.

- All pre-existing, approved IV-E Foster Care Eligibility pages will not be modified.

- All pre-existing, pending IV-E Foster Care Eligibility pages will be updated to reflect the changes made. Any fields that had been previously user entered will be pre-filled and the system will override existing responses, if applicable.
Creating and accessing Title IV-E Foster Care Eligibility

The Title IV-E Foster Care Eligibility page can be manually created using one of the following two methods:

- Create Case Work (with an assignment to the FSFN Case)
- Create Financial Work

The Title IV-E Foster Care Eligibility page can be manually created ONLY if the child is currently in a Non-Licensed Out of Home Placement.

The Title IV-E Foster Care Eligibility page is automatically created when a child is placed in a licensed Out of Home Placement or Private Adoption.

The Title IV-E Foster Care Eligibility page is automatically created when an Adoption Subsidy Agreement is created and saved if there is not an existing Non-Voided IV-E Foster Care Eligibility record. The IV-E Foster Care Eligibility Determination must be completed before the IV-E Adoption Eligibility page will become enabled.

To access an existing Title IV-E Foster Care Eligibility record from the FSFN Desktop, open the Cases Expando to view your assigned cases.

Next to the Case that you wish to view, click the Folder icon to the left of the name of the case. This will drill down into the contents of the Case.

Click the Checkmark icon to the left of Eligibility. This will drill down to a list of all Eligibility records for that particular case.
Click on the "Title IV-E Eligibility Determination" hyperlink that you wish to view.
Accessing Title IV-E Foster Care Eligibility from Case Book

In addition to accessing the IV-E Foster Care Eligibility page from your Desktop, you can also access it from the center panel of Case Book or Person Book when Eligibility is selected, from Create Financial Work, or through Search in view only mode.

To access Title IV-E Foster Care Eligibility from Case Book you select **Eligibility** from the center panel drop down.

All Eligibility pages created for that specific FSFN Case are displayed.

Click on the “**Title IV-E Eligibility Determination**” hyperlink that you wish to view.
Create Title IV-E Foster Care Eligibility from Create Case Work

Instructional Text

Based on the manner in which the Title IV-E Foster Care Eligibility page is created determines which steps you must take in order to create the page.

For example, when Create Case Work is accessed from the Desktop you must select Create Eligibility from the Eligibility drop down, select the appropriate FSFN Case and select the participant for whom you are creating the Title IV-E Foster Care Eligibility. However, when Create Case Work is accessed from Case Book you must select Create Eligibility from the Eligibility drop down and the participant for whom you are creating the Title IV-E Foster Care Eligibility, but the FSFN Case is system derived.
Create Title IV-E Foster Care Eligibility from Create Financial Work

Instructional Text

You can also manually create an Title IV-E Foster Care Eligibility record through Create Financial Work by clicking the Financial Work command button on the Banner Bar of the Desktop, selecting “Create Eligibility” from the Eligibility drop down and click Continue. The Financial Work page is accessible by fiscal workers.
Instructional Text

The Title IV-E Foster Care Eligibility page displays.

From the Title IV-E Foster Care Eligibility page click the Search hyperlink next to the Child Name field. The Search hyperlink brings up the Person Search page. Once you search for a child, results will appear in the Person Returned group box of the Search page. You will need to select the appropriate Case by expanding the child’s name, expanding the Case Folder, selecting the appropriate Case in which the Title IV-E Foster Care Eligibility should exist and click Continue.
Title IV-E Foster Care Eligibility

Instructional Text

Parts of the Title IV-E Foster Care Eligibility page:

- Eligibility Group Box
- Basic Tab
- Initial Determination Tab
- Redeterminations Tab
- Actions Group Box
Eligibility and Actions group boxes

The Eligibility Group Box, outlined in red above, contains fields that identify different pieces of the eligibility record that allow it to be uniquely associated with individuals and cases, as well as general information about the record. The group box contains the Child’s Name, Person ID, Case Name, Case ID, Eligibility ID, Episode End Date, IV-E Removal Date, and a checkbox to designate the Eligibility record to not be referred to Child Support Enforcement. If the checkbox is selected, then a Reason drop down box will be enabled to select a reason that the record does not need to be referred.

The values listed for Person ID, Case ID, and Eligibility ID are system derived, based on their respective types. For example, the Person ID is linked to the Child Name, the Case ID is linked to the Case Name, and the Eligibility ID is linked to the current Eligibility record.

As a part of the new release, the Child Name and Case Name now display as hyperlinks. By clicking on the Child Name hyperlink, the Person Management page will open and you will be able to edit the child’s information accordingly. By clicking on the Case Name hyperlink, the Maintain Case page will open and you will be able to edit the case’s information accordingly.

Previously, a Waiver checkbox was also located in this group box. With this new release, all newly created IV-E Foster Care Eligibility records will no longer display the Waiver checkbox.
The **Actions Panel** group box, outlined in red, replaces the Options dropdown from previous versions of the application. The links that display in this group box include: Refer/Return to Supervisor; Eligibility Status Change; Eligibility Referral History; Complete Determination; Submit Void Determination/Void Determination.
Basic tab

The **Basic Tab**, outlined in red above, contains multiple group boxes and an expando that pulls information from Assets & Employment.

In the **Demographic Information** group box, the Date of Birth, Age, and SSN fields are system derived from the Person Management record associated with the child.

The **Removal from Home Information** group box contains fields of information that pertain to the child’s removal such as Removal from Home, Child Removed from the home of, Primary Caregiver with their Relationship to Child, and Secondary Caregiver with their Relationship to Child.

- Depending on the method of removal, the radio button for “Removal from Home was:” will auto-select based on predefined criteria. This selection will affect questions that are asked on the Initial Determination and Redetermination tabs.
- With the new release, the “Child Removed from the home of” and the Primary/Secondary Caregiver fields are now system derived. The system uses the data on the Removal Episode to determine the “Child Removed from the home of” field and the names of the Primary/Secondary Caregivers. Based on the selection, the system also determines the relationship of the Caregiver(s) to the child by deriving the
information from the Relationship tab of Maintain Case. If the Primary Caregiver is neither Mother nor Father, then the Relationship to Child drop down is enabled and required.

- If created from a Private Adoption page, the Manner of Removal is derived as Court Ordered and “Child Removed From Home Of” defaults to Mother but is user modifiable. Once the “Child Removed From Home Of” is selected, the page refreshes and Primary Caregiver and Secondary Caregiver fields will become user selected drop downs containing all active FSFN Case Participants.

The **Removal Home Address** group box displays the address fields for the home that the child is being removed from. These fields are now system derived from the Primary Residence address that is documented on the Primary Caregiver’s Person Management record.

The **Assets & Employment and Deeming Expando** includes the applicable Deeming Group, a list of the Participants, a designation of which Assistance Group they are in, their Deeming Role, and an Action field, if applicable. This expando will display the names of the child for whom the Foster Care Eligibility page is being created for, as well as any active FSFN Case Participants in the associated FSFN Case. Note that if a Deeming Group does not apply based upon SSI logic captured in the IV-E Foster Care Functional Specification Document, then a plain black test will display next to the Deeming Group label: “Deeming Group is Not Applicable due to SSI income.”

When a name is clicked, it will open the **Assets and Employment** page associated with the respective person.

As a part of the new release, the **Deeming Group** contained within the expando is system derived and displays the applicable deeming group based on the Deeming Roles selected. The possible values include: Sponsored Non-Citizen; Parent to Child; Teen Parent; More Than One Teen Parent; Teen Parent Resides with Stepparent; Double Stepparent; or Not Applicable, if no roles are identified.

For more information on the Assistance Groups or how Deeming is calculated, please reference the **Deeming Guide Flowchart**.
Title IV-E Foster Care Eligibility – Obligated Monies Pop-up Page

- One of the Actions available in the Assets & Employment and Deeming expando includes a hyperlink to the Obligated Monies pop-up page, outlined in red above. This page is used to document the applicable monetary fields. This pop-up page includes a user-entered field for the monthly monetary amount and a user-entered field for any court ordered child support or alimony.
- There is also a drop down to select how many children are currently sponsored, if there is more than one. The drop down is only enabled and required if the associated Sponsor Multiple Children check box is selected. Furthermore, the check box is only enabled if the participant for whom the Obligated Monies pop-up page was launched is identified with a Deeming Role of “Sponsor”. Otherwise the check box is disabled and grayed out. The drop down contains a numbered list and only contains up to the number of children, under the age of 18, active in the current FSFN Case, which are identified on their Person Management record as Qualified Non-Citizens. Therefore, if the associated check box is selected but only the child for whom the Eligibility being determined is identified as a Qualified Non-Citizen, this drop down will only contain a selection for the number 1. Likewise, if there are 2 additional children that meet the criteria identified, the drop down will contain the numbers 1,2 and 3 for selection.
Assets & Employment page – Assets/ Liabilities tab

Instructional Text

Outlined in red above, this page displays additional fields that contribute to the individual’s deeming calculations. On the **Assets/Liabilities** tab, you may provide any Assets/Liabilities/Financial History, Vehicle ownership, Other Insurance, and Assets/Liabilities/Financial Benefits by clicking the **Insert** Button.

**Important point to note:**

The Assets and Employment page also provides you with the ability to launch the Person Management page directly through the Participant Name hyperlink. It also provides the means to delete an Asset record that was inserted in error. You will also have the ability to document on the Assets and the Employment pop-up page how the participant’s earned or unearned income was verified and the date on which the verification occurred.
 Assets & Employment Page – Employment tab

Instructional Text

On the Employment tab, outlined in red, the details for the individual’s job (if applicable) are displayed. Details include the Employer, Wages Earned, Employment Address, and if Insurance or Benefits are Received. In addition, when documenting earned income you can indicate they are “Self Employed” by selecting the applicable check box and then you must enter the associated Operating Costs.

Important point to note:

Documenting if the participant is “Self Employed” and the associated Operating Costs are used in the Deeming Calculations for the Deeming Group “Sponsored Non-Citizen” so it is extremely important that this information be captured, if applicable.
**Instructional Text**

The Assets Pop-Up Page is not a new page; however, it has been modified to contain new values, as well as modify old values, in the Type drop down. Some of these values will be used in the Eligibility Calculations, as you will see by a system derived check in the box “Use in Eligibility Calculations”, if the value you have chosen is to be used. If this checkbox has been checked as income that will be used in eligibility calculations, then the Source of Verification drop down is enabled and required. If “Other” is selected from the drop down, then the text field will become enabled and required. Once the Source of Verification is selected, then the Verification Date becomes enabled and required. This date field cannot be a future date, only a current or past date.
**Employment Pop-up Page**

The Employment Pop-Up Page will provide the ability to document the associated operating costs when self-employed (up to the amount of $9,999.99). This will assist in the deeming process for Eligibility. In addition, you will have the ability to document the source of verification, with associated date of verification for all Employment History records inserted.

For each Employment History record, the Source of Verification drop down is enabled and required. If “Other” is selected from the drop down, then the text field will become enabled and required. In addition - once the Source of Verification is selected, then the Verification Date becomes enabled and required. This date field cannot be a future date, only a current or past date.
Instructional Text

The **Initial Determination Tab**, outlined in red above, contains an Eligibility Information group box and several expandos that contain questions related to determining the eligibility of the child. Depending on the “Removal from Home was” radio button on the Basic Tab, the Initial
Determination tab will dynamically display different sets of questions to pertain to the correct type of removal.

In this section, we will look at the Initial Determination tab that displays for an Eligibility record that has a “Court Ordered” Manner of Removal.

The Eligibility Information group box contains values that are system derived based on the status of the Eligibility Determination as well as the date the determination was effective from and when it ends. Since Eligibility Determinations are now handled within FSFN, the FLORIDA Review Complete checkbox and Screening Complete checkbox no longer display. This group box’s radio buttons track the progress of the determination status. The only value that is not system derived is the Determination N/A checkbox. If this box is selected, you will need to select an applicable reason from the dropdown to justify why the determination is not applicable.

The Questions Expandos are broken out into three different sections: Questions 1-4, Questions 6a-6b, and Questions 7-10. The majority of the questions are system derived and cannot be modified. Questions 3-4, and their respective sub-questions and fields, are user entered.

- For a detailed breakdown on how each of the questions are system derived, please reference the Title IV-E Foster Care Eligibility Topic Paper.

Important points to note:

- Upon successfully voiding the IV-E Foster Care Eligibility page, FSFN will automatically populate the new IV-E Foster Care Eligibility page with all the applicable, user documented information.

- Upon submitting a Void Determination, the system will require that another worker, other than the worker who submitted the Void Determination, who has create/edit access to the IV-E Foster Care Eligibility page, perform the 2nd Void Determination step.

- When determining the Eligibility of the child, once all the questions on the Initial Determination tab are answered, if the child is determined to be Eligible, regardless if based on the answers to all the questions the child is Eligible and Reimbursable, if the Placement in which the child is currently placed is not "Licensed", the child will be Eligible, Not Reimbursable.
Instructional Text

The **Initial Determination Tab**, outlined in red above, contains an Eligibility Information group box and several expandos that contain questions related to determining the eligibility of the child. In the previous section, we took a look at the Court Ordered Manner of Removal. In this section, we will look at the Initial Determination tab that displays for an Eligibility record that has a “Voluntary Placement Agreement” Manner of Removal.
The **Eligibility Information** group box contains identical values that are displayed for the Court Ordered Eligibility. These fields are system derived based on the status of the Eligibility Determination as well as the date the determination was effective from and when it ends.

The **Questions** are not split between expandos in this Manner of Removal. The Questions include 1, 2A, 2B, 5A, 5B, 6A, 6B, 7, 8, 9, and 10. The majority of the questions are also system derived and cannot be modified.

- For a detailed breakdown on how each of the questions are system derived, please reference the *Title IV-E Foster Care Eligibility Topic Paper*. 
Instructional Text

The **Redeterminations Tab**, outlined in red above, contains an Eligibility Information group box as well as a list of questions that dynamically appear based on the Manner of Removal.

In this section, we will look at the Redeterminations tab that displays for a “Court Ordered” Manner of Removal.

The **Eligibility Information** group box contains a table of values that are system derived based on the information previously entered on the Initial Determination tab. The table includes the Eligibility Determination as well as the date the determination was effective from and when it was entered. The table also includes a Completion status on whether or not the eligibility redetermination had been completed and the date it was completed on. The Status Change displays as a hyperlink that allows you to see the Eligibility Status Change page.
The next section is populated by Questions that are filled out to determine the eligibility status for a child’s redetermination. The questions are dynamically displayed, based on the Manner of Removal. Since this manner of removal is “Court Ordered”, the questions that display pertain to that set of criteria. The majority of the answers are system derived information.

- For a detailed breakdown on how each of the questions are system derived, please reference the *Title IV-E Foster Care Eligibility Topic Paper*. 
Instructional Text

The **Redeterminations Tab**, outlined in red above, contains an Eligibility Information group box as well as a list of questions that dynamically appear based on the Manner of Removal.

In the previous section, we took a look at the Court Ordered Manner of Removal. In this section, we will look at the Redeterminations tab that displays for an Eligibility record that has a “Voluntary Placement Agreement” Manner of Removal.

The **Eligibility Information** group box contains an identical table of values that we discussed in the previous section. The Redeterminations tab displays the same system derived information in this group box, regardless of the Manner of Removal.
The next section is populated by Questions that are filled out to determine the eligibility status for a child’s redetermination. The questions are dynamically displayed, based on the Manner of Removal. Since this manner of removal is a “Voluntary Placement Agreement”, the questions that display pertain to that set of criteria. The majority of the answers are system derived information.

- For a detailed breakdown on how each of the questions are system derived, please reference the *Title IV-E Foster Care Eligibility Topic Paper.*