



State of Florida  
Department of Children and Families

Ron DeSantis  
Governor

Chad Poppell  
Secretary

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**DATE:** July 19, 2019

**TO:** Regional Managing Directors  
Community-Based Care (CBC) Lead Agency CEOs

**THROUGH:** Patricia Babcock, Deputy Secretary *PB*

**FROM:** Patricia Medlock, Assistant Secretary for Child Welfare *PM*

**SUBJECT:** Guardianship Assistance Program: Financial Implementation

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**PURPOSE:** The purpose of this memorandum is to provide guidance regarding the implementation of the Guardianship Assistance Program.

**BACKGROUND:** In preparation of the end of Florida's Title IV-E Waiver Demonstration Waiver, Florida has implemented a Path Forward initiative to explore ways to maximize federal dollars received by our state. This initiative includes the implementation of a Title IV-E funded Guardianship Assistance Program (GAP) effective July 1, 2019 and Extension of Guardianship Assistance Program (EGAP). To appropriately document and monitor expenditures, the guidance provided below under ACTION REQUIRED must be followed.

Please review additional information pertaining to the Path Forward Initiative, which includes GAP, located at <http://www.centerforchildwelfare.org/GAP.shtml>.

**ACTION REQUIRED:** Please share this memorandum with all fiscal and revenue maximization/eligibility staff.

Upon Go-Live set for July 26, 2019, the following activities must be completed by August 2, 2019:

1. Create a standardized Service Type that must be utilized for children enrolled in GAP and receiving a GAP payment. The following outlines how the Service Type must be setup in FSFN:

- **Reporting Category = Guardianship**
  - Service Category = Guardianship
  - Short Description = GUARD ASSIST
  - Medium Description = Guardianship Assistance
  - Long Description = Guardianship Assistance
  - Effective Date = 7/2019

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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

- Service Type = Service
- Eligibility = Applicable
- License Type Required = No Existing License Type
- Payments Allowed & Ongoing Service/Placement selected
- NCANDS Reporting = Other Services
- NYTD = Not Applicable
- Rate by Service and Rate by Child Allowed selected
- Service Rate = \$333/month

2. Create a standardized Service Type that must be utilized for children enrolled in GAP but not receiving a GAP payment. The following outlines how the Service Type must be setup in FSFN:

- **Reporting Category = Guardianship**
  - Service Category = Guardianship
  - Short Description = GUARD ASSIST NP
  - Medium Description = Guardianship Assist NP
  - Long Description = Guardianship Assistance NP
  - Effective Date = 7/2019
  - Service Type = Service
  - Eligibility = Applicable
  - License Type Required = No Existing License Type
  - Payments Allowed & Ongoing Service/Placement selected
  - NCANDS Reporting = Other Services
  - NYTD = Not Applicable
  - Service Rate = \$0/month

3. Create a standardized Service Type that must be utilized for children enrolled in EGAP and receiving an EGAP payment. The following outlines how the Service Type must be setup in FSFN:

- **Reporting Category = Extended Guardianship**
  - Service Category = Guardianship
  - Short Description = EXT GUARD ASST
  - Medium Description = Ext Guardianship Assist
  - Long Description = Extended Guardianship Assistance
  - Effective Date = 7/2019
  - Service Type = Service
  - Eligibility = Applicable
  - License Type Required = No Existing License Type
  - Payments Allowed & Ongoing Service/Placement selected
  - NCANDS Reporting = Other Services
  - NYTD = Not Applicable
  - Rate by Service and Rate by Child Allowed selected
  - Service Rate = \$333/month

4. Create a standardized Service Type that must be utilized for children enrolled in EGAP but not receiving an EGAP payment. The following outlines how the Service Type must be setup in FSFN:

- **Reporting Category = Extended Guardianship**
  - Service Category = Guardianship
  - Short Description = EXT GUARD NP
  - Medium Description = Ext Guardianship Asst NP
  - Long Description = Extended Guardianship Assistance NP
  - Effective Date = 7/2019
  - Service Type = Service
  - Eligibility = Applicable
  - License Type Required = No Existing License Type
  - Payments Allowed & Ongoing Service/Placement selected
  - NCANDS Reporting = Other Services
  - NYTD = Not Applicable
  - Service Rate = \$0/month

At the point in which a Guardianship Assistance Agreement is being executed, the fiscal staff responsible for creating service types must send an email to [HQW.FS.Eligibility.Redesign@myflfamilies.com](mailto:HQW.FS.Eligibility.Redesign@myflfamilies.com) for further guidance.

**CONTACT INFORMATION:** If you have any questions or require additional information, please contact Jennifer W. Perez, Statewide Revenue Maximization Specialist, at (850) 717-4537 or [Jennifer.Perez1@myflfamilies.com](mailto:Jennifer.Perez1@myflfamilies.com) or Marci Kirkland, Office of CBC/ME Financial Accountability, at (850) 717-4703 or [Marci.Kirkland@myflfamilies.com](mailto:Marci.Kirkland@myflfamilies.com).

cc: Regional Family and Community Services Directors  
Community-Based Care Lead Agency CFOs  
Scott Stewart, Assistant Secretary for Operations  
Barney Ray, Director Office of CBC/ME Financial Accountability  
Center for Child Welfare\*