



State of Florida  
Department of Children and Families



Rick Scott  
Governor

Mike Carroll  
Secretary

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**DATE:** March 16, 2015

**TO:** Regional Managing Directors  
Community-Based Care CEOs

**FROM:** Traci Leavine, Director of Child Welfare Practice   
Kellie Sweat Darnell, Director of Child Welfare Operations 

**SUBJECT:** Eligibility Enhancements Project Update and Upcoming Trainings  
Announcements

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**PURPOSE:** The purpose of this memorandum is to inform you about the completion of phase II and phase III of the Eligibility Enhancements Project and the upcoming training requirements. The implementation date is planned for a mid-April, in conjunction with the technology upgrades planned by our Economic Self-Sufficiency Team. Several webinars will focus on eligibility policy and practice, and two additional system trainings will be provided to focus on FLORIDA screens and a FSFN Eligibility Enhancements demonstration.

**BACKGROUND:** The goal of the eligibility enhancement project is to optimize the automation of eligibility determination and/or redetermination processes for three major grants used by the Department: Title IV-E, Medicaid and Temporary Assistance for Needy Families (TANF). When launched, FSFN will: (1) compile all of the factors that make up initial and on-going eligibility; (2) keep a historical record of changes; (3) notify appropriate staff of such changes in a timely manner; and (4) support federal claiming.

During October 2014, the Regions and Community-Based Care lead agencies identified local Community Eligibility Champions who were charged with coordination of local training prior to the launch of the system enhancements. The Community Eligibility Champions participated in the Regional Capacity Building Sessions this past October. Additionally, many of the Champions assisted with user acceptance testing.

**ELIGIBILITY ENHANCEMENT PROJECT PHASES:**

*Phase I (Completed July 2014):* Upgrade the FLORIDA system to automate the Medicaid eligibility determination process.

*Phase II (mid-April):* Upgrade FSFN to support the full Title IV-E eligibility determination process for foster care and adoptions. This phase completed testing in February 2015 but was not released to allow for inclusion of priority changes identified during user acceptance testing.

*Phase III (mid-April):* Enhance the FSFN to FLORIDA interface to accept the FSFN Medicaid application without manual intervention. The target completion date is mid-April.

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

**WEBINARS:** The Office of Child Welfare (OCW) will conduct a series of webinars prior to the combined launch of phases II and III to review the policy and the functionality in FSN. Additionally, OCW is partnering with the Economic Self-Sufficiency team to conduct a webinar on the FLORIDA screens that support eligibility determinations. These webinars, along with the support documentation available, will provide the Community Eligibility Champions with the knowledge and skills to develop capacity in their Regions and lead agencies.

This information will be covered in a series of webinars: Each webinar will cover a separate area of eligibility. Community Eligibility Champions need to participate in all four webinars to be enabled to prepare their community for go-live.

### **1. Medicaid and regular TANF Eligibility**

Purpose: Participants will learn about eligibility policy for regular TANF and Medicaid. The participants will learn the basic requirements for TANF and Medicaid eligibility as well as documenting information necessary for conducting eligibility determinations.

Date: March 26

Time: 10:00am-12:00pm

Target Audience: Community Eligibility Champions and others the Region, CBCs and Sheriffs choose, such as child protective investigators (CPI), CPI Supervisors (CPIS), case managers, revenue maximization staff, and other staff with responsibility related to TANF eligibility and Medicaid eligibility.

Registration: [Click here](#) or see attached invitation.

To receive credit for this training in FSN training tracker, please enter this course name: Medicaid and Regular TANF Eligibility

### **2. Eligibility: Title IV-E Foster Care Eligibility, Maintenance Adoption Subsidy (IV-E and TANF)** This webinar will occur in two parts.

Purpose: Participants will learn the basic eligibility requirements for IV-E Foster Care and IV-E Maintenance Adoption Subsidy (MAS) and TANF MAS, as well as documenting and verifying information necessary for conducting eligibility determinations.

Date: March 31

Time: 10:00 a.m. to 3:00 p.m.

Part 1: Title IV-E Foster Care Eligibility (10:00 a.m. to 12:00 p.m.)

Part 2: Adoption Subsidy Eligibility (1:00 p.m. to 3:00 p.m.)

Target Audience: Community Eligibility Champions, revenue maximization staff, case managers, adoption case managers, Children's Legal Services and other staff as necessary depending on local practice for eligibility.

Registration: [Click here](#) or see attached invitation.

To receive credit for this training in FSN training tracker, please enter this course name: Foster Care Eligibility and Adoption Subsidy Title IV-E and TANF



### 3. **FLORIDA Screens**

Purpose: Prepare the revenue maximization staff on how to access and use eligibility related information that is available in the FLORIDA system. Staff will understand how to view the data that supports eligibility.

Date: To Be Determined

Time: To Be Determined

Target Audience: Revenue maximization staff

Registration: Stay tuned for follow-up registration information.

### 4. **FSFN Eligibility Enhancements Demonstrations**

Purpose: Prepare the revenue maximization staff on how to access and use eligibility related information that is available in the FLORIDA system. Staff will understand how to view the data that supports eligibility.

Date: To Be Determined

Time: To Be Determined

Target Audience: Community Eligibility Champions, revenue maximization staff, case managers, adoption case managers, Children's Legal Services and other staff as necessary depending on local practice for eligibility.

### 5. **Follow-Up Questions & Answers**

Purpose: Provide an opportunity for follow-up questions participants may have from the information learned at the earlier webinars or FSFN demonstration.

Date: April 6

Time: 10:00 a.m. – 11:30 a.m.

Target Audience: Participants of the prior webinars.

Registration: [Click here](#) or see attached invitation.

**SUPPORT DOCUMENTAION:** Numerous tools (tip sheets, FLORIDA screen guides, etc.) and documents are posted on the FSFN web site under the Training heading and Eligibility. Included is the FLORIDA Screens Training PowerPoint from the summer of 2014.  
<http://fsfn.dcf.state.fl.us/eligibility.shtml>

**ACTION REQUIRED:** Please distribute to all Child Welfare professionals and ensure appropriate staff participate in the training. The Center for Child Welfare Practice is hosting the webinars. Participants must register for the webinars on the Center's link for registration prior to the webinars.

**CONTACT INFORMATION:** Please contact Sallie Bond, Office of Child Welfare at [sallie.bond@myffamilies.com](mailto:sallie.bond@myffamilies.com) should you have questions about the webinars. Please send all policy questions to [eligibility.redesign@myffamilies.com](mailto:eligibility.redesign@myffamilies.com).

Attachments

cc: Pete Digre, Deputy Secretary  
Jennifer Lange, Assistant Secretary for Economic Self-Sufficiency  
Grainne O'Sullivan, Children's Legal Services Director  
Family and Community Services Directors  
Contract Managers  
Eligibility Capacity Building Champions