



State of Florida  
Department of Children and Families


Ron DeSantis  
Governor


Chad Poppell  
Secretary

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**DATE:** November 1, 2019

**TO:** Regional Managing Directors  
Sheriff's Offices Conducting Child Protective Investigations  
Community-Based Care Lead Agency CEOs

**THROUGH:** Patricia Babcock, Deputy Secretary 

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

**SUBJECT:** 'Go Live' for FSFN Enhancements – Eligibility Enhancements Release 1

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**PURPOSE:** The purpose of this memorandum is to announce the approval of the Florida Safe Families Network (FSFN) enhancements scheduled to be implemented on November 1, 2019. The FSFN system will be unavailable Friday, November 1, 2019, from 10:00 p.m. until 2:00 a.m. to implement the Eligibility Enhancements Release 1.

**BACKGROUND:** Florida's child welfare system has been under the Title IV-E Child Welfare Waiver Demonstration since 2006, allowing the state to forego certain provisions of the Title IV-E Social Security Act, yet still claim Title IV-E funding. The Department uses much of this revenue to fund our unique Community-Based Care (CBC) child welfare system. This waiver expired on September 30, 2019 and the Department anticipated a loss of approximately 90 million dollars when reverting to traditional Title IV-E claiming. The Department implemented the Path Forward Initiative which includes various programs to draw down additional funding for the state's child welfare system.

One of the efforts in the project is focused on updating policy, practice, and the Florida Safe Families Network (FSFN) to align with Federal Title IV-E standards and ensuring all components of the child welfare system are operating in alignment with the standards.

The goals of the FSFN Eligibility Enhancements are to:

- Accurately determine Title IV-E eligibility for each child
- Accurately claim Title IV-E funding for reimbursable services
- Maintain timely and efficient eligibility determinations and redeterminations
- Maximize Title IV-E utilization

In preparation for the enhancements to "go live" on November 1, 2019, there is a continuous effort to assess and achieve people readiness, system readiness, and the support readiness plan. The following is a status on our readiness assessment:

**PEOPLE READINESS: On Target!** – Statewide training sessions have been completed and trainings in the regions for Child Protective Investigators and Case Management staff are scheduled to be completed November 18, 2019.

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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



**SYSTEM READINESS: Complete!** – FSFN User Acceptance Testing was completed and the build implementation plan has been approved.

The FSFN system is ready and will provide users significantly enhanced Title IV-E determinations and OCA assignments. However, there remains one known issue related to OCA assignment when Title IV-E redeterminations are initiated by a user. Until this issue is resolved, **please do not manually initiate any Title IV-E redetermination rows.**

**SUPPORT READINESS: On Target!** – All policy updates are in progress.

A project website has been setup on the Center for Child Welfare's website to house all project related policy, training, Job Aids, FAQ, and FSFN documentation and can be located at <http://centerforchildwelfare.org/Eligibility%20Enhancements%20Release%201.shtml> and additional Revenue Maximization tools are also located at <http://centerforchildwelfare.org/RevenueMaximization.shtml>.

In addition, the following two resources have been developed to support FSFN Eligibility Enhancements:

- FSFN Tip Sheet: Income & Assets for Title IV-E Eligibility  
<http://centerforchildwelfare.fmhi.usf.edu/kb/RevMax/FSFNTipSheetIncomeandAssets.pdf>
- 'Highlights' for Eligibility Enhancements Release 1  
[http://centerforchildwelfare.fmhi.usf.edu/kb/FSFN/Highlights for Eligibility Release 1.pdf](http://centerforchildwelfare.fmhi.usf.edu/kb/FSFN/Highlights%20for%20Eligibility%20Release%201.pdf)

All training materials are on the project's website. For any training related questions please contact your regional and CBC champions.

**ACTION REQUESTED:** Please continue to execute all readiness plans to ensure our workforce is ready for the upcoming FSFN changes on November 1, 2019.

Discontinue all financial batches scheduled between November 1-4, 2019. CBC CFOs will be notified when batch schedules can resume. Each CBC CEO must email Marci Kirkland at [Marci.Kirkland@myffamilies.com](mailto:Marci.Kirkland@myffamilies.com) to confirm understanding of the importance of this instruction.

**CONTACT INFORMATION:** If you have policy questions about the Eligibility Enhancements Release 1, please send them to [HQW.FS.Eligibility.Redesign@myffamilies.com](mailto:HQW.FS.Eligibility.Redesign@myffamilies.com). If you have FSFN questions, please contact Amanda Smith at [Amanda.Smith@myffamilies.com](mailto:Amanda.Smith@myffamilies.com). If you have any questions regarding local readiness efforts, please contact your regional champion below.

**Regional Champions:**

Northwest Region – Regina Pleas – [Regina.Pleas@myffamilies.com](mailto:Regina.Pleas@myffamilies.com)  
Northeast Region – Rebecca Robinson – [Rebecca.Robinson@myffamilies.com](mailto:Rebecca.Robinson@myffamilies.com)  
Central Region – Fawn Moore – [Fawn.Moore@myffamilies.com](mailto:Fawn.Moore@myffamilies.com)  
Suncoast Region – Christina Cuoco – [Christina.Cuoco@myffamilies.com](mailto:Christina.Cuoco@myffamilies.com)  
Southeast Region – Tausha Schreiber – [Tausha.Schreiber@myffamilies.com](mailto:Tausha.Schreiber@myffamilies.com)  
Southern Region – Olga Hurst – [Olga.Hurst@myffamilies.com](mailto:Olga.Hurst@myffamilies.com)

cc: Regional Family and Community Services Directors  
Center for Child Welfare  
FSFN Consultant Network