



RevMax Training – January 2019

FSFN Financial & Capturing Costs Correctly

Marci Kirkland- Financial Accountability
Department of Children & Families

FSFN Financial

- ▶ Payment Guidance
- ▶ Setting up Service Types Correctly
- ▶ Recording Payments in FSFN for Extended Foster Care (EFC) Placements/Services
- ▶ Financial Monitoring
- ▶ Recording Payments in FSFN from Lessons Learned during the Administration for Children & Families (ACF) Title IV-E Eligibility Review

FSFN Financial 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...
 - ▶ Describe what types of costs at a high level should be captured within each category.

FSFN Financial 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}.
- ▶ Statewide Reporting Group Descriptions
- ▶ NYTD Reporting Group Descriptions
- ▶ And more.....

FSFN Financial Payment Guidance

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

http://ewww.dcf.state.fl.us/ascbc/training/fsfn_payment_reference_guide.pdf

or

<http://www.dcf.state.fl.us/programs/cbc/docs/17-18/FSFN%20Payment%20Reference%20Guide.pdf>

or

http://centerforchildwelfare.fmhi.usf.edu/IL_EFC.shtml

Please Note: Always remember to look at the “Updated Date” located in the header of each page. As of 1/24/2019, the most recent FSFN Payment Reference Guide was “Updated January 24, 2019”.



website
locations

FSFN Financial Setting Up Service Types Correctly

► “Placement” Service Types

- 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 “No”, then select ‘No Existing License Type’

The screenshot displays the 'Maintain Service Type and Rate' web application. The 'Service Information' section includes fields 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). The 'Service Type Specifics' section has radio buttons for 'Service' and 'Placement' (selected), 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'. It also includes a 'Reporting Category' dropdown (Extended Foster Care), '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 Allow ed'. The 'Service Rates' section shows a table with columns for Select, Effective Date, Last Updated, Rate Period, Rate, and Action. A callout box titled 'License Type Required' lists options: Child Caring Agency (CCA), Child Placing Agency (CPA), No Existing License Type, Therapeutic Foster Care, and Traditional Foster Care. The 'Multiple Rate Categories' section includes a table with columns for Reporting Category, Rate, and Action. The interface also features a 'Hand Book' link, 'Print', 'Audit', 'Spell Check', and 'Help' buttons.

FSFN Financial Setting Up Service Types Correctly

► When must a License Type be selected?

- 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 Group Home, such as recording in FSFN a child or young adult's:

- **Placement {Room & Board} – which for the EFC young adults would be the standardized SLA Service Type;**

- These payments, if any payments are processed, would be paid directly to the Licensed Foster Home, Group Home, or a Child Placing Agency who would then pay the Foster Home.
- When a License is required, the Service Type must be added to the FSFN Provider Management's page under "Licensed Services".

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 LIC FH Effective Date: 01/2019
Service Category: Independent Living Med Desc: SLA LIC FH (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: IL

Age From: [Empty] Age To: [Empty]

Next Service Type: [Dropdown]

Eligibility: Applicable

License Type Required: No Existing License Type

☒ 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: [Empty]

Limit Amount: [Empty]

☐ Accepts Override Approval: [Empty]

☐ Rate by Service ☒ Rate by Provider

☒ Rate by Child Allowed

Service Rates

| Select | Effective Date | Last Updated | Rate Period | Rate | Action |
|--------|----------------|--------------|-------------|------|--------|
|--------|----------------|--------------|-------------|------|--------|

Insert

Multiple Rate Categories

| Reporting Category | Rate | Action |
|--------------------|------|--------|
|--------------------|------|--------|

Insert

Save Close

125%

Has this Service Type been set up correctly?

FSFN Financial

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 LIC FH Effective Date: 01/2019

Service Category: Independent Living Med Desc: SLA LIC FH (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: IL Age From: [Empty] Age To: [Empty]

Next Service Type: [Dropdown]

Eligibility: Applicable

License Type Required: No Existing License Type

☒ 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: [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 |
|--------|----------------|--------------|-------------|------|--------|
|--------|----------------|--------------|-------------|------|--------|

Insert

Multiple Rate Categories

| Reporting Category | Rate | Action |
|--------------------|------|--------|
|--------------------|------|--------|

Insert

Save Close

125%

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

FSFN Financial

Setting Up Service Types Correctly

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

- **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.

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 LIC FH Effective Date: 01/2019

Service Category: Independent Living Med Desc: SLA LIC FH (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: IL Age From: [Empty] Age To: [Empty]

Next Service Type: [Dropdown]

Eligibility: Applicable

License Type Required: No Existing License Type

☒ 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: [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 |
|--------|----------------|--------------|-------------|------|--------|
|--------|----------------|--------------|-------------|------|--------|

Insert

Multiple Rate Categories

| Reporting Category | Rate | Action |
|--------------------|------|--------|
|--------------------|------|--------|

Insert

Save Close

125%

FSFN Financial

Setting Up Service Types Correctly

Let's Check Our Knowledge –

Using the FSFN Payment Reference Guide, fill in the blanks below of the options you would choose?

You as the assigned individual within your CBC sets up new Service Types for all Placements and Services. You have just been asked to set up a new Service Type for the 1/4/19 FSFN released EFC Program.

Your CBC needs to have a Service Type established in order to pay for exam fees benefitting the young adults in EFC, specifically for those young adults who turned 18 after 1/4/19. **Go to the next slide to answer.....**

The screenshot shows the 'Maintain Service Type and Rate' web application. The browser address bar indicates the URL: <https://fsfn-production.dcf.state.fl.us/>. The application header includes the title 'Florida Safe Families Network' and navigation links: Hand Book, Print, Audit, Spell Check, and Help.

Service Information

- Fiscal Agency: [Dropdown]
- Service Category: [Dropdown]
- Service Code: [Text] **Service Code**
- Short Desc: [Text]
- Med Desc: [Text]
- Long Desc: [Text]
- Effective Date: [Text]
- Inactive Date: [Text]
- Date Last Paid: 00/00/0000

Service Type Specifics

- ☐ Service ☒ Placement
- ☐ Override Parent Agency rule
- Service Batch: [Dropdown]
- Age From: [Text] Age To: [Text]
- Next Service Type: [Dropdown]
- Eligibility: [Dropdown]
- License Type Required: [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: [Dropdown] ☐ Multiple Allowed
- Statewide Reporting: [Dropdown]
- NYTD Reporting: [Dropdown]
- Spending Limit: [Text] Period: [Dropdown]
- Limit Amount: [Text]
- ☐ 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 |
|---------------|----------------|--------------|-------------|------|--------|
| Insert | | | | | |

Multiple Rate Categories

| Reporting Category | Rate | Action |
|--------------------|------|--------|
| Insert | | |

Buttons: **Save** **Close**

FSFN Financial

Setting Up Service Types Correctly

- ▶ Service Category _____
- ▶ Service Type Title (Med Desc) _____
- ▶ Effective Date _____
- ▶ Service or Placement _____
- ▶ Reporting Category _____
- ▶ Eligibility _____
- ▶ License Type Required _____
- ▶ Statewide Reporting _____
- ▶ NYTD Reporting _____
- ▶ Rate by Service or Rate by Provider _____
- ▶ Rate is established where in FSFN _____
- ▶ Would you check the 'Full Month' box _____
- ▶ Would you check the 'Advance' box _____
- ▶ Should the rate established be Daily or Monthly _____

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: Short Desc: Effective Date:
Service Category: Med Desc: Inactive Date:
Service Code: Long Desc: Date Last Paid: 00/00/0000

Service Type Specifics

☐ Service ☒ Placement
☐ Override Parent Agency rule

Service Batch:
Age From: Age To:
Next Service Type:
Eligibility:
License Type Required:

☐ 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: ☐ Multiple Allowed
Statewide Reporting:
NYTD Reporting:
Spending Limit: Period:
Limit Amount:
☐ Accepts Override Approval:
☒ Rate by Service ☐ Rate by Provider
☐ Rate by Child Allowed

Service Rates

| Select | Effective Date | Last Updated | Rate Period | Rate | Action |
|--------|----------------|--------------|-------------|------|--------|
|--------|----------------|--------------|-------------|------|--------|

Multiple Rate Categories

| Reporting Category | Rate | Action |
|--------------------|------|--------|
|--------------------|------|--------|

125%

FSFN Financial

Setting Up Service Types Correctly

Let's Check Our Knowledge again.....–

Using the FSFN Payment Reference Guide, fill in the blanks below of the options you would choose?

You as the assigned individual within your CBC sets up new Service Types for all Placements and Services. You have just been asked to set up a new Service Type for the 1/4/19 FSFN released EFC Program.

Now.... your CBC needs to have a Service Type established in order to pay for monthly utilities for the young adults in EFC, specifically for those young adults who were currently in EFC prior to 1/4/19, were Title IV-E Eligible when he/she turned 18, but a few months after turning 18 decided to opt out of EFC or no longer participated in the EFC Program for about six (6) months, then became EFC Program eligible by working full time beginning in October 2018. **Go to the next slide to answer.....**

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: [Text] Effective Date: [Text]
Service Category: [Dropdown] Med Desc: [Text] Inactive Date: [Text]
Service Code: [Text] Service Code Long Desc: [Text] Date Last Paid: 00/00/0000

Service Type Specifics

☐ Service ☒ Placement
☐ Override Parent Agency rule
Service Batch: [Dropdown]
Age From: [Text] Age To: [Text]
Next Service Type: [Dropdown]
Eligibility: [Dropdown]
License Type Required: [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: [Dropdown] ☐ Multiple Allowed
Statewide Reporting: [Dropdown]
NYTD Reporting: [Dropdown]
Spending Limit: [Text] Period: [Dropdown]
Limit Amount: [Text]
☐ 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 |
|--------|----------------|--------------|-------------|------|--------|
|--------|----------------|--------------|-------------|------|--------|

Insert

Multiple Rate Categories

| Reporting Category | Rate | Action |
|--------------------|------|--------|
|--------------------|------|--------|

Insert

Save Close

125%

FSFN Financial

Setting Up Service Types Correctly

- ▶ Service Category _____
- ▶ Service Type Title (Med Desc) _____
- ▶ Effective Date _____
- ▶ Service or Placement _____
- ▶ Reporting Category _____
- ▶ Eligibility _____
- ▶ License Type Required _____
- ▶ Statewide Reporting _____
- ▶ NYTD Reporting _____
- ▶ Rate by Service or Rate by Provider _____
- ▶ Rate is established where in FSFN _____
- ▶ Would you check the 'Full Month' box _____
- ▶ Would you check the 'Advance' box _____
- ▶ Should the rate established be Daily or Monthly _____

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: Short Desc: Effective Date:
Service Category: Med Desc: Inactive Date:
Service Code: Long Desc: Date Last Paid: 00/00/0000

Service Type Specifics

☐ Service ☒ Placement
☐ Override Parent Agency rule
Service Batch:
Age From: Age To:
Next Service Type:
Eligibility:
License Type Required:

☐ 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: ☐ Multiple Allowed
Statewide Reporting:
NYTD Reporting:
Spending Limit: Period:
Limit Amount:
☐ Accepts Override Approval:
☒ Rate by Service ☐ Rate by Provider
☐ Rate by Child Allowed

Service Rates

| Select | Effective Date | Last Updated | Rate Period | Rate | Action |
|---------------------------------------|----------------|--------------|-------------|------|--------|
| <input type="button" value="Insert"/> | | | | | |

Multiple Rate Categories

| Reporting Category | Rate | Action |
|---------------------------------------|------|--------|
| <input type="button" value="Insert"/> | | |

125%

FSFN Financial

Recording Payments in FSFN for EFC Placements/Services

Recording Payments in FSFN for EFC Placements/Services –

From these past two weeks since the “Go-Live” for the new EFC Program in FSFN, there have been lessons learned from dealing with the FSFN ‘halts’, as well as answers provided to specific questions which had not been thought of prior to the release.

- ▶ **FSFN ‘halts’** – this happened when the standardized SLA Service Types were established and some were set up using the ‘Child Caring Agency (CCA)’ for the “License Type Required” option within the Service Type; specifically, the SLA Assisted Living Facility Service Type. Since Assisted Living Facilities are not licensed by the Department, there is not a documented DCF license in FSFN which would map to the Provider Management’s page allowing the FSFN user to enter a ‘Licensed Service’ for that provider. If the Service Types are not linked to the Provider Management page, then the Service Type is not included as one of the options in the Service Type dropdown when entering the EFC young adult’s Placement. **Lesson learned:** All of the SLA Assisted Living Facility Service Types need to have ‘No Existing License Type’ for the “License Type Required” within the Service Type.

FSFN Financial

Recording Payments in FSFN for EFC Placements/Services

Recording Payments in FSFN for EFC Placements/Services {continued} –

► Questions answered –

- Question – 1) How can a future payment be made in FSFN for a Placement? We have a young adult who is renting an apartment now (1/20/2019), but she plans on moving to a new apartment, in a different apartment complex, with a move-in date of 2/1/2019. The landlord is requiring a Security Deposit and 1st Month's rent prior to her moving in on 2/1/2019. 2) How does this get recorded in FSFN so that the payment can be made to the landlord prior to the 2/1/2019 date?
- Answer – 1) No, future payments cannot be processed in FSFN when the EFC young adult has not been entered in FSFN for that Placement, and "Future" Placements cannot be entered in FSFN. 2) In order for the Security Deposit and the 1st Month's Rent to be processed and paid prior to the young adult being placed with this new Provider (new apartment), we have added two (2) **new** standardized 'Service' Service Types that all CBCs need to create to process these payments.
 - SLA Rental Security Deposit {for (EFC), (EFC21), (EF-T), and (EF-NT)}; and
 - SLA Required Rental Advance Pmt {for (EFC) (EFC21), (EF-T), and (EF-NT)}.

FSFN Financial Recording Payments in FSFN for EFC Placements/Services

Recording Payments in FSFN for EFC Placements/Services {continued} –

► Questions answered {continued} –

► Answer {continued} – Please see the below steps:

- Create the new standardized 'Service' Service Types as directed by the FSFN Payment Reference Guide {begins on Page 19 of the reference guide}
- As soon as you need these payments, enter each of the Service Types, SLA Rental Security Deposit & SLA Required Rental Advance Pmt, separately by entering the Service with a Service Begin and a Service End Date or by entering a manual payment for each one. Whichever way is chosen, make sure the Service Begin Date and Service End Date only reflect one day. - Schedule the Financial Batch; - Review the Pending Invoices; - Release the Pending Invoices when you are ready for the payments to come through on the Checkwrite File; - Record and generate check within the CBC's accounting system.
- When the day comes to actually enter the EFC young adult's Placement in FSFN, do so as you normally would. When it is time to generate the next month's rental check (which in this example would be March's payment), then most likely the February payment will generate at this time too. When this happens, cancel the Pending Invoice for the February payment since this 1st month was paid for with the 'SLA Required Rental Advance Pmt' Service Type.

Please Note: This scenario can be used for other SLA Placement Types as well, but the two new standardized 'Service' Service Types must be used to record these types of payments.

The 'SLA Rental Security Deposit' Service Type must be used even if the Security Deposit DOES NOT have to be paid in advance.

FSFN Financial Financial Monitoring

Financial Monitoring by the Office of CBC/ME Financial Accountability (OFA)

The Office of Child Welfare (OCW) established these new standardized 'Placement' and 'Service' Service Types for the EFC Program for reporting purposes. In order for OCW to gather data and report on various topics for the EFC Program, these standardized Service Types must be created and used correctly by each of the CBCs. To ensure this is being done, OFA will monitor that these Service Types have been correctly set up and that the CBCs are using them correctly in FSFN. CBC will be contacted and asked to correct if OFA discovers:

- ▶ Living Arrangements are being entered in FSFN for any EFC young adult, ages 18 up to 21, instead of a Placement;
- ▶ The standardized Service Types are not categorized as 'Independent Living' for the Service Category;
- ▶ The standardized Service Types have not been titled correctly; or
- ▶ The standardized Service Types have not been mapped to the appropriate categories as indicated in the FSFN Payment Reference Guide.

FSFN Financial ACF Title IV-E Eligibility Review Lessons Learned

The DCF Payment Summary and Eligibility Status Detail Report {Handout provided}

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 and Group Home Reporting Categories are set up with the "Eligibility" data field as being 'Applicable';
- ▶ Review payments for what appear to be duplicate payments. If payments are identified and upon further review are not duplicate payments, then have the CBC review their 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 Home and Group Home Reporting Categories.

Additional Questions

Marci Kirkland

Marci.Kirkland@myflfamilies.com

or

HQW.CFO.Fiscal.Accountability@myflfamilies.com