



State of Florida  
Department of Children and Families

Ron DeSantis  
Governor

Shevaun L. Harris  
Secretary

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**DATE:** January 29, 2024  
**TO:** Community-Based Care Lead Agency CEOs  
**FROM:** Kathryn Williams, Assistant Secretary for Child Welfare <sup>KW</sup>  
**SUBJECT:** Eligibility Determination Approval Transition  
Effective February 1, 2024

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**PURPOSE:** The purpose of this memorandum is to provide guidance on the transition of approval responsibility of certain title IV-E eligibility determinations within the state's Comprehensive Child Welfare Information System, Florida Safe Families Network (FSFN).

**BACKGROUND:** The Code of Federal Regulations (CFR), 45 CFR 205.100(b), requires direct employees of the title IV-E agency conduct eligibility determinations related to title IV-E to receive claiming reimbursement. The Florida Department of Children and Families (Department) is the title IV-E agency in which direct staff must complete eligibility determinations.

**NEW INFORMATION:** The Department has established positions within the Office of Child and Family Well-Being (OCFW) to complete the final approval of Title IV-E Eligibility Determinations in FSFN. The transition will begin with Foster Care eligibility determinations including Extended Foster Care.

**ACTION REQUIRED:** Please share this memorandum and attachment with all appropriate staff in your Lead Agency. Beginning February 1, 2024, Lead Agency staff must follow the process outlined in the Approval Process Overview\_Foster Care Eligibility attachment.

**CONTACT INFORMATION:** If you have any questions or need clarification regarding this memorandum, please email [jennifer.macdonald@myflfamilies.com](mailto:jennifer.macdonald@myflfamilies.com).

**ATTACHMENT:** Approval Process Overview\_Foster Care Eligibility

cc: Molly McKinstry, Chief of Staff  
Marci Kirkland, Acting Revenue Management and Partner Compliance Director

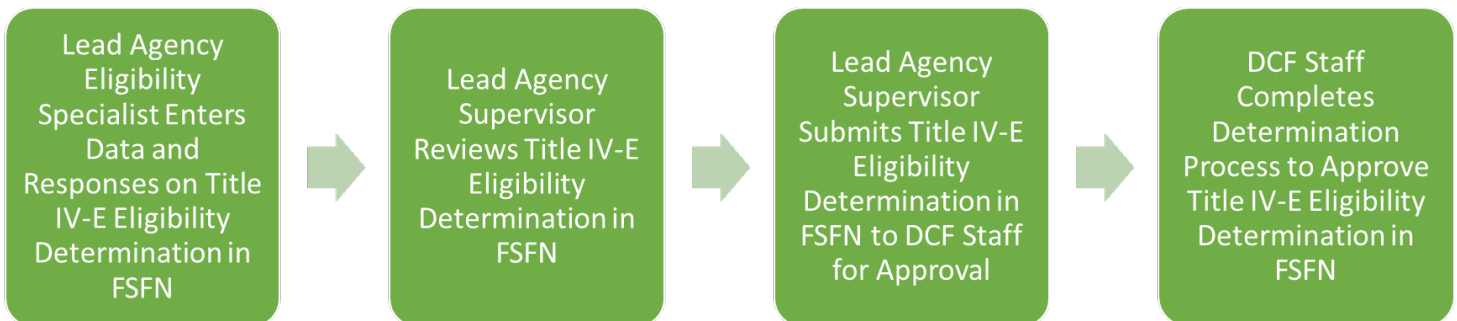
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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency



**IV-E Foster Care & EFC Eligibility Determination Approval Process**  
(Initials and Redeterminations)



- Lead agency eligibility specialist ensures data is entered in contributing modules and the Title IV-E Eligibility Determination page in FSFN. The specialist must follow the below guidelines for the 'Eligibility Notes' text box of 'Initial' determinations.
  - State Eligibility Status determination
  - Physical or constructive removal date and judicial removal date or Voluntary Placement Agreement date
  - If Judicial findings were obtained: Contrary to Welfare, Reasonable Efforts to Prevent Removal, and Placement & Care Responsibility or Best Interest for voluntary removals
  - Description of household: Assistance Group and Standard Filing Unit composition (listing and count)
  - AFDC Technical: state removal home and deprivation type or reason criteria not met
  - AFDC Financial: state if criteria is met or reason criteria it is not met. Supporting documentation must be linked.
  - If determination status is Not Reimbursable or Ineligible, state the reason.

Note: Do not include names or addresses.
- Lead agency must establish a process for communication between specialist and supervisor for the internal review of the determination. The FSFN functionality to refer and return the IV-E page may continue to be utilized.
- Lead agency supervisor will review for compliance with CFOP 170-15, Chapter 4 or Chapter 6 (EFC). If the lead agency has a question on how to complete the determination, contact should be made with the Office of Child & Family Well-Being (OCFW) Revenue Maximization Specialist and designated OCFW Eligibility Determination Specialist (EDS).
- When ready for approval, lead agency supervisor will submit through FSFN using the 'Refer to Supervisor' functionality to their assigned OCFW EDS within 30 calendar days of removal.
  - Lead agency will provide OCFW with contact information of supervisors who are responsible for review and submission of determinations. OCFW EDS will not approve a determination submitted by any other lead agency staff.

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- Approvals will occur in the order received.
- If a discrepancy is identified, the determination will be returned through FSFN using the 'Return to Specialist' functionality. OCFW EDS will contact the lead agency supervisor by responding to the FSFN generated email describing the discrepancy to be addressed. When resolved, lead agency supervisor will resubmit through FSFN using the 'Refer to Supervisor' functionality.
- OCFW EDS will respond to the FSFN generated email notifying the lead agency supervisor when the approval is complete.
- Per CFOP 170-15, Chapter 4, lead agency staff must continue using the Title IV-E Eligibility Determination Due report in FSFN Reporting to identify IV-E determinations that are due.
- Lead agency staff are responsible for completing the two-step void process and for re-completing the determination and submitting through the same process to their OCFW EDS.

**Eligibility Determination Specialist (EDS) Assignments**

(Subject to Change)

<b>EDS #1: T. Budrovic (109564098)</b>	<b>EDS #2: K. Inness (104582500)</b>
ChildNet - Broward	Children's Network of SW Florida
ChildNet - Palm Beach	Children's Network - Hillsborough
Citrus Health Network	Communities Connected for Kids
Community Partnership for Children	Safe Children Coalition
St. Johns County - Family Integrity Program	
Kids Central, Inc.	
<b>EDS #3: L. Waxman (107719866)</b>	<b>EDS #4: J. Barr (79628)</b>
Brevard Family Partnership	Embrace Families CBC
Family Support Services of North FL	Kids First of Florida, Inc.
FSS Suncoast	NWF Health Network - East
Heartland for Children	NWF Health Network - West
	Partnership for Strong Families