



**State of Florida  
Department of Children and Families**

**Ron DeSantis**  
Governor

**Chad Poppell**  
Secretary

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**DATE:** September 4, 2019  
**TO:** Regional Managing Directors  
**THROUGH:** Patricia Babcock, Deputy Secretary *Patricia Babcock*  
**FROM:** Patricia Medlock, Assistant Secretary for Child Welfare *PM*  
**SUBJECT:** Title IV-E Training Funding for Child Protective Investigation

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**PURPOSE:**

The purpose of this memorandum is to provide guidance on how to use training funds for Child Protective Investigators in BATR1, BATRN, and BAT00.

**BACKGROUND:**

Florida's ability to fund child welfare services via the Title IV-E waiver program will end September 30, 2019. To prepare for the end of the waiver, changes are being made as to how Title IV-E dollars are being used to support the training of Child Protective Investigators.

**NEW INFORMATION:**

BATRN will now be used to fund the salary and benefits (including Other Personal Services) for Child Protective Investigators, while they are in Pre-Service training. It will also be used to fund the salaries and benefits for Trainers, while they are training Pre-Service.

BAT00 will now be used to fund all other training expenses and contracted services costs for Child Protective Investigators, including In-Service and Pre-Service expenses not included in BATRN.

BATR1 will no longer be utilized.

**ACTION REQUESTED:**

For all new Child Protective Investigators who are hired and attend Pre-Service training, the Region will need to send to the Budget Office the attached report completed with the date the Child Protective Investigator was hired, and the date the Child Protective Investigator takes the Florida Certification Exam. This report will be due the 10<sup>th</sup> of every month for Child Protective Investigators who take the Florida Certification Exam the prior month.

All trainers teaching Pre-Service, who are employed by the Department of Children and Families, must use the Charge Object Project Code of OFFICE OF CHILD WELFARE 3 in People First when preparing for, traveling to, or providing Pre-Service training.

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1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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

Title IV-E Training CPI

August 15, 2019

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Regions who contract to provide Pre-Service training or who incur other expenses that relate to the statewide Pre-Service training curriculum will need to charge the allowable portions to BATRN.

**CONTACT INFORMATION:**

For additional information on training, please contact Maryann White, Training Manager, at (850) 717-4672 or [maryann.white@myflfamilies.com](mailto:maryann.white@myflfamilies.com).

For additional information on funding, please contact Amy Kelly, Budget, Finance & Accounting Director, at (850) 717-4756 or [amy.kelly@myflfamilies.com](mailto:amy.kelly@myflfamilies.com).

Attachment: *'CPI Title IV-E Training Tracking Report'*  
*'Claiming Title IV-E Training Hours in People First'*

cc: Family and Community Service Directors  
Regional Budget Analysts  
Scott Stewart, Assistant Secretary for Operations  
Center for Child Welfare

# CLAIMING TITLE IV-E TRAINING HOURS IN PEOPLE FIRST

## Child Protective Investigators Trainers

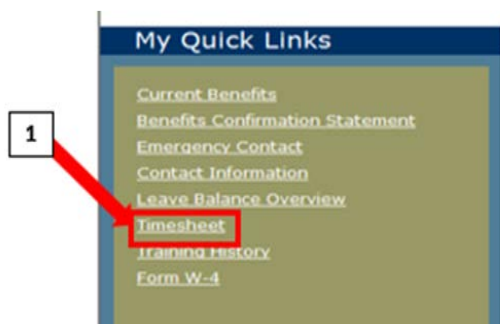
### When to Use the Title IV-E Training Charge Object:

Training Activities		Project Code	Project Text Code
All time spent preparing, traveling to, and providing Pre-Service training.	Use...	OFFICE OF CHILD WELFARE 3	CHILD PROTECTION – TRAINER TRAINING

### How to Add the Charge Object:

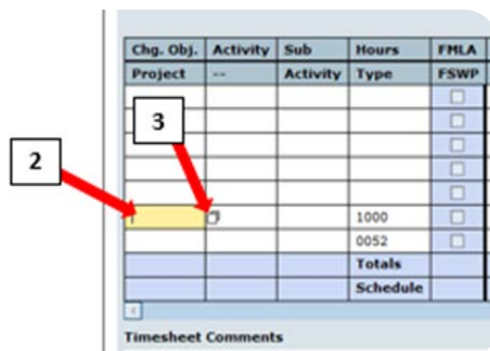
#### Step 1:

Log into People First and then click on the “Timesheet” link under “My Quick Links.”



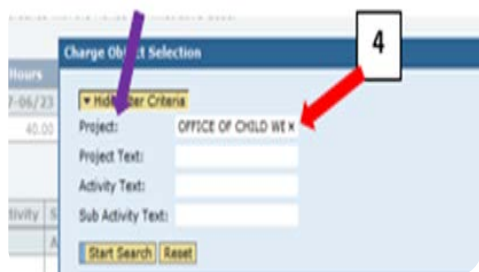
#### Step 2:

In the far left column click on “Chg. Obj. Project”. A tiny box will pop up on the right. Click on this box.



#### Step 3:

The “Change Object Selection” will pop up. In the box that says “Project” use CAPS to type in “OFFICE OF CHILD WELFARE 3”. Click “Start Search.”



#### Step 4:

The option “OFFICE OF CHILD WELFARE 3” and “CHILD PROTECTION – TRAINER TRAINING” will pop up. Click on it.



#### Step 5:

Complete the remaining portion of the timesheet as usual.

