



State of Florida
Department of Children and Families

Ron DeSantis
Governor

Chad Poppell
Secretary

DATE: December 13, 2019

TO: Regional Managing Directors
Community-Based Care Lead Agency CEOs

THROUGH: Patricia Babcock, Deputy Secretary *PB*

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

SUBJECT: FSN Eligibility Enhancement: Pre-Adoption Case-Termination of Adoption Assistance Agreement

PURPOSE: The purpose of this memorandum is to provide guidance for closing pre-adoption cases in FSN.

BACKGROUND: In preparation for the end of Florida's Title IV-E Child Welfare Waiver Demonstration project, Florida implemented a Path Forward initiative to explore ways to maximize federal dollars received by our state. One of the efforts in the project is Florida Safe Families Network (FSFN) Eligibility Enhancements to determine Title IV-E eligibility accurately, claim Title IV-E funding accurately for eligible children and reimbursable services, determine and redetermine eligibility efficiently, and maximize Title IV-E utilization.

Enhancements made on November 1, 2019 to FSN include case closure logic that does not allow a case closure if the Adoption Assistance Agreement has not been terminated.

ACTION REQUIRED: At the time of creating the new case post-finalization, the most recent Adoption Assistance Agreement (AAA) and Adoption Eligibility will copy from the pre-adoptive care into the post adoption case. When closing the pre-adoption case, Adoption staff or the designated child welfare professional will be responsible for terminating the most recent Adoption Assistance Agreement (AAA) in the pre-adoptive case using the reason of "Other." The selection of the reason "Other" will result in the Adoption Eligibility and associated Adoption TANF being terminated in the pre-adoptive case and no new AAA will be generated. In the pre-adoptive case, a chrono note under the note type of **Review-Other** needs to be entered stating the following:

"Due to FSN design limitations, the AAA and associated Adoption Eligibility information was terminated but can be found in the post adoption case (add FSN Post Adoption Case ID Number)"

The anticipated FSN Eligibility Enhancements Release 2 in the Spring of 2020 will address case closure logic to exclude pre-adoptive cases.

Please share this memorandum with all staff who will be completing tasks associated with the creation of the new case post-finalization and pre-adoptive case closures in FSN.

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MEMO: FSFN Eligibility Enhancement: Pre-Adoption Case-Termination of Adoption Assistance Agreement

December 13, 2019

Page 2

CONTACT INFORMATION: If you have any questions or need clarification regarding this memorandum, please contact Valerie Proctor, Adoption Policy & Program Specialist, at Valerie.Proctor@myflfamilies.com.

cc: Regional Family and Community Services Directors
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