

# ATTACHMENT III BUDGET TEMPLATE FOR CHILD-CARING AGENCIES

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Eligibility and Finance Training – January 2021

# ATTACHMENT III

## TITLE IV-E BUDGET TEMPLATE

- Basic Requirements of Title IV-E
- Purpose
- Policy and Practice
- Overview of Data Elements
- Usage
  - By Child-Caring Agency (CCA)
  - By Community Based Care (CBC)
- Enhanced Rates
- FSFN Documentation
  - Placement vs Non-Placement Service
  - Service Type Setup
- Questions



# BASIC REQUIREMENTS OF TITLE IV-E

To be eligible under title IV-E, expenditures must be:

- An *eligible service*
  - ✓ Administration
  - ✓ Maintenance
  
- On behalf of an *eligible child*:
  - ✓ Who meets certain removal criteria, and
  - ✓ Whose family at the time of removal would have been eligible for AFDC on July 16, 1996.
  
- Who resides in an *eligible setting*:
  - ✓ A licensed family foster home, or
  - ✓ A licensed child caring institution, AND
    - ✓ Meets all safety requirements.

# ATTACHMENT III

## TITLE IV-E BUDGET TEMPLATE

### PURPOSE

➤ To identify the separation of expenditures and rates between multiple fund sources based on the CCA's annual budget:

- ✓ IV-E Maintenance
- ✓ IV-E Administration
- ✓ Social Services (Non-IV-E)
- ✓ Medical (Non-IV-E)
- ✓ Education (Non-IV-E)

➤ To correctly record the daily rate amount in FSFN by fund source.

➤ To promote like rates among the CBCs utilizing the CCA.

# POLICY AND PRACTICE

## CFOP 170-11 CHAPTER 13 *{IN DRAFT}*

- CCA shall complete one Title IV-E budget at initial licensure and update annually.
- DCF licensing staff is responsible for providing the budget to the CBC that approved the CCA's letter of need.
- CBC will complete their designated portion of the form and return to DCF licensing staff. CBC may not alter information entered by the CCA or DCF but may negotiate a rate with the CCA that will be reflected on the Title IV-E budget.
- All CBC's requesting placement in a CCA outside of their service area shall utilize the calculated or negotiated rate identified on the Title IV-E budget approved at licensure for the specific CCA. (IV-E budget will be uploaded to the FSFN Provider File Cabinet of the CCA by DCF licensing.)
- If a CCA requests an enhanced rate that exceeds the negotiated rate, the CCA must submit a justification, per child, on their agency's letterhead to the CBC for approval. The justification shall outline supporting information for the enhanced rate and the specific rate being requested. A copy of the approved justification and rate shall be placed in the child's file maintained by the CCA.



# OVERVIEW

## Attachment III - Title IV-E Maintenance Budget Template

Child Caring Institution

Please complete 1 template per facility

Facility name: **ACME Group Home**

# of licensed beds: **18**

Contact Person: **John Doe**

### BUDGETED WITH ANNUAL AMOUNTS

License Type: Child Caring Agency  
 Sub Type: Residential Group Care  
 Licensing Period: Issue Date: 2/1/2020  
 Expiration Date: 1/31/2021

### DCF Regional Licensing Staff

License Staff Name: Mary Smith  
 Email Address: Mary.Smith@myffamilies.com  
 PSFN Provider ID: 1234567  
 Date of DCF Approval: 3/6/2020

		TOTAL	IV-E Maintenance	IV-E Administration	Social Services (Non-IV-E)	Medical (Non-IV-E)	Education (Non-IV-E)	Remaining Balance of Expense Line (Non-IV-E)	
<b>Personnel &amp; Direct Costs</b>									
Number of Staff:	Daily Supervision Staff								
5.0									
	Salaries and Wages	\$ 400,000	\$ 400,000	\$	\$	\$	\$	\$	
	Benefits and Taxes	\$ 120,000	\$ 120,000	\$	\$	\$	\$	\$	
	Mileage Reimbursement	\$	\$	\$	\$	\$	\$	\$	
	Visitation	\$ 2,300	\$ 2,300	\$	\$	\$	\$	\$	
	Medical or Counseling appointments, case reviews, and court hearings	\$	\$	\$	\$	\$	\$	\$	
	Medical Supplies	\$ 2,500	\$	\$	\$ 2,500	\$	\$	\$	
	School Supplies	\$ 3,500	\$ 3,500	\$	\$	\$	\$	\$	
	Tutoring	\$ 14,500	\$	\$	\$	\$	\$ 14,500	\$	
	Direct Financial Assistance to Child (allowance)	\$ 3,500	\$ 3,500	\$	\$	\$	\$	\$	
	Food Expense	\$ 25,000	\$ 25,000	\$	\$	\$	\$	\$	
	Clothing (excludes the annual clothing allowance)	\$ 23,400	\$ 23,400	\$	\$	\$	\$	\$	
	Child specific supplies including school, personal incidentals	\$ 5,500	\$ 5,500	\$	\$	\$	\$	\$	
	List 'Other' items here	\$	\$	\$	\$	\$	\$	\$	
	List 'Other' items here	\$	\$	\$	\$	\$	\$	\$	
	List 'Other' items here	\$	\$	\$	\$	\$	\$	\$	
	List 'Other' items here	\$	\$	\$	\$	\$	\$	\$	
	Contracted Services (list below)								
	Nutritionist Review	\$ 7,500	\$ 7,500	\$	\$	\$	\$	\$	
	List Contracted Service here	\$	\$	\$	\$	\$	\$	\$	
	List Contracted Service here	\$	\$	\$	\$	\$	\$	\$	
<b>Facility Costs</b>									
	Rent, depreciation, insurance, utilities, maintenance, repair, equipment, etc.	\$ 137,414	\$ 118,090	\$	\$	\$ 19,324	\$	\$	
	Facility management	\$ 25,000	\$ 21,484	\$	\$	\$ 3,516	\$	\$	
	Vehicle: Lease, Maintenance, Repairs, Insurance, Fuel, etc.	\$ 14,454	\$ 12,421	\$	\$	\$ 2,033	\$	\$	
	List 'Other' items here	\$	\$	\$	\$	\$	\$	\$	
	List 'Other' items here	\$	\$	\$	\$	\$	\$	\$	
<b>Operational Costs</b>									
Number of Staff:	Non Daily Supervision Staff								
3.5									
	Salaries and Wages	\$ 150,000	\$ 150,000	\$	\$	\$	\$	\$	
	Benefits and Taxes	\$ 45,000	\$ 45,000	\$	\$	\$	\$	\$	
	Behavior Management and/or Clinical Staff								
	Salaries and Wages	\$ 90,000	\$	\$	\$ 90,000	\$	\$	\$	
	Benefits and Taxes	\$ 27,000	\$	\$	\$ 27,000	\$	\$	\$	
	Communication expenses (including cell phones)	\$ 20,000	\$ 17,187	\$	\$	\$ 2,813	\$	\$	
	Office supplies & equipment	\$ 6,498	\$ 5,364	\$	\$	\$ 914	\$	\$	
	Staff travel	\$ 5,500	\$ 4,727	\$	\$	\$ 773	\$	\$	
	Other staff related (background screens, employment advertisement)	\$	\$	\$	\$	\$	\$	\$	
	Marketing Expense	\$ 1,200	\$ 1,031	\$	\$	\$ 169	\$	\$	
	Membership & Fees	\$ 575	\$ 496	\$	\$	\$ 81	\$	\$	
	List 'Other' items here	\$	\$	\$	\$	\$	\$	\$	
	List 'Other' items here	\$	\$	\$	\$	\$	\$	\$	
	List 'Other' items here	\$	\$	\$	\$	\$	\$	\$	
<b>General &amp; Administrative Costs</b>									
		\$ 24,600	\$ 21,140	\$	\$	\$ 3,460	\$	\$	
Total costs		\$ 1,155,141	\$ 988,058	\$	\$	\$ 152,583	\$ 14,500	\$	
Funded by other sources*		\$ 5,000	\$	\$	\$	\$ 5,000	\$	\$	
Net cost to CBC		\$ 1,150,141	\$ 988,058	\$	\$	\$ 152,583	\$ 9,500	\$	
Expected occupancy**		80%							
Calculated daily rate to CBC		\$ 218.82	\$ 187.99	\$	\$	\$ 29.03	\$ 1.81	\$	
<b>To be completed by CBC</b>					<b>PSFN Reporting Category Titles</b>				
Please create/use separate PSFN Service Types for each payment split by IV-E Maintenance, IV-Administration, and/or Other Client Service provided					Group Home or Safe House	Child Placing Agency FH, GH, or Other	Other Client Services / Out of Home		
Negotiated rate		\$ 285.00	\$ 187.99	\$	\$ 29.03	\$ 1.81	\$ 66.18	\$	
% charged by fund source		66.0%	0.0%	0.0%	10.2%	0.6%	23.2%		

**IV-E Administration:** These are costs incurred for the proper and efficient administration of the Title IV-E State Plan, such as:

- Eligibility Determinations/Redetermination;
- Referral to services;
- Preparation for and participation in judicial determinations;
- Placement of the child;
- Development of the case plan;
- Case reviews;
- Case management and supervision;
- Recruitment and licensing of foster homes and institutions;
- Rate setting;
- A pro-rata share of agency overhead;
- Costs related to data collection and reporting.

305 CFR § 1236.60 Fiscal requirements (Title IV-E)

Green and Yellow cells are populated by the CCA

White cells are formula driven and can not be edited.

Personnel costs always include either employees or contracted staff, wages, overtime, taxes, benefits and all supervision

\* If the total annual budgeted amount includes expenses where other known fund sources (other than the Community Based Care Lead Agency) will be provided, then enter these other fund sources' amounts here.

\*\* The percent (%) of bed days per month the Provider expects (Provider entered %). This percentage affects the spread by fund source.

For questions about this template, please send an email to: [HQW.CFO.CBC.ME.Accountability@myffamilies.com](mailto:HQW.CFO.CBC.ME.Accountability@myffamilies.com)

# OVERVIEW: HEADER

Attachment III - Title IV-E Maintenance Budget Template		BUDGETED WITH ANNUAL AMOUNTS			DCF Regional Licensing Staff		
Child Caring Institution <i>Please complete 1 template per facility</i>		License Type	Child Caring Agency		License Staff Name:	Mary Smith	
Facility name: <b>ACME Group Home</b>		Sub Type	Residential Group Care		Email Address:	<a href="mailto:Mary.Smith@myflfamilies.com">Mary.Smith@myflfamilies.com</a>	
# of licensed beds: <b>18</b>	Licensing Period	Issue Date:	2/1/2020		FSFN Provider ID:	1234567	
Contact Person: <b>John Doe</b>		Expiration Date:	1/31/2021		Date of DCF Approval:	3/6/2020	
	<b>2</b>	<b>3</b>					<b>1</b>
	TOTAL	IV-E Maintenance	IV-E Administration	Social Services (Non-IV-E)	Medical (Non-IV-E)	Education (Non-IV-E)	Remaining Balance of Expense Line (Non-IV-E)

## 1 Date of DCF Approval –

- ✓ The date in which the Title IV-E Budget Template has been approved, where DCF Regional Licensing and OFA/OCW have reviewed the template to ensure total amounts have been assigned to the appropriate fund source column.

## 2 Total –

- ✓ Total budgeted amount the CCA is expected to pay for during the year to support the operation of the facility.

## 3 Amounts by Fund Source –

- ✓ IV-E Maintenance – budgeted line items identified as being allowable title IV-E Foster Care Maintenance Payment (FCMP) costs.
- ✓ IV-E Administration – budgeted line items identified as being allowable title IV-E Administrative costs.
- ✓ Social Services (Non-IV-E) – budgeted line items for the cost of social services provided to children, such as counseling or therapy.
- ✓ Medical (Non-IV-E) – budgeted line items for the costs of medical doctor’s appointments, filled prescriptions, and medical supplies.
- ✓ Education (Non-IV-E) – budgeted line items for the cost of providing professional tutoring services.
- ✓ Remaining Balance of Expense Line (Non-IV-E) – all other budgeted line items.

# OVERVIEW: PERSONNEL & DIRECT COSTS

		TOTAL	IV-E Maintenance	IV-E Administration	Social Services (Non-IV-E)	Medical (Non-IV-E)	Education (Non-IV-E)	Remaining Balance of Expense Line (Non-IV-E)
<b>Personnel &amp; Direct Costs</b>								
Number of Staff:	<b>Daily Supervision Staff</b>							
5.0	Salaries and Wages	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Benefits and Taxes	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Mileage Reimbursement</b>							
	Visitation	\$ 2,500	\$ 2,500					\$ -
	Medical or Counseling appointments, case reviews, and court hearings	\$ -		\$ -				\$ -
	Medical Supplies	\$ 2,500				\$ 2,500		\$ -
	School Supplies	\$ 3,500	\$ 3,500					\$ -
	Tutoring	\$ 14,500					\$ 14,500	\$ -
	Direct Financial Assistance to Child {allowance}	\$ 3,500	\$ 3,500					\$ -
	Food Expense	\$ 25,000	\$ 25,000					\$ -
	Clothing {excludes the annual clothing allowance}	\$ 23,400	\$ 23,400					\$ -
	Child specific supplies including school, personal incidentals	\$ 5,500	\$ 5,500					\$ -
	List 'Other' items here	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	List 'Other' items here	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	List 'Other' items here	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	List 'Other' items here	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Contracted Services {list below}</b>							
	Nutritionist Review	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -
	List Contracted Service here	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	List Contracted Service here	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**IV-E Administration:** These are costs incurred for the proper and efficient administration of the Title IV-E State Plan, such as:

- Eligibility Determinations/Redeterminations;
- Referral to services;
- Preparation for and participation in judicial determinations;
- Placement of the child;
- Development of the case plan;
- Case reviews;
- Case management and supervision;
- Recruitment and licensing of foster homes and institutions;
- Rate setting;
- A proportionate share of agency overhead;
- Costs related to data collection and reporting.

{45 CFR §1356.60 Fiscal requirements (Title IV-E)}

## Completed by the CCA–

- ✓ From their annualized budget, each expense line is entered in the Total Column; then
- ✓ Manually broken-out and entered by fund source; or
- ✓ Automatically pushed to the appropriate fund source.



# OVERVIEW: FACILITY COSTS

		TOTAL	IV-E Maintenance	IV-E Administration	Social Services (Non-IV-E)	Medical (Non-IV-E)	Education (Non-IV-E)	Remaining Balance of Expense Line (Non-IV-E)
<b>Facility Costs</b>								
	Rent, depreciation, insurance, utilities, maintenance, repair, equipment, etc.	\$ 137,414	\$ 118,090	\$ -	\$ -	\$ 19,324	\$ -	\$ -
	Facility management	\$ 25,000	\$ 21,484	\$ -	\$ -	\$ 3,516	\$ -	\$ -
	Vehicle: Lease, Maintenance, Repairs, Insurance, Fuel, etc.	\$ 14,454	\$ 12,421	\$ -	\$ -	\$ 2,033	\$ -	\$ -
	List 'Other' items here	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	List 'Other' items here	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Completed by the CCA –

- ✓ Cost are allocated based on types of staff employed by the CCA, such as:
  - ✓ Daily Supervision Staff
  - ✓ Non-Daily Supervision Staff
  - ✓ Behavioral Management and/or Clinical Staff
  
- ✓ Any amount not allowable to be captured under any of the specific fund sources listed will be automatically pushed to the “Remaining Balance of Expense Line (Non-IV-E)” Column.

# OVERVIEW: OPERATIONAL COSTS

		TOTAL	IV-E Maintenance	IV-E Administration	Social Services (Non-IV-E)	Medical (Non-IV-E)	Education (Non-IV-E)	Remaining Balance of Expense Line (Non-IV-E)
<b>Operational Costs</b>								
Number of Staff:	<b>Non Daily Supervision Staff</b>							
<b>3.5</b>	Salaries and Wages	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Benefits and Taxes	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Behavior Management and/or Clinical Staff</b>							
	Salaries and Wages	\$ 90,000			\$ -	\$ 90,000		\$ -
	Benefits and Taxes	\$ 27,000			\$ -	\$ 27,000		\$ -
	Communication expenses (including cell phones)	\$ 20,000	\$ 17,187	\$ -	\$ -	\$ 2,813	\$ -	\$ -
	Office supplies & equipment	\$ 6,498	\$ 5,584	\$ -	\$ -	\$ 914	\$ -	\$ -
	Staff travel	\$ 5,500	\$ 4,727	\$ -	\$ -	\$ 773	\$ -	\$ -
	Other staff-related (background screens, employment advertisement)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Marketing Expense	\$ 1,200	\$ 1,031	\$ -	\$ -	\$ 169	\$ -	\$ -
	Membership & Fees	\$ 575	\$ 494	\$ -	\$ -	\$ 81	\$ -	\$ -
	List 'Other' items here	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	List 'Other' items here	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	List 'Other' items here	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Completed by the CCA –

- ✓ Cost are allocated based on types of staff employed by the CCA, such as:
  - ✓ Daily Supervision Staff
  - ✓ Non-Daily Supervision Staff
  - ✓ Behavioral Management and/or Clinical Staff
  
- ✓ Any amount not allowable to be captured under any of the specific fund sources listed will be automatically pushed to the “Remaining Balance of Expense Line (Non-IV-E)” Column.

# OVERVIEW: TOTAL COSTS, OTHER SOURCES OF INCOME, EXPECTED OCCUPANCY, & CALCULATED RATE

	TOTAL	IV-E Maintenance	IV-E Administration	Social Services (Non-IV-E)	Medical (Non-IV-E)	Education (Non-IV-E)	Remaining Balance of Expense Line (Non-IV-E)
<b>General &amp; Administrative Costs</b>	\$ 24,600	\$ 21,140	\$ -	\$ -	\$ 3,460	\$ -	\$ -
Total costs	\$ 1,155,141	\$ 988,058	\$ -	\$ -	\$ 152,583	\$ 14,500	\$ -
Funded by other sources <sup>^</sup>	\$ 5,000			\$ -	\$ -	\$ 5,000	\$ -
Net cost to CBC	\$ 1,150,141	\$ 988,058	\$ -	\$ -	\$ 152,583	\$ 9,500	\$ -
Expected occupancy <sup>^^</sup>	80%						
Calculated daily rate to CBC	\$ 218.82	\$ 187.99	\$ -	\$ -	\$ 29.03	\$ 1.81	\$ -

## Completed by the CCA –

- ✓ Funded by other sources:
  - ✓ Amounts are entered here if the CCA is receiving any revenue outside the revenue received by any CBC, where the CBC reports such amount as an expenditure via the DCF contract.
- ✓ Expected occupancy:
  - ✓ A percentage of how many beds the CCA expects to be filled during the year.
  - ✓ This percentage is applied towards the 'Net cost to CBC' amounts by fund source in order to determine the 'Calculated daily rate to CBC' amount.
- ✓ Calculated daily rate to CBC:
  - ✓ This amount is prorated to each fund source.

# OVERVIEW: SPLITTING THE NEGOTIATED RATE BY FSFN REPORTING CATEGORIES

	TOTAL	IV-E Maintenance	IV-E Administration	Social Services (Non-IV-E)	Medical (Non-IV-E)	Education (Non-IV-E)	Remaining Balance of Expense Line (Non-IV-E)
Total costs	\$ 1,155,141	\$ 988,058	\$ -	\$ -	\$ 152,583	\$ 14,500	\$ -
Funded by other sources^	\$ 5,000			\$ -	\$ -	\$ 5,000	\$ -
Net cost to CBC	\$ 1,150,141	\$ 988,058	\$ -	\$ -	\$ 152,583	\$ 9,500	\$ -
Expected occupancy^^	80%						
Calculated daily rate to CBC	\$ 218.82	\$ 187.99	\$ -	\$ -	\$ 29.03	\$ 1.81	\$ -
<b>To be completed by CBC</b>		<b>FSFN Reporting Category Titles</b>					
<i>Please create/use separate FSFN Service Types for each payment split by IV-E Maintenance, IV-Administration, and/or Other Client Service provided.</i>		Group Home or Safe House	Child Placing Agency FH, GH, or Other	Other Client Services / Out-of-Home			
Negotiated rate	\$ 285.00	\$ 187.99	\$ -	\$ -	\$ 29.03	\$ 1.81	\$ 66.18
% charged by fund source		66.0%	0.0%	0.0%	10.2%	0.6%	23.2%
		<i>Rate amounts entered in FSFN by Reporting Category.</i>					

## Completed by the CBC –

- ✓ Negotiated rate:
  - ✓ Amount is entered in the green shaded cell; and
  - ✓ Will be split by FSFN Reporting Category Title in the blue shaded cells.
- ✓ If the Negotiated rate exceeds the Calculated rate, the split by FSFN Reporting Category will:
  - ✓ Never exceed the calculated rate by IV-E Maintenance or IV-E Administration;
  - ✓ Never exceed the calculated rate by Social Services (Non-IV-E), Medical (Non-IV-E), or Education (Non-IV-E); and
  - ✓ Remainder of the negotiated rate will be allocated to Remaining Balance of Expense Line (Non-IV-E).
- ✓ Amount entered in FSFN to the Other Client Services / Out-of-Home Reporting Category is the total of all the (Non-IV-E) Columns.

# OVERVIEW: SPLITTING THE NEGOTIATED RATE BY FSFN REPORTING CATEGORIES

	TOTAL	IV-E Maintenance	IV-E Administration	Social Services (Non-IV-E)	Medical (Non-IV-E)	Education (Non-IV-E)	Remaining Balance of Expense Line (Non-IV-E)
Total costs	\$ 1,155,141	\$ 988,058	\$ -	\$ -	\$ 152,583	\$ 14,500	\$ -
Funded by other sources <sup>A</sup>	\$ 5,000			\$ -	\$ -	\$ 5,000	\$ -
Net cost to CBC	\$ 1,150,141	\$ 988,058	\$ -	\$ -	\$ 152,583	\$ 9,500	\$ -
Expected occupancy <sup>AA</sup>	80%						
Calculated daily rate to CBC	\$ 218.82	\$ 187.99	\$ -	\$ -	\$ 29.03	\$ 1.81	\$ -
<b>To be completed by CBC</b>		<b>FSFN Reporting Category Titles</b>					
<i>Please create/use separate FSFN Service Types for each payment split by IV-E Maintenance, IV-Administration, and/or Other Client Service provided.</i>		Group Home or Safe House	Child Placing Agency FH, GH, or Other	Other Client Services / Out-of-Home			
Negotiated rate	\$ 180.00	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ -
% charged by fund source		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
		<i>Rate amounts entered in FSFN by Reporting Category.</i>					

## Completed by the CBC –

- ✓ Negotiated rate:
  - ✓ Amount is entered in the green shaded cell; and
  - ✓ Will be split by FSFN Reporting Category Title in the blue shaded cells.
  
- ✓ If the Negotiated rate is below the Calculated rate, the split by FSFN Reporting Category will:
  - ✓ Always be applied to IV-E Maintenance and if there is a balance, then
  - ✓ Applied to IV-E Administration, then
  - ✓ Applied to the (Non-IV-E) categories.



# ENHANCED RATES

- When a CCA requests an enhanced rate for increased supervision or double bed rate to meet the requirements of a safety plan an additional template is not required.
- Rates above the negotiated rate on the template due to increased supervision needs or need for a single room require the following actions:
  - CCA will provide documentation to support the enhanced rate being requested to the CBC;
  - Documentation will describe the additional needs of the child and the services being provided by the CCA to meet the child's specific needs;
  - Enhanced and/or double bed rates for single room are to be clearly identified in the CBC rate agreement or contract with the CCA;
  - Documentation is to be maintained by the CCA and the CBC.

# FSFN DOCUMENTATION: SERVICE TYPE SETUP FOR THE NEGOTIATED RATE

## Option 1 –

- ✓ 'Placement' Service Type:
  - ✓ Group Home Reporting Category; and
  - ✓ Rate by Provider, where -
    - ✓ Daily Rate is established within the Provider's CCA License page for only the IV-E Maintenance Amount; **OR**
  - ✓ Rate by Service, with Rate by Child Allowed, where -
    - ✓ Child Specific daily rate is entered when the Placement is created for only the IV-E Maintenance Amount.

## and

- ✓ 'Service' Service Type:
  - ✓ Other Client Services / Out-of-Home Reporting Category; **OR**
  - ✓ Multiple Reporting Categories – IV-E Administration and Other Client Services / Out-of-Home; and
  - ✓ Rate by Provider, where -
    - ✓ Daily Rate is established within the Provider Management Page for only the IV-E Administration and Non-IV-E Amounts.

# FSFN DOCUMENTATION: SERVICE TYPE SETUP FOR THE NEGOTIATED RATE

*Florida Safe Families Network* Hand Book Print Audit Spell Check Help

**Service Information**

Fiscal Agency: Communities Connected for Kids Short Desc: GH - Option 2 Effective Date: 01/2021  
Service Category: Residential Med Desc: Group Home - Option 2 Inactive Date:   
Service Code: 99568 **Service Code** Long Desc: Group Home - Option 2 Date Last Paid: 00/00/0000

**Service Type Specifics**

Service  Placement  
 Override Parent Agency rule  
Service Batch: Group Facility  
Age From: Age To:   
Next Service Type:   
Eligibility: Applicable  
License Type Required: Child Caring Agency (CCA)

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  
NCANDS Reporting: Residential Group Care  
NYTD Reporting: Not Applicable  
Spending Limit: N/A 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
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**Multiple Rate Categories**

Reporting Category	Rate	Action
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## Option 2 –

- ✓ 'Placement' Service Type:
  - ✓ Multiple Reporting Categories; and
  - ✓ Rate by Provider, where -
    - ✓ Daily Rate is established within the Provider's CCA License page for the IV-E Maintenance, IV-E Administration, and Non-IV-E Amounts.

# FSFN DOCUMENTATION: SERVICE TYPE SETUP FOR THE NEGOTIATED RATE

	TOTAL	IV-E Maintenance	IV-E Administration	Social Services (Non-IV-E)	Medical (Non-IV-E)	Education (Non-IV-E)	Remaining Balance of Expense Line (Non-IV-E)
Total costs	\$ 1,155,141	\$ 988,058	\$ -	\$ -	\$ 152,583	\$ 14,500	\$ -
Funded by other sources <sup>A</sup>	\$ 5,000			\$ -	\$ -	\$ 5,000	\$ -
Net cost to CBC	\$ 1,150,141	\$ 988,058	\$ -	\$ -	\$ 152,583	\$ 9,500	\$ -
Expected occupancy <sup>AA</sup>	80%						
Calculated daily rate to CBC	\$ 218.82	\$ 187.99	\$ -	\$ -	\$ 29.03	\$ 1.81	\$ -

  

Payment split by IV-E Maintenance, IV-Administration, and/or Other Client Service provided.	FSFN Reporting Category Titles						
	Group Home or Safe House	Child Placing Agency FH, GH, or Other	Other Client Services / Out-of-Home				
Negotiated rate	\$ 285.00	\$ 187.99	\$ -	\$ -	\$ 29.03	\$ 1.81	\$ 66.18
% charged by fund source		66.0%	0.0%	0.0%	10.2%	0.6%	23.2%

*Rate amounts entered in FSFN by Reporting Category.*

Provider Service Rate -- Webpage Dialog

**Florida Safe Families Network** Print Audit Spell Check Help

**Provider Information**  
 Provider Name: Arnette House Inc Group Home      Provider ID: 100021484  
 Service Type: Group Home - Option 2      Service Code: 99568

**Provider Services Rate**

Select	Effective Date	Last Updated Date	Contract ID	Contract Capacity	Rate Period	Rate	Over-Capacity Rate	Multiple	Action
<input checked="" type="radio"/>	01/2021		0		Daily	\$285.00		Multiple	Delete

**Multiple Rate Categories**

Reporting Category	Rate	Delete
Group Home	\$187.99	Delete
Other Client Services - Out-of-Home	\$97.01	Delete

Adjust for rounding here.

**Insert** **Continue** **Close**

## Multiple Rate Categories Section –

- ✓ Insert all Reporting Category rows;
- ✓ Always choose the IV-E Maintenance for the Reporting Category first row;
- ✓ When entering the daily rate split amount for the last Reporting Category row, make sure it allows for any rounding differences.

# RESOURCES

The *DCF Operating Procedure, CFOP 170-11, Chapter 13*, once finalized, can be obtained at:

[http://www.centerforchildwelfare.org/CFOP\\_170.shtml](http://www.centerforchildwelfare.org/CFOP_170.shtml)

or

<http://eww.dcf.state.fl.us/asg/Publications.shtml>



website  
locations

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

[http://eww.dcf.state.fl.us/ascbc/training/fsfn\\_payment\\_reference\\_guide.pdf](http://eww.dcf.state.fl.us/ascbc/training/fsfn_payment_reference_guide.pdf)

or

<https://www.myflfamilies.com/service-programs/community-based-care/docs/FSFN%20Payment%20Reference%20Guide.pdf>



# ADDITIONAL QUESTIONS

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or

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