

PROCEDURE

Series:	Operating Procedures	COA: NET 4 CFOP: N/A
Procedure Name:	Eligibility Determinations and Verification	
Procedure Number:	OP-1142	
Revision #/Date:	02/04/2009 (1) 3/9/12, (2) 3/30/16 (3) 09/01/20	
Effective Date:	7/1/08	
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Applicable to:	All FPOCF Staff and Contract Providers	

PURPOSE: To determine and document initial and continued eligibility for all children and families served by Family Partnerships of Central Florida (FPOCF) as pertains to Federal Funding.

PROCEDURE:

General

To ensure FPOCF maximizes all funds available, all children and families receiving services have an eligibility determination at the beginning of services. In addition, periodic determinations are conducted throughout the life of the case, as necessary.

TANF Eligibility

It is the responsibility of the Department of Children and Families Child Protection Investigator (CPI) to complete a TANF form in FSFN on all open investigations prior to the acceptance of cases for services.

Periodically, changes can occur that will affect eligibility (e.g.: changes in income, changes in placement, yearly review, etc.). The Information and Eligibility (I&E) team is responsible for completing these updates in FSFN.

Title IV-E (CIC)

It is the responsibility of the I&E staff member to ensure all children entering licensed out of home care are screened in FSFN for Title IV-E eligibility according to IV-E policy. It is the responsibility of the CPI (if the investigation is still open) or DCM (if services are open) to ensure all missing, requested or needed information is received by the FPOCF I&E team member. The care manager reports all changes affecting eligibility to ~~Rev-Max~~I&E. I&E updates FSFN with any changes to eligibility. Any documentation used by I&E to determine eligibility is retained and uploaded to FSFN.

Title IV-E (Adoptions)

All children placed in adoptive homes, for which FPOCF will be paying an adoption subsidy, has an eligibility screening performed to determine the proper funding source. During initial file review, it is the responsibility of the Director providing oversight of Adoptions to forward all files

to I&E for an eligibility determination and provide I&E with all information necessary to make a determination. I&E is responsible for completing a Title IV-E determination prior to the Adoption Assistance Agreement being signed. Once the Adoption Assistance Agreement is signed by all parties, I & E is responsible for approving the Title IV-E determination in FSFN. For children ineligible for Title IV-E, a TANF determination will also be made. A copy of all documentation used to determine eligibility, as well as the Title IV-E determination and TANF form (if applicable), and any other pertinent information, shall be kept in the child's adoption subsidy file. For all children determined eligible for subsidy, I&E staff will review and complete the FPOCF Title IV-E adoption subsidy checklist. Upon completion of the eligibility determination, I&E will return the file to the Adoption Director for any further steps needed in the adoption subsidy process.

Medicaid (Youth in Out of Home Care)

It is the responsibility of I&E to apply for Medicaid through FSFN for all children out of home care within 2 business days of the child's removal. The CPI (if the investigation is still open) or the DCM (if services are open) will assist in obtaining all information necessary for I&E to complete the application. I&E will complete and submit the application through FSFN.


Any changes affecting eligibility for Medicaid should be reported by the care manager to I&E. I&E will submit and record any changes affecting eligibility in FSFN.

I&E will upload documentation used to determine Medicaid eligibility into FSFN.

I&E checks the Florida Medicaid database on any child entering licensed out of home care to determine if the child receives SSI income. If it is determined that the child receives this income, the I&E team coordinates with Master Trust Account Manager (MTAM) and the DCM to apply for these benefits.

A relative caregiver can apply through ACCESS and be screened for other available assistance including food stamps and relative caregiver assistance.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 11/11/2025