

Series: Operating Procedures

COA: NA
CFOP: NA

Net 4.0

Procedure Name: Eligibility Determinations and Verification

Procedure Number: OP-1142

Revision #/Date: (0)/ 02-04-2009

Effective Date: 07/01/08

Applicable to: All CBCB Staff and Contract Providers

SUBJECT: Eligibility Determinations and Verification

PURPOSE: To determine and document initial and continued eligibility for all children and families served by CBC of Brevard in respect to Federal Funding.

PROCEDURE:

General

In order to assure the CBC of Brevard maximizes all funds available to it, all children and families receiving services will have an eligibility determination made at the beginning of services. In addition, periodic determinations will be made 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 on all open investigations prior to the acceptance of cases for services. These forms are to be forwarded to Rev Max for review and input into the FSFN system. As agreed upon by CBC of Brevard and DCF, all incomplete or incorrect forms will be returned to the DCF Unit supervisor for correction. Upon correction and review, these forms will again be forwarded to the Rev Max Unit for data entry into the Florida Safe Families Network (FSFN).

Periodically, changes can occur that will affect eligibility (e.g.: changes in income, changes in placement, yearly review, ect.). The dependency care manager (DCM) will be responsible for completing these and forwarding to Rev Max. Rev Max will review the forms and input correct information into the FSFN system. All incomplete or incorrect forms will be returned to the unit supervisor for correction and review before resubmitting to Rev Max.

Title IV-E (CIC)

It is the responsibility of Rev Max to ensure all children entering licensed out of home care will be screened for presumptive 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 Rev Max. Upon completion of the Title IV-E presumptive eligibility screening worksheet, Rev Max will input the IV-E

determination into FSFN. The care manager should report all changes affecting eligibility to Rev Max. Rev Max will update FSFN with any changes to eligibility. Any documentation used by Rev Max to determine eligibility should be kept in an audit file.

Title IV-E (Adoptions)

All children being placed for adoption, for which the CBC of Brevard will be paying an adoption subsidy, will have an eligibility screening performed to determine the proper funding source. During initial file review, it is the responsibility of the C&F Program Manager to forward all files to Rev Max for an eligibility determination and provide Rev Max with all information necessary to make a determination. Upon finalization of the adoption, Rev Max will be responsible for completing a Title IV-E application and forwarding to the Economic Self Sufficiency (ESS) Child in Care (CIC) Specialist. 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 application and TANF form (if applicable), notices of case action from ESS, and any other pertinent information, shall be kept in the child's adoption subsidy file. For all children determined eligible for a Title IV-E subsidy, Rev Max staff will review and complete the CBCB Title IV-E adoption subsidy checklist. Upon completion of the Rev Max eligibility determination, Rev Max will return the file to the C&F Program Manager for any further steps needed in the adoption subsidy process.

Medicaid (CIC)

It is the responsibility of Rev Max to apply for Medicaid for all children in licensed out of home care within 3 working days of learning of the child's placement in licensed care. The CPI (if the investigation is still open) or the DCM (if services are open) will assist in obtaining all information necessary for Rev Max to complete the application. Rev Max will forward the application to the ESS CIC Specialist for determination of the child's Medicaid eligibility. The child's eligibility for Medicaid will be entered into FSFN by Rev Max.

Any changes affecting eligibility for Medicaid should be reported by the care manager to Rev Max. Rev Max will notify the ESS CIC Specialist of any changes affecting eligibility and enter these changes into FSFN.

Rev Max will keep an audit file on all children entering licensed care to include (but not limited to) documentation used to determine Medicaid eligibility, any forms completed and eligibility notices from the ESS CIC Specialist.

Rev Max will check 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 Rev Max unit will coordinate with DCF central region and the DCM or CPI to apply for these benefits, and will copy that information to the assigned DCM or CPI.

Medicaid (Relative/Non Relative Placement)


It is the responsibility of the CPI (if the investigation is open) or the DCM (if services are open) to notify Rev Max of any child being removed who might be potentially eligible for Emergency Medicaid for children placed in unlicensed, out of home care. It is also the responsibility of the CPI or DCM to ensure that all information required to complete such an application is forwarded to the Rev Max unit.

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Upon learning of a child being placed into unlicensed, out of home care, Rev Max will complete an application for Medicaid and forward to the ESS CIC Specialist within 2 working days of learning of the placement. Copies of all documentation used to determine eligibility, the application, and any notice of case actions from ESS will be forwarded to the CPI or care manager for inclusion in the case file.

Because this Medicaid is Emergency Medicaid only, the caregiver will still need to apply with ESS for "regular" Medicaid. The caregiver can apply through ACCESS and be screened for other available assistance including food stamps and relative caregiver assistance.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 3/6/09

Generic Documents required in all files:

- SPURS form
- Adoption Subsidy Information Sheet for Vouchering
- Disposition Sheet (5077) 1 per child
- Child Summary (5075) 1 per child
- Data Sheet (5078)
- Memorandum of Agreement (5072) 1 per child
- Adoption Exchange 1 Per Child
- Affidavit of Disclosure for Adoption Subsidy
- Declaration of Citizenship and Birth Certificate
- Adoption Subsidy Title IV-E Eligibility/Screening Worksheet
- Child in Care (ESS) Notice
- TANF Related Documents (If not Title IV-E Eligible)
- Completed TANF/MAS Worksheet/Application (If not Title IV-E Eligible)
- Child Study (Narrative)
- Psychological
- School Reports (If Applicable)

- Medical Reports
- Therapy Reports (If Applicable)
- Comprehensive Behavioral Assessments
- Approved Adoption Homestudy
- Local Law Enforcement Checks
- FDLE
- FBI
- Order of Adjudication for TPR on All Parents
- TPR Petition
- Dependency PDS
- Shelter Order and Petition
- Voluntary Surrenders (If Applicable)
- Copy of Judicial Review Order With Permanency Language
- Copy of the Judicial Review Report With the Department's Efforts to Obtain Permanency

Title IV-E Adoption Subsidy Checklist

All documents are required, unless otherwise indicated, and must be in subsidy files.

Generic Documentation – pertinent to all subsidy files

- CF-FSP 5079 **Initial** Adoption Assistance Agreement - (signed and dated by all parties prior to IV-E payments **and** prior to adoption finalization)
- Amount of adoption assistance does not exceed actual foster care board rate including supplemental such as medical without documented approval by the Secretary of the Department.
- Efforts to place without subsidy: _____
- Child's "special needs" criteria/factors: _____
- Petition for Adoption finalization (Date of Petition: _____)
- Final Judgment of Adoption Order (for finalized adoptions)

Documentation of Criminal Background (for adoptive placements on and after 10-1-98):

- National/Federal (Date results were received: _____)
- State (Date results were received: _____)
- Local (Date results were received: _____)
- Florida Abuse Registry checks for all adoptive placements (Date results were received: _____)
- Abuse Registry (Adam Walsh) for adoptive placements on and after 10-1-2006 for all household members who have lived in another state during the previous five years (Date results were received: _____)

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SSI-Related Documentation (if eligibility based on receipt of SSI by child)

- Award letter from the Social Security Administration (*Eligibility for SSI must be determined prior to the time of the adoption petition for finalization.*)

Prior Eligibility for Title IV-E Adoption Assistance (*Applies to children adopted after 10-1-97*)

- Documentation of child's previous eligibility for IV-E Adoption Assistance
 Date of Prior Adoption: _____
 List Documentation: _____

AFDC-Related Documentation

- Copy of original Child in Care Medicaid and Title IV-E Application (AKA RFA)
 Notice of Case Action from Child in Care stating AFDC/IV-E eligible at the time of the most recent removal (Date of Removal: _____)

For adoptions prior to 10/01/2005

- Notice of Case Action from Child in Care stating AFDC/IV-E eligible at the time of the Adoption Petition (Date of Petition: _____)

Judicial Removal:

- Shelter Petition (*Optional, unless the information in petition documents "removal home" eligibility criteria*)
 Shelter Order – must contain "contrary to the welfare" language

Voluntary Removal (*temporary, licensed out-of-home/foster care placement*):

- Voluntary Placement Agreement (Date signed: _____)
 Court Order within 180 days of voluntary placement that contains "contrary to the welfare" language (Date of order: _____)

Voluntary Surrenders (*surrendering parental rights*)

- Voluntary Surrenders (Date signed: _____)
 Petition to the court to remove the child from the home within 6 months of the time the child lived with a specified relative. (Date of Petition: _____)
 Subsequent court order indicating that remaining in the home was contrary to the child's welfare. (Date of Court Order: _____). *Title IV-E requirements are not met until the court order is executed.*

Initial Review:

Children & Families Program Manager

Date

Eligibility Determination Review:

Rev Max Specialist

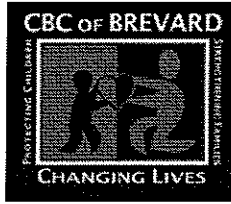
Date

Final Review:

Medicaid Specialist Signature of Reviewer

Date

FileOnQ Date: _____



Adoption Subsidy Eligibility Determination Form

Reviewer Name: _____ Date of Review: _____

Child Birth Name: _____

Child Adopted Name: _____

Eligibility Determination:

- Maintenance Title IV-E
- TANF
- Maintenance Non Title IV-E

Signature of Reviewer: _____

Date: _____