



## Nonrelative Caregiver Financial Assistance Tip Sheet

- Submit all applications for nonrelative caregiver financial assistance through the dedicated email address: [Nonrelative\\_Caregiver@dcf.state.fl.us](mailto:Nonrelative_Caregiver@dcf.state.fl.us)
- Only the application needs to be submitted (copies of court orders and completed home studies are not needed). The application is available here: <http://centerforchildwelfare.fmhi.usf.edu/legislativechanges/NonrelCaregiverFinAssistApp.pdf>
- Make sure all information on the application is accurate, especially the nonrelative's address as the checks are mailed to this address.
- Provider ID should be the nonrelative's provider ID in FSFN, not the agency name or ACCESS number.
- Dates when requirements were met need to be documented, not just stating "yes" that the requirement was met.
- Demographic information on the application should be correct and needs to match what is in FSFN.
- Nonrelative must sign the application. Someone else cannot sign for the nonrelative.
- The case manager or someone other than the case manager can fill out and sign the application, but no one should sign for the case manager.
- If the nonrelative has an email address, please make sure it is provided to ensure correspondence can be made electronically. Please ensure the email address for the nonrelative is complete and correct.
- The nonrelative caregiver financial assistance is administered through FSFN utilizing a placement with a paid service type. Upon the creation of this service, if the child has not previously been evaluated for Title IV-E Eligibility, FSFN will generate a title IV-E Eligibility screening page.
- Payments are generated the month following the delivery of service. For example, August payments will be generated and distributed mid-September.
- Payments will be delivered in the form of a check distributed by the State of Florida. Accurate addresses are essential.
- Payments will be generated from the begin date of eligibility. This may result in retroactive payments being generated based on when the application is evaluated.
- Once enrolled in the program, payments will continue until the child turns 18, the child is no longer in the custody of the nonrelative or the funding is exhausted. .