

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	
Applicable to:	All BFP Staff and Contract Providers	

PURPOSE: To determine and document initial and continued eligibility for all children and families served by Brevard Family Partnership (BFP) as this pertains to Federal Funding.

PROCEDURE:

General

To assure BFP maximizes all funds available, all children and families receiving services have an eligibility determination made at the beginning of services. In addition, periodic determinations are 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 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). Rev Max is responsible for completing these updates in the FSFN system.

Title IV-E (CIC)

It is the responsibility of the Rev Max 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 BFP Rev Max staff member. The care manager reports all changes affecting eligibility to Rev Max. Rev Max updates FSFN with any changes to eligibility. Any documentation used by Rev Max to determine eligibility is retained in an audit file.

Title IV-E (Adoptions)

All children placed for adoptive homes, for which BFP 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 Director providing oversight of Adoptions to forward all

files to Rev Max for an eligibility determination and provide Rev Max with all information necessary to make a determination. Rev Max is responsible for completing a Title IV-E pre-determination prior to the Adoption Assistance Agreement being signed. Once the Adoption Assistance Agreement is signed by all parties, Rev Max is responsible for completing a Title IV-E determination. 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), notices of case action from Economic Self Sufficiency (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 BFP Title IV-E adoption subsidy checklist. Upon completion of the Rev Max eligibility determination, Rev Max will return the file to the Adoption Support Unit for any further steps needed in the adoption subsidy process.

Medicaid (Child in Care)

It is the responsibility of Rev Max to apply for Medicaid through FSFN for all children in licensed out of home care within 5 working days of the child's placement into FSFN. 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.

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 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 Rev Max unit will coordinate with Social Security 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 Child in Care 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.

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 the child's placement into FSFN. Copies of all documentation used to determine eligibility, the application, and any notice of case actions from ESS is documented in FSFN. Documents are available upon request.

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:

A handwritten signature in blue ink that reads "Philip J. Scarpelli".

PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership

APPROVAL DATE: 9/2/2020