



## **Policy: Temporary Assistance for Needy Families (TANF) Uses in Family Safety**

**ChildNet Number: CN 008.006**  
**Original Approved Date: June 2, 2003**  
**Policy Revised Date(s): November 6, 2009; July 9, 2014**  
**Policy Sunset Date:**  
**COA Standard(s): none**

### **Statement of Policy:**

ChildNet shall establish guidelines that ensure children and their families under protective supervision shall be reviewed, appropriately and timely for TANF funding eligibility as consistent with state and federal laws. This funding should be used to assist in remedying the underlying conditions that may have led to the abuse, abandonment or neglect of a child(ren) and to strengthen families in their own homes or in the home of relatives. It establishes criteria for client eligibility, procedures for tracking and claiming reimbursements.

**Board Chair's Signature:**

**Date:**

07-29-14



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**Procedure Sunset Date:**

**COA Standard(s): none**

### **Definitions (If any):**

- A. Adoption - The establishment of a legal relationship of parent and child between two persons who are not so related by birth, with the same mutual rights and obligations that exist between children and their birth parents.
- B. Application - Forms used to apply for TANF services. (For "regular" TANF, and MAS-TANF see the resource link).
- C. Child - Any unmarried person under the age of 18 years who has not been emancipated by order of the court.
- D. Designee - A community-based care contract provider or other agency or entity designated by the department to perform duties and responsibilities assigned to the department.
- E. Family - The caregiver(s) and children living in their home under their care. The caregiver(s) must be either a specified relative or parent of the child(ren) being supervised by the department or its designee.
- F. Florida On-line Recipient Integrated Data Access (FLORIDA) System - Statewide information system used by Economic Self-Sufficiency to determine eligibility for and/or issue cash benefits, food stamps and Medicaid.
- G. Good Cause - A situation which prevents employment. Some examples are: Serious health problem (person or family), Final stages of pregnancy, Discrimination or harassment on the job, Lack of childcare, transportation
- H. Florida Safe Families Network (FSFN) – Comprehensive Child Welfare Information System (CCWIS)
- I. Household - The child and the child's caretaker and all other individuals, whether related or unrelated, who are living together with the child and caretaker as one economic unit. An economic unit is one collective group of persons depending on the same source(s) of income.



- J. In-kind payment - A non-cash item given directly to a person receiving the non-cash item, such as groceries or clothes, instead of money.
- K. Medicaid - Medical assistance funded under Title XIX of the Social Security Act, which provides basic health care to various coverage groups.
- L. Need - Refers to financial need of the child and/or family.
- M. Notice of Case Action-The form used by Department of Children and Families or community-based care lead agency staff to inform the applicant of the outcome of their request for assistance and services.
- N. Qualified Non-citizen - Non U.S. citizen who meets certain criteria established by the Immigration and Nationality Act and is eligible for food stamps, cash assistance or Medicaid. *(See Appendix F to this operating procedure for details regarding non-citizen status and documentation requirements.)*
- O. Removal Home - The family setting from which the child was first legally removed, including a relative's or non-relative's home if such person had assumed and continued to exercise day-to-day responsibility for care and supervision of the child, prior to court involvement or voluntary foster care placement.
- P. Resources - Liquid assets available to the child. Liquid assets are property that may be converted into cash in one working day. Some examples are savings and checking accounts cash or checks on hand regardless of the source (except SSI), money orders, certificates of deposit, and savings bonds.
- Q. Service Period - The 12-month period in which TANF eligibility is determined. The period begins with the date of the initial determination and signature of the supervisor or designee. The service period ends 12 months from the date of the first initial eligibility determination.
- R. Respite Care -The full time care of a child for a short period of time by a person who has been approved as a respite care provider to allow the primary caregiver a short period of time for rest and relief from the care and responsibility of the child.
- S. Specified Relative - The following relatives meet the specified degree of relationship for purposes of this operating procedure (this includes the legal side of kinship even if the marriage ended in death or divorce):
- Mother;
  - Father, legal or biological sisters and brothers (including those of half blood,
  - Aunts and uncles,
  - First cousins, first cousin once removed,
  - Nephews and nieces,



- Stepfather, stepmother, stepbrother, and stepsister (Note: The parent of a stepparent is not a specified relative.),
  - Person who legally adopts a child, as well as the natural and other legally adopted children and other relatives of the adopted parents, as long as they are within the specified degree of relationship,
  - Legal spouses of any persons named in the above groups even though the marriage has terminated by death or divorce.
  - Persons of preceding generations as denoted by prefixes such as grand, great, and great great.
- T. TANF - A block grant to states for temporary assistance to needy families. TANF increases the flexibility of states in operating a program designed to: provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing/reducing the incidence of these pregnancies; and encourage the formation and maintenance of two-parent families.
- U. Voluntary Placement - A substitute care placement requested by the parents or guardians of the child that is not the result of an abuse/neglect investigation

**Statement of Procedure:**

1. When a child is removed from their home and enters the system of care, the Intake Placement Advocate (IPA/ DCM) shall review the case file to ensure that a copy of TANF form was provided by the BSO Child Protective Investigator/Department of Child and Families child investigators. If one has not been provided, the IPA/DCM will follow up with the investigator to obtain a copy for the child's file and to provide to the Revenue Maximization Specialist.
2. If a child under protective supervision has a placement disruption resulting in a legal modification of placement, the Child Advocate shall complete a new TANF form, noting the family income. The Child Advocate Supervisor will review the form and sign it, indicating whether the family income is greater or less than the 200% of the federal poverty level. The original form is to be placed in the child's file and a copy is to be provided to the Revenue Maximization Specialist within 5 days of the change in placement.
3. For all children under protective supervision, the assigned Child Advocate/DCM will perform an annual review for TANF eligibility.
4. In reviewing eligibility for TANF funding the following guidelines shall be used:



## CHAPTER 1

### GENERAL

#### A. Background.

1. The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA – Public Law 104-193), as amended, is the welfare reform law that established the TANF program. TANF is a block grant program that replaced the national welfare program known as Aid to Families with Dependent Children (AFDC), the related programs known as the Job Opportunities and Basic Skills training (JOBS) program.
2. PRWORA redefines the federal role in the administration of the nation's welfare system and gives states the authority to use federal welfare funds “in any manner that is reasonably calculated to accomplish the purpose” of the program. It provides states broad flexibility to set eligibility rules and to decide what benefits are most appropriate. It also gives states flexibility to implement new programs designed to respond more effectively to the needs of families within their own unique environments. Section 404(a)(2), SSA, was amended by section 5503 of Public Law 105-33, which permitted states to use TANF funds “in any manner that the state was authorized to use amounts received under part A or F, as such parts were in effect on September 30, 1995.” In addition, Florida fully utilizes the option for states to use up to the percent allowable, per federal regulations, of TANF funds as Social Services Block Grant (SSBG) as provided for in Section 404(d)(2)(B) of the Social Security Act.
3. Services Funded With TANF. CW/CBC will use TANF funds to support activities to remedy some of the conditions that lead to abuse, abandonment or neglect: of children through strengthening families so that children can be cared for in their own homes or in the homes of relatives. Eligible families must have an open case with the Child Protective Investigators or Case Management Services. These activities and services are funded through the following TANF programs: (1) Regular TANF, (2) Social Services Block Grant II (SSBGII), (3) TANF Maintenance of Effort (MOE), (4) Relative Caregiver Program and (5) TANF funded Maintenance Adoption Subsidy.

#### B. Overview of TANF Funding in Child Protection.

1. “Regular” TANF. Regular TANF funds pay for the administrative cost of intake, child protective investigations and protective services. To draw down Regular TANF funds, staff must complete a Request for TANF funds/ family income must



- be below 200% of the federal poverty level (FPL) for the household size. A Request for TANF Funds/Eligibility Determination form in FSFN
2. This documents the eligibility of the child. Eligibility criteria for this program include documentation that the child/family income is below 200% of the federal poverty level (FPL) for the household size.
  3. Social Services Block Grant II (SSBG II). The TANF SSBGII grant provides funding for a variety of social services whose goal is to achieve or maintain economic self-sufficiency; reducing or preventing dependency, preventing or reducing qualify for SSBG II, the family income must be below 200% of the FPL for the household size. A Request for TANF Funds/Eligibility Determination form must be completed to document eligibility and administrative costs.
  4. TANF Maintenance of Effort (MOE). To qualify for TANF MOE, the family's gross income must be below 200% of the FPL for the household size and the child must live in the home of a parent or relative where services are provided. A Request for TANF Funds/ Eligibility Determination form must be completed for documentation of eligibility.
  5. TANF funded Maintenance Adoption Subsidy (MAS). To qualify for TANF funded MAS, the child must: be a child with special needs, determined ineligible for Title IV-E MAS and have income below 200% of the FPL. A Maintenance Adoption Subsidy, TANF Worksheet/Application
- C. Fiscal Responsibility. CW/CBC staff and designees are responsible for managing the State's resources in accordance with the Office of Management and Budget (OMB) Circular A-122, "Cost Principles for Non-Profit Organizations" which requires that costs be reasonable and necessary.
- D. CW/CBC Decision-Making. ChildNet shall maintain its own operating procedure to address implementation, and to ensure client eligibility is properly coded in applicable data systems. Regions circuits or community base care lead agencies procedures may not impose additional requirement or forms on the public beyond those specified in this procedure, neither can these procedure supersede relevant state and federal statutes and regulations.
- E. File Retention. All TANF forms which are to be a part of the child's file must be retained for seven (7) years after case closure. Circumstances which require retention beyond the seven year period include: claims, negotiations, audits, or other actions involving the case which have been initiated but not concluded and information/documentation older than seven years that continues to be required to establish eligibility within the past seven years. Specific file retention guidelines are located in Economic Self-Sufficiency Services Integrated Public Assistance Policy, Chapter 400, and section



420.0603, Paper Case Record Retention, and CF pamphlet 15-7, records retention schedules used by the Department of Children and Families. Circuit /region operating procedures should include maintenance of closed files.

- F. Confidentiality. Federal regulations require that the use or disclosure of confidential information regarding TANF is limited to purposes directly related to administration of the program. Therefore, confidential information shall always be handled responsibly. These requirements are consistent with the TANF rules and assured in the TANF State Plan.



## CHAPTER 2

### "REGULAR" TANF

A. "Regular" TANF. The office of Child welfare used regular TANF to fund the administrative cost of intake, protective investigation and protective services. Which are to be used to remedy underlying conditions that may have led to the abuse, neglect or abandonment of a child (ren) and to strengthen families so that a child (ren) can be safely cared for in his/her own home. Fund usage includes providing services for children who are in their own home with a parent or relative and who are at imminent risk of removal.

B. "Regular" TANF Funding for Administrative Costs.

The administrative cost of Florida Abuse hotline, child protective investigations and protective services are funded by regular TANF. Child maltreatment reports are investigated to insure safety and wellbeing of children who have been alleged to be abused neglected and abandoned. Funds are used for the administrative cost associated with the intake protective investigation and child protection staff TANF eligibility must be completed for all children who are subjects of an abused or neglect report received by the Florida Abuse hotline.

All information received at the abuse hotline must be screened for risk to the child. All abuse report taken by the hotline and transmitted to the region. Circuit, CBC or sheriff's office for investigation must have a request for TANF funds. Eligibility determination must be fully completed by the protective investigator, case manager and or child advocate and authorized by his/her supervisor. The completed determination must be kept in the child's case records in FSFN.

**NOTE:** This operating procedure outlines a method for ensuring that TANF eligibility information is input into the State's data base for all applicable children.

C. ChildNet's must have an approved Cost Allocation plan in accordance with the requirements of OMB Circular A-122. Cost related to TANF activities are based on the allocations methodologies contained within the plan. The Department will use case count statistics to determine how administrative cost should be distributed among various programs for federal reimbursements.

D. Eligibility Determinations. An eligibility determination for "regular" TANF funds must be conducted for a child or family if the child is at risk and in need of services to keep him/her in their own home, to stabilize the placement or to expedite reunification.





1. The Request for TANF Funds/Eligibility Determination form must be completed for each child/family when an abuse or neglect report is generated through the Florida abuse hotline.
  - a. The assigned child protective investigator, case manager or child advocate must obtain information to complete the Request for TANF funds / eligibility determination form CF- FSP 5244, available in FSFN as soon as possible, ideally during the investigated process for the request for services.
  - b. When the form is completed signed and dated it is submitted to the supervisor or designee within five working days for eligibility determination.
  - c. The date of request is the date that the TANF form is completed, signed and dated by the Child Protective investigator on behalf of the parents or and adult specified relative. The supervisor or designee determines eligibility for regular TANF.
  - d. Using the 200% of FPL chart located on the form. The eligibility determination must be completed before the child investigator or special condition report can be closed. The child's eligibility status of TANF 200% must be recorded in FSFN.
  - e. The child/family period of eligibility must not exceed 12 consecutive months. Once the initial determination of eligibility is completed, continued eligibility of the child/family must be reviewed at 12 months intervals, as long as that case is open for services. Staff must ensure that the child meets all eligibility requirements.
2. A new request for TANF fund eligibility determination form may be completed prior to the annual determination when the child returns home of changes from license care to unlicensed care. The fully executed form must be kept in the child's case record within FSFN for future reference such as audit, monitoring or other needs.

NOTE: The "Date of the Request" is the date the Child Advocate/Case Manager completes and signs the TANF form.

3. The Child Advocate Supervisor/Case Manager or designee determines eligibility for "regular" TANF using the 200% of FPL chart located on the form. The eligibility determination is to be conducted within five (5) working days of receipt of the child(ren) file. The Child Advocate Supervisor/Case Manger or designee who determines eligibility must indicate on the form whether the income is below or /above the 200% of FPL, and must sign and date the form.



4. The fully executed form must be placed and remain in the child's case file for future reference such as an audit, monitoring or other needs.
5. The child/family's period of eligibility may not exceed 12 consecutive months. Once the initial determination of eligibility is completed, the continued eligibility of the child/family must be reviewed at 12-month intervals. The due date of the next complete review is based on the month the last complete review or application approval was completed. This review must be completed by the last day in the month for which it is scheduled.

NOTE: It is not necessary to complete the Request for TANF Funds/Eligibility Determination form each time a service is requested. The form that is completed up-front during the investigation is in effect for a 12-month period if a family is closed to agency services within the 12-month period and a new abuse report is received, a new form must be completed to access TANF funds.

- E. Client Eligibility. To qualify for "regular" TANF the family's gross income must be below 200% of the FPL for the household size. Self-declaration of income by the parent(s) or adult relative of the child(ren) is acceptable. Eligibility requirements include:
1. A Request for TANF Funds/Eligibility Determination form must be fully executed in order for a family to receive in-home services. The Request for TANF Funds/Eligibility Determination form is completed based on the information that the parent or adult caretaker provides. The Child Advocate/Case Manager or designee signs and dates the Request for TANF Funds/Eligibility Determination form.
  2. A child living with a parent or adult relative or legal guardian (non-relative) constitutes an eligible family for the purposes of "regular" TANF.
  3. The child must be a United States Citizen or qualified non-citizen, and reside within the state of Florida.
  4. Family income must be below 200% of the FPL for household size. Current income levels per family size are located on the Request for TANF Funds/Eligibility Determination form. However, income information may also be obtained from the family when possible or collateral resources, such as information from the FLORIDA system or Pre-Disposition study on the dependency. Child Advocate / case manager or designees must make the best determination of income that is practical. Self-declaration of income by the parent(s) or adult relative of the child(ren) is acceptable. When the source cannot be documented or information the child will be ineligible for TANF.



5. When the child resides with his/her parent(s) or legal guardian at the time of the initial determination and/or re-determination of TANF eligibility, the income of the child and the family will be counted. The child's parents and other members of the house hold that are living together with the child as one economic unit must be included on the TANF form. All the income of the child and child's parent must be counted.
6. When the child resides with a specified relative, other than the parents or legal guardian at the time of the initial determination and/ or re-determination of TANF eligibility, only the income of the child is counted. The child will be considered a family of one and only the income of the child is counted.

Note: The federal poverty levels are revised annually. Therefore a revised Request for TANF Funds/Eligibility Determination is issued each year, effective July 1, with a revised 200% of FPL. When the child's eligibility has not been determined, he/she must be coded as TANF ineligible.

#### F. Federal Tracking and Coding Requirements.

1. The child's eligibility for, SSBGII is captured through TANF case counts in FSN the appropriate other cost accumulator must be identified and used.
2. Institutional investigations and special condition referrals a request for TANF fund eligibility must be completed on all children who are subject of these types of investigations under these conditions the form will be complete by the investigator and or Child Advocate/ Case manager .
3. TANF Maintenance of Effort (MOE). States are required to maintain a certain level of historic spending as a condition of receipt and of the TANF Block Grant. The basic requirement is that a state must have qualified state expenditures (e.g. general revenue) of no less than 80% of the state's expenditures that was spent on AFDC prior to the Block Grant. State expenditure counted towards MOE. Must not include expenditures for funds made available by the federal government.
4. Qualified state expenditures included cash assistance, childcare, education activities designed to increase self-sufficiency, job training and administrative cost associated with those activities. In order for expenditures to qualify toward MOE, the expenditure must be on behalf of an eligible family. An eligible family must meet two criteria:
  - a) Include a child living with a parent or other adult specified relative,
  - b) Have family income less that 200% of the FPL.



## CHAPTER 3

### SOCIAL SERVICES BLOCK GRANT II (SSBG-II) AND TANF MAINTENANCE OF EFFORT (MOE)

- A. Social Services Block Grant II. The Omnibus Budget Reconciliation Act of 1981 (Public Law 97-35) established the SSBG Program (Title XX) in order to consolidate federal assistance programs in to one grant that offered states flexibility in furnishing services directed at the following goals.
- To prevent, reduce or eliminate dependency;
  - To prevent abuse, neglect, and exploitation of children and adults;
  - To prevent or reduce institutional care;
  - To achieve and maintain self-sufficiency;
  - To secure admission for institutional care when other forms of care are not appropriate.
1. The passage of PRWORA allowed for the transfer of TANF funds into a flexible SSBG II block grant. The funds transferred from TANF (SSBGII) must be spent on the same goals as the original Social Services Block Grant.
  2. Client Eligibility: To qualify for SSBG II, The family income must be below 200% of the FPL for the household size. Self-declaration of income by the parent(s) or adult specified relative of the child(ren) is acceptable.
  3. A request for TANF Funds/Eligibility determination for SSBG II must be conducted for a child or family if the child is at risk and in need of services to keep him/her in their own home or to stabilize the placement. The eligibility requirement for SSBG II is the same as those for "regular" TANF funds discussed in Chapter 2 of this operating procedure.
    - a. A child living with a parent or adult specified relative or legal guardian (non-relative) constitutes an eligible family for the purposes of SSBG II
    - b. A child is an individual under the age of 18 who has never had the disability of non-age removed.
    - c. Family members receiving SSBG II funded services must reside within the state of Florida.
    - d. Family income must be below 200% of the FPL for the household size. Current income levels per family size are located on the Request for TANF Funds/Eligibility Determination form. Income information may be contained within the abuse report, court paperwork, collateral contact information, or Pre-



- disposition Study on the dependency. Child Advocates/Case Managers or designees must make the best determination of income that is practical. Self-declaration of income by the parent(s) or adult relative of the child(ren) is acceptable.
4. Vouchering Other Cost Accumulators (OCAs) For SSBG II. The appropriate SSBG II Other Cost Accumulator (OCA) must be identified and used.
  5. Federal Reporting Requirements.  
The child's eligibility for this funding (SSBG II) is captured through the TANF case counts in FSFN.
- B. TANF Maintenance of Effort (MOE). States are required to maintain a certain level of historic spending as a condition of receipt of the TANF Block Grant. The basic requirement is that a state must have "qualified state expenditures (e.g., general revenue)" of no less than 80% of the state expenditures that were spent for AFDC prior to the block grant. State expenditures counted toward MOE do not include any expenditure from funds made available by the federal government.
1. Qualified Expenditures. Qualified state expenditures include cash assistance, childcare, educational activities designed to increase self-sufficiency, job training and administrative cost associated with these activities. In order for expenditures to qualify toward MOE, the expenditures must be on behalf of eligible families. An eligible family must meet two criteria: (1) include a child living with a parent or other adult specified relative, and (2) have family income less than 200% of the FPL.
  2. Vouchering OCAs for TANF MOE. The appropriate OCA must be identified and used in vouchering for SSBGII and TANF MOE programs.



## CHAPTER 4

### TANF FUNDED MAINTENANCE ADOPTION SUBSIDY

- A. TANF funded MAS. TANF funded Maintenance Adoption Subsidy (MAS) provides maintenance adoption assistance to special needs children who have been determined ineligible for Title IV-E adoption assistance and whose income is below 200% of the FPL.
- B. Child's Eligibility.
1. Has been determined ineligible for Title IV-E maintenance adoption subsidy;
  2. Has not reached his or her 18<sup>th</sup> birthday;
  3. Has been determined to be a child with special needs;
  4. Has gross income below 200% of the current FPL;
  5. Is living with a specified relative (adoption finalization establishes a specified relative relationship);
  6. Resides in Florida; and,
  7. Is a U. S. citizen or a qualified non-citizen.
- C. Eligibility Determination. An eligibility determination for TANF MAS funds must be completed for special needs children who have been determined ineligible for Title IV-E adoption assistance.
- D. Initial Determination of Eligibility. Initial eligibility determination for TANF MAS funds must be completing prior to adoption finalization.
1. Title IV-E eligibility determination must be made in accordance with the procedures outlined in Title IV-E (refer to CN 008.008). If the child is determined by Child In Care to be Title IV-E eligible, the MAS approval process (per CW/CBC procedures) is to be followed. The child's eligibility status must then be recorded and noted in the FSFN and on the Adoption Assistance Agreement
  2. If the child is determined ineligible for Title IV-E Adoption Assistance, the procedures outlined below must be followed:
    - a. Complete the Maintenance Adoption Subsidy TANF Worksheet/Application in FSFN per Instructions.
    - b. The Worksheet/Application is to be signed and dated by the adoptive parent as the applicant.



- c. The Financial Information System Supervisor (FISS) or designee must review the applicant information, determine the child's eligibility for TANF and sign and date the Worksheet/Application.

NOTE: The person determining the child's eligibility and signing as the supervisor in the "For Office Use Only" box of this form cannot be the same as the person who completed the top portion of the application form.

3. If the child is determined eligible for TANF, the MAS approval process (per circuit/region procedures) must be followed. If a specified relative is the prospective adoptive parent, the MAS may be paid from TANF beginning the date of placement. For non-relative adoptions, the procedures outlined below must be followed:
  - a. Prior to finalization, the adoption subsidy payments for children who are not Title
  - b. IV-E eligible must be paid from General Revenue funds, using the appropriate eligibility and/or expenditure type in FSFN.
  - c. At finalization (when final decree of adoption is entered), the MAS must be charged to TANF, and "Adoption Subsidy – TANF" in FSFN.

E. Re-determination of Eligibility.

1. The child's continued eligibility for TANF MAS must be re-determined every 12 months. The FIS Supervisor or designee will complete a re-determination of eligibility to ensure that all factors of eligibility are met. It is suggested that a time line for conducting TANF MAS eligibility redetermination be at least 60 days prior to the eligibility expiration date.

If the form is not returned by the set date resend the form 20days prior to expiration date with a cover later and a new date. Any time after the eligibility time has expired, process the eligibility redetermination, and change eligibility code as appropriate. If the completed is received after the expiration date the period between the expiration date and the new effective date will not be covered; the new effective date is not retroactive.

2. The child's continued eligibility for TANF MAS must also be reviewed when one of the changes listed below occurs. The reported change must be documented in the child's case file and acted upon, as appropriate.
  - a. Child becomes emancipated.
  - b. Child reached 18<sup>th</sup> birthday;

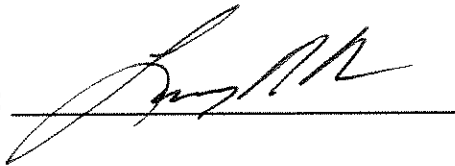


- c. Parents no longer legally responsible for the support of the child (e.g., parent's rights terminated, child becomes an emancipated minor, or enlists in the military);
  - d. Family no longer resides in Florida;
  - e. Child's income changes.
3. Child's eligibility status must be reviewed in light of reported change. If child continues to be eligible, no coding changes are required.
4. If the reported change(s) results in the child no longer being TANF eligible (such as income more than 200% of FPL, or child and family no longer reside in Florida), the expenditure type code must be changed to non Title IV-E (411) in and "Adoption Subsidy – Non IV-E/Non-TANF" in FSFN.
5. If the reported change(s) results in the child being no longer eligible for MAS from any source (such as child reaching 18<sup>th</sup> birthday, disability of non- age, parent no longer legally or financially responsible for child, or no response to the annual renewal/re-evaluation), the MAS must cease.
- F. Medicaid. The eligibility requirements for Medicaid will not change. The child may be eligible for and receive Medicaid under the coverage group for non Title IV-E adoption subsidy (MCA-N). The CIC PAS must be notified via the CF-ES 2694 form of the child's eligibility and receipt of TANF funded MAS. A unique indicator, "TS", will be used by the CIC PAS to identify children (on the FLORIDA system) that are eligible for TANF funded MAS for federal reporting purposes.
- G. Coding. A child determined to be eligible for TANF funded MAS must be coded in FSFN for the expenditure and eligibility type. The appropriate FSFN code is "Adoption Subsidy – TANF".
- H. Case File Documentation. The child's subsidy file must be documented with the following:
1. Completed and approved Maintenance Adoption Subsidy TANF Worksheet/Application.
  2. Child in Care (CIC) NCA, indicating child's ineligibility for Title IV-E.
  3. Final Decree of Adoption.
  4. Documentation of child citizenship status. (See Appendix F of this operating procedure for the appropriate documentation of qualified noncitizen status. For children who are U.S. citizens, the child's birth certificate and/or Declaration of Citizenship is sufficient documentation.)





5. Family residency – listing of mailing and physical address.
6. Reported changes that affect eligibility status.

President's Signature:  Date: 5/2/18

## INSTRUCTIONS

QUALIFIED NONCITIZEN STATUS AND REQUIRED DOCUMENTATION REQUIREMENTS		
Status	Defined as:	Documented by:
Lawful Permanent Resident (LPR)	Person lawfully immigrated to the United States and has permission to live and work in the United States.	Resident Alien Card - "green card" - (I-551); Re-entry permit (I-327); or Foreign Passport with a stamp stating "temporary evidence of lawful permanent resident status"
Parolee	Person granted temporary parole status for a total of at least one year by the U.S. Attorney General under section 212(d)(5) of the Immigration and Nationality Act	INS Form I-94 indicating that the individual has been paroled under this section of the Immigration and Nationality Act, or other conclusive documentation of this status.
Conditional Entrant	Person granted status as a conditional entrant refugee under Section 203(a)(7) of the Immigration and Nationality Act	INS Form I-94 stamped "203(a)(7)"; INS Form I-688B annotated "274a.12(e)(3)"; or INS Form I-766 annotated "A3"
Battered Noncitizen	Person granted qualified noncitizen status by the U. S. Attorney General in consultation with Immigration and Naturalization Services to persons who have been battered or subjected to extreme cruelty in the United States by a spouse, a parent or a member of the spouse's or parent's family residing in the same household.	Verification of a petition or application for battered status may be obtained from Immigration and Naturalization Services (INS) or the Executive Office for Immigration Review (EOIR). If the status from INS or EOIR has not been established, a restraining order or record of criminal conviction against the abuser meets the battery of extreme cruelty requirement.
Refugee	Noncitizen given permission to enter the United States under section 207 of the Immigration and Nationality Act. These non-citizens have applied to be admitted to the U.S. based upon well-founded fear of persecution from their own homeland. Persecution must be due to race, religion, nationality, social or political ties and cannot be economic in nature. (The individual applies for this status from abroad.)	INS Form I-94 or I-551 bearing section 207 which identifies individual as a refugee; INS Form I-688B (Employment Authorization Card) annotated 274a.12(e)(3); INS Form I-766 annotated A3; INS Form I-571 (Refugee Travel Document) or other conclusive documentation of this status.
Asylee	Noncitizen who has received permission to remain in the U.S. based on well-founded fear of persecution should the individual return to the individual's native land and may be considered for asylum. The prospective asylee applies for asylum after entering the U.S., U.S. territory or a U.S. Embassy.	INS Form I-94 showing grant of asylum under 208; INS Form I-688B (Employment Authorization Card) annotated 274a.12(e)(5); INS Form I-766 annotated A5; A grant of asylum letter from the Asylum Office of the Immigration and Naturalization Service indicating this status; or An order from immigration judge granting asylum; or other conclusive documentation of this status.
Noncitizen whose deportation is being withheld	Person whose deportation is being withheld pursuant to Sections 243(h) or 241(b)3 if the Immigration and Nationality Act.	Order from immigration judge showing that deportation has been withheld ; INS Form I-766(Employment Authorization Card) annotated 274a.12(e)(10). If applicant does not present a court order, file INS G-815 and supplement along with copies of pertinent documentation to verify date of deportation.
Cuban/Haitian Entrant	Person who was granted parole status as a Cuban/Haitian entrant (status pending) or any other special status under the immigration laws for nationals in Cuba or Haiti. Or a person who was paroled into the United States and has not acquired any other status under Immigration and Nationality Act or is the subject of exclusion or deportation proceedings under Immigration and Nationality Act or has an application for asylum pending.	INS Form I-94, stamped paroled as "Cuban/Haitian Entrant, Status Pending"; INS Form I-551 with code CU6, CU7, or CH6 unexpired temporary I-551 stamp in foreign passport or an I-94 with code CU6, CU7, or CH6; or other conclusive documentation of this status.