



## Policy: Subsidy Payments for Adoption, Independent Living and Foster Care

**ChildNet Number:** CN 010.041  
**Original Approved Date:** April 2010  
**Policy Revised Date(s):** May 20, 2010  
**Policy Sunset Date:**  
**COA Standard(s):** FIN 2, 7.09, 7.10, 7.12

### Statement of Policy

This policy documents the financial aspect of the authorization, placement and payment procedures for Adoption placement, Foster Care Management and Independent Living for ChildNet's clients.

### Scope

This policy documents the procedural process that ensures that the documentation and authorization of all client related payments provide sufficient guidance to enable accurate entry to the related cost center in the General Ledger.

**Board Chair Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

11/15/10



## **Procedure: Subsidy Payments for Adoption, Independent Living and Foster Care**

**ChildNet Number: CN 010.041**

**Original Approved Date: April 2010**

**Procedure Revised Date(s): May 20, 2010, August 22, 2014, March 20, 2018**

**Procedure Sunset Date:**

**COA Standard(s): FIN 2, 7.09, 7.10, 7.12**

### **Definitions**

Maintenance Adoption Subsidy - Temporary Assistance for Needy Families (MASTANF) - is a federally funded welfare program that provides financial aid to families containing at least one parent and one child.

Respite - Respite service is an organized program designed to sustain the family or other primary care-giver by providing time-limited, temporary relief from the ongoing responsibility of care giving.

Contingency Funds – Utilized to pay miscellaneous expenses incurred on behalf of clients.

Voucher – Internally generated invoice.

### **Statement of Procedure**

#### **Adoption - Authorization of Placement**

Placement of clients takes place as outlined in the approved Cost Allocation Plan (CAP), Section II: Background and System of Care Description.

#### **New Adoption Subsidy**

The Financial Information System (FIS) Coordinator enters all adoption placement information, whether new or updated, into the Comprehensive Child Welfare Information System (CCWIS) upon receipt.

- a. On an on-going basis, the Adoption Specialist forwards the Subsidy Adoption Application packet to the FIS Coordinator for new placements to be entered into CCWIS.



- b. Upon receipt of the Subsidy Adoption Application packet, the FIS Coordinator ensures the packet is accurate and complete with all relevant application forms (as listed below):
- Subsidized Adoption Program Data Sheet
  - Subsidized Adoption Program Disposition Sheet
  - Subsidized Adoption Program Child Summary
  - Adoption Subsidy Title IV-E eligibility screening worksheet (if applicable)
  - Memorandum of Agreement
  - Adoption Assistance Agreement between the Department of Children and Families and Adopting Parent regarding Subsidy Payments Child Services Form
  - Disclosure information to Adoptive Parents
- c. When the client's adoption placement is entered within CCWIS by the FIS Coordinator, each client is assigned an expense code based on his/her eligibility within the following three criteria:
- Expense code of 400 for Adoption Subsidy Title IV-E
  - Expense code of 411 for non-Adoption Subsidy Title IV-E
  - Expense code of 450 for Temporary Assistance for Needy Families (MASTANF)
- d. Once the new application has been input, an authorization listing is printed and viewed for accuracy prior to processing invoices related to the new client.
- e. Upon completion of the adoption process, the FIS Coordinator submits a complete Eligibility Review Change Form to the Child in Care Unit at DCF. This form closes the Foster Care Medicaid and opens the Adoption Subsidy Medicaid for the adopted client living in the State of Florida. Once the adoption subsidy application is processed, an approval letter is mailed to the families along with an additional copy of the Adoption Assistance Agreement.
- f. For clients not living in the State of Florida, the FIS Coordinator must complete an Interstate Compact on Adoption and Medical Assistance (ICAMA) Application for the client to receive Medicaid in his/her resident State.
- g. ICAMA forms are forwarded to Family Safety Generalist at DCF for review and approval. They are then forwarded to the Adoption Reunion Registry Director in Tallahassee for an Interstate Compact Placement of Children (ICPC) form to be completed and forwarded to the client's resident State Headquarters for processing.



## **Adoption Payments**

- a. The FIS Coordinator processes payments related to Adoption clients as follows:
  - Adoption Payments (monthly)
  - Medical Subsidies (ad-hoc)
  - Legal Fees (ad-hoc)
- b. Adoption payments must be made no later than the 20<sup>th</sup> of every month
- c. On a monthly basis, the FIS Coordinator processes the invoices for payment by producing a pending Authorization Listing from CCWIS. This list details each client that should be paid in any given month and the dollar amount.
- d. The FIS Coordinator reviews the pending invoice listing for accuracy and forwards the invoices to the Accounting Coordinator for integration into the integrated modular accounting system for processing (Refer to Accounts Payable Disbursement Process for payment details).
- e. The FIS Coordinator processes a one-time reimbursement payment for legal fees paid to finalize the adoption of a client. This fee is up to, but no more than, \$1000 per client. The invoices are received from the legal representative, entered into CCWIS and forwarded to the Accounting Coordinator for payment
- f. On an as-needed basis, the Post Adoption Specialist generates invoices for clients with medical expenses which are not covered by Medicaid. These invoices are forwarded to the FIS Coordinator and placed on a Medical Subsidy Report for payment. The FIS Coordinator codes these invoices and they are approved by the Director of Finance. Once approved by the Director of Finance, the invoices are forwarded to the Accounting Coordinator for payment.

## **Adoption - Annual Subsidy Renewal for MAS - TANF**

On an annual basis, all adoptive families that have been deemed eligible for MAS-TANF must complete an annual renewal form.

To satisfy this state requirement, the FIS Coordinator must do the following:

- a. On the annual anniversary of the adoption, the MAS-TANF renewal form is mailed to Adoptive parents for completion. Each family is given a two week deadline for the forms to be returned signed and dated.

## **Foster Care**

The FIS Supervisor receives foster care related payments as follows:



- Monthly schedule foster care payments
- Respite
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### **Foster Care - Monthly Payments (Room and Board) and Respite**

Foster Care Payments must be made by the 20<sup>th</sup> of every month.

- a. The FIS Supervisor receives the census from the various providers by the 4<sup>th</sup> of each month for processing. The census includes:
  - Client name, Social Security Number, Name of Foster Parent, Address of Placement
  - The total number of days at foster parent home
  - The total payment to the foster parent
  - Rate of payment
  - Respite Information (if applicable)
- b. The FIS Supervisor verifies that the placement and discharge dates on the census provided correlates with the information within CCWIS. If any discrepancies are identified the provider is contacted.
- c. Monthly payment details and respite information is then entered or updated within CCWIS, by the FIS Supervisor, based upon the census provided.
- d. After all census information has been entered, the FIS Supervisor runs the Foster Care pending report to ensure the payment amounts and expense types are correct.
- e. The FIS Coordinator verifies that the client details received from the census correlates with the report and that the total payments are correct. If any discrepancies are found, corrections are made and new reports are generated.
- f. The CCWIS reports are saved and forwarded to the Accounting Coordinator for processing.
- g. Once the checks are printed, they are returned to the FIS Supervisor to be mailed no later than the 19<sup>th</sup> of every month.
- h. The FIS Supervisor manages a list of all respite days used by each foster parent for the year (July 1<sup>st</sup> – June 30<sup>th</sup>). No more than 12 paid respite days are allowed per year. Additional respite days utilized are not compensated for.



### **Foster Care- Contract Provider monthly payments**

- a. The Finance Department receives the monthly provider contracts invoices from the Contracts Department.
- b. The FIS Supervisor verifies the admission and discharge dates of each client based upon the invoice and census provided with CCWIS data. If discrepancies are found the Contract Specialist is notified.
- c. Once all client data has been verified and validated, the client information is entered into the CCWIS system – daily rate, number of days, etc.
- d. After all client data has been entered, the FIS Supervisor generates the Group Pending Report.
- e. The FIS Coordinator updates the provider tracking log on the Finance shared computer drive. This report is used to balance the vouchers that are being paid.
- f. The final report generated is the Great Plains feed and is forwarded to the Accounting Coordinator for payment processing.
- g. All checks are returned to the Contracts Department for distribution.

### **Contingency**

- a. General Funding Request (GFR) can be received by the Finance Department in a variety of ways:
  - The Client Trust Department receives monthly General Funding Requests from the various departments within ChildNet for various client activities
  - From the Accounts Payable Department for funds spent on client related services via credit card, petty cash, etc.
- b. When the Client Trust Department receives an invoice, the appropriate GFR is retrieved on the shared computer drive; the Client Trust Coordinator/ Designee ensure the GFR has appropriate approvals based upon the established signatory thresholds while reviewing for completeness and accuracy.
- c. GFR Independent Living contingency requests that are submitted by the Independent Living (IL) and Accounts Payable Departments go directly to the FIS Unit for processing.
- d. Each IL GFR is entered into CCWIS for an invoice to be generated for payment.



- e. Once all entries have been made in CCWIS, the FIS Coordinator runs the pending invoice report, reviews for accuracy and generates invoices. The file is forwarded to the Accounting Coordinator for payment processing.
- f. IL as well as non-IL GFR's are processed as they are due and forwarded to the Accounting Coordinator for payment processing.
- g. Once processed, the Accounting Coordinator contacts the appropriate employees to sign for and pick up their checks for distribution to clients/vendors.


### **Independent Living**

- a. On a monthly basis, the FIS Coordinator receives the following from the Independent Living (IL) Department for processing:
  - A list of new foster or adopted clients who have turned 18 years old that are eligible to receive Road to Independent (RTI) Post-Secondary Education Services & Support (PESS) or Extended Foster Care (EFC) funds while attending college.
  - Monthly check request for Aftercare Funds – for clients not eligible for the regular RTI program.
  - A list of youths who have exited foster care on RTI whose payments need to be terminated
  - A Road to Independency Post-Secondary Needs Assessment
- b. The FIS Coordinator verifies all the above information sent from the IL Department is correct within CCWIS.
- c. If discrepancies are found between CCWIS and the information provided, the IL Specialist is contacted and corrections are made if necessary.
- d. Once all data is verified and corrected the FIS Coordinator runs the following reports:
  - Independent Living Pending Invoice Report
- e. The invoices are processed in CCWIS and a file is submitted to the Accounting Coordinator for processing.
- f. Once the checks are printed, they are forwarded to the IL Department for distribution.

The FIS Department maintains a monthly spreadsheet showing the number of clients who have been added, reinstated, dropped and exited foster care for the



month. This spreadsheet also shows the fund paid, and recouped for EFC, PESS and Aftercare.

President Signature:  Date: 4/17/18