

SM13b: Assets and Employment

May 12, 2017

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1.1 Introduction

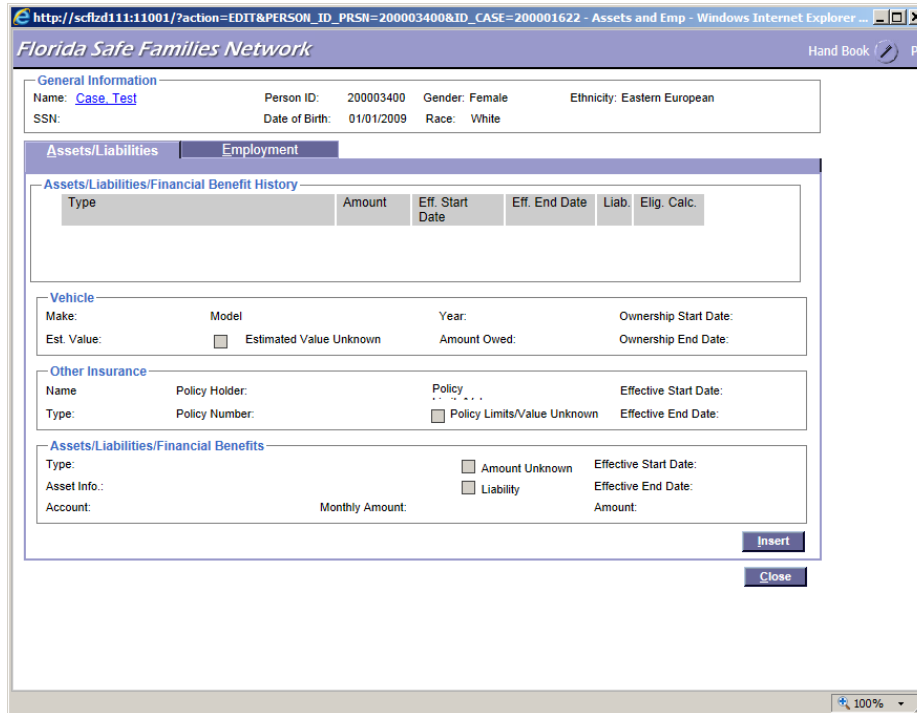
The Assets and Employment page is used to document, view, and update a case participant's Assets, Unearned Income, and Employment Income. This page can be accessed through the IV-E Foster Care page, the IV-E Adoption Eligibility page, and both the TANF and Adoption TANF pages. The information captured on the Assets and Employment page will be used to calculate the child's eligibility for IV-E Foster Care, TANF and Medicaid.

Assets and Employment documentation is an integral part of the Eligibility Determination process configured entirely within the FSFN system. Refer to the IV-E Foster Care Functional Specification document for more details. In addition, the information within Assets and Employment is provided to Child in Care workers via the FLORIDA Interface to assist in determining Medicaid Eligibility.

The Assets and Employment page contains the following two tabs: the Assets/Liabilities Tab and Employment Tab. Associated to each page is a pop up page which enables the user to create or maintain information within the system. The Assets pop-up page is used to create or maintain asset information records and unearned income records, which include the case participant's assets, liabilities and financial benefits; while the Employment pop-up page is used to create or change information pertaining to employment records.

1.2 Pages

1.2.1 Asset/Employment Page



http://scflzd111:11001/?action=EDIT&PERSON_ID_PRSN=200003400&ID_CASE=200001622 - Assets and Emp - Windows Internet Explorer ...

Florida Safe Families Network

Hand Book / Print

General Information

Name: [Case Test](#) Person ID: 200003400 Gender: Female Ethnicity: Eastern European
SSN: Date of Birth: 01/01/2009 Race: White

Assets/Liabilities Employment

Assets/Liabilities/Financial Benefit History

Type	Amount	Eff. Start Date	Eff. End Date	Liab.	Elig. Calc.

Vehicle

Make: Model Year: Ownership Start Date:
Est. Value: Estimated Value Unknown Amount Owed: Ownership End Date:

Other Insurance

Name Policy Holder: Policy Effective Start Date:
Type: Policy Number: Policy Limits/Value Unknown Effective End Date:

Assets/Liabilities/Financial Benefits

Type: Amount Unknown Effective Start Date:
Asset Info: Liability Effective End Date:
Account: Monthly Amount: Amount:

Insert
Close

100%

1.2.1.1 Asset/Employment Page Overview

Navigation

The Asset/Employment page is accessed via the Assets/Employment hyperlink found by clicking on the Income/Eligibility icon after expanding the Case Folder on the Desktop.

The Asset/Employment page can also be accessed by clicking on the Eligibility icon after expanding the Case Folder on the Desktop, then clicking on IV-E Eligibility, expanding the Assets & Employment and Deeming expando located on the Basic tab and clicking on a Participant Name hyperlink.

Page Summary

The Asset/Employment page is used to view and update a case participant's Assets/Liabilities and Employment information. This page is composed of a read-only header group box and two tabs. The Assets/Liabilities tab is used to view and update information about the case participant's assets, income, liabilities, and financial benefits. The Employment tab is used to view and update information about the case participant's



employment history. The worker may also use the Employment tab to record the insurance and benefits received by the participant during the period of employment.

The header, which is visible from both tabs, contains basic demographic information about the case participant. The Name field is populated with a hyperlink to the Person Management page and the other fields are pre-filled with information from the Person table.

This page is created for each participant within the case when a case is created.

1.2.1.2 Assets/Employment Page Information

Group Box:	General Information	
Fields:	Name	Case participant full name; system derived by concatenating first name (NM_FRST), middle initial (NM_MDL_INTL), and last name (NM_LST) from Person table; not user modifiable; hyperlink to Person Management page.
	Person ID	Participant's Person ID; system derived; not user modifiable, disabled.
	Date of Birth	Participant's date of birth; system derived from DT_BRTH on the Person table; not user modifiable; disabled.
	SSN	Social security number; system derived from ID_SSN on the Person table; not user modifiable; disabled.
	Gender	Gender; system derived from CD_GNDR on the Person table; not user modifiable; disabled.
	Ethnicity	Participant's ethnicity; system derived from CD_CMBN_ETHN on the Person table; not user modifiable; disabled.
	Race	Participant's race; system derived from CD_RACE on the Person table; not user modifiable; disabled.



1.2.1.3 Background Processing:

- None

1.2.1.4 Save Processing:

- None

1.2.1.5 CRUD Matrix:

Table Name	Create	Read	Update	Delete
PERSON		X		



1.2.2 Assets/Liabilities Tab

1.2.2.1 Assets/Liabilities Tab Overview

The Assets/Liabilities tab provides the ability to add, delete, view, or maintain information about the case participant’s assets, income, liabilities, and financial benefits. To change existing information, select the Edit link to access the Assets pop-up page. To add new information, select the Insert button to access a blank Assets pop-up page. To delete an existing row, select the Delete hyperlink associated with the desired record.

As a record is selected by clicking the radio button, details relating to that record will appear in the appropriate Vehicle, Other Insurance, or Assets/Liabilities/Financial Benefits group box.

1.2.2.2 Assets/Liabilities Tab Information

Group Box:	Asset/Liabilities/Financial Benefit History	
Fields:	Type	Type of asset; captured on and modifiable from the Assets pop-up page; stored on the Asset table; system derived; not user modifiable.



	Amount	Amount of the asset; captured on and modifiable from the Assets pop-up page; stored on the Asset table; for Assets will populate with the 'Amount' field, for Unearned Income will populate with the 'Monthly Amount' field system derived; not user modifiable.
	Eff. Start Date	Date asset became effective; captured and modifiable from the Assets pop-up page; stored on the Asset table; system derived; not user modifiable.
	Eff. End Date	Date asset is no longer effective; captured and modifiable from the Assets pop-up page; stored on the Asset table; system derived; not user modifiable.
	Liability	'Y' or 'N' indicator that signifies whether or not this record is a liability; displays 'Y' indicator if Liability checkbox is checked captured on the Assets pop-up page; system derived; not user modifiable.
	Elig. Calc.	'Y' or 'N' indicator that this record should be used in eligibility calculations; displays 'Y' indicator if Use in Eligibility Calculations checkbox is checked; captured on the Assets pop-up page; system derived; not user modifiable.
	Edit	Hyperlink launches the associated Asset pop-up page.
	Delete	Hyperlink prompts a validation message, ensuring action of deleting selected record is desired.
Group Box:	Vehicle	
Fields:	Make	Enabled if the asset type selected is a vehicle ("Aircraft", "Automobile", "Campers",



		“Motor Homes”, “Motorcycles”, “Pleasure Boats”, “Travel Trailers”, and “Truck”). Manufacturer of the vehicle; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Model	If the asset type selected is a vehicle, model of the vehicle; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Year	If the asset type selected is a vehicle, manufacture year of the vehicle; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Ownership Start Date	If the asset type selected is a vehicle, date when the vehicle was purchased by the case participant; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Ownership End Date	If the asset type selected is a vehicle”, date the vehicle is no longer considered as an asset/liability owned by the participant; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Estimated Value	If the asset type selected is a vehicle, estimated value of the vehicle; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Estimated Value Unknown	If the asset type selected is a vehicle, this check box is checked if the Estimated Value is unknown; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable; disabled.
	Amount Owed	If the asset type selected is a vehicle, how much the case participant still owes for the vehicle; captured on and modifiable from the Assets pop-up page; system derived; not user



		modifiable.
Group Box:	Other Insurance	
Fields:	Name	If the asset type selected is “Life Insurance (Cash Value)”, name of the insurance company; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Policy Holder	If the asset type selected is “Life Insurance (Cash Value)”, name of the insurance policy holder; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Effective Start Date	If the asset type selected is “Life Insurance (Cash Value)”, date from when the insurance policy is effective; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Effective End Date	If the asset type selected is “Life Insurance (Case Value)”, date when the insurance policy expires; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Type	If the asset type, in the Assets/Liabilities/Financial Benefit History group box, selected is “Life Insurance (Cash Value)”, type of insurance policy; if “other” is selected from the Type field within the Other Insurance group box on the Assets pop-up page, include the information about the type within the name field; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Policy Number	If the asset type selected is “Life Insurance (Cash Value)”, captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.



	Policy Limits/Value	If the asset type selected is “Life Insurance (Cash Value)”, value of the insurance coverage; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Policy Limits/Value Unknown	If the asset type selected is “Life Insurance (Cash Value)”, this check box is checked if the Policy Limits/Value is unknown; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable; disabled.
Group Box:	Assets/Liabilities/Financial Benefits	
Fields:	Type	The type of asset; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Account	The account number where the asset is located; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Amount	The Amount of the asset; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Amount Unknown	This check box is checked if the Amount is unknown; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable; disabled.
	Asset Information	Text field used to enter other information about this asset; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Effective Start Date	The date the asset becomes effective; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.

	Effective End Date	The date the asset is no longer effective; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Monthly Amount	This field represents the amount of the asset or liability that is attributed to a one month period of time; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable.
	Liability	This check box is checked by the system if the highlighted record is a liability; captured on and modifiable from the Assets pop-up page; system derived; not user modifiable; disabled.
Links:	Edit	Takes the user to the Assets pop-up page to change existing information.
Options:	None	
Buttons:	Close	Standard Close Processing.
	Insert	Takes the user to the Assets pop-up page to add new information.

1.2.2.3 Background Processing:

- If more than two rows of information exist, a scroll bar appears to the right of the Asset/Liabilities/Financial Benefit History Group Box.
- When returning to this tab from the pop-up page, changes that were made on the pop-up will be saved to the database and will be reflected on the tab.
- Information is only saved from pop-up pages. There is no save processing initiated from this page.

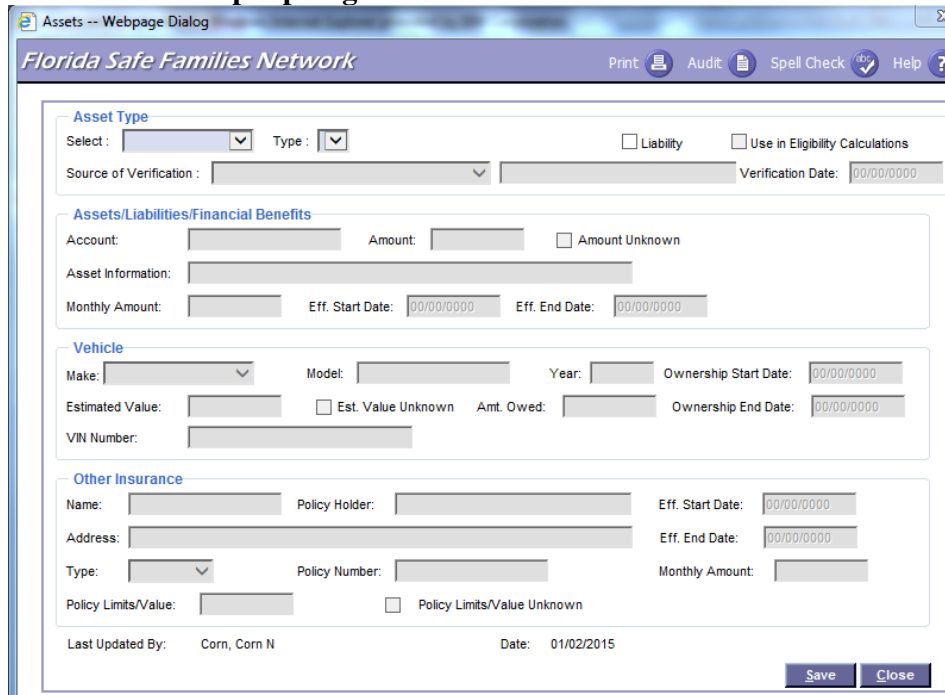
1.2.2.4 Save Processing:

- None

1.2.2.5 Page CRUD Matrix:

Table Name	Create	Read	Update	Delete
ASSET		X		R

1.2.3 Assets Pop-Up Page



The screenshot shows a web browser window titled "Assets -- Webpage Dialog" displaying the "Florida Safe Families Network" interface. The page contains several sections for data entry:

- Asset Type:** Includes a "Select" dropdown, a "Type" dropdown, and checkboxes for "Liability" and "Use in Eligibility Calculations". There is also a "Source of Verification" dropdown and a "Verification Date" field.
- Assets/Liabilities/Financial Benefits:** Contains fields for "Account", "Amount", "Asset Information", "Monthly Amount", "Eff. Start Date", and "Eff. End Date". There is also an "Amount Unknown" checkbox.
- Vehicle:** Includes fields for "Make", "Model", "Year", "Ownership Start Date", "Estimated Value", "Est. Value Unknown" checkbox, "Amt. Owed", "Ownership End Date", and "VIN Number".
- Other Insurance:** Contains fields for "Name", "Policy Holder", "Address", "Type", "Policy Number", "Monthly Amount", "Policy Limits/Value", and "Policy Limits/Value Unknown" checkbox. It also includes "Eff. Start Date" and "Eff. End Date" fields.

At the bottom, it shows "Last Updated By: Corn, Corn N" and "Date: 01/02/2015". There are "Save" and "Close" buttons at the bottom right.

1.2.3.1 Assets Page Overview

Navigation

To create a new asset record, the page is accessed by selecting the Insert command button on the Assets/Liabilities tab of the Asset/Employment page. In order to maintain an existing record, the page is accessed by selecting the Edit link from the Assets/Liabilities tab of the Asset/Employment page.

Page Summary

The Assets pop-up page is used to create or maintain asset information records. The Type drop down within the Asset Type group box is required. The Effective Start Date and Amount fields within the Assets/Liabilities/Financial Benefits group box are required fields. If the asset type of a vehicle ("Aircraft", "Automobile", Campers", "Motor Homes", "Motorcycles", "Pleasure Boats", Travel Trailers", and "Truck") or "Life Insurance (Cash Value)" is selected then all fields within the Assets/Liabilities/Financial Benefits group box will be disabled.

When the asset type of "Vehicle" is selected, the fields within the Vehicle group box become enabled. The Ownership Start Date and Estimated Value are required fields. If the worker clicks the Estimated Value Unknown check box, the estimated value field will become disabled and will no longer be required.

When the asset type of "Life Insurance (Cash Value)" is selected, the fields within the Other Insurance group box become enabled. The Effective Start Date; Type and Policy



Limits/Value are required fields. If the worker clicks the Policy Limits/Value Unknown check box, the Policy Limits/Value field will become disabled and will no longer be required.

1.2.3.2 Assets Page Information

Group Box:	Asset Type	
Fields:	Select	Entry identification as an Asset or Unearned Income; user selected drop down list if creating a new entry or system derived from the Asset table if modifying an existing record; required.
	Type	Type of asset or unearned income; user selected drop down list if creating a new entry or system derived from the Asset table if modifying an existing record; required.
	Liability	Checkbox used to establish this record as an expense for the client for items such as housing costs and food costs; user entered if creating a new entry or system derived from the Asset table if modifying an existing record; defaults to unchecked; required. This field is disabled if the Type of asset selected is a type of vehicle or “Life Insurance (Cash Value)”.
	Use in Eligibility Calculations	Checkbox used to signify that this record should be used in the calculations in the eligibility pages; dependent on type of Asset selected; disabled and not user modifiable.
	Source of Verification	Possible values include Social Security Administration, Department of Economic Opportunity, Child Support Enforcement, Department of Financial Services, Internal Revenue Services, DES0, Connect, Sntax, Clerk of Court Information Systems (CCIS), Pay stub, FLORIDA System, and Other. If ‘Other’ is selected, the associated text field is



		enabled and required.
	Verification Date	Disabled and grayed out until selection is made from Source of Verification drop down. Once enabled, user entry is required.
Group Box:	Assets/Liabilities/Financial Benefits	
Fields:	Account	Account number of the asset; user entered alphanumeric field if creating a new entry or system derived if modifying an existing record; not required. This field is disabled if the Type of asset selected is a type of vehicle or a type of insurance.
	Amount	Value of the asset; user entered currency field if creating a new entry or system derived from the Asset table if modifying an existing record; the number of digits entered in this field cannot exceed \$999,999.00 or \$-999,999.00; required. This field is disabled if the Type of asset selected is a type of vehicle or a type of insurance.
	Amount Unknown	This check box is checked if the Amount is unknown. Checking this box disables the required Amount field; user checked checkbox if creating a new entry or system derived from the Asset table if modifying an existing record; not required. This field is disabled if the Type of asset selected is a type of vehicle or a type of insurance.
	Asset Information	Used to document other information about this asset such as the location of the asset; user entered text field if creating a new entry or system derived from the asset table if modifying an existing record; not required. This field is disabled if the Type of asset selected is a type of vehicle or a type of insurance.
	Eff. Start Date	Date the asset became effective; user-entered



		date field if creating a new entry or system derived from the Asset table if modifying an existing record; required. This field is disabled if the Type of asset selected is a type of vehicle or a type of insurance.
	Eff. End Date	Date the asset was no longer effective; user-entered date field if creating a new entry or system derived from the Asset table if modifying an existing record; not required. This field is disabled if the Type of asset selected is a type of vehicle or a type of insurance.
	Monthly Amount	This field is used to establish the amount of an asset's value that is attributed to a one month period of time; user entered currency field if creating a new entry or system derived from the Asset table if modifying an existing record; the number of digits entered in this field cannot exceed \$999,999.00 or \$-999,999.00; not required. This field is disabled if the Type of asset selected is a type of vehicle or a type of insurance.
Group Box:	Vehicle	
Fields:	Make	Manufacturer of the asset type of a vehicle; The value of Other is included in this drop down menu for vehicle assets whose manufacturer is not specifically listed in the drop down; drop down selected by the user or system derived from the Asset table if modifying an existing record; enabled and required only when a vehicle is selected as an asset type.
	Model	Model of the vehicle asset type; user entered text field if creating a new entry or system derived from the Asset table if modifying an existing record; disabled if the asset type is not a vehicle; not required.



	Year	Year of the asset type vehicle; user entered numeric field if creating a new entry or system derived from the Asset table if modifying an existing record; disabled if the asset type is not a vehicle; not required.
	Ownership Start Date	Effective start date of the vehicle asset type; user entered date field if creating a new entry or system derived from the Asset table if modifying an existing record; disabled if the asset type is not a vehicle”; required if asset type is a vehicle.
	Ownership End Date	Effective end date of the vehicle asset type; user entered date field if creating a new entry or system derived from the Asset table if modifying an existing record; disabled if the asset type is not a vehicle; not required.
	Estimated Value	Present estimated value of the vehicle asset type; user entered currency field if creating a new entry or system derived from the Asset table if modifying an existing record; the number of digits entered in this field cannot exceed \$999,999.00 or \$-999,999.00; disabled if the asset type is not a vehicle; required if asset type is a vehicle.
	Estimated Value Unknown	This check box is checked if the Estimated Value is unknown. Checking this box disables the required Estimated Value field; user checked checkbox if creating a new entry or system derived from the Asset table if modifying an existing record; not required; disabled if the asset type is not a vehicle; required if asset type is a vehicle.
	Amount Owed	Amount Owed for the vehicle asset type; user entered currency field if creating a new entry or system derived from the Asset table if modifying an existing record; the number of digits entered in this field cannot exceed \$999,999.00 or \$-999,999.00; disabled if the asset type is not a vehicle; not required.



	VIN Number	VIN number of the vehicle identified. User entered, alphanumeric field. 30 characters.
Group Box:	Other Insurance	
Fields:	Name	Name of the asset “Life Insurance (Cash Value)”; user entered text field if creating a new entry or system derived from the Asset table if modifying an existing record; disabled if asset type is not “Life Insurance (Cash Value)”; not required.
	Policy Holder	Name of the Policy Holder for the asset “Life Insurance (Cash Value)”; user entered text field if creating a new entry or system derived from the Asset table if modifying an existing record; disabled if asset type is not “Life Insurance (Cash Value)”; not required.
	Eff. Start Date	Effective policy start date of the asset “Life Insurance (Cash Value)”; user entered date field if creating a new entry or system derived from the Asset table if modifying an existing record; disabled if asset type is not “Life Insurance (Cash Value)”; required if asset type is “Life Insurance (Cash Value)”.
	Eff. End Date	Effective policy end date of the asset “Life Insurance (Cash Value)”; user entered date field if creating a new entry or system derived from the Asset table if modifying an existing record; disabled if asset type is not “Life Insurance (Cash Value)”; not required.
	Address	User Entered Text field to document the address of the insurance agency. 200 Characters.
	Type	Type of the insurance policy for the asset “Life Insurance (Cash Value)”; user selected dropdown field if creating a new entry or system derived from the Asset table if



		modifying an existing record; disabled if asset type is not “Life Insurance (Cash Value)”; required if asset type is “Life Insurance (Cash Value)”.
	Policy Number	Policy Number for the asset “Life Insurance (Cash Value)”; user entered alpha numeric field if creating a new entry or system derived from the Asset table if modifying an existing record; disabled if asset type is not “Life Insurance (Cash Value)”; not required.
	Policy Limits/Value	Value of the policy or limits (depending on the policy type) for the asset “Life Insurance (Cash Value)”; user entered currency field if creating a new entry or system derived from the Asset table if modifying an existing record; the number of digits entered in the in this field cannot exceed \$999,999.00 or \$-999,999.00; disabled if asset type is not “Life Insurance (Cash Value)”; required if asset type is “Life Insurance (Cash Value)”.
	Policy Limits/Value Unknown	This check box is checked if the Policy Limits/Value is unknown. Checking this box disables the required Policy Limits/Value field; user checked checkbox if creating a new entry or system derived from the Asset table if modifying an existing record; not required; disabled if asset type is not “Life Insurance (Cash Value)”; required if asset type is “Life Insurance (Cash Value)”.
	Monthly Amount	Monthly Amount of the premium or annuity of the policy (depending on the policy type) for the asset “Life Insurance (Cash Value)”; user entered currency field if creating a new entry or system derived from the Asset table if modifying an existing record; disabled if asset type is not “Life Insurance (Cash Value)”; not required. The number of digits entered in this field cannot exceed \$999,999.00 or \$-999,999.00.
Group	N/A	



Box:		
Fields:	Last Updated By	Name of the worker who last updated the Asset information; system derived, concatenation of NM_FRST and NM_LST from the Person table for the person record with ID_PRSN equal to ID_UP; not modifiable.
	Date	Date of the last update to this Asset information; system derived from the Asset table, not modifiable.
Buttons:	Save	Standard Save Processing.
	Close	Standard Close Processing.

1.2.3.3 Background Processing:

- The Vehicle group box is disabled unless a type of vehicle is selected as the Asset Type.
- The Other Insurance group box is disabled unless “Life Insurance (Cash Value)” is selected as the Asset Type.
- Checking the Amount Unknown check box will disable the required Amount field.
- Checking the Estimated Value Unknown check box will disable the required Estimated Value field.
- Checking the Policy Limits/Value Unknown check box will disable the required Policy Limits/Value field.
- Selecting the Save button saves information to the Asset table.
- Whenever a new Asset record is created or an existing record is updated, a record is written to the Eligibility Change table where
 ELIGIBILITY_CHANGE.cd_chng_field = ‘4’ and
 ELIGIBILITY_CHANGE.dt_eff = Asset.dt_efct_strt.
- When Unearned Income Types of Non-Relative Caregiver Program, Relative Caregiver Program (TANF)(Adult), Training Allowance, and Veterans Benefits are selected, the “Use in Eligibility Calculations” checkbox will not be selected; it will be disabled and grayed out. When all other Unearned Income Types are selected, the “Use in Eligibility Calculations” checkbox will be selected, disabled and grayed out.



1.2.3.4 Save Processing:

- Changes are saved to the ASSET table.

1.2.3.5 CRUD Matrix:

Table Name	Create	Read	Update	Delete
ASSET	X	X	X	
ELIGIBILITY_CHANGE	X			



1.2.4 Employment Tab

Florida Safe Families Network Hand Book Print Audit Spell Check Help

General Information
 Name: [Jenksv, Baby](#) Person ID: 200002433 Gender: Female Ethnicity:
 SSN: Date of Birth: 04/10/2011 Race:

Assets/Liabilities **Employment**

Employment History

Eff.From	Eff. To	Employer	Type	Wages	Per	# of Hrs/Wk	W2 in FSN

Employment Address

C/O: Street: PO Box: FL City: City: Phone:
 Route: County: State: Ext.:
 Unit Designator: Non-Florida County: Zip: Country:
 Street/PO Box/Route: Building:

Insurance/Benefits Received

Retirement Plan Sick Leave Mentor Support System Mental Health
 Vacation Paid Leave Educational Support

Insert

1.2.4.1 Employment Tab Overview

The Employment tab is used to view and update information about the case participant’s employment history. To change existing information, select the Edit link to access the Employment pop-up page. To add new information, select the Insert button to access a blank Employment pop-up page.

1.2.4.2 Employment Tab Information

Group Box:	Employment History	
Fields:	Eff. From	Date the employment becomes effective; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	Eff. To	Date the employment is no longer effective; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	Employer	Name of the employer; captured on and modifiable from the Employment pop-up



		page; system derived; not user modifiable.
	Type	Type of employment; possible values include Full Time, Part Time, Volunteer, Seasonal; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	Wages	The wage amount at place of employment; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	Per	The frequency with which wage amount is paid; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	# of Hrs/Wk	The number of hours per week worked at place of employment; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	W2 in FSFN	'Y' or 'N' indicator that signifies whether or not a Copy of the W2 is in FSFN; displays 'Y' indicator if Copy of W2 in FSFN checkbox is checked captured on the Employment pop-up page; system derived; not user modifiable.
Group Box:	Employment Address	
Fields:	C/O	'In Care Of' part of the address; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	Street/PO Box/Route	Type of address designator; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	Street	The street address at the place of employment selected; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.



	Unit Designator	Unit Designator of the address of employment selected; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	Building	Building Number. User entered numeric field if a new entry or system derived from Address table; not required; no default value.
	PO Box	Post Office box number of the address of employment selected; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	Route	Route Type, Route Number, and Route Box Number of the address of employment selected; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	FL City	Florida city at the place of employment selected; captured on and modifiable from Employment pop-up page; system derived; not user modifiable.
	County	Florida county at the place of employment selected; captured on and modifiable from Employment pop-up page; system derived; not user modifiable.
	Non-Florida	County of the place of employment if not located in Florida; captured on and modifiable from Employment pop-up page; system derived; not user modifiable.
	City	The city at the place of employment selected; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	State	The state at the place of employment selected; captured on and modifiable from the Employment pop-up page; system derived;



		not user modifiable.
	Zip	The zip code at the place of employment selected; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	Country	The country at the place of employment selected; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	Phone	The phone number at the place of employment selected; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
	Ext.	The phone number extension at the place of employment selected; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable.
Group Box:	Insurance/Benefits Received	
Fields:	Retirement Plan	This check box is checked by the system if participant took part in a Retirement Plan during selected employment period; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable; disabled.
	Sick Leave	This check box is checked by the system if participant received Sick Leave during selected employment period; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable; disabled.
	Mentor Support System	This check box is checked by the system if participant was part of a Mentor Support System during selected employment period; captured on and modifiable from the Employment pop-up page; system derived;



		not user modifiable; disabled.
	Vacation	This check box is checked by the system if participant received Vacation days during selected employment period; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable; disabled.
	Paid Leave	This check box is checked by the system if participant received Paid Leave during selected employment period; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable; disabled.
	Educational Support	This check box is checked by the system if participant received Educational Support during selected employment period; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable; disabled.
	Mental Health	This check box is checked by the system if participant received Mental Health during selected employment period; captured on and modifiable from the Employment pop-up page; system derived; not user modifiable; disabled.
Links:	Edit	Takes the user to the Employment pop-up page to change existing information. Located in the Employment History group box. Access is based on security. The hyperlink is only available if an Employment record already exists.
Options:	None	
Buttons:	Close	Standard Close Processing.
	Insert	Takes the user to the Employment pop-up page to add new information.



1.2.4.3 Background Processing:

- When returning to the Employment tab from the Employment pop-up page, changes that were made on the Employment pop-up page will be saved to the database and will be reflected on the Employment tab.
- Information is only saved from pop-up pages.

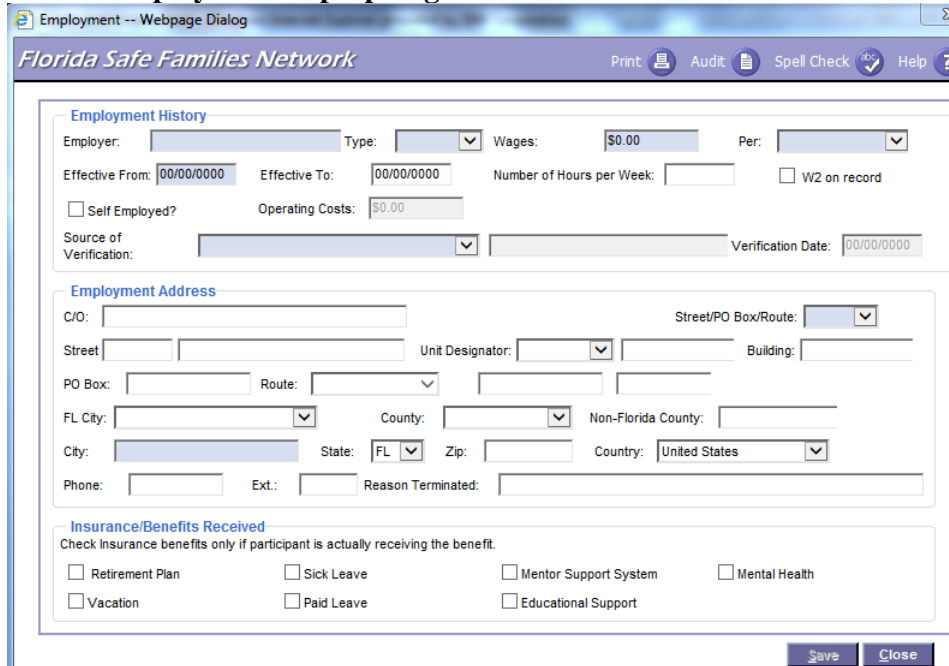
1.2.4.4 Save Processing:

- None

1.2.4.5 Page CRUD Matrix:

Table Name	Create	Read	Update	Delete
EMPLOYMENT		X		

1.2.5 Employment Pop-up Page



The screenshot shows a web browser window titled "Employment -- Webpage Dialog" displaying the "Florida Safe Families Network" interface. The main content area is a form titled "Employment History".

Employment History Section:

- Employer: [Text Field] Type: [Dropdown] Wages: [\$0.00] Per: [Dropdown]
- Effective From: [00/00/0000] Effective To: [00/00/0000] Number of Hours per Week: [Text Field] W2 on record
- Self Employed? Operating Costs: [\$0.00]
- Source of Verification: [Dropdown] Verification Date: [00/00/0000]

Employment Address Section:

- C/O: [Text Field] Street/PO Box/Route: [Dropdown]
- Street: [Text Field] Unit Designator: [Dropdown] Building: [Text Field]
- PO Box: [Text Field] Route: [Dropdown]
- FL City: [Dropdown] County: [Dropdown] Non-Florida County: [Text Field]
- City: [Text Field] State: [FL] Zip: [Text Field] Country: [United States]
- Phone: [Text Field] Ext.: [Text Field] Reason Terminated: [Text Field]

Insurance/Benefits Received Section:

Check insurance benefits only if participant is actually receiving the benefit.

- Retirement Plan Sick Leave Mentor Support System Mental Health
- Vacation Paid Leave Educational Support

Buttons: Save, Close

1.2.5.1 Employment Pop-up Page Overview

Navigation

The page is accessed by clicking either the Edit link or the 'Insert' command button on the Employment tab of the Asset/Employment page.

Page Summary

The Employment pop-up page is used to create or change information pertaining to employment records. The information recorded on the Employment pop-up page will be displayed on the Employment tab of the Assets and Employment page. Initially, on the Employment pop-up page, the Employer's Name, Type, Wages, Per, Effective From date, Street/PO Box/Route, and City are required fields. Once a value is selected from the Source of Verification drop down menu, then the Verification Date field becomes enabled and is required. The user is also able to document the employment address and insurance/benefits received by the participant during the period of employment.

1.2.5.2 Employment Pop-up Page Information

Group Box:	Employment History	
Fields:	Employer	Name of the case participant's employer; user



		entered text field if creating a new entry or system derived from Employment table if modifying an existing record; required.
	Type	Type of employment; possible values include Full Time, Part Time, Volunteer, Seasonal; user entered date field if creating a new entry or system derived from Employment table if modifying an existing record; required.
	Wages	Case participant's wage amount; user entered currency field if creating a new entry or system derived from Employment table if modifying an existing record; the number of digits entered in this field cannot exceed \$999,999.00; not required.
	Per	Frequency wages are paid; user selected drop down list box if creating a new entry or system derived from Employment table if modifying an existing record; not required. If Hourly is selected, however, the Number of Hours per Week is required. Otherwise, Number of Hours per Week is enabled, but not required.
	Effective From	Date the employment became effective; user-entered date field if creating a new entry or system derived from Employment table if modifying an existing record; required.
	Effective To	Date the employment ended; user entered date field if creating a new entry or system derived from Employment table if modifying an existing record; not required.
	Number of Hours per Week	Number of hours worked per week; user entered date field if creating a new entry or system derived from Employment table if modifying an existing record; only required if Per is Hourly.
	W2 on record	Checkbox indicates if a W2 form has been scanned into FSFN; user entered date field if



		creating a new entry system derived from Employment table if modifying an existing record; not required.
	Self Employed?	Checkbox indicates if the person is self-employed. Not required, but strongly suggested, as it is flagged and used in the deeming calculations employed by the Title IV-E Foster Care Eligibility page, when the Deeming Group is Sponsored Non-Citizen.
	Operating Costs	If Self Employed check box is selected, the Operating Costs field becomes enabled and required. The digits entered in this field cannot exceed \$9,999.99. The field will accept a value of \$0.00.
	Source of Verification	Possible values include Social Security Administration, Department of Economic Opportunity, Child Support Enforcement, Department of Financial Services, Internal Revenue Services, DES0, Connect, Suntax, Clerk of Court Information Systems, Pay stub, FLORIDA System, Other. If 'Other' is selected, associated text field becomes enabled and required.
	Verification Date	Disabled and grayed out until selection is made from Source of Verification drop down. Once enabled, user entry is required.
Group Box:	Employment Address	
Fields:	C/O	'In Care Of' part of the employer's address; user entered text field if new entry or system derived from Address table; not required.
	Street/PO Box/Route	Type of address designator; user entered text field if new entry or system derived from Address table; not required.
	Street	Street address at the place of employment; contains two text fields for street number and



		street name; user entered if new entry or system derived from Address table; required if street is selected from the Street/PO Box/Route address designator.
	Unit Designator	Unit Designator of the address of employment; user entered text field if new entry or system derived from Address table; not required.
	Building	Building Number of the address of employment; user entered numeric field if a new entry or system derived from Address table; not required; no default value.
	PO Box	Post Office box number of the address of employment; user entered numeric field if new entry or system derived from Address table; required if PO Box is selected from the Street/PO Box/Route address designator.
	Route	Route Type, Route Number, and Route Box Number of the address of employment; user entered text field if new entry or system derived from Address table; required if Route is selected from the Street/PO Box/Route address designator.
	FL City	Florida City where the place of employment is located; user selected drop down; List of Florida Cities; not required; no default value.
	County	Florida county at the place of employment selected; user entered text field if new entry or system derived from Address table; not required.
	Non-Florida County	County of the place of employment if not located in Florida; user entered text field if new entry or system derived from Address table; not required.
	City	City of place of employment. User entered text field; not required; default value is FL



		City selected. If no FL City is selected, then there is no default value.
	State	State of the place of employment; user selected drop down list box if new entry or system derived from the Address table; not required.
	Zip	Zip code at the place of employment; user entered text field if new entry or system derived from Address table; not required.
	Country	The country at the place of employment; user selected drop down list box if new entry or system derived from Address table; defaults to United States; not required.
	Phone	Phone number at the place of employment; user entered numeric field if new entry or system derived from Address table; not required.
	Ext.	Phone number extension at the place of employment; user entered text field if new entry or system derived from Address table; not required.
	Reason Terminated	Text Field 200 characters; user entered; enabled when the 'Effective to' date is entered.
Group Box:	Insurance/Benefits Received	
Fields:	Retirement Plan	Check box user checked if participant took part in a Retirement Plan; user checked checkbox if new entry or system derived from Address table; not required.
	Sick Leave	Check box is checked by the user if participant received Sick Leave; user checked checkbox if new entry or system derived from Address table; not required.

	Mentor Support System	Check box is checked by the user if participant was part of a Mentor Support System; user checked checkbox if new entry or system derived from Address table; not required.
	Vacation	Check box is checked by the user if participant received Vacation; user checked checkbox if new entry or system derived from Address table; not required.
	Paid Leave	Check box is checked by the user if participant received Paid Leave; user checked checkbox if new entry or system derived from Address table; not required.
	Educational Support	Check box is checked by the system if participant received Educational Support; user checked checkbox if new entry or system derived from Address table; not required.
	Mental Health	Check box is checked by the system if participant received Mental Health; user checked checkbox if new entry; not required.
Buttons:	Save	Standard Save Processing.
	Close	Standard Close Processing.

1.2.5.3 Background Processing:

- Selecting the Save button saves information to the Employment and Address tables.
- Whenever a new Employment record is created or an existing record is updated, a record is written to the Eligibility Change table where
ELIGIBILITY_CHANGE.cd_chng_field = '6' and
ELIGIBILITY_CHANGE.dt_eff = EMPLOYMENT.dt_efct_strt.

1.2.5.4 Save Processing:

- Changes are saved to the Employment and Address tables.



1.2.5.5 CRUD Matrix:

Table Name	Create	Read	Update	Delete
ADDRESS	X	X	X	
ELIGIBILITY_CHANGE	X			
EMPLOYMENT	X	X	X	



1.3 Inventories

1.3.1 Table Descriptions

Table Name	Description
ADDRESS	This table maintains all ADDRESS information pertaining to a PERSON, except Intake Report (Report and Referral). Address detail consists of home, business and any other address that is identified as required for FSFN processing. Processes of CM01 (Manage Person) build and maintain this information.
ASSET	The ASSET table maintains Case Participant-specific information to the assets that Case Participants have over a period of time. SM13a (Case Participant Information) processes build and maintain this table.
ELIGIBILITY_CHANGE	The ELIGIBILITY CHANGE table stores changed information about the fields on ELIGIBILITY that affect reimbursement. Processes of FM03 (Collect/Determine Eligibility) build and maintain this information.
EMPLOYMENT	The EMPLOYMENT table maintains Case Participant specific employment information with a specific employer for a period of time. Processes of SM13b (Assets and Employment) build and maintain this information.
PERSON	This PERSON table maintains information that identifies an individual known to DCF/SHERIFF'S OFFICE/COMMUNITY-BASED CARE PARTNERS or the county child welfare division such as name, date of birth, social security number, race, sex, etc. A PERSON can be a WORKER, REPORT PART, REFERRAL PART, CASE PART or PROVIDER PART. Primary search processing is centered around this data. Processes of CM01 (Manage Person) build and maintain this information.



1.3.2 Reference Data

1.3.2.1 Drop Downs

Field Name: Asset Type

Table Name: codedesc

Group Id: asettype

Field Name: Insurance Type

Table Name: code_desc

Group Id: instype

Field Name: Type

Table Name:

Group Id:

Field Name: Unit Designator

Table Name:

Group Id:

Field Name: Street/PO Box/Route

Table Name:

Group Id:

Field Name: Per

Table Name: code_desc_static

Group Id: emplwage

Field Name: FL City

Table Name:

Group Id:

Field Name: City

Table Name: zip_code

Field Name: State

Table Name: state_code_desc

Field Name: Zip

Table Name: zip-code

Field Name: Country

Table Name: code_desc

Group Id: country



1.3.2.2 Automated Messages

- None

1.3.2.3 Checklists

- None

1.3.2.4 Ticklers

- None

1.3.2.5 Notifications

- None

1.3.2.6 Text Templates

- None

1.3.2.7 Reports

- None



1.3.3 Triggers

1.3.3.1 Eligibility Change

Txn Code	Description
12	This trigger is written if there has been a change in a case participant’s already existing asset/employment/financial benefit information or if there is new asset/employment/financial benefit information for this case participant. There are two conditions for this trigger to be written. (1) The case participant has to have an ongoing IV-E Eligibility Redetermination record and (2) the Effective Start Date of the change in a case participant’s already existing asset/employment/financial benefit information or Effective Start Date of the new asset/employment/financial benefit information for this case participant needs to fall between the Effective From and Effective to dates on the existing IV-E Redetermination record.

1.3.3.2 Batch Programs

- None



1.3.4 Database Definitions

Table Name: ASSET

Primary Key: id_case, id_prsn, id_aset

Column Name	Data Type	Required
id_case	Float	Not Null
id_prsn	Float	Not Null
id_aset	Float	Not Null
am_value	Number(10,2)	Not Null
am_mnthly	Number(9,2)	Null
fl_liab	Char(1)	Not Null
fl_elig_calc	Char(1)	Not Null
cd_aset_type	Float	Not Null
dt_efct_strt	Date	Not Null
id_cr	Float	Not Null
ts_cr	Date	Not Null
id_up	Float	Not Null
ts_up	Date	Not Null
dt_efct_end	Date	Null
tx_dscr1	Varchar2(15)	Null
tx_dscr2	Varchar2 (15)	Null
tx_dscr3	Varchar2 (30)	Null
tx_dscr4	Varchar2 (15)	Null
tx_loc	Varchar2 (50)	Null
cd_ins_type	Float	Null
am_mnthly_ins	Number(8)	Null



Table Name: EMPLOYMENT

Primary Key: ID_CASE, ID_PRSN, ID_EMPL

Column Name	Data Type	Required
id_case	Number	Not Null
id_prsn	Number	Not Null
id_empl	Number	Not Null
cd_wage_freq	Char(1)	Not Null
dt_efct_strt	Date	Not Null
fl_100_hrs	Char(1)	Not Null
tx_emplyr	Varchar2(30)	Not Null
id_cr	Number	Not Null
ts_cr	Date	Not Null
id_up	Number	Not Null
ts_up	Date	Not Null
am_wage	Number(9,2)	Null
am_afdc_wage	Number(9,2)	Null
dt_efct_end	Date	Null
fl_w2	Char(1)	Not Null



1.4 Requirements

- FTF-009

Requirement Number	Requirement Description	Requirement Type
New Requirement #7	Modify the values in the Type drop down on the Assets Pop-Up Page	New
New Requirement #9	The Assets & Employment page must provide the ability to delete an Asset/Unearned Income row inserted.	New