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**JOB DESCRIPTION**

POSITION TITLE: Eligibility Specialist I - GAP

FLSA Designation: Non-Exempt

EEO Category: Office and Clerical

SOC: 43-4061

Last Reviewed/Updated: 03/01/2019

**Job Summary:** Obtains, maintains, and processes client information to determine eligibility for Federal subsidy for emergency shelter and foster care placements.

*The position may involve acquiring, accessing, using and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**Mission:** To enhance the community’s ability to protect and nurture children by building, maintaining and constantly improving a network of family support services.

**Vision:** To be a recognized leader in protecting children and strengthening families through innovative evidenced-based practices and highly effective, engaged employees and community partners.

**Core Principle**: To commit to accountability using outcomes to measure performance and improve practice.

**Competency:**Commitment to ensuring accountability and a results-based orientation.

**Core Function:** *Title IV-E Eligibility and Medicaid Processing*

* Complete Title IV-E form in Florida Safe Families Network (FSFN) for children and youths placed in out of home care.
* Update Title IV-E form in FSFN for young adults in the Extended Foster Care program (EFC).
* Obtain all supporting documentation for IV-E eligibility determination to include court orders, income verification, birth certificates or verification, social security cards, court reports, SSI award letter, foster home licenses, and other documents such as Notice of Case Action (NOCA). Make sure these documents are scanned into Image Now and FSFN. Review system generated documents for accuracy.
* Upon request provide case workers with Title IV-E eligibility and Social Security Verification documents.
* Identify all children and youths in out of home care and ICPC placement using PKIDS and FSFN and apply for Medicaid in FSFN.
* Maintain Medicaid eligibility for children and youths, in out of home placement, Interstate Compact for the Placement of Children (ICPC), and Guardian Assistance Program (GAP)
* Maintain Medicaid for qualifying young adults until age 21.
* Coordinate Medicaid eligibility with the Child in Care (CIC) specialist for the Department of Children and Families Economic Services Office.
* Trouble shoot Medicaid problems to ensure clients receive their Medicaid benefits i.e. make sure placement address matches Medicaid foster care case.
* Prepares in advance for situations (i.e. develops mental plans, visualizes situations, rehearses presentations).
* Uses data to inform practice and implements results-based practices.

**Core Principle:** To recognize that more can be done with communities and families as partners.

**Competency:**Identifies and understands what resources are available, and builds and maintains effective working relationships with a network of systems.

**Core Function:** *TANF I & II Processing*

* Access PKIDs notices and update FSFN to reflect the appropriate TANF I or Title IV-E eligibility of children in services.
* Enter and approve TANF I eligibility of all children into the FSFN system as appropriate.
* Investigate and process TANF II requests in accordance w/criteria and send to supervisor for signature.
* Scan TANF II requests to Image Now and enter TANF II requests on tracker.
* Refer TANF II requests as needed to Utilization Management for consideration with their program.
* Notify and provide Finance with TANF II requests and backup information for approved requests.
* Offers support to co-workers.
* Participates as needed in inter-and intra-agency work groups, conference calls and activities.
* Fits pieces of information into a coherent whole or summary.

**Core Principle:** To respect the diversity of all children and families in the community.

**Competency:** Ability to lead and model diversity. Respect for each person’s dignity, individuality, and right to self-determination.

**Core Function:** *Customer Service*

* Provide technical assistance and training to case managers on all aspects of funding issues.
* As Primary Information Person (PIP) for all paid (Licensed) and un-paid placements, coordinate with Case Managers and Child Protective Investigators (CPI) in selecting Medicaid Plans and Providers.
* When child experiences problems with Medicaid healthcare coverage, aggressively pursue resolution by working with Medicaid, CIC, Case Managers and CPIs to ensure coverage and participation with appropriate Medicaid Plan and Provider.
* Maintain positive communication with CPIs and Case Managers for the purpose of maintaining federal funding eligibility.
* Influences others by appealing to their sense of morality and/or to children’s best interests.
* Uses sound logic, convincing arguments or legitimate authority to persuade people.
* Uses the situational authority of others; enlist their help in influencing events or situations.
* Attends staff meetings, in-service training, and other meetings, conferences and staffing as necessary.
* Conducts and participates in pre-service or in-service training as requested by PSF Training staff or other community agencies.
* Display understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
* Is empathetic and able to see things from the emotional perspective of others, and cares about their well-being.

This list of essential functions is not intended to be exhaustive. Partnership for Strong Families reserves the right to revise this job description as needed to comply with actual job requirements.

**Minimum Qualifications:**

REQUIRED:

* Associate’s Degree from an accredited college or university.
* One year experience in making eligibility determination decisions or related work.
* Related experience may be substituted for the required college education.

**Skills:**

* Strong computer skills, including the use of Microsoft Word and excel.
* Strong interpersonal skills.
* Excellent verbal and written skills.
* Strong communication skills.
* Ability to multi-task.
* Ability to understand legal documents.
* Ability to maintain confidentiality.

**Physical Requirements:**

 Sitting 80%

 Standing 05%

 Mobility (moving between internal offices) 05%

 Kneeling/Bending/Stooping 05%

 Reaching, overhead 05%

Speaking [x]  Yes  [ ]  No

Hearing [x]  Yes  [ ]  No

Reading Comprehension [x]  Yes  [ ]  No

Ability to Lift and carry up to 30 pounds.

 **Travel:**

 Same Day [ ] Infrequent [x] Occasional [ ]  Frequent

 Overnight [x] Infrequent [ ] Occasional [ ]  Frequent

 Weekend and Nights [x] Infrequent [ ] Occasional [ ]  Frequent

 Infrequent (2 to 3 times year)

 Occasional (2 to 3 times Month)

 Frequent (2 to 3 times Week)

PFSF is an Equal Opportunity/Affirmative Action/ Drug Free Work Place and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527. Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**Drug Free Workplace:**

PSF maintains and enforces a Drug-Free Workplace program. New employees are required to be drug tested prior to employment. In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

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**Employee Name (Print) Supervisor’s Name (Print)**

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**Employee Signature Supervisor’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Date**