

PROVIDER ADVISORY #2023-019
INSTRUCTIONS FOR SUPPORTED LIVING PROVIDERS COMPLETING THE NEW
INDIVIDUAL FINANCIAL PROFILE/IN HOME SUBSIDY FORM

ACTION REQUIRED

EFFECTIVE DATE: JULY 01, 2023

This advisory provides guidance to Supported Living Providers regarding the use and completion of the Individual Financial Profile (IFP) form. The IFP was updated as part of changes to the [In-Home Subsidy Rules, 65G-13.004 through 13.007 of the Florida Administrative Code \(FAC\)](#).

The IFP is a document that assists clients transitioning into supported living settings or living in supported living settings to determine the client's need for an in-home subsidy.

Supported Living Providers must begin using the updated IFP form for all clients requesting an in-home subsidy from APD **by July 1, 2023**. A fillable version of the IFP is available on the APD Website at: <https://apd.myflorida.com/customers/supported-living/>.

The IFP is no longer in the Forms tab of APD iConnect.

Supported Living Providers should follow the steps below to complete the IFP:

1. Download the IFP from the APD Website.
2. Read the information and instructions on the first page of the IFP and review the entire document before completing it.
3. Fill out the IFP according to the instructions on the first page, and the instructions at the top of the sections where they are provided (Sections II, III, V, VI, VII, and VIII have instructions).
4. Print the IFP and collect the required signatures on the last page.
5. Add the signed IFP to the client's record in APD iConnect. Click on the "Notes" tab, then from the "File" menu select "Add Notes". Select "Supported Living" as the note type, "Individual Financial Profile" as the note subtype, and write "Signed IFP" in the description box. Select "Pending" as the note status. Upload the signed IFP as an attachment to the note and include any supporting documentation if an in-home subsidy will be requested. Add the WSC's/Consultant's name as a note recipient. Save and close the note.
6. If an in-home subsidy is needed, the WSC/Consultant will complete the process for submitting an in-home subsidy request in APD iConnect.

Supported Living Providers who have questions may contact Kent Carroll at Kent.Carroll@apdcares.org or Opal Ringo at Opal.Ringo@apdcares.org.