



**Series:** 400 Placement  
**Policy Name:** Licensing and Re-licensing of Level I Foster Homes  
**Policy Number:** 403  
**Origination Date:** 11/1/2013 **Revision Date:** 7/1/2019  
**Regulation:** F.S. 409.145, F.S. 409.175, 39.01, CFOP 170-11, FAC 65C-13, 65C-45

**Policy:** It is the policy of Communities Connected for Kids (CCKids) to offer relatives, non-relatives, and fictive kin caregivers the opportunity to pursue Level I licensure, and to provide ongoing supports, and required documentation for Florida Safe Families Network (FSFN) in accordance with the requirements of Florida Administrative Code.

**Procedure:**

**A. Foster Parent Inquiries**

- (1) The child welfare professional must ensure that the relative, non-relative, or fictive kin caregiver is provided with information related to requirements to become a licensed caregiver as well as the benefits of licensure prior to beginning the process.
- (2) The child welfare professional (PI and DCM) must notify the Level I licensing entity (CCKids) of the caregiver's interest in pursuing licensure within two (2) business days of becoming aware of such interest.
- (3) The child welfare professional (CCKids) shall ensure that a "Notice of Non-Participation in Licensure" (form CF-FSP 5443, available in DCF Forms) is signed by the relative, non-relative, or fictive kin caregiver should the caregiver not be interested in the process of licensure.
- (4) The "Notice of Non-Participation in Licensure" shall be uploaded into the Florida Safe Families Network (FSFN) in the provider file cabinet under the provider originally created during the child's initial placement.
- (5) The child welfare professional (CCKids) shall make contact with the individual/family seeking Level I licensure within two business days of receiving notification.
- (6) Every effort shall be made to have relatives/non-relatives/fictive kin licensed as Level I foster parents within 60 business days of notification having been made to the licensing agency (CCKids).

**B. Level I Child Specific Licensure and Re-licensure**

- (1) Level I licensure may have non-safety related items waived on a case-by-case basis.
- (2) The identified waivable items may require alternative accommodations to be made to ensure the placement meets the needs for the child.

(3). Justification for waivable requirements are required if waiving the licensing requirement. Justification must be documented in FSFN on the licensing checklist.

(4) The child welfare professional (CCKids) is responsible for ensuring all requirements of licensure are met prior to submission of the licensure packet. The complete licensure packet shall be uploaded into the provider file cabinet in FSFN in accordance with CFOP 170-11.

After supervisory review of the packet, CCKids shall upload the attestation and cover letter into FSFN. CCKids shall then notify DCF licensing staff that a packet has been submitted for licensure in accordance with the "attestation model" described in the contract with the department.

The "attestation model" requires Communities Connected for Kids to attest that "*all documentation, background screening, and other elements required under F.S. 409.175, Florida Administrative Code 65C-13, and 65C-15 for issuance of an initial or renewal foster care license have been received, reviewed and found to be in compliance with all Statutory and Administrative Code requirements and the application should be approved*" by the department.

### **C. Ongoing Supports for Licensed Caregivers**

(1) Shall be offered and shall include, but not be limited to, support groups, ongoing licensing standards review, and services and supports for children placed in the home

(2) Support Groups. Licensed caregivers shall be made aware of supports through their local foster/adoptive parent association (when applicable) or other supports that may be available for licensed caregivers.

(3.) Supports for Children Placed in the Home. The child welfare professional shall make available to licensed caregivers any identified and available services and supports necessary to care for children in their care.

(4.) Quarterly contacts shall be completed by the licensing agency (CCKids) for the Level I licensed caregiver(s) to assess the need for additional supports.

(5.) The child welfare professional completing the quarterly home visit or quarterly contact with the licensed caregiver shall document the visit or contact and any compliance concerns within the home. This visit shall be documented as a chronological entry under the provider in FSFN.

When a foster home closes, a completed closure packet is uploaded into FSFN. Notification of foster home closures are sent via email to DCF regional licensing staff.

Approved: Carol Deloach

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