



**Series:** 400 Placement  
**Policy Name:** Licensing and Re-licensing of Level II-V Foster Homes  
**Policy Number:** 407  
**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, FAC 65C-45

**Policy:** It is the policy of Communities Connected for Kids (CCKids) to contract with child placing agencies licensed by the Department of Children and Families (DCF) to provide licensing and re-licensing of Level II-V foster homes. These child placing agencies (CPAs) are responsible for providing ongoing supports, and required documentation for Florida Safe Families Network (FSFN) in accordance with the requirements of Florida Administrative Code (FAC) and the contract terms and conditions.

**Procedure:**

**A. Foster Parent Inquiries**

- (1) The child welfare professional shall make contact with individuals/families inquiring about becoming licensed as foster parents within two business days of an inquiry having been made;
- (2) A provider inquiry shall be completed in FSFN, by the child welfare professional that processed the inquiry, for each individual that contacts the agency seeking to become a licensed foster parent.
- (3) If a record is present in FSFN, the child welfare professional shall review the provider record and update any new information obtained from the provider

**B. Level II-V Licensure and Re-licensure**

- (1) The child placing agency is responsible for ensuring all licensing requirements 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. In addition, the child placing agency will electronically scan the complete licensure packet in accordance with document imaging requirements provided by CCKids. The imaged packet will then be transmitted via secure file transfer protocol (SFTP). The child placing agency shall then notify CCKids via email that the packet is ready for review. Once received, CCKids staff shall download the complete packet to a secure location on a CCKids server.
- (2) CCKids shall review the packet to ensure all requirements of licensure are made prior to submission to the department. Any questions regarding the packet are documented and submitted to the child placing agency on a licensing review form.

(3) After the packet is reviewed by CCKids and found to meet all licensing requirements, CCKids shall upload the attestation and cover letter into FSFN. CCKids shall then notify regional DCF licensing staff that a packet has been submitted for licensure in accordance with the "attestation model" described in the contract with DCF.

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

(4) When licensing a home as a Level III-Safe Foster Home, Level IV Therapeutic Foster Home, and/or Level V Medical Foster Home, the regional DCF licensing staff shall select Level II Non-Child Specific Foster Home in addition to the desired level of licensure being issued.

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

(1) Ongoing supports for licensed caregivers shall be offered by the child placing agencies 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) Quarterly home visits shall be completed by the child placing agencies for the Levels II-V licensed home to ensure it continues to meet licensing standards.

(4) 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.

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

### **D. CCKids**

(1) Compliance with initial packets shall be monitored by CCKids. Compliance and timeliness of relicensing packets shall be tracked by both CCKids and regional DCF licensing staff. All relicensing packets shall be submitted from the contracted child placing agency to CCKids no less than sixty days prior to the expiration of the current license. The licensing packet shall be submitted from CCKids to the regional DCF licensing staff no less than ten days prior to the expiration of the current license.

(2) The child placing agencies shall maintain the original files of all initial and relicensed foster homes in accordance with governing record retention requirements.

(3) When a foster home closes, a completed closure packet is sent to CCKids from the child placing agency for review. Once approved by CCKids staff, it is uploaded into FSFN. Notification of foster home closures are sent via email to regional DCF licensing staff.

Approved: Carol Deloach

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