



Series: 1200

Policy Name: Child Placement and Foster Home Licensing of DCF, GALP, CCKids Employees, Relatives, and their Subcontractors

Policy Number: 1234

Origination Date: 11/01/13

Revision Date: August 1, 2023

Regulation: 65C-45.013

Policy: Employees, Relatives, Guardian Ad Litem Program staff and volunteers, and Sub-Contractors as Licensed Out-of-Home Caregivers. Licensing of employees of the Department, Lead Agencies and their subcontracted providers or their relatives, or Guardian Ad Litem Program staff or volunteers who desire to become out-of-home caregivers is allowable for all levels of licensure as long as the following conditions are met:

(1) No actual or perceived conflict of interest exists that could result in preferential treatment concerning the licensing process or the placement and movement of children placed in the potential licensed family foster home.

(2) All initial, relicensing, and ongoing maintenance of the licensed foster home activities shall be completed by a licensed child-placing agency outside of the employee's service area (Circuit 19) and submitted to the Regional Licensing Authority for approval.

(3) The executive director or designee in upper-level management of the community-based care lead agency responsible for submitting the employee, relative, GALP staff or volunteers or subcontractor licensing file to the Department has reviewed and approved the submission of the application to the Department.

(4) The Regional Licensing Authority obtains approval of the application from the Regional Managing Director or designee prior to issuing a family foster care license for an employee, relative, or subcontractor as defined in paragraph (3) above.

(5) *Enhanced Level II Foster Homes in which the child-placing agency and foster parent have a Department approved working agreement regarding the terms and conditions of the foster parent's responsibilities as a caregiver for the child-placing agency are exempt from this rule. The Department will approve working agreements that contain at minimum the following:

- (a) Purpose of the agreement;
- (b) Identification of foster parent;
- (c) Residential location for agreement;
- (d) Terms and Use of Residence;
- (e) Foster parent responsibility;
- (f) Reasons residency can be terminated.



*Enhanced Level II Foster Home means a foster home in which the caregivers have completed additional training hours as specified in Rule 65C-45.002, F.A.C., and is designed to accept placements for children with enhanced complexities, to include sibling groups, and is eligible to receive enhanced foster care room and board payments.

I. Communities Connected for Kids (CCKids) all employees and CHS case management employees and their relatives, who want to accept placement of a relative or non-relative through the dependency system, want to become licensed as any level of foster parent, or want to become an adoptive parent will:

- (1) Advise their supervisor and Program Director of their intention. The Program Director will advise the CCKids Licensing Director, who will advise the CEO.
- (2) Follow the operating procedure above. All initial, relicensing, and ongoing maintenance of the licensed foster home activities shall be completed by a licensed child-placing agency outside of the employee's service area (Circuit 19) and submitted to the Regional Licensing Authority for approval.
- (3) When possible, no children with jurisdiction from the primary county the employee works in may be placed with them.
- (4) If the employee works in all four counties of circuit 19, placement of any child from circuit 19 requires approval from the CCKids CEO or designee, prior to placement.
- (5) It is at the discretion of the CEO or designee, that some employees may only be approved for placement of children with jurisdiction outside of circuit 19.

II. Procedures for DCF staff:

- (1) The subcontracted Child Placing Agency (CPA) will notify the CCKids Licensing Program Director of the intention of a DCF staff member to be licensed.
- (2) Follow the operating procedure above. All initial, relicensing, and ongoing maintenance of the licensed foster home activities shall be completed by a licensed child-placing agency outside of the employee's service area (Circuit 19) and submitted to the Regional Licensing Authority for approval.
- (3) The CCKids Licensing Program Director will notify the CCKids Director of Placement, and CEO or designee of the completion of licensure activities and county(ies) of potential conflict.
- (4) CCKids subcontracted child placing agencies (CPA) will refrain from placement of children in those homes in a manner that could create real or perceived conflicts.
- (5) When possible, they will not have children placed with them from the county for which they supervise staff in, or are assigned cases in.
- (6) It is at the discretion of the CEO or designee, that some DCF staff may only be approved for placement of children with jurisdiction outside of circuit 19.



III Procedures for GALP volunteers and staff:

- (1) The subcontracted Child Placing Agency (CPA) will notify the CCKids Licensing Program Director of the intention of a GALP employee or volunteer to be licensed.
- (2) All initial, relicensing, and ongoing maintenance of the licensed foster home shall be completed by a licensed child-placing agency outside of circuit 19 and be submitted to the Regional licensing authority for approval.
- (3) CCKids subcontracted Child Placing Agencies (CPA) are directed to not make placement of circuit 19 children in these homes.
- (4) If a currently licensed foster parent becomes a volunteer or staff of the GALP, the CPA will notify the CCKids Licensing Program Director within 48 business hours, and the above procedures apply. The current placement/s will not be disrupted.

It is at the discretion of the CCKids CEO to approve any deviations from these procedures.

Approved by:

DocuSigned by:

Carol DeLoach

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Carol DeLoach, CEO

Date August 1, 2023