



**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:** June 1, 2024

**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:

- I. (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.

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

- 1) If a current CCKids or CHS case management staff, they will advise their supervisor and Program Director of their intention. The CCKids Program Director or CHS Director of Program Operations will notify the CCKids Licensing Program Director via email.
- 2) If a current relative/non-relative caregiver or foster or adoptive parent becomes a new CCKids employees, the hiring manager will notify the CCKids Director of Human Resources via email, who will inform the CEO or designee, and the CCKids Licensing Director via email.
- 3) If a current relative/non-relative caregiver or foster or adoptive parent becomes a new CHS employee, the CHS Director of Program Operations will notify the CEO or designee, and the CCKids Licensing Director via email, of the new employee prior to their first day of employment.

(a)The CCKids Licensing Director and CCKids Director of Human Resources will determine potential conflicts and placement restrictions and forward recommendations to the CCKids CEO or designee. Once placement restrictions are approved, the CCKids Licensing Program will email placement restrictions to the CCKids Director of Clinical & Placement Services, Placement Supervisor, Case Management Program Director or CHS Director of Program Operations, and Child Placing Agency Leadership (CPA) as applicable.

(b) The supervising CPA will ensure that 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 may need to be submitted to a CBC outside of the CCKids service area. The current placement/s will not be disrupted.

(c)The CCKids Licensing Program Director will email the CCKids Director of Clinical & Placement Services, Placement Supervisor, Case Management Program Director or CHS Director of Program Operations, CPA leadership, COO and CEO or designee of the completion of licensure activities.

(d)All Circuit 19 children placed in a CCKids employees' home, will receive out of county courtesy case supervision from another circuit.



(e) All requests for placement will be submitted via email with "Potential Conflict Placement Request" in the subject line, to the CCKids CEO or designee, Licensing Director, and Director of Clinical & Placement Services. Following CEO or designee approval, the Director of Clinical & Placement Services or the Placement Supervisor will notify via email the CCKids Case Management Program Director or CHS Director of Program Operations, who will ensure out of county supervision is requested.

**III. Procedures for DCF staff:**

1) The subcontracted Child Placing Agency (CPA) will email the CCKids Licensing Program Director within 48 hours of the intention of a DCF staff member to be licensed, or if a currently licensed foster parent becomes a new DCF employee.

(a) The CCKids Licensing Director will determine potential conflicts and placement restrictions and forward recommendations to the CCKids CEO or designee. Once placement restrictions are approved, the CCKids Licensing Program Director will email placement restrictions to the CCKids Director of Clinical & Placement Services, Placement Supervisor, and corresponding CPA Leadership.

(b) The supervising CPA will ensure that 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 may need to be submitted to a CBC outside of the CCKids service area. The current placement/s will not be disrupted.

(c) The CCKids Licensing Program Director will email the CCKids Director of Clinical & Placement Services, CPA leadership, COO and CEO or designee of the completion of licensure activities.

(d) The CCKids placement supervisor or designee will submit requests for placement via email with "Potential Conflict Placement Request" in the subject line to the CCKids CEO or designee, Licensing Director, and Director of Clinical & Placement Services. Following CEO approval, the Director of Clinical & Placement Services or the Placement Supervisor will notify via email the CCKids Case Management Program Director or CHS Director of Program Operations, who will ensure out of county supervision is requested.

**IIII. Procedures for GALP volunteers and staff:**

1) The subcontracted Child Placing Agency (CPA) will email the CCKids Licensing Program Director within 48 hours of the intention of a GALP employee or volunteer to be licensed, or if a currently licensed foster parent becomes a new GALP volunteer or employee.

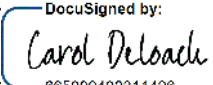


(a) Circuit 19 children may only be placed for respite, not to exceed 12 days, unless respite restrictions have been recommended.

(b)The CCKids Licensing Director will determine potential conflicts and any respite placement restrictions and forward recommendations to the CCKids CEO or designee. Once the CCKids CEO approves the respite placement restriction, the CCKids Licensing Director will email respite placement restrictions to the CCKids Director of Clinical & Placement Services, Placement Supervisor and corresponding CPA Leadership.

(c)The supervising CPA will ensure that 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 a CBC outside of the CCKids service area. The current placement/s will not be disrupted.

It is at the discretion of the CCKids CEO to approve any deviations from this procedure.

Approved by:  
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Carol DeLoach, CEO

Date June 1, 2024