



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:** 1/1/2025

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.
- (4) All families making an inquiry into becoming licensed need to be provided with the CCKids Binti link by the child placing agency.

B. Level II-V Licensure and Re-licensure

- (1) All required initial and relicensing documentation shall be completed by the applicants in Binti. The initial Binti passcode shall be provided by the child placing agency after the prospective families have attended orientation. The relicensure Binti passcode shall be provided to the families no more than ninety (90) days prior to license expiration. Upon file submission, files should be "Binti Approval Ready" with 100% agency forms, applicant forms, supporting documents, references and training hours completed.

(2) 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 and Binti using the naming conventions outlined in CFOP 170-11. In addition, the child placing agency will electronically submit the complete licensure packet within their corresponding



agency's Microsoft Teams folder, created and maintained by CCKids. The child placing agency shall then notify CCKids via email that the packet is ready for review. Once received, CCKids staff will relocate the complete packet to a secure location for review and retention .

(3) 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.

(4) 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.

"If the Lead Agency elects the Attestation Model for either initial or re-licensure or both, then the Lead Agency shall follow all provisions as outlined in Rule 65C-45, F.A.C. The Lead Agency will review and approve all initial and re-licensing packets for all its subcontracted agencies responsible for licensure and supervision of foster home licensing and make a recommendation to the Department to issue an approval or denial of an initial license, or renew, revoke or modify an existing license."

(5) 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 support 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 with the licensed caregiver shall document the visit 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 thirty 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 business 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 submitted 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:  _____
DocuSigned by: Carol Deloach 665999492311426...

Carol Deloach, CEO