



Series: Operating Procedures **COA:** NA
CFOP: 175-58
Procedure Name: Re-licensing of Family Foster Homes and
Emergency Shelter Homes
Procedure Number: OP-1058
Revision #/Date: (1)12/09/08
Effective Date: 7/1/05

Applicable to: CBCB and its Subcontracted Child Placing
Agencies

SUBJECT: Re-licensure of Family Foster Homes and Emergency Shelter Homes

PURPOSE: To establish re-licensing procedures for the child placing agency's licensing staff to follow when re-licensing family foster homes and family emergency shelter homes. It provides directions for documenting enforcement procedures when investigating complaints involving foster or shelter parents or when licensing violations are found during the re licensing process. This operating procedure also provides a listing of the required documentation that must be in the licensing file before denying or revoking a license.

PROCEDURE:

References

Florida Statutes: Section 409.175,

Florida Administrative Code (FAC); Chapter 65C-13

General guidelines

Each child placing agency will develop process for managing re-licensing activities to include determination of renewal dates, identification of delays in meeting time frame, as well as start and completion dates for each task to ensure timely completion.

Re-licensing

The following procedures must be initiated by licensing staff 90 days prior to re-licensing family foster homes and family emergency shelter homes.

a. Re-licensing Process

- (1) Request a sanitation inspection of the home a minimum of 90 days prior to the expiration of the license.
- (2) Review and assess all exit interviews of children who left the home during the past year. If necessary, conduct a staffing with foster care or the unit(s) responsible for completing the child exit interviews.

- (3) Send care managers Review of Foster Parent(s) Performance as listed in the Bilateral Service Agreement to all care managers who have had children in the home and request that the form is returned to the licensing unit within 14 working days.
- (4) Secure Child Abuse Hotline and local law enforcement clearances, including a check for current orders of protection, for all persons over the age of 12 who reside in the home.
- (5) Ensure that an FDLE criminal records check on the foster parent(s) is completed no less frequently than once every five years.
- (6) Complete the Re licensing Summary for Foster Home for Dependent Children, form CF-FSP 5027.
- (7) The foster or emergency shelter parent must complete Section B of the Re licensing Summary form CF-FSP 5027.
- (8) The foster or emergency shelter parent must sign an Application for a License, form CF-FSP 5007.
- (9) The child placing agency's licensing staff must meet with the foster or shelter family to review the Re licensing Summary for Foster Homes for Dependent Children and formulate recommendation for re licensure.
- (10) The substitute care parents must have completed twelve hours of in-service training annually. For the first two years a home is licensed twelve hours of in-service training is required. The number of hours of training and subjects of trainings must be documented in the case file of the family.
- (11) The local health department must inspect and approve the home.
- (12) The substitute care parents must sign the Bilateral Service Agreement.
- (13) At least four weeks prior to the date of re-licensure, certification of all updated requirements (Checklist, CF-FSP 5205), the updated family assessment, a request to license and a prepared license must be submitted with a cover letter requesting the issuance of a license to the Department of Children and Families' Central Zone Licensing Office.
- (14) The foster or emergency shelter parents must provide proof of income.
- (15) All re-licensure packets are due to Community Based Care of Brevard forty (40) days prior to the expiration of the family foster home license for review by the Director of Operations; Child and Family Services.
- (16) After the internal review, the CPA is notified of any missing documentation or required corrections. CBCB then forwards the packet to the Department of Children and Families Licensing Specialist.
- (17) All packets for initial and re licensure must be received by the Department of Children and Families Licensing Specialist 30 prior to the license expiration date.

- (18) Any corrections identified by the Child Placing Agency must be made within 10 business days and submitted to the Department of Children and Families Licensing Specialist.

b. Possible Outcomes of the Re licensing Process

- (1) Renewal with no changes.
- (2) Renewal with changes.
- (3) Change to provisional license.
- (4) Denial of license.
- (5) Voluntary Closure of home.

Enforcement Procedures

- a. Provide written notification by certified mail to the licensee of the statutory and rule violations that were found, citing the applicable rule and statute and providing a date by which the family must correct the deficiencies through a corrective action plan.
- b. The notification must specify that failure to comply within the time frame specified could result in the license being suspended, denied or revoked.
- c. If the licensing violations found pose an immediate threat to the health, safety or welfare of the children, the children must be removed. The child placing agency licensing staff must make a report to the hotline and notify the appropriate intake and placement staff that the children need to be removed.
- d. If the licensing violations do not pose an immediate threat to the health, safety or welfare of the children, the Department of Children and Families and CBC of Brevard will require that a corrective action plan be developed by the child placing agency to correct the deficiencies.
- e. A plan to correct the deficiencies/violations must be developed by the child placing agency in conjunction with the foster/shelter parents. The plan must contain time frames which must be complied with as a prerequisite to re licensure. This plan may require that a relative who has moved into the home has to be screened by a certain date, as a responsibility of child placing agency licensing staff. The corrective action plan must be put into writing in the form of a letter, return receipt requested, and sent to the foster/shelter parents. The signed return receipt shall be placed and shall remain in the CPA's licensing file and the Department of Children and Families' Central Zone Licensing Office (CBC of Brevard will also retain a copy).
- f. Failure of the family foster home or emergency shelter home to timely comply with the corrective action plan shall result in denial of re licensure, a provisional license or revocation of the license.

Documentation Requirements Prior to Revoking a License

- a. Before making a determination that a license will be denied, suspended or revoked, the following actions/occurrences must be fully and completely documented in the CPA's licensing file and provided to the Department of Children and Families' Central Zone Licensing Office (copy to CBC of Brevard) in accordance with the Florida Statutes 120.60.
 - (1) All reports made to the Abuse Hotline, as required by Chapter 415 F.S. and the outcome of the investigation(s).
 - (2) List of all deficiencies or conditions, other than abuse or neglect of the children, which compromise the safety or well-being of the children.
 - (3) The length of time and frequency of the noncompliance with the licensing requirements or deficiencies in caring for children.
 - (4) The date of written notification to the licensee as to the deficiency and time given to the licensee to correct the deficiency.
 - (5) The child placing agency's licensing staff's efforts to help the licensee to come into compliance.
 - (6) Barriers, if any, which prohibit the licensee from correcting the deficiencies.
- b. All abuse reports and records on the foster family must be kept in a separate confidential file from the foster parents licensing file, which is a public record.
- c. The decision to issue, deny, suspend or revoke the family's license rests with the Department of Children and Families, District Administrator or the person that the District Administrator has appointed to deny or approve licenses.

Coordination with District Legal Counsel and Other Appropriate District Staff

The documentation described in paragraph 6 above must be shared with the district legal counsel and other appropriate staff in order for the Department of Children and Families' Central Zone Licensing Office to make an informed decision whether to deny, revoke or suspend the license. District legal counsel must respond to this request within 10 calendar days. No notification of action is to be sent to the licensee without approval of both the district legal counsel and the Department of Children and Families' Central Zone Licensing Office to approve or deny licenses in accordance with Florida Statutes 120.60.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



Dr. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 1/20/09