

Kids Central, Inc. System of Care Policy & Procedure

Series: Placement and Foster Care

Policy Name: Foster Home Re-licensing

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Authority: 409.175 F.S., 65C-13.028 F.A.C.

Policy

It is the policy of Kids Central, Inc. to manage all re-licensing activities, which include determination of renewal dates and identification of delays in meeting timeframes.

Procedure

A. Re-licensing Process:

1. The Licensing Specialist will perform the following tasks when relicensing a foster home:
 - a. Receive an approved sanitation inspection from the local health program office.
 - b. Review the placement history for the home for the preceding year.
 - c. Review and assess all Exit Interviews of children who left the home during the past year.
 - d. Send the Family Care Manager (FCM) who had children in the home during the last year for at least 30 days a Review of Foster Parent(s) Performance form.
 - e. Secure at least two (2) Community Input forms from individuals in the community who have worked with the foster parents.
 - f. Secure Abuse Registry and Law Enforcement clearances from Lake, Sumter, Citrus, Hernando and Marion Counties for all adults who reside in the home.
 - g. Secure Department of Juvenile Justice and local law enforcement clearances from Lake, Sumter, Citrus, Hernando and Marion Counties for all persons age 12 years old or older who reside in the home.

Kids Central, Inc. System of Care Policy & Procedure

- h. Ensure a Florida Department of Law Enforcement (FDLE) check on the foster parent(s) and all household members age 12 and older is completed. This screening must be updated every five (5) years.
 - i. Ensure all persons in the home age 18 and over have received an FBI clearance. This screening must be updated every five (5) years.
 - j. Secure civil checks from the Clerk of the Court in the county of residence for all household members age 18 and older.
 - k. Complete the Re-licensing Summary for Foster Home for Dependent Children, form CF-FSP 5027.
 - l. Ensure the foster parent completes Section B of the Re-licensing Summary form CF-FSP 5027 and review the comments.
 - m. Ensure the foster parent signs and submits an Application for Licensure.
 - n. Meet with the foster family to review the Re-licensing Summary for Foster Homes for Dependent Children and formulate a recommendation for Re-licensure.
 - o. Ensure the foster parents have completed 12 hours of in-service training during their first two (2) years of licensure and eight (8) hours every year thereafter.
 - p. Ensure the substitute care parents complete Non Abusive Psychological and Physical Intervention (NAPPI) training on an annual basis.
 - q. Secure documentation of acceptable radon results in Sumter, Citrus, Hernando and Marion Counties.
 - r. Secure a satisfactory fire inspection from the Fire Marshall in Citrus County.
 - s. Secure reports from the Department of Motor Vehicles (DMV) for all adults who will be responsible for transporting the foster children.
 - t. Obtain the foster parents comments and signatures on the Bilateral Service Agreement and the Overview of Foster Care.
 - u. Obtain proof of income from the foster parents.
2. At least 45 days prior to the expiration date of a current foster home license, the Kids Central, Inc.'s Licensing Specialist recommends in writing, with supporting documentation, the license be renewed, denied, revoked or modified. The recommendation will be reviewed and, if approved, forwarded to the Department

Kids Central, Inc. System of Care Policy & Procedure

of Children and Families (DCF). Accompanying the recommendation will be a copy of the complete re-licensing file.

3. All requests for re-licensure submitted to DCF is tracked by Kids Central, Inc. including date of submission, 30-day deadline, whether DCF provides feedback and, if so, date revised documents are submitted.
4. Three-Year License. Section 409.175, F.S., and paragraph 65C-13.028(4)(h), F.A.C., grant the authority to licensing agents to issue a license for up to three years to a family foster home (this includes medical or therapeutic foster homes) meeting specific criteria. A family foster home shall meet the following criteria to be considered for a three year license:
 - a. The family has been licensed for three years or longer.
 - b. The family has not been the subject of a verified report of abuse or neglect or foster care referral with findings of maltreatment and is recommended by the assigned Child-Placing Agency and the lead agency for a three-year license.
 - c. The family has not been placed on a performance improvement plan/corrective action plan.
 - d. The family has clear background checks.
 - e. The home is not licensed for more than five children.
 - f. The family has no infractions of good moral character.
 - g. The number and frequency of placements that results in disruptions will be considered and used in the decision as to whether to issue a three-year license.
5. Kids Central, Inc. participates in the preparation of the evidence and defense for any administrative hearing prepared by DCF in preparation for denial of an application or revocation of a license.

B. Review of Re-Licensure Packets for Homes Belonging to other Child-Placing Agencies:

1. At least 45 days prior to the expiration of a current foster home license, the child-placing agency recommends in writing, with supporting documentation, the license be renewed, denied, revoked or modified.
2. The complete relicensure packet is submitted to and reviewed by the Kids Central, Inc. Re-Licensing Supervisor to ensure compliance with Florida

Kids Central, Inc. System of Care

Policy & Procedure

Administrative Code and the packet is of sufficient quality. This review is completed within five (5) business days of receipt of the packet.

3. Feedback regarding the packet and requests for additional information is sent via email to the child-placing agency Licensing Specialist and Licensing Supervisor.
4. Upon receipt of all requested revisions, Kids Central, Inc.'s Re-Licensing Supervisor submits the re-licensing packet to DCF at least 30 days prior to the expiration of the license.
5. Kids Central, Inc.'s Re-Licensing Supervisor is copied on all requests for additional information from DCF on packets belonging to other child-placing agencies and ensures revisions are completed and returned to DCF in a timely manner.

C. Licensing Violations:

1. If a licensing violation is found which poses an immediate threat to the health, safety or welfare of the children, the children will be removed. The person identifying the violation will make a report to the hotline and notify the appropriate Kids Central, Inc.'s staff the children need to be removed.
2. If the licensing violations do not pose an immediate threat to the health, safety or welfare of the children, Kids Central, Inc.'s Licensing Specialist will address the concern. A Corrective Action Plan will be developed to correct the deficiencies, as needed, and the concern will be resolved within 14 days of receipt. If failure to fulfill the terms of the Corrective Action Plan will impact the status of the foster parent's license, the Corrective Action Plan must be reviewed and approved by DCF prior to being presented to the family for signature.
3. The plan to correct the deficiencies/violations will be developed by Kids Central, Inc.'s Licensing Specialist in conjunction with the foster parents. The plan will contain timeframes, which will be complied with as a prerequisite to re-licensure. The Licensing Specialist and/or Re-Licensing Supervisor will also thoroughly discuss the Corrective Action Plan with the foster parent.
4. Failure of a foster family to comply with the Corrective Action Plan within the required timeframe shall result in one of the following: a decision to no longer place children with the family, a recommendation to deny an application for relicensure or revocation of the license.

D. Documentation Requirements Prior to Revoking a License:

1. When making a determination an application may be denied or a license may be revoked, the following tasks will be documented in the licensing file:
 - a. All reports made to the Abuse Hotline, as required by Chapter 415 F.S. and the outcome of the investigation(s).

Kids Central, Inc. System of Care Policy & Procedure

- b. List of all deficiencies or conditions, other than abuse or neglect of the children, which compromise the safety or well-being of the children.
 - c. The length of time and frequency of the noncompliance with the licensing requirements or deficiencies in caring for children.
 - d. The dates of written and verbal notification to the licensee as to the deficiency and time given to the licensee to correct the deficiency.
 - e. The efforts to help the licensee to come into compliance.
 - f. Barriers, if any, which prohibit the licensee from correcting the deficiencies.
- 2. The documentation regarding denial of an application or revocation of a license will be staffed with DCF legal counsel prior to notification of action to the licensee
 - 3. The final decision to issue or revoke a foster family's license or to deny an application rests with DCF.

Approved By:



John Cooper, Chief Executive Officer

9/21/17
Date