




State of Florida
Department of Children and Families



Rick Scott
Governor

Mike Carroll
Secretary

DATE: April 2, 2015

TO: Community-Based Care Lead Agencies

THROUGH: Janice Thomas, Assistant Secretary for Child Welfare 

FROM: Traci Leavine, Director of Child Welfare Practice 
Kellie Sweat Darnell, Director of Child Welfare Operations 

SUBJECT: Family Foster Home Licensing File Storage
Chapter 65C-13.031(13)(c), F.A.C.

PURPOSE: This memorandum is to provide clarification to Community-Based Care Lead Agencies (CBCs) as to appropriate electronic storage of family foster home licensing files until such time as the Florida Safe Families Network (FSFN) can support uploading of complete licensing files into the system.

BACKGROUND: Rule language 65C-13.031(13)(c) states the following, "An electronic version of the licensing file shall be maintained by the supervising agency in the electronic filing cabinet located in Florida Safe Families Network." FSFN does not currently provide a general file cabinet for Provider records and there currently is no mechanism for storing the entire licensing file within FSFN.

In an effort to comply with the requirement, CBCs are uploading all licensing file documents into the current Unified Home Study. While uploading, if a licensing file is too large, it must be divided into smaller files to upload (sometimes 3 or 4 separate attachments). The Unified Home Study is designed to store only the documents needed to support the home study.

ACTION REQUIRED: To satisfy the requirements of 65C-13.031(13)(c), F.A.C., the "Application for License to Provide Out-of-Home Care for Dependent Children", CF-FSP 5007, revised July 2014, and the Unified Home Study need to be completed electronically and maintained in FSFN. Effective immediately, no additional licensing file documents are to be uploaded. CBCs should store the licensing file and related documents within their own electronic data storage systems in compliance with records retention requirements.

CONTACT INFORMATION: CBCs with questions regarding the information contained in this memo should contact Kristi Putnam at Kristi.Putnam@myflfamilies.com or (850) 717-4659.

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