



State of Florida  
Department of Children and Families

Ron DeSantis  
Governor

Chad Poppell  
Secretary

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**DATE:** December 15, 2020

**TO:** Regional Managing Directors  
Community-Based Care Lead Agency CEOs

**THROUGH:** Patricia Babcock, Deputy Secretary *Patricia Babcock*

**FROM:** Patricia Medlock, Assistant Secretary for Child Welfare *Pat Medlock*  
Robert Anderson, Assistant Secretary for Operations *Robert H. Anderson*

**SUBJECT:** Adoption Target Policy Review and Update

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**PURPOSE:** The purpose of this memorandum is to provide an update regarding credits for the Community-Based Care Lead Agency's (CBCs) annual adoption targets.

**BACKGROUND:** In July 2020, the department, in collaboration with the Florida Coalition for Children (FCC) and Casey Family Programs (Casey), met with the goal of reviewing the adoption target methodology and process. After a review of Florida's adoption target policies, Casey expressed that, overall, the department's policies were excellent and reflected a lot of careful thought. Casey offered two possible analyses for Florida to be considered to enhance overall adoption outcomes.

In addition, Casey suggested that if a child is served by one county and then is adopted in another county, both counties should receive credit for the adoption. Current practice gives credit for the adoption to the CBC that completes the adoption activities such as the adoption home study and post placement supervision.

Based on Casey's suggestion, the department shared with the FCC data for the last three state fiscal years that outlined adoption credits based on the current practice and the practice proposed by Casey. After further discussion with the FCC and Casey, it was determined that the Casey recommendation should be accepted, and a primary jurisdiction CBC will now split the adoption credit with the out-of-county CBC. Under this new practice, each CBC will receive a half credit for the adoption. This change applies to all adoptions completed after July 1, 2020.

In an effort to assist the regional staff in tracking adoption finalization outcomes for each CBC, the Office of Child Welfare will provide a quarterly ad hoc listing and summary report to the department regional designees.

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

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**ACTION REQUIRED:** Please share this memorandum with all appropriate staff in the regions to include the CBC contract managers, circuits, CBCs, and case management organizations.

**CONTACT INFORMATION:** If you have questions or need clarification regarding this memorandum, please contact Valerie Proctor, Statewide Adoption Policy & Program Specialist, at [Valerie.Proctor@myflfamilies.com](mailto:Valerie.Proctor@myflfamilies.com) or 850-717-4673.

cc: Regional Family and Community Services Directors  
Center for Child Welfare