



State of Florida
Department of Children and Families

Ron DeSantis
Governor

Chad Poppell
Secretary

DATE: March 4, 2020

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

THROUGH: Patricia Babcock, Deputy Secretary *PB*

FROM: Patricia Medlock, Assistant Secretary for Child Welfare *PM*
Robert Anderson, Assistant Secretary for Operations *RA*

SUBJECT: Requests for Non-DCF License for In-State Placements

PURPOSE: The purpose of this memorandum is to provide guidance surrounding the issuance of a new license type, *Non-DCF License*, in the Florida Safe Families Network (FSFN), for in-state group homes and facilities licensed by state agencies apart from the Department.

BACKGROUND: In 2018, section 409.175, Florida Statutes, was updated to reflect new levels of licensure to be used to classify foster homes licensed by the Department of Children and Families. In addition to the Levels of Licensure, a new license type of *Non-DCF License* was developed. The purpose of creating a Non-DCF License is to maintain all placement settings in the state's official record, including facilities and homes licensed by entities other than the Department, and allow the Department to claim Title IV-E reimbursement for the placement of children in these licensed out-of-home care settings. As of April 12, 2019, functionality was added to FSFN to allow designated staff the ability to create a Non-DCF License.

On September 27, 2019, a memorandum was released with instructions to identify all Non-DCF licensed providers, with placement of a Florida dependent youth, located outside the state for the issuance of a Non-DCF license.

ACTION REQUESTED: Please distribute this memorandum to all Department and CBC licensing specialists, ICPC coordinators, placement data entry, eligibility specialists, fiscal staff, and any other applicable staff.

CBCs shall identify all Non-DCF licensed providers [i.e. group home or other state-licensed facilities by the Agency for Health Care Administration (AHCA) or the Agency for Persons with Disabilities (APD)] located in the state of Florida, in which a Florida dependent youth has been placed, by **March 13, 2020**. Once identified, the CBC shall request a Non-DCF license following the guidance below.

Requests for a Non-DCF License for Entities Licensed in Florida

The CBC shall submit a request for a Non-DCF license to the regional point of contact for the region in which the entity is located. The regional points of contact for requests are as follows:

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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

Central – Heather Recchia (Heather.Recchia@myflfamilies.com)
Northeast –Ruthie Holbrook (Ruthie.Holbrook@myflfamilies.com)
Northwest – Jeanne Durden (Jeanne.Durden@myflfamilies.com)
Southeast – Jackeline Lopez Alvarado (Jackeline.Lopez-Alvarado@myflfamilies.com)
Southern – Claudia Arias (Claudia.Arias@myflfamilies.com)
Suncoast – Marianna Trojakova (Marianna.Trojakova@myflfamilies.com)

Requirements for Entities Licensed in Florida

Regional licensing staff shall advise the group home entity on requesting an agency review through Background Screening Clearinghouse following the protocol outlined below:

- a. Regional licensing staff shall provide the entity with the Department OCA Request Form.
- b. Upon completion, the regional licensing staff shall follow the OCA request protocol for child-caring agencies and submit to the Background Screening Unit for processing.
- c. Once the OCA number is issued, the entity shall follow instructions, provided by the Background Screening Unit, to register in the Clearinghouse, maintain their agency roster, and screen newly onboarded staff.
- d. Regional licensing staff shall obtain a copy of staff eligibility clearance letters.

Regional licensing staff shall ensure the following required documents are obtained and uploaded into FSFN:

- a. Copy of the Non-DCF license request to the region including the provider's ID and capacity;
- b. Copy of the entity's active license;
- c. Eligibility clearance letters;
- d. Criminal record checks (CRC) to include fingerprint and any additional background screening results provided by the entity of staff and household members; and,
- e. All abuse and neglect history results for staff and household members including any out-of-state abuse history checks if applicable.

The required documents uploaded in FSFN shall be named to include the applicable licensing year, provider name, title of the upload, and number (if multiple uploads exist for the same file).
Example: 2020 Provider Name Non-DCF Licensing Packet-Pt 1.

License Issuance

Regional licensing staff shall contact Jennifer W. Perez in the Office of Child Welfare (OCW) for guidance upon obtaining all required documents.

License Renewals

The Regional licensing team will notify the CBC of Non-DCF licenses that are due to expire.

The CBC will notify the regional licensing staff in writing of the need to renew the specific license. A lapse in a license may result in the inability to utilize Title IV-E funds during the unlicensed period.

For renewal requests of entities licensed in Florida, regional licensing staff shall notify the entity of the need to request an annual Florida abuse and neglect history check.

Staff shall issue a Non-DCF license within ten business days upon receipt of a complete Non-DCF licensing packet.

The date of issuance is when the entity's active license was issued. The Non-DCF license expiration date will be the same as the entity's current expiration date.

Fiscal Staff Action:

1. Create a standardized Service Type that shall be utilized for children placed with a Foster Home provider with a Non-DCF License issued by APD. The following outlines how the Service Type shall be set up in FSFN no later than March 13, 2020:

- **Service Category = Foster Home**
- **Reporting Category = Foster Home**
 - Short Description = Non-DCF APD FH
 - Medium Description = Non-DCF APD Foster Home
 - Long Description = Non-DCF APD Foster Home
 - Effective Date = **7/2018**
 - Service Type = Placement
 - Service Batch = Foster Care
 - Eligibility = Applicable
 - License Type Required = Non-DCF License
 - NCANDS Reporting = Foster Home
 - NYTD = Not Applicable
 - Rate by Service and Rate by Child Allowed selected
 - Service Rate = \$0/month

NOTE: The above Service Type shall be utilized for allowable Title IV-E Foster Care Maintenance Payments only.

2. Once all out-of-home placements have been transitioned to new Non-DCF Service Types, historical Service Types should be made inactive.

Placement Data Entry Staff Action:

Once a Non-DCF license is entered into FSFN, CBC placement entry staff shall complete placement changes in FSFN to reflect the applicable Service Type as identified above or in the Requests for Non-DCF License for Out-of-State Placements memorandum dated September 27, 2019. The placement begin date shall reflect the earliest date the child was placed, and the provider has an effective Non-DCF License in FSFN, but no earlier than July 1, 2018.

NOTE: The Service Type created as "Non-DCF Foster Home", as outlined in the Requests for Non-DCF License for Out-of-State Placements memorandum dated September 27, 2019, shall be utilized for in-state Non-DCF Foster Homes licensed by any agency other than APD.

Eligibility Staff Action:

Upon completion of the updated placement in FSFN, eligibility staff shall complete a Title IV-E Eligibility Redetermination in FSFN for all Title IV-E Eligible children to reflect an Eligible, Reimbursable status as of the placement begin date.

CONTACT INFORMATION: If you have any questions regarding the Non-DCF license process for in-state placements, please contact Tanisha Lee, Statewide Child-Caring and Child-Placing Licensing Specialist, at Tanisha.Lee@myflfamilies.com or call (850) 717-4659.

If you have any questions regarding the Non-DCF license Service Types creation, placement entry in FSFN, or Title IV-E Eligibility Determinations, please contact Jennifer W. Perez, Statewide Revenue Maximization Specialist, at Jennifer.Perez1@myflfamilies.com or call (850) 717-4537.

cc: Regional Family and Community Services Directors
Sheriff's Offices Conducting Child Protective Investigations
Community-Based Care Lead Agency CFOs
Barney Ray, Revenue Management & Partner Compliance Director
Center for Child Welfare