



**State of Florida  
Department of Children and Families**

**Rick Scott**  
Governor

**Mike Carroll**  
Secretary

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**DATE:** November 18, 2016  
**TO:** Regional Managing Directors  
Community-Based Care CEOs  
**FROM:** David L. Fairbanks, Deputy Secretary  
**SUBJECT:** SFY 2016-17 Risk Pool Protocol

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**PURPOSE:** The purpose of this memorandum is to inform Regional Managing Directors and Community-Based Care (CBC) Lead Agency leaders of the process by which CBCs may apply for funding from the Risk Pool appropriation provided by the General Appropriations Act for state fiscal year 2016-17.

**BACKGROUND:** Section 409.990(7), Florida Statutes, requires the Department, in consultation with the Florida Coalition for Children, Inc., to develop and implement a community-based care risk pool initiative to mitigate the financial risk to eligible lead agencies. Per statute, "This initiative must include:

1. A risk pool application and protocol developed by the department which outlines submission criteria, including, but not limited to, financial and program management, descriptive data requirements, and timeframes for submission of applications. Requests for funding from risk pool applicants must be based on relevant and verifiable service trends and changes that have occurred during the current fiscal year. The application must confirm that expenditure of approved risk pool funds by the lead agency will be completed within the current fiscal year.
2. A risk pool peer review committee, appointed by the Secretary of the Department and consisting of department staff and representatives from at least three nonapplicant lead agencies, which reviews and assesses all risk pool applications."

**ACTION NEEDED:** Please review the attached documents. Applications from eligible CBCs must be submitted to the respective Regional Managing Director no later than November 30, 2016.

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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

**CONTACT INFORMATION:** Should you have questions about this communication, please contact Assistant Secretary for Child Welfare JoShonda Guerrier at [joshonda.guerrier@myffamilies.com](mailto:joshonda.guerrier@myffamilies.com) or CBC/ME Financial Accountability Director Barney Ray at [barney.ray@myffamilies.com](mailto:barney.ray@myffamilies.com).

**ATTACHMENTS**

Protocol for Requesting Risk Pool Funding

- Risk Pool Funding Application SFY 2016-17
- Section 409.990(7), Florida Statutes

Risk Pool Timeline SFY 2016-17

Risk Pool Ranking of CBCs by Percent Change in Removals

cc: JoShonda Guerrier, Assistant Secretary for Child Welfare  
Vicki Abrams, Assistant Secretary for Operations  
Scott Stewart, Assistant Secretary for Administration  
Kimberly McMurray, Chief Financial Officer  
Barney Ray, Director, Office of CBC/ME Financial Accountability  
Rebecca Kapusta, General Counsel  
Grainne O'Sullivan, Children's Legal Services Director  
Office of Child Welfare Directors  
Regional Family and Community Services Directors  
CBC Contract Managers