



State of Florida
Department of Children and Families

Ron DeSantis
Governor

Shevaun L. Harris
Secretary

DATE: February 20, 2025

TO: Community Based Care Lead Agency, CEO
Licensed Child Placing Agencies
The Florida Association of Christian Child Caring Agencies
Florida Bar Association

FROM: Kate Williams, Assistant Secretary, Office of Child and Family Well-Being *KW*

SUBJECT: Adoption Transparency Data Collection

PURPOSE: The purpose of this memorandum is to provide instructions on reporting requirements to all providers who conduct adoptions in the state of Florida using the Department's online "Adoption Transparency" data collection portal.

BACKGROUND: Chapter 63.032, F.S., defines an adoption entity as the Department, a child-caring agency registered under s. 409.176, F.S., an intermediary, a Florida child-placing agency licensed under s. 63.202, or a child-placing agency licensed in another state which is licensed by the Department to place children in the State of Florida.

Pursuant to Chapter 63.097, Florida Statute, adoption entities are required to report quarterly to the Department information related to the age, race, ethnicity, sex, and county of birth of the adopted child and the county of residence of the adoptive family for each finalized adoption. The adoption entity shall also report for each finalized adoption the fees, costs, and expenses that were assessed by the adoption entity or paid by the adoption entity on behalf of the prospective adoptive parents itemized by the following categories according to s. 63.097(2), F.S.:

- (a) Reasonable living expenses of the birth mother which the birth mother is unable to pay due to unemployment, underemployment, or disability. Reasonable living expenses are rent, utilities, basic telephone service, food, toiletries, necessary clothing, transportation, insurance, and expenses found by the court to be necessary for the health and well-being of the birth mother and the unborn child. Such expenses may be paid during the pregnancy and for a period of up to 6 weeks postpartum.
- (b) Reasonable and necessary medical expenses. Such expenses may be paid during the pregnancy and for a period of up to 6 weeks postpartum.
- (c) Expenses necessary to comply with the requirements of this chapter, including, but not limited to, service of process under s. 63.088, investigator fees, a diligent search under s. 63.088, a preliminary home study under s. 63.092, and a final home investigation under s. 63.125.
- (d) Court filing expenses, court costs, and other litigation expenses and birth certificate and medical record expenses.
- (e) Costs associated with advertising under s. 63.212(1)(g).
- (f) The following professional fees:

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1. A reasonable hourly fee or flat fee necessary to provide legal representation to the adoptive parents or adoption entity in a proceeding filed under this chapter.
2. A reasonable hourly fee or flat fee for contact with the parent related to the adoption. In determining a reasonable hourly fee under this subparagraph, the court must consider if the tasks done were clerical or of such a nature that the matter could have been handled by support staff at a lesser rate than the rate for legal representation charged under subparagraph 1. Such tasks include, but need not be limited to, transportation, transmitting funds, arranging appointments, and securing accommodations.
3. A reasonable hourly fee for counseling services provided to a parent or a prospective adoptive parent by a psychologist licensed under chapter 490 or a clinical social worker, marriage and family therapist, or mental health counselor licensed under chapter 491, or a counselor who is employed by an adoption entity accredited by the Council on Accreditation of Services for Children and Families to provide pregnancy counseling and supportive services.

In addition, the adoption entity shall also report for each finalized adoption any fees, costs, or expenses not included in s. 63.097(2), F.S., that require court approval and entry of an order pursuant to s. 63.132(3) before payment and must be based on a finding of extraordinary circumstances.

ACTION REQUIRED: Beginning January 1, 2025, adoption entities must submit all required information in the Adoption Transparency portal located at adoptiontransparency.myflfamilies.com, no later than the 15th day of the month following the preceding quarter. Reporting quarters are:

- **Quarter 1** - January through March
- **Quarter 2** - April through June
- **Quarter 3** - July through September
- **Quarter 4** - October through December

Each adoption entity must register at adoptiontransparency.myflfamilies.com to obtain a new account prior to entering information into the portal. Each entity may have multiple individuals selected to enter data once the adoption entity has registered for an account.

Community Based Care Lead Agencies are not required to register or enter information into the Adoption Transparency portal. Information on finalized adoptions completed by Community Based Care Lead Agencies will be obtained from the Department's Child Welfare Information System (CCWIS).

All information reported will be displayed on the Department's Adoption Dashboard located at [Florida Department of Children and Families, Explore Adoption](#)

CONTACT INFORMATION: Should you have questions, please contact Valerie Proctor, Policy & Program Manager for the Office of Child and Family Wellbeing at Valerie.Proctor@myflfamilies.com or Vanessa Snoddy, Manager of Policy & Program for Licensing with the Office of Quality & Innovation, at Vanessa.Snoddy@myflfamilies.com

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