
Series:	Operating Procedures	COA: FKC 16 CFOP: 170-11
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Procedure Name:	Re-licensure of Foster Homes for All Level of Licensure
Procedure Number:	OP-1052
Reviewed Date:	04/26/2016
Revision #/Date:	12/09/08, 8/20/12, 04/26/16, 07/22/16, 03/09/2020
Effective Date:	07/01/05

Applicable to:	Brevard Family Partnership (BFP)
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PURPOSE: This operating procedure establishes uniform time frames and procedures for re-licensing of foster homes.

PROCEDURE:

References

CFOP 170-11
Florida Statutes: Section 409.175

General: As the child placing agency in Brevard County, BFP is charged with the responsibility to ensure all licensed foster homes are relicensed in accordance with Florida Statutes and F.A.C.

Guidelines

If the licensing study finds the licensee out of compliance with any of the standards necessary for licensure under CFOP 170-11 or section 409.175, F.S., the following procedures will be followed:

- a. Provide written notification to the licensee of the rule violations that were found, citing the applicable rule and statute, and providing a date by which Brevard Family Partnership must respond with a plan of correction action, if applicable.
- b. In this written notification, notify the licensee what penalties are applicable for failure to comply, such as denial, suspension, or revocation of the license.
- c. If the licensing requirements are not met and violations found pose an immediate threat to the health, safety, or welfare of the children, the children must be removed.
- d. If the licensing violations do not pose an immediate threat to the health, safety or welfare of the children, the Department of Children and Families and BFP will require that a correction action plan be developed to correct the deficiencies.
- e. The correction action plan must be in writing and must contain a time frame to correct each violation cited by BFP.
- f. After the Licensing Supervisor's and Director of Licensing's internal review, the licensing specialist is notified of any missing documentation or required corrections. BFP Licensing Supervisor completes the attestation form then forwards the packet to the Department of Children and Families Licensing Specialist for approval.

- g. All packets for re-licensure must be received by the Department of Children and Families Licensing Specialist 10 days prior to the license expiration date.

Re-Licensing Process

- a. BFP Licensing Specialist complete all re-licensing activities for currently licensed homes.
- b. Re-licensing studies and associated packets include all requirements in accordance with CFOP 170-11 and this Policy.
- c. Completed foster home licensing applications are submitted to Licensing Supervisor for review and signature.
- d. Upon signature, BFP Licensing Supervisor completes the Attestation for Foster Home Licensure form (DCF FSP 5357) and submits the application to DCF for issuance of the license.

Three-Year Re-Licensure

- a. BFP Specialist may request for a three-year license of an eligible licensed foster home.
- b. The request will assess if the foster home meets the requirements in accordance with CFOP 170-11
- a. The request will be submitted with a full relicensing packet. Packets should be submitted to BFP Supervisor forty (40) days prior to the license expiration.
- b. BFP Supervisor conducts a thorough review of the packet and application for a three-year license prior to submitting to DCF.
- c. BFP submits attestation re-licensing packets to DCF ten (10) days before the license expiration.
- d. Yearly summaries and related documents will be submitted each year in between licensing years of the three-year period in accordance with CFOP 170-11.

Licensure Packets

- a. Re-licensing packets should be submitted to Licensing Supervisor (40) days prior to the license expiration.

- b. BFP Licensing staff conducts a thorough review of the re-licensing packet.
- c. BFP Licensing Supervisor completes the attestation for foster home licensing and submits attestation packet to DCF.
- d. BFP submits attestation re-licensing packets to DCF ten (10) days before the license expiration.
- e. BFP Licensing staff assures that a complete and quality product is submitted to DCF.

Communication. BFP and DCF will maintain open communication on all foster home related issues.

- a. The above-named parties meet monthly to discuss changes, needs, new initiatives, etc.
- b. The above-named parties meet on an as needed basis to address concerns related to licensed foster homes. When applicable, this may include DCF Child Protective Investigations and *Foster Home Referrals*.
- c. The above-named parties meet as needed to review concerns with any initial foster home applications and to develop a plan of action as applicable.

Closures. BFP will notify DCF licensing of all foster home closures.

Documentation Requirements Prior to Denying or Revoking a License

- a. Before making a determination that a license will be denied or revoked, the following actions/occurrences must be fully and completely documented in the BFP's licensing file and reported in writing to the Central Zone Licensing Office in accordance with Florida Statutes 120.60.
 - 1. Any reports made to the Abuse Hotline, as required by Chapter 415 F.S. and the outcome of the resulting investigation(s).
 - 2. List deficiencies or conditions, other than abuse or neglect of the children served by the agency, which compromise the safety or well-being of the children.
 - 3. The length of time and frequency of the noncompliance with the licensing requirements or deficiencies in caring for children.
 - 4. The date of written notification to the licensee as to the deficiency and the time given to the licensee to correct the deficiency.
 - 5. BFP's licensing staff's efforts to help the licensee come into compliance.

6. Barriers, if any, which prohibit the licensee from correcting the deficiencies.
- b. The decision to issue, deny or revoke the child placing agency's license rests with the Regional Managing Director or the person that the Regional Managing Director has appointed to deny or approve licenses.

Voluntary Closures.

- (1) The supervising agency shall conduct an exit interview with licensed out-of-home caregivers who are closing. This interview is an opportunity to explore any recommendations for improvement that the licensed out-of-home caregiver may be willing to share.
- (2) The supervising agency shall document the reason for closure and whether re-licensing would be recommended in FSFN.
- (3) If re-licensing would not be recommended, the licensing file shall document the reasons re-licensing would not be recommended.
- (4) If the closure is voluntary and in lieu of revocation or denial of a license, the supervising agency shall document the reason for the denial in FSFN.

Coordination with District Legal Counsel and Other Appropriate District Staff

The documentation described in paragraph 4 above must be shared with the district legal counsel and other appropriate staff prior to a decision to deny or revoke a license in accordance with Florida Statutes 120.60. District legal counsel has 10 days to respond to the child placing agency's request.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 5/20/2020