

PROCEDURE

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CFOP: NA

Procedure Name: How to Access Services Within Brevard Family Partnership
Procedure Number: OP-1127
Reviewed Date: 11/03/2020
Revision #/Date: (4) 11/13/15, 12/6/16, 11/03/2020
Effective Date: 01/26/09

Applicable to: All Brevard Family Partnership staff and Sub-contracted Agencies

PURPOSE:

To outline the process for accessing services through BFP Centralized Intake in order to support the continuing efforts of BFP to ensure the safety and well being of the children entrusted to our care, this policy will clarify the protocols, steps and line of authority of parties involved (in the access of services within BFP defined below).

PROCEDURE:

Access to Services

Brevard Family Partnership Intake Specialist can be reached M-F from 8:00-5:00 by dialing 321-752-3226. After hours/weekends/holiday needs should be directed to the CMA on call at 321-213-5820 for Case Management related needs and Brevard Family Partnership on Call Staff for placement issues at 321-752-3226.

Programs and Services

Brevard C.A.R.E.S.: Brevard C.A.R.E.S. (Coordination, Advocacy, Resources, Education, and Support) provides support to children and families to divert them from the child welfare system by providing services to families who are experiencing stress, and are in need of support and resources. At the heart of the program is the use of Wraparound and Family Team Conferencing. Additional professional supportive services are available as well as financial assistance, and links to natural community supports. This is a child abuse and neglect diversion and family preservation program.

Foster Care Referral and Institutional Staffings: A Foster Care referral is received through the Florida Abuse Hotline when there is a complaint about a particular provider. BFP Intake Specialists contact the assigned Licensing Specialist and requests that the complaint/concern be investigated. The BFP Licensing Specialist notifies the Intake Specialists the results of the follow up to the complaint within 5 business days. A copy of the final report is forwarded to the BFP Director of Licensing for review.

An institutional Child Protective Investigation is one in which the allegations of abuse, neglect, or abandonment involve an alleged perpetrator who is either an employee or agent of a public or private school, a public or private day care center, a residential home, licensed family foster home institution, facility or agency. The Department of Children and Families, Child Protective Investigators schedule Institutionalized Staffings as needed.

Mobile Response Team: The Mobile Response Team (MRT) consists of on call therapists to provide immediate crisis response and accommodates the North, South and Central areas of Brevard County. The Mobile Response Team can be utilized by Protective Investigator and Care Managers to prevent new

removals, Case Management Agencies for placement preservation for relative, non relatives and foster parents as well as group home facilities and the community for any child in the home at risk for entry into the system. All requests for the Mobile Response Team are received through the Brevard C.A.R.E.S. Mobile Response Team Coordinator both during regular business hours and after hours. MRT is available 24 hours per day 7 days per week. The assigned MRT therapist has up to 2 hours to respond to a request. MRT therapists do not travel outside of Brevard County.

Placement Requests: All placement requests are received through Intake and Placement. CPI's and/or Dependency Care Managers submit the Pre-Placement Tool to the Intake Specialists who then secures an appropriate setting within 4 hours of the initial request. Children are placed based on the most appropriate placement for that child's needs which includes all efforts to maintain them in their current community and school setting.

BFP's Intake and placement philosophy is based on the following principles:

- BFP on call respondents are available 24 hours per day, 7 days per week;
- BFP ensures that all family foster homes consist of safe, stable environments free of early identifiable issues indicative of placement disruption;
- Each family foster home meets the child's specific needs with child's safety and well-being of primary importance;
- Foster homes are trained on healthy adolescent development;
- Each family foster home shares responsibility for the child's educational, medical, social, recreational and emotional health;
- Each home serves the child's best interest, special needs and cultural characteristics whenever possible;
- Foster homes promote cognitive and social-emotional competence and provide independent living skills to prepare youth to be successful young adults;
- Foster homes promote the maintenance of the child's social connections

Independent Living Services: Independent living is an expansion of the permanency planning process and is not a separate, discrete program. Independent living services provide a continuum of tangible and intangible skills and knowledge that a youth should have to be successful upon departure from foster care. Its emphasis is on assessing and providing job skills, self-support, daily living skills and tracking and assessing the youth's needs. All youth, regardless of their case plan goal, must be prepared to live independently. All youth in foster care who have reached 13 years of age but are not yet 18 years of age who are in foster care are to be assessed for and receive pre-independent living services and life skills services. Eligibility is not restricted to youth who are targeted for subsidized independent living. Eligibility for participation in the independent living program is only determined by age.

Subsidized Independent Living: Subsidized independent living (SIL) is an optional part of the continuum of services that comprise the independent living program. To qualify, the youth must be at least 16 years of age and meet the following eligibility criteria:

Age- Must be 16 years of age or older and not yet reached their 21st birthday. If under 18, parent/guardian consent and judicial consent is required.

Legal Status- Must be adjudicated dependent, as defined in Chapter 39, F.S. and disposition into foster care, at least 6 months prior to entering subsidized independent living, with a goal of either long-term foster care or independent living.

Employment- Must be employed at least part-time earning a minimum of \$100.00 per month. This employment must generate an Internal Revenue Service (IRS) 1099 form which means the income must be reported to the IRS.

Savings- Must have sufficient earned savings or other means to pay move-in and first month's living expenses, until the first subsidy check arrives. Funds from the Title IV-E Independent Living grant may not be used for move-in or living expenses (i.e., room and board or deposits).

Education- Must be enrolled in a full-time educational program, college, or school. Full-time is defined as: regular attendance at high school, at least 12 credit hours per semester at an accredited college or university, or full time as defined by the GED/Vocational Technical program which the youth is attending. A time limit should be set on obtaining a GED. A full time (daily) program should have youth ready for the GED within 6 months or less. The need for summer school attendance will be assessed by the coordinator on an individual basis.

Grades - Must maintain a 2.0 grade point average on a 4.0 scale or equivalent in school or educational program.

Assessment - Assessment of skills by completion of curriculum determined by the independent living coordinator. Assessment should indicate that living in an unlicensed setting with minimal supervision is potentially viable.

Behavior - Abstinance of irresponsible behavior for at least six months, such as running away from home, committing violent acts toward others, delinquencies, or property crimes. Letters of reference from school, mental health personnel and Department of Juvenile Justice required if there is a history of irresponsible behavior. There may be no current or pending Department of Juvenile Justice involvement.

Staffing/Approval - Staffing and approval by the Brevard Family Partnership independent living coordinator. The coordinator must approve the youth's living arrangement, including the cost and selection of a roommate, if applicable. The safety of the youth is a paramount consideration. Youth and care manager must attend staffing which the independent living coordinator chairs.

After-Care Services: Title IV-E Independent Living services are available to any former foster youth who was in foster care upon turning 16 and left foster care prior to age 21. Based on Brevard Family Partnership's approval and the availability of Independent Living grant funding, all of the services available from the federal independent living grant are available to any youth who requests these services whether the youth was adopted, returned to the family or voluntarily exited foster care. These services must be discontinued on the 23rd birthday.

Extended Foster Care (EFC) Ages 18-21: If a youth is enrolled in high/GED/college, or is enrolled in a job training program or works at least 80 hours per month or has a documented disability that prevents any of the aforementioned that young person may opt to enroll in Extended Foster care, or youth may not receive any services provided by the federal Independent Living grant. The purpose of extended foster care is to assist the youth in completing the educational program. The youth may also apply for EFC via the Intake line at 321-752-3226 or may access the EFC application on the agency's website www.brevardfp.org. Any youth



who aged out of foster care at the age of 18 and did not achieve permanency may be considered for EFC eligibility.

Out of County Services (OCS): “Out of County Services” are requests for services or assistance that originate from intrastate, interstate or international sources. Requests for services may include, but are not limited to, abuse and neglect investigations, predisposition summaries, home evaluations, and courtesy supervision. Pursuant to section 61.20(2), Florida Statutes (F.S.), Brevard Family Partnership does not perform custody investigations, except when a Certificate of Indigence is issued by a Florida court, nor does Brevard Family Partnership conduct home evaluations for independent adoptions pursuant to section 63.125 F.S., unless there is not a licensed child-placing agency or professional available in the county where the prospective adoptive parent lives.

Interstate Compact For The Placement of Children (ICPC): The Interstate Compact on the Placement of Children (ICPC; see sections 409.401, et seq., F.S.), is administered by the central office (PDCFI). It is a statewide, direct service, operational program which assists Brevard Family Partnership staff in their efforts to place children with families in other states or foreign countries, or in a foster care placement pending reunification. It also approves all interstate adoptions.

Family Team Conferencing (FTC): Family team conferencing (wraparound) is the foundation of Brevard Family Partnership’s and Brevard C.A.R.E.S. philosophy and practice. Services are authorized through the family team process, outcomes are monitored, crisis and safety issues are planned for, and the inclusion of interagency partners promotes the integration of resources and minimizes the use of multiple plans to prevent fragmentation and duplication. Natural resources are explored and included to ensure families have adequate support to sustain them beyond discharge. The team process is central to the service delivery system as it promotes consensus amongst those closest to the family, a shared vision and joint responsibility for improved outcomes and success.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. ScarPELLI".

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

APPROVAL DATE: 11/6/2020