

Big Bend Community Based Care Policy & Procedure

Series: 700: Provider Network & Licensing

Policy Name: Foster Home Licensing

Policy Number: 701

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Regulation: 393.067 F.S.
409.175 F.S.
63 F.S.
65C-13.004 F.A.C.
65C-15.023 F.A.C.
65C-15.024 F.A.C.

Attachments:

Policy

It is the policy of BBCBC to meet the individual needs of children in out-of-home care and to ensure that all foster homes are licensed appropriately.

Procedure

A. General Information

1. BBCBC will maintain a tracking system to ensure all licensing documents are completed and obtained in a timely manner; this will include date of submission to Department of Children and Families (DCF).
2. The completed package which has been reviewed and signed by the Intake Placement Specialist or designee will be forwarded to DCF for final approval.
3. No person, family foster home or child caring agency will receive a child for continuing full time care or custody until they are licensed to provide such care. This requirement does not apply to
 - a. A person who is a relative of the child by blood, marriage or adoption;
 - b. A person approved to provide non-relative care;
 - c. A person who is a legal guardian;
 - d. A person who has received a child from another child placing agency for the purpose of adoption pursuant to Chapter 63, Florida Statute.
4. Monthly board payment rates are assigned based on the type of home, training level of care provided, and needs of the children being placed in the home. More detail can be found in policy number 700-708 Foster Care Rates.

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B. Licensing Process

1. BBCBC's contracted foster home management providers will conduct licensing studies on all newly recruited homes.
 - a. The study will assess the following areas:
 - i. Family's motivation for applying to become a foster family;
 - ii. Strengths, weaknesses and personal adjustment of each member of the household;
 - iii. Applicant's ability to provide for the social, medical, educational, and emotional needs of a child;
 - iv. Adjustment of any birth or adoptive children in the home;
 - v. Discussion of the family's religious orientation, if any;
 - vi. Applicant's attitude toward the parents of children placed in foster care;
 - vii. Applicant's child caring skills;
 - viii. Types of children who might be appropriate for placement with the family;
 - ix. Types of children who might be inappropriate for placement with the family; and
 - x. Discipline and child rearing practices.
 - b. The study and associated packet will include all other licensing requirements in accordance with 65C-13.
 - c. The study will include a recommendation regarding licensure of the home, in accordance with 65C-13, as well as capacity, gender, and age to be served.
2. BBCBC's contracted foster home management providers will complete all re-licensing activities for currently licensed homes.
 - a. The re-licensing study will assess the following areas:
 - i. Family's experience with fostering over the previous year;
 - ii. Strengths, weaknesses and personal adjustment of household members;
 - iii. The appropriateness of the currently licensed capacity to include age and gender factors.
 - b. The study and associated packet will include all requirements in accordance with 65C-13.
 - c. The study will include a recommendation regarding continued licensure of the home, as well as capacity, gender, and age to be served.
3. BBCBC's contracted foster home management providers may request approval from BBCBC for a three year license of an eligible licensed foster home.
 - a. The request will assess if the foster home meets the requirements in accordance with 65C-13.
 - b. The request will be submitted to BBCBC with a full relicensing packet. Packets should be submitted to BBCBC 60 days prior to the license expiration.
 - c. BBCBC will conduct a thorough review of the packet and application for three year license prior to submitting to DCF.
 - d. BBCBC will submit attestation re-licensing packets to DCF 30 days before the license expiration.

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- e. Yearly summaries and related documents will be submitted each year in between licensing years of the three year period in accordance with 65C-13.
4. BBCBC's contracted foster home management providers will submit all completed packets to BBCBC.
 - a. Re-licensing packets should be submitted to BBCBC 60 days prior to the license expiration;
 - b. BBCBC staff will conduct a thorough review of the re-licensing packet.
 - c. BBCBC staff will complete the attestation for foster home licensing notarized document and submit attestation packet to DCF.
 - d. BBCBC will submit attestation re-licensing packets to DCF 30 days before the license expiration;
 - e. BBCBC staff will assure that a complete and quality product is submitted to DCF;
 - f. BBCBC will log the receipt and subsequent submission of all licensing packets.
5. BBCBC, its subcontracted foster home management providers, and DCF will maintain open communication on all foster home related issues.
 - a. The above named parties will meet on a quarterly basis to discuss changes, needs, new initiatives, etc.
 - b. The above named parties will meet on an as needed basis to address concerns related to licensed foster homes. When applicable, this may include DCF Child Protective Investigations. Please refer to policy 800-807 Foster Home Referrals for more detail. Safety plans will be created with input from all parties as needed.
 - c. The above named parties will meet as needed to review concerns with any initial foster home applications and to develop a plan of action as applicable.
6. BBCBC's subcontracted providers will notify DCF licensing and BBCBC of all foster home closures.