

Big Bend Community Based Care Policy & Procedure

Series:	700: Provider Network & Licensing		
Policy Name:	Foster Home Licensing		
Policy Number:	701		
Origination Date:	03/09/09	Revised:	Board Meeting of 12/13/2018
Regulations:	Ch. 63, F.S. 393.067, F.S. 409.175, F.S.	65C-13, F.A.C. 65C-15, F.A.C.	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to meet the individual needs of children in out-of-home care and to ensure that all foster homes are licensed appropriately.

1. **General Information.** 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, F.S.
2. Monthly board payment rates are assigned based on the licensing category of the foster home, the training level required for the care provided, and the needs of the children placed in the home. For more regarding foster home board payments, see *BBCBC OP 700-708, Foster Care Rates*.
3. 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).

Procedure

A. Foster Home Management Responsibilities.

1. **Licensing Process.**
 - a. BBCBC's contracted foster home management providers will conduct licensing studies, and compile and submit completed licensing packets to BBCBC for all newly recruited homes.
 - i. Licensing studies and associated licensing packets will include all other licensing requirements in accordance with 65C-13, F.A.C., and this Policy.
 - ii. Completed foster home licensing applications will be submitted to BBCBC's designated Licensing Specialist for review.

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- iii. Initial foster home licensing applications that include a prior abuse report, special conditions report, foster care referral or other concerns will be jointly reviewed by BBCBC and its subcontracted foster home management provider to determine the appropriate course of action prior to signature.
- iv. This review will be documented in FSFN as a Provider Note.
- b. Upon signature the BBCBC Licensing Specialist will complete the Attestation for Foster Home Licensure form (DCF FSP 5357) and submit the application to DCF for issuance of the license.

2. Re-Licensing Process.

- a. BBCBC's contracted foster home management providers will complete all re-licensing activities for currently licensed homes.
- b. Re-licensing studies and associated packets will include all requirements in accordance with 65C-13, F.A.C., and this Policy.
- c. Completed foster home licensing applications will be submitted to BBCBC's designated Licensing Specialist for review and signature.
 - i. Initial foster home licensing applications that include a prior abuse report, special conditions report, foster care referral or other concerns will be jointly reviewed by BBCBC and its subcontracted foster home management provider to determine the appropriate course of action prior to signature.
 - ii. This review will be documented in FSFN as a Provider Note.
- d. Upon signature, BBCBC's Licensing Specialist will complete the Attestation for Foster Home Licensure form (DCF FSP 5357) and submit the application to DCF for issuance of the license.

3. Three-Year Re-Licensure.

- a. BBCBC's contracted foster home management providers may request approval from BBCBC for a three-year license of an eligible licensed foster home.
 - i. The request will assess if the foster home meets the requirements in accordance with 65C-13, F.A.C.
 - ii. The request will be submitted to BBCBC with a full relicensing packet. Packets should be submitted to BBCBC sixty (60) days prior to the license expiration.
 - iii. BBCBC will conduct a thorough review of the packet and application for a three-year license prior to submitting to DCF.
 - iv. BBCBC will submit attestation re-licensing packets to DCF thirty (30) days before the license expiration.

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- v. Yearly summaries and related documents will be submitted each year in between licensing years of the three year period in accordance with 65C-13, F.A.C.
4. **Licensure Packets.** BBCBC's contracted foster home management providers will submit all completed packets to BBCBC.
- a. Re-licensing packets should be submitted to BBCBC sixty (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 thirty (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. **Communication.** 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 *BBCBC OP 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. **[Closures].** BBCBC's subcontracted providers will notify DCF licensing and BBCBC of all foster home closures.