

Big Bend Community Based Care Policy & Procedure

Series:	700: Provider Network & Licensing	
Policy Name:	Foster or Adoptive Parents - Change in Location and Previously Licensed or Approved by Another Agency	
Policy Number:	702	
Origination Date:	03/09/2009	Revised: Board Meeting of 12/13/2018
Regulation:	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 evaluate applications from potential foster/adoptive parents to ensure that all foster/adoptive parents previously licensed and approved by another agency, circuit, state, or country receive background screening and assessment prior to issuing the family a license or approval.

Procedure

A. General Principles.

1. The BBCBC contracted Foster Home Management providers will be responsible for all licensing activities and will abide by the procedures outlined in 65C-13, F.A.C. This includes receiving and assessing applications from parents who were previously licensed within region, between regions, or from out of state.
2. If a previously licensed foster parent request includes bringing a child with them from another agency, circuit, state, or country, this procedure will be processed and approved before the child may come into the circuit. In the case of in-state transfers, a 30- to 90-day Provisional License may be requested on a case by case basis.
3. The BBCBC contracted Adoptions Unit will be responsible for all Adoption Home Study approvals, including receiving and assessing applications from parents who were previously approved to adopt within the state or from outside the state.
4. If the prospective foster or adoptive parent was licensed or approved in another state or country, they will complete the entire licensing/approval process including QPT training and home study.

B. Specific Requirements.

1. The licensing counselor will establish contact with the agency, circuit, state, or country that previously licensed this family and request the following documents:
 - a. Closure letter and letter of recommendation from the previous licensing entity.
 - b. Copy of previous license.
 - c. Home studies (initial and re-licensing).

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- d. QPT (Quality Parenting Training) certification or similar training certification. If the family is certified by a training program other than QPT, an outline of the training program will be provided for approval.
 - e. Any other documentation that will assist in assessing the family.
 - f. Child Abuse Clearance and Local Law Enforcement clearances from the sending state/county request.
2. The following tasks will be completed prior to licensing foster parents currently licensed within the state.
 - a. Request for the licensing file from the sending agency;
 - b. Application for License to Provide Out-of-Home Care for Dependent Children;
 - c. Updated home study;
 - d. Satisfactory environmental health inspection of the new residence;
 - e. Current floor plan, disaster plan, and evacuation plan;
 - f. Radon testing; and
 - g. Background screening.
3. All foster parents licensed from another state or county, or who were previously licensed, must complete the same tasks as initial licensure.
 - a. QPT training is good for five (5) years and will not have to be completed again if licensure is sought within that time period.
4. Families who have been approved to adopt within the state of Florida must meet all the requirements as specified in 65C-16, F.A.C., which may require:
 - a. Updated assessments and updated home study;
 - b. Reference checks; and
 - c. Background screening.
5. Families who apply to adopt a child in the care of the department who resides in another state or country must meet all the requirements through ICPC and international requirements.