

PROCEDURE

Series:	Operating Procedures	COA: NA CFOP: 170-11
Procedure Name:	Guardian Assistance Initial and Re-Licensing for Foster Homes	
Procedure Number:	OP1223	
Reviewed Date:	01/23/2020	
Revision Date:	N/A	
Effective Date:	07/01/19	

Applicable to: Brevard Family Partnership (BFP)

PURPOSE: To establish the licensing and re-licensing procedures for the Brevard Family Partnership (BFP) Guardian Assistance Program (GAP) Licensing staff to follow in order to meet the individual needs of children in out-of-home care and to ensure that all foster homes are licensed appropriately. Further, it is the policy to license and relicense all Relatives and Fictive Kin who meet the eligibility requirements for a Level I License.

POLICY:

References

39.6225, F.S., CFOP 170-11

Initial Licensing

General Information

1. All Guardian Assistance Program (GAP) licensing packets, both initial and re-licensures, will be completed by the assigned GAP Licensing Specialist and submitted to the GAP Licensing Supervisor and Director of Licensing for review and approval.
2. The GAP Supervisor will submit the attestation and supporting documents to DCF for issuance of license.
3. Brevard Family Partnership maintains a database and tracking system to ensure all GAP licensures are completed and reviewed in a timely manner including the date of submission to DCF.

Licensing Process

- A. The BFP Guardian Assistance Program (GAP) Licensing Specialist Team will conduct licensing studies plus compile and submit completed licensing packets to DCF for all Level 1 homes.
 - (1) GAP Licensing Specialist will make contact with the perspective Kinship.
 - (2) Caregiver within 48 business hours of receiving a Level 1 notification.

- (3) GAP Licensing Specialist will provide the perspective Kinship Caregiver with brochure for the GAP program. GAP Licensing Specialist will discuss all requirements and the process for licensure.
- (4) If the perspective Kinship Caregiver decides to pursue the license, GAP Licensing Specialist will complete the licensing study and the associated licensing packet in accordance with CFOP 170-11.
- (5) If the relative/fictive kin are not interested in moving forward with the Level 1 process, the GAP Specialist will obtain the caregiver's signature on the Notice of Non-Participation Form.
- (6) The Completed licensing packet will be submitted to the GAP Licensing Supervisor and Director of Licensing for review. This review will be documented in Florida's Safe Families Network (FSFN) as a Provider Note.
- (7) Initial licensing applications that include a prior abuse report, special conditions report, foster care referral or other concerns will be jointly reviewed by the BFP Licensing Team and DCF to determine whether a license shall be considered.

B. Upon satisfactory review and signature the GAP Supervisor will complete the Attestation form and submit the application to DCF for issuance of the license.

Re-Licensing Process

- (1) The GAP Licensing Specialist will complete all re-licensing activities for currently licensed level I homes.
- (2) Re-licensing studies and associated packets will include all requirements in accordance with CFOP 170-11 and this Policy.
- (3) Completed licensing packets will be submitted to GAP Supervisor and Director of Licensing Specialist for review and signature.
- (4) Upon signature, GAP Licensing Specialist will complete the Attestation form and submit the licensure packet to DCF for issuance of the license.

Licensure Packets

The GAP Licensing Specialist will submit all completed packets to the GAP Supervisor and Director of licensing for review and approval or designee.

- (1) Re-licensing packets should be submitted forty (40) days prior to the license expiration;
- (2) GAP Licensing Specialist will conduct a thorough review of the re-licensing packet;
- (3) GAP Licensing Supervisor will complete the attestation form and submit attestation packet to DCF;
- (4) GAP Licensing Supervisor will submit attestation re-licensing packets to DCF ten (10) days before the license expiration;

- (5) GAP Licensing Specialist and GAP Supervisor will assure that a complete and quality product is submitted to DCF;
- (6) GAP Licensing Supervisor will log the receipt and subsequent submission of all licensing packets.

Supports for All Foster Parents

The BFP GAP Licensing Team will provide ongoing support to all licensed out-of-home kinship caregivers through a minimum of quarterly contacts. Supports to caregivers may include, but are not limited to:

- Access to foster parent support groups;
- Service resources for children placed in the home;
- Service resources for caregivers;
- Mobile Response Team for crisis situations

Communication

The BFP GAP Licensing team and DCF will maintain open communication on all foster home related issues.

- (1) The above-named parties will meet on a monthly basis to discuss changes, needs, new initiatives, etc.
- (2) The above-named parties will meet on an as needed basis to address concerns related to licensed homes. When applicable, this may include DCF Child Protective Investigations. Safety plans will be created with input from all parties as needed.
- (3) The above-named parties will meet as needed to review concerns with any applications and to develop a plan of action as applicable.

Closures

The BFP GAP Supervisor or designee will notify DCF licensing of all foster home closures.

Denying or Revoking a License

- (1) 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.
- (2) Any reports made to the Abuse Hotline, as required by Chapter 415 F.S. and the outcome of the resulting investigation(s).
- (3) 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.
- (4) The length of time and frequency of the noncompliance with the licensing requirements or deficiencies in caring for children.
- (5) The date of written notification to the licensee as to the deficiency and the time given to the licensee to correct the deficiency.
- (6) BFP's licensing staff's efforts to help the licensee come into compliance.



(7) Barriers, if any, which prohibit the licensee from correcting the deficiencies.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

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

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

APPROVAL DATE: [3/20/2020](#)