

PROCEDURE

Series:	Operating Procedures	COA: N/A CFOP: N/A
Procedure Name:	Transfer of Cases Within and Between Circuits	
Procedure Number:	OP-1048	
Review Date:	02/03/12, 04/14/2020 4/16/24, 10/6/2025	
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Effective Date:	07/01/99	
Applicable to:	All FPOCF Staff and Contract Care Management Agencies, CLS	

PURPOSE: To establish general requirements for transferring Family Partnerships of Central Florida (FPOCF) cases from one county or judicial circuit to another within and between districts.

PROCEDURE:

References

Rule 8.205, Florida Rules of Juvenile Procedure.

Note: CFOP 175-48 repealed by DCF

Out of County Services Working Agreement among State of Florida Community Based Care Lead Agencies

General Requirements

The transfer of an active case from one county or judicial circuit to another within an individual district or between districts shall be handled as follows:

- (a) In both inter- and intra-district transfers, prior to the transfer of a case from one agency to another agency in a different county or judicial circuit, the sending agency must secure the agreement of the receiving agency that it will accept the case. Communications regarding the transfer must occur through the FPOCF OCS/ICPC liaisons and the FPOCF Case Management and Permanency Administrator, and the agreement must be confirmed in writing. Approval must be given by FPOCF Case Management and Permanency Administrator. If there is an issue that cannot be resolved between the sending and receiving program directors.
- (b) The sending agency must inform the receiving agency of the reason for requesting the transfer, the progress made in the case thus far, and the issues that make continued services necessary. The sending agency must complete, sign and date the Transfer of Jurisdiction Form. (see attached) Efforts to maintain consistent services must be given highest priority.

Each request for transfer of jurisdiction should be evaluated on a case-by-case basis. However, in order for a case to be considered for transfer of jurisdiction, the case shall meet the following guidelines: (a) the child(ren) in the case must be adjudicated dependent; (b) the parent(s) must have resided in the receiving county for a minimum of 3 months; (c) there is an existing request

for case plan assistance; (d) the parent(s) should be demonstrating positive behavioral changes, and (e) approval from Children's Legal Services (CLS) from the sending and receiving counties

- (c) In court ordered cases when a transfer of jurisdiction is desired, the sending agency **must** secure the written agreement of the receiving agency (to include the position of the CLS attorney), pursuant to paragraphs a and b above, prior to the sending agency's child welfare attorney filing a motion for transfer of jurisdiction. The sending agency **must not** transfer the case file to the receiving agency until the court in the sending agency's jurisdiction has entered an order transferring its jurisdiction and certifying the case to the court in the receiving agency's jurisdiction. The sending court must furnish all parties, the clerk, and the state attorney of the receiving court with a copy of the order of transfer within five (5) days. The sending agency should also furnish a courtesy copy of the motion for transfer of jurisdiction to the receiving agency at the time the motion is filed.
- (d) The receiving agency must provide a response within five business days of receipt of the request. The response must be documented in FSFN and sent to the sending agency via email.
- (e) The sending agency must ensure the case record is updated and terminate its FSFN (Florida Safe Families Network) provider record, using the date agreed upon with the receiving agency as the transfer date for the FSFN termination date, and using the appropriate termination status code to indicate the type of transfer. A short, concise written transfer summary should be included in the case file. The original agency case record must be sent by certified mail within five (5) working days from receipt of written acceptance from the receiving agency, or, in court ordered cases, from entry of an order transferring jurisdiction or as directed in the court order of transfer. No case should be transferred within 30 days of a court hearing already scheduled in the sending jurisdiction. A copy of the case file and documentation of the case transfer must be kept in the sending agency. Transfer of the court file is accomplished through the respective court clerks' offices.
- (f) Upon receipt of the original case file (including the original birth certificate and social security card for each child), the receiving agency must ensure that the case record is stamped and dated as received, that a new FSFN provider record is added for the receiving agency using the same transfer date agreed upon with the sending agency as the FSFN initiation date, that FSFN is updated to reflect changes in client demographic information and living arrangements, and that there is no lapse in services. Within 5 working days of receipt, the receiving district shall notify the sending district of receipt and discuss any remaining relevant issues.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 10/31/2025

