

PROCEDURE

Series:	Operating Procedures	COA:
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CFOP:

Procedure Name: Identification of Children

Procedure Number: OP1083

Reviewed Date: 02/29/16, 04/16/24

Revision #/Date: (3) 03/12/12, (4) 08/26/2020, 10/02/25

Effective Date: 09/30/04

Applicable to: All FPOCF Staff and Contract Providers

PURPOSE:

This operating procedure describes the procedure for photographing, fingerprinting and obtaining birth verification for children under court ordered supervision of Family Partnerships of Central Florida or its designee. The purpose of obtaining these documents (photographs, fingerprints and birth verification) is to serve as a means of child identification. Release of photographs and/or fingerprints shall be confined only to the purpose of identification of missing children. Any exceptions to this usage will require the authority of the courts.

Scope:

This operating procedure is applicable to all Family Partnerships of Central Florida staff and its designees who work with children under court-ordered supervision, in both out-of-home care and in-home care. This operating procedure does not apply to children under in-home non-judicial services supervision or young adults formerly in foster care who have reached the age of 18.

References:

Florida Administrative Code 65C-30.004 Identification of Children

Florida Administrative Code 65C-30.007 (12) Case Management Responsibilities

Specific Authority 39.012, 39.0121(3), (13), 39.5075(8), 63.202 FS. Law Implemented 39.4085(6), 39.5075, 63.162(2) FS. History–New 5-4-06

Definitions

- a. “Designee” means a person, contractual provider or other agency or entity named by Family Partnerships of Central Florida.
- b. “In-Home Supervision” means supervision provided to families and children living in their own homes, including children and families who are in post-placement supervision status.
- c. “Out-of-Home Care” means the placement of a child, arranged, and supervised by Family Partnerships of Central Florida or its designee, outside the home of the child’s custodial parent. This includes placement in licensed (i.e., shelter, foster home, group home) and non-licensed (i.e., relative, and non-relative) settings.

- d. “Non-Judicial In Home Services” means that the family has consented to receive services from Family Partnerships of Central Florida or its designee, without court intervention.

PROCEDURE:

I. Photographs

- A. The process of obtaining photographs may be uncomfortable and frightening to some children. During this process, the child’s feelings and concerns must be considered.
- B. The child’s identity shall be verified by the Care/Case Manager, or other staff person familiar with the child. The photograph and identifying information shall be maintained in FSFN.
- C. All children under court ordered in-home supervision shall be photographed within fifteen days after the case transfer staffing (also known as the MDT meeting).
- D. All children placed in out-of-home care shall be photographed within seventy-two hours of the beginning of a removal episode.
- E. Upon return to care, any child who has been on runaway status shall have his or her photograph taken immediately. The exception to this requirement is when a child’s appearance has not significantly changed since a prior photograph was taken.
- F. All children and sibling groups available for adoption who are required to be registered on the Adoption Exchange System will have a photograph on the site. Note: any child age 12+ must be consulted regarding photo selection.
- G. Photographs shall be updated as follows:
 - 1. For children fifty-nine months or less of age, every six months; and
 - 2. For all other children, annually
- H. If the parent or caregiver refuses to allow the care/case manager access to the child under in-home supervision or in out-of home care for the purpose of obtaining photographs:
 - 1. The care/case manager will document diligent efforts to obtain the photograph in the Florida Safe Families Network (FSFN) chronological notes.
 - 2. The care/case manager, in conjunction with Children’s Legal Services, will request an order from the court for authorization to obtain the initial photograph, within 15 days of the order being signed, and to update the photograph per the schedule of once every 6 months for ages zero to fifty-nine months and once per year for ages sixty months until the child reaches the age of 18.
- I. For children placed out of state, the care/case manager is required to complete the following tasks:
 - 1. The caregiver will also be asked to follow up with photographs every 6 months for children ages zero to fifty-nine months and annually for every child aged sixty months until the child reaches the age of 18. The caregiver will be asked to send a photo to the care/case manager for filing in the child’s case record and uploading into FSFN.
 - 2. Some caregivers may not have cameras and may be unable or unwilling to take photographs. In these cases, the care/case manager must make diligent efforts to document his/her efforts to inform the caregiver of the need for photographs. These efforts must be clearly documented in the case file.

- J. All children that are to be placed out of state will have photographs taken prior to leaving Florida for placement out of state. The caregiver will also be asked to follow up with:
photographs every 6 months for children ages zero to fifty-nine months and annually for every child age sixty months until the child reaches the age of 18. The caregiver will be asked to send a photo to the care/case manager for filing in the child's case record.
- K. As soon as the out of state placement or courtesy supervision request is approved by the receiving state or district/region, the sending district will ensure that a recent photograph is provided to the receiving state or district/region.
- L. For children sent to Florida from another state or when a child is sent from one district/region of the state to another for courtesy supervision, it is the responsibility of the worker supervising the child to maintain a current photograph of the child in his/her case record and be updated accordingly. The child's photograph is maintained in the case record of the district/region that is providing the courtesy supervision.
- M. Documentation of Photographs
 - 1. The child must be positioned for a full facial photograph, from the shoulders to the top of the head. Color photographs are preferred. However, black and white photographs are acceptable.
 - 2. The photograph will be maintained in FSFN and the Family Partnerships of Central Florida's hard copy case file. When a child is placed out-of district, copies will be maintained in the case file where supervision is occurring.
 - 3. The care manager will utilize a digital camera or cell phone to take the photographs. These photographs must be uploaded into FSFN within 48 business hours of taking the photograph. This must be updated with each subsequent photograph.

II. Fingerprints

- A. The process of obtaining fingerprints may be uncomfortable and frightening to some children. During this process, the child's feelings and concerns must be considered.
- B. Fingerprints of children are only taken when a child is recovered from a missing child episode. If the caregiver refuses to allow the care/case manager access to the child for the purpose of obtaining fingerprints, the care/case manager will document his/her diligent efforts to obtain the fingerprints in the Florida Safe Families Network chronological notes. The care/case manager, in conjunction with Children's Legal Services, will request an order from the court for authorization to obtain the fingerprints.
- C. Fingerprints are not required for children under in-home supervision.
- D. These fingerprints shall be used only to identify a child who has gone missing.

III. Birth Verification

- A. All children under court ordered in-home supervision shall have documentation of birth verification within 15 days after the case transfer staffing (also known as the MDT Meeting).
- B. All children entering out-of-home care shall have documentation of verification of the child's birth within fifteen days from initial placement. Refer to paragraph 65C-30.004(3)(c), F.A.C., for children born out-of-state or out-of-country and has not established legal alien status.

1. For children placed in licensed out of home care a certified copy of the child's birth certificate will be required. (Florida Administrative Rule 65C-13.010 (5) (d) 12.)
 2. For children placed in relative or non-relative care any of the above defined methods of birth verification listed in paragraph 6a may be obtained.
- C. Verification of the child's birth may be obtained by photocopying the child's birth certificate, contacting the in-state or out-of-state Office of Vital Statistics to request a printout that verifies the birth information or by accessing the vital statistics information and obtaining a certified copy of the child's birth certificate.

IV. Determination of Citizenship and Required Actions for Children Who Are Not U.S. Citizens.

For each child adjudicated dependent due to abuse, neglect or abandonment, the care/case manager shall determine whether the child is a U.S. citizen.

A. If the child is not a U.S. citizen, the care/case manager shall determine whether the permanency plan for the child will include remaining in the United States or whether there is an option for a safe reunification with the parent or legal guardian located in another country. This includes a consideration of whether the parents or legal guardian can successfully complete a case plan.

B. If the permanency plan will include the child remaining in the United States, and the child is in need of documentation to effectuate this plan, the care manager shall refer the case to an authorized legal services immigration provider for a determination as to whether the child "may be eligible" for special immigrant juvenile (SIJ) status [see 8 C.F.R. §204.11(a)] or other immigration relief.

C. Within 60 days of an order finding that the child is eligible for SIJ status, the care/case manager shall assure that contracted or pro bono legal services have sufficient documentation to file a petition for SIJ status and the application for adjustment of status to the appropriate federal authorities on behalf of the child.

1. The care/case manager shall give the legal services provider proof of the child's age. This proof may include a passport or some other official foreign identity document issued by a foreign government. Any foreign document must be translated into English. If such a document is not available, the care/case manager must discuss with either the legal services provider or CLS the possibility of obtaining a court Order with specific findings regarding the child's age.
2. If a child has also been adjudicated delinquent, the care/case manager shall obtain all DJJ records and give them to the legal service provider to submit with the federal application for SIJ status. These records must be certified copies of the records of disposition.

V. Documentation Requirements

- A. All case work activity pertaining to compliance and attempted compliance with the requirements of this operating procedure will be entered into the child's Florida Safe Families Network case record.
- B. All hard copy documents (fingerprint cards, birth verification documents and photographs) will be maintained in the appropriate district/region designated section of the child's case file. For children out-of-county, documents are located in the file where supervision is occurring. Family Partnerships of Central Florida may elect to store digital photographs in a central database.

VI. Identifying Information in Adoption Records.

- A. At the time of adoption finalization, it is the responsibility of the Adoption Support Coordinator to coordinate with the adoptive parents to determine whether the child will have a new Social Security Number (SSN) or be retaining the same SSN after adoption. To avoid variations in practice for handling the problem, one of the two following alternatives shall be used, as appropriate:
 - 1. **Child Retains the Old SSN.** If the child will retain the same SSN after adoption, the client demographic record associated with the child during adoptive placement in the Statewide Automated Child Welfare Information System (SACWIS) shall have an additional client identification number (ID) of a pseudo identification number (initials of child's birth name and date of birth). The child's birth name shall remain in this demographic record and this pseudo ID shall be recorded as an additional ICWSIS ID type for the child in SACWIS. The Services Worker is responsible for recording the pseudo ID as an additional ICWSIS ID type before the case is closed at the time of finalization. The old SSN shall remain associated with the SACWIS record. All adoption subsidy payments after finalization shall continue to be recorded in FSN under the pseudo ID. No split of demographics is necessary for purposes of making subsidy payments. New services that are provided and recorded in SACWIS (e.g., new abuse report in the adoptive home or provision of post-adoption services), and/or CMS (e.g., ongoing Children's Medical Services), after adoption finalization shall be associated with a new demographic record with the child's adoptive name and with the SSN as the client identification number. In no case shall the pre-and post-adoptive names both appear on the same SACWIS record.
 - 2. **Child Receives a New SSN.** If the child will receive a new SSN after adoption, the old SSN shall be left in the SACWIS records during the adoptive placement with the child's birth name and shall continue to be used to record ongoing subsidy payments. New services shall be recorded under a new demographic record with the new SSN and the child's adoptive name (though a pseudo client identification number may be used after the adoption finalization while the new SSN is being obtained, and updated to the new SSN as soon as it is received).
- B. If the child is receiving public assistance or Medicaid, the Care Manager shall notify Economic Self-Sufficiency about the new SSN.



BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink, reading "Philip J. Scarpelli", is written over a horizontal line.

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

APPROVAL DATE: 10/28/2025