

## PROCEDURE

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<b>Series:</b>	<b>Operating Procedures</b>	<b>COA: NA</b> <b>CFOP: 170-11</b>
<b>Procedure Name:</b>	Level I Initial and Re-Licensing for Foster Homes	
<b>Procedure Number:</b>	OP1223	
<b>Reviewed Date:</b>	01/23/2020, 4/16/24, 10/17/2025	
<b>Revision Date:</b>	(1) 10/17/2025	
<b>Effective Date:</b>	07/01/19	

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**Applicable to:** Family Partnerships of Central Florida (FPOCF)

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**PURPOSE:** To establish the licensing and re-licensing procedures for the Family Partnerships of Central Florida (FPOCF) Level I Licensing staff to follow 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.

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**POLICY:**

### References

39.6225, F.S., CFOP 170-11

### Initial Licensing

#### General Information

- (1) All Level I licensing packets, both initial and re licensures, are completed by the assigned Licensing Specialist and submitted to the Licensing Supervisor for review and approval.
- (2) The Licensing Supervisor submits the attestation and supporting documents to DCF for issuance of license.
- (3) Family Partnerships of Central Florida maintains a database and tracking system to ensure all Level I licensures are completed and reviewed in a timely manner including the date of submission to DCF.

#### Licensing Process

A. The FPOCF Level I Licensing Specialist Team conducts licensing studies and submits completed licensing packets to DCF for all Level 1 homes.

- (1) Level I Licensing Specialist contacts the prospective caregiver within 48 business hours of receiving a Level 1 notification.
- (2) The assigned Dependency Care Manager (DCM) will provide the prospective Kinship Caregiver information about the Level 1 program and the benefits included.
- (3) If the relative/fictive kin are not interested in moving forward with the Level 1 process, the assigned DCM obtains the caregiver's signature on the Notice of

Non-Participation Form and uploads the form to Florida's Safe Families Network (FSFN).

- (4) If the prospective Kinship Caregiver decides to pursue the license, the Level I Licensing Specialist will complete the licensing study and the associated licensing packet in accordance with CFOP 170-11.
- (5) The Completed Licensing Packet is submitted to the Level I Licensing Supervisor for review. This review is documented in FSFN as a Provider Note.
- (6) A request for a Licensing Process Review Committee (LPRC) will be submitted to DCF for any initial licensing applications that include 3 - prior abuse reports, special conditions report, foster care referrals or other concerns. The licensing specialist will provide an assessment of the past reports and how they affect or do not affect the caregiver's ability to safely care for the child(ren). During the LPRC meeting, the assessment is jointly reviewed by the FPOCF Licensing Team and DCF to determine whether a license should be recommended.

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

### **Re-Licensing Process**

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

### **Licensure Packets**

The Level I Licensing Specialist will submit all completed packets to the Level I Supervisor for review and approval or designee.

- (1) Re-licensing packets should be submitted by the licensing specialist to the supervisor within 15 working days of license expiration.
- (2) Level I Licensing Specialist will conduct a thorough review of the re-licensing packet.
- (3) A request for an LPRC will be submitted to DCF for any initial licensing applications that include 3 - prior abuse reports, special conditions report, or foster care referrals or other concerns. The licensing specialist will provide an assessment of the past reports and how they affect or do not affect the caregiver's ability to safely care for the child(ren). During the LPRC meeting, the assessment is jointly reviewed by the FPOCF Licensing Team and DCF to determine whether a license should be recommended.
- (4) The Level I Licensing Supervisor completes the attestation form and submits attestation packet to DCF.
- (5) The Level I Licensing Supervisor submits attestation re-licensing packets to DCF ten (10) working days before the license expiration.

- (6) The Level I Licensing Specialist and Supervisor ensure that a complete and quality product is submitted to DCF.
- (7) The Level I Licensing Supervisor logs the receipt and subsequent submission of all licensing packets.

### **Support for All Foster Parents**

The FPOCF Level I Licensing Team provides 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

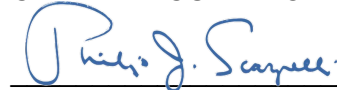
### **Closures**

The FPOCF Level I Supervisor or designee will notify DCF licensing of all foster home closures.

### **Denying or Revoking a License**

- (1) Before deciding that a license will be denied or revoked, the following actions/occurrences must be fully and completely documented in the FPOCF's licensing file and reported in writing to the Central Region Licensing 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) FPOCF'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 PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



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

APPROVAL DATE: 11/11/2025

