

PROCEDURE

Series: Operations

Operating Procedures

COA:

CFOP:

Procedure Name: Transportation and Storage of Belongings

Procedure Number: OP1235

Revision #/Date: N/A

Review Date: N/A

Effective Date: 08/01/2026

Applicable to: FPOCF staff and its subcontracted agencies

PURPOSE:

In accordance with Florida law governing the rights of children in out-of-home care, Family Partnerships of Central Florida has established this procedure for storing and transporting belongings for children and young adults.

PROCEDURE:

References: F.S. 39.4085

1. This operating procedure pertains to dependent children in out-of-home care and young adults receiving independent living services through Family Partnerships of Central Florida or any of its subcontracted case management agencies.
2. Storing of children's belongings in FPOCF office space:
 - A. For any child or young adult whose items need to be stored long term in one of the FPOCF service centers due to extenuating circumstances of placement restrictions, runaway, or incarceration, the case management agencies follow the following procedure:
 - i. Each Case Management Agency/Team will have a point of contact identified to oversee the process of packing and storing belongings. The POC information will be provided to FPOCF Sr. Director of Operations.
 - ii. The Case Management Agency/Team point of contact will ensure belongings are stored in storage bins with secure lids provided by FPOCF and labeled with the child's name, description of items, date the belongings arrived at the service center, and a note as to why belongings are being stored at the service center (i.e. runaway, SIPP facility, DJJ facility, etc.)
 - iii. The storage bins are stored in a secure location or office within the service center. Children/young adults are not permitted to enter the storage room; only case management, support staff, or FPOCF staff have access.
 - iv. Once the child/young adult is in a permanent placement that allows for their belongings to be returned and placed with them, it is the responsibility of the case management organization to make arrangements to bring the belongings to the child/young adult.
3. Transportation of belongings:

- A. For any child or young adult who needs their belongings transported from one location to another, the case management agency must ensure all belongings are clean, organized, and packed into suitcases and/or other appropriate forms of luggage.
 - i. The use of garbage, lawn bags, or other inappropriate forms of luggage is never permitted.
- B. If any case management agency or team is unable to obtain proper luggage, the Sr. Director of Operations for the respective county is contacted by the CMA for assistance.

BY DIRECTION OF THE PRESIDENT AND
PRESIDENT AND CHIEF EXECUTIVE
OFFICER:



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

APPROVAL DATE: 08/21/2026