



State of Florida  
Department of Children and Families

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Governor

George H. Sheldon  
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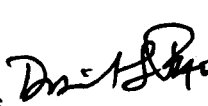
**DATE:** March 19, 2010

**TO:** Regional Directors

**THROUGH:** <sup>Patricia Ballard for Pete Digre</sup> Pete Digre, Assistant Secretary for Operations  
David L. Fairbanks, Assistant Secretary for Programs  
Peggy Sanford, Assistant General Counsel

**FROM:** Alan Abramowitz, State Director, Office of Family Safety

**SUBJECT:** New Guidance Regarding General Over Capacity and Assessment Approvals  
**ACTION REQUIRED:** Disseminate to Regional Licensing Staff, Community-Based Care Licensing Staff and Contract Managers  
**Due Date:** Effective Upon Receipt



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**PURPOSE:** The purpose of this memorandum is to provide information about a change in practice/policy regarding signature requirements for over capacity assessment approvals.

**BACKGROUND:** Florida Administrative Code 65C-13.032(3)(a) requires written approval of assessments by the Regional Administrator or Community-Based Care Chief Executive Officer (CBC CEO), prior to the placement of a child when the capacity of the home will exceed five children, including the caregiver's biological or adopted children or have more than two infants under twenty-four months of age.

In reviewing the current procedures, it has become evident that obtaining high level signatures after hours or on weekends is difficult for those tasked with finding placements for children coming into care.

Pending the revision of Florida Administrative Code 65C-13, the following language will serve as policy regarding obtaining signature approval prior to placement in the above described situations.

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

**Monday – Thursday, approval assessments for placements made after normal business hours:**

- Prior to placement the supervisor or a designee shall give verbal approval or approval via text message
- Supervisor shall sign the assessment the next business day OR if the supervisor is on-call, the approval assessment shall be signed prior to placement
- Approval assessment shall be signed by the Regional Director or CBC CEO the next business day

**Friday – approval assessments for placements made after normal business hours:**

- Prior to placement the supervisor shall give verbal approval or approval via text message
- Supervisor shall sign the assessment the following Monday OR if the supervisor is on-call, the approval assessment shall be signed prior to placement
- Approval assessment shall be signed by the Regional Director or CBC CEO the following Monday

**Saturday:**

- Prior to placement, the supervisor shall give verbal approval or approval via text message
- If the supervisor is on-call, the approval assessment shall be signed prior to placement
- Approval assessment shall be signed by Supervisor, Regional Director or CBC CEO the following Monday

**Sunday** – The schedule for Saturday will be in effect until 6:00 am Monday morning.

The contract oversight unit shall utilize this schedule when monitoring child-placing agency files.

**ACTION REQUIRED:** Disseminate this guidance to CBC CEO's and contract staff.

**CONTACT INFORMATION:** For additional information, please contact Stacey Cleveland at 850-921-8833 or email [Stacey\\_Cleveland@dcf.state.fl.us](mailto:Stacey_Cleveland@dcf.state.fl.us).