



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

DATE: December 22, 2017

TO: Regional Managing Directors
Community-Based Care Lead Agency CEOs
Sheriff's Offices Conducting Child Protective Investigations

THROUGH: David L. Fairbanks, Deputy Secretary 

FROM: JoShonda Guerrier, Assistant Secretary for Child Welfare 
Vicki Abrams, Assistant Secretary for Operations 

SUBJECT: CFOP 170-12 – Adoptions

PURPOSE: The operating procedure for Adoptions has been updated. The revised CFOP 170-12 – Adoptions, adds two new chapters and revises the policy for the Community-Based Care Incentive program.

BACKGROUND: In January 2016, the Office of Program Policy Analysis and Government Accountability (OPPAGA) released a report that recommended that the Department initiate a work group to develop a standardized statewide adoption target formula. In spring 2016, the Adoption Target Work Group met with the goals of developing a standardized adoption target formula and creating a standardized adoption target approval process. The work group included representation from each DCF Regional Family Safety Office and each Community-Based Care Lead Agency. The work group concluded in September 2016, achieving the established goals of having both a recommended standardized adoption target formula and approval process.

The Adoption Target Methodology, negotiation and approval process outlined within CFOP 170-12 was piloted by the Community- Based Care Lead Agencies and DCF Regional Family Safety Offices for fiscal year 2017-2018. This revision adds Chapter 4, Yearly Adoption Targets, and Chapter 5, Adult Adoption. The policy for the Community-Based Care Incentive program established by section 409.1662, Florida Statutes has also been revised.

ACTION NEEDED: Please share this memorandum with all child welfare professionals (child protective investigation staff, case managers, and supervisors), case management providers, and other service providers as appropriate.

CONTACT INFORMATION: If you have any questions or require additional information about this operating procedure, please contact Valerie Proctor, Adoption Specialist,

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

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cc: Rebecca Kapusta, Assistant Secretary for Operations
Regional Family and Community Services Directors
Center for Child Welfare

CF OPERATING PROCEDURE
NO. 170-12

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, December 22, 2017

Child Welfare

ADOPTIONS

This operating procedure provides guidance and minimum procedure requirements to promote adoption for foster children who have an adoption goal or have been determined to be on the path toward adoption. The guidance includes the necessary processes and services for the child and the potential or approved adoptive parent(s) prior to and after the adoption is finalized.

This operating procedure is applicable to all Department child welfare staff, child welfare community-based providers, child welfare subcontracted case management organizations, and all circuit/regional child protective and sheriff's office child protective investigations staff.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

JOSHONDA GUERRIER
Assistant Secretary for
Child Welfare

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

Added Chapter 4, Yearly Adoption Targets, and Chapter 5, Adult Adoption. Revised policy for the Community-Based Care Incentive program established by section 409.1662, Florida Statutes.

This operating procedure supersedes CFOP 170-12 dated March 18, 2016.

OPR: Office of Child Welfare

DISTRIBUTION: X: OSGC; ASGO; Region/Circuit Child Welfare staff.

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Chapter 1
MAINTENANCE ADOPTION SUBSIDY

(Draft Pending)

Chapter 2
MEDICAL ASSISTANCE

(Draft Pending)

Chapter 3

ADOPTION APPLICANT REVIEW COMMITTEE

(Draft Pending)

Chapter 4

YEARLY ADOPTION TARGETS

4-1. Purpose. Maintenance Adoption Subsidy is funded through federal and state funds. To ensure that the Department is constructing accurate annual Legislative Budget Requests for Maintenance Adoption Subsidies, a standardized statewide method for establishing annual adoption finalization targets is essential.

4-2. Common Population Adjustments and Barriers. Common population adjustments and barriers are circumstances specific to an individual case that may impact the timeliness of an adoption finalizing, such as the following:

a. "Children over the age of 12" refers to a child described in Rule 65C-16.005(a), Florida Administrative Code, who must consent to the adoption.

b. "Large sibling group" consists of three or more children when recruitment for a single adoptive home is taking place.

c. "Medically complex" is a child with physical, hearing or visual impairments that significantly affect the child's day to day functioning.

d. "Developmental disability" refers to a child who has a developmental disability of autism, cerebral palsy, intellectual disabilities, Down syndrome, Prader-Willi syndrome, Phelan-McDermid syndrome, spina bifida, or children age 3-5 who are at a high risk of a developmental disability who are being served by Agency for Persons with Disabilities.

e. "Extensive behavioral challenges" refers to a child's behaviors that are of such intensity, frequency or duration that the physical safety of the child or another person is negatively impacted.

f. "Sexually reactive" refers to a child who has been exposed to or has had direct contact with inappropriate sexual activities, sexual behaviors or relationships and has then begun to engage in or initiate sexual or sexualized behaviors, activities, interactions or relationships that include excessive sexual play, inappropriate sexual comments or gestures, mutual sexual activity with others or sexual molestation and abuse of other children.

g. "Judiciary trends" refers to pertinent changes in judicial leadership and practices that directly impact the outcome of cases with the permanency goal of adoption.

h. "Termination of parental rights appeal" is the period of time in which the First District Court of Appeal hears and renders a decision regarding the ruling of the termination of parental rights of the biological parents.

i. "Adoption applicant appeal time" refers to the period of time in which a Chapter 120, Florida Statutes, appeal hearing occurs and a ruling is provided.

j. "Interstate Compact on Placement of Children (ICPC) adoption home study time frame" refers to the period of time in which the completion and receipt of an ICPC adoption home study request to a receiving state is returned to the sending Community-Based Care Lead Agency.

k. "Out-of-County Services (OCS) adoption home study time frame" refers to the period of time in which the completion and receipt of an OCS adoption home study request to a receiving county is returned to the sending Primary Community-Based Care Lead Agency.

l. “Children returned to care due to dissolutions” refers to children who were previously adopted who have returned to foster care due to the termination of parental rights of their adoptive parent(s).

m. “Multiple families applying to adopt a child” refers to the review of more than one application to adopt a specific child.

n. “Crossover youth” refers to any youth who has experienced maltreatment and has engaged in or has had involvement with the juvenile justice department. Within the juvenile justice and child welfare systems, a crossover youth can have both cases closed, one open and one closed, or both cases open.

4-3. Target Setting.

a. The Office of Child Welfare will review adoption data and trends from the previous fiscal years and establish the initial recommended target number of adoptions to be finalized for the upcoming fiscal year by each Community-Based Care (CBC) Lead Agency.

b. The Office of Child Welfare will pull data from Florida Safe Families Network (FSFN) for a 12-month period beginning January 1st through December 31st of the preceding year to be used to calculate the adoption target.

c. The Adoption Target Formula. The adoption target formula is $(\text{Group 1} + \text{Group 2}) \times (1 + \text{Group 3}) = \text{Target Number of Adoptions to be finalized in upcoming fiscal year}$ (see example in Attachment 1 to this chapter). The “groups” are calculated as follows:

(1) Group 1.

(a) Calculate the statewide number of children adopted by December 31st in the previous calendar year who on January 1st of the previous calendar year had achieved Termination of Parental Rights and had a goal of adoption.

(b) Divide by the statewide number of children available on January 1st of the previous calendar year who met the criteria of having achieved Termination of Parental Rights and having a goal of adoption.

(c) Multiply the fraction calculated in steps (a) and (b) above by each CBC Lead Agency’s children available who have achieved Termination of Parental Rights and have a goal of adoption on January 1st of the current calendar year.

(2) Group 2.

(a) Calculate the statewide number of children adopted by December 31st in the previous calendar year who are not in Group 1, but were in out-of-home care 12 months or longer on January 1st of the previous calendar year.

(b) Divide by the statewide number of children who are not in Group 1, who were in out-of-home care 12 months or longer on January 1st of the previous calendar year.

(c) Multiply the fraction calculated in steps (a) and (b) above by each CBC Lead Agency’s children not in Group 1 who were in out of home care 12 months or longer on January 1st of the current calendar year.

(3) Group 3.

(a) Calculate the statewide number of children not in Group 1 or 2 who were adopted between January 1st and December 31st of the previous calendar year.

(b) Divide by the statewide total number of adoptions between January 1st and December 31st of the previous calendar year.

d. Adoption targets also will be calculated based on the 75th percentile of the statewide mean of children available for adoption in the fiscal year.

4-4. Review and Analysis of Cases.

a. The recommended adoption target for each CBC Lead Agency with the associated client list report will be forwarded to the respective Department Regional Leadership for dissemination between January 1st and March 15th.

b. The Department Regional Staff will review the recommended adoption target and discuss historical trends for their region.

c. The CBC Lead Agencies will conduct an initial review of the client list associated with the adoption target and identify common population adjustments and barriers to the recommended adoption target.

d. Department Regional Staff and CBCs will review the data and conduct case analysis between March 16th and April 30th of the state fiscal year for adoption target data from the preceding state fiscal year. The review will serve as a validation of the recommended target number of adoptions.

4-5. Negotiations.

a. The CBC Lead Agency must submit the agency's projected target of adoptions to be finalized and supporting documentation to the Department Regional Leadership team.

b. Formal and/or informal negotiations between the Department Regional Team and CBC Lead Agency shall occur between May 1st and May 31st.

c. If an agreement cannot be reached, additional consultation regarding adjustments to the recommended adoption target numbers will be held between the Department Regional Leadership team, the CBC Lead Agency, the Office of Assistant Secretary of Operations, the Assistant Secretary for Child Welfare and the Office of Child Welfare.

d. A detailed client list review is required with all recommended targets from the CBC Lead Agency.

e. Upon agreement of the adoption target, the CBC Lead Agency will provide written notice to the Department Regional Staff as to the acceptance of the adoption target.

f. The Department Regional Contract Manager will forward the proposed adoption target number to the Assistant Secretary of Operations, the Assistant Secretary for Child Welfare and the Adoption Policy and Program Specialist within the Office of Child Welfare.

4-6. Approval of Adoption Target Number.

a. Upon agreement, the Assistant Secretary for Operations will provide notice to the Department Regional Office of the approved final adoption target number.

b. The Department Regional CBC Contract Manager will forward the final approved adoption target number to the CBC Lead Agency.

c. The Department Regional Contract Manager will update the CBC Lead Agency's contract to reflect the final approved adoption target number and notify the Adoption Policy and Program Specialist of the final adoption finalization target.

d. CBC Lead Agencies are responsible for notifying all contracted case management organizations regarding the final approved adoption target.

e. All adoption target numbers must be approved and finalized no later than the last business day in June with an effective date of July 1st of the new state fiscal year.

f. See Attachment 2 to this chapter for an overview of the Adoption Target Setting/Negotiation Process.

Adoption Target Formula Example

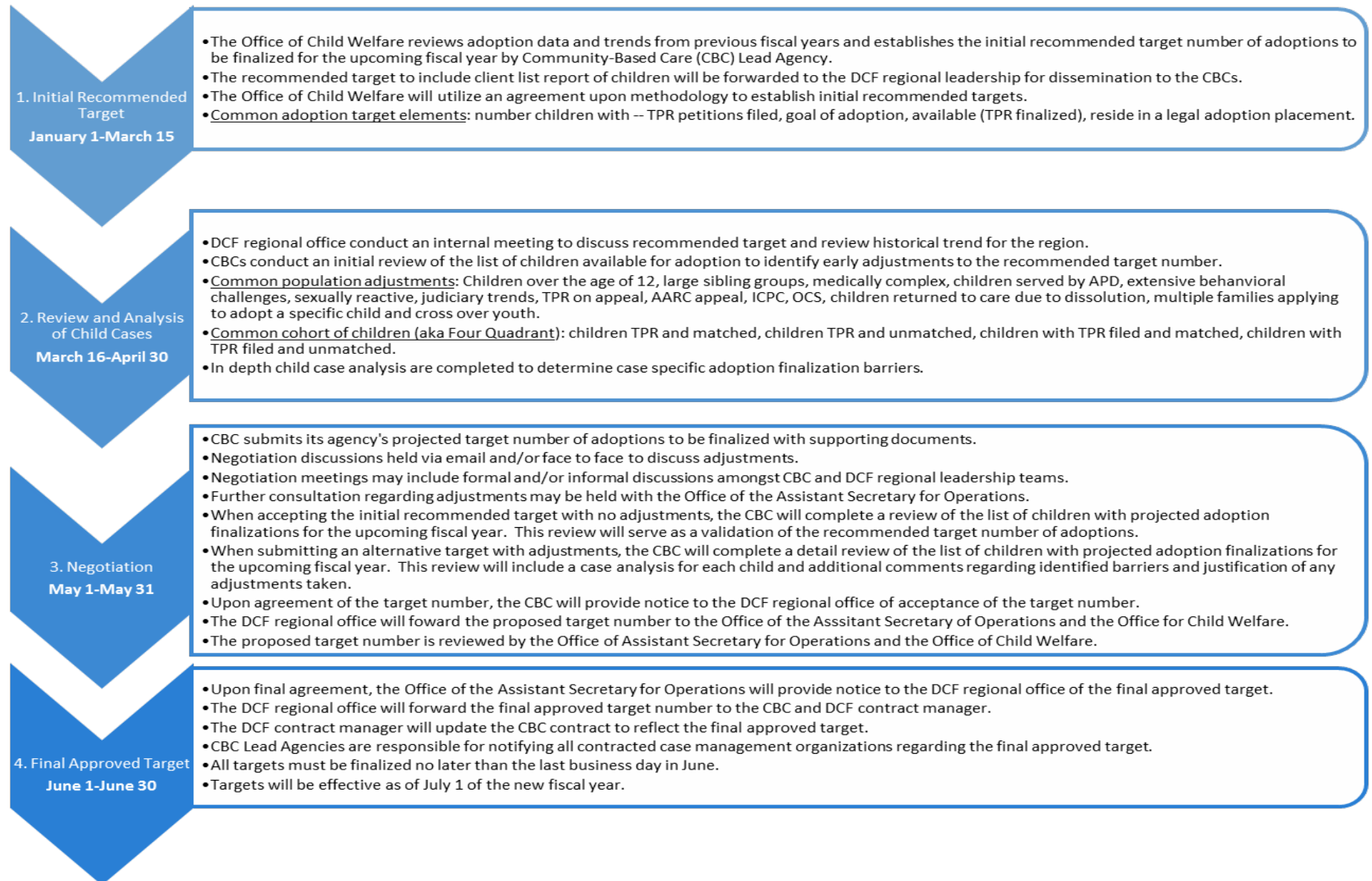
$$\frac{\text{Total}}{(\text{Group 1} + \text{Group 2}) \times (1 + \text{Group 3})}$$

Group 1		Group 2		Group 3
Statewide children adopted by 12/31/2015 who met both criteria below on 1/1/2015	X	Statewide children adopted by 12/31/2015, not in Group 1, who were in out-of-home care 12 months or longer on 1/1/2015	X	Statewide children not in group 1 or 2 who were adopted between 1/1/2015 and 12/31/2015
<u>Statewide children available who met both criteria on 1/1/2015</u>		<u>Statewide children not in Group 1 who were in out-of-home care 12 months or longer on 1/1/2015</u>		<u>Statewide total adoptions between 1/1/2015 and 12/31/2015</u>
Each CBC's children available who meet both criteria below on 1/1/2016		Each CBC's children not in Group 1 who were in out-of-home care 12 months or longer on 1/1/2016		

1. TPR finalized; and
2. Goal of adoption

*Dates can be adjusted with regards to the date of data pull

Adoption Targets Setting/Negotiation Process



Chapter 5

ADULT ADOPTIONS

5-1. Purpose. Many young adults who age out of foster care established no permanent legal connection to an adult. Adult adoption can create stability and a “sense of belonging.”

5-2. Definition. “Adult Adoption” is the legal process by which a legal child-parent relationship is created and the individual is a young adult over age of 18.

5-3. Preparation of Young Adults for an Adult Adoption.

a. It is recommended that all young adults in extended foster care be consulted regarding adult adoptions and provided reading materials regarding:

- (1) Benefits of an adult adoption;
- (2) Requirements for an adult adoption; and,
- (3) Procedures to complete an adult adoption.

b. It is recommended that all significant parties such as the young adult, potential adoptive parent, case manager, adoption and independent living staff, guardian ad litem, relatives, attorneys assisting with adult adoptions discuss the pros and cons of adult adoptions. Topics to be discussed include:

Siblings? (1) What will be my ongoing contact and relationship with birth family members?

(2) Is adult adoption in my best interest?

(3) Do I have to change my first and/or last names?

(4) Hotline and criminal history of the potential adoptive parent may be obtained if needed.

(5) What will the relationship of the young adult and potential adoptive parents look like after finalization? (For example: Will I live with them? Can I be added to adoptive parents' health insurance?)

(6) What do the family members, especially children of the potential adoptive parents, think about the adoption?

(7) Do I lose any college/post-secondary benefits?

5-4. Benefits.

a. The young adult will “legally” belong to a family and have a permanent relationship with a caring adult.

b. It may be possible for the young adult to be added to the health insurance of the adoptive parent and this option may also be considered. It is recommended that the CBC case manager assist the young adult and adoptive parent with this process, if needed. The Medicaid Office should be notified if the young adult's name is changed as a result of the adoption.

c. The young adult may be young enough to qualify for car insurance under the adoptive parents' policies.

d. If the adoptive parents pass away without a will, the young adult is entitled to the same inheritance as the birth children.

e. If a young adult meets all the qualifications for Postsecondary Education Services and Support (PESS), an adult adoption will not affect his/her eligibility or ability to receive these services.

f. If the young adult is receiving disability benefits at age 18 from his/her biological parents, the young adult may continue to receive those benefits if he/she is still in high school (no postsecondary education) until age 19. If the young adult is still in high school at age 19, the benefits will continue for 3 months after the young adult's 19th birthday or the end of the school term.

g. If the young adult is receiving SSI after the age of 18, the adoptive parent's income will not be considered in a redetermination. It may be necessary for the adoptive parent to become the payee for the SSI benefit.

h. Young adults are eligible to receive Pell Grants and the Florida Tuition waiver (until age 28) pursuant to s. [1009.25\(c\)](#), Florida Statutes (F.S.).

5-5. Procedures.

a. For young adults whose biological parents are deceased or whose parental rights were terminated prior to turning age 18, the following items will be needed:

- (1) A copy of the termination of parental rights order for biological parent(s); or,
- (2) A copy of the biological parents' official death certificates.

b. It is recommended that the case manager assist the young adult and prospective adoptive parent(s) in obtaining the necessary documents.

c. Although an attorney is not required, an attorney is recommended. For assistance in identifying an attorney, please visit www.floridaschildrenfirst.org website.

d. The prospective adoptive parent must complete the Petition for Adult Adoption and have it notarized.

e. The young adult must complete the Consent of Adult Adoptee form and have it notarized. The Consent of Adult Adoptee must also be witnessed by two individuals. The case manager may be one of the two witnesses.

f. If the young adult is married, the Consent of Adult Adoptee's Spouse form must be completed by the spouse and notarized. The Consent of the Adult Adoptee's Spouse form must also be witnessed by two individuals. The case manager may be one of the two witnesses.

g. If the young adult chooses to change his/her name, a name change packet must be completed.

h. All of the documents, including the termination of parental rights order and/or death certificates must be filed with the Family Law Clerk of Court. The documents must be filed in the county where the adoptive parent resides.

i. The court costs, including the filing fees, may be waived by the court. It is recommended that the attorney and young adult request a waiver of court costs in order for the court to consider waiving all or some of the court cost.

j. After a Judge is assigned to the case, it is recommended that the case manager, young adult, or adoptive parents contact the Judicial Assistant in the Judge's office to request that a hearing be set in order for the Petition to Adopt to be heard by the court.

k. Once a hearing date is determined, a Notice of Hearing form must be completed and sent to all parties.

l. For biological parents whose parental rights were not terminated prior to the young adult reaching the age of 18, the Family Law Form must be completed in order to serve the biological parents with notification of the hearing regarding the Petition to Adopt.

m. If proof cannot be provided that the biological parents were served, the court will not approve the adoption petition.

n. All of the documents, including proof that the biological parents have been served, must be provided to the Clerk of Court in the Family Law Division and filed with the court in the county where the adoptive parents reside.

5-6. Post Finalization.

a. The Final Judgment Disposition/Order for Adoption will be completed and signed by the Judge.

b. The adult adoptee and adoptive parent should obtain a Certified Statement of Final Decree of Adoption following the hearing.

c. It is recommended that after five business days from the hearing, the adult adoptee and adoptive parent obtain a signed certified copy of the final order from the Clerk of Court's office where the adoption finalization was held.

d. The adult adoptee and adoptive parent must obtain an amended birth certificate.

e. If the young adult was born in Florida, the adoptee and adoptive parents must apply for a new birth certificate at www.floridahealth.gov/certificates/certificates/birth/index.html.

f. Application for Amendment to Florida Birth Certificate and a Certified Statement of Final Decree of Adoption should be submitted to Florida's Bureau of Vital Statistics.

g. If the young adult was born in another state, it is recommended that the adoptee and the adoptive parent contact the county court in the state where the adoptee was born to determine the procedures for amending the birth certificate in that state. The following link provides contact information for the birth certificate requests in other states www.cdc.gov/nchs/w2w/florida.htm .

h. If the adult adoptee chooses to change his/her first and/or last names, all legal documents and government forms must reflect the new name(s). Documents that must be updated include, but are not limited to, Social Security Card, Driver License, Immigration Documents, Medicaid and any other government benefits.

i. The following websites contain information and forms that will assist in the adult adoption process.

(1) www.floridaschildrenfirst.org/adult-adoption-resources/

(2) <http://www.floridaschildrenfirst.org/wp-content/uploads/2011/06/Adult-Adoption-Blank-Forms.pdf>

Chapter 6
PRIVATE ADOPTION

(Draft Pending)

Chapter 7
POST ADOPTION

(Draft Pending)

Chapter 8
ADOPTION COMPETENCY TRAINING

(Draft Pending)

Chapter 9

POST ADOPTION COMMUNICATIONS

9-1. Purpose. Post Adoption communication is a legislatively mandated requirement found in s. [39.812](#), F.S., intended to increase post adoption support provided to adoptive families. The creation of the Post Adoption Services feature within Florida Safe Families Network (FSFN) will provide a more consistent approach to the delivery and documentation of post adoption services for adoptive families.

9-2. Definitions.

a. The "Community-Based Care of Origin (CBC of Origin)" is the Community-Based Care Lead Agency (CBC) who is responsible for the payment of the monthly adoption maintenance subsidy to the adoptive family.

b. The "Community-Based Care of Residence (CBC of Residence)" is the Community-Based Care Lead Agency where the adoptive family currently resides.

c. "1-Year Post Adoption Communication Family" is a family who adopted a child from the child welfare system on or after July 1, 2015, who will require a 1-Year Post Adoption Communication Contact 1 year from the family's adoption finalization date.

d. "1-Year Post Adoption Communication Contact" involves reasonable efforts to contact the adoptive family one year after adoption finalization, which may include telephonic, email, or other correspondence.

e. A "Non-Face to Face Contact" involves contact being made by telephone, email, facsimile or other correspondence. These contacts can be documented as either attempted or completed.

f. "Post Adoption Communication-Interstate Compact (ICPC)" is the case note type in FSFN to document contacting families who meet the 1-year post adoption communication program requirements but reside outside of the state of Florida.

g. "Post Adoption Communication-Out of County Services" is the case note type in FSFN to document contact made regarding services offered as a part of the 1-year post adoption communication program to an adoptive family who resides in another county within the state of Florida.

h. "Post Adoption Service Page" is a page within FSFN that provides the ability to document post adoption services requested by families, services offered to the family and the service(s) provided to the family.

i. "Paid Service" is any service paid utilizing funds from the Community-Based Care Lead Agency (i.e., contracted DCF funds, grants or other CBC revenue).

j. "Non-Paid Service" is any service not paid by the Community-Based Care Lead Agency (i.e., Medicaid funded or community resources).

k. "Adoption Incentive Specialist" is the Office of Child Welfare Specialist that oversees the Post Adoption Communication Program, CBC Adoption Incentive Program, State Employee Adoption Incentive Program and the State Adoption Awards Program.

9-3. Procedures.

a. Community Based Care Lead Agencies must make reasonable efforts to contact all families who adopted on or after July 1, 2015 one year after their adoption finalization and document the contact(s) regardless of where they reside.

families:

- (1) The CBC of Origin is responsible for making reasonable efforts to contact adoptive

- (2) A minimum of three attempts to contact the adoptive family must be initiated.

- (3) The first contact attempted must be telephonic.

b. The CBC can determine the second and third method of contact (i.e., email, mail or face-to-face contact).

c. Each CBC may designate any employee to complete the 1-Year Post Adoption Communication Contact. However, it is best practice that the employee has adoption related experience and case management certification as a child welfare professional.

d. Initial contact must be made within 10 business days after the 1-year adoption anniversary date. All three (3) attempts must be completed within 30 business days from the 1-year adoption anniversary date.

e. Contact with adoptive parent within 30 business days prior to the 1-year adoption anniversary date will meet the requirement for the 1-Year Post Adoption Communication Contact. Earlier contact will not count as the required 1-year post adoption contact.

f. When the adoptive family does not reside within the CBC of Origin and requests services, the CBC of Origin will contact the CBC of Residence to explore and to identify services for the family in their local area. This request will be documented on the Post Adoption Services Page within FSFN.

g. The CBC of Origin is responsible for payment of post adoption services. The Department recommends that cost sharing be explored by the CBCs when a family does not reside within the county of the CBC of Origin.

h. Families who reside outside of state of Florida still must be contacted and contact must be documented in FSFN.

i. If a family who resides outside of the state of Florida makes a request for services, the CBC will contact the state agency in which the family resides to notify them that the family is in need of post adoption support and services.

9-4. Documentation.

a. The documentation of successful contact must be made within FSFN through the creation of a case note utilizing the case note category of Post Adoption Case and a case note type of the following:

- (1) 1-Year Post Communication – Telephone Contact.

- (2) 1-Year Post Communication – Email.

- (3) 1-Year Post Communication – Other Correspondence.

b. The case note types of 1-Year Post Adoption Communication require the selection of Non-Face-to-Face or Face-to-Face Contact to be selected. Additionally, the contact box must state completed to be deemed successful.

c. Documentation of all post adoption services being requested by a family and whether the requested services were referred for or not must be documented on the Post Adoption Services Page within FSFN.

d. If not referred, the reason for not completing the referral must be documented on the Post Adoption Services Page within FSFN.

e. The actual services for which the family was referred, whether paid or non-paid, must be documented on the Post Adoption Service Page.

9-5. Reports and Survey.

a. The Community-Based Care Lead Agency must submit the completed Department template annually which will include the following:

(1) The number of attempts made to contact each family.

(2) The number of successful attempts to contact each family.

(3) Services requested by families.

(4) Services offered to families.

(5) Services provided to families.

(6) If services were requested and not provided, the reasons why services were not provided.

(7) Any recommendations to improve communication regarding the post adoption program.

b. The Post Adoption Communication template is due to the Department on September 1st of each fiscal year.

c. An annual Post Adoption Services Communication Survey will be forwarded by the CBCs to all 1-Year Post Adoption Communication Families to fulfill one of the requirements outlined in s. [39.812](#), F.S.

Chapter 10

COMMUNITY-BASED CARE ADOPTION INCENTIVE PROGRAM

10-1. Purpose. The Community-Based Care Adoption Incentive program is a legislatively mandated requirement found in s. [409.1662](#), F.S. The purpose of the adoption incentive program is to advance the state's achievement of permanency, stability, and well-being for children in foster care who cannot be reunited with their families. The Department established the adoption incentive program to award incentive payments to Community-Based Care Lead Agencies (CBC) for achievement of specific and measurable adoption performance standards.

10-2 Definitions.

a. "Expressed Intent Date" is the date when a prospective adoptive parent has expressed the intent to adopt a child and all of the following has taken place:

(1) The child is deemed legally free for adoption.

(2) The prospective adoptive family has an approved adoption home study.

(3) The Department has determined that consent will be provided to the prospective adoptive family.

b. "Legally Free for Adoption" is the date when the termination of parental rights is granted and the appeal period for the legal parents has expired.

c. "Full Disclosure Staffing" is a staffing that is facilitated by adoption staff that involves disclosing all known information as prescribed in s. [63.085\(2\)\(a\)](#), F.S.

d. "Adoption Transition Staffing" is a staffing that outlines the child's transition from one placement to an approved adoptive placement.

e. "Adoption Support Group" is a group that allows for the support, networking and sharing of adoption information.

f. "Permanency Roundtable Team" (PRT) is a structured meeting intended to establish legal permanency for youth by involving internal and external experts.

g. "Child Specific Recruitment" is an individualized recruitment plan that is specific to a particular child's background. When documenting this recruitment event in FSFN, the type of event is named Adoption Child Specific.

h. "General Recruitment" is a general recruitment event to increase the number of prospective adoptive parents. When documenting this recruitment event in FSFN, the type of event is named Adoption General Recruitment.

i. "Targeted Adoption Recruitment" is a recruitment event to increase a specific population of prospective adoptive parents. When documenting this recruitment event in FSFN, the type of event is named Adoption Targeted Population.

j. "Adoption Competency" is a training event specifically designed for mental health and child welfare professionals to equip them with knowledge and skills needed to offer services throughout each stage of the adoption process.

k. "CBC Adoption Incentive Year" is the time frame in which adoption incentive credits can be earned:

(1) State Fiscal Year 2016-2017: January 1, 2017-June 30, 2017.

(2) State Fiscal Year 2017-2018: January 1, 2018 - June 30, 2018.

(3) Each subsequent State Fiscal Year: July 1st - June 30th.

l. "Adoption Incentive Credit" is a credit assigned to a case that meets one of the adoption incentive performance standards and the required case documentation.

m. "Adoption Incentive Dollar Amount" is the incentive payment the Department allocates to performance improvement targets. The allocation is made in a manner that ensures that total payments do not exceed the amount appropriated for this purpose. The Department shall ensure that the amount of the incentive payments are proportionate to the value of the performance improvement.

10-3. Procedures.

a. Each CBC must submit documentation through their Regional DCF Contract Manager to the Adoption Incentive Specialist, during the specified time frames established by the Department.

(1) State Fiscal Year 2016-2017: April 12, 2017 for adoption finalizations between January 1, 2017–March 31, 2017; July 12, 2017 for adoption finalizations between April 1, 2017–June 30, 2017.

(2) State Fiscal Year 2017-2018: April 12, 2018 for adoption finalizations between January 1, 2018–March 31, 2018; July 12, 2018 for adoption finalizations between April 1, 2018–June 30, 2018.

(3) Each subsequent State Fiscal Year: January 12th and July 12th. If the 12th of January or July falls on the weekend, documentation will be due to the Adoption Incentive Specialist on the following business day.

b. Cases with Adoption and Foster Care Analysis and Reporting (AFCAR) errors will be returned for correction before consideration for receipt of the incentive.

c. Once received, the information will be verified for eligibility by the Adoption Incentive Specialist. Each CBC will have 5 business days to respond via email should there be any follow-up questions regarding their incentive request. All cases received after the final deadline will not be processed.

d. After eligibility has been verified, an email will be sent to the CBC notifying them of the case approval or denial. If denied, the reason for the denial will be included.

e. An additional email will be sent to the CBC notifying them of the amount of incentive dollars to be awarded once the incentive amount has been calculated.

f. CBC Incentive funds are non-recurring funds and should be spent within the contract terms and conditions of the CBC Lead Agency's contract.

g. The adoption incentive agreement must be amended into the CBC Lead Agency's contract no later than the last business day in June prior to the beginning of the new state fiscal year, and the amendment must have an effective date of July 1st of the new state fiscal year.

10-4. Documentation. The following items must be submitted using the Office of Child Welfare template (see CBC Adoption Incentivized Performance Standards, Attachment 1 to this chapter) for all cases being reviewed for adoption incentive credit:

- a. CBCs Name;
- b. Child's Name;
- c. Provider ID Number;
- d. FSFN ID Number – Pre-Adoptive Case;
- e. FSFN ID Number – Post Adoptive Case;
- f. Date of Final Order of Adoption\;
- g. County of Jurisdiction;
- h. Status of AFCAR errors; and,
- i. Applicable Performance Standard Category.

10-5. Reports and Surveys.

a. Each year the Department will complete an Annual Baseline Assessment that includes the requirements outlined in s. [409.1662](#), F.S., and other relevant indicators of adoption success found as a result of assessing the available data.

b. Each CBC will have seven (7) business days from date of receipt to make any comments or suggestions to the Annual Baseline Assessment.

c. Post Adoption Communication requirements as prescribed in s. [39.812](#), F.S., and the Annual Baseline Assessment requirements in s. [409.1662\(2\)\(a\)\(1-6\)](#), F.S., will be retrieved from FSFN.

d. The Annual Baseline Assessment requirement outlined in s. [409.1662\(2\)\(a\)\(7\)](#), F.S. will be retrieved from the annual adoption survey.

e. The Annual Baseline Assessment requirements outlined in s. [409.1662\(2\)\(a\)\(8\)](#), F.S., will be retrieved from the Department's correspondence with the CBC's.

f. CBC'S will forward the annual adoption survey to all adoption related stakeholders within their community by the date determined by the Department.

g. CBC's shall provide an expenditure report as to how incentive funds were expended. It is recommended that the CBC utilize the incentive funds towards adoption related services and programming. The expenditure report must be submitted to the Adoption Incentive Specialist by October 6th. If that date falls on a weekend, documentation will be due by the following business day.

CBC Adoption Incentivized Performance Standards

CBC's Name	Child's Name	Provider ID #	FSFN ID # Pre Case	FSFN ID # Post Case	Date of Final Order of Adoption	County of Jurisdiction	AFCAR Errors Yes or No	Achieved Incentivized Performance Standard (1)	Achieved Incentivized Performance Standard (2)

Chapter 11
RESERVED

(Draft Pending)

Chapter 12
STATE ADOPTION AWARDS

(Draft Pending)