



State of Florida  
Department of Children and Families

Jeb Bush  
Governor

Lucy D. Hadl  
Secretary

---

**DATE:** October 25, 2006

**TO:** District/Region Administrators, Community-Based Care CEOs,  
Sheriff's Offices

**THROUGH:** Vern Melvin, <sup>VM</sup>Acting Assistant Secretary for Operations  
David Fairbanks, Director of Provider Relations <sup>DF</sup>

**FROM:** Patricia Badland, <sup>PB</sup>Director Office of Family Safety

**SUBJECT:** Community Residential Homes

---

Legislation passed this year revised chapter 419 Florida Statutes' definition of "Community residential home". Effective July 1, 2006, the statutes now require all dwellings licensed as community residential homes comply with notice to the local zoning authority of the intent to be licensed and operate such a home. Family foster homes with "live-in" caregivers **do not** meet the requirements for notice under this section. To expedite this process and assist applicants, the attached and referenced forms should be utilized.

Applicants for licensing under this section should be provided with a copy of Children and Families Form #1786 and provided with assistance as needed in obtaining the required information. The "Important Notice" (attached) can be used to assist applicants in obtaining the necessary information. Applicants for licensure of dwellings providing a living environment for 7-14 residents, also must ensure notification of local government by filing Children and Families Form #1785, which should also be provided upon request by the applicant. (These forms may be accessed via e-forms.)

Should you have any questions regarding this process, please contact Chris Lolley, Licensing Specialist, at (850) 921-1928 or [chris\\_lolley@dcf.state.fl.us](mailto:chris_lolley@dcf.state.fl.us).

Attachment

cc: Zone Licensing Specialists

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

---

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