



State of Florida
Department of Children and Families

Charlie Crist
Governor

Robert A. Butterworth
Secretary

DATE: August 10, 2007
TO: Regional Directors and Zone Administrator
THROUGH: George Sheldon, Assistant Secretary for Operations
David Fairbanks, Assistant Secretary for Programs
Patricia Badland
FROM: Patricia Badland, Director of Office of Family Safety
SUBJECT: Master Trust and Fee Waiver

PURPOSE: This directive concerns Master Trust responsibilities including notification of the child/family and the right to request a fee waiver. Please share this information with your CBC CEO's.

BACKGROUND: The Master Trust was created as a means of protecting the income and resources of children entering foster care. While the laws, administrative rules, policy, and procedures are published and made available to local staff charged with implementing the Master Trust, we must be diligent with our fiduciary responsibilities to children under the custody, care and control of the Department and make sure that local staff are using the materials to guide the day-to-day case management.

The operating procedure, Master Trust for Benefit of Family Safety Program Clients (CFOP 175-59), is based on law and administrative code. It establishes the requirements and guidelines for case management staff, legal, and fiscal on the Master Trust and fee waiver. Part I, 9. of the operating procedure describes the ongoing client trust fund case management responsibilities. One of which is notifying the family/child of the right to request a fee waiver of assessed fees.

In short,

- Any child who is in the custody, care and control of the Department in foster care pursuant to Chapter 39, Florida Statutes, is eligible to apply for a fee waiver (65C-17.002(5), F.A.C.).
- Notice regarding the child's ability to request a fee waiver **must be provided** at the time of each judicial review to the child, the child's guardian ad litem (if appointed), the child's attorney (if appointed), the child's parents (unless parental rights have been terminated), the child's foster parents, and the child's caseworker. A copy of the notice is also filed with the court.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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

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To be certain that local staff remain informed on Master Trust and fee waiver, the Office of Family Safety, in collaboration with the General Counsel's Office, Financial Management, ACCESS/Self-Sufficiency Program Office, and Agency for Health Care Administration conducted three regional training sessions in July. The training was well attended and received; however, the training evaluations revealed a strong need for training of case management staff on the Master Trust and fee waiver.

ACTION REQUIRED: Please instruct case management staff of their obligation to notice the child, the child's guardian ad litem, the child's attorney, the child's parents (unless parental rights are terminated), the child's foster parents, and the child's caseworker on the child's ability to request a fee waiver. Notification and request are completed via form CF 0285D, "Notice of Fee Assessment and Rights of Foster Child Regarding Government Benefits." Pages 1 and 2 of form 0285D are completed and the entire form attached to each Judicial Review Social Study Report. The "Notice of Fee Assessment and Rights of Foster Child Regarding Government Benefits" is accessible in e-forms.

Secondly, staff with case management duties must receive training on the Master Trust and Fee Waiver by October 15, 2007. You may chose to do this in-house using those staff who attended one of the July 2007 Regional training sessions, or by contacting your Managing Child Welfare Legal Attorney who may team with local Legal Services to provide the in-service training. The Master Trust/Fee Waiver training presentation will be available on the Center for Advancement of Child Welfare Practice.

Upon completion of the Master Trust/Fee Waiver in-service training, please provide the following information to Mukweso Mwenene in the Office of Family Safety:

- Date of Training,
- Number Trained by Position,

CONTACT: Please contact Sallie Linton, Chief of Quality Assurance/Federal Reporting in the Office of Family Safety if you have questions on this matter. Ms. Linton may be contacted at (850) 922-0149 or Suncom 291-0149.

cc: Circuit Administrators
John Slye, Office of General Counsel
Melissa Jaacks, Assistant Secretary for Administration
Deborah Schroth, Florida Legal Services