



State of Florida
Department of Children and Families

Rick Scott
Governor

Mike Carroll
Secretary

DATE: December 19, 2016

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

THROUGH: David L. Fairbanks, Deputy Secretary *[Signature]*

FROM: JoShonda Guerrier, Assistant Secretary for Child Welfare *[Signature]*
Vicki Abrams, Assistant Secretary for Operations *[Signature]*

SUBJECT: CFOP 170-16, Chapter 6, TCA/Hardship Exemption – Substitute Care Review
Effective date: December 19, 2016

PURPOSE: The purpose of this memorandum is to provide notification that CFOP 175-77 has been updated and converted to CFOP 170-16, Chapter 6. This operating procedure sets out the department's response to a review of a family's situation when the end of the eligibility period for temporary cash assistance has been reached.

BACKGROUND: The effort to establish a comprehensive set of child welfare operating procedures for the Hotline and Child Protective Investigation staff began early last year. Part of this process is updating and converting policies under the 175 series (Family Safety) to the 170 series (Child Welfare). In updating and converting 175-77 to the new numbering structure, the following significant changes and additions to policy were made:

- Updated terminology (e.g. WAGES is now TCA).
- Form CF-ES 2089 was removed as an attachment so users can access the most current version via DCF Forms.

ACTION REQUIRED: Please share this memorandum with all child protective investigators and case management organizations, and ensure that the new operating procedures are implemented effective December 19, 2016.

CONTACT INFORMATION: If you require additional information or have any questions, please contact John Harper, Child Safety Specialist, Office of Child Welfare at 850-717-4643 or John.Harper@MyFLFamilies.com.

cc: Regional Family and Community Services Directors
Center for Child Welfare

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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