



State of Florida  
Department of Children and Families

Ron DeSantis  
Governor

Chad Poppell  
Secretary

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**DATE:** September 27, 2019

**TO:** Regional Managing Directors  
Community-Based Care Lead Agency CEOs

**THROUGH:** Patricia Babcock, Deputy Secretary *PB*

**FROM:** Patricia Medlock, Assistant Secretary for Child Welfare *PM*

**SUBJECT:** Requests for Non-DCF License for Out-of-State Placements

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**PURPOSE:** The purpose of this memorandum is to provide guidance surrounding the issuance of a new license type, *Non-DCF License*, in the Florida Safe Families Network (FSFN), for out-of-state foster and group homes.

**BACKGROUND:** In 2018, Florida Statute 409.175 was updated to reflect new levels of licensure that will be used to classify foster homes licensed by the Department of Children and Families. In addition to the Levels of Licensure, a new license type of *Non-DCF License* was developed. The purpose of creating a Non-DCF License is to maintain all placement settings in the state's official record, including facilities and homes licensed by entities other than the Department, and allow the Department to claim Title IV-E reimbursement for the placement of children in these licensed out-of-home care settings. As of April 12, 2019, functionality was added to FSFN to allow designated staff the ability to create a Non-DCF License.

**ACTION REQUESTED:** Please distribute this memorandum to all Department and CBC licensing specialists, ICPC coordinators, placement data entry, eligibility specialists, fiscal staff, and any other applicable staff.

**Community-Based Care Lead Agency Action:**

CBCs shall identify all Non-DCF licensed providers (i.e. foster home, group home, or other state-licensed facilities similar to the Department, AHCA, or APD) located outside the state of Florida in which a Florida dependent youth has been placed by **October 1, 2019**. Once identified, the CBC shall request a non-DCF license following the guidance below.

Requests for a Non-DCF license shall be submitted to the regional licensing staff. The CBC shall create the provider in FSFN and ensure the following required documents are uploaded in the provider file cabinet under *Provider Household Documents-Other*.

- Copy of the entity or foster home's active license or certification;
- Criminal record checks (CRC) to include fingerprint and additional background screening results of caregivers and household members or staff;
- All abuse and neglect history results conducted for the caregivers and household members or staff including any Adam Walsh checks, if applicable.

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For states that do not release copies of the criminal record checks and abuse checks, documentation should clearly verify the following:

1. A CRC was completed that includes a fingerprint-based check of the National Crime Information Databases (NCID);
2. The foster parent, caregiver, household member or staff has not been convicted of any of the prohibited felonies listed in §§ 471(a)(20)(A)(i) and (ii) of the Act;
3. The date the CRC was completed, and the evidence reviewed; and,
4. Whom the CRC was completed by.

The CBC shall search the provider in FSFN before creating a new inquiry to avoid duplicate providers.

Documents shall be named to include the applicable licensing year, provider name, title of the upload and number, if multiple uploads exist for the same file. Example: 2019 Provider Name(s) Non-DCF Licensing Packet-Pt 1

The CBC should work in conjunction with the ICPC coordinator to obtain the required documents, outlined in this instruction, for providers licensed in another state. The CBC shall review and attest to licensure or certification and background screening compliance. All requests shall include the provider's ID number and capacity.

For license renewals, the CBC will upload the updated licensing documents and provide timely notification to their regional licensing staff for issuance of a new license. A lapse in a license will result in the inability to utilize Title IV-E funds during the unlicensed period.

The CBC is responsible for informing regional licensing staff when a license is no longer warranted (e.g., the child is no longer placed in the out-of-state setting, the out-of-state licensing entity does not re-license the setting, etc.).

#### **Regional Licensing Staff Action:**

Regional licensing staff shall confirm the Non-DCF licensing packet is uploaded into FSFN and issue a Non-DCF license within ten business days from receipt of a complete packet.

When creating a license, regional licensing staff shall select the *Non-DCF* license type and the *ICPC (Interstate Compact on the Placement of Children)* sub-type in FSFN.

The "Date Completed Application Rec'd" field in FSFN is the date the regional licensing staff received the Non-DCF license request from the CBC.

The date of issuance is the date the entity's active license was issued. The Non-DCF license expiration date will be the same as the entity's current expiration date.

Regional licensing staff shall notify the CBC of the license approval, as a template cannot be generated from the FSFN system.

**Fiscal Staff Action:**

1. Create a standardized Service Type that shall be utilized for children placed with a Foster Home provider with a Non-DCF License issued by a state other than Florida. The following outlines how the Service Type shall be setup in FSFN no later than October 15, 2019:

- o **Service Category = Foster Home**
- o **Reporting Category = Foster Home**
  - Short Description = Non-DCF FH
  - Medium Description = Non-DCF Foster Home
  - Long Description = Non-DCF Foster Home
  - Effective Date = **7/2018**
  - Service Type = Placement
  - Service Batch = Foster Care
  - Eligibility = Applicable
  - License Type Required = Non-DCF License
  - NCANDS Reporting = Foster Home
  - NYTD = Not Applicable
  - Rate by Service and Rate by Child Allowed selected
  - Service Rate = \$0/month

2. Create a standardized Service Type that shall be utilized for children placed with a Group Home provider with a Non-DCF License, this includes providers with a license issued by a state other than Florida or another Florida state agency that is not a Residential Treatment Center. The following outlines how the Service Type shall be setup in FSFN no later than October 15, 2019:

- o **Service Category = Residential**
- o **Reporting Category = Group Home**
  - Short Description = Non-DCF GH
  - Medium Description = Non-DCF Group Home
  - Long Description = Non-DCF Group Home
  - Effective Date = **7/2018**
  - Service Type = Placement
  - Service Batch = Group Facility
  - Eligibility = Applicable
  - License Type Required = Non-DCF License
  - NCANDS Reporting = Residential Group Care
  - NYTD = Not Applicable
  - Rate by Service and Rate by Child Allowed selected
  - Service Rate = \$0/month

3. Create a standardized Service Type that shall be utilized for children placed with a Residential Treatment Group Home provider with a Non-DCF License, regardless of the state issuing the license. The following outlines how the Service Type shall be setup in FSFN no later than October 15, 2019:

- **Service Category = Residential Treatment Center**
- **Reporting Category = Group Home**
  - Short Description = Non-DCF RTC GH
  - Medium Description = Non-DCF RTC Group Home
  - Long Description = Non-DCF RTC Group Home
  - Effective Date = **7/2018**
  - Service Type = Placement
  - Service Batch = Group Facility
  - Eligibility = Applicable
  - License Type Required = Non-DCF License
  - NCANDS Reporting = Residential Group Care
  - NYTD = Not Applicable
  - Rate by Service and Rate by Child Allowed selected
  - Service Rate = \$0/month

4. Create a standardized Service Type that shall be utilized for children placed with an Agency for Persons with Disabilities (APD) Group Home provider with a Non-DCF License, regardless of the state issuing the license. The following outlines how the Service Type shall be setup in FSFN no later than October 15, 2019:

- **Service Category = Residential Treatment Center**
- **Reporting Category = Group Home**
  - Short Description = Non-DCF APD GH
  - Medium Description = Non-DCF APD Group Home
  - Long Description = Non-DCF APD Group Home
  - Effective Date = **7/2018**
  - Service Type = Placement
  - Service Batch = Group Facility
  - Eligibility = Applicable
  - License Type Required = Non-DCF License
  - NCANDS Reporting = Residential Group Care
  - NYTD = Not Applicable
  - Rate by Service and Rate by Child Allowed selected
  - Service Rate = \$0/month

NOTE: The above Service Types shall be utilized for allowable Title IV-E Foster Care Maintenance Payments only.

5. Once all out-of-home placements have been transitioned to new Non-DCF Service Types, historical Service Types should be made inactive.

**Placement Data Entry & Eligibility Staff Action to be completed by December 31, 2019:**

Once a Non-DCF license is entered into FSFN, CBC placement entry staff shall complete placement changes in FSFN to reflect the applicable Service Type as identified above. The placement begin date shall reflect the earliest date the child was placed once the provider became licensed, but no earlier than July 1, 2018.

Upon completion of the updated placement in FSFN, eligibility staff shall complete a Title IV-E Eligibility Redetermination in FSFN for all Title IV-E Eligible children to reflect an Eligible, Reimbursable status as of the placement begin date.

**CONTACT INFORMATION:** If you have any questions regarding the Non-DCF license process for out-of-state placements, please contact Tanisha Lee, Statewide Child-Caring and Child-Placing Licensing Specialist, at [Tanisha.Lee@myflfamilies.com](mailto:Tanisha.Lee@myflfamilies.com) or call (850) 717-4659.

If you have any questions regarding the Non-DCF license Service Types creation, out-of-state placement entry in FSFN, or Title IV-E Eligibility Determinations, please contact Jennifer Perez, Statewide Revenue Maximization Specialist, at [Jennifer.Perez1@myflfamilies.com](mailto:Jennifer.Perez1@myflfamilies.com) or call (850) 717-4537.

cc: Regional Family and Community Services Directors  
Sheriff's Offices Conducting Child Protective Investigations  
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Barney Ray, Revenue Management & Partner Compliance Director  
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