

Top 10 Frequently Asked Licensing Questions

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When do background screenings for children turning 18 years old in a foster home need to be completed?

Background screenings should be completed on all adult household members.



When a child in a licensed foster home turns 18 years old, the child will be required to complete background screenings at the time of relicensure.



At no time should a child under the age of 18 years old be fingerprinted.

Can a young adult in a level I foster home participate in the Extension of Foster Care program?

If the child's most recent court order documents the child's legal custody with the relative or non-relative, a new order would be needed placing the child in the custody of the department.

The child qualifies for the EFC program, because of their legal status.

Are background screenings required for babysitting and extended overnight visits?

- ▶ Babysitters do not require background screenings unless they will provide overnight care that exceeds three(3) nights;
- ▶ Extended overnight visits that exceed three (3) nights require background screenings.
 - ▶ Background screenings as defined in F.A.C. 65C-28.011(1)(a)-(f) which includes: local law enforcement checks, state and national criminal records checks (Ch. 39), abuse/neglect records checks, Adam Walsh (if applicable), and delinquency checks through Florida Department of Juvenile Justice.



What documentation is required for level I foster parents background screenings?

Background screenings are required for all levels of licensure;

Many of the required screenings for caregivers seeking level I licensure will be completed at the time of emergency placement;

Each agency has established a process for documenting the background screening results when an emergency placement has been made;



Below are methods that may possibly be used to document background screenings when emergency placement occurs:

- Approved Unified Home Study
- FSFN chrono note
- Letter from agency attesting to approved background screenings

Background screenings pursuant to F.A.C. 65C-28.011(1) are required for emergency placement.

Is the health inspection for level I foster parents a waivable item?

- ▶ The licensing standard pertaining to health inspections requires that a satisfactory health inspection;
- ▶ Requirements in the health inspection may be waived if the family is unable to meet the requirement and the CBC is unable to support in meeting the requirement;
- ▶ If any item in the health inspection are waived, the home inspection is unsatisfactory;

				RESULTS <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY							
PURPOSE <input type="checkbox"/> INITIAL <input type="checkbox"/> FOLLOW-UP <input type="checkbox"/> RE-LICENSING		State of Florida Department of Children and Families FOSTER HOME INSPECTION CHECKLIST									
Name of Foster Parent(s): _____ (Last Name) (First Name)											
Location Address: _____											
City: _____		State: FL		Zip Code: _____							
E-Mail: _____		Home Phone: _____		Work Phone: _____							
<table border="1"> <thead> <tr> <th>BEGIN TIME</th> <th>END TIME</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				BEGIN TIME	END TIME	DATE				Licensed Capacity for Foster Home: _____ Current Capacity for All Children in the Home: _____	
BEGIN TIME	END TIME	DATE									
WATER SUPPLY & WASTE WATER C NC NO NA <input type="checkbox"/> 1. Private well – routine testing <input type="checkbox"/> 2. Private well – results absent <input type="checkbox"/> 3. Hot water at a max. of 120°F <input type="checkbox"/> 4. Hot water at 100°F min.		PLUMBING C NC NO NA <input type="checkbox"/> 9. Bath clean and working <input type="checkbox"/> 10. Toilet clean and working VECTOR CONTROL C NC NO NA <input type="checkbox"/> 11. Effective control measures <input type="checkbox"/> 12. Creation of conditions <input type="checkbox"/> 13. Rodent/Rat proof <input type="checkbox"/> 14. Inside opening screened		GARBAGE & RUBBISH DISPOSAL C NC NO NA <input type="checkbox"/> 16. Collection frequency <input type="checkbox"/> 17. Garbage placed in receptacle <input type="checkbox"/> 18. All garbage cans have covered lids <input type="checkbox"/> 19. Garbage areas clean							
FOOD HOLDING TEMPERATURE C NC NO NA <input type="checkbox"/> 5. Food storage equipment <input type="checkbox"/> 6. Cold food at 41°F or lower <input type="checkbox"/> 7. Hot food at 140°F or higher <input type="checkbox"/> 8. Thermometer accurate and provided in refrigerator		SEWAGE C NC NO NA <input type="checkbox"/> 15. Onsite septic system operational per 64E-6		FIRE SAFETY/OTHER C NC NO NA <input type="checkbox"/> 20. Smoke detectors <input type="checkbox"/> 21. Burglar bars <input type="checkbox"/> 22. Fire extinguisher <input type="checkbox"/> 23. Radon test <input type="checkbox"/> 24. Safety net for trampoline							
Marking Key: C = the act or item was observed to meet standards; NC = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation											
Comments: _____ _____ _____											
Licensing Counselor: _____		Foster Parent Signature: _____									
Licensing Supervisor: _____		Date: _____									

CF-FSP 5397, Dec 2017

Does a relative or non-relative licensed as a level II need to be licensed as a level I to have the child placed?

A relative or non-relative licensed as a level II foster parent, does not require a level I licensure.

The relative child can be placed in a level II placement but will require a court order.

A court order is **NOT** required for a child to be placed in a level I placement.

Can a level I get foster care board payments and SSI and SSA?

Level I foster parents licensed for a child receiving SSI, would receive the child's SSI payment and not a foster care board payment unless the SSI payment is less than the \$333;

Ex. The child is receiving \$200 per month in SSA or SSI benefits, the caregiver would be eligible to receive a \$133 foster care board payment to total \$333 (the level I foster care board rate).

*It is uncommon for a SSI payment not to exceed the \$333

Should the initial and re-licensure packets be uploaded as a single upload or individual documents?

Per CFOP 170-11 Chapter 12, provides guidance on the uploading of the licensing documents;

The licensing packet is not required to be uploaded as a single upload but instead, separately using the naming conventions;

With the exception of items identified in the CFOP, if the licensing documents are uploaded into FSFN, it is not necessary to maintain a separate paper copy of the file.

What documentation is required for income verification?

- ▶ What's required?
 - ▶ A description of the applicant's current financial capacity should be addressed in the Unified Home Study;
 - ▶ If the applicant is self-employed, verification of income and length of employment shall be obtained through the applicant's business license, date of incorporation, or IRS 1099 form;
 - ▶ If the applicant is not self-employed, verification shall be obtained via a letter of reference or other documentation from the applicant's employer that indicates the applicant's current employment and income.

Income verification continued...

- ▶ What is considered an employer reference?
 - ▶ An employer reference is documentation that provides input on individual personality, values, and personal relationships. If current employment is less than two consecutive years a secondary employee reference must be obtained.
- ▶ If using pay stubs for verification of income, applicants shall submit the most recent pay stub that is within 30 days of submission to the licensing specialist.
- ▶ When submitting a pay stub, an employer reference is not required.

What signature forms are required for initial licensure?

- ▶ CFOP 170-11 Chapter 16 and F.A.C. 65C-45 (draft) identify required signature forms for prospective family's seeking to become licensed foster parents;
- ▶ These documents include:
 - ▶ Application
 - ▶ Release of Information
 - ▶ Affidavit of Good Moral Character
 - ▶ Acknowledgment of Firearms Safety Requirements
 - ▶ Partnership Plan for Children in Out-of-Home Care
 - ▶ Confidentiality Agreement
 - ▶ Central Abuse
- ▶ DCF forms incorporated in rule, should not be modified and the most recent forms should be used.
- ▶ All forms can be located at:
<https://eds.myflfamilies.com/DCFFormsInternet/Search/DCFFormSearch.aspx>

What are forms or documents not required for licensure?

- ▶ Some of the documents that are not required for licensure include but are not limited to:
 - ▶ A copy of the applicants vehicle registration;
 - ▶ Separate document detailing the alcohol present in the home;
 - ▶ Addendums to the Affidavit of Good Moral Character (for relicensure;
 - ▶ Any modified DCF forms incorporated by F.A.C.
 - ▶ Disciplinary form

Is the Initial Licensing/Relicensing Standards 24-hour Family Care checklist required?

- ▶ The licensing standards checklists form numbers CF-FSP 5358, CF-FSP 5416 have been removed from code and should not be submitted with the attestation packet;
- ▶ The licensing/relicensing checklist located in FSFN must be completed and approved at licensure and relicensure;
- ▶ Forms that are created that mirror the previous checklist are not required to be submitted to the regional licensing specialist.

*The Attestation form is being updated to remove the language requiring the paper checklist.



Are pet vaccinations and health certificates required for licensure?

Pet vaccinations are no longer a licensure requirement.

The licensing specialist must provide a description of any household pets residing on the premises and should include the observations of the care, behavior, and maintenance of the animals.



Health certificates are no longer an automatic requirement for licensure.

Unless a family discloses a physical, mental, or emotional condition that jeopardizes the safety and permanency of the child's placement.

Questions???

FOR ADDITIONAL QUESTIONS, CONTACT:
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