



State of Florida  
Department of Children and Families

Ron DeSantis  
Governor

Chad Poppell  
Secretary

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**DATE:** April 9, 2019

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

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

**FROM:** JoShonda Guerrier, Assistant Secretary for Child Welfare *JSG*

**SUBJECT:** FSFN Implementation: Levels of Licensure

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**PURPOSE:** The purpose of this memorandum is to provide implementation guidance for the Florida Safe Families Network (FSFN) build regarding Levels of Licensure.

**BACKGROUND:** In preparation of the end of Florida's Title IV-E Waiver Demonstration Project, Florida has implemented a Path Forward initiative to explore ways to maximize federal dollars received by our state. This initiative includes the implementation of a Title IV-E funded Guardianship Assistance Program effective July 2019. In preparation, FSFN enhancements will be deployed on April 12, 2019. To appropriately document and monitor expenditures, the guidance provided below under ACTION REQUIRED shall be followed.

Please review additional information pertaining to the Path Forward Initiative, which includes the Guardianship Assistance Program, located at <http://www.centerforchildwelfare.org/licensure.shtml>.

**ACTION REQUIRED:** Please share this memorandum with all revenue maximization/eligibility, fiscal, licensing, and placement data entry staff.

Upon the FSFN Go-Live build on April 12, 2019, the following activities shall begin and be completed by the requested date:

1. Create a standardized Service Type that shall be utilized for children placed with a provider with a child-specific license under the Service Category of Foster Home. The following outlines how the Service Type shall be setup in FSFN no later than April 19, 2019:
  - **Reporting Category = Foster Home**
    - Service Category = Foster Home
    - Short Description = LVL I LIC FH
    - Medium Description = Level I Lic Foster Home

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

- Long Description = Level I Licensed Foster Home
- Effective Date = 4/2019
- Service Type = Placement
- Eligibility = Applicable
- License Type Required = Level I
- NCANDS = Foster Home
- NYTD = Not Applicable
- Rate by Service and Rate by Child Allowed selected
- Service Rate = \$333/month

All new Service Types created after April 12, 2019 shall include the licensure level as the start of all three description names (Short, Medium, and Long).

*Example: LVL V Med FH 0-5, Level V Medical FH 0-5, Level V Medical Foster Home Ages 0-5*

2. For all existing Placement Service Types for Safe Foster Homes for victims of human trafficking and Medical Foster Homes, the License Type Required on the Maintain Services page shall be updated using the following guidance no later than May 31, 2019:
  - License Type Required for Safe Foster Home/Human Trafficking Service Types = Level III
  - License Type Required for Medical Foster Home Service Types = Level V

In order to make a Service Type “Active” or make changes under “Edit Licensed Services”, the provider may require an update to their FSFN License prior to relicensure. Please communicate with CBC and Regional Licensing staff when a FSFN License requires an update for this reason.

Guidance regarding all Non DCF Licensed types will be provided at a later date.

**CONTACT INFORMATION:** If you have any questions or require additional information, please contact Jennifer W. Perez, Statewide Revenue Maximization Specialist, at (850) 717-4537 or [Jennifer.Perez1@myflfamilies.com](mailto:Jennifer.Perez1@myflfamilies.com).

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