



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

DATE: April 6, 2016

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

THROUGH: Janice Thomas, Assistant Secretary for Child Welfare

FROM: Traci Leavine, Director of Child Welfare Practice

SUBJECT: CFOP 170-12 - Chapter 9 Post-Adoption Communications
CFOP 170-12 - Chapter 10 Community-Based Care Incentive Program
Effective Date: March 23, 2016

PURPOSE: The purpose of this memorandum is to provide notification that an operating procedure has been established for Adoptions, and two chapters have been published. This memo highlights the key points of Chapter 9 – Post-Adoption Communications and Chapter 10 – Community-Based Care Incentive Program, which went into effect March 23, 2016.

BACKGROUND: House Bill 7013 (Adoptions and Foster Care) created four new adoption incentive programs. These programs are:

- the Adoption Incentive Benefits for State Employees and Other Applicants,
- the Community-Based Care Incentive Program,
- Post-Adoption Communications, and
- the annual Adoption Achievement Award.

With the creation of these programs, the Department of Children and Families (DCF) and our community-based care (CBC) partners must meet specific documentation and reporting requirements. To meet these new requirements, chapters have been added to the Adoptions Operating Procedure, and enhancements have been made to the Florida Safe Families Network (FSFN).

The establishment of this new operating procedure involved the collaborative input of adoption staff, post-adoption staff, revenue maximization staff, CBC leadership and various stakeholders. Key points of these new chapters include:

- Definitions of key terms for the Post-Communication Program and CBC Community-Based Care Adoption Incentive Program.

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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

- Procedures for attempting and documenting Post-Communication Contact.
- Procedures for documenting post-adoption services requested by a family.
- Required data for the Annual Adoption Incentive Legislative Report.
- Methods for providing the State of Florida Adoption Incentive Survey and the Post-Adoption Services Survey.
- A description of how each CBC's Adoption Incentive award amount will be calculated.
- A method for reporting a CBC's data regarding Adoption Incentive Performance outcomes.

To view the Post-Adoption Communications and the Community-Based Care Incentive Program policies in full, please review CFOP 170-12, which is accessible on the Center for Child Welfare's website:

<http://www.centerforchildwelfare.org/Adoptions/AdoptionIncentive.shtml>.

ACTION REQUESTED: Please share this memorandum with all adoption staff, post-adoption staff and fiscal staff, and ensure that staff are adhering to the new Children and Families Operating Procedure 170-12, Adoptions, which took effect March 23, 2016.

CONTACT INFORMATION: If you have any questions, please contact Courtney Smith, Adoption Policy & Program Manager, Office of Child Welfare, at Courtney.Smith@myffamilies.com.

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