

# Changes in Foster Home Licensing

## New Levels of Licensure

### Session A



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# How to Use This Guide

## Layout of Information

This guide is designed to assist the trainer in delivering this module through the use of color, layout, and graphics.

Icons show the type of instructional strategy (presentation, activity, etc.)

Shaded text indicates material that only the instructor sees. It contains your script, in black text, and background information, or directions in red text. This example shows your script.

Participant Guide page number for your reference.

Copies of the PowerPoint™ slides that correspond to the Participant Guide pages.

Shaded text indicates material that only the instructor sees. It contains your script, in black text, and background information, or directions in red text. This example shows your script.

### New Foster Home Licensing

#### Levels of Licensure:

##### Instructor Information

 Presentation – New Levels of Licensure  
PG. 11



#### New Levels of Licensure



**STATE:** As I mentioned before, with the sunsetting of Title IV-E Waiver, the department explored and identified ways to receive more federal funding. In addition, the department looked for ways to provide and enhance benefits for the relative/non-relative population.

One way was to restructure the current foster care system and implement “levels” of licensure.

**DIRECTION:** Go over each level.

The levels of licensure are classifications of the foster homes licensed by DCF. The levels are:

- Level I - Child Specific Foster Home for relative, non-relative, and fictive kin.
- Level II - Non-Child Specific Foster Home which is currently traditional foster home.
- Level III - Safe Foster Home for human trafficking victims.
- Level IV - Therapeutic Foster Home
- Level V - Medical Foster Home for medical conditions.

The levels of licensure define licensing criteria that must be met for each level of licensure for 409.175, F.S.

**STATE:** The largest impact is the addition of Level I-Child Specific Foster Homes.

Text and graphics on a white background is a replica of the Participant Guide page. You can refer to it to make your point and see exactly what the participants are seeing.

#### Levels of Licensure:

There are five types of licensure in new levels of licensure.

- Level I - Child Specific Foster Home
- Level II - Non-Child Specific Foster Home (Currently Traditional Foster Home)
- Level III - Safe Foster Home for Victims of Human Trafficking
- Level IV - Therapeutic Foster Home

## Trainer Guide Icons

	Presentation
	Discussion
	Debrief

## Session A Objectives

When you complete this session, you will be able to:

- Explain the sunseting effects of the Title IV-E Waiver.
- Describe the new levels of licensure types.
- Explain the Level I child-specific licensure.
- Describe fictive kin.
- Document fictive kin in FSFN.
- Describe the Guardianship Assistance Program (GAP).

## Course Summary

**Course Goal:** To enable trainees to explain the new changes in licensure and the Guardianship Assistance Program (GAP).

### Structure of Course

- Title IV-E Waiver Expiration
- New Licensure System
- Level I-Child Specific Licensure
- Guardianship Assistance Program (GAP)

**Length of Course:** 3 hours

### Materials and Supplies Required:

- Participants Guide
- PowerPoint Presentation

### Equipment

- Computer
- LCD Projector

### Instructional Methods

- Lecture
- Question – Answer

## Introduction

Instructor Information	
 <p><i>Presentation – Session A Agenda</i></p> 	<p><b>STATE:</b> Welcome to the new levels of licensure training workshop.</p> <p><b>STATE:</b> Because DCF is updating the current licensing structure, we will review the reasons and the changes in the new licensing levels.</p> <p>Today, we will cover the following topics;</p> <ul style="list-style-type: none"> <li>• The Changes in Title IV-E Waiver</li> <li>• New Levels of Licensure</li> <li>• Level I Child-Specific Licensure</li> <li>• Guardianship Assistance Program (GAP)</li> </ul>

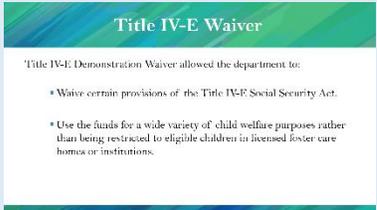
Instructor Information	
 <p><i>Presentation – Session A Objectives</i> <i>PG. 3</i></p> 	<p><b>STATE:</b> Once you complete this class, you will be able to:</p> <ul style="list-style-type: none"> <li>▪ Explain the sunseting effects of the Title IV-E Waiver.</li> <li>▪ Describe the new licensure types.</li> <li>▪ Explain the Level I child-specific license.</li> <li>▪ Define fictive kin.</li> <li>▪ Document fictive kin in FSFN.</li> <li>▪ Describe the Guardianship Assistance Program (GAP).</li> </ul>

## Session A Objectives

When you complete this session, you will be able to:

- Explain the sunseting effects of the Title IV-E Waiver.
- Describe the new licensure types.
- Explain the Level I child-specific license.
- Define fictive kin.
- Document fictive kin in FSFN.
- Describe the Guardianship Assistance Program (GAP).

## Title IV-E Waiver

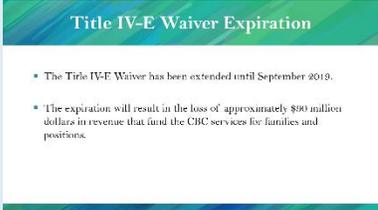
Instructor Information	
 <p><i>Presentation – Title IV-E Waiver</i> <i>PG. 4</i></p>  <p><b>Title IV-E Waiver</b></p>  <p>Title IV-E Demonstration Waiver allowed the department to:</p> <ul style="list-style-type: none"><li>* Waive certain provisions of the Title IV-E Social Security Act.</li><li>* Use the funds for a wide variety of child welfare purposes rather than being restricted to eligible children in licensed foster care homes or institutions.</li></ul>	<p><b>STATE:</b> Florida's child welfare system has been under the Title IV-E Demonstration Waiver since 2006.</p> <p>This waiver allowed the department to forego certain provisions of the Title IV-E Social Security Act, yet still claim IV-E dollars.</p> <p>Department of Children and Families (DCF) uses much of this revenue to fund the Community-Based Care (CBC) child welfare system, allowing for a wide variety of child welfare purposes rather than being restricted to only eligible children in licensed foster care homes or institutions.</p>

### Title IV-E Waiver

Title IV-E Demonstration Waiver allowed the department to:

- Waive certain provisions of the Title IV-E Social Security Act.
- Use the funds for a wide variety of child welfare purposes rather than being restricted to eligible children in licensed foster care homes or institutions.

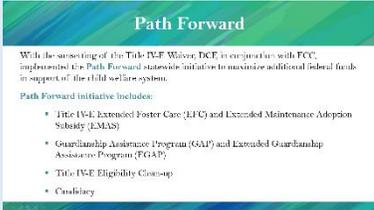
## Title IV-E Waiver Expiration

Instructor Information	
 <p><i>Presentation – Title IV-E Waiver Expiration</i> PG. 4</p> 	<p><b>STATE:</b> The waiver will expire in September 2019. With the sunset of the Title IV-E Waiver, the department will lose approximately 90 million dollars in revenue that fund the CBC's services for families and positions.</p>

## Title IV-E Waiver Expiration

The Title IV-E Waiver has been extended until September 2019. The expiration will result in loss of approximately \$90 million dollars in revenue that fund the CBCs to fund services to families and positions.

## Path Forward

Instructor Information	
 <p><i>Presentation – Path Forward</i> <i>PG. 4</i></p> 	<p><b>STATE:</b> To replace the lost funds, DCF, in conjunction with Florida Coalition for Children (FCC), implemented the PATH FORWARD statewide initiative. PATH FORWARD includes the following statewide programs to expand the department’s Title IV-E footprint and draw down additional federal funding.</p> <ul style="list-style-type: none"> <li>• Title IV-E Extended Foster Care (EFC) and Extended Maintenance Adoption Subsidy (EMAS)</li> <li>• Guardianship Assistance Program (GAP) and Extended Guardianship Assistance Program (EGAP)</li> <li>• Title IV-E eligibility clean-up</li> <li>• Candidacy</li> </ul>

## Path Forward

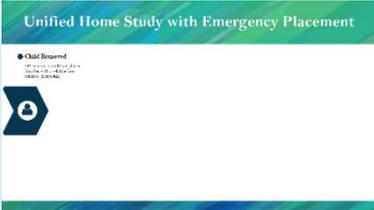
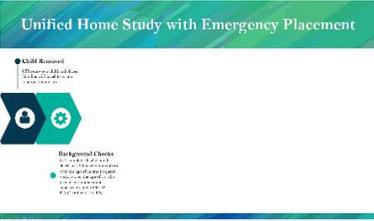
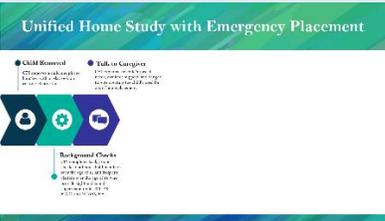
With the sunseting of the Title IV-E Waiver, DCF, in conjunction with FCC, implemented the **Path Forward** statewide initiative to maximize additional federal funds in support of the child welfare system.

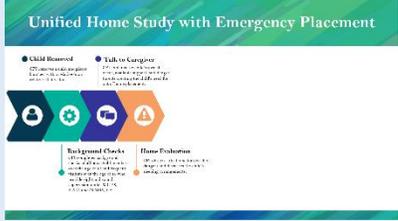
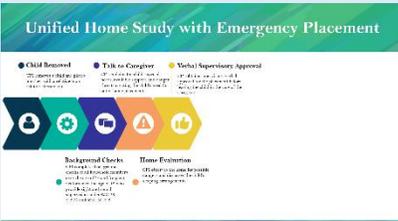
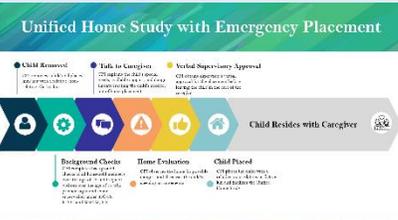
### Path Forward initiative includes:

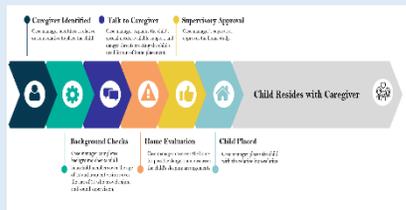
- Title IV-E Extended Foster Care (EFC) and Extended Maintenance Adoption Subsidy (EMAS)
- Guardianship Assistance Program (GAP) and Extended Guardianship Assistance Program (EGAP)
- Title IV-E Eligibility Clean-up
- Candidacy

## Caregiver Benefits

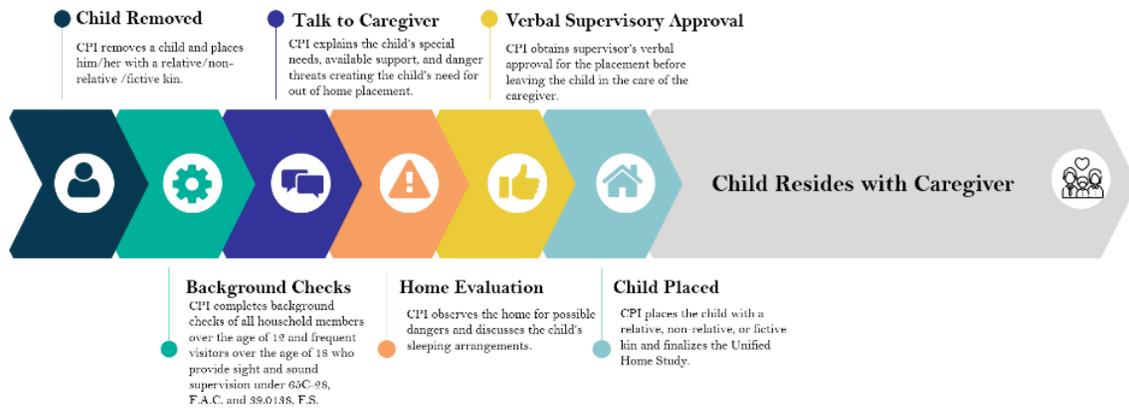
### Unified Home Study with Emergency Placement

Instructor Information	
 <p><i>Presentation – Caregiver Benefits</i> PG. 5</p> 	<p><b>STATE:</b> Let's talk about Caregiver Benefits, starting with reviewing the Unified Home Study with an Emergency Placement process.</p>
 <p><i>Presentation – Unified Home Study with Emergency Placement</i> PG. 5</p> 	<p><b>STATE:</b> A CPI removes the child because of the unsafe circumstances in home. The CPI finds a relative or non-relative to place the child, and the relative or non-relative agrees to be the caregiver for the child.</p>
 <p><i>Presentation – Unified Home Study with Emergency Placement</i> PG. 5</p> 	<p><b>STATE:</b> Next, the CPI must do background checks for all household members over the age of 12, and any frequent visitors over the age of 18 who provide sight and sound supervision under 65C-28, F.A.C. and 39.0138, F.S.</p>
 <p><i>Presentation – Unified Home Study with Emergency Placement</i> PG. 5</p> 	<p><b>STATE:</b> All background checks come back clean and there are no concerns. The CPI should then have a conversation with the caregiver regarding the child.</p> <ul style="list-style-type: none"> <li>• What are the circumstances that caused the CPI to remove the child from his/her house and place with the relative/non-relative?</li> <li>• Does the child have any special needs?</li> <li>• If any, what are the danger threats that the caregiver should be aware of?</li> </ul> <p><b>STATE:</b> The CPI should also talk about the caregiver's rights and responsibilities, and the support and resources that are available, which we will discuss shortly.</p>

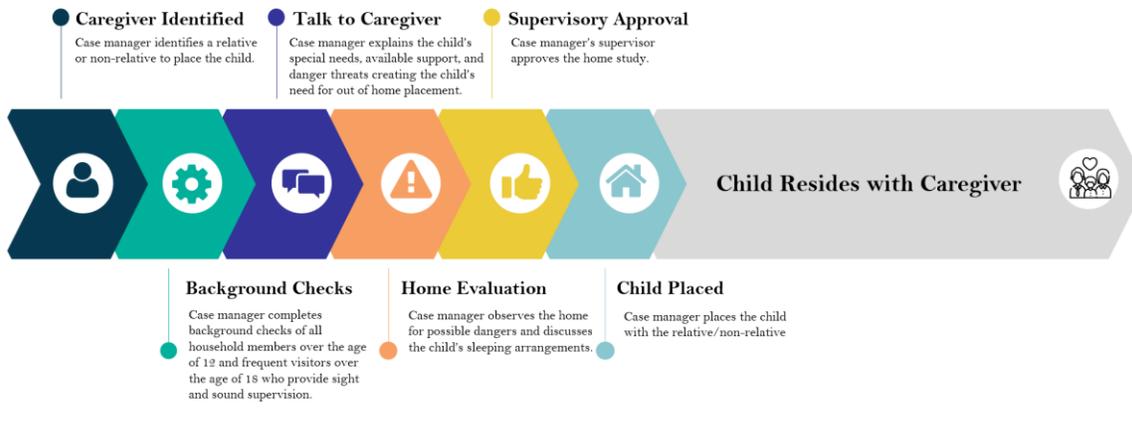
 <p><i>Presentation – Unified Home Study with Emergency Placement</i> PG. 5</p> 	<p><b>STATE:</b> The CPI talked to the caregiver and the caregiver is on board with placement.</p> <p><b>STATE:</b> The CPI then evaluates the house, including a walk-through, and makes observations whether there are any potential hazards in the house. The CPI will also discuss the sleeping arrangements for the child.</p>
 <p><i>Presentation – Unified Home Study with Emergency Placement</i> PG. 5</p> 	<p><b>STATE:</b> For this example, let's say the CPI does not observe any danger threats or hazards in the house and the caregiver has an extra bed or appropriate sleeping arrangement for the child.</p> <p><b>STATE:</b> The CPI should then call their supervisor. They discuss the background check results, their observations, and sleeping arrangement. Once the supervisor gives verbal approval, the CPI can place the child with the caregiver.</p>
 <p><i>Presentation – Unified Home Study with Emergency Placement</i> PG. 5</p> 	<p><b>STATE:</b> Now the child is placed. The house is safe and the relative or non-relative will take care of the child.</p>
 <p><i>Presentation – Unified Home Study with Emergency Placement</i> PG. 5</p> 	<p><b>STATE:</b> CPI Completes the Unified Home Study and transfers the case to case management.</p>

 <p><b>Presentation – Unified Home Study with Planned Placement</b> PG. 5</p> 	<p><b>STATE:</b> Here we are showing the same process only with a Planned Placement from Case Management</p>
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### Unified Home Study with Emergency Placement

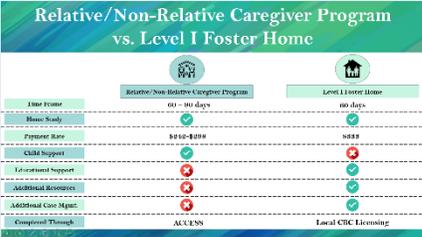


### Unified Home Study with Planned Placement





## Relative/Non-Relative Caregiver Program vs. Level I-Child Specific Foster Home

Instructor Information	
 <p><i>Presentation – Relative/Non-Relative Caregiver Program vs. Level I-Child Specific Foster Home</i> PG. 6</p> 	<p><b>STATE:</b> Let's compare the relative/non-relative caregiver program to Level I-Child Specific Foster Home program.</p> <p>The caregiver receives the first payment between 60-90 days once the caregiver is qualified. On the other hand, the time frame for receiving a Level I-Child Specific Foster Home payment is around 60 days.</p> <p>Both the relative/non-relative caregiver program and Level I-Child Specific Foster Home require a Unified Home Study.</p> <p>If the caregiver receives Relative/Non-relative caregiver benefits, he or she can receive child support, but when receiving Level I-Child Specific Foster Home benefits, the caregiver cannot receive child support</p> <p>When receiving Relative/Non-relative caregiver benefits, the caregiver does not get any educational support, additional support, and case management help. When the caregiver receives Level I-Child Specific Foster Home benefits, the caregiver also receives educational support, additional support, and case management help.</p> <p>Relative/non-relative caregiver program is completed through ACCESS while Level I-Child Specific Foster Home is completed through local CBC licensing.</p>

	 Relative/Non-Relative Caregiver Program	 Level I Foster Home
Time Frame	60 – 90 days	60 days
Home Study	✓	✓
Payment Rate	\$242-\$298	\$333
Child Support	✓	✗
Educational Support	✗	✓
Additional Resources	✗	✓
Additional Case Mgmt.	✗	✓
Completed Through	ACCESS	Local CBC Licensing

## New Foster Home Licensing

### Levels of Licensure:

Instructor Information	
<div data-bbox="191 352 289 445"> </div> <p data-bbox="329 342 691 445"> <i>Presentation – New Levels of Licensure</i>                      PG. 7                 </p> <div data-bbox="215 485 678 743"> </div> <div data-bbox="215 810 678 1073"> </div>	<p data-bbox="727 342 1455 554"> <b>STATE:</b> As I mentioned before, with the sunset of Title IV-E Waiver, the department explored and identified ways to receive more federal funding. In addition, the department looked for ways to provide and enhance benefits for the relative/non-relative population.                 </p> <p data-bbox="727 590 1438 657">                     One way was to restructure the current types of foster care licenses and implement “levels” of licensure.                 </p> <p data-bbox="727 695 1174 726"> <b>DIRECTION:</b> Go over each level.                 </p> <p data-bbox="727 764 1422 831">                     The levels of licensure are classifications of the foster homes licensed by DCF. The levels are:                 </p> <ul data-bbox="737 842 1446 1171" style="list-style-type: none"> <li>• Level I - Child Specific Foster Home for relative, non-relative, and fictive kin.</li> <li>• Level II - Non-Child Specific Foster Home which is currently traditional foster home.</li> <li>• Level III - Safe Foster Home for human trafficking victims.</li> <li>• Level IV - Therapeutic Foster Home</li> <li>• Level V - Medical Foster Home for medical conditions.</li> </ul> <p data-bbox="727 1182 1446 1249">                     The levels of licensure define licensing criteria that must be met for each level of licensure for 409.175, F.S.                 </p> <p data-bbox="727 1287 1438 1354"> <b>STATE:</b> The largest impact is the addition of Level I-Child Specific Foster Homes.                 </p>

### Levels of Licensure:

There are five types of licensure in new levels of licensure.

- **Level I** - Child Specific Foster Home
- **Level II** - Non-Child Specific Foster Home (Currently Traditional Foster Home)
- **Level III** - Safe Foster Home for Victims of Human Trafficking
- **Level IV** - Therapeutic Foster Home
- **Level V** - Medical Foster Home

## Level I Licensed Individuals

Instructor Information	
<div data-bbox="188 289 289 380"> </div> <p data-bbox="329 279 691 380"> <i>Presentation – Level I Licensed Individuals: Relative P.G. 8</i> </p> <div data-bbox="196 562 678 831"> <p><b>RELATIVES</b> A person who is related by the whole or half blood by affinity or by adoption.</p> <ul style="list-style-type: none"> <li>• Grandparent</li> <li>• Great-grandparent</li> <li>• Sibling</li> <li>• First cousin</li> <li>• Aunt, uncle</li> <li>• Grand-aunt, grand-uncle</li> <li>• Niece or nephew</li> </ul> <p><b>FICTIVE KIN</b> An individual who is unrelated to the child by either birth or marriage but has such a close emotional relationship with the child that he or she may be considered part of the family.</p> <ul style="list-style-type: none"> <li>• Godparents</li> <li>• Close family friends</li> </ul> <p><b>NON-RELATIVES</b> An individual who was unrelated to the child either by birth or marriage but has an existing relationship with the child or the family. This may include:</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• Neighbors</li> <li>• Coaches</li> <li>• People outside of 5 degrees</li> </ul> <p><small>Determination of non-relative vs. fictive kin depends on the degree of relationship between the caregiver and child.</small></p> </div>	<p data-bbox="727 279 1425 449"> <b>STATE:</b> The Level I-Child Specific Foster Home is designated as a child specific license for relative/non-relative/fictive kin caregivers that are seeking to be licensed. Let’s start with definition of relative, non-relative and fictive kin.         </p> <p data-bbox="727 476 1446 646">             Relatives are defined as a person who is related by whole or half-blood, by affinity, or by adoption. Examples include grandparents, great-grandparents, siblings, first cousins, aunts, uncles, great-aunts, great-uncles, niece or nephews.         </p> <p data-bbox="727 674 1409 705"> <b>ASK:</b> How many of you heard the term “fictive kin?”         </p> <p data-bbox="727 732 1446 936"> <b>STATE:</b> Fictive kin is a new term. It is defined as an individual who is unrelated to the child by either birth or marriage but has such a close emotional relationship with the child that he or she may be considered part of the family. Fictive kin can be godparents or a close family friend.         </p> <p data-bbox="727 963 1455 1167"> <b>STATE:</b> The last definition is non-relatives. Non-relatives are defined as individuals who are unrelated to the child either by birth or marriage but has an existing relationship with the child or family. This could include; teachers, neighbors, coaches, and people outside of 5 degrees.         </p> <p data-bbox="727 1211 1455 1451"> <b>STATE:</b> You may say how fictive kin is different from non-relative. The difference between fictive kin and non-relative is the degree of relationship between the caregiver and the child. If the child has a close relationship, the caregiver is considered as fictive kin. If the relationship is not close, the caregiver is considered as non-relative.         </p> <p data-bbox="727 1495 1455 1625">             Keep that in mind that the caregiver can be marked as non-relative first but can be changed to fictive kin if the child and caregiver start building a close relationship over time.         </p>

## Level I Licensed Individuals

**Relatives** are defined as a person who is related by the whole or half-blood, by affinity, or by adoption. The examples include grandparents, great-grandparents, siblings, first cousins, aunt, uncle, great-aunt, great-uncle, niece, or nephews.

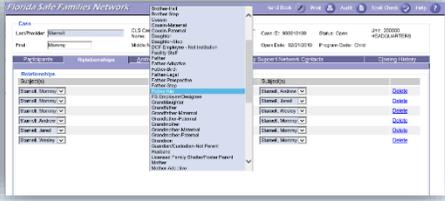
**Fictive kin** are the individuals who are unrelated to the child by either birth or marriage but has such a close emotional relationship with the child that he or she may be considered part of the family. Godparents and close family members can be documented as fictive kin.

**Non-relatives** are the individuals who is unrelated to the child by birth or marriage by has an existing relationship with the child or the family. This may include; teachers, neighbors, coaches, and people outside of 5 degree.

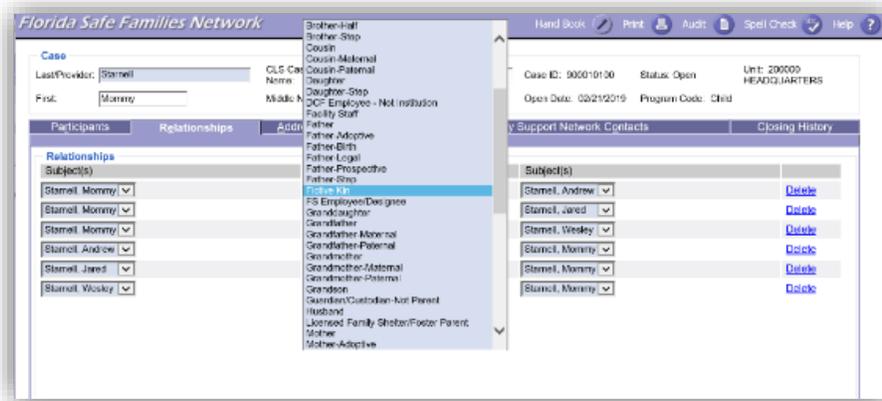


**Determination of non-relative vs. fictive kin depends on the degree of relationship between the caregiver and child.**

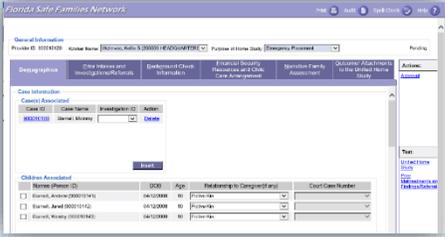
## Documenting Fictive Kin in FSFN

Instructor Information	
 <p><i>Presentation – Maintain Case PG. 9</i></p> 	<p><b>STATE:</b> You can document fictive kin in three different locations.</p> <p><b>STATE:</b> First, the Relationship tab on the Maintain Case Page now allows documentation of Fictive Kin. The system will generate Fictive Kin for the reserve relationship. The Relationships tab gives a FSFN user the ability to define the relationship of one case participant to another.</p> <p>Users can add new rows by clicking the Insert button. All fields are inserted as empty, required fields for each new row. The user can then select any case participant from the Subject(s) drop-down lists and define the relationship between them.</p> <p>Placement Caregivers should be created as Providers not Case participants.</p>

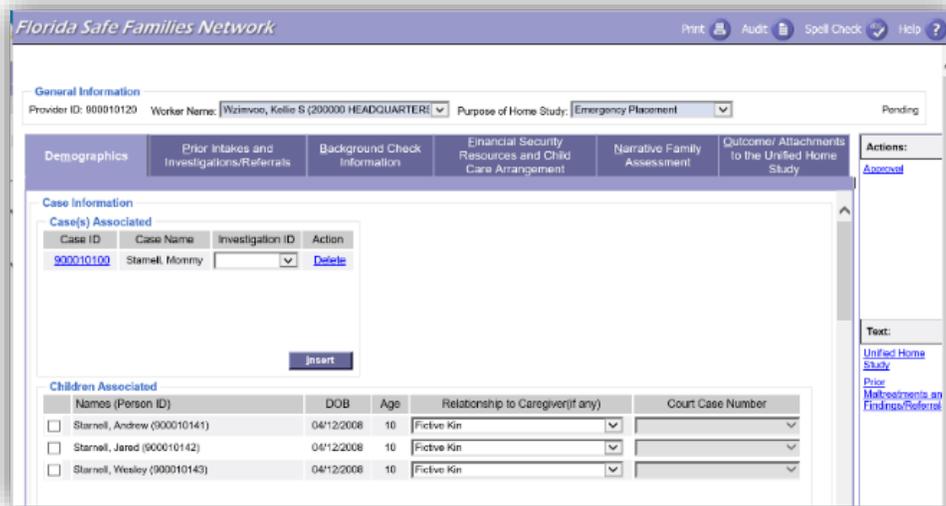
### Maintain Case – Relationship Tab



Relationship Tab on the Maintain Case Page now allows documentation of Fictive Kin. The system will generate Fictive Kin for the reverse relationship.

Instructor Information	
 <p><i>Presentation – Relationship to Caregiver</i> PG. 9</p> 	<p><b>STATE:</b> Second, you can use the Demographics tab from the Unified Home Study to assign caregivers to the child using the drop-down menu. This page also captures additional household members and non-household members older than 12 years old. In this page, you can also see the child’s current and previous caregivers (from the Initiated Date).</p> <p>This box populates with all “active” Case Participants, who have a Service Role on Maintain Case of Child Receiving Services and are under the age of 18. The values for “Relationship to Caregiver (if any)” field are consistent with those currently captured in the “Relationship to Caregiver” drop down on the Provider tab of the Out-of- Home Placement page. If the value is available, the field on the Out of Home Placement page pre-fills from the UHS when the child is placed with this specific caregiver.</p>

### Unified Home Study – Relationship to Caregiver



The Demographics tab of the Unified Home Study allows for Fictive Kin and Non-Relative in the Relationship to caregivers drop down of the Children Associated group box

**Instructor Information**



*Presentation – Relationship to Relative Caregiver*  
 PG. 10



**STATE:** Third, the Provider Tab of the Out of Home Placement page allows you to document Fictive Kin in the Relative Placement group box.

The Provider tab consists of two group boxes:

- Provider Information
- Relative Placement information

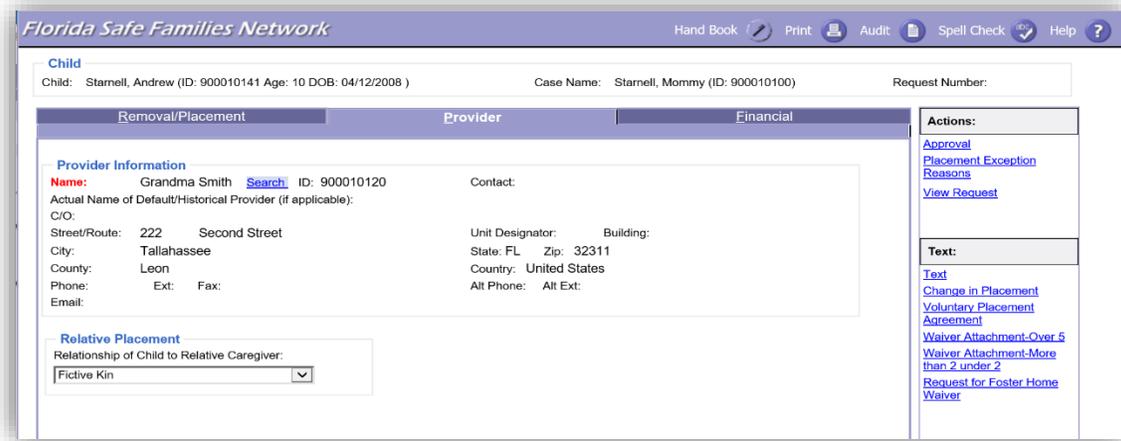
In the Relative Placement group box, the Relationship of Child to Relative Caregiver field provides additional functionality for users to document the child’s relationship to the relative provider. This field, which contains a drop-down list of relationship values for selection, is required for relative placements.

If the Placement Setting is Foster Family Home (Relative), the Relationship to Caregiver field drop down pre-fills from the UHS associated with the person provider with whom the child is being placed.

The pre-filling is system derived in the following manner:

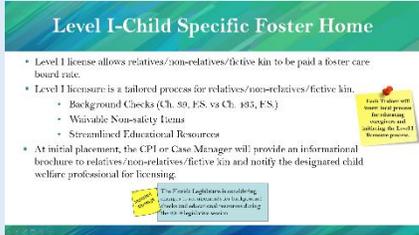
- If the “Relationship to Caregiver” is documented on the Unified Home Study page, for the searched and selected Provider on the Out of Home Placement page, for the particular child who is being placed, the Relationship of Child to Relative Caregiver is pre-filled.
- Therefore, if the user selects a value from the Relationship of Child to Relative Caregiver drop down prior to searching and selecting the applicable Person Provider, but upon searching and selecting the applicable Person Provider there is a documented “Relationship to Caregiver” on an associated Unified Home Study, the value is pre-filled. The previously selected value is overridden but remains user modifiable.
- If there is more than one Unified Home Study documented for the same child to provider (e.g., for a relicensing home study), the system pre-fills the drop down using the “Relationship to Caregiver” documented on the Unified Home Study with the most recent Date Initiate

### Out-of-Home Placement – Relationship of Child to Relative Caregiver



The Provider Tab of the Out of Home Placement page allows for documentation of Fictive Kin in the Relative Placement group box.

## Level I-Child Specific Foster Home

Instructor Information	
 <p><i>Presentation – Level I Child Specific Foster Home</i> <i>PG. 11</i></p> 	<p><b>STATE:</b> Level I-Child Specific Foster Home is for relatives, non-relatives, and fictive kin. Level I-Child Specific Foster Home license allows the licensee to be paid a foster care board rate.</p> <p>Level I-Child Specific Foster Home licensure has tailored requirements and licensure process including:</p> <ul style="list-style-type: none"> <li>• Background checks (Ch. 39, F.S. vs Ch. 435, F.S.)</li> <li>• Waivable non-safety items</li> <li>• Streamlined educational resources</li> </ul> <p>Please note that the differences in background checks and streamlined educational resources are effective after July 1<sup>st</sup>, 2019. As of now, when licensing the relatives, non-relatives, and caregivers, you can only waive the non-safety items.</p>

## Level I-Child Specific Foster Home

- Level I-Child Specific Foster Home license allows relatives/non-relatives/fictive kin to be paid a foster care board rate.
- Level I-Child Specific Foster Home licensure is a tailored process for relatives/non-relatives/fictive kin.
  - Background Checks (Ch. 39, F.S. vs Ch. 435, F.S.)
  - Waivable Non-safety Items
  - Streamlined Educational Resources
- At initial placement, CPI or Case Manager will provide more information to relatives/non-relatives/fictive kin.

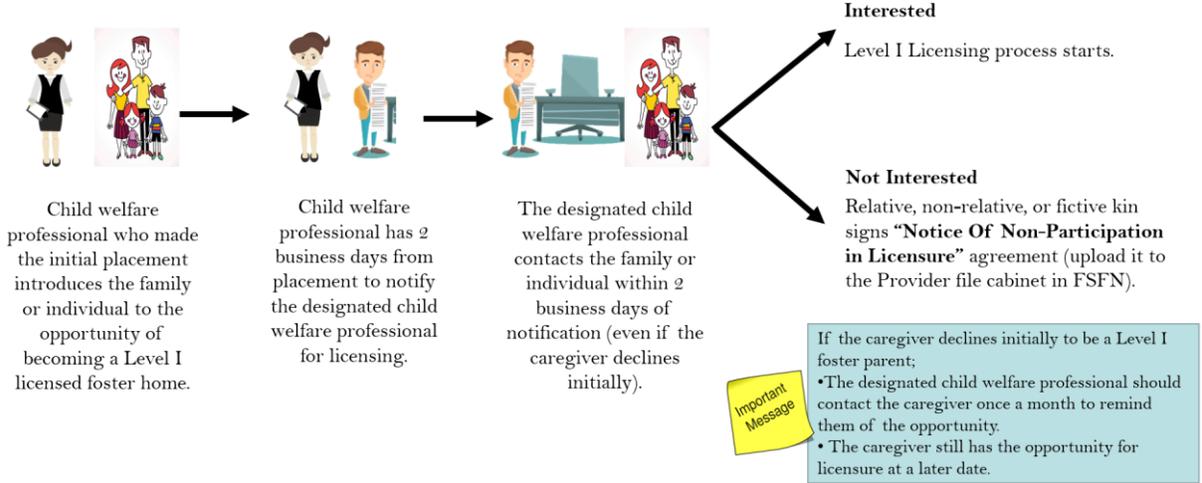
Each Trainer will insert local process for educating caregivers and initiating the Level I licensure process.

**Important Message**  
The Florida Legislature is considering changes to requirements for background checks and educational resources during the 2019 legislative session.

## Level I-Foster Parent Inquiry

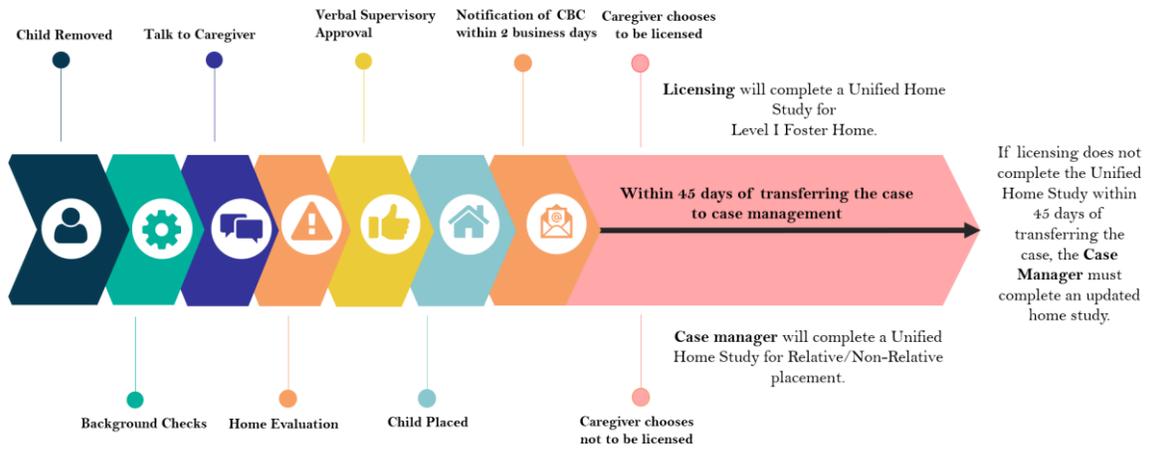
Instructor Information	
<div data-bbox="188 289 289 384"> </div> <p data-bbox="326 277 683 382"><i>Presentation – Level I Foster Parent Inquiry PG.12</i></p> <div data-bbox="188 516 695 802"> <p>The infographic 'Level I Foster Parent Inquiry' details the following steps:</p> <ul style="list-style-type: none"> <li><b>Step 1:</b> Child welfare professional who made the initial placement introduces the family or individual to the opportunity of becoming a Level I licensed foster home.</li> <li><b>Step 2:</b> Child welfare professional has 2 business days from placement to notify the designated child welfare professional for licensing.</li> <li><b>Step 3:</b> The designated child welfare professional contacts the family or individual within 2 business days of notification (even if the caregiver declines initially).</li> <li><b>Outcomes:</b> <ul style="list-style-type: none"> <li><b>Interested:</b> Level I Licensing process starts.</li> <li><b>Not Interested:</b> Relative, non-relative, or fictive kin signs "Notice of Non-Participation in Licensure" agreement (upload it to the Provider file cabinet in FSFN).</li> </ul> </li> </ul> <p><b>Additional Notes:</b></p> <ul style="list-style-type: none"> <li>If the caregiver does not initially want a Level I foster parent.</li> <li>The designated child welfare professional should contact the caregiver once a month to remind them of the opportunity.</li> <li>The caregiver will not be eligible for licensure at a later date.</li> </ul> </div>	<p data-bbox="727 277 1432 348"><b>STATE:</b> What is the process for Level I foster parent inquiry?</p> <p data-bbox="727 365 1455 682">Once the child is placed with relative/non-relative/fictive kin, the child welfare professional who made the initial placement informs the caregiver about becoming Level I-Child Specific Foster Home. This child welfare professional gives a brochure to the caregiver. If the caregiver asks additional questions, the child welfare professional should refer the caregiver to the designated child welfare professional for licensing to go through all information.</p> <p data-bbox="727 699 1455 982">Then, the child welfare professional who made the initial placement should inform the CBC about the placement within 2 business days of placement. It is important that each region has a process for notifying the local CBC. Also, each CBC should develop their own material to explain to the caregiver about the process and benefits of becoming Level I-Child Specific Foster Home.</p> <p data-bbox="727 1003 1455 1182">Within 2 business day of being notified of a relative/non-relative/fictive kin placement, the designated child welfare professional should contact the caregiver to discuss becoming a Level I-Child Specific Foster Home.</p> <p data-bbox="727 1213 1396 1287">If the caregiver is interested in becoming a Level I-Child Specific Foster Home, the process starts.</p> <p data-bbox="727 1318 1455 1539">If the caregiver is not interested in becoming a Level I-Child Specific Foster Home, the designated child welfare professional gets the caregiver sign the <b>“Notice of Non-participation in licensure”</b> agreement and upload it to the Provider file cabinet in FSFN.</p> <p data-bbox="727 1570 1455 1675">Remember that if the caregiver changes his or her mind to becoming a Level I-Child Specific Foster Home, he or she still has the chance.</p> <p data-bbox="727 1707 1455 1852">Also, the designated child welfare professional should contact the caregiver once month about becoming Level I-Child Specific Foster Home, even if the caregiver refuses initially.</p>

# New Levels of Licensure | Trainer's Guide



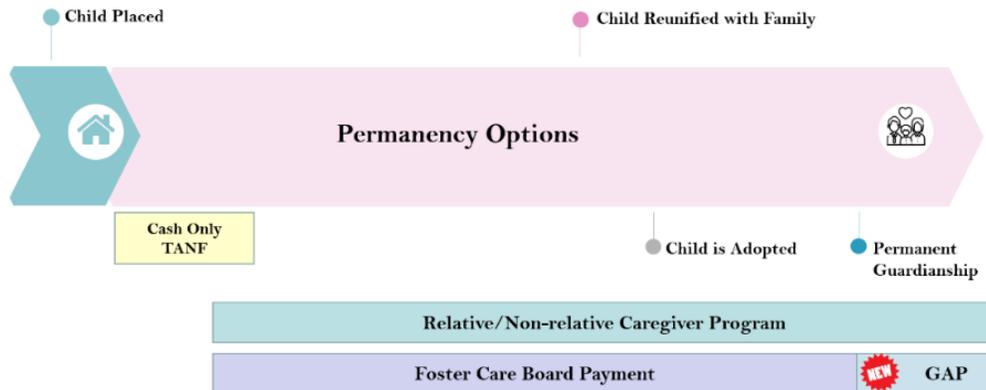
## What is New for Case Managers

Instructor Information	
 <p><i>Presentation – What is New for Case Managers?</i> PG. 13</p> 	<p><b>STATE:</b> So, how does this affect the case managers? After placement, the CPI who made the placement notifies the CBC lead agency within 2 business days.</p> <p>Also, the CPI or Case Manager who did the placement informs relative/non-relative caregivers that a child welfare professional for licensing specialist will be coming out to their home to talk about, in detail, all available benefits to them.</p> <p>The caregiver may choose to become licensed or opt out.</p> <p>If the caregiver chooses to be licensed, the designated child welfare professional will complete the second home study.</p> <p>If the caregiver opts out, a case manager will complete the second home study.</p> <p><b>HOWEVER,</b> if the designated child welfare professional for licensing could not complete the home study within 45 days of transferring the case, the case manager must complete an updated home study.</p>



## Guardianship Assistance Program (GAP)

Instructor Information	
 <p><i>Presentation – Caregiver Benefits</i> PG. 14</p>  	<p><b>STATE:</b> Let me bring back the caregiver benefits slide.</p> <p>After initial placement, there are three possibilities for the child.</p> <ol style="list-style-type: none"> <li>1. The child can reunify with his/her family.</li> <li>2. The child can be adopted.</li> <li>3. If reunification and/or adoption is determined to not be in the child's best interest, the child can be closed out into permanent guardianship.</li> </ol> <p>If the caregiver chooses to become Level I licensed, they may be able to receive additional benefits through the Guardianship Assistance Program (GAP).</p>



## Guardianship Assistance Program (GAP) Overview

Instructor Information	
 <p><i>Presentation – Guardianship Assistance Program (GAP) – Overview</i> PG. 14</p> <div style="background-color: #4CAF50; color: white; padding: 5px; text-align: center;"> <b>Guardianship Assistance Program (GAP) Overview</b> </div> <ul style="list-style-type: none"> <li>▪ Permanent Guardianship is possible when reunification and adoption have been determined to not be in the child’s best interest.</li> <li>▪ The Guardianship Assistance Program (GAP) is a Title IV-E benefits program that is available to guardians who commit to care for a child long term.</li> <li>▪ GAP benefits are provided to a court approved guardian following discharge to permanent guardianship.</li> <li>▪ GAP benefits are paid to the guardian on behalf of the eligible child.</li> <li>▪ GAP eligibility must be redetermined annually.</li> </ul>	<p><b>STATE:</b> Permanent Guardianship is possible when reunification and adoption have been determined to not be in the child’s best interest.</p> <p>The Guardianship Assistance Program (GAP) is a Title IV-E benefits program that is available to guardians who commit to care for a child long term.</p> <p>GAP benefits are provided to the court approved guardian following case closure in permanent guardianship.</p> <p>GAP benefits are paid to the guardian on behalf of the eligible child.</p> <p>GAP eligibility must be redetermined annually.</p>

### Guardianship Assistance Program (GAP) Overview

- **Permanent Guardianship** is possible when reunification and adoption have been determined to not be in the child’s best interest.
- **The Guardianship Assistance Program (GAP)** is a Title IV-E benefits program that is available to guardians who commit to care for a child long term.
- **GAP** benefits are provided to the court approved guardian following discharge to permanent guardianship.
- **GAP** benefits are paid to the guardian on behalf of the eligible child.
- **GAP** eligibility must be redetermined annually.

## Guardianship Assistance Program (GAP) Eligibility

Instructor Information	
 <p><i>Presentation – Guardianship Assistance Program (GAP) – Eligibility</i> PG. 15</p> <div style="background-color: #4CAF50; color: white; padding: 5px; text-align: center;"> <b>Guardianship Assistance Program (GAP) Eligibility</b> </div> <p><b>To be eligible for GAP payments, a child:</b></p> <ul style="list-style-type: none"> <li>▪ Determined that it is not in the best interest for the child’s case to be closed out in reunification or adoption.</li> <li>▪ Has been placed with the guardian by the court.</li> <li>▪ Is eligible for foster care room and board payments for at least 6 consecutive months with the current guardian.</li> </ul> <p><b>To be eligible for GAP payments, a guardian:</b></p> <ul style="list-style-type: none"> <li>▪ Has committed to caring for a child long term.</li> <li>▪ Has been licensed to care for the child.</li> <li>▪ Enters into a Guardianship Assistance Agreement (GAA) for the child prior to discharging to permanent guardianship.</li> </ul>	<p><b>STATE:</b> To be eligible for GAP the child must be placed with the guardian by the court and receive payments at foster care room and board for at least 6 consecutive months with the current guardian. It must also have been determined that reunification or adoption is not in the best interest of the child.</p> <p>To be eligible for GAP, the guardian has committed to caring for a child long-term and has been licensed to care for the child. The guardian must also enter into a guardianship assistance agreement for the child prior to the closing of the case to permanent guardianship.</p>

## Guardianship Assistance Program (GAP) Eligibility

### To be eligible for GAP payments, a child:

- Has been placed with the guardian by the court.
- Is eligible for foster care room and board payments for at least 6 consecutive months with the current guardian, and
- It has been determined that reunification or adoption is not in the best interest of the child.

### To be eligible for GAP payments, a guardian:

- Has committed to caring for the child long-term.
- Has been licensed to care for the child.
- Enters into a guardianship assistance agreement for the child prior to discharging to permanent guardianship.

## Guardianship Assistance Program (GAP) Benefits

Instructor Information	
 <p><i>Presentation – Guardianship Assistance Program (GAP) – Benefits PG. 16</i></p> <div data-bbox="211 445 657 697"><p><b>Guardianship Assistance Program (GAP) Benefits</b></p><p>GAP benefits are:</p><ul style="list-style-type: none"><li>• Monthly payments of <b>\$333</b> to support the child,</li><li>• Medicaid benefits until 18 years of age (or 21 if eligible for Extension of Guardianship Assistance Program),</li><li>• Tuition and fee exemptions,</li><li>• Available for children who are living out-of-state,</li><li>• One-time payment to assist with the costs of establishing permanent guardianship (\$2000 nonrecurring)</li></ul></div>	<p><b>STATE:</b> Children closing out in permanent guardianship and receiving GAP benefits will receive the following:</p> <ul style="list-style-type: none"><li>• Monthly payments of \$333 for support of the child</li><li>• Medicaid benefits until the child is 18 years of age (or 21 if the child is eligible for Extension of Guardianship Assistance Program)</li><li>• Tuition and fee exemptions</li><li>• Available for children who are living out-of-state</li><li>• One-time payment to assist with the costs of establishing permanent guardianship (\$2000 nonrecurring)</li></ul>

## Guardianship Assistance Program (GAP) Benefits

GAP benefits are:

- Monthly payment of \$333 for support of the child.
- Medicaid benefits until 18 years of age (or 21 if eligible for Extension of Guardianship Assistance Program).
- Tuition and fee exemption.
- Available for children living out-of-state.
- One-time payment to assist with the costs of establishing permanent guardianship (\$2000 nonrecurring)

## Guardianship Assistance Program (GAP) Myths vs. Fact

Instructor Information	
 <p><i>Presentation – Guardianship Assistance Program (GAP) – Myths vs. Facts PG. 16</i></p> 	<p><b>STATE:</b> Now let’s test what we learned so far about GAP. The first myth is “Relatives, Non-relatives, and Fictive Kin who are licensed automatically qualify for GAP.”</p> <p>Why is this a myth?</p> <p>The fact is that the caregiver must receive foster care board payment for 6 consecutive months prior to discharge to permanent guardianship.</p> <p><b>STATE:</b> Our second myth is “Guardianship Assistance Payments begin after the guardian is licensed.”</p> <p>Why is this a myth?</p> <p>The correct answer is that the guardian will receive a foster care board payment until discharge to permanent guardianship. Upon discharge, the GAP payments will begin for program eligible children.</p> <p>The final myth is “GAP is a “new” permanency option”.</p> <p>Why is this a myth?</p> <p>The correct answer is that GAP is a benefit for children that discharge to permanent guardianship.</p>

### Guardianship Assistance Program (GAP) Myths vs. Fact

**Myth:** Relatives, non-relatives, and fictive kin who are licensed automatically qualify for GAP.

**Fact:** The caregiver must receive foster care board payment for 6 consecutive months prior to discharge to permanent guardianship.

**Myth:** Guardianship Assistance Program payments begin after the guardian is licensed.

**Fact:** The caregiver must receive foster care board payment for 6 consecutive months prior to discharge to permanent guardianship.

**Myth:** GAP is a “new” permanency option for children.

**Fact:** GAP is a benefit for children that discharge to permanent guardianship.

## Extended Guardianship Assistance Program (EGAP)

Instructor Information	
 <p><i>Presentation – Extended Guardianship Assistance Program (EGAP)</i> PG. 17</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>Extended Guardianship Assistance Program (EGAP)</b></p> <p><b>Extended Guardianship Assistance Program (EGAP)</b></p> <ul style="list-style-type: none"> <li>▪ Is available to guardians who entered into an initial Guardianship Assistance Agreement (GAA) for a 16 or 17 year old child.</li> <li>▪ Has the purposes of                             <ul style="list-style-type: none"> <li>▪ Reducing the risk of child remaining in foster care.</li> <li>▪ Providing additional financial support to guardians.</li> <li>▪ Allowing CBC lead agencies to provide additional support to guardians.</li> </ul> </li> <li>▪ Is available to the child until 21 if the child participates in at least one or more qualifying activities.</li> <li>▪ Eligibility redetermination must be completed every 6 months.</li> </ul> </div>	<p><b>STATE:</b> Similar to adoption, there is a possibility of extending GAP for children who are 18 years old or older.</p> <p><b>HIGHLIGHT</b> that EGAP is very similar to EMAS.</p> <p><i><b>DIRECTION:</b> Go over each bullet point.</i></p> <p>Extended Guardianship Assistance Program (EGAP)</p> <ul style="list-style-type: none"> <li>▪ Is available to guardians who entered into an initial Guardianship Assistance Agreement (GAA) for a 16 or 17-year-old child.</li> <li>▪ Has the purposes of                             <ul style="list-style-type: none"> <li>▪ Reducing the risk of child remaining in foster care.</li> <li>▪ Providing additional financial support to guardians.</li> <li>▪ Allowing CBC lead agencies to provide additional support to guardians.</li> </ul> </li> <li>▪ Is available to the child until 21 if the child participates in at least one or more qualifying activities.</li> <li>▪ Eligibility redetermination must be completed every 6 months.</li> </ul>

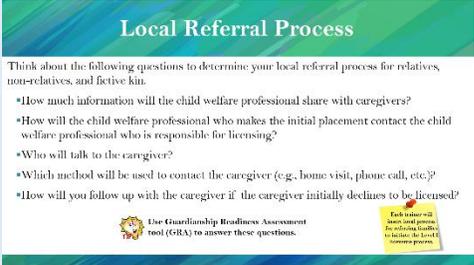
## Extended Guardianship Assistance Program (EGAP)

### Extended Guardianship Assistance Program (EGAP)

- Is available to guardians who entered into an initial Guardianship Assistance Agreement (GAA) for a 16 or 17-year-old child.
- Has the purposes of
  - Reducing the risk of child remaining in foster care.
  - Providing additional financial support to guardians.
  - Allowing CBC lead agencies to provide additional support to guardians.
- Is available to the child until 21 if the child participates in at least one or more qualifying activities.

- Eligibility redetermination must be completed every 6 months.

## Local Referral Process

Instructor Information	
 <p><i>Presentation – Local Referral Process</i> PG. 17</p> 	<p><b>STATE:</b> Think about the following questions to determine your local referral process for relatives, non-relatives, or fictive kin.</p> <ul style="list-style-type: none"> <li>▪ Who will give the resource guide?</li> <li>▪ How much information will the child welfare professional share with caregivers?</li> <li>▪ How will the child welfare professional who makes the initial placement contact the child welfare professional who is responsible for licensing?</li> <li>▪ Who will talk to the caregiver?</li> <li>▪ Which method will be used to contact the caregiver (e.g., home visit, phone call, etc.)?</li> <li>▪ How will you follow up with the caregiver if the caregiver initially declines to be licensed?</li> </ul> <p>You should also use Guardianship Readiness Assessment Tool (GRA) to answer these questions. Remember, you need to insert your local process to refer families to initiate the Level I licensure process.</p>

## Local Referral Process

Think about the following questions to determine your local referral process for relatives, non-relatives, or fictive kin.

- How much information will the child welfare professional share with caregivers?
- How will the child welfare professional who makes the initial placement contact the child welfare professional who is responsible for licensing?
- Who will talk to the caregiver?
- Which method will be used to contact the caregiver (e.g., home visit, phone call, etc.)?
- How will you follow up with the caregiver if the caregiver initially declines to be licensed?



Use Guardianship Readiness Assessment tool (GRA) to answer these questions.



## Take Away

Instructor Information	
<div data-bbox="203 298 305 394" style="float: left; margin-right: 10px;">  </div> <div data-bbox="349 281 613 352"> <p><i>Debrief – Take Away</i> PG. 18</p> </div> <div data-bbox="203 436 654 487" style="background-color: #4CAF50; color: white; padding: 5px; text-align: center; margin-top: 20px;"> <p>Take Away</p> </div> <div data-bbox="227 499 641 661"> <ul style="list-style-type: none"> <li>▪ With the sunseting of the Title IV-E Waiver, DCF, in conjunction with FCC, implemented the Path Forward statewide initiative to identify federal funds to support the child welfare system. To draw more federal funding, relatives, non-relatives, and fictive kin can receive foster care board payments.</li> <li>▪ There are five levels of licensure with the new addition of Level I for relatives, non-relatives, and fictive kin.</li> <li>▪ Level I is tailored for relative/non-relative/fictive kin caregivers with modified background evaluation, waivable non-safety items, and streamlined educational resources. Background checks and reduced educational resources will go into effect on July 1<sup>st</sup>, 2019 if the legislature passes the language.</li> </ul> </div> <div data-bbox="203 772 654 823" style="background-color: #4CAF50; color: white; padding: 5px; text-align: center; margin-top: 20px;"> <p>Take Away</p> </div> <div data-bbox="214 840 636 976"> <ul style="list-style-type: none"> <li>▪ Guardianship Assistance Program (GAP) is a Title IV-E benefits program that is available to guardians who commit to caring for a child long term.</li> <li>▪ A child is eligible for GAP payments when he/she is placed with the guardian by court and receive foster care board payments for at least 6 consecutive months with the current guardian.</li> <li>▪ GAP benefits include monthly payments, Medicaid, out-of-state living expenses, and tuition and fee exemption.</li> </ul> </div>	<p><b>STATE:</b> With the sunseting of the Title IV-E Waiver, DCF, in conjunction with FCC, implemented the Path Forward statewide initiative to identify federal funds to support the child welfare system. To draw more federal funding relatives, non-relatives, and fictive kin can receive foster care board payments.</p> <p>There are five levels of licensure with the new addition of Level I for relatives, non-relatives, and fictive kin.</p> <p>Level I is tailored for relative/non-relative/fictive kin caregivers with modified background evaluation, waivable non-safety items, and streamlined educational resources.</p> <p>Guardianship Assistance Program (GAP) is a Title IV-E benefits program that is available to guardians who commit to caring for a child long term.</p> <p>A child is eligible for GAP payments when he/she is closed out in permanent guardianship, is placed with the guardian by court and receive for care board payments for at least 6 consecutive months with the current guardian.</p> <p>GAP benefits include monthly payments, Medicaid, out-of-state living expenses, tuition and fee exemption, and one-time nonrecurring payment.</p>

## Take Away

With the sunseting of the Title IV-E Waiver, DCF, in conjunction with FCC, implemented the Path Forward statewide initiative to identify federal funds to support the child welfare system. To draw more federal funding relatives, non-relatives, and fictive kin can receive foster care board payments.

There are five levels of licensure with the new addition of Level I for relatives, non-relatives, and fictive kin.

Level I-Child Specific Foster Home is tailored for relative/non-relative/fictive kin caregivers with modified background evaluation, waivable non-safety items, and streamlined educational

resources. Background checks and reduced educational resources will go into effect on July 1<sup>st</sup>, 2019 if the legislature passes the language.

Guardianship Assistance Program (GAP) is a Title IV-E benefits program that is available to guardians who commit to caring for a child long term.

A child is eligible for GAP payments when he/she is closed out in permanent guardianship, is placed with the guardian by court and receive for care board payments for at least 6 consecutive months with the current guardian.

GAP benefits include monthly payments, Medicaid, out-of-state living expenses, tuition and fee exemption, and one-time nonrecurring payment.

Instructor Information	
 <p><i>Presentation – End of Session A</i></p> 	<p><b>STATE</b> This concludes the Session A. Does anybody have any questions or is there anything that confuses you? Please ask.</p>