



Time to Level Up: *Level I Relicensure...*

Courtney Smith, MSW

Adoption and Permanency Manager

Office of Child Welfare

Florida Department of Children and Families

The Relicensure Process

Similar to level II-V foster homes, the relicensure process can be initiated by the child welfare professional responsible for licensing no more than 90 days prior to the license expiration date.

The relicensing file must be submitted to the licensing authority at least 30 days prior to the expiration of the current license.

Relicensing Requirements

- Relicensing requirements will be identified in the draft F.A.C. 65C-45;
- Requirements must be documented on the Licensing/Relicensing Checklist and approved in writing by the Regional Licensing Authority;

Background Screening Requirements for Relicensure

Families not screened through the ACHA Background Screening Clearinghouse must be rescreened through fingerprints annually;

Background screenings must be completed prior to relicensure and include:

- Resubmission of fingerprints for state and federal criminal records checks;
- Local law enforcement and 911 call outs to the home;
- Abuse and neglect records checks;
- Civil records checks;
- Sex offender and predator records checks;
- Juvenile records checks.

Background screenings must be older than 60 days from the relicensure date.

Unified Home Study

- A relicensing unified home study must be completed for all levels of licensure;
- The supervising agency shall make a thorough assessment and evaluation of each licensed out-of-home caregiver and document this evaluation using the Unified Home Study module in FSFN;
 - The updated home study shall include all of the assessments required for an initial licensing home study as specified in Rule 65C-45.003, F.A.C. In addition, the updated home study shall include an assessment of fostering experiences over the past licensing year, including:
 - Documentation of water safety training, if applicable;
 - Background screenings;
 - Documentation regarding any updates to the evacuation and preparedness plan;
- Forms to attach to the unified home study:
 - Water Addendum
 - Acknowledgment of Firearm Safety

Unified Home Study continued...

- Documentation of the licensed caregivers support and integration of the child into the family;
- Level of cooperation with the child's family, including visitations;
- Documentation of proper administration and monitoring of medication, if applicable;
- Documentation of the maintenance of school and resource records for the children placed;
- Summary of all forms obtained from the relicensing process.



Forms required and signatures needed for level I licensure

- Level I caregivers will be required to sign a new “Application for License to Provide Out-of-Home Care for Dependent Children”;
- Reviewing and signing of the Unified Home Study;

Additional relicensing requirements

Review of driver's license must be completed. This can be completed using <https://services.flhsmv.gov/DLCheck/> to verify the applicant has a valid license;

Documentation of valid auto insurance;

Documentation of at least one hour of continuing education;

*If applicable, the family may use the water safety to satisfy the training requirement.

Uploading the relicensing packet and completion of the relicensing checklist in FSFN;



What was
removed for
level I
relicensure?

- All references to include:
 - The Foster parents review of the case manager;
 - The Case managers review of the foster parent;
 - Quality of Licensed Caregiver's Home-Community input form;
 - Documentation of exit interviews;
- 8 hours of inservice;
- Review of the partnership plan;
- Home health inspection;
- Fire drill logs;

Level I Licensing Reminders

- When initially licensing a level I foster home, an incomplete background screening from the Child Protective Investigator (CPI) should not delay the licensure process;
- If approved background screenings are included in the UHS (whether approved or unapproved) the licensing counselor may move forward with licensure;
- It is acceptable for background screenings to be documented in a FSFN Chronological Note from the CPI;
- Background screenings pursuant to F.A.C. 65C-28.011 should be documented in FSFN. Screenings include:
 - Abuse and neglect records checks;
 - Local checks;
 - Juvenile delinquency checks;
 - NCIC and FCIC obtained from fingerprints;



Level I Licensing Reminders, continued...

- The initial licensing packet should be kept minimal as not to overwhelm the family;
- The packet should 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
- Any additional agency specific forms may be completed during quarterly meeting or at any time during the initial licensing year.
- Forms requiring signature for relicensure as a part of the UHS include:
 - Updated Water Addendum
 - Updated Acknowledgement of Firearms Safety



Questions???