



State of Florida
Department of Children and Families

Charlie Crist
Governor

Robert A. Butterworth
Secretary

DATE: May 23, 2008
TO: Regional Directors
FROM: George Sheldon, Assistant Secretary for Operations
David Fairbanks, Assistant Secretary for Programs
SUBJECT: Operating Procedure Review

George Sheldon

David Fairbanks

PURPOSE: This memorandum seeks feedback on the proposed changes to the Title IV-E Foster Care and Adoption Subsidy operating procedure, CFOP 175-71. (See Attachment 1.)

BACKGROUND: The Title IV-E State Plan establishes program guidelines for IV-E eligibility claims and certifications that the Department conforms with the statutory provisions. This procedure was approved in late 2005 and most recently in late 2007, with one exception being adoptions. The revisions to the operating procedure address recent changes in law, federal clarifications, state plan criteria, and the Title IV-E waiver terms. Some of the revisions are required actions per the IV-E foster care improvement plan and the adoption assistance improvement plan. For example, one of the changes to Chapter 3 addresses the preferred court order language for use when the Department receives responsibility for placement and care of a child; a change in Chapter 5 (adoption assistance) removes the requirement for annual renewals of the adoption assistance agreement. Attachment 2 summarizes the changes by chapter.

ACTION REQUIRED: This memorandum and attachments should be disseminated to Circuit Administrators, all lead agencies, and those with responsibility for revenue maximization and federal funding eligibility.

Please review the proposed changes and provide feedback using the review comments matrix (Attachment 3). All comments should be submitted no later than June 13th. We ask those responding to:

- o enter their comments on the review comments matrix, and
- o submit them via electronic mail to Mukweso Mwenene at Mukweso_Mwenene@dcf.state.fl.us

CONTACT PERSON: If you have questions or need clarification, please contact Mukweso Mwenene at (850) 922-0510.

Attachments

cc: Patricia Badland, Director of Office of Family Safety
Contract Managers (Community-Based Care)

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700