DATE: April 2, 2015
TO: Community-Based Care Lead Agencies
THROUGH: Janice Thomas, Assistant Secretary for Child Welfare
FROM: Traci Leavine, Director of Child Welfare Practice
       Kellie Sweat Darnell, Director of Child Welfare Operations
SUBJECT: Family Foster Home Licensing File Storage
         Chapter 65C-13.031(13)(c), F.A.C.

PURPOSE: This memorandum is to provide clarification to Community-Based Care Lead
Agencies (CBCs) as to appropriate electronic storage of family foster home licensing files until
such time as the Florida Safe Families Network (FSFN) can support uploading of complete
licensing files into the system.

BACKGROUND: Rule language 65C-13.031(13)(c) states the following, “An electronic version
of the licensing file shall be maintained by the supervising agency in the electronic filing cabinet
located in Florida Safe Families Network.” FSFN does not currently provide a general file
cabinet for Provider records and there currently is no mechanism for storing the entire licensing
file within FSFN.

In an effort to comply with the requirement, CBCs are uploading all licensing file documents into
the current Unified Home Study. While uploading, if a licensing file is too large, it must be
divided into smaller files to upload (sometimes 3 or 4 separate attachments). The Unified Home
Study is designed to store only the documents needed to support the home study.

ACTION REQUIRED: To satisfy the requirements of 65C-13.031(13)(c), F.A.C., the
“Application for License to Provide Out-of-Home Care for Dependent Children”, CF-FSP 5007,
revised July 2014, and the Unified Home Study need to be completed electronically and
maintained in FSFN. Effective immediately, no additional licensing file documents are to be
uploaded. CBCs should store the licensing file and related documents within their own
electronic data storage systems in compliance with records retention requirements.

CONTACT INFORMATION: CBCs with questions regarding the information contained in this
memo should contact Kristi Putnam at Kristi.Putnam@myffamilies.com or (850) 717-4659.