



**STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE**

**JUVENILE JUSTICE INFORMATION SYSTEM  
BUSINESS RULE**

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**SUBJECT:** FOSTER CARE/DEPENDENCY YOUTH

**PROCEDURE NUMBER:** 00-013

**EFFECTIVE DATE:** November 29, 2000

**REVISED DATE:** August 31, 2001; March 11, 2002; January 6, 2005;  
December 2008; January 2016

**PROGRAM AREA(S):** Detention, Prevention, Probation, Residential, and  
Administrative Services.

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**POLICY/PROCEDURE**

When a youth is currently active in the Foster Care/Dependency system, the following guidelines are to be followed.

**Foster Care Youth**

Juvenile Registration Module:

- The youth's home county will be county that has jurisdiction of the Dependency case; regardless of the youth's physical address.

Family Member Module:

- On the Address Change Worksheet, when a "YES" answer is selected for the question "Is this youth in Foster Care?" the youth's address will default to the local DCF address to the county with jurisdiction of the Dependency case.
- Foster Care will automate as DCF/Guardian; legal guardian and lives with youth.
- Enter all Foster Care worker information, if known.
- Enter all Foster Parent information, if known.
- Enter additional family members, if known. Do not select lives with youth.

**NOTE:** To protect the safety and security of the youth and foster parents, foster parent's names will not be printed on the face sheet. The name will appear as XXXX.

Special Alerts:

- An alert will automatically populate when "YES" is selected for the question "Is this youth in Foster Care?" in the Address Change Worksheet.

Cost of Care:

- JJIS will automatically waive cost of care if the youth's Address Change Worksheet indicates the youth is in Foster Care.
- Best Practice is to enter a waiver.

**Foster Care has been terminated**

When the youth is returned to the family or when it is determined that DCF is no longer involved with the youth/family, JJIS is to be updated as follows:

Juvenile Registration Module:

- The youth's home county will be the county of the youth's residence.

Family Member Module:

- From the Address Change Worksheet, select "NO" to the question "Is this youth in Foster Care?"
- Update the youth's address to the physical address the youth is living at.
- Update family members youth is living with.
- Update guardian for the youth.
- Select guardian/family member to be billed for Cost of Care.
- Uncheck all Foster Care workers or Foster Parents for the youth.

Special Alerts:

- The alert will automatically end date when "NO" is selected for the question "Is this youth in Foster Care?" in the Address Change Worksheet.

Cost of Care:

- Select a family member who is responsible for Cost of Care.
- Enter appropriate waivers or reductions.

**Protective Services Youth**

This status applies to youth who have not been removed from their home, but DCF is providing services to the youth/family.

Special Alerts:

- Enter the alert of "Protective Supervision Status".
- Add begin date of DCF involvement and DCF Case Worker information if known.
- End date alert when DCF is no longer involved with the family.

Youth Notes Module:

- Add DCF Case Worker information as a Key Participant.

Cost of Care:

- Select a family member who is responsible for Cost of Care.
- Enter appropriate waivers or reductions.