



**STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE**

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**JUVENILE JUSTICE INFORMATION SYSTEM  
BUSINESS RULE**

**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; July 2020**

**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.

1. Youth can only have 1 DCF alert.
2. If DCF status changes,
  - a. Close current alert
  - b. Add new alert
3. DCF- Foster Care alert is automated from address change worksheet
4. DCF- Protective Supervision Status, DCF- Shelter and DCF- Out of Home care alerts are NOT automated

**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.

**NOTES:**

- DCF worker should never be manually added to family member section. This will auto populate based off foster care designation.
- 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.

Alerts & Alias Module:

- DCF- Foster Care 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.

Alerts & Alias Module:

- 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**

A legal status in dependency cases which permits the child to remain safely in his or her own home or other non-licensed placement under the supervision of an agent of the department and which must be reviewed by the court during the period of supervision.

Alerts & Alias Module:

- Enter the alert of “DCF- 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.

**NOTE: Key participant will appear under Youth Notes on facesheet. When DCF worker is entered as a key participant, do not enter as a family member via family member module.**

Cost of Care:

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

## **Youth in Out of Home Care**

The placement of a child in licensed and non-licensed settings, arranged and supervised by the Department or contracted service provider, outside of the home of the parent.

Alerts & Alias Module:

- Enter the alert of “DCF- Out of Home Care”.
- 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

**NOTE: Key participant will appear under Youth Notes on facesheet. When DCF worker is entered as a key participant, do not enter as a family member via family member module.**

Cost of Care:

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

## **Shelter Youth**

The placement with a relative or a nonrelative, or in a licensed home or facility, for the temporary care of a child who is alleged to be or who has been found to be dependent, pending court disposition before or after adjudication.

### Alerts & Alias Module:

- Enter the alert of “DCF- Shelter”.
- 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.

**NOTE: Key participant will appear under Youth Notes on facesheet. When DCF worker is entered as a key participant, do not enter as a family member via family member module.**

### Cost of Care:

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