

Chapter 10

COMMUNITY-BASED CARE ADOPTION INCENTIVE PROGRAM

10-1. Purpose. The Community-Based Care Adoption Incentive program is a legislatively mandated requirement found in s. [409.1662](#), F.S. The purpose of the adoption incentive program is to advance the state's achievement of permanency, stability, and well-being for children in foster care who cannot be reunited with their families. The Department established the adoption incentive program to award incentive payments to Community-Based Care Lead Agencies (CBC) for achievement of specific and measurable adoption performance standards.

10-2. Definitions.

a. "Expressed Intent Date" is the date when a prospective adoptive parent has expressed the intent to adopt a child and all of the following has taken place:

(1) The child is deemed legally free for adoption.

(2) The prospective adoptive family has an approved adoption home study.

(3) The Department has determined that consent will be provided to the prospective adoptive family.

b. "Legally Free for Adoption" is the date when the termination of parental rights is granted and the appeal period for the legal parents has expired.

c. "Full Disclosure Staffing" is a staffing that is facilitated by adoption staff that involves disclosing all known information as prescribed in s. [63.085\(2\)\(a\)](#), F.S.

d. "Adoption Transition Staffing" is a staffing that outlines the child's transition from one placement to an approved adoptive placement.

e. "Adoption Support Group" is a group that allows for the support, networking and sharing of adoption information.

f. "Permanency Roundtable Team" (PRT) is a structured meeting intended to establish legal permanency for youth by involving internal and external experts.

g. "Child Specific Recruitment" is an individualized recruitment plan that is specific to a particular child's background. When documenting this recruitment event in FSFN, the type of event is named Adoption Child Specific.

h. "General Recruitment" is a general recruitment event to increase the number of prospective adoptive parents. When documenting this recruitment event in FSFN, the type of event is named Adoption General Recruitment.

i. "Targeted Adoption Recruitment" is a recruitment event to increase a specific population of prospective adoptive parents. When documenting this recruitment event in FSFN, the type of event is named Adoption Targeted Population.

j. "Adoption Competency" is a training event specifically designed for mental health and child welfare professionals to equip them with knowledge and skills needed to offer services throughout each stage of the adoption process.

k. "CBC Adoption Incentive Year" is the time frame in which adoption incentive credits can be earned:

(1) State Fiscal Year 2016-2017: January 1, 2017-June 30, 2017.

(2) State Fiscal Year 2017-2018: January 1, 2018 - June 30, 2018.

(3) Each subsequent State Fiscal Year: July 1st - June 30th.

l. "Adoption Incentive Credit" is a credit assigned to a case that meets one of the adoption incentive performance standards and the required case documentation.

m. "Adoption Incentive Dollar Amount" is the incentive payment the Department allocates to performance improvement targets. The allocation is made in a manner that ensures that total payments do not exceed the amount appropriated for this purpose. The Department shall ensure that the amount of the incentive payments are proportionate to the value of the performance improvement.

10-3. Procedures.

a. Each CBC must submit documentation through their Regional DCF Contract Manager to the Adoption Incentive Specialist, during the specified time frames established by the Department.

(1) State Fiscal Year 2016-2017: April 12, 2017 for adoption finalizations between January 1, 2017–March 31, 2017; July 12, 2017 for adoption finalizations between April 1, 2017–June 30, 2017.

(2) State Fiscal Year 2017-2018: April 12, 2018 for adoption finalizations between January 1, 2018–March 31, 2018; July 12, 2018 for adoption finalizations between April 1, 2018–June 30, 2018.

(3) Each subsequent State Fiscal Year: January 12th and July 12th. If the 12th of January or July falls on the weekend, documentation will be due to the Adoption Incentive Specialist on the following business day.

b. Cases with Adoption and Foster Care Analysis and Reporting (AFCAR) errors will be returned for correction before consideration for receipt of the incentive.

c. Once received, the information will be verified for eligibility by the Adoption Incentive Specialist. Each CBC will have 5 business days to respond via email should there be any follow-up questions regarding their incentive request. All cases received after the final deadline will not be processed.

d. After eligibility has been verified, an email will be sent to the CBC notifying them of the case approval or denial. If denied, the reason for the denial will be included.

e. An additional email will be sent to the CBC notifying them of the amount of incentive dollars to be awarded once the incentive amount has been calculated.

f. CBC Incentive funds are non-recurring funds and should be spent within the contract terms and conditions of the CBC Lead Agency's contract.

g. The adoption incentive agreement must be amended into the CBC Lead Agency's contract no later than the last business day in June prior to the beginning of the new state fiscal year, and the amendment must have an effective date of July 1st of the new state fiscal year.

10-4. Documentation. The following items must be submitted using the Office of Child Welfare template (see CBC Adoption Incentivized Performance Standards, Attachment 1 to this chapter) for all cases being reviewed for adoption incentive credit:

- a. CBCs Name;
- b. Child's Name;
- c. Provider ID Number;
- d. FSFN ID Number – Pre-Adoptive Case;
- e. FSFN ID Number – Post Adoptive Case;
- f. Date of Final Order of Adoption\;
- g. County of Jurisdiction;
- h. Status of AFCAR errors; and,
- i. Applicable Performance Standard Category.

10-5. Reports and Surveys.

a. Each year the Department will complete an Annual Baseline Assessment that includes the requirements outlined in s. [409.1662](#), F.S., and other relevant indicators of adoption success found as a result of assessing the available data.

b. Each CBC will have seven (7) business days from date of receipt to make any comments or suggestions to the Annual Baseline Assessment.

c. Post Adoption Communication requirements as prescribed in s. [39.812](#), F.S., and the Annual Baseline Assessment requirements in s. [409.1662\(2\)\(a\)\(1-6\)](#), F.S., will be retrieved from FSFN.

d. The Annual Baseline Assessment requirement outlined in s. [409.1662\(2\)\(a\)\(7\)](#), F.S. will be retrieved from the annual adoption survey.

e. The Annual Baseline Assessment requirements outlined in s. [409.1662\(2\)\(a\)\(8\)](#), F.S., will be retrieved from the Department's correspondence with the CBC's.

f. CBC'S will forward the annual adoption survey to all adoption related stakeholders within their community by the date determined by the Department.

g. CBC's shall provide an expenditure report as to how incentive funds were expended. It is recommended that the CBC utilize the incentive funds towards adoption related services and programming. The expenditure report must be submitted to the Adoption Incentive Specialist by October 6th. If that date falls on a weekend, documentation will be due by the following business day.

CBC Adoption Incentivized Performance Standards

CBC's Name	Child's Name	Provider ID #	FSFN ID # Pre Case	FSFN ID # Post Case	Date of Final Order of Adoption	County of Jurisdiction	AFCAR Errors Yes or No	Achieved Incentivized Performance Standard (1)	Achieved Incentivized Performance Standard (2)

