



Policy: Employees as Foster and Adoptive Parents

ChildNet Number: CN 009.013

Original Approved Date: June 2, 2003

Policy Revised Date(s): January 24, 2007, October 2009, June 22, 2010

Policy Sunset Date:

COA Standard(s): ETH 2.01, RPM 2.01

Statement of Policy:

ChildNet staff may serve the needs of children in the dependency system process outside their role and responsibilities to ChildNet by serving as foster and adoptive parents. ChildNet has procedures enacted to ensure that the best interest of a child is always prioritized and potential conflicts of interest or even the mere appearance of such conflicts in the fostering or adoption of such children do not occur. ChildNet complies with all state and federal laws pertaining to licensure and adoption as relates to ChildNet's employees, relatives of ChildNet employees, sub-contractors, subcontractor's employees, and DCF employees within the Lead Agency's service delivery system.

Board Chair Signature: _____

Date: _____

11/15/10



Procedure: Employees as Foster and Adoptive Parents

ChildNet Number: CN 009.013

Original Approved Date: June 2, 2003

Procedure Revised Date(s): January 24, 2007, October 2009, June 22, 2010, December 9, 2010, February 21, 2018

Procedure Sunset Date:

COA Standard(s): ETH 2.01, RPM 2.01

Statement of Procedure:

- A. ChildNet staff may have a personal interest in seeking to foster and/or adopt a child in the dependency system which is outside the scope of their roles and responsibilities as ChildNet staff. This procedure establishes the criteria used in making the determination as to whether or not a conflict or appearance of a conflict exists, as well as the safeguards to ensure that a conflict is not created and the protocol that must be followed conducting home studies and provisions of supervision of these placements. If ChildNet staff is interested in becoming a licensed caretaker through a sub-contractor of ChildNet, the licensing home study must be completed by a child placing agency outside of ChildNet's service delivery system. Prior to a licensure application being submitted to the Department of Children and Families (DCF) for consideration of approval, the Chief Executive Officer (CEO) will review and approve the submission of the application to DCF.
 - I. Foster Placement for child under the jurisdiction of Circuit Seventeen
 - a. The ChildNet staff notifies the Executive staff member over their department of their interest in fostering a child.
 - b. The Executive staff member communicates this information to the Executive Director in order that the appropriate notifications and actions may occur prior to placement occurring.
 - c. The Executive Director ensures that the Program Officers obtain written approval from another district's Lead Agency to directly or through one of its sub-contracted CBCs to provide supervision for the intended duration of the placement. The duration of the placement is to be a fixed length of time which is arrived at after review of the case file and in consult with Director and Supervisor providing case management for the child in question.
 - d. The Executive Director ensures that the Program Officers provides written notification to the Broward Circuit Court which is responsible for the dependency case of the child of the intent to explore the ChildNet staff as a potential placement option. In addition, a written request for appointment of a Guardian Ad Litem must be made and set for hearing before the Court prior to the placement.



- e. Once all items delineated in paragraphs 'c' and 'd' above have been provided to the Executive Director, the information is provided for review and approval by the Chief Executive Officer (CEO) or designee. A copy of the written approval is to be placed in the ChildNet staff's personnel file.
 - f. Upon placement of the child, a written status report is to be filed with the Court reflecting the type of licensed placement and that the licensed individual is a member of ChildNet staff.
- II. Foster placement for child under the jurisdiction of any circuit other than Circuit Seventeen
- a. The ChildNet staff notifies the Executive staff member over their department of their interest.
 - b. The Executive staff member communicates this information to Program Officers. The Program Officers are responsible for ensuring that, prior to placement of the child, the sending district is advised, in writing, that ChildNet cannot provide any supervision of the child so long as the child resides in the foster home of ChildNet staff and that alternate supervision for the duration of the placement needs to be arranged prior to placement.
 - c. Prior to the child being placed in the foster home, ChildNet must secure written acknowledgement from the sending jurisdiction that ChildNet is not providing any supervision under these parameters and verification of the Lead Agency and, where appropriate, subcontracted CBC, who has been identified as responsible for providing supervision for the duration of this foster placement.
 - d. Upon placement of the child, a written status report is to be filed with the Court reflecting the type of licensed placement and that the licensed individual is a member of ChildNet staff.
- III. Adoption of a child under the jurisdiction of Circuit Seventeen
- a. The ChildNet staff notifies the Executive staff member over their department of their interest in adopting an identified child.
 - b. The Executive staff member communicates this information to the Executive Director in order that the appropriate notifications and actions may occur prior to a match being explored or placement occurring.
 - c. The Executive Director ensures that the Program Officers obtain written approval from another district's Lead Agency to directly or through one of its sub-contracted CBCs to conduct an adoption home study and provide supervision for the intended duration of the placement. The duration of the placement is to be a fixed length of time which is arrived at after review of the case file and in consult with Director of Permanency and Supervisor providing case management for the child in question.



- d. The Executive Director ensures that the Program Officers provides written notification to the Broward Circuit Court which is responsible for the dependency case of the child of the intent to explore the ChildNet staff as a potential adoptive placement. In addition, a written request for appointment of a Guardian Ad Litem must be made and set for hearing before the Court prior to the placement.
- e. Upon the determination by the Director of Permanency that the prospective adoptive placement to be pursued is that of the ChildNet staff and all items delineated in paragraphs 'c' and 'd' above have been provided to the Executive Director, the information is provided for review and approval by the Chief Executive Officer (CEO) or designee. A copy of the written approval to pursue the ChildNet staff as the prospective adoptive placement is to be placed in the ChildNet staff's personnel file.
- f. Upon placement of the child, a written status report is to be filed with the Court reflecting that the child has been placed with the prospective adoptive parent who is ChildNet staff.

IV. Adoption of a child under the jurisdiction of any circuit other than Circuit Seventeen

- a. The ChildNet staff notifies the Executive staff member over their department of their interest in adopting an identified child.
 - b. The Executive staff member communicates this information to Program Officers. The Program Officers are responsible for ensuring that, prior to placement of the child, the sending jurisdiction is advised, in writing, that ChildNet cannot conduct the adoption home study nor provide any supervision of the child in the prospective adoptive home of the ChildNet staff and that alternate provisions for the adoption home study and the supervision for the duration of the placement needs to be arranged prior to placement.
 - c. Prior to the child being placed in the prospective adoptive home of ChildNet staff, ChildNet must secure written acknowledgement from the sending jurisdiction that ChildNet is not conducting the home study nor providing any supervision under these parameters and verification of the Lead Agency and, where appropriate, subcontracted CBC, who has been identified as responsible conducting the home study and providing supervision for the duration of this supervision of this placement.
 - d. Upon placement of the child, a written status report is to be filed with the Court of jurisdiction reflecting that the child has been placed with the prospective adoptive parent who is ChildNet staff.
- B. If a ChildNet employee has a relative seeking licensure, the ChildNet employee must notify the Executive staff member over their Department. The Executive staff member communicates this information to the Program Officers in order that the appropriate notifications and actions may occur prior to placement, to include a



review to ensure no conflict of interest exists that could result in preferential treatment concerning the placement and movement of children placed in the potential licensed family foster home. If relatives of ChildNet staff are interest in becoming a licensed caretaker through a sub-contractor of ChildNet, the licensing home study is to be completed by a licensed child placing agency outside of ChildNet's service delivery system. Prior to a licensure application being submitted to the Department of Children and Families (DCF) for consideration of approval, the Chief Executive Officer (CEO) will review and approve the submission of the application to DCF.

- C. For all sub-contractors, subcontractor's employees, and DCF employees within the Lead Agency's service delivery system, to include Broward Sheriff's Office Child Protective Investigations Services and the Office of Attorney General Office Children's Legal Services Division, the individual from the agency who is seeking licensure will notify the Executive Director in order that the appropriate notifications and actions may occur prior to placement, to include a review to ensure no conflict of interest exists that could result in preferential treatment concerning the placement and movement of children placed in the potential licensed family foster home. For those subcontracted employees interested in becoming a licensed caretaker, the licensing home study and supervision of the home is to be completed and performed by a licensed child placing agency other than where the applicant is currently employed. Prior to such licensure application being submitted to the Department of Children and Families (DCF) for consideration of approval, the Chief Executive Officer (CEO) will review and approve the submission of the application to DCF.

President Signature: _____

Date: _____

02-27-18