



**State of Florida**  
**Department of Children and Families**


**Rick Scott**  
Governor

**Mike Carroll**  
Secretary

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**DATE:** June 22, 2016

**TO:** Regional Managing Directors  
Community-Based Care Lead Agency CEOs

**FROM:** Mike Carroll, Secretary 

**SUBJECT:** Children Sleeping in Offices, Hotels, or Other Unlicensed/Unapproved Placements

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**PURPOSE:** This memo serves to reinforce the Department's expectation that no child removed from his/her home shall be allowed, directed, or otherwise put in a position to sleep or spend any significant, extended period of time in a Department, Community-Based Care (CBC) Lead Agency or Case Management Organization office, hotel/motel or other unapproved or unlicensed placement.

**BACKGROUND:** Recently, it has been brought to my attention on two separate occasions, and once by a sitting judge, that dependent children and case management staff have been required to sleep in offices and hotels overnight with children due to a limited availability of foster homes and therapeutic placements.

**ACTION REQUIRED:** Please be advised that children sleeping in offices, hotels, or other unlicensed or unapproved placements is not appropriate. When such an event occurs, the CBC Chief Executive Officer must immediately notify the Regional Managing Director (RMD) and shall include in the notification the child's names, location where the child will be housed until an appropriate placement is found, and any other pertinent details related to the event. Additionally, the CBC CEO will provide an additional notice to the RMD when a licensed or approved placement of the child has been made.

**CONTACT INFORMATION:** Please direct all questions, comments or concerns to your Regional Managing Director. In their absence, please feel free to contact Vicki Abrams, Assistant Secretary for Operation at 850-691-0527 or [vicki.abrams@myflfamilies.com](mailto:vicki.abrams@myflfamilies.com).

Thank you for your urgent attention to this matter.

cc: Dr. David Fairbanks, Deputy Secretary  
Vicki Abrams, Assistant Secretary for Operations  
JoShonda Guerrier, Assistant Secretary for Child Welfare  
Kurt Kelley, Executive Director, Florida Coalition for Children

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency