

1. As provided in **Rule 65C-30.018, Florida Administrative Code (F.A.C.)**, out-of-county services will be provided between contracted service providers. Such agreement shall include provisions that:
 - Out of County Services (OCS) Home Study requests shall be transmitted from the referring Lead Agency to the receiving Lead Agency within two business days of notification of the need.
 - OCS Home Study requests shall be assigned within two business days by the receiving Lead Agency to a Child Welfare Professional (CWP), initiated within five days of assignment from initiating county, and completed within 30 days of assignment, unless extenuating circumstances exist outside of the control of the Lead Agency in meeting the timeframe.
 - If extenuating circumstances exist, the receiving Lead Agency shall notify the referring Lead Agency within two business days of the circumstances and an estimated time frame for completion.
2. All tasks shall be completed in compliance with other guidelines as set forth in **Rules 65C-28.012 and 65C-30.018, F.A.C.** This applies to the following Home Study types:
 - Adoption
 - Other Parent Home Assessments
 - Relative, fictive kin and non-relative Placement Home Study
 - Reunification with parent(s)
3. OCS Courtesy Supervision shall be transmitted by the referring Lead Agency to the receiving Lead Agency within two business days of the child being placed in, or the young adult moving to, another county.
 - OCS Courtesy Supervision shall be assigned by the receiving Lead Agency within two business days and contact with the child(ren) in their current residence must be initiated within two business days of assignment unless extenuating circumstances exist outside of the control of the Lead Agency in meeting this timeframe.
 - If extenuating circumstances exist, the receiving Lead Agency shall notify the referring Lead Agency immediately upon notification of the circumstances. The Lead Agencies shall collaborate on necessary steps to remediate the extenuating circumstances.
4. All tasks for monitoring and supervision of a child in their current residence shall be completed in compliance with **FS Chapter 39 F.S., FAC 65Cc**, and applicable **CFOP**. This applies to Family Preservation cases where the family has been assessed as needing continued service provision, Judicial Services and Young Adult Extended Foster Care cases:
 - Children placed with parent(s)
 - Children placed with an out of home caregiver
 - Children placed in a residential treatment program or facility
 - Children placed in a detention facility
 - Children placed in a medical facility
 - Young Adults active in Extended Foster Care
5. OCS Case Plan Assistance shall be transmitted by the sending Lead Agency to the receiving Lead Agency within two business days of the notification the parent resides in, or has relocated to, another county.
6. The receiving Lead Agency shall assign a Child Welfare Professional within two business days and the Child Welfare Professional shall initiate face-to-face contact with the parent within five days of assignment. All tasks shall be completed in compliance with other guidelines set forth in **§§39.6012 and 39.6021 F.S. and Rule 65C-30.018, F.A.C.** This applies to voluntary and court

ordered Case Plans in Family Preservation, Judicial Services and Young Adult Extended Foster Care cases:

- Non-custodial parent(s) with an open services case
 - Custodial parent(s) with an open services case
 - Paramour to a parent in an open services case
 - Young Adults active in Extended Foster Care
7. Out of County Services Licensed Foster Parent Home Study-In accordance with **Rule 65C-45.009, F.A.C.**, the referring Lead Agency shall notify the receiving Lead Agency of the licensed out-of-home caregivers' intent to transfer within two business days of being notified by the caregiver.
 8. The receiving Lead Agency shall accept the transfer request within two business days and assign a Child Welfare Professional to initiate the transfer process.
 9. For caregivers that meet the good standing criteria under **65C-45.009(8)(e)**, the receiving Lead Agency shall initiate the licensing process within 15 days of accepting the transfer request.
 10. The receiving Lead Agency shall complete all remaining transfer requirements within 15 days of the licensed out-of-home caregiver's physical relocation.
 11. For licensed out-of-home caregivers that do not meet the criteria of good standing, the receiving Lead Agency shall complete all transfer requirements within 30 days of the family relocating to the new residence.

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