State of Florida
Department of Children and Families

Ron DeSantis
Governor

Kathryn Williams
Interim Secretary

DATE: November 6, 2026

TO: Child Protection Directors
Community Directors
Community-Based Care Lead Agency CEOs

FROM: Brooke Bass, Assistant Secretary for Child & Family Well-Being BB

SUBJECT: Interagency Agreement Regarding the Provision of Voluntary Family Services for Certain Families in Need of Services – Pilot in Circuits 9 and 12

PURPOSE: The purpose of this memo is to provide notification of the Interagency Agreement Regarding the Provision of Voluntary Family Services for Certain Families in Need of Services enacted through coordination between the Department (DCF) and the Department of Juvenile Justice (DJJ), pursuant to Chapter 2025-153, Laws of Florida (SB 1344). In addition, this memo provided instructions to Child Protective Investigators and other child welfare professionals participating in the Interagency Agreement for Open Investigations Pilot in **Circuits 9 and 12**.

BACKGROUND: Chapter 984, Florida Statutes, authorizes Children in Need of Services/Families in Need of Services (CINS/FINS) to provide voluntary services to eligible children and families, including services for youth who are runaway, ungovernable, or otherwise meet statutory criteria. DCF and child welfare professionals may already refer families to CINS/FINS under existing referral pathways.

This new DCF/DJJ Interagency Agreement (attached and dated 9/11/2026) creates a specific process that allows an eligible child and family to be referred to CINS/FINS while a DCF child protective investigation is still open. Under this process, the Child Protective Investigator (CPI) must first determine that the child does not require dependency shelter, protective supervision, or an anticipated dependency petition and otherwise meets CINS/FINS eligibility criteria.

This pilot does not replace or change other referrals permitted under Chapter 984 but rather establishes an additional referral pathway for eligible families with an active DCF investigation in Circuits 9 and 12.

KEY PROVISIONS: A CPI should consider a CINS/FINS referral when the family could benefit from voluntary services addressing concerns such as runaway or ungovernable behavior and the child otherwise meets CINS/FINS eligibility criteria.

For this pilot, all of the following must be true:

- The DCF investigation is currently open for alleged abuse, neglect, or abandonment.
- The child is 6 through 17 years of age.
- A dependency petition is not pending or anticipated.
- The child does not require dependency shelter or protective supervision.
- The child otherwise meets CINS/FINS eligibility criteria.

CINS/FINS is a voluntary service and is not a substitute for protective intervention. If the CPI determines that the child cannot safely remain in or return to the home and Chapter 39 shelter intervention is necessary, the CPI must proceed with the appropriate child protective action rather than rely on CINS/FINS to manage the safety threat. The Interagency Agreement expressly provides that if a child cannot safely return home, DCF is responsible for securing placement or initiating Chapter 39 action.

What Services Can Be Requested?

Depending on the child's needs and provider availability, the CPI may refer for:

- Non-residential counseling/case management;
- SNAP (Stop Now and Plan); or
- Voluntary shelter, for eligible youth ages 10–17.

Services are subject to eligibility, provider capacity, and available funding.

CPI Responsibility After Referral:

Making the referral does not transfer responsibility for the open child protective investigation to DJJ or the CINS/FINS provider.

The CPI or designee must:

- Respond to provider questions or requests for information within 24 hours;
- Notify the provider if a dependency petition is filed;
- Notify the provider when the DCF investigation closes;
- Notify the provider of any other change affecting the child's eligibility; and
- When the child is in a voluntary CINS/FINS shelter, maintain the required contact and participate in return-home and transition planning.

For a child receiving voluntary shelter services, the Agreement requires the CPI or designee to have weekly contact with the child, family, and shelter staff and to remain involved in discharge and return-home planning.

What Does Not Change:

This pilot does not change other CINS/FINS referrals authorized under Chapter 984, Florida Statutes. Families may continue to access CINS/FINS through existing referral pathways.

The pilot only creates a specific pathway for DCF to initiate a CINS/FINS referral while a child protective investigation remains open. The process map expressly states that DCF open-investigation referrals do not affect other referrals permitted under Chapter 984.

Training and Processes

CPIs must utilize the approved DCF Referral Form which accompanies this memo. A Referral process map has been developed in conjunction with the Florida Network of Youth and Families Services and also accompanies this memo.

DCF and the Florida Network of Youth and Family Services will provide training to Child Protective Investigation teams and participating CINS/FINS providers in Circuits 9 and 12.

At this time, the DCF open-investigation referral process described in this memo is being implemented only in **Circuits 9 and 12**.

CPIs outside Circuits 9 and 12 should not use this pilot referral process until statewide implementation or further written direction is provided.

ACTION REQUIRED: Please ensure that this memo and corresponding documents, including the Interagency Agreement and the referral form, are shared with the Child Protective Investigations teams and Lead Agencies in the pilot areas, and other relevant personnel involved in referring families to CINS/FINS voluntary se
rvices when there is an open DCF investigation.

CONTACT INFORMATION: Should you have questions about this communication, please contact April Rolle, Director of Strategic Initiatives, at April.Rolle@myflfamilies.com.

Enclosure: Interagency Agreement, DCF referral form, Referral Process Map, Referral Quick Reference Guide

cc: Bryan McDuffie, Deputy Assistant Secretary of Operations, Office of Child and Family Well-Being
Tami Gonyea, Deputy Assistant Secretary of Administration & Support Services, Office of Child and Family Well-Being
Children's Legal Services
Office of Quality and Innovation

DCF - DJJ VOLUNTARY FAMILY SERVICES REFERRAL PROCESS

Interagency Agreement Process for Families in Need of Services (FINS)

PURPOSE

DCF refers eligible families to DJJ for voluntary family services while a DCF investigation is open.

Applies only to families with an open DCF investigation.

Services and referrals depend on available funding.

PHASE 1: DCF REFERRAL

1 Open DCF Investigation

Open investigation for alleged abuse, neglect, or abandonment.

2 Assess Child & Family

Determine whether voluntary FINS services may help.

See FINS criteria on referral form.

3 Verify Eligibility

All criteria must apply:

- Child age 6-17
- No dependency petition pending or anticipated
- No dependency shelter needed
- No protective supervision needed
- Child meets FINS criteria

4 Select Service Type

- Non-Residential Counseling
- SNAP (Stop Now And Plan)
- Voluntary Shelter (ages 10-17 only)

5 Complete DCF Referral Form

Include required information and supporting documentation (Addendum 2).

DCF ONGOING RESPONSIBILITIES

- Respond to provider inquiries within 24 hours.

Notify DJJ/CINS-FINS when:

- A dependency petition is filed
- The investigation closes

Notify of any change in the child's eligibility status.

PHASE 2: DJJ SCREENING & SERVICES

1 Provider Receives Referral

DCF sends the referral to the CINS-FINS provider.

2 Eligibility Screening

Review eligibility and available service capacity.

IF ACCEPTED, NOTIFY DCF:

Shelter: within 30 minutes

Non-residential/SNAP: within 3 business days

NOT ELIGIBLE / NO CAPACITY

- Notify DCF within 1 business day
- Give reason for denial
- Refer to other resources
- Waitlist if requested

ELIGIBLE

3 Intake & Needs Assessment

Complete intake and assess the family's needs.

4 Develop Service Plan

Create the plan with the family; share it with DCF upon request and with parent consent.

5 Provide Services

- Counseling / Case Management
- SNAP
- Voluntary Shelter (ages 10-17 only)
- Enhanced Supervision (if applicable)

6 Shelter placement needed?

YES: VOLUNTARY SHELTER (UP TO 35 DAYS)

Immediate screening & shelter admission → **DCF weekly contact** with child, family & shelter staff

Need extension? 5-day increments; max 4 → **Return home** planning

If parent refuses return: lockout protocol. Notify DJJ Circuit Chief Probation Officer, Regional Attorney, and DCF CPI.

If child cannot safely return: DCF secures placement or initiates Chapter 39 action.

REQUIRED NOTIFICATIONS

DCF TO DJJ / PROVIDER

- Send referral for voluntary services while investigation is open
- Notify when dependency petition is filed
- Notify when investigation closes
- Notify of change in child's eligibility status
- Respond to inquiries within 24 hours

DJJ / PROVIDER TO DCF

- Acceptance / eligibility determination
- Shelter accepted: within 30 minutes
- Non-residential / SNAP accepted: within 3 business days
- Denied: within 1 business day
- Discharge: immediate if unplanned; before if planned
- Extension requests and lockout situations

FINANCIAL FLOW

1. DCF referral with open investigation
2. DJJ / FINS services delivered
3. DJJ monthly invoice to DCF (identifies DCF referrals)
4. DCF reimburses DJJ at Contract 10848 rates

KEY NOTES

- DCF referrals are voluntary and do not affect other referrals allowed under Chapter 984, F.S.
- All services follow DJJ Contract 10848.
- Services depend on available funding.

Florida Network 2026-2027 Program Directory

Counties Served	Agency	Shelter/Program Site	Phone	Services
Alachua	CDS Family & Behavioral Health Services, Inc.	Interface Central	(352) 244-0618	Full Service + SNAP®
Baker	Youth Crisis Center, Inc.	YCC	(904) 725-6662	Full Service + SNAP®
Bay	Anchorage Children's Home of Bay County, Inc.	Hidle House	(850) 784-1020	Full Service + SNAP®
Bradford	CDS Family & Behavioral Health Services, Inc.	Interface East	(386) 385-0405	Full Service
Brevard	Crosswinds Youth Services, Inc.	Robert E. Lehton Children's Shelter	(321) 452-0800	Full Service + SNAP®
Broward	Lutheran Services of Florida Southeast, Inc.	Lippman Youth Shelter	(954) 568-2801	Full Service
	Prevention Central	Prevention Central	(954) 900-1303	Community Counseling + SNAP® + S4Y
Calhoun	Anchorage Children's Home of Bay County, Inc.	Hidle House	(850) 784-1020	Full Service + SNAP®
Charlotte	Lutheran Services of Florida Southwest, Inc.	Oasis Youth Shelter	(239) 278-1030	Full Service + SNAP®
Citrus	Youth and Family Advocates, Inc.	New Beginnings Youth Shelter	(352) 540-6015	Full Service
Clay	Youth Crisis Center, Inc.	YCC	(904) 725-6662	Full Service + SNAP®
Collier	Lutheran Services of Florida Southwest, Inc.	Oasis Youth Shelter	(239) 278-1030	Full Service + SNAP®
Columbia	CDS Family & Behavioral Health Services, Inc.	Interface NW	(386) 487-0190	Full Service + SNAP®
DeSoto	Safe Children Coalition, Inc.	Safe Children Coalition Shelter	(941) 955-5596	Full Service
Dixie	CDS Family & Behavioral Health Services, Inc.	Interface NW	(386) 487-0190	Full Service + SNAP®
Duval	Youth Crisis Center, Inc.	YCC	(904) 725-6662	Full Service + SNAP®
Escambia	Lutheran Services of Florida Northwest, Inc.	Currie House	(850) 453-2772	Full Service + SNAP®
Flagler	SMA Healthcare, Inc.	Beach House	(386) 236-3111	Full Service
Franklin	CCYS - Capital City Youth Services	Someplace Else / Family Place	(850) 576-6000	Full Service + SNAP®
Gadsden	CCYS - Capital City Youth Services	Someplace Else / Family Place	(850) 576-6000	Full Service + SNAP®
Gilchrist	CDS Family & Behavioral Health Services, Inc.	Interface Central	(352) 244-0618	Full Service + SNAP®
Glades	Lutheran Services of Florida Southwest, Inc.	Oasis Youth Shelter	(239) 278-1030	Full Service + SNAP®
Gulf	Anchorage Children's Home of Bay County, Inc.	Hidle House	(850) 784-1020	Full Service + SNAP®
Hamilton	CDS Family & Behavioral Health Services, Inc.	Interface NW	(386) 487-0190	Full Service + SNAP®
Hardee	Youth Advocate Program, Inc.	Youth Advocate Program	(813) 712-9695	SNAP®
	Youth and Family Advocates, Inc.	George W. Harris	(863) 595-0220	Full Service
Hendry	Lutheran Services of Florida Southwest, Inc.	Oasis Youth Shelter	(239) 278-1030	Full Service + SNAP®
Hernando	Youth and Family Advocates, Inc.	New Beginnings Youth Shelter	(352) 540-6015	Full Service
Highlands	Youth Advocate Program, Inc.	Youth Advocate Program	(813) 712-9695	SNAP®
	Youth and Family Advocates, Inc.	George W. Harris	(863) 595-0220	Full Service
Hillsborough	Hillsborough County Department of Children's Services	Haven Poe Runaway Shelter	(813) 264-3807	Full Service
	Youth Advocate Program, Inc.	Youth Advocate Program	(813) 712-9695	Community Counseling + SNAP® + S4Y
Holmes	Anchorage Children's Home of Bay County, Inc.	Hidle House	(850) 784-1020	Full Service + SNAP®
Indian River	Children's Home Society, Treasure Coast	Wave CREST Shelter	(772) 460-9752	Full Service
Jackson	Anchorage Children's Home of Bay County, Inc.	Hidle House	(850) 784-1020	Full Service + SNAP®
Jefferson	CCYS - Capital City Youth Services	Someplace Else / Family Place	(850) 576-6000	Full Service + SNAP®
Lafayette	CDS Family & Behavioral Health Services, Inc.	CDS - Interface NW	(386) 487-0190	Full Service + SNAP®
Lake	Arnette House, Inc.	Arnette House - Marion County Shelter	(352) 622-6135	Full Service + SNAP®
Lee	Lutheran Services of Florida Southwest, Inc.	LSF SW - Oasis Youth Shelter	(239) 278-1030	Full Service + SNAP®
Leon	CCYS - Capital City Youth Services	Someplace Else / Family Place	(850) 576-6000	Full Service + SNAP®
Levy	CDS Family & Behavioral Health Services, Inc.	Interface Central	(352) 244-0618	Full Service + SNAP®
Liberty	CCYS - Capital City Youth Services	Someplace Else / Family Place	(850) 576-6000	Full Service + SNAP®
Madison	CCYS - Capital City Youth Services	Someplace Else / Family Place	(850) 576-6000	Full Service + SNAP®
Manatee	Family Resources, Inc.	Safe Place2B Manatee	(941) 708-5850	Full Service + SNAP®
Marion	Arnette House, Inc.	Marion County Shelter	(352) 622-6135	Full Service + SNAP®
Miami-Dade	Lutheran Services of Florida Miami Bridge	Miami Bridge, Central	(305) 635-8953	Full Service + SNAP®
	Lutheran Services of Florida Miami Bridge	Miami Bridge, South	(305) 246-8956	Full Service + SNAP®
Martin	Children's Home Society, Treasure Coast	Wave CREST Shelter	(772) 460-9752	Full Service
Monroe	Florida Keys' Children's Shelter, Inc.	Tavernier Shelter	(305) 852-4246	Full Service
Nassau	Youth Crisis Center, Inc.	YCC	(904) 725-6662	Full Service + SNAP®
Okaloosa	Lutheran Services of Florida Northwest, Inc.	Hope House	(850) 682-2374	Full Service
Okeechobee	Children's Home Society, Treasure Coast	Wave CREST Shelter	(772) 460-9752	Full Service
Orange	Nehemiah Educational and Economic Development Inc.	N.E.E.D.	(321) 972-8872	Community Counseling
	Orange County Youth and Family Services Division	Orange County Youth Shelter	(407) 836-7626	Full Service + SNAP® + S4Y
Osceola	Children's Home Society, Osceola	Children's Home Society, Osceola	(772) 971-9194	Community Counseling
Palm Beach	Center for Child Counseling	Center for Child Counseling	(561) 244-9499	SNAP®
	Children's Home Society of Florida, West Palm Beach	Safe Harbor Runaway Center	(561) 598-4152	Full Service
	Urban League of Palm Beach County	Urban League of Palm Beach County	(561) 833-1461	Community Counseling
Pasco	Youth and Family Advocates, Inc.	YFA, RAP House	(727) 835-1777	Full Service + SNAP®
Pinellas	Family Resources, Inc.	Safe Place 2B, South	(727) 384-8336	Full Service + SNAP® + S4Y
	Family Resources, Inc.	Safe Place 2B, Clearwater	(727) 449-8336	Full Service
	Thaise Educational & Exposure Tours	Thaise Educational & Exposure Tours	(727) 821-7951	Community Counseling
Polk	Youth Advocate Program, Inc.	Youth Advocate Program	(813) 712-9695	SNAP®
	Youth and Family Advocates, Inc.	George W. Harris	(863) 595-0220	Full Service
Putnam	CDS Family & Behavioral Health Services, Inc.	Interface East	(386) 385-0405	Full Service
Santa Rosa	Lutheran Services of Florida Northwest, Inc.	Currie House	(850) 453-2772	Full Service + SNAP®
Sarasota	Safe Children Coalition, Inc.	Safe Children Coalition Shelter	(941) 955-5596	Full Service
Seminole	Boys Town of Central Florida	Boys Town Boys/Girls Shelter	(407) 588-2170	Full Service
	Seminole County Sheriff's Office	SCSO- SNAP Program	(407)708-7640	SNAP® + S4Y
St. Johns	Youth Crisis Center, Inc.	YCC	(904) 725-6662	Full Service + SNAP®
St. Lucie	Children's Home Society, Treasure Coast	Wave CREST Shelter	(772) 460-9752	Full Service
	Prevention Central	Prevention Central - St. Lucie	(772) 444-0510	SNAP®
Sumter	Youth and Family Advocates, Inc.	New Beginnings Youth Shelter	(352) 540-6015	Full Service
Suwannee	CDS Family & Behavioral Health Services, Inc.	Interface NW	(386) 487-0190	Full Service + SNAP®
Taylor	CCYS - Capital City Youth Services	Someplace Else / Family Place	(850) 576-6000	Full Service + SNAP®
Union	CDS Family & Behavioral Health Services, Inc.	Interface Central	(352) 244-0618	Full Service + SNAP®
Volusia	SMA Healthcare, Inc.	Beach House	(386) 236-3111	Full Service
Wakulla	CCYS - Capital City Youth Services	Someplace Else / Family Place	(850) 576-6000	Full Service + SNAP®
Walton	Lutheran Services of Florida Northwest, Inc.	Hope House	(850) 682-2374	Full Service
Washington	Anchorage Children's Home of Bay County, Inc.	Hidle House	(850) 784-1020	Full Service + SNAP®

DCF–DJJ VOLUNTARY FAMILY SERVICES REFERRAL PROCESS

Interagency Agreement | Quick Reference for DCF CPIs and CINS/FINS Providers

1 | DCF Assessment and Referral

During an open DCF investigation of abuse, neglect or abandonment, the CPI or designee makes a preliminary determination that the child meets FINS criteria and which services to request. At the time of referral:

- Child is age 6–17 (voluntary shelter: ages 10–17).
- No dependency petition is pending in any jurisdiction or anticipated; the child does not need emergency shelter as a dependent child or dependency protective supervision.
- No court-ordered supervision by DJJ (delinquency) or DCF (dependency).
- Qualifying FINS behavior: running away; ungovernable and persistently disobeying the reasonable and lawful demands of the parent/guardian, beyond their control despite having the mental and physical capacity to comply; or other serious behavior placing the child at risk of future abuse, neglect or abandonment, or of entering the juvenile justice system.
- Shelter referrals: child does not meet the residential exclusion criteria (e.g., fire-setting; violent or sexual offense history, excluding domestic violence; need for acute inpatient mental health treatment; safety threat to others).

The CPI submits the referral directly to the local CINS/FINS provider using the DCF Referral Form (Interagency Agreement, Addendum 2), requesting nonresidential, SNAP or voluntary shelter services. Providers by county are listed in Addendum 3-A.

2 | Provider Screening and Service Pathways

The provider screens eligibility and capacity for the service requested. Shelter screenings are conducted immediately; if the staff member on duty cannot complete the screening, an on-call supervisor completes it promptly.

- **Nonresidential:** Individual and family counseling and case management for ages 6–17, averaging 12 weeks.
- **SNAP (where available):** 13-week program. SNAP Under 12 (ages 6–11; caregiver participation required) or SNAP for Youth (ages 12–17). SNAP eligibility and exclusion criteria are in Addendum 1.
- **Voluntary Shelter (ages 10–17):** The CPI may request shelter directly; prior nonresidential participation is not required. Placement may not exceed 35 consecutive days. For exigent circumstances, Florida Network may approve extensions in five-business-day increments (maximum of four) with written justification and alternate placement planning. The CPI must be notified of any extension request, and planning for the child's return home must begin.

If the child is ineligible or the referral is declined, the provider notifies DCF of the reason (see Section 5) and makes referrals to alternative providers or services if available. If declined for lack of shelter bed space or service capacity, DCF may request a waitlist; the referral may be reopened when space becomes available.

3 | CPI / DCF Responsibilities

All referrals

- Respond within 24 hours to calls or emails from the CINS/FINS screener or the parent/guardian to complete eligibility screening.
- Notify the provider within one working day if a dependency or dependency shelter petition is filed, so the FINS case can be closed.

Shelter referrals

- Inform the parent/guardian that they must complete a shelter intake packet at the time of placement.
- Make weekly telephone contact after placement with the child, family and shelter director/designee or counselor to check on the child's adjustment and discuss recommended referrals at discharge.
- Arrange transport to appointments related to the open investigation (e.g., forensic exams, interviews); provide updates on the investigation's status and whether an extension for exigent circumstances is anticipated.







- If the child is locked out, stay in contact with DJJ, the family and the shelter and actively work to secure the child's timely release from shelter, including action under Chapter 39 when extensions are exhausted.

Nonresidential and SNAP referrals

- Inform the parent/guardian that they must complete intake, return the provider's calls, texts and emails, and bring the child to counseling sessions. For SNAP, the family must bring the child to sessions for 13 weeks and actively participate.

4 | CINS/FINS Provider Responsibilities

- Screen referrals for eligibility and capacity; notify DCF of denials within the required timeframes and make alternative referrals when available.
- Use reasonable efforts to engage the parent/guardian: all known contact methods, help from the child to reach relatives or other contacts, and review of documentation from DCF or the family.
- Complete intake and needs assessment, deliver services, and develop a service plan with timelines and goals for each accepted child. Provide the plan to the DCF referral source on request when DCF provides a release signed by the parent.
- Report planned discharges, with the reason, during the weekly phone conference before discharge; notify DCF immediately of an unplanned discharge.
- If the parent/guardian refuses to allow the youth to return home, the shelter provider immediately initiates the Lockout Agreement Protocol in consultation with Florida Network, notifying the DJJ Circuit Chief Probation Officer, DJJ Regional Attorney, and the DCF CPI and Operations Manager.

5 | Required Notifications

Responsible party	Notification / timeline
DCF → Provider	Dependency or dependency shelter petition filed: within 1 working day
DCF → Provider / Parent	Respond to screener or parent calls/emails: within 24 hours
Provider → DCF	Residential referral ineligible or no placement available: within 30 minutes, with reason
Provider → DCF	Nonresidential/SNAP referral ineligible or no capacity: within 3 business days, with reason
Provider → CPI	Shelter extension requested for exigent circumstances: notify CPI
Provider → DCF	Planned discharge: during weekly phone conference before discharge, with reason
Provider → DCF	Unplanned discharge: immediately by phone (email if CPI is unavailable)
Provider → DJJ / DCF	Lockout: immediately notify DJJ Circuit Chief Probation Officer, DJJ Regional Attorney, and DCF CPI and Operations Manager

6 | Discharge and Continuing DCF Responsibility

A FINS referral does not replace DCF's responsibility for child safety or protective actions under Chapter 39, F.S. If the parent/guardian is unable or unwilling to take the child when the shelter period, including any extensions, is exhausted, DCF ensures the child is removed from shelter and placed appropriately, and remains responsible for payment of the child's placement until the child is released from shelter.

7 | Key Notes

- FINS services are voluntary. Shelter may be requested directly and is not contingent on first receiving nonresidential services.
- The Agreement applies only to children with an open DCF investigation at the time of referral; it does not affect other referrals allowed under Chapter 984, F.S.
- Funding: DJJ invoices DCF monthly for each DCF-referred case accepted for services (invoices must note the open investigation at referral); DCF reimburses DJJ at DJJ contract 10848 rates. DJJ may pause new referrals if DCF falls into invoicing arrears.

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

FLORIDA NETWORK of Youth & Family SERVICES

DCF FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

Implementation note: Services are voluntary and subject to eligibility, capacity and funding.







INTERAGENCY AGREEMENT REGARDING THE PROVISION OF VOLUNTARY FAMILY SERVICES FOR CERTAIN FAMILIES IN NEED OF SERVICES

THIS INTERAGENCY AGREEMENT is made and entered into and between:

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

(Hereinafter referred to as "DJJ")

Whose principal place of business is 2737 Centerview Drive, Tallahassee, Florida 32399-3100,

and

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

(Hereinafter referred to as "DCF")

Whose principal place of business is 2415 N. Monroe Street, Suite 400, Tallahassee, Florida 32303-4190

PURPOSE

Section 984.11, Florida Statutes provides that DJJ and DCF may enter into a cooperative Interagency Agreement that permits DCF to make a referral for voluntary family services for certain children when there is a pending investigation into an allegation of abuse, neglect, or abandonment, DCF and the families agree that such voluntary services would be beneficial, and a referral is made. Both agencies recognize the importance of working together to help families solve complex problems when a child is engaging in ungovernable behavior and putting themself at risk of harm. Section 39.301(9)(b), F.S., provides DCF may refer a family for voluntary services and other community resources when there is an open investigation. Section 984.01(2), F.S., provides DJJ may contract with other state agencies in carrying out the purposes of, and the responsibilities established in Chapter 984. This Agreement governs the referral process for voluntary family services when there is an open DCF investigation, and reimbursement to DJJ for services provided to children referred by DCF as provided herein. The referral process set out in this Agreement is contingent on available funding. This Agreement applies only to referrals for children and families open to an active investigation with DCF and does not impact any other referrals allowable in Chapter 984, F.S. The parties acknowledge DJJ has contracted for services for families in need of services (contract number 10848) and further acknowledge this agreement does not modify the terms and conditions of the contract.

The parties have developed this Interagency Agreement to encourage cooperation and collaboration among the agencies, identify the children eligible for services under this Agreement, address allocated funding for the provision of services, the method for referral for services, and provide for tracking when the service referral is accepted or declined. This Agreement is consistent with the signatories' existing statutory and administrative responsibilities.

The parties hereby agree as follows:

SECTION 1.

PREFACE

(A) **Term of Agreement.** Unless terminated earlier pursuant to Section 5(G) of this Agreement, the term of this Agreement shall commence upon the execution of the parties and continue until such time as this Agreement is canceled or replaced by a new agreement between the parties.

(B) **Enabling Legislation.** All parties mutually agree to comply with all applicable federal and state laws and administrative rules including:

1. Section 39.301(9)(b)1., Florida Statutes – Initiation of protective investigations.
2. Section 984.01(1) and (2), Florida Statutes – Purposes and intent; personnel standards and screening;
3. Section 984.03, Florida Statutes – Definitions;
4. Section 984.11 Florida Statutes – Services to families;
5. Section 984.13(2), Florida Statutes – Take a child into custody;
6. Section 984.14, Florida Statutes – Voluntary shelter services;

(C) **CINS/FINS (Children In Need of Services / Families In Need of Services).** DJJ has contracted with the Florida Network of Youth and Family Services, Inc. ("Florida Network"), which currently includes the local provider(s) (referred to herein as "DJJ through its CINS/FINS Providers"), each of which provide contracted services for DJJ for eligible children identified as truant, ungovernable, or runaway. DJJ hereby designates the CINS/FINS Provider(s) as its authorized representative(s) to have access to information and provide voluntary family services to families in need of services (FINS) that may be provided to DJJ under this Interagency Agreement. DJJ hereby designates the CINS/FINS Provider(s) as its authorized representative(s) to accept referrals for voluntary family services, to conduct screening of referred cases, and to conduct intake of referred cases if accepted for service provision. DJJ agrees to notify DCF of any contract or policy changes between DJJ and Florida Network that may impact the processes and practices outlined in this Agreement.

(D) **Definitions.** The following definitions apply:

1. "Child" or "juvenile" or "youth" means any unmarried person under the age of 18 who has not been emancipated by order of the court.

2. "Exigent Circumstances" has the same meaning as set forth in DJJ contract number 10848 and means situations in which the youth's parent, legal guardian, or custodian are unable or unwilling to assume immediate responsibility for the youth, or the whereabouts of the parent, legal guardian, or custodian cannot be immediately ascertained.

4. "Family in Need of Services" has the same meaning as set forth in Section 984.03(25), Florida Statutes.

5. "Reasonable Efforts": Reasonable efforts to engage child's parent, legal guardian, or custodian include, but are not limited to:

(a) Diligent efforts to identify and overcome the barriers to participation by the parent, legal guardian or custodian to complete a needs assessment and planning to address the family conflict and the child's specific needs.

(b) Use all known methods of contact such as phone, text, email or other known means of communicating with the parent, legal guardian or custodian.

(c) Utilizing the assistance of the child to determine all means necessary in contacting/engaging the parent, legal guardian or custodian; i.e. calling other relatives, friends, school contacts to obtain the parents contact information.

(d) Obtain and review all relevant and available documentation provided by DCF or the family to identify needs and determine appropriate services.

6. "Shelter services" means short-term service providing crisis intervention, shelter, food, clothing, case management and counseling. CINS/FINS shelter services are available 24 hours a day and every day of the year. Short-term support and services include temporary shelter for the child, counseling or the provision or procurement of crisis intervention services, phone calls or meetings with the child or family to stabilize the situation until more appropriate services can be obtained. Voluntary shelter placement may not exceed 35 consecutive days, except in exigent circumstances.

SECTION 2.

COLLABORATIVE AGREEMENT

(A) Process Summary

1. DCF Child Protective Investigator or designee determines there is an open investigation and a dependency petition is not pending in any jurisdiction nor anticipated to be filed.

2. DCF Child Protective Investigator or designee will assess the child and family's service needs, and must determine that the child is not in need of emergency shelter as a dependent child, and is not in need of dependency protective supervision, and then determine whether the child is eligible for FINS voluntary family services.

3. DCF Child Protective Investigator or designee will complete a referral form requesting either non-residential family services, SNAP services or voluntary shelter (residential services) and provide it to DJJ's CINS/FINS Provider. The referral form is attached as Addendum 2. and is incorporated herein.

4. DJJ's CINS/FINS Provider will complete eligibility screening.

a. If the referral is accepted, DJJ's CINS/FINS Provider will assess and determine the child and family's service needs.

b. If DJJ's CINS/FINS Provider determines the child is not eligible or there is no placement available, they will notify DCF of the reason within the 30 minutes of a referral for residential services, and within 3 business days of a referral for non-residential or SNAP services.

5. If DJJ's CINS/FINS Provider determines the child is appropriate for discharge from services, they will notify DCF during the weekly phone conference prior to discharge from services and notify of the reason for discharge. If the discharge is unplanned, DJJ through its FINS providers will notify DCF immediately if the child is discharged from services.

Notification of unplanned discharge will be provided through telephone communication, but if the DCF CPI or their designee is unavailable, then notification will be made via email.

6. If DJJ's CINS/FINS Provider determines a child is not eligible for services, declines residential referral due to lack of capacity, or determines the child will be discharged from residential or non-residential services, the DJJ CINS/FINS Provider will make appropriate referrals to alternative providers or services if available.

(B) Department of Juvenile Justice

1. **Agency Role**: DJJ provides non-judicial services through its CINS/FINS providers which includes the provision of voluntary family services (non-residential), SNAP (Stop Now and Plan) services, and voluntary shelter placement pursuant to Chapter 984, Florida Statutes.

2. **Agency Responsibilities:**

a. Referrals. DJJ through its CINS/FINS Providers will review referrals from DCF's child protective investigator or designee and determine the child's eligibility for services consistent with the contract and policies and procedures between DJJ and Florida Network. A referred child may be eligible for non-residential voluntary family services or SNAP services or voluntary shelter placement (residential).

b. Screening, Intake and Non-judicial Services. DJJ through its CINS/FINS Providers will provide non-judicial services to eligible youth and families including completion of screening, intake, identification of the issues contributing to the child's at-risk behavior, provision of voluntary counseling services, case management, and referring the families and youth to applicable local and statewide services consistent with the requirements in the contract and policies and procedures between DJJ and Florida Network.

(1) Shelter Placement. Screenings for shelter placement must be conducted immediately. If the staff member on duty cannot complete the screening or determine eligibility during the call, an on-call supervisor must be contacted to complete the process and determine eligibility promptly.

(2) Child Ineligible or Referral Declined.

(a) If a child referred to the DJJ's CINS/FINS Provider is not eligible for services or the service referral is declined, the referral source will be notified immediately of the reason for denial.

(b) DJJ CINS/FINS/Florida Network Providers will make appropriate referrals to alternative providers or services as available in the community.

(c) If the service referral is declined due to lack of shelter bed space or service capacity, DCF may request the child be placed on a wait list. The service referral may be reopened if a shelter bed becomes available for residential referrals or there is an opening in service capacity for non-residential services.

c. Service Plan. DJJ through its CINS/FINS Providers shall develop a service plan for each referred child who is accepted for services that delineates timelines and goals. If DCF provides a consent for release of the service plan signed by the parent, DJJ will provide the service plan to the DCF referral source when requested.

d. Terms of Service Provision. DJJ through its CINS/FINS Providers will offer accepted families and children services consistent with the contract and policies and procedures between DJJ and Florida Network. DJJ will provide residential services, non-residential services, and SNAP services as set forth below:

(1) Residential services. Residential services are offered within the geographic area of every judicial circuit. A child may be referred for voluntary shelter placement at the shelter servicing the geographic area of the judicial circuit in which the child resides. If recommended by the shelter within the judicial circuit of residence, the child may be referred to a shelter outside the judicial circuit for placement. DJJ will provide residential services for youth between the ages of 10 -17 as set forth below:

1. Shelter may be provided for youth meeting FINS criteria for up to 35 days. Additional services may include crisis counseling, stabilization support, and outreach.
2. Florida Network may approve extensions for exigent circumstances in five (5) business day increments, with written justification and alternate placement planning submitted. A maximum of four (4) extensions are permitted.
3. If an extension for exigent circumstances is requested for a child referred by DCF pursuant to this agreement, the CPI must be notified, and planning for the child's return to the parent, legal guardian or custodian must be initiated.

4. If the parent, legal guardian or custodian refuses to allow youth to return home, the Lockout Agreement Protocol shall be initiated by the voluntary shelter provider immediately in consultation with Florida Network, with notification to the DJJ Circuit Chief Probation Officer, DJJ Regional Attorney and the DCF CPI and Operations Manager.

5. Certain youth are eligible for Enhanced Supervision, with Florida Network written approval, while in voluntary shelter placement. Enhanced supervision is defined within DJJ contract 10848. Youth who may need enhanced supervision include, but is not limited to:

a. Youth with history of runaway behavior,
b. Youth who have been trafficked or at risk,
c. Youth with intensive behavioral or emotional needs

6. **Residential exclusion criteria.** Youth may not be admitted to voluntary shelter placement if the child:

a. Currently or previously has had fire-setting behaviors,

b. Has a history of violent or sexual offenses (excluding domestic violence history),

c. Requires acute inpatient mental health treatment or crisis stabilization,

d. Currently is suffering from a serious physical condition that requires prompt diagnosis or treatment and has not been medically cleared,

e. Currently is believed to be intoxicated or is incapacitated by substance abuse,

f. Needs intensive inpatient psychiatric treatment in a hospital or residential treatment facility for a serious emotional disturbance or mental illness,

g. Poses a safety threat to others,

h. Cognitively is incapable of understanding the nature and purpose of shelter placement and participating in their care.

(2). Non-residential services.

1. DJJ will provide non-residential counseling services and case management for children between the ages of 6-17. Counseling services will be offered for an average of 12 weeks, dependent upon the identified needs, and the child and family's participation. Counseling services are available in the geographic area within every judicial circuit.

2. DJJ will offer SNAP services if available in the geographic area of the judicial circuit of the family's residence. SNAP is a 13-week program with formal intake and discharge processes, and standardized assessments to measure impact. SNAP equips families with the tools to improve emotional regulation, behavioral control, and problem-solving. A description of SNAP services is listed in Addendum 1. and is incorporated herein by reference. Two types of SNAP services are offered where available:

a. SNAP Under 12 which is a structured, manualized group intervention designed for youth ages 6–11 and their caregivers.

b. SNAP for Youth 12-17 which is an evidence-based intervention model designed to support youth between the ages of 12 and 17 who present with behavioral concerns and are considered at-risk of future involvement with the juvenile justice system.

e. **Discharge Policy.** The discharge policies shall be consistent with the DJJ and Florida Network contract. If DJJ's CINS/FINS Provider determines the child is appropriate for discharge from services, they will notify DCF during the weekly phone conference prior to discharge from services and notify of the reason for discharge. If the discharge is unplanned, DJJ through its FINS providers will notify DCF immediately if the child is discharged from services. Notification of unplanned discharge will be provided through telephone communication, but if the DCF CPI or their designee is unavailable, then notification will be made via email.

f. **Juvenile Justice Information System.** DJJ agrees that DCF designated points of contact will be provided read only access to JJIS (or any updated data system if JJIS is replaced) to determine if the child is under court-ordered supervision by DJJ for delinquency under chapter 985, Florida Statutes, or under DJJ supervision through a "Walker Plan". DJJ reserves the right to limit the number of persons who may access JJIS. DCF will immediately notify DJJ of any person granted JJIS access who separates from the agency. DCF will assure all persons with JJIS

access have completed training as required by FDLE and DJJ, and complete refresher training if required as needed.

g. Invoicing. DJJ agrees to provide monthly invoicing to DCF for every case referred by DCF and accepted for services provided through this agreement. The invoices under this Agreement must explicitly note that the family had an open investigation when referred by DCF.

(C) Department of Children and Families.

1. Agency Role: DCF investigates allegations of child abuse, neglect or abandonment by a parent, caregiver, or institution in accordance with Chapter 39, Florida Statutes. DCF and their subcontracted entities provide shelter care and foster care services pursuant to Chapters 39 and 409, Florida Statutes.

2. Agency Responsibilities:

(a) Preliminary eligibility determination. Prior to making any referral for FINS services, the assigned Child Protective Investigator (CPI) must make a preliminary determination that the child meets eligibility criteria and which services the CPI is seeking for the child. Eligible youth and families classified as Families in Need of Services (FINS) will have access to the full continuum of available FINS services outlined in DJJ contract number 10848. Under this agreement, a child is eligible for FINS services if at the time of referral:

(1) There is no court-ordered supervision by the Department of Juvenile Justice (DJJ) for delinquency or the Department of Children and Family Services (DCF) for dependency.
(2) The child is the subject of an open investigation by DCF for an allegation of abuse, neglect or abandonment, and the CPI has determined that the child is not in need of emergency shelter as a dependent child, and is not in need of dependency protective supervision. The referrals must come directly from DCF, via the referral form attached in addendum.

(3) The child is between the ages of 6-17 and is:

a. Running away from parents or legal guardian or custodian.

b. Ungovernable and persistently disobeying the reasonable and lawful demands of parents or legal guardian or custodian and is beyond their control despite the child having the mental and physical capacity to understand and obey lawful rules and demands.

c. Engaging in other serious behaviors that place the child at risk of future abuse, neglect or abandonment or at risk of entering the juvenile justice system.

(4) In addition, if the child is referred for voluntary shelter placement the child must be between the ages of 10-17 and must not be excluded from shelter placement as set forth in Section 2.(B)2.d.6. of this agreement.

(b) Referrals. In addition to the process outlined in Section 2.(A) of this Agreement, DCF's child protective investigator (CPI) or designee must:

(1) Respond within 24 hours to any telephone calls or emails from the CINS/FINS screener, or the parent, legal guardian, or custodian in furtherance of completing eligibility screening.

(2) Notify the FINS provider within one working day of the filing of a dependency petition or dependency shelter petition, so the FINS referred case can be closed.

(c) **Residential services.** If the child is referred for voluntary shelter placement (residential services), the CPI must complete the following:

a. The CPI must inform the parent, legal guardian or custodian that they must complete a shelter intake packet for the child at the time of shelter placement.

b. The CPI or designee must make weekly telephone contact with the voluntary shelter placement after the child is accepted for placement. The purpose of this contact is to communicate with the child, and the family, the shelter director (or their designee if the director is unavailable) or assigned counselor, to assure the child's adjustment to the shelter, and discuss any recommended referrals for services upon the child's discharge.

c. The CPI or designee will make arrangements for the CPI or their designee to transport the child to any appointments the child may have scheduled pertaining to the open investigation (such as forensic examinations or interviews), provide updates on the status of the investigation, and whether any extension for exigent circumstances is anticipated.

d. If the parent, legal guardian or custodian refuses to take custody of the child, or arrange for the child's placement with an appropriate adult or other facility when the shelter determines the child needs to be discharged or at the end of the child's 35-day shelter stay, the child will be considered a locked-out child. Extensions for exigent circumstances may be offered. The CPI will remain in contact with DJJ, the family and shelter to secure the child's release from shelter in a timely manner. The CPI will actively participate in efforts to secure the child's release from voluntary shelter as permitted pursuant to Florida Statutes Chapter 39 when all shelter extensions have been exhausted. DCF will ensure the child is removed from shelter if the parent, guardian, or custodian is unable or unwilling to take the child into their care or make arrangements for an alternative placement when the shelter period, including any available extensions for exigent circumstances, has been exhausted. DCF will remain responsible for payment of the child's placement until the child is released from shelter placement.

(c) **Non-residential services.** The CPI must inform the parent, legal guardian or custodian that they must complete an intake for non-residential services.

1. If non-residential counseling services are recommended, the parent will be notified they must be responsible for returning telephone calls, texts and emails from the local FINS provider and bring the child to counseling sessions.

2. Stop Now and Plan (SNAP) Programs. If the family is referred to SNAP, the CPI will inform the family must complete intake for SNAP, and bring the child

to scheduled SNAP sessions for 13 weeks and actively participate in the SNAP sessions.

(c) Reimbursement Contract. DCF will reimburse DJJ for all cases referred by DCF for FINS services that have an open investigation at the time of the DCF referral, consistent with the terms and rates in the contract and policies and procedures between DJJ and Florida Network. The rates as set forth in DJJ contract 10848 are incorporated by reference.

(d) Florida Safe Families Network. DCF agrees the Florida Network and the local FINS voluntary shelter service providers will be provided read only access to FSFN (as well as any updated system if and when FSFN is replaced) to determine if a child is open to DCF investigation or supervision for any child referred for services.

(D) Data Sharing

1. DJJ and the Florida Network will provide ongoing data sharing to DCF to track outcomes of youth referred pursuant to this Agreement, and projected future referrals based on data DJJ and the Florida Network gathers.

2. DCF will provide ongoing data sharing to DJJ and the Florida Network to track outcomes of youth referred pursuant to this Agreement, and projected future referrals based on data DCF gathers. DJJ shall require Florida Network, or any subsequent provider, to enter into a Data Sharing Agreement with DCF prior to the sharing of any confidential data.

SECTION 4.

NOTICE

Notice. When any parties desire to give notice to the other, such notice must be in writing, sent electronically or by U.S Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving notice:

To DJJ:

Deputy Secretary
Department of Juvenile Justice
Office of the Secretary
Prevention Services
2737 Centerview Drive
Tallahassee, Florida 32399-3100

To DCF:

Assistant Secretary
Office of Child and Family Well-Being
Department of Children and Families
2415 N. Monroe Street
Tallahassee, Florida 32303

SECTION 5.

GENERAL CONDITIONS

(A) Background Screening. DCF and DJJ agree to comply with background screening requirements per Chapters 39, 435, 984, and 985 Florida Statutes.

(B) Public Records. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledges that this Agreement and all attachments thereto are public records. Each party acknowledges that cases brought under Ch. 39 and Ch.984, Florida Statutes are confidential and exempt under Ch. 119, Florida Statutes and agree to maintain confidentiality of any documents they receive pertaining to a proceeding under Ch. 39 or Ch. 984, Florida Statutes.

(C) Indemnification and Sovereign Immunity. Each party agrees to be fully responsible for the negligent or wrongful acts or omissions of its own employees, agents or other representatives while acting within the scope of their employment or otherwise within their authorized capacity. Nothing in this Agreement shall be considered a waiver of the protections afforded to the Department under Florida's sovereign immunity provisions contained within section 768.28, F.S., any amount paid under this provision shall not exceed the limits on damages pursuant to section 768.28(5), F.S. This shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute limitations.

(D) Insurance Requirements. Each party acknowledges without waiving its right of sovereign immunity as provided by Section 768.28, Florida Statutes, that each party is self-insured for general liability under state law with coverage limits of $200,000 per person and $300,000 per occurrence, or such monetary waiver limits that may change and be set forth by the legislature.

(E) No Third-Party Beneficiaries. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement.

(F) Default. DJJ reserves the right to refuse further service referrals in the event DCF defaults and accumulates an arrearage related to invoicing. Once the arrearage is cleared, referrals may resume.

(G)Termination. This Agreement may be canceled with or without cause by either party during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement.

(H) Preparation of Agreement. The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort.

(I) Amendments. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document and executed by each party hereto.

(J) Survival. All representations and warranties made herein, indemnification obligations, obligations to reimburse, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

(K) Counterparts and Multiple Originals. The Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

(L) Authority. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties here to have made and executed this Agreement.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

FOR DJJ

FLORIDA DEPARTMENT OF
JUVENILE JUSTICE

By: _____

Print Name: Matthew J. Walsh

Title: SECRETARY

Date: 9/11/26

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

FOR DCF

FLORIDA DEPARTMENT OF

CHILDREN AND FAMILIES

By: _____

Print Name: Brooke Bass

Title: Assistant Secretary for Child and Family Well-Being

Date: 9-10-2026

ADDENDUM 1.

SNAP SERVICES

SNAP services will be offered where available. If there is sufficient capacity for a family to participate, the family may be referred for services. The family may be waitlisted if there is insufficient capacity to accept the family for the services. A description of eligibility and exclusionary criteria is listed below:

(a) SNAP Under 12. A structured, manualized group intervention designed for youth ages 6–11 and their caregivers. The program equips families with the tools to improve emotional regulation, behavioral control, and problem-solving. It consists of thirteen (13) weeks of sessions facilitated by SNAP®-trained staff, with formal intake and discharge processes, and standardized assessments to measure impact. Youth must meet all the following criteria:

a. Age 6–11 at the time of intake
b. Behavioral/emotional challenges in home, school, or community
c. Caregiver participation is mandatory (must attend weekly groups and support home practice)
d. Exclusion Criteria. Youth may not be admitted if any of the following apply:
    1. Documented developmental or cognitive delays
    2. Diagnosed Autism Spectrum Disorder
    3. Recent mental health crises (e.g., psychosis, disassociation)
    4. Active addiction or withdrawal symptoms
    5. Acute distress from trauma, transitions, or anxiety
    6. Suicide attempt within 30 days and no follow-up completed

(b) SNAP for Youth 12-17. An evidence-based intervention model designed to support youth between the ages of 12 and 17 who present with behavioral concerns and are considered at-risk of future involvement with the juvenile justice system. Services are delivered through technology-based group sessions, grounded in cognitive-behavioral principles and facilitated by trained SNAP® team members. The program includes a formal intake process, thirteen (13) weeks of sessions tailored to the youth's needs, and a structured discharge protocol ensuring continuity of care and closure. Youth must meet all the following criteria:

a. Age 12-17 at the time of intake
b. At risk of further and/future contact with the juvenile justice or dependency system
c. Youth who present with any of the following:
    1. Cognitive distortions
    2. Pro-criminal or anti-social attitudes and behaviors
    3. Poor problem-solving skills
    4. Limited social competence or communication ability
d. Exclusion Criteria. Youth are not eligible if any of the following are present:
    1. Documented developmental or cognitive delays incompatible with curriculum participation
    2. Diagnosis of Autism Spectrum Disorder

3. Mental health crises such as psychosis or severe disassociation in the past 30 days
4. Substance withdrawal or addiction symptoms requiring medical stabilization
5. Acute distress caused by recent trauma, extreme anxiety, or significant transitions
6. Suicide attempt within 30 days where recommended follow-up care has not been completed

ADDENDUM 2.

DCF REFERRAL FORM

FLORIDA NETWORK OF
Youth & Family Services

DCF Referral Form

Date: _____

This referral form is for youth with an investigation with the Department of Children and Families?
YES ☐ NO ☐

Exclusionary Criteria:

- Youth who are not runaway, ungovernable or truant.
- Youth with chronic or complex needs.
- Youth facing imminent danger or safety risks, or who are facing imminent or likely sheltering by DCF.
- Youth under the age of 10, or older than 17.
- Youth with prior Mental Health commitments or SIPP (Specialized Intensive Placement Program) placements.
- Youth whose parents refuse to engage in services, including signing their child in, participating in weekly counseling, and following the plan of service.
- The youth meets criteria for Child Protective Team (CPT) intervention.
- Shelters reserve the right to refuse service based upon shelter milieu and their ability to adequately meet the needs of the youth.
- Youth has or previously has had fire-setting behaviors.
- Youth has a history of violent or sexual offenses (excluding domestic violence history).
- Youth requires acute inpatient mental health treatment or crisis stabilization.
- Youth is currently suffering from a serious physical condition that requires prompt diagnosis or treatment and has not been medically cleared.
- Youth is currently believed to be intoxicated or is incapacitated by substance abuse.
- Youth needs intensive inpatient psychiatric treatment in a hospital or residential treatment facility for a serious emotional disturbance or mental illness.
- Youth poses a safety threat to others.
- Youth is cognitively incapable of understanding the nature and purpose of shelter placement and participating in their care.

If the youth meet any of the above criteria, they are ineligible for services.

Your Contact Information

Name: _____

Agency: _____

Email address: _____

Phone number: _____

Type of Contact: ☐ Telephone ☐ Face-to-Face ☐ Written Referral

Youth Information			
Name:			
Gender:			
DOB:			
Parent/Guardian 1:		Parent/Guardian 2:	
Name:		Name:	
Address:		Address:	
City:		City:	
State:		State:	
Zip code:		Zip code:	
Phone Number:		Phone Number:	

DCF Contact Information	
Case Worker Name:	
Case Worker email address:	
Case Worker phone number:	
Case Worker Supervisor:	
Supervisor email address:	
Supervisor phone number:	

Explain the reason for this DCF referral, please include the details surrounding the investigation.

ADDENDUM 3-A.

PROVIDER LIST BY COUNTY (3 PAGES)

Counties Served	Agency	Shelter/Program Site	Contract 10848
Bay	Anchorage Children's Home of Bay County, Inc.	Hidle House	Shelter, Community Counseling + SNAP®
Calhoun	Anchorage Children's Home of Bay County, Inc.	Hidle House	Shelter, Community Counseling + SNAP®
Gulf	Anchorage Children's Home of Bay County, Inc.	Hidle House	Shelter, Community Counseling + SNAP®
Holmes	Anchorage Children's Home of Bay County, Inc.	Hidle House	Shelter, Community Counseling + SNAP®
Jackson	Anchorage Children's Home of Bay County, Inc.	Hidle House	Shelter, Community Counseling + SNAP®
Washington	Anchorage Children's Home of Bay County, Inc.	Hidle House	Shelter, Community Counseling + SNAP®
Lake	Arnette House, Inc.	Arnette House - Marion County Shelter	Shelter, Community Counseling + SNAP®
Marion	Arnette House, Inc.	Arnette House - Marion County Shelter	Shelter, Community Counseling + SNAP®
Seminole	Boys Town of Central Florida	Boys Town Boys/Girls Shelter	Shelter, Community Counseling
Franklin	CCYS - Capital City Youth Services	Someplace Else / Family Place	Shelter, Community Counseling + SNAP®
Gadsden	CCYS - Capital City Youth Services	Someplace Else / Family Place	Shelter, Community Counseling + SNAP®
Jefferson	CCYS - Capital City Youth Services	Someplace Else / Family Place	Shelter, Community Counseling + SNAP®
Leon	CCYS - Capital City Youth Services	Someplace Else / Family Place	Shelter, Community Counseling + SNAP®
Liberty	CCYS - Capital City Youth Services	Someplace Else / Family Place	Shelter, Community Counseling + SNAP®
Madison	CCYS - Capital City Youth Services	Someplace Else / Family Place	Shelter, Community Counseling + SNAP®
Taylor	CCYS - Capital City Youth Services	Someplace Else / Family Place	Shelter, Community Counseling + SNAP®
Wakulla	CCYS - Capital City Youth Services	Someplace Else / Family Place	Shelter, Community Counseling + SNAP®
Alachua	CDS Family & Behavioral Health Services, Inc.	CDS - Interface Central	Shelter, Community Counseling + SNAP®
Bradford	CDS Family & Behavioral Health Services, Inc.	CDS - Interface East	Shelter, Community Counseling
Columbia	CDS Family & Behavioral Health Services, Inc.	CDS - Interface NW	Shelter, Community Counseling + SNAP®
Dixie	CDS Family & Behavioral Health Services, Inc.	CDS - Interface NW	Shelter, Community Counseling + SNAP®
Gilchrist	CDS Family & Behavioral Health Services, Inc.	CDS - Interface Central	Shelter, Community Counseling + SNAP®
Hamilton	CDS Family & Behavioral Health Services, Inc.	CDS - Interface NW	Shelter, Community Counseling + SNAP®
Lafayette	CDS Family & Behavioral Health Services, Inc.	CDS - Interface NW	Shelter, Community Counseling + SNAP®
Levy	CDS Family & Behavioral Health Services, Inc.	CDS - Interface Central	Shelter, Community Counseling + SNAP®
Putnam	CDS Family & Behavioral Health Services, Inc.	CDS - Interface East	Shelter, Community Counseling
Suwannee	CDS Family & Behavioral Health Services, Inc.	CDS - Interface NW	Shelter, Community Counseling + SNAP®
Union	CDS Family & Behavioral Health Services, Inc.	CDS - Interface Central	Shelter, Community Counseling + SNAP®
Palm Beach	Center for Child Counseling	Center for Child Counseling	SNAP®
Palm Beach	Children's Home Society of Florida, West Palm Beach	CHS - Safe Harbor Runaway Center	Shelter, Community Counseling
Volusia	Children's Home Society, Daytona	CHS - Daytona	
Osceola	Children's Home Society, Osceola	Children's Home Society, Osceola	Community Counseling
Indian River	Children's Home Society, Treasure Coast	CHS - Wave CREST Shelter	Shelter, Community Counseling

Counties Served	Agency	Shelter/Program Site	Contract 10848
Martin	Children's Home Society, Treasure Coast	CHS - Wave CREST Shelter	Shelter, Community Counseling
Okeechobee	Children's Home Society, Treasure Coast	CHS - Wave CREST Shelter	Shelter, Community Counseling
St. Lucie	Children's Home Society, Treasure Coast	CHS - Wave CREST Shelter	Shelter, Community Counseling
Brevard	Crosswinds Youth Services, Inc.	Robert E. Lehton Children's Shelter	Shelter, Community Counseling + SNAP®
Manatee	Family Resources, Inc.	Family Resources, Safe Place2B	Shelter, Community Counseling + SNAP®
Pinellas	Family Resources, Inc.	Family Resources, Safe Place 2B, South	Shelter, Community Counseling + SNAP® + S4Y
Pinellas	Family Resources, Inc.	Family Resources, Safe Place 2B, Clearwater	Shelter, Community Counseling
Monroe	Florida Keys' Children's Shelter, Inc.	Tavernier Shelter	Shelter, Community Counseling
Hillsborough	Hillsborough County Department of Children's Services	Child and Family Counseling Program - Haven Poe Runaway Shelter	Shelter, Community Counseling
Dade	Luterhan Services of Florida Miami Bridge	LSF Miami Bridge, Central	Shelter, Community Counseling + SNAP®
Dade	Lutheran Services of Florida Miami Bridge	LSF Miami Bridge, South	Shelter, Community Counseling + SNAP®
Escambia	Lutheran Services of Florida Northwest, Inc.	LSF-NW, Currie House	Shelter, Community Counseling + SNAP®
Okaloosa	Lutheran Services of Florida Northwest, Inc.	LSF-NW, Hope House	Shelter, Community Counseling
Santa Rosa	Lutheran Services of Florida Northwest, Inc.	LSF-NW, Currie House	Shelter, Community Counseling + SNAP®
Walton	Lutheran Services of Florida Northwest, Inc.	LSF-NW, Hope House	Shelter, Community Counseling
Broward	Lutheran Services of Florida Southeast, Inc.	LSF SE - Lippman Youth Shelter	Shelter, Community Counseling
Charlotte	Lutheran Services of Florida Southwest, Inc.	LSF SW - Oasis Youth Shelter	Shelter, Community Counseling + SNAP®
Collier	Lutheran Services of Florida Southwest, Inc.	LSF SW - Oasis Youth Shelter	Shelter, Community Counseling + SNAP®
Glades	Lutheran Services of Florida Southwest, Inc.	LSF SW - Oasis Youth Shelter	Shelter, Community Counseling + SNAP®
Hendry	Lutheran Services of Florida Southwest, Inc.	LSF SW - Oasis Youth Shelter	Shelter, Community Counseling + SNAP®
Lee	Lutheran Services of Florida Southwest, Inc.	LSF SW - Oasis Youth Shelter	Shelter, Community Counseling + SNAP®
Orange	Nehemiah Educational and Economic Development Inc	N.E.E.D.	Community Counseling
Orange	Orange County Youth and Family Services Division	Orange County Youth Shelter	Shelter, Community Counseling + SNAP® + S4Y
Broward	Prevention Central	Prevention Central	Community Counseling + SNAP® + S4Y
St. Lucie	Prevention Central	Prevention Central - St. Lucie	SNAP®
DeSoto	Safe Children Coalition, Inc.	Safe Children Coalition Shelter	Shelter, Community Counseling
Sarasota	Safe Children Coalition, Inc.	Safe Children Coalition Shelter	Shelter, Community Counseling
Seminole	Seminole County Sheriff's Office	Seminole County Sheriff's Office- SNAP Program	SNAP® + S4Y
Flagler	SMA Healthcare, Inc.	SMA - Beach House	Shelter, Community Counseling

Counties Served	Agency	Shelter/Program Site	Contract 10848
Volusia	SMA Healthcare, Inc.	SMA - Beach House	Shelter, Community Counseling
Pinellas	Thaise Educational & Exposure Tours	Thaise Educational & Exposure Tours	Community Counseling
Palm Beach	Urban League of Palm Beach County	Urban League of Palm Beach County	Community Counseling
Hillsborough	Youth Advocate Program, Inc.	Youth Advocate Program	Community Counseling + SNAP® + S4Y
Citrus	Youth and Family Advocates, Inc.	YFA, New Beginnings Youth Shelter	Shelter, Community Counseling
Hardee	Youth Advocate Program, Inc.	Youth Advocate Program	SNAP®
Highlands	Youth Advocate Program, Inc.	Youth Advocate Program	SNAP®
Polk	Youth Advocate Program, Inc.	Youth Advocate Program	SNAP®
Hardee	Youth and Family Advocates, Inc.	YFA, George W. Harris	Shelter, Community Counseling
Hernando	Youth and Family Advocates, Inc.	YFA, New Beginnings Youth Shelter	Shelter, Community Counseling
Highlands	Youth and Family Advocates, Inc.	YFA, George W. Harris	Shelter, Community Counseling
Pasco	Youth and Family Advocates, Inc.	YFA, RAP House	Shelter, Community Counseling + SNAP®
Polk	Youth and Family Advocates, Inc.	YFA, George W. Harris	Shelter, Community Counseling
Sumter	Youth and Family Advocates, Inc.	YFA, New Beginnings Youth Shelter	Shelter, Community Counseling
Baker	Youth Crisis Center, Inc.	YCC	Shelter, Community Counseling + SNAP®
Clay	Youth Crisis Center, Inc.	YCC	Shelter, Community Counseling + SNAP®
Duval	Youth Crisis Center, Inc.	YCC	Shelter, Community Counseling + SNAP®
Nassau	Youth Crisis Center, Inc.	YCC	Shelter, Community Counseling + SNAP®
St. Johns	Youth Crisis Center, Inc.	YCC	Shelter, Community Counseling + SNAP®

ADDENDUM 3-B.

SERVICE DESCRIPTION (1 PAGE)

Contract 10848: CINS/FINS & SNAP® Services

Key		
Full Service	Shelter	Short-term shelter and counseling availiable to youth experiencing difficulties in their family, school or community. This service is offered 24/7/365 to youth ages 10-17. Youth cannot have current DCF or DJJ involvement.
	Community Counseling (Non Residential)	Individual and family counseling services are provided to children ages 6-17 who are experiencing any difficulties in their home, school or community. These services are provided free of charge by qualified and expert counselors and last an average of 12 weeks. CINS non delinquency court process, include Case Staffing. (FLStatute 984)
Community Counseling	Non Residential	Individual and family counseling services are provided to children ages 6-17 who are experiencing any difficulties in their home, school or community. These services are provided free of charge by qualified and expert counselors and last an average of 12 weeks. CINS non delinquency court process, include Case Staffing. (FLStatute 984)
SNAP®	SNAP® Under 12	SNAP® is an evidence-based program for children 6-11 that helps them learn emotion regulation, impulse control and pro-social skills that are effective in improving family relationships and helping children stay in school and out of trouble. There is a parent group that runs simotaniously to the children's group for 13 weeks.
	SIS	SNAP® in schools is delivered in the classroom setting with the teacher present. Students are tought similar emotion regulation strategies and this allows for the whole classroom to have common language to help reduce behavior issies.
S4Y	SNAP® for Youth	This SNAP® program is for youth ages 12-17 and works on similar components to the U12 model, however is delivered through technology and there is not parent group. It is 13 weeks as well. *Currently not offered at all SNAP® locations.

Please contact the agency you are requesting services from to determine availibilty/eligibilty of services as described above.

Contract 10849: SNAP® Youth Justice

SYJ	SNAP® for Youth Justice	The SNAP® Youth Justice program is designed for youth ages 12-19 referred by Florida Department of Juvenile Justice (DJJ) Probation Officers. The program provides evidence-based group sessions that teach youth emotional regulation, problem-solving, and self-control.

Please contact the agency you are requesting services from to determine availibilty/eligibilty of services as described above.

ADDENDUM 2.

DCF REFERRAL FORM

FLORIDA NETWORK OF Youth & Family Services

DCF Referral Form

Date: _____

This referral form is for youth with an investigation with the Department of Children and Families?
YES ☐ NO ☐

Exclusionary Criteria:

- Youth who are not runaway, ungovernable or truant.
- Youth with chronic or complex needs.
- Youth facing imminent danger or safety risks, or who are facing imminent or likely sheltering by DCF.
- Youth under the age of 10, or older than 17.
- Youth with prior Mental Health commitments or SIPP (Specialized Intensive Placement Program) placements.
- Youth whose parents refuse to engage in services, including signing their child in, participating in weekly counseling, and following the plan of service.
- The youth meets criteria for Child Protective Team (CPT) intervention.
- Shelters reserve the right to refuse service based upon shelter milieu and their ability to adequately meet the needs of the youth.
- Youth has or previously has had fire-setting behaviors.
- Youth has a history of violent or sexual offenses (excluding domestic violence history).
- Youth requires acute inpatient mental health treatment or crisis stabilization.
- Youth is currently suffering from a serious physical condition that requires prompt diagnosis or treatment and has not been medically cleared.
- Youth is currently believed to be intoxicated or is incapacitated by substance abuse.
- Youth needs intensive inpatient psychiatric treatment in a hospital or residential treatment facility for a serious emotional disturbance or mental illness.
- Youth poses a safety threat to others.
- Youth is cognitively incapable of understanding the nature and purpose of shelter placement and participating in their care.

If the youth meet any of the above criteria, they are ineligible for services.

Your Contact Information

Name: _____

Agency: _____

Email address: _____

Phone number: _____

Type of Contact: ☐ Telephone ☐ Face-to-Face ☐ Written Referral

Youth Information			
Name:			
Gender:			
DOB:			
Parent/Guardian 1:		Parent/Guardian 2:	
Name:		Name:	
Address:		Address:	
City:		City:	
State:		State:	
Zip code:		Zip code:	
Phone Number:		Phone Number:	

DCF Contact Information	
Case Worker Name:	
Case Worker email address:	
Case Worker phone number:	
Case Worker Supervisor:	
Supervisor email address:	
Supervisor phone number:	

Explain the reason for this DCF referral, please include the details surrounding the investigation.