



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

**Ron DeSantis**

Governor

**Taylor N. Hatch**

Secretary

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**DATE:** December 8, 2025

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

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

**SUBJECT:** Updates to Chapter 65C-16, Florida Administrative Code: Adoptions

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**PURPOSE:** This memorandum is to advise that Chapter 65C-16, Florida Administrative Code (F.A.C.), has been updated and the memorandum regarding "Adoption Processes" issued on January 26, 2024, has been repealed.

**BACKGROUND:** The Department implemented a permanency initiative to streamline the adoption process in the most efficient manner. The permanency initiative explored ways to reduce duplicative work and improve specific work associated with the adoption home study, child study, background screening process, etc. Chapter 65C-16, F.A.C., titled Adoptions has been amended and supersedes the memorandum issued on January 26, 2024. The rule can be viewed in its entirety at: <https://flrules.org/gateway/ChapterHome.asp?Chapter=65C-16>

Amendments were made to Chapter 65C-16, F.A.C., to update the rule to comport with changes made during the 2024 legislative session and to align with practice. The revisions include, but are not limited to, the following:

- Definitions to align with practice and statutory requirements
- Updated grandparent notification, sibling selection, relatives and child studies
- Updated the adoption home study process and references
- Updated the Adoption Application Review Committee (AARC) process
- Updated maintenance adoption subsidy, expansion of extension maintenance adoption subsidy and termination reasons
- Updated application for State Employee and Other Eligible Applicants program

**ACTION REQUIRED:** Please share this memorandum with all lead agencies, sub providers, and contract managers, as appropriate.

**CONTACT INFORMATION:** If you have any questions regarding these procedures, please contact Sonya K. Graham, Statewide Adoption Policy and Procedure Specialist, at [Sonya.Graham@myflfamilies.com](mailto:Sonya.Graham@myflfamilies.com).

**cc:** Child Protection Directors  
Grainne O'Sullivan, Children's Legal Services Director