



# Partnership Plan Working Agreement for Children in Out-of-Home Care

**All** of us are responsible for the well-being of children in the custody of the Department of Children and Families (DCF). The children’s licensed caregivers, along with the Florida Department of Children and Families, community-based care (CBC) organizations, their subcontractors, residential child-caring agencies, and the staff of these agencies undertake this responsibility in partnership. Aware that none of us can succeed by ourselves. As such, this agreement shall be completed at the first appropriate meeting of all involved parties (i.e. Case Transfer Staffing, Family Team Conference, etc.), but no later than 21 calendar days from removal).

Children need normal childhoods, as well as loving and skillful parenting which honors their loyalty to their biological family. The purpose of this document is to articulate a common understanding of the values, principles, and relationships necessary to fulfill this responsibility. The following commitments are embraced by all of us.

The intention of this agreement is to support co-parenting, collaboration, and communication between the caregiver and the biological parent(s) to include input from the child(ren) when appropriate and aligned with permanency goals. The child(ren) covered by this document are:

1. To ensure that the care we give our children supports their healthy development and gives them the best possible opportunity for success, caregivers, DCF, CBC, and residential child-caring agencies will work together in a respectful partnership.

Role	Preferred Contact Method (list phone/email)	Expected Response Time
Child(ren)		
Caregivers		
Parents		
GAL		
CBC		
Case Manager		
Case Manager Supervisor		
Other		

2. Caregivers will be notified by case management of all relevant staffing, meetings, court hearings, etc. within 48 hours prior to the event and will be given the opportunity to provide input. Parents and all other parties involved in the dependency action will be notified through court proceedings and case management.

3. The parents shall be provided an opportunity to provide insight into their child’s culture, ethnicity, religion, physical needs, emotional/psychological needs, sexual orientation, gender identity, expressions etc. Input: \_\_\_\_\_

4. Caregivers will participate fully in the child’s medical, psychological, and dental care as they would for their biological child and will ensure the biological parents are involved with such care. Caregivers, DCF, CBC, and residential child-caring agencies will share information with each other about the child's health and well-being. Input: \_\_\_\_\_

5. Caregivers will effectively act/communicate/advocate for the best interest of the child in their care. This includes representing the child's best interests through the child welfare system, the court, community agencies to include school, childcare and medical providers. What, if any, caregiver supports/education are needed to support the child in the home and who will assist in coordination of such? Input: \_\_\_\_\_  
\_\_\_\_\_
6. Caregivers will respect and support the child's ties to his or her family and community (parents, siblings, extended family members as well as other appropriate supports). Caregiver will engage in visitation coordination to include, but not limited to, supervised visitations and transportation. Contact/Communication with these supports must be coordinated and approved through the case manager to ensure the safety and emotional well-being of the child and documented on the transition plan.
7. Caregivers will work in partnership with the parents, DCF, CBC, and the residential child-caring agency to obtain and maintain records that are important to the child's well-being including child resource records, medical records, school records, photographs, birth certificate, social security card, insurance card, and records of special events and achievements.
8. DCF, CBC, residential child-caring agencies, and the staff of these agencies will ensure that children are enrolled in school or in the best educational setting that meets their needs. It is in the best interest of the child, with the goal of minimal disruption of the child's education to remain enrolled at the school of origin. This plan will be addressed through the required ESSA staffing to be held PRIOR to any changes in the child's school assignment.
9. Caregivers will support the child's school success by participating in school activities and meetings, including IEP (Individualized Education Plan) meetings, assisting with school assignments, supporting tutoring programs, meeting with teachers, working with an educational surrogate (if one has been appointed), and encouraging the child's participation in extracurricular activities. Describe how the biological parents will be involved in such activities: Input: \_\_\_\_\_  
\_\_\_\_\_

**Conflict Resolution Plan:**

*In the unusual circumstance that you are unable to resolve an issue after speaking with the assigned case manager and case manager supervisor, any partner can request a meeting to be scheduled within 5 business days to bring all partners together to work on the identified issue(s) and update this plan as needed.*

\_\_\_\_\_  
Signature of Caregiver

\_\_\_\_\_  
Signature of Agency Representative