



## **Policy: Transfer of Cases Outside of ChildNet's Jurisdiction to another Lead Agency**

**ChildNet Number: CN 006.010**  
**Original Approved Date: June 1, 2003**  
**Policy Revised Date(s): December 10, 2009; October 11, 2012**  
**Policy Sunset Date:**  
**COA Standard(s): none**

### **Statement of Policy:**

It is ChildNet's policy to transfer cases outside the jurisdictions served by ChildNet to other lead agencies, as well as accept cases from other lead agencies if it is in the best interest of the child.

**Board Chair's Signature:**

**Date:** 10/26/2012



## **Procedure: Transfer of Cases Outside of ChildNet's Jurisdiction to another Lead Agency**

**ChildNet Number: CN 006.010**

**Original Approved Date: June 1, 2003**

**Procedure Revised Date(s): December 10, 2009, August 9, 2012, August 22, 2014, March 20, 2018**

**Procedure Sunset Date:**

**COA Standard(s): none**

### **Definitions (If any):**

### **Statement of Procedure:**

Procedures for court transfer of cases are established in Rule 8.205, Florida Rules of Juvenile Procedure. In executing this procedure, ChildNet personnel are to reference the Statewide Community Based Working Agreement and operate in accordance with 65C-30.018 F.A.C.

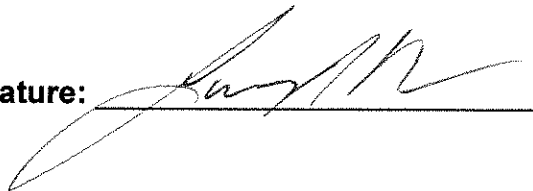
The transfer of an active case from ChildNet to another lead agency within the State of Florida, is to be handled consistent with applicable state law and as pertains to intrastate issues as agreed upon in the Statewide Community Based Working Agreement as follows:

1. Prior to the transfer of a case from one agency to another, the sending agency must secure the agreement of the receiving circuit agency that it will accept the case. Communications in regard to the transfer should be initiated at the supervisory level verbally if courtesy supervision is already in place, The Child Advocate/Dependency Case Manager is to then complete the transfer of jurisdiction request. In Broward submit to the Director of Support Services or designee, and in Palm Beach submit to Director of Intake & Placement or designee will forward to the appropriate personnel at the receiving Community Based Care (CBC) lead agency. All transfer requests must be uploaded into the File Cabinet of Comprehensive Child Welfare Information System (CCWIS) for review by the receiving county. A copy shall also be provided to Children's Legal Services Liaison (CLSL).
2. The sending agency must inform the receiving agency of the reason for requesting the transfer, the progress made in the case thus far, and the issues that make continued services necessary. Efforts to maintain consistent services must be given highest priority.



3. In court ordered cases when a transfer of jurisdiction is desired, the sending agency must secure the written agreement from the receiving agency, pursuant to paragraphs 1 and 2 above, prior to the sending agency's child welfare attorney filing a motion for transfer of jurisdiction. The sending agency must not transfer the case file to the receiving agency until the court in the sending agency area has entered an order transferring its jurisdiction and certifying the case to the court in the receiving agency area. The sending court must furnish all parties, the clerk, and the state attorney of the receiving court a copy of the order of transfer within five (5) days. The sending agency should also furnish a courtesy copy of the motion for transfer of jurisdiction to the receiving agency at the time the motion is filed.
4. The sending agency must ensure the case record and CCWIS is updated. The sending agency case record must be sent within five (5) working days from entry of an order transferring jurisdiction or as directed in the court order of transfer. The sending agency may provide the required documentation via an electronic file if the receiving agency is in agreement. Required original documents, such as birth certificates, social security cards, etc., will be mailed in addition to the compact disk. A copy of the case file and documentation of the case transfer must be kept by the sending agency. Transfer of the court file is accomplished through the respective court clerks' offices.
5. If the case transfer involves an Interstate Compact case where another state court has jurisdiction, the Assistant Director of Support Services or designee is to be notified to coordinate with CLS. CLS is to coordinate the transfer with the other state's court personnel. However, communications in regard to the transfer is to be initiated at the supervisory level verbally if courtesy supervision is already in place and follow-up by written approval by the supervisory level with agency providing supervision.

**President's Signature:**



**Date:**

4/17/18