



State of Florida  
Department of Children and Families


Rick Scott  
Governor



Mike Carroll  
Secretary

---

**DATE:** August 3, 2018

**TO:** Regional Managing Directors  
Community Based Care Lead Agency CEOs  
Sheriffs Offices Conducting Child Protective Investigations

**THROUGH:** David L. Fairbanks, Deputy Secretary 

**FROM:** JoShonda Guerrier, Assistant Secretary for Child Welfare   
Rebecca Kapusta, Assistant Secretary for Operations 

**SUBJECT:** New CFOP 170-17, Services for Transitioning Youth and Young Adults  
Chapter 2, Transition Planning for Youth – Effective August 15, 2018

---

**PURPOSE:** This memorandum is to announce a new CFOP 170-17, Services for Transitioning Youth and Young Adults, providing guidance and minimum procedure requirements for assisting transitioning youth and young adults to successful adulthood. The procedure introduces Chapter 2, Transition Planning for Youth, outlining policies for transition planning and preparing for judicial review hearings for children 17 years of age, effective August 15, 2018.

**BACKGROUND:** Although child welfare professionals currently comply with requirements for transition planning in s. 39.6035, Florida Statutes (F.S.), and for judicial review hearings in s. 39.701, F.S., the Office of Child Welfare facilitated a workgroup with key stakeholders in an effort to strengthen and standardize the transition planning process for older youth. The workgroup discussed the need for more specific guidance and policy clarification in areas including, but not limited to: roles and responsibilities, pre-planning activities, timeframes for plan development, plan content, and the relevant records and resources that must be exchanged in preparation for a youth's transition to adulthood. The feedback helped outline Chapter 2, Transition Planning for Youth, and create universal forms incorporated into the procedure.

**ACTION REQUIRED:** Please share this memorandum with child welfare professionals and service providers working with older youth under the protective supervision of the Department and stay tuned for an upcoming webinar that will provide an overview of this new policy.

**CONTACT INFORMATION:** If you have any questions or need more information, please contact Brandie McCabe at [Brandie.McCabe@myflfamilies.com](mailto:Brandie.McCabe@myflfamilies.com) or (850) 717-4218.

cc: Regional Family and Community Services Directors  
Children's Legal Services  
Florida Guardian ad Litem Program  
Center for Child Welfare

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

---

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

---