

# NWF Health Network Policy & Procedure

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<b>Series:</b>	400: Child Welfare Services	
<b>Policy Name:</b>	Out of County Services	
<b>Policy Number:</b>	401	
<b>Origination Date:</b>	03/09/09	<b>Revision Date:</b> 02/22/2024
<b>Regulation:</b>	65C-30.018 F.A.C.	
<b>Attachments:</b>	400-401 x 1 Memorandum Of Understanding	

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## Policy

It is the policy of NWF Health Network (NWFHN) and all Case Management Organizations (CMOs) to ensure Out of County Services will be provided pursuant to 65C-30.018 F.A.C. and the 400-401 x 1 *Memorandum Of Understanding*. For detailed instructions, please see F.A.C. found here:

[65C-30.018 F.A.C: Out Of County Services](#)

A request for out-of-county services between counties is required when:

1. A Home Study needs to be completed by the receiving county;
2. A child is outside the sending county, including placement in a shelter;
3. A child is placed with a parent outside the sending county and continued supervision is needed toward meeting the case plan goal;
4. A family under supervision (either court ordered or voluntary) has moved to another county;
5. The parent or caregiver with whom reunification is planned lives in or is planning to move to another county;
6. An adoptive placement is in another county;
7. A child under the supervision of the department or contracted service provider, who is placed in a Department of Juvenile Justice (DJJ) facility or a residential program in another county, requires continued supervision while in the facility or program.

## Procedure

### A. Incoming Packets

1. All incoming packets for Out of County Services are forwarded from the lead agency of the respective county to NWFHN's OCS Specialist.
2. The NWFHN's OCS Specialist shall review the packet for completeness and accuracy.
3. Having determined that the referral packet is complete the NWFHN's OCS Specialist will accept the case for assignment to one of NWFHN's CMOs or NWFHN's Kinship Program. *For further detail on NWFHN Kinship Program, see NWFHN OP 700-719 Kinship Caregiver Program.*

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## B. Outgoing Packets

1. All outgoing courtesy request packets shall be routed through the NWFHN's OCS Specialist.
2. The NWFHN's OCS Specialist shall review the referral packet for completeness and accuracy;
3. If the receiving agency is outside of the NWFHN Region the referrals are forwarded to the designated OCS representative of the lead agency by NWFHN's OCS Specialist.
4. If the receiving agency is within the district the referral packet will be forwarded to the appropriate NWFHN CMO.

## C. Documentation and Closure

1. All Out of County Services will be closed as requested by the sending agency, by submitting the Out of County Services Transmittal form indicating closure of services.