NWF Health Network
Policy & Procedure

Series:	400: Provision of Services	
Policy Name:	Permanency Staffing	
Policy Number:	408	
Origination Date:	03/09/2009	**Revised:** Board Meeting of 09/10/2026
Regulation:	65C-28.006, F.A.C SB 664	

Policy

It is the policy of NWF Health Network (NWFHN), to expeditiously seek appropriate permanency for children in care by facilitating routine Permanency Staffings to be held at a frequency determined by the NWFHN Circuit Administrators but at a minimum prior to permanency hearings pursuant 65C-28.006 F.A.C. and in accordance with SB 664. Also, requiring participation of the assigned Case Management Organization (CMO).

Procedure

A. A Permanency Staffing schedule will be created in collaboration with the CMO and NWFHN Operations Lead. This list will be completed in the month prior to the staffing dates to allow for notifications and invites by participants. Names of all parents will be listed on the staffing schedule. NWFHN Operation Leads will provide the final schedule. The CMO is responsible for notifying staffing participants.

B. A Permanency Staffing schedule will be provided to all applicable persons by NWFHN monthly which will identify cases that will be staffed that month.

C. The child welfare professionals shall ensure assess for Conditions for Return at every staffing and hearing on an ongoing basis and throughout the life of the case.

D. The appropriateness of a concurrent goal shall be evaluated at each permanency staffing pursuant to SB 664.

E. The appropriateness of case plans shall be evaluated at each Permanency Staffing.

F. The following persons shall be invited to attend permanency staffings:

1. Child Legal Services (CLS);
2. Child's out-of-home caregiver;
3. Guardian Ad Litem;
4. Child's surrogate parent if one has been appointed;
5. Appropriate CMO staff, including the child's DCM and the DCM Supervisor;
6. The Foster Family Support Specialist;
7. NWFHN Fatherhood Specialist

8. Other service providers who are involved with the family and are determined by the DCM to have information pertinent to the issue of permanency;
9. Child's parents, diligent efforts should be made to invite all parents to Permanency Staffings.
10. The child, depending on his or her age, maturity level, and ability to effectively participate in the staffing, as determined by the DCM and the DCM Supervisor.

G. Meeting Note and Follow-up actions from the staffing will be documented in FSFN.

H. The CMO will ensure all follow-up tasks are recommendations from the staffing, details of all services provided since the last review and any recommended changes of the goal are recorded in the Judicial Review Social Study Report (JRSSR) and reported to the court.

I. The permanency staffing will occur with sufficient time to write a comprehensive JRSSR draft, which will be provided to CLS for their review.