



Florida Department of Children and Families

## COMMUNITY RESIDENTIAL HOMES LOCAL ORDINANCE CERTIFICATION

### (6 or fewer residents)

I certify that this community residential home of \_\_\_\_\_ bed capacity is not located within a 1000 ft. radius of another such home or meets more liberal local ordinances. I understand that the:

- Florida Department of Children and Families
- Agency for Health Care Administration
- Agency for Persons with Disabilities

assumes no financial or other liability in the event an error has been made in calculating, measuring or certifying that this facility meets these dispersion requirements.

### (7-14 residents)

I certify that this community residential home of \_\_\_\_\_ bed capacity is not located within a 1200 ft. radius of another such home or within 500 feet of an area zoned single-family or meets more liberal local ordinances. I further certify that notification of intent to establish this facility has been made to the appropriate local government (dated letter attached). I understand that the:

- Florida Department of Children and Families
- Agency for Health Care Administration
- Agency for Persons with Disabilities

assumes no financial or other liability in the event an error has been made in calculating, measuring or certifying that this facility meets these dispersion requirements.

Name or Business: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Licensed bed capacity: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROVIDER RESPONSIBILITIES** – In establishing a community residential home, the provider/ sponsor or owner/operator has certain responsibilities under Chapter 419, F.S., and under Chapters 58A-5, 58A-14, 65C-14, and/or 65E-4, F.A.C. The department cannot issue a license or must rescind a license issued to facilities that do not meet the requirements of the statute and rules.

### **PROVIDER RESPONSIBILITIES**

- A. Contact the Department of Children and Families district community residential home coordinator as soon as the decision to look for a site is made in order to check the registry and discuss need for home.
- B. All providers must ensure on form CF 1786 that applicable dispersion requirements have been met.
- C. Providers of homes of 7-14 residents must submit notification to the local government of the selection of site for the community residential home, including:
  - 1. The specific address of the site.
  - 2. The residential licensing category.
  - 3. Number of residents.
  - 4. Community support requirements of the program.
  - 5. Statement from the Department of Children and Families district administrator/region director (form CF 1786) indicating:
    - a. The need for and the licensing status of the proposed home.
    - b. Specifying how the home meets or will meet applicable licensing criteria for the safe care and supervision of the clients in the home.
- D. Providers of homes of 7-14 residents must ensure that local government notification has been made on form CF 1785. The provider should attached proof of notification (date stamped letter or other document) to form CF 1786. Providers must notify the Department of Children and Families licensing office upon the expiration of 60 days after local government notification if the local government fails to approve or deny the selected site within that time period.