



## **Fifteenth Judicial Circuit NEW Supervised Visitation Provider Application**

Organizations seeking to be added to the 15th Circuit's list of Approved Supervised Visitation Providers must (a) submit a complete application, as set forth below, (b) submit acceptable results of a background check in accordance with Florida Department of Law Enforcement standards for all staff who have direct contact with program clients or children, and (c) execute a Letter of Agreement with the Circuit. *See* Administrative Order 5.310-3/2022. The purpose of this Application is to ensure that applicants are able to comply with the Supreme Court of Florida Minimum Standards for Supervised Visitation Program Agreements, a copy of which is attached to Admin. Order 5.310.

### **ADMINISTRATIVE ORDER AND SUPREME COURT MINIMUM STANDARDS:**

- By submitting this application, the applicant certifies that he/she has read and is familiar with Administrative Order 5.310-3/2022. The administrative order can be found on the Circuit's website at <https://www.15thcircuit.com/administrative-orders> by clicking the button for AOs by Topic and navigating to Series 05 – Unified Family Courts.
- By submitting this application, the applicant also certifies that he/she has read and is familiar with the Supreme Court of Florida Minimum Standards for Supervised Visitation Program Agreements, a copy of which is attached to Admin. Order 5.310. A copy of the minimum standards can also be found here: [https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Supreme\\_Court\\_Standards\\_for\\_SV\\_from\\_1998.pdf](https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Supreme_Court_Standards_for_SV_from_1998.pdf)

### **CRIMINAL HISTORY BACKGROUND CHECK(S):**

- All staff who have direct contact with program clients or children will be required to provide a criminal history report obtained through the Florida Department of Law Enforcement ("FDLE"). You can order this report (charge of \$24.00) by going to <https://web.fdle.state.fl.us/search/app/default>. Contact FDLE directly at **850-410-8109** for technical questions or issues.
- A copy of the FDLE report must be emailed **directly from FDLE to the following email address:** [tkranz@pbcgov.org](mailto:tkranz@pbcgov.org)
- Applicants must not have any pending criminal charges. Applicants must not have been convicted of a felony or must not have been convicted of a misdemeanor involving moral turpitude or dishonesty within the last five (5) years.
- Any applicant who has new criminal charges filed against him/her in any jurisdiction must inform the Administrative Office of the Court within forty-eight (48) hours of being charged. Failure to provide such information may result in immediate suspension of the program's certification.

### **QUESTIONS:**

- Questions regarding this application should be directed to Tara Kranz, Family Court Manager at [tkranz@pbcgov.org](mailto:tkranz@pbcgov.org) or (561) 355-1764.



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**1. General Information**

<b>Organization Name:</b>			
<b>Contact Name:</b>			
<b>Principal Address:</b>			
<b>Contact Phone Number:</b>		<b>FEI/EIN Number:</b>	
<b>Contact Email:</b>		<b>Website:</b>	

**2. Program Staff Information**

Please list the names and positions of all directors and visitation supervisors in your organization. If you provide services in multiple counties, list only the visitation supervisors who will be providing services in Palm Beach County. For each person listed you will need to provide a criminal history report (background check) obtained through the Florida Department of Law Enforcement. *See* Supreme Court Minimum Standards, Section III.A(2). If additional space is needed, please attach a list to your application.

Name	Position/Title
	<b>Program Director/Administrator</b>
	<b>Visitation Supervisor and Monitor/Observer</b>

- I affirm that the above staff meet the minimum qualification and training standards set forth in the Supreme Court Minimum Standards, Section III.A. and B.
- For each person listed above, I will provide a criminal history report (background check) obtained through the Florida Department of Law Enforcement. *See* Supreme Court Minimum Standards, Section III.A(2).

**3. Insurance**

All Supervised Visitation Programs must have general and liability insurance for all staff and volunteers. *See* Supreme Court Minimum Standards Section II.L.

- I have submitted copies of my general and liability insurance policies along with this application.

## 4. Policies, and Other Requirements

Supreme Court Minimum Standard II.C requires supervised visitation programs to have comprehensive written operating policies and procedures on several identified items. For each item below, please either provide a *separate and itemized* written policy or procedure, or provide a *specific reference* to the portion of your policies and procedures where the item is addressed. You may find additional resources at:

<https://familyvio.csw.fsu.edu/supervised-visitation/standards-best-practices>

- A. The types of services and manner in which they are provided. *If you are planning to accept referrals involving child sexual abuse, please provide a separate policy or procedure for handling such cases addressing your compliance with Section 753.05, Fla. Stat.*
- B. Case acceptance and discharge policies. *Refer to Supreme Court Minimum Standard II.D, E, and F.*
- C. Procedures for providing reports to the court if requested *Refer to Supreme Court Minimum Standard IV.*
- D. Visitation agreement. *Refer to Supreme Court Minimum Standard I.A.(21).*
- I have submitted a copy of my proposed visitation agreement with custodial and non-custodial parents
- E. Payment of fees. *Please describe the fees you will be charging and the acceptable forms of payment*
- F. Hours and location(s) of operation that are accessible to use
- G. Restrictions for transportation of children;
- H. Security measures and emergency protocol and/or procedures *Refer to Supreme Court Minimum Standard II.K.*
- I have submitted a copy of a Law Enforcement Agreement with local law enforcement as required by the standards.
- I. Grievance procedures *Refer to Supreme Court Minimum Standard II. J.*
- J. Policies and procedures regarding release of information *Refer to Supreme Court Minimum Standard II.H.*
- K. Employment policies and policies governing the acceptance and discharge of volunteers, including: non-discrimination policies regarding the employee or volunteer's race, religion, gender, sexual orientation,

national origin, age, disability, marital status; and policies that comply with the laws and regulations governing fair employment practices.

L. Policies and Procedures to be used for non-English speaking clients