

Family Services Initiative Placement Assistance

Families must have minor children and/or be a pregnant mother with no additional minor children. Minor children are defined as children ages 17 and under. At all times, staff will ensure that the families own support network resources and other community resources be explored and used, if at all possible, prior to utilization of the JWB Family Services Pool.

Placement Assistance for Shelters

Vendor agreements are executed by The Juvenile Welfare Board of Pinellas County for FSI families for placement assistance.

All agencies named in the vendor agreements will receive pre-numbered “Placement Housing Authorization Forms” from JWB’s Procurement Card Coordinator. These forms should be used when making a placement at a shelter and the forms should only be used once per placement episode. When making requests on behalf of families, staff will fill out the authorization form and upload it into their corresponding JWB FSI Placement Assistance SharePoint site prior to the family’s shelter intake. The authorization form document uploaded into SharePoint should be named using the form number, i.e. “H12345”

Referring agency staff must then contact the designated Shelter housing staff notifying them that an authorization has been uploaded. The communication should include the uploaded form’s authorization number. All requests are required to be entered into the Central Florida Health Data System (CFHDS) following the general rules for requesting goods/services with the exception that the method of payment field in the incidental will be filled out as follows: “H” and the authorization form number.

Example: If the authorization form # is H10000, the method of payment field should be: H10000.

**The authorization’s start and end dates should be noted in the first line of the incidental Reason for Request narrative in the Central Florida Health Data System.*

Once the Shelter provider receives communication, the residence program staff will print out the authorization form. The Shelter provider will ensure that the authorization is signed by the family. After completion of the family’s stay, the Shelter provider will invoice JWB for payment of services rendered and upload the invoice and authorization form to their individual JWB FSI Placement Assistance site on SharePoint.

Current Vendor Agreements

Family Residence Programs

St. Petersburg Free Clinic- Family Residence
431 11th Avenue South
Petersburg, FL 33701

**St. Vincent de Paul-Center of Hope
Family Residence**
401 15th Street North
St. Petersburg, FL 33705

4/5/17