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

Agreements are executed by The Juvenile Welfare Board of Pinellas County for Family Service Initiative (FSI) families for placement assistance.

Prior to assigning placement, the agency should confirm vacancy at the shelter and the family has satisfied the background screening requirements as determined by the individual shelter. Once family has been accepted by the shelter, the referring agency will complete the Emergency Placement Authorization Form. All agencies with access to the Family Residences will receive pre-numbered “Emergency Placement Authorization Forms” from JWB’s Procurement Card Administrator. 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 FSI 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 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 JWB data collection system following the general rules for requesting goods/services with the exception that the method of payment field in the incidental will be filled out with the authorization form number.

*The authorization’s start and end dates should be noted in the first line in the Service Notes along with which shelter week is being requested in the JWB data collection system.

Once the shelter provider receives communication, the shelter staff will print out the authorization form. The shelter provider will ensure that the authorization form is signed by the family.

Family Residence Programs

St. Petersburg Free Clinic- Family Residence
3835 28th Street North
Petersburg, FL 33714

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

10/1/2020