Introduction

Welcome to Substitute Care! On behalf of the Board of Clermont County Commissioners, the Clermont County Department of Job and Family Services and the children of Clermont County for whom you will serve, thank you for opening your homes and your hearts to those in need.

As a member of a child’s treatment team, you will be called upon to be a substitute parent, keeper of secrets and information, a friend, and arbitrator, a companion and a genius as you work daily with the child in your care. You will know that you helped someone when his or her need was greatest and served as a role model to improve the adult world of our future.

We wish to thank you ahead of time for your efforts in our shared goal of serving the children of Clermont County. We hope your experience will be rewarding and enjoyable.

The following pages outline policy and procedure related to child welfare. We trust that you will find it helpful as you prepare to become a member of the team.
Agency Mission

Children’s Services is committed to the belief that if possible, a child’s place is with his or her family. If a child has to be outside of their family of origin, they then must be placed in a substitute home setting that will safeguard and care for them until they can return to their birth family. As a "service agency" our philosophy is to work with children, their parent(s) and their families. The family continues to be the place where children find identity. You verify this commitment by being a foster/adoptive home where the child’s needs can be met in a family situation.

The Department follows State guidelines to return the child when the parents meet minimal conditions of care with supportive services. By State law the family is considered first as efforts are to reunite the family. When the family is unable to become a safe home by Federal, State and County guidelines, the Department looks at other options as prescribed by the Ohio Revised Code (ORC). In the Ohio Revised Code and Senate Bill 89 it states that a child is to be placed in the "least restrictive environment." The child is to be placed:

1) In the family, or if care is questionable, in a
2) Relative’s home, or if the home is not available or appropriate, in a
3) Foster home, or if the child is not returning to the home, placed for
4) Adoption, or if adoption is not an appropriate option, in
5) Long term foster care, group home or residential care depending on the child’s needs.

Decisions of custody have to be made within one year of the child’s placement with two possible six-month extension under the direction of Clermont County Juvenile Court.

State and Federal Mandates enumerate and qualify timetables of custody, case plans, and other specifications that the Department has to follow regarding child welfare in order to retain accreditation and its ability to license foster/adoptive homes.
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Foster Caregiver Recruitment

Clermont County Department of Job and Family Services generally serve children from birth through age 18, or until age 21 if extenuating circumstances exist.

Clermont County Department of Job and Family Services typically comes into contact with children with significant developmental delays. Most of these delays are manifested either cognitively or environmentally.

Clermont County Department of Job and Family Services serves children who are in need of intervention to address their emotional needs created by their abusive or neglectful situations. These children are typically angry, confused, distrustful and seeking nurturance.

Clermont County Department of Job and Family Services serves children who are in need of a physically safe environment, food and clothing. There are also children who are medically fragile and are in need of ongoing intense medical intervention/treatment.

Clermont County Department of Job and Family Services will offer services to all children regardless of their race, color or national origin. The Department primarily comes into contact with children who are Caucasian and of Appalachian descent.

Clermont County Department of Job and Family Services serves children in need of protective services.

The level of supervised care needed to serve children in Department custody varies from child to child, and could include such services as foster care, group home and residential services.

The Department utilizes many forms of public advertisement to reach the residents of Clermont, and other southwestern Ohio counties. These forms include, but are not limited to, newspaper articles, radio and television advertisements and interviews, the Clermont for Kids website, personal appearances by the Department staff at schools, churches, places of business, bench billboards and advertisements in local private business flyers. The Department also utilizes a facebook page and coordinates with the county’s communications coordinator to facilitate events and foster care information being posted on the Clermont County facebook page. A staff member is available to speak with the public during normal working hours, and other times by appointment, about the characteristics of children served. The Department also completes community outreach by attending or having an information booth at the local county fair, foster care/adoption fairs at local and regional festivals and other community events. There are open houses held about five times a year for individuals to obtain more information.

The Clermont County Department of Job and Family Services assure the flexibility of service to the community in which it serves. Informational sessions, pre-service training and ongoing training classes are held in various locations throughout Clermont County. This assures that prospective and current foster caregivers have access to the application process, training and ongoing supportive services.
In cooperation with the Southwest Ohio Regional Training Center, Clermont County Department of Job and Family Services (CCDJFS) staff members are trained yearly to understand and work with diverse cultural, racial, ethnic and economic communities. Each staff member must complete the Ohio Department of Job and Family Services required "Core Training." In addition, each staff member attends thirty six hours of required ongoing training yearly.

The Department utilizes linguistic interpreters when necessary. The Clermont County Department of Job and Family Services has a contract with Language Line Solutions to provide telephone, on-site and translation services. Language Line Solutions provides language interpretation and translation services for over 240 languages and American and Mexican Sign Language. They provide telephone interpreting, on-site interpretation, video interpretation, document translation and training/awareness assistance and materials. Should the applicant be hearing/speech impaired, CCDJFS can utilize Language Line Solutions, but also has the ability to utilize Deaf Choice, Ohio Relay Service, Family Services of the Cincinnati Area, Greater Cincinnati Interpreters for the Deaf, or Cincinnati Hearing, Speech and Deaf Center. CCDJFS will also secure TTY equipment from Cincinnati Speech and Hearing when the need arises to communicate with an applicant telephonically.

The Clermont County Department of Job and Family Services will make every effort to ensure a timely search for an appropriate foster caregiver. Attempts will be made to match a child with a foster caregiver certified through the Clermont County Department of Job and Family Services that is able to meet the individual needs of the child. If an appropriate foster caregiver is not identified through this process, the Department will contact other Ohio Public Children Services agencies to facilitate a shared home agreement, and/or private licensed foster care agencies who have contracts with the Department to ensure appropriate placement. These procedures will ensure that placement of a child is not delayed by the search for a same race or ethnic placement.


Effective: 8/1/17
Pursuant to Rule(s): 5101:2-5-13 (A) (3)
The Care and Treatment Team

(A) A foster caregiver shall work cooperatively with CCDJFS representatives as a member of a care and treatment team responsible for planning, providing and discussing the care and services provided to a foster child and shall fully disclose all information related to a foster child's problems or progress to Department representatives.

(B) As a member of the care and treatment team, a foster caregiver shall participate in a review with CCDJFS once every two years to evaluate the strengths and growth areas of the foster home and of the support services of agency representatives to the foster caregiver.

(C) A foster caregiver shall work cooperatively with CCDJFS representatives in conducting an independent living skills assessment on an age appropriate foster child, and, as requested, provide instruction to a foster child on independent living skills.

(D) A foster caregiver shall not prohibit the foster child from participating in independent living services.

Effective Date: 4/1/19
Pursuant to Rule(s): 5101:2-7-03
Initial Application and Completion of the Foster Care Homestudy

(A) A public children services agency (PCSA), acting as a representative of the Ohio department of job and family services (ODJFS) in recommending foster homes for certification and/or to placing children for foster care and adoption shall:

(1) Inform all individuals applying for an initial foster home certificate they can also be considered for approval for adoptive placement.

(2) Conduct a joint home study pursuant to the requirements contained in rule 5101:2-5, 5101:2-7 and 5101:2-48-12 of the Administrative Code resulting in the simultaneous approval of the applicant for:
   
   (a) Foster care placement.

   (b) Adoptive placement.

(B) The PCSA shall ensure that employees or persons under contract with the agency to perform assessor duties comply with the following requirements.

   (1) The assessor definition in rule 5101:2-1-01 of the Administrative Code

   (2) Rule 5101:2-48-06 of the Administrative Code.

   (3) Section 3107.014 of the Revised Code.

(C) To avoid a conflict of interest, or the appearance of any conflict of interest, an assessor shall not perform any assessor duties for any of the following persons:

   (1) Him or her self.

   (2) Any person who is a relative of the assessor.

   (3) Any agency employee for whom the assessor has any supervisory responsibility.

   (4) Any agency employee who has any supervisory responsibility for the assessor.

(D) To avoid a conflict of interest, or the appearance of any conflict of interest:

   (1) The agency administrator and a relative of the agency administrator shall not be certified as a foster caregiver by the agency with which the administrator is employed.

   (2) A member of the agency's governing body and a person known to the agency as a relative of the agency's governing body shall not be certified as a foster caregiver by the agency with which the member is associated.
(3) Foster care inquiries from anyone mentioned in this paragraph wishing to be certified foster caregivers shall be referred to another recommending agency with no such appearance of a conflict of interest.

(4) An existing foster home certificate of any person referred to in paragraph (D) of this rule shall be transferred to another recommending agency except the foster caregiver many maintain the certificate and continue to provide care for any currently placed foster children placed in the home prior to January 1, 2008. This foster caregiver shall not accept any additional placements of foster children and shall transfer to another recommending agency within sixty days of the date the current foster children are no longer placed in the home.

(5) If the agency becomes aware a certified foster caregiver of the agency is a relative of the administrator or a relative of the agency’s governing body, it shall initiate a transfer of the foster caregiver’s certificate. The transfer shall be completed within sixty days of the discovery.

(E) A PCSA may selectively recruit on the basis of the need for foster homes for specific types of children as specified in the agency’s recruitment plan as required by rule 5101:2-5-13 of the Administrative Code.

(1) The agency shall not consider the age, gender, sexual identity, sexual orientation, religion, or marital status of a family for whom the agency is conducting a homestudy in determining whether to recommend the applicant be certified as a foster caregiver or whether to place a child with the foster caregiver.

(2) The agency shall not consider the age, gender, sexual identity, sexual orientation, or religion of a child that may be placed with the foster caregiver in determining whether the applicant be certified as a foster caregiver or whether to place a child with the foster caregiver.


(F) The agency shall not consider the race, color or national origin of a foster caregiver applicant to determine whether the applicant be certified as a foster caregiver or whether to place a child with the foster caregiver.

(1) As prohibited by the Multiethnic Placement Act, 42 U.S.C. 1996(b) (1996) (MEPA), agencies may not deny any person the opportunity to become a foster caregiver on the basis of race, color, or national origin of the person, or of any foster child or children involved.
(2) The agency shall not consider the race, color or national origin of a child that may be placed with the foster caregiver in determining whether the applicant be certified as a foster caregiver or whether to place a child with the foster caregiver.

(3) The agency may consider a child's race, color or national origin only in those cases it is determined acceptable pursuant to rule 5101:2-42-18.1 of the Administrative Code.

(G) Upon request, the agency shall provide a JFS 01691 "Application for Child Placement" (rev. 12/2014 ) to any person who is twenty-one years of age, is a legal resident of the United States, resides in the state of Ohio and meets the specifications of the agency's recruitment plan pursuant to rule 5101:2-5-13 of the Administrative Code. The agency shall also provide, free of charge to an applicant, a copy of Chapters 5101:2-5 and 5101:2-7 of the Administrative Code.

(1) If the person does not reside in the state of Ohio, an application for foster care shall not be considered until the person has established Ohio residency.

(2) If a person requests an application for child placement and an agency has reason to believe the person is not a legal resident of the United States, the agency shall request the person to provide a copy of the person's immigration document(s) issued by the bureau of immigration and customs enforcement of the U.S. department of homeland security allowing the person to reside in the United States. If the immigration document(s) provided by the applicant show the person is a conditional permanent resident of the United States or is not a permanent United States resident, the application shall not be considered for foster care unless the applicant is being considered for placement of a specific child and the person is "kin" to the child as defined in rule 5101:2-1-01 of the Administrative Code.

3) For the purpose of this rule, "legal resident of the United States" means a person who is a native-born or naturalized citizen of the United States or a person who presents credible evidence from the bureau of immigration and customs enforcement of the U.S. department of homeland security that the person is a permanent resident of the United States and currently resides in Ohio.

(H) The agency shall use the JFS 01691 for all initial foster home and adoption applications.

(1) The agency shall not accept an incomplete JFS 01691.
(2) The agency shall not begin the homestudy assessment process prior to the receipt of a fully completed JFS 01691 signed by the applicant(s).
(3) If an adoptive applicant decides during the homestudy process to also become a certified foster caregiver, the homestudy documentation and training completed up to that point may be utilized as long as the documentation or training has not expired upon completion of the homestudy. Applicants shall not be required to duplicate documentation as a result of a new application date.
(4) Applications found to contain inaccurate or wrong information shall be denied pursuant to rule 5101:2-5-26 of the Administrative Code. An individual who submits an
incomplete application shall not have an opportunity for a hearing pursuant to Chapter 119 of the Revised Code.

(5) The agency shall require an application be made in the full name of each adult member of a couple residing in the home, a single person, or each co-parent residing in the home.

(6) The agency shall not accept more than one application per household and shall not recommend certification of more than one foster home per household.

(I) The agency shall commence the homestudy assessment within thirty days after the date the agency receives a fully completed JFS 01691 signed by the foster care applicants.

(1) Commencement of a homestudy means, at a minimum, scheduling an appointment to interview the applicant or assuring the applicant is informed of the necessary materials required for the assessor to complete the homestudy.

(2) An agency failing to commence a homestudy within thirty days after receiving the application shall document on the JFS 01673 “Assessment for Child Placement” (rev. 12/2014) the reason(s) the agency is unable to meet this requirement.

(J) The agency shall complete the homestudy within one hundred eighty days after the date the agency received the completed application. An agency failing to complete a homestudy within one hundred eighty days shall document on the JFS 01673 the reason(s) the agency is unable to meet this requirement.

(K) The following is required for the homestudy:

(1) An assessor shall conduct a face to face interview with all members of the household over the age of four years. The interview with all members of the household over the age of four years may be a joint interview or separate individual interviews.

(2) The agency shall conduct criminal records checks for all persons subject to a criminal records check pursuant to rules 5101:2-5-09.1 and 5101:2-7-02 of the Administrative Code.

(a) The required criminal records checks must be completed and the results received by the agency prior to the agency recommending an applicant for certification.

(b) Except as provided in paragraph (I) of rule 5101:2-7-02 of the Administrative Code, an agency shall not recommend a person be certified as a foster caregiver if the person or any adult member of the applicant’s household has been convicted of any crime listed in paragraph (J) of rule 5101:2-7-02 of the Administrative Code.
(3) If the agency has access to the statewide automated child welfare information system (SACWIS), the agency shall complete an alleged perpetrator search of abuse and neglect report history through the system for each foster care applicant and each adult who resides with the applicant. If the agency does not have access to SACWIS, the agency shall request a search of the system from ODJFS for each foster care applicant and each adult who resides with the applicant.

(a) A report with the results of the search shall be placed in the foster caregiver record.

(b) This report is used to determine the suitability of the applicant to provide foster care.

(4) The agency shall request a check of the child abuse and neglect registry of any other state an applicant or adult household member has resided in the five years immediately prior to the date of the criminal records check as required by division (A) of section 2151.86 of the Revised Code.

(5) The JFS 01653 "Medical Statement for Foster Care/Adoptive Applicant and All Household Members" (rev. 6/2009), completed by a licensed physician, physician assistant, clinical nurse specialist, certified nurse practitioner, or certified nurse-midwife within one year prior to an initial recommendation by the agency for certification for the applicant and all household members.

(a) Any written documentation of a physical examination shall be completed by the individual conducting the examination.

(b) The form shall document the applicant and all members of the household are free from any physical, emotional, or mental condition which would endanger children or seriously impair the ability of the household members to care for a foster child.

(c) The agency may require an applicant to secure and provide to the agency a report of an additional examination by a licensed physician, or psychologist, or other certified or licensed professional if any of the following apply:

(i) The applicant or any household member has suffered a serious illness or injury within the past year.

(ii) It is determined to be necessary by the agency to ensure the safety, health, or care of any foster child who may be placed in the home of the applicant.

(6) The applicant shall have an income sufficient to meet the basic needs of the household and to make timely payment of shelter costs, utility bills, and other debts. To show this, an applicant shall provide at a minimum:
(a) A completed JFS 01681 “Applicant Financial Statement” (rev 10/2000).

(b) Proof of income for the household for the most recent tax year prior to the date of application.

(c) Proof of income for the household for a two month period. The verification of income shall not be dated more than six months prior to the agency’s recommendation for certification.

(d) At least one utility bill for each utility necessary to maintain the household. The bill or bills should not be dated more than six months prior to the agency’s recommendation for certification.

(7) Prior to recommending initial certification of a foster home, an agency shall require and assure each applicant successfully completes all preplacement training required by rule 5101:2-5-33 of the Administrative Code.

(a) Only the preplacement training completed within the eighteen month period immediately prior to the date the agency recommends the foster home for certification will meet the training requirement.

(2) Each foster home recommended for certification shall receive preplacement training on the Administrative Code rules and the agency's policies and procedures that are in effect on the date the agency recommends the home for certification.

(8) References shall be received by the agency prior to the date the agency recommends the home for certification.

(a) The applicant shall provide the names and contact information of at least three people who are unrelated to the applicant and do not reside with the applicant, so that they may be contacted as references. A minimum of three personal references shall be received prior to the date the agency recommends the home for certification.

(b) The applicant and all adult household members shall provide the name of any agency the applicant and any household member has applied to or had a homestudy approved for foster care or adoption, or any organization they have worked with in providing care and supervision of children. The applicant and any adult household members shall complete a written and signed release of information statement so any such reference may be contacted.

(c) The agency shall contact all adult children of the applicant for a reference. If the adult children are unable or unwilling to provide a reference this shall be assessed during the homestudy process and documented on the homestudy.
(d) All contacts with references listed above are required and shall be documented in the narrative section of the homestudy.

(9) The JFS 01200 "Fire Inspection Report For Homes or Residential Facilities Certified/Approved by ODJFS" (rev.2/2015) or other form used for a local or state fire inspection certifying the home is free from conditions hazardous to the safety of children. The report shall not be dated more than twelve months prior to the date the agency recommends the home for certification. This must be completed by a state certified fire safety inspector or the state fire marshal's office.

(10) The JFS 01348 "Safety Audit" (rev.12/14) completed not more than six months prior to the date the agency recommends the home for certification, documenting the residence satisfactorily meets all safety standards required by rules 5101:2-7-05, 5101:2-7-10, 5101:2-7-12, and 5101:2-7-15 of the Administrative Code.

(11) A foster home shall have a continuous supply of safe drinking water. Well water used for drinking and cooking shall be tested and approved by the health department prior to the date the agency recommends the home for certification and annually thereafter.

(12) Prior to the end of the assessment process, the applicants shall complete and sign the JFS 01673-A "Child Characteristics Checklist for Foster Care and/or Adoption" (rev. 12/2006) indicating the acceptable characteristics and type of child the applicant is willing to foster.

(a) The determination of the specific number, age, and gender of children the foster home is certified for is the joint decision of the caregiver(s) and the assessor, based on the caregiver’s strengths and needs, and the physical structure of the residence.

(b) All placements in a foster home shall be in compliance with this determination and with the provisions of rule 5101:2-5-32 of the Administrative Code.

(c) Upon request from an applicant or caregiver, the JFS 1673-A may be updated as often as needed.

(L) The agency shall document in each record that the applicant has been evaluated by an assessor to determine the applicant’s compliance with all homestudy requirements and the suitability of the applicant to be certified as a foster caregiver considering all household members and the availability of appropriate accommodations for any foster child that may be placed in the home.
(1) In completing the evaluation, a written narrative shall be compiled, signed by the assessor, and approved by the supervisor, indicating approval or denial of the application.

(2) The evaluation shall be a completed JFS 01673.

(M) In addition to the requirements of the JFS 01673, the agency may establish a written policy that applies to all applicants, requiring submission of additional materials or documents, or participation in additional assessment activities. The agency shall not recommend an applicant for certification to ODJFS prior to the completion of those requirements, in addition to all requirements of Chapters 5101:2-5 and 5101:2-7 of the Administrative Code that are applicable to initial certification of the foster home.

(N) The agency shall not place a child or cause a child to be placed in a foster home until:

(1) The foster caregiver completes the preplacement training required by rule 5101:2-5-33 of the Administrative Code for the type of foster home certification the caregiver is seeking.

(2) The assessment of the foster home, including the JFS 01673 and all supporting documentation, is completed by an assessor who recommends the certification of the applicant for foster care.

(3) The original JFS 01317 “Recommendation for Certification/Recertification of a Foster Home” (rev. 1/2003) recommending certification is submitted to ODJFS or the homestudy has been approved by ODJFS through the SACWIS system.

(4) The effective date of a foster home certificate issued by ODJFS.

Effective: 11/1/15

Pursuant to Rule(s): 5101:2-5-20
General Requirements for Foster Caregivers and Applicants

(A) A foster caregiver or applicant shall be at least twenty-one years of age at the time of initial certification. This rule is changing to eighteen years of age in the year 2020, and the agency will follow that age when it comes into effect.

(B) At least one foster caregiver or applicant in the home shall be able to read, write, and speak in English or be able to effectively communicate with any child placed in their home and with the recommending agency.

(C) A foster caregiver or applicant may be a legally married couple, a single person or co-parent(s).

(D) A foster caregiver or applicant shall have an income sufficient to meet the basic needs of the household and to make timely payment of shelter costs, utility bills, and other debts. To show the household has an income sufficient to meet the basic needs of the household and makes timely payment of shelter costs, utility bills, and other debts, a foster caregiver shall provide at a minimum:

1. For a foster care applicant:
   b. Proof of income for the household for the most recent tax year prior to the date of application.
   c. Proof of income for the household for a two month period. The verification of income shall not be dated more than six months prior the agency’s recommendation of initial certification.
   d. At least one utility bill for each utility necessary to maintain the household. The bill or bills shall not be dated more than six months prior to the agency’s recommendation for initial certification.

2. For a certified foster caregiver a completed JFS 01681 if there are any substantial changes to a caregiver’s financial situation.

(E) A foster caregiver or applicant and all members of the foster caregiver’s or applicant’s household shall be free of any physical, emotional, or mental condition which would endanger a child or seriously impair the ability of the foster caregiver or applicant to care for a foster child.

(F) An applicant shall have a JFS 01653 “Medical Statement for Foster Care/Adoptive Applicant and All Household Members” (rev. 6/2009) completed for the applicant and all household members by a licensed physician, physician assistant, clinical nurse specialist, certified nurse practitioner, or certified nurse-midwife within one year prior to the agency’s initial
recommendation for certification. Any written recommendation of the physical examination shall be completed by the individual who conducted the examination.

(G) An applicant may be required to secure and provide a report in addition to the JFS 01653 of an examination of any member of the household by a licensed physician, psychologist, or other certified or licensed professional if either of the following are applicable:

1. An applicant or any person residing within the household has suffered a serious illness or injury within the past year.

2. The recommending agency determines it to be necessary to ensure the safety, health, or care of any foster child who may be placed in the home.

(H) Except as provided in paragraph (I) of this rule, a foster caregiver or applicant and all other person eighteen years of age or older who reside with the foster caregiver or applicant shall not have been convicted of or pleaded guilty to any of the offenses listed in paragraph (J) of this rule. This rule will be changing in 2020 to be compliant with the Family First Act and the agency will follow the new rule at that time.

(I) No person who has been convicted of or pleaded guilty to an offense listed in paragraph (J) of this rule shall be certified as a foster caregiver or be an adult resident of the foster caregiver’s household unless the recommending agency finds and documents that the person has met all of the following conditions:

1. Except as provided in paragraph (I)(3) of this rule, where the offense was a misdemeanor, or would have been a misdemeanor if conviction had occurred under the current criminal code, at least three years have elapsed from the date the person was fully discharged from any imprisonment or probation arising from the conviction.

2. Except as provided in paragraph (I)(3) of this rule, where the offense was a felony, at least ten years have elapsed since the person was fully discharged from imprisonment or probation.

3. Where an offense was committed by a foster child under the age of twenty-one who remains in the custody of a PCSA or PCPA, the recommending agency may determine the person need not meet the elapsed time period requirements of paragraph (I)(1) and (I)(2) of this rule.

4. The victim of the offense was not one of the following:

   a. A person under the age of eighteen.

   b. A functionally impaired person as defined in section 2903.10 of the Revised Code.

   c. A developmentally disabled person as defined in section 5123.01 of the Revised Code.
d. A person with a mental illness as defined in section 5122.01 of the Revised Code.

e. A person sixty years of age or older.

5. The person’s certification as a foster caregiver or the person’s residency in the foster caregiver’s household will not jeopardize in any way the health, safety or welfare of the children the agency serves. The following factors shall be considered in determining the person’s certification as a foster caregiver or the person’s residency in the foster caregiver’s household.

a. The person’s age at the time of the offense.

b. The nature and seriousness of the offense.

c. The circumstances under which the offense was committed.

d. The degree of participation of the person involved in the offense.

e. The time elapsed since the person was fully discharged from imprisonment or probation.

f. The likelihood that the circumstance leading to the offense will recur.

g. Whether the person is a repeat offender.

h. The person’s employment record.

i. The person’s efforts at rehabilitation and the results of those efforts.

j. Whether any criminal proceedings are pending against the person

k. Whether the person has been convicted of or pleaded guilty to a felony contained in the Revised Code that is not listed in paragraph (J) of this rule, if the felony bears a direct and substantial relationship to being a foster caregiver or adult member of the caregiver’s household.

l. Any other factors the agency considers relevant.

(J) Except as provided in paragraph (I) of this rule, a foster caregiver, applicant or other resident of the foster caregiver’s household shall not have been convicted of or pleaded guilty to, any of the following offenses:

1. A violation of section 959.13, 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2903.13, 2903.15, 2903.16, 2903.21, 2903.211, 2903.22, 2903.34, 2905.01, 2905.02, 2905.05, 2907.02, 2907.03, 2907.04, 2907.05, 2907.06, 2907.07, 2907.08, 2907.09, 2907.21, 2907.22, 2907.23, 2907.25, 2907.31, 2907.32, 2907.321 (2907.32.1), 2907.322 (2907.32.2), 2907.323 (2907.32.3), 2909.02, 2909.22, 2909.23, 2909.24,
2909.03, 2911.01, 2911.02, 2911.11, 2911.12, 2919.12, 2913.49, 2917.01, 2917.02, 2919.22, 2919.24, 2919.25, 2923.12, 2923.13, 2923.161 (2923.16.1), 2925.02, 2925.03, 2925.04, 2925.05, 2925.06, 2927.12, or 3716.11 of the Revised Code, a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, a violation of section 2919.23 of the Revised Code that would have been a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, had the violation been committed prior to that date, a violation of section 2925.11 of the Revised Code that is not a minor drug possession offense, two or more violations of section 4511.19 of the Revised Code or the equivalent violation from any other state committed within the three years immediately preceding the submission of the application or petition that is the basis of the request, or felonious sexual penetration in violation of former section 2907.12 of the Revised Code as listed in appendix A to this rule.

2. A violation of an existing or former law of this state, any other state, or the United States that is substantially equivalent to any of the offenses listed in paragraphs (J)(1) and (J)(2) of this rule.

(K) If any of the following have a felony conviction for spousal abuse, rape, sexual assault, or homicide, the foster home shall not be certified and no rehabilitation standards exist for:

1. An adult resident in the household of a foster caregiver or applicant.

2. A foster caregiver.

3. A foster care applicant.

(L) The applicant or foster caregiver shall provide verification to the recommending agency that the conditions specified in paragraph (I) of this rule are met for that person and for all adult members of the household. If the applicant or foster caregiver fails to provide such proof or if the agency determines that the proof offered by the person is inconclusive or insufficient, the applicant shall be denied certification and a foster caregiver's certificate shall be recommended for denial or revocation pursuant to rule 5101:2-5-26 of the Administrative Code.

(M) In accordance with rule 5101:2-5-09.1 of the Administrative Code, a criminal records check shall be requested:

1. For the foster care applicant and each adult who resides with the foster care applicant in accordance with paragraph (J) of this rule. The results shall be reviewed prior to the agency's recommendation for certification to ODJFS.

2. For a certified foster caregiver and each adult who resides with the foster caregiver every four years prior to the upcoming recertification of the caregiver.

(N) Prior to certification or recertification, the foster care applicant or foster caregiver subject to a criminal records check shall notify the recommending agency of the revocation of any
foster home license, certificate, or other similar authorization in another state occurring within the five years prior to the date of application to become a foster caregiver in this state.

1. The failure of a foster care applicant or foster caregiver to notify the recommending agency of any revocation of that type in another state that occurred within that five-year period shall be grounds for denial of the person's foster home application or the revocation of the person's foster home certification, whichever is applicable.

2. If a person has had a revocation in another state within the five years prior to the date of the application, the Ohio department of job and family services (ODJFS) shall not issue a foster home certificate to a prospective foster caregiver.

(O) The provisions of paragraph (I) of this rule must be considered for any applicant or foster caregiver and any other person eighteen years of age or older who resides with the applicant or foster caregiver and who has been convicted of, or pleaded guilty to, one or more of the offenses listed in paragraph (J) of this rule, even if the person's record has been sealed by a court pursuant to section 2953.32 of the Revised Code because the information contained in the sealed record bears a direct and substantial relationship to the care to be provided to any foster child who may be placed in the home.

(P) A conviction of, or plea of guilty to, an offense listed in paragraph (J) of this rule shall not prevent a person's certification as a foster caregiver or being an adult household member of the home if the person has been granted an unconditional pardon for the offense pursuant to Chapter 2967. of the Revised Code or the conviction or guilty plea has been set aside pursuant to law. "Unconditional pardon" includes a conditional pardon with respect to which all conditions have been performed or transpired.

(Q) A foster care applicant shall notify the recommending agency in writing if a person at least twelve years of age, but less than eighteen years of age, residing with the foster care applicant has been convicted of or pleaded guilty to any of the offenses listed in appendix A to this rule, or has been adjudicated to be a delinquent child for committing an act that if committed by an adult would have constituted such a violation.

(1) If a foster care applicant fails to notify the recommending agency, the recommending agency shall recommend denial of the foster home application to ODJFS.

(2) ODJFS may deny a foster home application on the grounds that a person at least twelve years of age but less than eighteen years of age residing with the foster caregiver or foster care applicant has been convicted of or pleaded guilty to an offense listed in appendix A to this rule or has been adjudicated to be a delinquent child for committing an act that if committed by an adult would have constituted such an offense. The agency shall review the provisions of paragraphs (I)(4) and (I)(5) considering the age of the delinquent child involved and the age and sex of children that are or would be placed in the foster home.

(R) A foster caregiver shall not operate a foster home as an adult boarding or rooming house.
(S) A foster caregiver shall obtain written approval from the recommending agency prior to conducting any business, or allowing any business to operate, including public or private babysitting services, in a foster home.

(T) A foster caregiver shall not provide or allow public or private babysitting services in a foster home when more than ten children, including foster, natural or adoptive children are present and under the supervision of the foster caregiver at any one time. Any foster caregiver that is an approved or licensed type B family day care home provider shall follow the requirements for approval or licensure as a type B family day care home.

(U) A foster caregiver or applicant shall not apply for licensure as a type A family day care home.

(V) A specialized foster caregiver shall not apply for licensure as a type B family day care home. A specialized foster care applicant shall not be licensed as a type B day care provider.

(W) A foster caregiver or applicant shall obtain an approved inspection by a state certified fire safety inspector or the state fire marshal's office certifying that the foster home is free from conditions hazardous to the safety of foster children. The approval must have occurred within twelve months prior to the initial recommendation for certification.

(X) If the applicant or foster caregiver is unable to obtain an inspection as required by paragraph (W) of this rule due to the unavailability of a state certified fire safety inspector or the state fire marshal's office, they shall notify the agency.

(Y) A foster caregiver or applicant shall complete all preplacement and continuing training as required by rule 5101:2-5-33 of the Administrative Code and any additional hours of training required by the recommending agency's written training plan.

(Z) A foster caregiver or applicant shall comply with all agency policies or instructions including cooperating fully with the agency during the certification or recertification process.

(AA) A foster caregiver shall not violate a child's rights as described in paragraph (A) of rule 5101:2-5-35 of the Administrative Code.

Effective: 7/1/18

Pursuant to Rule(s): 5101:2-7-02
Foster Caregiver Pre-Placement and Continuing Training

The Clermont County Department of Job and Family Services recommends specialized (treatment) and family foster homes. Both specialized and family foster caregivers recommended by the Clermont County Department of Job and Family Services will be required to attend thirty-nine hours of pre-placement training. Training is offered through the Ohio Child Welfare Training Program and CCDJFS personnel, and includes the following topics in order to meet the training requirements of Rule 5101:2-5-33 of the Ohio Administrative Code:

A person seeking certification to operate a family foster home shall complete a minimum of thirty-six hours of pre-placement training prior to the agency recommending the home for certification. The pre-placement training shall consist of the courses listed below:
-Orientation to Foster Care, Adoption and Kinship Care (3 Hours)
- The Child Protection Team (3 Hours)
- Child Development (3 Hours)
- Childhood Trauma and Its Effects (3 Hours)
-Child Sexual Abuse (3 Hours)
- Minimizing the Trauma of Placement (3 Hours)
- Transcending Differences in Placement (3 Hours)
- Helping the Child Manage Emotions and Behaviors (3 Hours)
- Understanding Primary Families (3 Hours)
- The Effects of Caregiving on the Caregiver Family (3 Hours)
- Long-Term Separation (3 Hours)
- Post-Adoption Issues for Families (3 Hours)
- Administrative Code rules and CCDJFS' policies and procedures that are in effect on the date the agency recommends the home for initial certification. (3 Hours)
- First Aid training and child and adult CPR with the in-person skills portion

A person seeking certification to operate a specialized foster home shall complete a minimum of thirty-nine hours of pre-placement training prior to the agency recommending the home for certification. The pre-placement training program shall consist of all the courses listed above and the additional course:

- Issues concerning appropriate behavioral intervention techniques, such as de-escalation, self-defense and physical restraint techniques and the appropriate use of such techniques.

- Education advocacy training

- Certification in a first aid training program and a child and adult CPR training program such as those training programs offered by the American Red Cross, the American Heart Association or the equivalent.

Foster caregivers are required to maintain Adult/Child CPR training through such entities as the American Red Cross or the American Heart Association. Parents are required to have knowledge and skills related to basic first aid and home safety.
Following the date of initial certification, each family foster caregiver is required to complete 40 hours of ongoing training per certification period. Each specialized foster family caregiver is required to complete 60 hours of ongoing training per certification period. With prior approval, foster caregivers may complete up to one-third of self-directed study per two-year certification period which can include internet research, reading, instructional videos, and small groups such as church or civic organizations that may provide opportunities that will enhance parenting skills.

Effective: 9/1/15  
Pursuant to Rule(s): 5101:2-5-13 (A) (5), 5101:2-5-33

**Good Cause**

Each certified foster caregiver must complete the required on-going training hours, unless good cause is presented to the Clermont County Department of Job and Family Services and the Department accepts the good cause reason. Good Cause examples could include: documented illness, critical emergency, and/or lack of available trainings. If the good cause is accepted by the Department, the next step is to prepare and complete a corrective action plan that will ensure continued training. If the foster caregiver does not comply with the agreed upon corrective action plan then the foster home certificate will be recommended for revocation with the State office (ODJFS).

Effective: 8/1/17  
Pursuant to Rule(s): 5101:2-5-13 (A) (9)
Policies To Be Explained to Potential Foster Caregivers During Initial Orientation

Clermont County Department of Job and Family Services are not liable for damage resulting from the actions of children placed in foster care. As such, foster parents are encouraged to explore the option of purchasing liability insurance, as Clermont County will not compensate for damages incurred through foster care giving.

The Department will not provide the following for foster caregivers for matters directly related to the proper performance of their roles;

A) Legal representation;
B) Legal fees;
C) Counseling; or
D) Legal advocacy
E) Liability Insurance for damages done by children placed in foster care

If an investigation of abuse and/or neglect involving a child living in a family foster home occurs, the family will be asked to work with the police Department, CCDJFS and the Courts. Clermont County Department of Job and Family Services will not provide legal representation, legal fees or counseling for the foster family.

There are times statements concerning abuse or neglect by a substitute caregiver are received (which can be made by anyone, including the child). During these times a third party investigation is warranted. Law enforcement will become involved as dictated in the Ohio Revised Code (5101:2-5-11). The child may be removed from a foster home until the investigation has been completed. An independent investigation does not relieve the Department of its responsibility to investigate each report of suspected child abuse and neglect. Written reports are generated by the Department, law enforcement and others. A report will be on file with the Department and information will be forwarded to the appropriate law enforcement agency. To assist in the investigation process, foster caregivers are encouraged to document threats made by children placed in foster care, negative behaviors and other issues that may be of concern.

Effective: 8/1/17
Pursuant to Rule(s): 5101:2-5-13 (A) (8)
Foster to Adopt Approval

The assessment and adoptive homestudy shall be a joint decision making process involving the applicant and the Clermont County Department of Job and Family Services. The purpose of this policy is to determine whether foster care/adoption is a viable option for the applicant and to determine the characteristics of children the applicant can parent. Dual certification is also an option for applicants.

A) The process shall consist of, but not be limited to the following:

1) The home assessment shall be conducted by a certified assessor;
2) To determine if an applicant is a suitable candidate for foster care or adoption from documentation obtained pursuant to rule 5101:2-48-05 of the Ohio Administrative Code;
3) Review of the completed ODJFS 1653 “Medical Statement for Foster Care/Adoptive Applicant and all Household Members” signed by the licensed physician to determine if the applicant or members of the household present any medical problems that might interfere with the care of a child;
4) Review of personal reference statements each individual identified for such purposes by the applicant to determine an applicant’s suitability to parent a child;
5) Face to face interviews with the applicant and each member of the household, including children as appropriate to their ages and understanding, one of which shall take place in the home of the applicant;
6) An assessment concerning the personal characteristics of the applicant and the ability of the applicant to successfully parent a child;
7) A safety audit of the home of the applicant in order to ensure that the home meets health and safety standards.
8) Completion of pre-service training pursuant to rule 5101:2-5-33.

B) The assessor shall complete a written home assessment report and a decision will be made to approve or deny the home assessment and written notification will be provided to the applicant regarding the approval or denial of their home assessment. The written assessment shall be provided within one hundred eighty days from the date of application.

C) If the decision of the assessor is to approve the homestudy, the written notification shall include but not be limited to, the following information:

1) Date of approval of the home assessment;
2) A description of the characteristics of the child/children for whom the applicant is being approved;
3) Descriptions of the home assessment update process/licensor recertification.

D) If the decision is to deny the home assessment, the written notification shall contain the following:
1) An explanation of the reason for denial;
2) A description of procedures for a Department review pursuant to rule 5101:2-48-11 of the Ohio Administrative Code.

Effective: 11/1/15
Pursuant to Rule(s): 5101-2-5-13 (A) (3) 5101:2-5-20 (A) (2)
Foster Home Recertification Procedure

(A) All currently certified foster homes shall be recertified every two years from the be recertified every two years from the beginning date of the current certificate. If a homestudy is simultaneously approved for adoption and certified for foster care by the same agency, the spans shall be the same for both programs from the date of the foster home certification.

(1) If an approved adoptive home is subsequently certified for foster care by the same agency that approved the home for adoption, the adoptive homestudy shall be updated at the same time the home is initially certified for foster care so that the spans will coincide.

(2) If a certified foster home is subsequently approved for adoption by the same agency that certified the home for foster care, the next adoption update shall be completed when the current foster care certificate is recertified so that the spans will coincide.

(B) Not less than ninety or more than one hundred-fifty calendar days prior to the expiration of a foster home certificate, CCDJFS shall notify a foster caregiver of the date of expiration of the certificate. The notification shall identify any information or documentation which a foster caregiver is required to submit for recertification. The notification shall be on JFS 01331, "Notice of Expiration and Reapplication for a Foster Home Certificate or Adoption Homestudy Approval." (Rev. 12/2014).

(B) Following agency notification to the foster caregiver as required by paragraph (B) of this rule, if the caregiver fails to either reapply or voluntarily terminate prior to the expiration date of the certificate, the foster home certificate shall expire. If the family wishes to become certified after the expiration date, they shall reapply for initial certification pursuant to rule 5101:2-5-20 of the Administrative Code.

(C) If a foster home certificate expires because a caregiver has failed to reapply there are no rights to appeal pursuant to Chapter 119. of the Revised Code.

(E) If a foster caregiver(s) has re-applied for a foster home certificate at least thirty days prior to the expiration of a current certificate, an assessor shall complete a JFS 01385, "Assessment for Child Placement Update" (Rev. 12/2014), ensure that the foster caregiver(s) remains in compliance with the requirements set forth in Chapters 5101:2-5 and 5101:2-7 of the Administrative Code, and determine the continued suitability of the caregiver to serve as a foster caregiver. The agency shall compile and review the following documents, in addition to completing the JFS 01385:

(1) The agency may require a report of a physical, psychiatric or psychological examination or treatment of the caregiver or other household member in order to ensure the safety, health or care of a foster child. The examination shall by conducted by a licensed physician, psychologist, or other certified or licensed professional.
(2) The most recent fire inspection by a state certified fire safety inspector or the state fire marshal's office using the JFS 01200 "Fire Inspection Report for Residential Facilities Certified by ODJFS" (rev. 2/2015) or other form used for a local or state fire inspection. The agency may require a new fire inspection prior to recommending the home for recertification if the agency deems it necessary to ensure the home is free from conditions which may be hazardous to the safety of a foster child.

(3) The most recent annual well water test approved by the health department, if applicable.

(4) If the agency has the ability to complete the search in SACWIS, the agency shall complete an alleged perpetrator search of abuse and neglect report history through the system for each foster caregiver and adult household member. If the agency does not have the ability to complete the search in SACWIS, the agency shall request a search of the system from ODJFS for each foster caregiver and each adult household member.

(a) A report with the results of the search shall be placed in the foster home record.

(b) This report is to be used to determine the continued suitability of the foster family.

(5) The agency shall conduct a safety audit utilizing the JFS 01348 "Safety Audit" (rev. 12/2014) completed within six months prior to recommending a foster home for recertification, documenting that the residence continues to meet all safety standards. Any deficiencies noted on the JFS 01348 shall result in the completion of a rule violation report and a corrective action plan in accordance with paragraph (E) of rule 5101:2-5-28 of the Administrative Code.

(6) Documentation that the foster caregiver(s) has completed the required ongoing training pursuant to rule 5101:2-5-33 of the Administrative Code. If the foster caregiver has not completed the required continuing training, the agency may recommend recertification if the situation meets the specifications of the agency's good cause policy pursuant to rule 5101:2-5-13 of the Administrative Code.

(F) An assessor's reassessment of a foster home shall include at least one home visit and one interview with each member of the household (except foster children) over the age of four years currently residing in the home. This may be a joint interview or individual interviews. These interviews must occur in the home.

(G) If an agency receives a completed JFS 01331 at least thirty days prior to the expiration date of a foster home certification, an agency shall follow the requirements listed in this rule to complete the assessment for recertification.
(1) At the completion of the assessment and prior to the expiration of the foster home certificate:

   (a) An agency with access to SACWIS shall enter the required data into the system documenting one of the following:

      (i) Recertification.

      (ii) Denial of recertification.

      (iii) Closure, based on receipt of a voluntary withdrawal.

(2) The effective date of a foster home certificate shall be the first day following the expiration of the previous certificate.

(H) If an agency receives a completed JFS 01331 less than thirty days prior to the expiration date of a foster home certificate, the agency may complete the requirements listed in this rule if they have sufficient time and resources to complete the assessment and submit the requirements listed in paragraph (G) of this rule prior to the expiration of the foster home certificate.

(1) If the agency is unable to complete the recertification prior to the expiration, the foster care certificate will expire on the date of expiration.

(2) If the foster care certification expires, the agency shall, within ten days after the expiration date of the certification:

   (a) Provide written notification to the caregiver of the following:

      (i) That the foster care certification has expired.

      (ii) That if the family would like to obtain foster care certification, the family must reapply for initial certification pursuant to rule 5101:2-5-20 of the Administrative Code.

   (b) An agency with access to SACWIS shall enter the required data into the system to close the provider because the foster care certification has expired.

(I) The determination of the specific number, age, and gender of children the foster home is certified for is the joint decision of the caregiver(s) and the assessor, based on the caregiver's strengths and needs, and the physical structure of the residence.

(1) All placements in a foster home shall be in compliance with this determination and with the provisions of rule 5101:2-5-32 of the Administrative Code.
(2) Upon the request from a foster caregiver, the JFS 1673-A "Child Characteristics Checklist" (rev. 12/2006) may be updated as often as needed.

(M) In addition to the requirements noted above, CCDJFS will require the following at recertification to ensure the safety and care of a child:

(1) Updated Child Characteristic Checklist, JFS 1673-A

(2) Updated Financial Statement, JFS 1681

(3) Verification of Home Owners/Renters Insurance

(4) Verification of Automobile Insurance and updated copy of caregiver's drivers licenses.

(5) Verification of pet vaccinations, if applicable

(6) JFS 1653, Medical Statements for Foster Care/Adoptive Applicant and all household members

(7) Verification of household income-recent pay check stub or recent tax statement.

(8) A minimum of one reference from a professional who is knowledgeable of the prospective adoptive parent(s) family dynamics, or if a reference is not available from a professional, one personal reference from someone who is aware of the foster family's functioning.

(9) BCII/FBI background records check of all household members over age 18 and the agency will conduct a local background check

(10) Training needs assessment and updated training plan

(11) Sign required agency paperwork including but not limited to:

(a) Conviction statement
(b) Training agreement
(c) Confidentiality policy
(d) Discipline agreement
(e) Caregiver statement of understanding
(f) Reunification agreement

Effective: 11/1/15
Pursuant to Rule(s): 5101:2-5-24
Child Placement Procedures

The foster parent liaison will contact prospective caregivers who may potentially be able to meet the needs of the child requiring placement. All known information, albeit limited, at the time of initial placement, will be shared with the prospective caregivers to help them make a well-informed decision.

When a caregiver is identified, the Department will transport the child to the caregiver’s home. However, there may be times when it is in the child’s best interest to meet the caregiver at the Department or another neutral offsite location of mutual convenience. At the time of placement, the caregiver will be given a "Treat and Travel" form and an "Individual Child Care Agreement." Upon initial placement, caregivers are encouraged to schedule the mandated physical exam due within five days of the child’s placement. This exam may be scheduled with any physician that accepts United Health Care Medicaid payment. A list of United Health Care Medicaid providers in the Clermont County area is provided upon placement. In addition, a dental examination is required for any child over the age of three and must be scheduled within the first thirty days of placement. The child’s worker should be contacted if the caregiver needs assistance with any arrangements regarding these appointments.

With initial and subsequent placements, caregivers are asked to assist with completion of a Clothing Inventory and Alternate Care Agreement. (See Appendix)

The child’s worker is required to conduct a home visit with the child and caregiver within seven days of placement. A mutually agreed upon time will be arranged.

Effective: 10/1/19
Occupancy Limitations and Accessibility

(A) The Clermont County Department of Job and Family Services shall place a foster child in a foster home only when the Department and the foster caregiver are in compliance with the provisions of Chapters 5101:2-5 and 5101:2-7 of the Administrative Code.

(B) Specific circumstances and limitations for the capacity of a foster home:

(1) To determine the total number of children in the home, the agency shall include at a minimum:

   (a) Foster children placed in the home.

   (b) Kinship children residing in the home.

   (c) The children of a foster caregiver.

   (d) Children being cared for by a type B child care provider.

   (e) Children receiving any private child care services.

(2) Pursuant to section 5103.0317 of the Revised Code, a foster home shall not receive more than five foster children.

(3) When a foster caregiver has been certified for less than two years to operate a foster home, or has less than two years of professional child care experience as documented by the recommending agency, the caregiver shall not receive more than three foster children in the home at any one time.

(4) Not more than two children under the age of two years, shall reside or receive child care services in a foster home at any one time.

(5) Not more than four children under the age of five years shall reside or receive child care services in a foster home at any one time.

(6) If a foster home is at or below the capacity limits set forth in this paragraph, the home may exceed the capacity limits if the additional children meet one of the following circumstances:

   (a) To accommodate a sibling group or the remaining members of a sibling group.
(b) To accommodate a sibling or siblings of a kinship child.

(c) When the additional child or children are related to the foster caregiver by adoption, blood or marriage.

(d) When the additional child or children are foster children who previously resided in the foster home.

(e) When the additional child or children are the children of a foster child who resides in the foster home.

(7) If a foster home is above the capacity limits set forth in this paragraph, the home shall not accept additional children unless the children meet one of the following exceptions:

(a) To accommodate a sibling or siblings of a foster child currently placed in the home.

(b) To accommodate a sibling or siblings of a kinship child currently placed in the home.

(c) When the additional child or children are related to the foster caregiver by adoption, blood or marriage.

(d) When the additional child or children are foster children who previously resided in the foster home.

(e) When the additional child or children are the children of a foster child who resides in the foster home.

(8) If the foster home is a specialized foster home, the additional placement limitations of rules 5101:2-5-36 and 5101:2-5-37 of the Administrative Code, as applicable, shall apply.

(C) Not more than a total of ten children, including the children of a foster caregiver, children being cared for by a type B child care provider and children receiving any private child care services, shall reside or receive child care services in a foster home at any one time.

(D) Placement of a physically handicapped foster child in a foster home shall be made only after the agency has assured that any necessary special arrangements to meet the child's needs have been made.
Effective: 7/1/18

Pursuant to Rule(s): 5101:2-5-32
Site and Safety Requirements for a Foster Home

(A) A foster home and all structures on the grounds of the home shall be maintained in a clean, safe, and sanitary condition and in a reasonable state of repair.

(B) Outdoor recreation equipment on the grounds of a foster home shall be maintained in a safe state of repair.

(C) Outdoor areas on the grounds of or immediately adjacent to a foster home which are potentially hazardous to a foster child placed in the home shall be reasonably safeguarded, considering the age and functioning level of the foster child. Such areas include, but are not limited to:

1. Water areas, including lakes, ponds, rivers, quarries and swimming pools.
2. Open pits and wells.
3. Cliffs and caves.
4. High-speed or heavily traveled roads.

(D) A foster home shall be adequately heated, lighted and ventilated.

(E) The following shall be stored in a safe manner:

1. Bleach.
2. Cleaning materials.
3. Poisonous or corrosive household chemicals.
4. Flammable and combustible materials.
5. Potentially dangerous tools or utensils.
6. Electrical equipment in or on the grounds of a foster home.
7. Machinery in or on the grounds of a foster home.

(F) A foster home shall comply with the following requirements regarding weapons:

1. The following weapons kept on the grounds of or in a foster home shall be stored in an inoperative condition in a locked area inaccessible to children:
   a. Firearms.
(b) Air rifles.

(c) Hunting slingshots.

(d) Any other projectile weapon.

(2) All ammunition, arrows or projectiles for such weapons shall be stored in a separate locked space.

(3) Any foster caregiver who is also a law enforcement official and can document that their jurisdiction requires them to have ready and immediate access to their weapon shall be exempt from the requirements of this paragraph.

(G) A foster home shall have a working telephone or be able to demonstrate to the recommending agency reasonable access to a working telephone for emergency situations.

(H) Appropriate emergency telephone numbers including fire, police, ambulance, poison control, the recommending agency, and each agency with a foster child placed in the home shall be posted in a prominent place in a foster home.

(I) All locks to at least one door to any room or walk in storage area inside a foster home in which a person could become confined shall be of the type which permits the door to be unlocked from either side of the door and be unlocked from the inside of the room or storage area without a key. Locking of the children's bedroom doors while children are sleeping is prohibited. Locking of outside doors and fencing around a yard or outside play area is permitted.

(J) A foster home shall have a continuous supply of safe drinking water. Well water used for drinking and cooking shall be tested and approved by the health department prior to initial certification and annually thereafter.

(K) A foster home shall have working bathroom and toilet facilities located within the home and connected to an indoor plumbing system.

(L) Garbage shall be disposed of on a regular basis. Garbage stored outside shall be in covered containers or closed bags.

(M) A foster home shall have a working smoke alarm on each level of occupancy of the home approved by one of the following:

(1) "Underwriter's Laboratory."

(2) A certified fire inspector.

(N) A foster caregiver shall have a written evacuation plan for evacuating the home or seeking shelter in the event of fire, tornado or other disaster. This evacuation plan shall contain a primary and alternate escape route for each floor. A foster caregiver shall provide initial
orientation and ongoing instruction on the contents of this plan to each foster child in accordance with the foster child's age and functioning level.

(O) All escape routes shall be kept free of clutter and other obstructions.

(P) Household heating equipment used in a foster home shall be equipped with appropriate safeguards in accordance with the age and functioning level of any foster child in the home.

(Q) Heaters

(1) Unvented heaters that burn kerosene or oil shall not be used.

(2) All heaters shall be approved by "Underwriter's Laboratory" or a certified fire inspector.

(3) All heaters shall not be prohibited by any local zoning ordinances.

(R) A foster home shall have a portable fire extinguisher in working order in or near the cooking area of the home. The fire extinguisher shall be approved by one of the following:

(1) "Underwriter’s Laboratory."

(2) A certified fire inspector.

(S) Pets or domestic animals in or on the premises of a foster home shall be kept in a safe and sanitary manner in accordance with state and local laws.

(T) A foster child shall be protected from animals potentially dangerous to the child's health and safety in or on the premises of a foster home.

(1) Vaccine records shall be supplied to the agency.

(2) Cats and dogs are required to obtain and remain current, at a minimum, with their rabies vaccine.

(U) Interior and exterior stairways accessible to children shall be protected by child safety gates or doors according to the child's age and functioning level.

(V) A foster home shall provide a smoke free environment for foster children.

(1) No smoking shall be permitted in the living area of a foster home or in a vehicle used to transport a foster child when a foster child is present.

(2) Smoking may be permitted in the home or vehicles used for transporting foster children only when no foster child is present.
(3) This rule will be updated in 2020 to state that foster parents and guests will not smoke in the foster home or in any vehicle used to transport the child even when the child is not present. A foster parent may not smoke in the presence of a foster child. The agency will comply with and enforce this new rule.

(W) All prescription drugs in a foster home shall be stored in a locked cabinet or storage area except that an inhaler or other medication may be left unlocked if a person has a special health condition that requires the inhaler or medication to be immediately available.

Effective: 4/1/19
Pursuant to Rule(s): 5101:2-7-12
Per-diem Payments to Foster Caregivers
Effective October 1, 2013

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**Therapeutic Foster Care**

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</table>

**SPECIAL CIRCUMSTANCES**

1) Level I – A child that presents with none or few emotional or behavioral management problems.

2) Level II - A child eligible for this level must present with moderate emotional or behavioral management problems, and/or have a physical condition determined by a physician which requires specialized care. The foster parent will be required to provide the required transportation for the child to the necessary professional appointments that the child does need on a regular basis (two or more per week, on a regular basis). The care and supervision that will be given by the caregiver of a special needs will include, but not be limited to:

   A) Twenty-four hour availability for supervision
   B) Ability to meet the child’s basic needs
   C) Ability to meet the child’s treatment needs, including, but not limited to supervision or provision of prescribed care, such as preparation of special diets or assisting in a program of physical therapy.

Level III – This level will include foster care parents who are providing care for three or more Clermont County foster children.

**EMERGENCY PLACEMENT**

An Emergency Foster Home is provided a $35.00-45 per diem to be available on an "emergency on-call basis", 24 hours a day depending on the age of the child that would be placed. The
$35.00-45.00 per diem will be effective for up to thirty days. If it is determined that the placement will be more long term, the reimbursement will adjust to the foster care per diem according to the child’s age and placement level.

**THERAPEUTIC FOSTER CARE**

1. Therapeutic foster care is determined by the level of care scale used by the agency.
2. No more than two therapeutic children can be placed in home at a time.
3. Tier 1 is if there are 1-2 Clermont County foster children in the home
4. Tier 2 is if there are 3 or more Clermont County foster children in the home
Clothing

a) Initial Voucher up to $300
b) All other clothing is included in above per diem

<table>
<thead>
<tr>
<th>Age</th>
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<tbody>
<tr>
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</table>

When a child is placed in substitute care, he or she receives an initial clothing voucher up to $300.00. The child also receives clothing assistance in the per diem rate of $2.00 or $2.50, depending on the age of the child. The Department also seeks to obtain clothing from the child's home. If the child is moved from one substitute caregiver to another, a clothing inventory will be completed.

School Expenses

The Ohio Public School System is responsible for payment of the basic school fees of children placed in foster care. (This is accomplished by the child's worker supplying the appropriate documentation and submitting it on the child's behalf to the respective school system.) Foster children currently qualify for free lunch at their school. Additional expenses such as those noted below may be eligible for Department funding with prior approval. The foster caregiver should submit written summary containing information about the specific request and cost to the child's worker.

- Books, rentals, lab fees and uniforms;
- Class ring (minimal cost)
- High school senior pictures (minimal cost)
- School activities (band, prom, sports, etc.)
- Other extracurricular activities as deemed appropriate by Department staff

Travel

Effective 8/1/18

The present mileage reimbursement is based on the privately owned vehicle (POV) per mile published rate listed on www.GSA.gov for transporting the child to approved appointments (medical, counseling sessions, & visitations). For reimbursement, the Department utilizes a form which is contained in the appendix. Mileage requests for a particular month should be received by the Department by the 5th day of the following month.
Child Care
Effective October 1, 2019

Childcare, via an in-home provider or licensed facility, must be approved by the Department prior to any service being utilized. The Alternate Care Agreement (see appendix) must be also be approved and signed. A criminal background check, fingerprints and a SACWIS Alleged Perpetrator check are required for any individual providing childcare unless it is a facility licensed by the state of Ohio. Reimbursement of $125.00 per week per child may be available to foster caregivers. This reimbursement is provided when both caregivers are working or at the agency’s discretion for other circumstances. The reimbursement form is located in the appendix of this document and must be returned to the agency’s fiscal department by the 5th day of the month following services.

Daycare/mileage reimbursements are due the 5th day of the following month. Forms turned in more than 60 days after the end of the month will not be reimbursed.

WIC

On behalf of a foster child age 0-5, a foster caregiver may apply for Ohio Women, Infants and Children (WIC). WIC is a nutrition education program. WIC services include: nutrition education and support, referral for health care, immunization screening and referral and supplemental foods such as milk, cereal, juice eggs, peanut butter, beans, and infant formula. Upon qualification, coupons are provided to buy healthy foods at local WIC approved grocery stores.

Call (513) 732-7329 to schedule an appointment. (A caregiver that lives outside of Clermont County may visit the WIC office in their county of residence.) Bring the following to the WIC appointment:

- Child
- Identification- shot records, WIC ID folder, medical card or birth certificate
- Proof of Income- Current month’s Medicaid card or last 30 days of child’s income. If child is related to foster parent, medical card or proof of last 30 days of household income is 4 needed.
- Proof of Address-Such as a piece of mail
- Treat and Travel document provided by CCDJFS at time of placement which includes the child’s name and date of birth
- Foster parent’s phone number and date of birth

(For education appointments, identification only is required)
Respite

Respite care is an agreement between caregivers. Only respite care providers approved by the Clermont County Department of Job and Family Services will be utilized. Payment is worked out by the two caregivers since the Department will pay the caregiver who is the approved foster parent for the child(ren). An agreement must be reached between the caregivers that include the compensation of services. The Department will not interfere with the caregivers negotiations unless it affects the child’s well being. (See appendix for Alternate Care Agreement.) If a foster caregiver needs help finding a respite caregiver, the agency will inquire with other foster parents to assist in finding another licensed foster parent willing to assist. Payment for the respite care is again worked out by the two caregivers and the agency will not interfere.

Training Stipend

The Clermont County Department of Job and Family Services will make stipend payments to foster caregivers. The stipend rate payment is ten dollars per foster caregiver per training hour successfully completed within a training session that is a minimum of one training hour in duration. Stipend payments will not be rendered for fractional hours in increments of less than one-quarter hour. The Clermont County Department of Job and Family Services reserves the right to decline to make a stipend payment to a foster caregiver if the Department determines that the foster caregiver has not successfully acquired the skills the training was designed to impart, or that the training was beyond the scope of the foster caregiver's individualized training plan, or that the training hours received were in excess of the minimum levels specified in sections 5103.031 and 5103.032 of the Revised Code. The Clermont Department of Job and Family Services is unable to make a stipend payment where the training the foster caregiver received was part of a program of self-directed study or otherwise not delivered in a conventional or traditional setting where the principal transfer of knowledge occurred through the physical presence of a trainer whose responsibility it was to impart instruction to the foster parent.

Effective January 1, 2009 a person seeking certification to operate a family foster home shall complete a minimum of thirty-six hours of preplacement training prior to the agency recommending the home for certification. For preplacement training a lump sum payment shall be the equivalent of ten dollars per foster caregiver per training hour multiplied by the minimum required training hours.

For on-going certification purposes, a family foster caregiver can potentially be eligible to receive a stipend payment of up to $10.00 per training hours successfully completed within a training session that is a minimum of one training hour in duration. Neither a foster caregiver stipend nor an agency training allowance payment shall be made for training completed outside a classroom where a person in the role of a trainer is not present.

Per OAC 5101:2-5-38 (1): An Agency must pay their foster parents within one hundred twenty (120) calendar days of the completion of the training session. In order to be in compliance with this, Clermont County DJFS must initiate the following:
For a foster caregiver to be eligible to receive a stipend payment the Clermont County Department of Job and Family Services must be in receipt of training certificates noting the date and location of training, the time of attendance, the number of training hours received the training topic and the facilitator's name. These must be received as soon as possible upon completion of the training but absolutely no later than the 5th day of the month following each training episode. Copies of training certificates are permissible, and should be forwarded to: CCDJS/CPS, 2400 Clermont Center Drive, Batavia, Ohio 45103, and ATTN: Foster Parent Training. It is also acceptable to scan the certificate and email this to the DJFS office, Include your name and address so we properly identify and record your training information:

FOSTER_PARENT_TRAINING@ifs.ohio.gov
Foster caregivers are expected to keep original certificates on file in their home.

*If the certificate is received beyond the deadline date, the stipend will not be paid. However, the hours towards recertification/pre-service will be applied.

Effective: 10/1/17
Pursuant to Rule(s): 5101:2-5-13 (A) (5); 5101:2-5-38; 5101:2-5-33
Foster Home Sharing and Transfer of a Foster Home Policy

(A) Prior to CCDJFS sharing use of a foster home that has been recommended for certification by another agency, CCDJFS shall obtain a written agreement signed by the recommending agency stating how the home is to be used and that all parties affected by the agreement approve of it. The recommending agency shall also provide written notification to any other agencies currently using the home.

(B) CCDJFS shall not solicit homestudies or transfers from another agency for the purpose of locating a family of a specific race, color or national origin.

(C) Pursuant to the transfer conditions listed here, a foster home shall only be considered for a transfer to another agency that recommends foster homes of the type that the caregiver is qualified to provide. If a transfer is approved for a foster caregiver certified to operate a specialized foster home to an agency that does not operate a specialized foster home program, the caregiver shall agree that upon execution of the transfer, the foster home designation will be identified as a family foster home.

(D) An agency shall consider a transfer request of a foster home from another agency only if the foster caregiver has been certified with the recommending agency for a minimum of one year. A foster caregiver shall not transfer more than once during a certification period. Exceptions to these limitations may be made in the following circumstances:

   (1) If a foster caregiver has relocated to another county not served by the foster caregiver's recommending agency.

   (2) If the foster caregiver's recommending agency ceases to recommend foster homes for certification to ODJFS or ceases to recommend the type of foster home that the caregiver is currently certified to provide.

   (3) If both the sending and receiving agency agree to the transfer.

(E) Upon receipt of a written request from a foster caregiver who meets the requirements of paragraph (D) of this rule and who expresses a desire to transfer from their current recommending agency, a receiving agency shall make a determination whether to further consider the transfer request.

   (1) If the receiving agency decides to continue the review of the transfer, the receiving agency shall notify the foster caregiver's current recommending agency in writing to inform them of the transfer request and to request a complete copy of the caregiver's foster home record, with the exception of references and criminal background checks.
(2) The receiving agency shall only accept documentation located in the foster home record from the recommending agency. The records shall not be accepted directly from the foster caregiver or other individual. A caregiver may provide other information to the receiving agency that the caregiver considers to be relevant.

(F) Upon receipt of the request from the receiving agency:

(1) If the recommending agency has previously made a decision not to place any additional children in the foster caregiver's home, it shall inform the receiving agency of this decision and the reason why this decision was made. If the receiving agency still wishes to proceed with exploring the transfer request, it shall notify the recommending agency in writing.

(2) The recommending agency shall ensure that a signed release of information has been obtained from the foster caregiver authorizing the release of the record. The release may be initiated by either agency or the foster caregiver.

(3) The recommending agency may charge the receiving agency a reasonable fee for copying the records, not to exceed twenty-five cents per page. No additional fee shall be charged to any party. If a fee is charged to copy the records, the records shall not be sent until the fee is paid.

(4) While the transfer request is pending, the recommending agency shall continue to work with the foster caregiver as it does with all other foster caregivers associated with the agency. The recommending agency shall continue to provide the caregiver with notification of training events needed pursuant to the foster caregiver's needs assessment and continuing training plan. The recommending agency shall allow the foster caregiver to attend any such events and shall continue to meet with the caregiver regarding the care of any child placed in the home.

(G) Within fifteen working days of receipt of the signed release of information and any applicable copying fee, the recommending agency shall forward a complete copy of the foster home record, with the exception of references and criminal background checks. The record shall be sent electronically, by certified mail, return receipt requested or hand delivered by agency staff. If records are hand delivered, the recommending agency shall be provided with a receipt showing the date the records were delivered to the receiving agency. The receiving agency shall also document the date the record was received. The record shall include the following:

(1) The most recent initial homestudy and all homestudy recertifications

(2) The most recent report of the alleged perpetrator search of child abuse and neglect information from the statewide automated child welfare information system (SACWIS).

(3) Training records.

(4) Fire inspection reports.
(5) Safety audits.

(6) Medical reports.

(7) Foster home exit interviews.

(8) Complaint or rule noncompliance investigations and any applicable corrective action plans. If there are any outstanding investigations or corrective action plans that have not been fully completed or implemented, the recommending agency shall notify the receiving agency of the nature of those investigations and corrective action plans.

(H) Upon receipt of the foster caregiver's records, the receiving agency shall assign an assessor to review the information received and conduct an assessment of the transfer request.

1. In addition to reviewing the recommending agency's records and any information provided by the caregiver, the assessor shall:

   (a) Contact staff from the current recommending agency and the caregiver to determine the reasons why the request to transfer is being made at this time.

   (b) Determine if there are foster children in the home, and, if so, identify the agency with custody of the child(ren).

   (c) Make at least one visit to the foster home and conduct a face-to-face interview with each foster caregiver and all other household members over the age of four.

   (d) Receive three new personal references for the foster caregiver(s) from persons who are unrelated to the caregiver(s) and do not live in the foster home.

   (e) Receive new references from all adult children of the caregiver(s). If the adult children are unable or unwilling to provide a reference this shall be assessed during the transfer process and documented in the caregiver record.

   (f) Conduct a new criminal records check for all persons subject to a criminal records check residing in the foster home. Results shall be obtained, reviewed and approved prior to accepting the transfer request.

   (g) Complete a new safety audit of the foster home on the JFS 01348 "Safety Audit" (rev 12/2014) to ensure the home meets all current safety requirements for foster homes.

(2) If the record indicates that there are outstanding investigations or corrective action plans that have not been fully implemented, the assessor shall not recommend acceptance of the transfer unless the assessor is satisfied that any outstanding investigations or plans are not material to the request to transfer the home and do not jeopardize the safety of any children who are or may be placed in the home.
(3) If there are foster children currently placed in the home, all custodial agencies must approve of the transfer of the foster home, as evidenced by the custodial agency signature(s) on the JFS 01334 “Notification of Transfer of a Foster Home” (rev. 12/2014).

(a) If the custodial agency does not agree to the transfer while a child in its custody is placed in the home, the transfer shall not take place until that child is no longer placed in the home.

(b) No child shall be removed from a foster caregiver’s home solely because the caregiver has requested a transfer from one agency to another agency.

(4) If a transfer request of a foster home is pending within ninety days immediately prior to the expiration of the certificate, the current recommending agency and the receiving agency may determine through mutual agreement which agency will conduct the recertification of the foster home. If there is no agreement between the agencies, the current recommending agency shall be responsible for completing the recertification of the home.

(5) The assessor shall complete the transfer assessment within sixty days of the date the complete record was received from the current recommending agency. If the transfer assessment cannot be completed in that timeframe, the assessor shall document the reason(s) in the record.

(I) Upon the completion of the assessment, the assessor shall make a final recommendation regarding the transfer and document that decision in the receiving agency’s record. Written notice of the decision shall be given to the foster caregiver and the recommending agency within five working days of the date the decision was make. The decision to approve or reject the transfer request rests solely with the receiving agency, subject to the approval of ODJFS and the custodial agency of any foster child(ren) placed in the home. Nothing in this rule shall be construed to require an agency to accept the transfer of a foster home from another agency. The rejection of a transfer creates no right of appeal pursuant to Chapter 119. Of the Revised Code for any party of the transfer request.

(J) If the decision is to deny the transfer request, all information contained in the copy of the caregiver’s record from the current recommending agency, as well as any information gathered during the transfer assessment, including the written recommendation to deny the request, shall be maintained by the agency for at least two years.

(K) If the decision is to approve the transfer request, all information contained in the copy of the caregiver’s record from the current recommending agency, as well as any information gathered during the transfer assessment shall be incorporated into the receiving agency’s foster care provider record.
(1) If the sending agency has the appropriate access to SACWIS, the sending agency shall enter the applicable data into the system to complete the transfer to the receiving agency.

(2) If the sending agency does not have the appropriate access to SACWIS to enter the transfer, then either the sending agency or the receiving agency shall make a recommendation to ODJFS to transfer the foster home by submitting the completed JFS 01334 containing all applicable signatures.

(3) The certificate shall be effective from the date of transfer until the end of the current certification period. If the foster caregiver is upgrading the type of foster care the home will provide, the caregiver shall begin a new two year certification starting on the date of transfer due to the increased training requirements.

(4) The transfer of a foster home to a receiving agency has the effect of conferring upon the receiving agency all the duties of a recommending agency contained in Chapter 5101:2-5 of the Administrative Code.

(5) Prior to or not later than thirty calendar days after a transfer request has been processed by ODJFS, the receiving agency shall provide an orientation to the foster caregiver of the agency's policies and procedures for foster caregivers.

(G) Upon receipt of a signed release of information form, an agency shall release a copy of a foster care homestudy to an adoption agency when the foster caregiver is being considered as an adoptive parent.

Effective: 11/1/15
Pursuant to Rule(s): 5101-2-5-31
Operation of Treatment or Medically Fragile Foster Care Program Policy
(Specialized Foster Home Program)

Pursuant to rules 5101:2-5-36 and 5101:2-7-16, the Clermont County Department of Job and Family Services will place children as identified as having special or exceptional needs into treatment foster care. Treatment foster care focuses on providing rehabilitative services to children and their families with the primary location of treatment being in the foster home.

Pursuant to rule 5101:2-5-37 and 5101:2-7-17, children identified as having intensive health care needs will be placed in a medically fragile foster home.

Each child placed into a Clermont County Department of Job and Family Services certified treatment foster home will be assigned a treatment team. The treatment team is the group of individuals who formulate, assess, monitor and revise the service plans for children in treatment or foster care. The Clermont County Department of Job and Family Services will have up to two treatment team leaders supervised by the treatment team supervisor. Each treatment team leader will be responsible for the day-to-day leadership of the treatment team and for the preparation and revisions of the written service plan and discharge summary, in accordance with rule 5101:2-5-36 and 5101:2-7-17 all requirements will be followed.

Clermont County Department of Job and Family Services does not license medically fragile foster caregivers.

Effective: 5/1/19
Pursuant to Rule(s): 5101:2-5-13 (A) (12); 5101:2-5-36; 5101:2-7-16
Respite Care for Treatment Foster Care Program (Specialized Foster Home Program)

The Clermont County Department of Job and Family Services allows access to both planned and crisis respite care for treatment foster caregivers. The provisions are as follows:

(A) Respite care will only be utilized with the prior approval of the administrative director of the specialized foster care program (or the designee).

(B) Only approved respite care providers will be utilized. Contact the Foster Parent Liaison if assistance is needed.

(C) An approved respite care provider, who is not certified as a foster caregiver or specialized foster caregiver, shall receive at least twelve hours of orientation and training relevant to the children served by the specialized foster care program in Clermont County, and have a criminal record check conducted as for a foster caregiver pursuant to rule 5101:2-5-09.1 of the Administrative Code PRIOR to providing respite care.

(D) Unless the respite care provider is certified as a specialized foster care giver, the provider will not provide respite care for children for more than two consecutive weeks.

(E) Prior to EACH occasion of respite care, the Department will provide the respite care provider with a copy of the (JFS 01443) “Child’s Education and Health Information” (rev 8/2010) and at least a written summary of the child’s service plan and information required to be shared with a foster caregiver by rule 5101:2-42-90 of the Administrative Code. The information required by this paragraph shall be provided to the respite care provider by the agency that has approved the respite care provider. The Department will keep documentation in the child’s case record noting that these materials have been provided to the respite provider.

(F) For each occasion of respite care, the respite care provider will provide a written report of the child’s stay in respite care to the specialized foster caregiver.

(G) Respite payment is worked out by the two caregivers since the Department will pay the caregiver who is the approved foster parent for the child(ren). An agreement must be reached between the caregivers that include the compensation of services. The Department will not interfere with the caregivers negotiations unless it affects the child’s well being.

Effective: 8/1/17

Pursuant to Rule(s): 5101:2-5-13 (A) (11)
Matching Specialized Foster Caregivers with Children

When facilitating a specialized match, the Clermont County Department of Job and Family Services makes placement decisions based on the needs of the child, and the capabilities of the specialized foster caregivers being considered. In addition, Clermont County seeks to utilize family-centered neighborhood based practices when feasible.

Effective: 8/1/17
Pursuant to Rule(s): 5101:2-5-13 (A) (12)
Specialized Programs Access to Crisis Counseling

All foster children, foster caregivers and their families in the specialized foster care program have access to 24-hour crisis counseling. The caseworker on duty will provide this service. Further crisis counseling services will be provided on an "as needed" basis and is available for issues/challenges caused by a specific incident related to the foster child, including the death or hospitalization of a child. Clermont County also has a 24-hour crisis hotline that families within the county have access to call. That phone number is 513-248-0421. If a foster home is outside of the county and the foster parent requests, the agency will make reasonable efforts to find a local crisis hotline.

Effective: 8/1/17
Pursuant to Rule(s): 5101:2-5-13 (A) (13)
Behavior Intervention Policy for Treatment and/or Medically Fragile Foster Care Program (Specialized Foster Care Program)

The Clermont County Department of Job and Family Services maintain the following policy regarding behavior intervention or behavior modification.

Behavior Modification

Behavior modification is a planned approach to help the foster children either increase a desired behavior or decrease an undesired behavior.

The target areas of needed behavior modification are determined by members of the treatment team, and the child (as appropriate to the child’s age and functioning level).

Following the determination of targeted behavior intervention, members of the treatment team will develop both a treatment plan and a behavior modification system. Behavior modification systems will be developed and reviewed to make sure they are appropriate and meet the specific needs of children with disabilities.

Treatment team members emphasize the use of positive reinforcement strategies (reward systems) and de-emphasize the use of negative reinforcement (consequences) strategies.

Behavioral intervention strategies shall focus on understanding the underlying motivation for the behavior and antecedent factors.

The Clermont County Department of Job and Family Services adheres to the philosophy that behavior intervention strategies shall be planned and proactive in order to facilitate growth and pro-social adaptation of foster children.

Therapeutic Foster Caregivers are trained to utilize the following behavioral intervention strategies: Isolation, Time out, Loss of privileges, Point systems, Incentives

Time-outs and isolation strategies are used in situations where a foster child’s behavior necessitates a break in order for the foster child to regain control of his/her self. The age and developmental functioning level of the child is of critical importance in utilizing time out and isolation strategies.

Isolation: Isolation of a child is defined as “the temporary confinement of a child in the child’s own bedroom or another equally private/quiet area of the caregiver’s home. Isolation of a foster child due to his or her maladaptive behavior episodes shall not be enforced for excessive or prolonged periods of time. Treatment team members shall work cooperatively to determine the appropriate duration for isolation. Isolation would be contraindicated for foster children under the age of 5 years and for an older foster child who has a significant history of depression or suicidal ideation.
Time Out: Time out is defined as a brief period of confinement of a foster child to a specific area in the caregiver’s home. A time out differs from isolation in that the child may remain in a common area of the home with other family members. As with isolation strategies, the treatment team shall work cooperatively to determine the appropriate duration for the time out. Time out strategies shall not be excessive or prolonged and they shall not require the child to maintain an awkward or uncomfortable position. Lastly, time out interventions shall preserve the mental health and psychological well being of the child.

Loss of privileges: Loss of privileges is defined as the temporary prohibition of a desired activity, event or “allowance.” Caregivers are not permitted to prohibit a foster child from the following:

- Family visitation
- Treatment team member contacts
- Religious attendance
- Medical/counseling appointments
- Employee commitments
- Team sport participation
- Social club participation
- Prom and homecoming
- Participation in holiday customs

Point Systems/Incentives: Specialized Foster Caregivers are strongly encouraged to use point systems/incentives to motivate foster children to engage in and demonstrate pro-social behavior. Treatment team members shall work cooperatively to develop individualized point/incentive systems. Points/incentives are granted each time the foster child produces a desired behavior. Incentives to be utilized include, but are not limited to the following:

- Psychological affirmations, Participation in a special activity or outing
- Extra privileges, Money, Desired personal items
- Extended curfew/ bedtime

The treatment team leader(s) and treatment team supervisor are responsible for the development and oversight of the behavioral intervention plan. The treatment team supervisor shall at a minimum be an approved PCSA caseworker supervisor and assessor. The treatment team leader will hold a minimum of a bachelor’s degree in Social Work or related field, or otherwise meet the qualifications of section 5153.112 of the Ohio Revised Code.

Effective: 8/1/17
Pursuant to Rule(s): 5101:2-5-13 (A) (14)
Evaluation of a Specialized Foster Care Program Policy

The Clermont County Department of Job and Family Services will evaluate annually the specialized foster care program. Specialized foster caregivers, children in care (when appropriate to their age and level of functioning) and their families will be asked to participate in the evaluation process. A copy of the evaluation will be kept by the Department’s administrator or designee and will be available upon written request.

Effective: 8/1/17
Pursuant to Rule(s): 5101:2-5-13
Foster to Adopt Notification

When there is a plan for a change in the custody status of a child(ren) from temporary to permanent custody, and the child(ren) is in a foster home, the Department shall notify the foster family of the adoption process in the event the family is interested in pursuing adoptive placement. Written notification will occur within thirty (30) days of the filing of the Permanent Custody Motion. The Department shall discuss the permanency plan for the child(ren) with the foster parents, along with the recommending agency if different than the Clermont County Department of Job and Family Services.

When a foster caregiver expresses the desire to adopt a foster child, the Clermont County Department of Job and Family Services will follow adoptive approval and placement requirements contained in Rules 5101-2-48-11, 5101-2-48-11.1, and 5101-2-48-16. These requirements include notifying the foster caregiver that they will be given priority consideration as an adoptive placement for the child(ren) unless the Department determines that the placement is not in the child's best interest.

Effective: 7/01/09
Pursuant to Rule(s): 5101:2-5-13 (A) (7), 5101:2-48-11, 5101-2-48-11.1 and 5101-2-48-16
Records and Confidentiality

(A) A foster caregiver shall maintain a record on each foster child which shall include:

(1) A copy of the current child care agreement between the Department and the foster home and any written case plan provided by the Department;

(2) Reports of scholastic performance that shall include:
   (a) Report Cards.
   (b) Diplomas
   (C) Certificates of achievement or merit

(3) Medical information and current instructions regarding a foster child’s health care provided by:
   (a) A foster child’s physician.
   (b) The placing agency.

(4) The name and telephone number of the recommending agency contact person or the custody holding person or agency as applicable;

(5) Data which is pertinent to the foster child’s life book as referenced in rule 5101:2-42-67 of the Administrative Code.

(B) A foster caregiver shall give a foster child’s record and all other official documents regarding the foster child to the Department when the foster child leaves the home.

(C) A foster caregiver shall not disclose or knowingly allow the disclosure of any information regarding a foster child or the foster child's family to persons not directly involved in the foster child's care and treatment on an official basis.

Effective Date: 4/1/19

Pursuant to Rule(s): 5101:2-7-04
Required Notification

(A) Consult with the Department prior to communicating with the child’s birth parents. Oftentimes communication is encouraged; however, it is essential that foster caregivers and the child’s worker have a clear understanding of the frequency, type and duration of contact to assure all safety risks have been adequately assessed and the plan is in the child’s best interest.

(B) Notify the Department two weeks in advance before taking the child with you on an out of state or overnight trips. The Department has custody of the child but may need to consult the court for permission for such activities.

Trips out of state require additional Treat and Travel papers.

(C) A foster caregiver shall notify CCDJFS in writing prior to allowing any person to reside for more than two weeks in the foster home.

(D) A foster caregiver shall notify the recommending agency within one hour of the caregiver gaining the knowledge of any of the following circumstances involving a foster child:

1. A serious injury or illness involving medical treatment of a foster child;
2. The death of a foster child;
3. Unauthorized absence of a foster child from the home;
4. Removal or an attempted removal of a foster child from the home by any person or agency other than the placing agency;
5. Any involvement of a foster child with law enforcement authorities.

(E) A foster caregiver shall notify CCDJFS within twenty-four hours or the next working day of any of the other following circumstances:

1. Any impending change in the marital status of the foster caregiver or in the household occupancy of the home;
2. Any serious illness or death in the household.
(3) Any fire or other incident, requiring the services of a fire department or emergency personnel occurs at or within the home. (4) the foster home becomes uninhabitable for any reason.

(F) A foster caregiver shall inform CCDJFS at least four weeks prior to a planned move of the foster caregiver.

(G) A foster caregiver shall notify CCDJFS within twenty-four hours of the caregiver gaining the knowledge of any charge of any criminal offense brought against the caregiver or any adult resident of his home. If the charges result in a conviction, the foster caregiver shall notify CCDJFS within twenty-four hours of the conviction.

(H) A foster caregiver shall notify the recommending agency within twenty-four hours of any charge or complaint brought against any resident of the foster caregiver’s home who is at least twelve years of age, but less than eighteen years of age for committing an act that if committed by an adult would constitute a criminal offense.

(I) Pursuant to section 5103.0319 of the Revised Code, a foster caregiver shall also notify CCDJFS in writing within twenty-four hours if a resident of the foster caregiver's home is at least twelve years of age, but less than eighteen years of age, and has been convicted of or pleaded guilty to any of the offenses listed in appendix A of this rule, or has been adjudicated to be a delinquent child for committing an act that if committed by an adult would have constituted such a violation. The notification is also required for any conviction or adjudication of delinquency resulting from a violation of an existing or former law of this state, any other state, or the United States that is substantially equivalent to any of the offenses listed in appendix A of this rule.

(1) If CCDJFS learns that a foster caregiver has failed to comply with this paragraph, it shall notify ODJFS and recommend ODJFS seek an order to revoke the foster caregiver's certification to operate a foster home.

(2) If CCDJFS learns that a prospective foster caregiver has failed to notify the agency, the agency shall notify ODJFS and recommend ODJFS deny the foster caregiver’s certification to operate a foster home.

(M) A foster caregiver may voluntarily terminate a foster home certificate for any reason by providing written notice of intent to terminate and the effective date of termination to the recommending agency.

Effective Date: 4/1/19

Pursuant to Rule(s): 5101:2-7-14
Criminal Records Check Required for Certain Prospective Employees and Certified Foster Caregivers

(A) The appointing or hiring officer or administrative director of an agency shall, pursuant to section 2151.86 of the Revised Code, request the bureau of criminal identification and investigation (BCII) conduct a criminal records check with respect to any person subject to a criminal records check and any person providing respite care for a specialized foster care program that is not a certified foster caregiver.

(B) The appointing or hiring officer or administrative director of an agency shall provide each person listed in paragraph (A) of this rule with a copy of the BCII prescribed criminal records check form and a BCII standard impression sheet to obtain fingerprint impressions. The standard impression sheets may be in a tangible format, in an electronic format, or in both tangible and electronic formats.

(C) Any person subject to a criminal records check who receives a copy of the BCII prescribed criminal records check form and a BCII standard impression sheet and who is requested by the agency to complete the form and provide a set of fingerprints impressions shall:

1. Complete the form or provide all the information necessary to complete the form.
2. Provide the impression sheet with the impressions of the person’s fingerprints.
3. Submit the completed form and the impression sheet to the agency.

(D) The agency shall obtain the completed form and fingerprint impression sheet from each person subject to a criminal records check and forward the form and fingerprint impression sheet to BCII at the time the agency requests a criminal records check.

(E) The agency shall pay to BCII the fee prescribed pursuant to division (C)(3) of section 109.572 of the Revised Code for each criminal records check conducted.

(F) The agency may charge a person subject to a criminal records check a fee for costs incurred in obtaining a criminal records check. Pursuant to division (D) of section 2151.86 of the Revised Code, a fee charged by the agency shall not exceed the fee paid by the agency to BCII. If a fee is charged, the agency shall notify the person at the time of initial application of the amount of the fee and that, unless the fee is paid, the person will not be considered for employment or certification as a foster caregiver.

(G) The appointing or hiring officer or administrative director of the agency shall inform each prospective employee at the time of initial application, that as a precondition to being approved for that position:

1. The person is required to complete the BCII prescribed criminal records check form and provide a set of fingerprint impressions.

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(2) A criminal records check is required to be conducted by BCII and, except as provided in paragraph (N) of rule 5101:2-5-09 of the Administrative Code, satisfactorily completed if the prospective employee comes under final consideration for appointment or employment.

(H) Before a recommending agency may submit a recommendation to the Ohio department of job and family services (ODJFS) on whether the department should issue a certificate to operate a foster home, the administrative director of the agency shall, pursuant to section 2151.86 of the Revised Code, request that the superintendent of BCII conduct a criminal records check with respect to the prospective foster caregiver and all other persons eighteen years of age or older who reside with the foster caregiver. (I) The appointing or hiring officer or administrative director of the agency shall inform each person seeking certification as a foster caregiver, at the time of initial application, that as a precondition to being approved as a foster caregiver:

(1) The person is required to complete the BCII prescribed criminal records check form and provide a set of fingerprint impressions;

(2) A criminal records check shall be conducted by BCII and satisfactorily completed for any person seeking certification as a foster caregiver.

(J) If a person seeking certification as a foster caregiver fails to provide the information necessary to complete the form or fails to provide fingerprint impressions or fails to provide fingerprint impressions for any adult household members, that person shall be denied certification as a foster caregiver pursuant to rule 5101:2-5-26 of the Administrative Code.

(K) The agency shall request the conducting of a criminal records check pursuant to section 2151.86 of the Revised Code:

(1) For the foster care applicant and each adult who resides with the foster care applicant. The results shall be reviewed prior to the agency's recommendation for certification to ODJFS.

(2) For a certified foster caregiver and each adult who resides with the foster caregiver every four years prior to the upcoming recertification of the caregiver.

(L) The agency shall request that BCII include information from the "Federal Bureau of Investigation" (FBI) in the criminal records check for each foster care applicant and each person eighteen years of age residing in the applicant's household subject to a criminal records check.

(M) The recommending agency shall evaluate whether the foster home should continue to be recommended for certification or be recommended for denial or revocation of certification when a person who is certified as a foster caregiver is convicted of any offense listed in paragraph (J) of rule 5101:2-7-02 of the Administrative Code.
(1) The evaluation shall begin within five days of the agency's knowledge of the person's conviction, be completed within thirty days, and be documented in the foster home's record.

(2) At a minimum, the provisions of paragraph (N) of this rule shall be considered in the evaluation.

(3) This requirement shall also be applicable for any adult who resides with a foster caregiver upon conviction of any offense listed in paragraph (J) of rule 5101:2-7-02 of the Administrative Code.

(R) The evaluation required by paragraph (M) of this rule shall include at a minimum:

(1) Whether there are children currently placed in the foster home and the impact of disruption on the children if moved.

(2) Whether rehabilitation of the individual had to be considered for initial certification.

(3) The length of time of certification prior to this conviction.

(4) The factors outlined in paragraphs (I)(1), (I)(2), (I)(3), (I)(4) and (I)(5) of rule 5101:2-7-02 of the Administrative Code.

(S) Upon receipt of notification of an adult who resides with a foster caregiver who has pleaded guilty to or been convicted of a foster caregiver disqualifying offense, the recommending agency shall assess the foster home for safety concerns and forward any recommendations to ODJFS for revocation if applicable. As used in this rule, "foster caregiver disqualifying offense" means any offense or violation listed in paragraph (J) of rule 5101:2-7-02 of the Administrative Code.

**Effective Date: 4/1/17**

**Pursuant to Rule 5101:2-5-09.1**
Additional Requirements for a Treatment Foster Caregiver and a Treatment Foster Home

In addition to the requirements found in rules 5101:2-7-02 to 5101:2-7-15 of the Administrative Code, a treatment foster home shall meet the following requirements:

(A) A treatment foster caregiver initially certified after the effective date of this rule shall meet at least one of the following requirements:

(1) A minimum of three hundred sixty-five days of caring for a foster child in placement as a certified foster caregiver.

(2) A minimum of sixty hours of training in a classroom setting that complies with the following:

(a) For an applicant the training shall be completed within twenty-four months prior to the date of initial certification as a specialized caregiver.

(b) For a certified caregiver the training shall be completed within twenty-four months of the certified caregiver's written intent to upgrade their certification if the caregiver does not meet the requirement in paragraph (A)(1) of this rule.

(c) The training shall relate to children with special or exceptional needs as defined in rule 5101:2-47-18 of the Administrative Code.

(3) A minimum of five years cumulative experience caring for a child in the home of the foster caregiver or applicant on a daily basis.

(4) A minimum of one year of cumulative experience caring for a child who has special or exceptional needs as defined in rule 5101:2-47-18 of the Administrative Code in the home of the foster caregiver or applicant on a daily basis.

(B) Each treatment foster caregiver shall successfully complete the number of hours of pre-placement and continuing training specified in the recommending agency's training policy required pursuant to rules 5101:2-5-13 and 5101:2-5-33 of the Administrative Code.

(C) Each treatment foster caregiver is a member of the treatment team and shall implement the service plan for each child as prescribed by the recommending agency.

(D) Occupancy limitations for a treatment foster home.

(1) A treatment foster caregiver may provide foster care for not more than five foster children, two of whom have exceptional needs requiring their placement in a treatment foster home.
(a) Any exceptions to the number of children with exceptional needs to be served, must have specific justification in accordance with the agency's policy for matching foster children and treatment foster caregivers pursuant to rule 5101:2-5-13 of the Administrative Code. Such justification, which may include the need to place a sibling group, or the abilities of a particular family in relation to the special or exceptional needs of a particular child, shall be documented in the child's case record and in the treatment foster home record.

(b) If more than two children with exceptional needs are placed in a treatment foster home, all agencies holding custody of any other children placed in the home shall be notified by the treatment foster care program within seventy-two hours of placement.

(2) A treatment foster caregiver may provide care for not more than five treatment foster children placed in the caregiver's home if either of the following apply:

(a) The caregiver is an appropriately trained and licensed professional. The following shall be considered an appropriately trained and licensed professional:

(i) A social worker.

(ii) A professional counselor.

(iii) A psychologist.

(iv) A teacher.

(v) A marriage and family therapist.

(vi) A person who has a minimum of a bachelor’s degree in a child development or social services field.

(b) The caregiver has five years of child care experience and training related to serving children in foster care.

(3) Children placed in a foster home on or prior to March 31, 2005 shall not be moved to another placement solely to meet the requirements of paragraph (D)(1) or (D)(2) of this rule.

(E) A treatment foster caregiver or at least one member of a treatment foster caregiver couple or co-parent shall have weekly consultation and face-to-face contact at least every two weeks with the recommending agency's professional treatment staff. At least one of the face-to-face contacts each month shall be in the treatment foster home.
(F) A treatment foster caregiver shall prepare, and keep current, a written record of the behavior and progress of the child towards achieving the treatment goals as identified in the service plan of each foster child placed in the home as required by the agency.

(G) Under the direction of the treatment team leader, a treatment foster caregiver shall assume primary responsibility for implementing the in-home treatment strategies specified in the child's service plan and any revisions thereto.

(H) A treatment foster caregiver shall work cooperatively with the family of the child according to the child's service plan and case plan.

(I) A treatment foster caregiver shall perform any additional written responsibilities and duties established by the recommending agency for a treatment foster caregiver.

(J) A treatment foster caregiver shall attend and participate in the treatment team meetings for each child placed in his home. If the treatment foster home certificate is in the name of a couple or co-parents, only one caregiver is required to attend the treatment team meetings unless otherwise specified by the recommending agency.

Effective: 4/1/19

Pursuant to Rule 5101:2-7-16
Foster Child Smoking Policy

No foster child under the age of eighteen (18) years is permitted to use any tobacco product.

Foster children will not be directly exposed to any second hand smoke while in a foster home, or while riding in any vehicle. If anyone in the foster home chooses to smoke while a foster child is placed in their home, second hand smoke cannot directly affect the foster child.

Definition: Smoking means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe or other lighted smoking device for burning tobacco or any other plant. “Smoking” does not include the burning of incense in a religious ceremony.

Smoking Prohibited:
It is the responsibility of the foster parents to enforce the following provisions:

* A foster child may not use or possess tobacco products
* Smoking is prohibited in all foster homes
* Smoking is prohibited in all motor vehicles owned or under the command and Control of the foster family

Placement Policy:
Placing agencies will make a concerted effort to place children with diseases, disorders, or illnesses that may be exasperated by tobacco smoke in homes without smokers.

Enforcement:
Disciplinary measures should follow that of policies already in place for non-abuse or neglect rule violations

Educational Reinforcement:
Information and resources for new and experienced foster parents should be provided on the effects of tobacco and secondhand smoke. Also, information on resources and tools to help quit smoking should also be disseminated among the foster parents.

Effective: 8/28/08
Civil Rights

The Clermont County Department of Job and Family Services respect the civil rights of children, including teenage mothers. The Department will not discriminate against any child on the basis of age, race, color, or national origin.

Additional rights of children include:

1. The right to enjoy freedom of thought, conscience and religion or to abstain from the practice of religion.

2. The right to reasonable enjoyment of privacy.

3. The right to have his opinions heard and be included, to the greatest extent possible, when any decisions are being made affecting his life.

4. The right to receive appropriate and reasonable adult guidance, support and supervision.

5. The right to be free from physical abuse and inhumane treatment.

6. The right to be protected from all forms of sexual exploitation.

7. The right to receive adequate and appropriate medical care.

8. The right to receive adequate and appropriate food, clothing and housing.

9. The right to his or her own money and personal property in accordance with the child’s service or case plan.

10. The right to live in clean, safe surroundings.

11. The right to participate in an appropriate educational program.

12. The right to communicate with family, friends and “significant others” from whom he or she is living apart, in accordance with the child’s service or case plan.

13. The right to be taught to fulfill appropriate responsibilities to himself or herself and others.

14. The right to be treated equally and to have equality of opportunity.

If any restrictions are placed upon a child’s rights for more than two hours, CCDJFS shall:

1. Inform the child and the child’s custodian, if different than CCDJFS, of the conditions of and the reasons for the restriction of rights;
(2) Place a written report summarizing the conditions of and reasons for the restriction of the child's rights in that child's record maintained pursuant to rule 5101:2-5-10 of the Administrative Code;

(3) When a restriction of a child's rights affects another individual, inform the individual, as appropriate, of the conditions of and reasons for the action;

(4) Document review of this decision at least weekly. Any such restriction shall be included in the service plan and approved by the child's custodian.

Effective: 3/1/17

Pursuant to Rule(s): 5101:2-5-13 (A) (24), 5101:2-5-35
Care, Supervision and Discipline Policy

A) A foster caregiver shall treat each foster child with kindness, consistency, and respect.

B) A foster caregiver shall not discriminate in providing care and supervision to foster children on the basis of race, sex, gender, sexual identity, sexual orientation, religion, color or national origin.

C) A foster caregiver shall provide humane, instructive discipline appropriate to the age and functioning level of a foster child.

(1) Disciplinary methods shall stress praise and encouragement for desired behavior rather than punishment.

(2) All rules and expectations made by a foster caregiver shall be explained to a foster child in a manner appropriate to the child's age and understanding during the child's initial orientation and prior to any disciplinary action for violations of such rules.

(3) A foster child shall not be punished for actions over which the child has no control.

(4) A foster child shall not be punished for bed-wetting or in the course of toilet training activities.

D) A foster caregiver shall not subject a foster child to verbal abuse or swearing; to derogatory remarks about foster children and their families, race, sex, gender, sexual identity, sexual orientation, religion, color or national origin; or to threats of physical violence or removal from the foster home.

E) A foster caregiver shall not use any of the following practices for a foster child:

(1) Physical hitting or any type of physical punishment inflicted in any manner upon the body including but not limited to spitting, spanking, paddling, punching, shaking, biting, hair pulling, pinching, or rough handling.

(2) Physically strenuous work or exercises, when used as a means of punishment.

(3) Requiring or forcing a foster child to take an uncomfortable position, such as squatting or bending, or requiring a foster child to repeat physical movements when used as a means of punishment.

(4) Denial of social or recreational activities for excessive or prolonged periods of time, as defined by the agency.

(5) Denial of social or casework services, medical treatment, or educational services.

(6) Deprivation of meals.
(7) Denial of visitation or communication rights with the family of the foster child as a means of punishment.

(8) Denial of sleep.

(9) Denial of shelter, clothing, bedding or restroom facilities.

(F) Physical restraint of a foster child shall only be utilized by a caregiver who has received specific training and annual review in acceptable methods of restraint. Documentation of such training shall be contained in the foster home record.

(G) Physical restraint may be used by a caregiver when there is an imminent risk of physical harm:

(1) For self protection.

(2) For protection of the child from self-destructive behavior.

(3) To protect another person from a foster child.

(H) A foster caregiver shall use only the least restrictive physical restraint necessary to control a situation. A foster caregiver shall not use any device to prevent or restrict movement as punishment or for convenience.

(I) If physical restraint is used, a foster caregiver shall:

(1) Notify the recommending agency immediately following the use of physical restraint.

(2) Submit a detailed written report to the recommending agency within twenty-four hours following the use of physical restraint.

(J) If the foster caregiver notifies the recommending agency that the caregiver used physical restraint, the recommending agency shall:

(1) Notify the placing agency (if different) within twenty-four hours of the receipt of the detailed written report of the use of physical restraint from the caregiver.

(2) Place a copy of the written report of the use of physical restraint from the caregiver in the foster child's record and in the foster caregiver's record.

(K) A foster caregiver shall not use any form of prone, chemical or mechanical restraint on a foster child.
(L) Any act of omission or commission by a foster caregiver or other member of the household which results in any of the following toward a foster child may be grounds for the denial or revocation of a foster home certificate:

(1) Death.
(2) Injury.
(3) Illness.
(4) Abuse.
(5) Neglect.
(6) Exploitation.

(M) Any recommendation to revoke the certificate of a foster caregiver may be made by the recommending agency supervising a foster home or the Ohio department of job and family services.

(N) Concerning the hygiene needs of a foster child, the foster caregiver shall:

(1) Ensure that:

   (a) Each foster child's clothing and footwear shall be clean, well-fitting, seasonal and appropriate to the child's age and gender identity.

   (b) Each foster child capable of meeting their own personal hygiene needs shall be provided with adequate personal toiletry supplies appropriate to the child's age, sex, gender, sexual identity, sexual orientation, race and national origin.

(2) Provide each foster child instruction on good habits of personal care, hygiene, and grooming appropriate to the child's age, sex, gender, sexual identity, sexual orientation, race, national origin and need for training.
The foster caregiver, after taking training on the prudent parenting standard, shall use a reasonable and prudent parent standard when considering whether to authorize a foster child who resides in the foster home to participate in extracurricular, enrichment and social activities.

When applying the Reasonable and Prudent Parent Standard, the foster parent must take into consideration the following factors:

1. Child’s age, maturity and developmental level
2. Potential risk factors
3. Best interest of the child
4. Emotional and developmental growth
5. Family-like living experience
6. Child’s behavioral history

The reasonable and prudent parenting standard does NOT apply to alternative care/babysitting.
TEENAGE BABYSITTER

You may utilize a teenage caregiver to provide child care for foster children if he/she meets the following requirements:

- Be 16 years or older
- Be at least five years older than the foster child to be babysat
- Be certified in First Aide & CPR
- Provide babysitting for no more than 5 hours at a time
- Provide babysitting for no more than 3 children at a time
- Signed “Caregiver” Conviction Statement

Clermont County Children Protective Services reserves the right, based on the needs of the child, to add requirements as needed.

Effective: 04/1/19
Pursuant to Rule(s): 5101:2-5-13 (A)(1), 5101:2-7-09
Religious Participation Socialization and Education

A foster caregiver will work cooperatively with the Department as a member of the care and treatment team responsible for planning, providing, and discussing the care and services provided to a foster child and will fully disclose all information related to a foster child’s problems and progress to agency representatives. The specific duties of a foster caregiver are:

Provide adequate housing, food, personal care including laundry, cleaning, toilet articles, haircuts (with written permission from parent), and recreation and maintain clothing in clean and good condition.

Allow a child the right to enjoy freedom of thought, conscience and religion (and to abstain from the practice of religion) Consideration for and sensitivity to the religious background of a child in out-of-home care and of families receiving services will be given.

Provide an opportunity for each child in out-of-home care for practicing the chosen religious beliefs and faith of the child or his family unless it is determined and documented in the child's case plan by the custodial agency that practicing the child's or family's chosen religious beliefs and faith is not in the child's best interests. A child may be encouraged to participate in religious activities, but shall not be coerced to do so.

A foster child shall not be baptized or submitted to any religious procedures without prior consent of the child according to their age and functioning level AND prior written approval of the child’s parent, guardian or custodian.

A foster caregiver shall encourage a foster child to participate in community, school, recreational and cultural heritage activities which are appropriate to his/her age and functioning level and shall, as is necessary and reasonable, arrange appropriate transportation for the foster child to such activities.

A foster caregiver shall allow privileges and assign responsibilities to a foster child similar to those which would be assigned to a family member of the foster caregiver who is of similar age and functioning level.

Assure school attendance and educational needs; bring any special education needs to the attention of the social worker; encourage the development of any special talent of the child. Make arrangements with the Department for each school age child to attend a school which complies with the minimum standards as prescribed by the state board of education. Provide home schooling for a foster child only with the prior approval of the custodial agency. Any home schooling program will be approved by the public school district in which the caregiver resides.

Ear Piercing Tattoos or any other procedure that would permanently alter the child’s appearance will not be permitted without the expressed written permission of the birth parent or legal custodian.
Accompany and transport child in need of medical and/or dental services to the appropriate designated physician. The child is not required to receive non-emergency medical treatment that conflicts with the religious tenets or practices of the religion of the child or parent without the specific written consent of the parent, guardian or custodian.

If the child requires emergency medical treatment and such treatment conflicts with the religious tenets or practices of the child or parent, the out-of-home care setting shall immediately transport or arrange for the transportation of the child to a medical facility and will contact the custodial agency or the individual who placed the child.

A foster caregiver shall, as appropriate, teach a foster child tasks and skills required for life in the community.

Effective: 7/1/18

Pursuant to Rule(s): 5101:2-5-13, 5101:2-5-16, 5101:2-7-11
Medical/Educational

(A) A foster caregiver shall be responsible for following instructions of the agency which placed the child for providing health care services to each foster child.

(B) A foster caregiver shall adhere to the following instructions surrounding medications for a foster child:

(1) A foster caregiver shall administer or supervise the administration of prescription drugs to a foster child only for whom the medication was prescribed and according to the prescribing physician's instruction.

(2) Prescription drugs in a foster home shall be kept in the original container, labeled with the foster child's name, the correct dosage and relevant instructions.

(3) All prescription drugs in a foster home shall be stored in a locked cabinet or storage area except that an inhaler or other medication may be available to a person with a special health condition, who may need these for an emergency.

(4) Prescribed drugs shall be disposed of in a safe manner when the prescription is no longer current.

(5) Any side effects of prescription drugs shall be reported immediately to the prescribing physician and the recommending agency.

Effective: 4/1/19
Pursuant to Rule(s): 5101:2-7-07
Transportation

(A) Any vehicle owned or leased by a foster caregiver and used to transport a foster child shall:

   (1) Be maintained in a safe condition and in compliance with all motor vehicle laws.

   (2) Be covered by liability insurance in accordance with current state laws.

(B) A foster caregiver shall ensure:

   (1) Any person transporting a foster child in a motor vehicle shall be licensed to drive that class of vehicle.

   (2) Any vehicle not owned or leased by the foster caregiver that is used to transport a foster child shall be maintained in a safe condition according to state laws.

(C) A foster caregiver shall ensure that a foster child transported in a motor vehicle shall at all times be restrained by a seat belt including both a lap belt and a shoulder belt in vehicles that are so equipped.

(D) A foster caregiver shall ensure compliance with any motor vehicle seat restraint requirement of section 4511.81 of the Revised Code.

(E) If the foster child is less than eight years of age and less than four feet nine inches in height, the child shall be properly restrained in a booster seat if paragraph (D) of this rule does not apply. The booster seat shall be placed in the back of any motor vehicle that has a back seat.

(F) If paragraph (D) of this rule does not apply and the foster child is at least eight years of age but not older than fifteen years of age the child shall be restrained in a belt positioning booster seat in a forward-facing position or in a seat belt including both a lap belt and a shoulder belt in vehicles that are so equipped.

(G) All children age twelve and under shall ride in the back seat of a motor vehicle that has a back seat and shall not ride in the front seat of the vehicle unless the vehicle does not have a back seat. If a foster child rides in the front seat of a vehicle as allowed by this rule, the foster caregiver must disable the passenger side airbag if the vehicle is so equipped.

(H) Paragraphs (C), (D), (E), and (F) of this rule do not apply to the foster caregiver who has a signed affidavit by a licensed physician in Ohio or a licensed chiropractor in Ohio. The affidavit shall state that the child who otherwise would be required to be restrained, has a physical impairment that makes use of a child restraint system, booster seat, or an occupant restraining device impossible or impractical, provided the person operating the vehicle has safely and appropriately restrained the child in accordance with any recommendation of the physician or chiropractor as noted on the affidavit.
(I) Each foster caregiver shall ensure the recall and safety information issued by the consumer product safety commission (CPSC) related to child safety seats or booster seats are reviewed. Any safety recommendations made by the CPSC in regard to child safety seats or booster seats shall be implemented by the caregiver.

**Effective: 7/1/18**

**Pursuant to Rule(s): 5101:2-7-15**
Care of a Foster Child Under Age Two

(A) A foster child under two years of age or under thirty-five inches in height shall be provided with a full-sized crib which meets the following requirements:

(1) Crib slats shall be no more than two and three-eighths inches apart.

(2) Decorative cutout areas on crib end panels which could entrap the head of a child are not permitted.

(3) Only cribs that are compliant with the U.S. consumer product safety commission specifications shall be used.

(4) Each crib shall have a firm mattress which is at least one and one-half inches thick and covered with a waterproof material not dangerous to a child. The mattress shall fit close enough in the frame so that there is no more than one inch between the mattress and the sides of the crib.

(B) A bassinet or cradle may be used only for infants less than fifteen pounds in weight.

(C) A foster child under two years of age shall be provided with the following:

(1) Regular opportunities for individual attention and physical contact with a caring adult.

(2) Consistent and regular opportunities for safe and comfortable participation in developmental activities, as appropriate to the child's age and developmental ability, such as:

(a) Sitting.

(b) Crawling.

(c) Walking.

(d) Playing.

(D) A foster child under two years of age shall be supplied with safe play items appropriate to the child's age and developmental ability.

(E) A foster child under two years of age shall be fed according to instructions from the child's physician or the recommending agency as required by the individual child care agreement. A foster caregiver shall comply with the following requirements when feeding a child under the age of two:

(1) A caregiver shall ensure the child is placed in one of the following:
(a) High chair.

(b) Infant seat.

(c) Held.

(2) No foster child shall be placed in a crib or bassinet for feeding.

(3) A bottle shall not be propped for feeding at any time.

(F) Under both of the following conditions, a foster child under the age of two years may use a toddler bed or standard bed for sleeping:

(1) The foster caregiver, the custodial agency, and the recommending agency agree that the child continually creates a danger to him or herself by climbing out of his or her crib. Written documentation of any agreement shall be signed by a custodial agency representative and maintained in the foster caregiver's record.

(2) The child shall not use the upper bunk of a bunk bed.

Effective: 4/1/19

Pursuant to Rule(s): 5101:2-7-10
Human Research Projects, Fund Raising and Publicity Activities Policy

A child’s participation in human research projects is determined on an individual basis taking into consideration:

1) The child’s age;
2) The type of legal status the Department has on the child;
3) The nature and purpose of the research project.

If the Department determines an activity is appropriate for a child in temporary custody, parental consent is obtained and documented in the case record. For those children who are in the permanent custody of the Department, approval is given by the Director/Administrator and is documented in the case file.

Fund Raisers

Members of the Department staff are not permitted to participate in fund raising events during working hours. Staff members may participate in fund raising activities during the times for which they are not scheduled to work or represent the Department in an official capacity. Foster parents and foster children may participate in fund raising activities as a separate entity such as an independently functioning Foster Parent Association.

Photographs

Foster children are not able to be photographed for the purpose of using the photograph as a part of a publicity program to promote non-confidential programs. Local Foster Parent Associations may use the local media to promote their fund-raising events or different aspects of foster parenting, but are not permitted to reveal the identity of a child in substitute care in any way.

It is encouraged that caregivers preserve childhood memories and milestones through photographs.

Any participation in human research projects, fund raising and publicity activities requires prior informed, written consent of the parent, guardian, and legal custodian of the child and the child according to the child’s age and level of functioning.

Effective: 8/1/17
Pursuant to Rule(s): 5101:2-5-13 (A) (21)
Driving Privileges

The decision for a child to obtain driving privileges is a joint endeavor involving birth parents, foster parents and the Department. For a child to obtain a driver’s license, a responsible adult who is willing to assume liability must sign for permission as well as proof of insurance. Driver’s license and insurance cannot be the responsibility of the Department. The Department will not become responsible for auto accidents or damages.

Effective: 2/01/05
Volunteer and College Interns

The Children's Protective Division of the Clermont County Department of Job and Family Services utilizes volunteers or college interns on a limited basis.

Volunteers/interns will receive a copy of this policy and a signed copy will be maintained by the Department. In addition, each volunteer/intern will sign an agreement which addresses confidentiality requirements. Any violation of this agreement will result in immediate dismissal from the Department.

The Department will conduct BCII/FBI checks on all volunteers/interns. Any applicant who has been convicted of any of the crimes listed in rule 5101:2-5-09 of the Ohio Administrative Code will not be accepted as a volunteer/intern. Once the applicant has been accepted as a volunteer/intern, he/she must agree, in writing, to notify the Department within twenty-four hours of any charge of any criminal offense that is brought against him/her. Failure to notify the Department within twenty-four hours of any charge will result in immediate dismissal from the Department. If the charges result in a conviction, the volunteer/intern must notify the Department within twenty-four hours of the conviction. Failure to make this notification shall also result in the immediate dismissal of the volunteer/intern from the Department. A volunteer/intern who is convicted of any of the crimes listed in rule 5101:2-5-09 of the Ohio Administrative Code while serving as a volunteer/intern will result in the immediate dismissal of the volunteer/intern from the Department.

Each volunteer/intern will be assigned to a specific supervisor within the Department. That supervisor will be responsible for supervising and training the volunteer/intern and providing a basic orientation regarding the Department. The training will be specific to the duties that the particular volunteer/intern will perform while at the Department.

Effective: 8/1/17

Pursuant to Rule: 5101:2-5-13(A)(23)
Discharge Policy

The Children’s Protective Services Division of the Clermont County Department of Job and Family Services, in collaboration with the Clermont County Juvenile Court, shall determine when the case plan goals and objectives have been satisfactorily met by the family/child receiving substitute care services. If it is determined that the goals and objectives for reunification have been met, the child/sibling group shall be discharged from substitute care.

A caregiver has the right to receive a five (5) day verbal/written notification in advance of when a child(ren) is to be removed from foster care (unless there is an emergency or court ordered removal). The caregiver also has the right to receive a child(ren) back in care, where appropriate, if the child is absent from the caregiver’s home less than thirty (30) days.

Unplanned Discharges

An unplanned discharge includes a discharge decision made by the Department without the agreement and/or planning of the treatment team, and a situation where a child, in the sole opinion of the caregiver, has become or creates an imminent risk of physical harm to him/her or others. If, at any time, the caregiver request that the child be removed from their residence for other than an emergency nature, then the caregiver agrees to make every effort to maintain child(ren) for two (2) weeks so that the Department will have an opportunity to initiate and facilitate the necessary placement planning for the child(ren) and receive approval from the court for a change of placement.

If continuing to maintain the child would be damaging to the child’s (or others’) physical or mental health, decisions about removal to detention or psychiatric facility in such emergency situations will be made by the Department worker on a case by case basis. Should immediate removal be necessary due to acting out behavior, it is the caregiver’s responsibility to sign the appropriate charge and arrange to transport to detention. Should the acting out behavior be such that a charge and detention placement or psychiatric hospitalization is not in order, then the situation will not be considered an emergency nature.

Effective: 10/1/19
Pursuant to Rule(s): 5101:2-5-13(A) (17)
Accessibility of the Administrator

The Clermont County Department of Job and Family Services, Children’s Protective services, will allow for the accessibility of the Department’s administrator, or designee with executive authority at all times to Department staff and Ohio Department of Job and Family Services representatives.

Normal business hours (8:00 a.m. to 4:15 p.m. Monday-Friday) the administrator or designee can be reached at (513) 732-7173. During nonbusiness hours, contact can be made by calling (513) 732-2231.

Effective: 9/22/04
Pursuant to Rule(s): 5101:2-5-13 (A) (18)
Foster Caregiver Grievance

It is the policy of Clermont County Children's Services to provide the community with all of the services within the Department's mandate and to identify those complaints or concerns which allege that the mandated services are not being provided or that the services are not being provided in a manner which is in the best interest of the children in Clermont County. As a result, Clermont County Children's Services has developed a review procedure to review complaints from parents, custodians, legal guardians, foster parents, foster care applicants, kinship care providers, applicant or providers of approved adult-supervised living arrangements, adoptive applicants, adoptive parents, and children concerning the provision of services and appeals by alleged perpetrators who disagree with the disposition/resolution of a report of child abuse or neglect.

PROCEDURES FOR REQUESTING A REVIEW

A parent, custodian, legal guardian, foster care applicant, foster parent, kinship care provider, applicant or provider of approved adult-supervised living arrangements, adoptive applicant, adoptive parent, or child may request a review of agency action concerning the provision of services or an appeals by the alleged perpetrator who disagrees with the disposition/resolution of a report of child abuse or neglect by placing the request in writing to be submitted within thirty (30) days of the case disposition date. The request must state the facts which are the basis of the requested review. The complainant must also sign this written request.

A person who has a complaint must first attempt to resolve the problem with the caseworker. If that is unsuccessful, then the caseworker's supervisor must be contacted. If the complainant is still not satisfied with the result, then he or she should request a review in writing.

When a supervisor receives a complaint, he or she shall attempt to resolve the conflict. The supervisor shall also advise the complainant of the grievance policy and shall provide the person with a written copy of said policy if the party requests it.

EXCEPTIONS

No review hearing will be granted for the following issues:

- The placement or removal of a child pursuant to an order of the court
- Complaints which raise the sole issue of the validity of a law or of a written statewide policy
- The removal of a child due to a revocation of the foster home license or certificate
- The removal of a child who was voluntarily placed by a parent or guardian
- The removal of a child from foster care in order to place the child into an adoptive home
- Cases in which the parties have opportunity to have the issues decided by a court of law
THE REVIEW PROCESS
The review must be held within ten (10) working days from the date that the complaint was received by the agency unless waived by the complainant. Written notice of the date, time, and place of the review must be mailed to the complainant not less than five (5) calendar days prior to the review.

The Children’s Protective Services Deputy Director shall conduct all reviews unless the complaint involves the Deputy Director or there is some other conflict of interest. In such cases, the Director or her designee shall conduct the review.

Individuals who are requesting a review have the right to have a court reporter present to transcribe the review. This is at the cost of the person requesting a review.

At the review, the complainant, the caseworkers, and the supervisors must all be given an opportunity to testify and to present their evidence. Any documents or physical evidence which is presented must be retained as part of the record. Only the parties and the reviewer may be present for the entire hearing. Any additional witnesses may only be present during their testimony.

THE DECISION
The reviewer must render a written decision within ten (10) working days after the hearing has been held. The decision must be based upon the evidence presented at the hearing and information contained in the file. A copy of the decision shall be mailed to the complainant, placed in the case file and given to the caseworkers and supervisor involved in the case.

When an appeal of a disposition/resolution of report of child abuse or neglect is heard and the reviewer changes the original disposition/resolution, CPS shall update the central registry information according to procedures contained in rule 5101:2-35-16 of the Administrative Code.

Effective: 2/01/05
Pursuant to Rule(s): 5101-2-5-13 (A) (6), 5101:2-7
Non-Discrimination Requirements for Foster Care and Adoptive Placements

Refer to JFS 1611

http://www.odjfs.state.oh.us/forms/num/JFS01611/pdf/

Effective: 2/01/05
Pursuant to Rule(s): 5101:2-5-13 (A) (25), 5101:2-42-18.1
Standards of Conduct

The Clermont County Department of Job and Family Services shall comply with the standards of conduct regarding MEPA and Title VI in accordance with rule 5101:2-33-11 of the Administrative Code.

The Clermont County Department of Job and Family Services has a designated a person from within the agency to serve as the agency’s internal Multiethnic Placement Act, Oct. 20, 1994, P.L. 103-382, as amended by Section 1808 of the Small Business Job Protection Act of 1996, Aug. 20, 1996, P.L. 104-188 (MEPA), and the Civil Rights Act of 1964 (Title VI), (MEPA) monitor.

1. The MEPA monitor shall not be the child's worker or the worker's supervisor.

2. The MEPA monitor shall not also serve as an agency's civil rights coordinator.

The MEPA monitor shall review and monitor foster care and adoptive placement decisions when the agency has completed JFS 01688 "Individualized Child Assessment" (rev. 06/2017). The JFS 01688 is in effect for twelve months from the date of the final decision as documented on the JFS 01688 pursuant to rules 5101:2-42-18.1 and 5101:2-48-13 of the Administrative Code.

The Clermont County Department of Job and Family Services shall complete the JFS 1668 "MEPA Biennial Comprehensive Self-Assessment Report" (rev 8/15) and submit it to the Ohio Department of Job and Family Services (ODJFS) by March first of every even numbered year. The review period shall be the two calendar years prior to the report due date.

The Clermont County Department of Job and Family Services has the following standard of conduct that governs the performance of its employees or contractors, as that performance relates to compliance with (MEPA) and the Civil Rights Act of 1964 (Title VI) as they apply to the foster care and adoption process.

1. No CCDJS employee or CCDJFS contractor shall deny any person the opportunity to become a foster caregiver or an adoptive parent on the basis of race, color or national origin of that person, or of the child involved; or delaying or denying any placement of a child in foster care or for adoption on the basis of the race, color or national origin of the foster caregiver(s), of the adoptive parent(s) or of the child involved.

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(2) CCDJFS shall enforce requirements to be used whenever an agency employee or contractor engages in discriminatory acts, policies, or practices involving race, color, or national origin in the foster care or adoption process as determined by ODJFS upon completion of the investigation conducted pursuant to rule 5101:2-33-03 of the Administrative Code.

(a) The enforcement requirements shall include standards governing penalties, sanctions, and other disciplinary actions, which may include suspension and/or removal, to be applied in accordance with applicable employment law and union contracts.

(b) If an investigation conducted by ODJFS, pursuant to rule 5101:2-33-03 of the Administrative Code, results in a finding that an agency employee or contractor engaged in discriminatory acts, policies, or practices.

(c) The corrective action plan will address how the agency will prevent future violations by that employee or contractor. CCDJFS shall submit a corrective action plan within thirty days of notification of the findings of the investigation. (d) CCDJFS shall provide a copy of the written standards of conduct to each employee or contractor who is engaged in the placement of children into foster care or for adoption, or engaged in the recruitment, assessment, approval, or selection of a foster caregiver(s) or adoptive family. New employees or contractors shall receive a copy of the written standards of conduct within thirty days of their hire date or the effective date of their contract.

(4) CCDJFS shall not require an employee to justify a proposed placement for the reason that the race, color or national origin of the child is different from that of the family whom the worker is proposing as the child's foster caregiver or adoptive parent.

Effective: 9/1/17
Pursuant to Rule(s): 5101:2-5-13 (A) (26), 5101:2-33-11
Procedure for Complaint Process of Alleged Discriminatory Acts, Policies or Practices in the Foster Care or Adoption Process That Involve Race, Color or National Origin

(A) CCDJFS shall provide a written notice of the procedure for any complaints of discrimination in the foster care or adoption process that involve race, color or national origin (RCNO) to all individuals inquiring about or applying to be a foster caregiver or adoptive parent. Such notice shall be provided within seven days of the individual's first contact with the agency.

(B) Any individual may file a complaint alleging a discriminatory act, policy or practice involving RCNO in the foster care or adoption process of a Public Children Services agency (PCSA), including CCDJFS, Private Child Placing agency (PCPA), Private Noncustodial Agency (PNA), or the Ohio Department of Job and Family Services (ODJFS).

Any person, including but not limited to, an employee or former employee of a PCSA, PCPA, or PNA or a member of a family which has sought to become a foster caregiver or adoptive parent, may also file a complaint alleging that he or she was intimidated, threatened, coerced, discriminated against or otherwise retaliated against in some way by a PCSA, PCPA, PNA or by ODJFS due to the individual making a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing in connection with an allegation that a PCSA, PCPA, PNA or ODJFS engaged in discriminatory acts, policies, or practices as it applies in the foster care or adoption process.

(C) The individual filing a complaint shall use the JFS 02333 "Discrimination Complaint" (rev. 1/15). (http://www.odjfs.state.oh.us/forms/num/JFS02333/pdf/) The complaint shall be filed within two years from the date of the occurrence of the alleged discriminatory act; or two years from the date upon which the complainant learned or should have known of a discriminatory act, policy or practice. The complaint may be filed with:

(1) CCDJFS (Attn: MEPA Monitor) or any other PCSA, PCPA or PNA; or,

(2) The ODJFS-bureau of civil rights (BCR).

(D) When any complaint alleging discrimination involving RCNO in the foster care or adoption process is received by:

(1) CCDJFS or any other PCSA, PCPA or PNA, the agency shall forward the complaint to the ODJFS-BCR within three working days of date of receipt of the complaint.
(2) ODJFS-BCR, the department shall notify the PCSA, PCPA, PNA that is the subject of the complaint within three working days of the receipt of the complaint.

(E) ODJFS-BCR shall conduct an investigation of the complaint. The PCSA, PCPA or PNA that is the subject of the complaint shall not initiate, conduct, or run concurrent investigations surrounding the complaint or take any further action regarding the complainant or the subject of the complaint until the issuance of the final investigation report by ODJFS-BCR, unless approved by ODJFS-BCR.

(F) The PCSA, PCPA or PNA that is the subject of the complaint shall cooperate fully with ODJFS-BCR during the course of the investigation and shall submit any information requested by ODJFS-BCR not later than fourteen days from the date of the request, unless otherwise agreed upon.

(G) ODJFS-BCR shall conduct an investigation that shall include, but is not limited to:

(1) Face-to-face interviews with the complainant, the respondent and all relevant witnesses.

(2) Issuance of a final investigation report to the complainant and the PCSA, PCPA or PNA that is the subject of the complaint. The report shall include the allegations, background information, analysis, determination and recommendations and shall be issued within one hundred twenty days of the receipt of the initial complaint.

If unanticipated circumstances require additional time to complete the investigation or to issue the final report, ODJFS will notify the complainant and the PCSA, PCPA, or PNA that is the subject of the complaint of the need for additional time.

(H) Upon completion of the final investigation report, ODJFS shall determine if any action against a PCSA, PCPA or PNA is warranted. For noncompliance by a PCSA, ODJFS may take any action permitted under section 5101.24 of the Revised Code. For noncompliance by a PCPA or PNA, ODJFS may take action concerning the agency's certificate pursuant to Chapter 5101:2-5 of the Administrative Code.

(I) No person who has filed a complaint alleging a discriminatory act, policy or practice involving RCNO in the foster care or adoption process of a PCSA, PCPA or PNA or who has testified, assisted or participated in any manner in the investigation of a complaint shall be intimidated, threatened, coerced, or retaliated against by any employee or contractor of the PCSA, PCPA, PNA or ODJFS.
(J) Nothing in this policy shall prohibit an individual from filing a complaint with the United States Department of Health and Human Services (HHS), Office for Civil Rights (OCR) alleging discrimination that involves RCNO in the foster care or adoption process of a PCSA, PCPA, PNA or ODJFS.

(K) The requirements of rules 5101:2-33-20 and 5101:2-48-24 of the Administrative Code do not apply to complaints of discrimination in the foster care or adoption process that involve RCNO.

(L) CCDJFS shall provide a written notice of the procedures for any complaints of discrimination in the foster care or adoption process that involve RCNO within thirty days of the effective date to all foster caregivers certified or in the process of certification and to all individuals who have approved adoptive home studies or who are participating in the adoptive homestudy process on the effective date of this rule.

Effective: 7/1/15
Pursuant to Rule(s): 5101:2-5-13 (A) (26), 5101:2-33-03
Waivers and Variances

(A) The granting of a waiver of any requirement imposed by Chapters 5101:2-1, 5101:2-5, 5101:2-7, 5101:2-9, 5101:2-39, and 5101:2-42 of the Administrative Code is a discretionary act of the Ohio department of job and family services (ODJFS) based upon documentation as to why the agency or foster caregiver is not in compliance. The refusal of ODJFS to grant a waiver, in whole or in part, shall be final and shall not be construed as creating any rights to a hearing under Chapter 119. of the Revised Code. Waivers shall only be requested, and will be considered on a case by case basis, for the following:

(1) A waiver of the seventy-two consecutive hour limitation for a children's crisis care facility to provide residential care to a preteen placed in the facility by a public children services agency (PCSA) or private child placing agency (PCPA). The waiver may authorize the certified children's crisis care facility to provide residential care to the preteen for up to fourteen consecutive days.

(2) Relative foster homes when the request is for a non-safety issue.

(3) A private, nonprofit therapeutic wilderness camp (PNTWC).

(B) A request for a waiver shall be written and time limited. A waiver request shall include sufficient information, including the time period for which the waiver is requested. The time limit of a waiver shall not exceed the expiration date of the current certificate. Upon the written request of an agency, a waiver may be renewed, at the discretion of ODJFS, contingent upon documentation to ODJFS of the efforts of the agency or foster caregiver to come into compliance and the reasons they have not come into compliance.

(C) A request for a waiver of the requirements or prohibitions imposed by Chapter 5101:2-1, 5101:2-5, 5101:2-9, 5101:2-39, and 5101:2-42 of the Administrative Code on an agency's administration shall be written using the JFS 01376 "Rule Waiver Request for Agencies, CRCs and Group Homes" (rev. 12/2006) and submitted to the appropriate ODJFS field office.

(D) A request for a waiver of the requirements or prohibitions imposed upon a foster home or a foster caregiver by Chapters 5101:2-1, 5101:2-7, 5101:2-39, and 5101:2-42, of the Administrative Code and related foster home provisions of Chapter 5101:2-5 of the Administrative Code shall be written using the JFS 01317 "Recommendation for Certification/Recertification of a Foster Home" (rev. 1/2003) and submitted to ODJFS, office of family and children.

(E) If an agency has access to the statewide automated child welfare information system (SACWIS), the agency shall complete a waiver request for a foster home through the system. If an agency requests a foster home waiver through SACWIS, the agency shall not complete the JFS 01317. If an agency does not have access to SACWIS, the agency shall complete the JFS 01317.

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(F) The approval of a waiver request by ODJFS shall not be construed as constituting precedence for the approval of any other waiver request or the renewal of an existing waiver.

(G) Waiver requests that have been approved prior to the effective date of this rule shall remain in effect until the waiver expires unless the terms or conditions of the waiver are violated or otherwise become nullified by a situation or by a change in the applicable Administrative Code rule.

(H) Effective October 1, 2011, no variances shall be approved.

(I) Variance requests that have been approved prior to October 1, 2011 shall remain in effect unless the terms or conditions of a variance are violated or otherwise become nullified by a situation or by a change in the applicable Administrative Code rule. If the variance is nullified, it shall be rescinded. ODJFS has sole discretion in the rescission of a variance. The rescission of a variance shall not be construed as creating any rights to a hearing under Chapter 119. of the Revised Code.

Effective: 7/1/16

Pursuant to Rule: 5101:2-5-18
APPENDIX

APPENDIX A

OFFENSES PROHIBITED BY PARAGRAPH (G) OF RULE 5101:2-7-14 OF THE ADMINISTRATIVE CODE

OFFENSES AGAINST ANIMALS

R.C 959.13—Cruelty to animals

HOMICIDE

R.C. 2903.01 - AGGRAVATED MURDER
R.C. 2903.02 – MURDER
R.C. 2903.03 - VOLUNTARY MANSLAUGHTER
R.C. 2903.04 - INVOLUNTARY MANSLAUGHTER

ASSAULT

R.C. 2903.11 - FELONIOUS ASSAULT
R.C. 2903.12 - AGGRAVATED ASSAULT
R.C. 2903.13 – ASSAULT
R.C. 2903.15 – PERMIT CHILD ABUSE
R.C. 2903.16 - FAILING TO PROVIDE FOR A FUNCTIONALLY IMPAIRED PERSON

MENACING

R.C. 2903.21 - AGGRAVATED MENACING
R.C 2903.211 – MENACING BY STALKING
R.C. 2903.22 – MENACING

PATIENT ABUSE AND NEGLECT

R.C. 2903.34 - PATIENT ABUSE; NEGLECT
KIDNAPPING AND RELATED OFFENSES

R.C. 2905.01 - KIDNAPPING
R.C. 2905.02 - ABDUCTION
R.C. 2905.04 - CHILD STEALING (AS THIS LAW EXISTED PRIOR TO JULY 1, 1996)
R.C. 2905.05 - CRIMINAL CHILD ENTICEMENT

SEX OFFENSES

R.C. 2907.02 - RAPE
R.C. 2907.03 - SEXUAL BATTERY
R.C. 2907.04 - UNLAWFUL SEXUAL CONTACT WITH A MINOR
R.C. 2907.05 - GROSS SEXUAL IMPOSITION
R.C. 2907.06 -- SEXUAL IMPOSITION
R.C. 2907.07 -- IMPORTUNING
R.C. 2907.08 -- VOYEURISM
R.C. 2907.09 -- PUBLIC INDECENCY
R.C. 2907.12 -- FELONIOUS SEXUAL PENETRATION (as this former section of law existed)
R.C. 2907.21 -- COMPELLING PROSTITUTION
R.C. 2907.22 -- PROMOTING PROSTITUTION
R.C. 2907.23 -- PROCURING
R.C. 2907.25 -- PROSTITUTION; after positive HIV test
R.C. 2907.31 -- DISSEMINATING MATTER HARMFUL TO JUVENILES
R.C. 2907.32 -- PANDERING OBSCENITY
R.C. 2907.321 -- PANDERING OBSCENITY INVOLVING A MINOR
R.C. 2907.322 -- PANDERING SEXUALLY ORIENTED MATTER INVOLVING A MINOR
R.C. 2907.323 -- ILLEGAL USE OF A MINOR IN NUDITY-ORIENTED MATERIAL OR PERFORMANCE

ARSON

R.C. 2909.02 - AGGRAVATED ARSON
R.C. 2909.22 - SOLICITING OR PROVIDING SUPPORT FOR ACT OF TERRORISM

R.C. 2909.23 - MAKING A TERRORISTIC THREAT

R.C. 2909.24 - TERRORISM

R.C. 2909.03 - ARSON

ROBBERY AND BURGLARY

R.C. 2911.01 - AGGRAVATED ROBBERY

R.C. 2911.02 - ROBBERY

R.C. 2911.11 - AGGRAVATED BURGLARY

R.C. 2911.12 - BURGLARY

THEFT AND FRAUD

R.C. 2913.49 - IDENTITY FRAUD

OFFENSES AGAINST THE PUBLIC PEACE

R.C. 2917.01 - INCITING TO VIOLENCE

R.C. 2917.02 - AGGRAVATED RIOT

OFFENSES AGAINST THE FAMILY

R.C. 2919.22 -- ENDANGERING CHILDREN

R.C. 2919.23 -- INTERFERENCE WITH CUSTODY (THAT WOULD HAVE BEEN A VIOLATION OF R.C. 2905.04 AS IT EXISTED PRIOR TO JULY 1, 1996 IF THE VIOLATION HAD BEEN COMMITTED PRIOR TO THAT DATE)

R.C. 2919.24 -- CONTRIBUTING TO UNRULINESS OR DELINQUENCY OF A CHILD

R.C. 2919.25 - DOMESTIC VIOLENCE

R.C. 2919.12 - UNLAWFUL ABORTION

WEAPONS CONTROL

R.C. 2923.12 - CARRYING A CONCEALED WEAPON

R.C. 2923.13 - HAVING A WEAPON WHILE UNDER DISABILITY

R.C. 2923.161 (16.1) - IMPROPERLY DISCHARGING A FIREARM AT OR INTO A HABITATION OR SCHOOL
DRUG OFFENSES

R.C. 2925.02 -- CORRUPTING ANOTHER WITH DRUGS

R.C. 2925.03 -- TRAFFICKING IN DRUGS

R.C. 2925.04 -- ILLEGAL MANUFACTURE OF DRUGS OR CULTIVATION OF MARIJUANA

R.C. 2925.05 -- FUNDING OF DRUG OR MARIJUANA TRAFFICKING

R.C. 2925.06 -- ILLEGAL ADMINISTRATION OR DISTRIBUTION OF ANABOLIC STEROIDS

R.C.2925.11 -- POSSESSION OF DRUGS THAT IS NOT A MINOR DRUG POSESSION OFFENSE

OTHER

R.C. 2927.12 -- ETHNIC INTIMIDATION

R.C. 3716.11 -- PLACING HARMFUL OBJECTS IN FOOD OR CONFECTION

R.C. 4511.19 -- OPERATING VEHICLE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS-OVI OR OVIUAC

Effective: 2/7/19
Confidentiality Policy

Confidentiality is an issue that touches everyone and everything involving the placement of a child. Confidentiality is the responsibility of all members involved in the substitute arrangement. Please remember when someone wants to know about the child’s private life, it is the child’s story.

This story may be interesting to a curious friend or family member, but it is painful to the child and the family of the child. We encourage you to speak to the case worker about difficulties and behavior problems of the child. Employers of the Department are not immune from the rules of confidentiality by the State, County and the oath they take in their social work profession. Breaking the trust of confidentiality not only harms the child’s self-esteem but also affects the credibility of the Department and caregiver. If you have any questions, please contact the child’s social worker or the placement liaison.

The Ohio Revised Code (5101:2-7-04) requires:
(A) A foster caregiver shall maintain a record on each foster child which shall include:
   (1) A copy of the current child care agreement between the agency and the foster home and any written case plan provided by the Department.
   (2) Reports of scholastic performance that shall include: report cards, diplomas, certificates of achievement or merit.
   (3) Medical information and current instructions regarding a foster child’s health care provided by: a foster child’s physician and the placing agency.
   (4) Case worker, supervisor or contact person and their phone number;
   (5) Pictures and information for the child’s life book

(B) A foster caregiver shall give a foster child’s record and all other official documents regarding the foster child to the Department when the foster child leaves the home.

(C) A foster caregiver shall not disclose or knowingly allow the disclosure of any information regarding foster child or foster child’s family to persons not directly involved in the foster child’s care and treatment on an official basis. (This includes no pictures of foster children on facebook, newspapers, etc.)

I agree to adhere to the above Confidentiality Policy

_________________________________________  Date
Foster Parent Signature

_________________________________________  Date
Foster Parent Signature
### CLERMONT COUNTY DJFS
#### CONTINUING TRAINING PLAN AND TRAINING AGREEMENT

<table>
<thead>
<tr>
<th>Agency Name: Clermont County Department of Job and Family Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Caregiver’s Name:</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Training Plan is Effective for the Following Certification Period: From to</td>
</tr>
<tr>
<td>Type of Foster Home: (Check one only)</td>
</tr>
<tr>
<td>☐ Pre-adopt. Infant</td>
</tr>
<tr>
<td>☑ Family</td>
</tr>
<tr>
<td>☐ Treatment</td>
</tr>
<tr>
<td>☐ Medically Fragile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check if Current Training Need</th>
<th>Training Courses Needed that the Agency Considers Appropriate</th>
<th># of Hours</th>
<th>Training Must be Completed By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Parents and Foster Caregivers as part of a Child Protection Team</td>
<td>Up to 40 hours</td>
<td>Foster Caregiver’s recertification period unless otherwise approved by CCDJFS</td>
</tr>
<tr>
<td></td>
<td>The Dynamics of Child Abuse and Neglect</td>
<td>“”</td>
<td>“”</td>
</tr>
<tr>
<td></td>
<td>The Effects of Child Abuse and Neglect on Child Development</td>
<td>“”</td>
<td>“”</td>
</tr>
<tr>
<td></td>
<td>Working with Children and their families regarding Placement, Separation and Attachment Issues</td>
<td>“”</td>
<td>“”</td>
</tr>
<tr>
<td></td>
<td>Behavior Management Techniques</td>
<td>“”</td>
<td>“”</td>
</tr>
<tr>
<td></td>
<td>Foster Caregivers Working with Children’s Families</td>
<td>“”</td>
<td>“”</td>
</tr>
<tr>
<td></td>
<td>Effects of caregiving on caregiver Families</td>
<td>“”</td>
<td>“”</td>
</tr>
<tr>
<td></td>
<td>Caring for Children Who Have Been Sexually Abused</td>
<td>“”</td>
<td>“”</td>
</tr>
<tr>
<td></td>
<td>* Cultural Competency</td>
<td>“”</td>
<td>“”</td>
</tr>
<tr>
<td></td>
<td>Substance Abuse and Dependency</td>
<td>“”</td>
<td>“”</td>
</tr>
<tr>
<td></td>
<td>Mental Illness, Learning Disorders and Developmental Disabilities</td>
<td>“”</td>
<td>“”</td>
</tr>
<tr>
<td></td>
<td>Developmentally Appropriate Activities For Children</td>
<td>“”</td>
<td>“”</td>
</tr>
<tr>
<td>☑</td>
<td>Health issues and First Aid/CPR</td>
<td>“”</td>
<td>“”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Number of Training Hours Required for this Certification Period (40 hrs family/60 hrs therapeutic/treatment):</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>All training must be completed: 1 month prior to expiration</td>
<td></td>
</tr>
</tbody>
</table>

Criteria agency will use to determine the foster caregiver has successfully completed the courses: Copy of Certificate of Completion; if applicable, documentation of transfer of learning component (pre-test, post-test, summary). Needed to develop this plan: ITNA (individual training needs assessment). See your support worker for instructions.

Check one box only

For a family foster or specialized foster caregiver who is entering at least their second certification period, the agency ☑ will or ☐ will not waive some of the continuing training hours the foster caregiver is required to complete during the certification.
period if the foster caregiver satisfies the good cause policy. A corrective action plan would be put into place. The number of training hours the agency will waive will not exceed 8 hours.

Note 1: A foster caregiver who provides care for a youth expected to remain in foster care until the youth's 18th birthday must be prepared with the knowledge and skills to understand and address the issues confronting adolescents preparing for independent living, and provide such services to the youth as are needed and appropriate and to coordinate services with the life skill services required to be provided by rule 5101:2-42-19 of the Administrative Code.

Note 2: Foster Caregivers are required to maintain adult/child CPR and first aid training. In addition, treatment foster homes are required to receive training on issues specific to the types of children placed in the type of specialized foster home which the caregiver is certified. If behavioral intervention techniques training require review, this is also required.

Note 3: CCDJFS recommends but does not require completion of any courses listed in section of Cultural Competency.

Note 4: Internet Training – A number of approved foster parent training courses are available on-line through internet sites: www.fosterparents.com, https://www.fosterclub.com/foster-parent-training, fosterparentcollege.com. Each internet training course includes a questionnaire that must be completed and submitted to the support worker to receive credit. www.fosterparents.com and https://www.fosterclub.com/foster-parent-training currently charge foster parents for courses. fosterparentcollege.com costs, but credits can be issued through SWORTC for up to 13 hours.

Note 5: Independent Study options—PRIOR APPROVAL REQUIRED
  - Read a book and write a summary of the concepts learned and highlight how you plan to incorporate those ideas into the foster/adoptive experience.
  - Watch an educational video and write a summary of the concepts learned and highlight how you plan to incorporate those ideas into the foster/adoptive experience.
  - Attend a class offered in your community that is relative to parenting/family issues and write a summary of the concepts learned and highlight how you plan to incorporate those ideas into the foster/adoptive experience.

Reminder: No more than 1/3 (13 hours for traditional and 20 hours for therapeutic) of the required training hours can be completed through the Internet or other self-directed training and no training stipend is available. Foster parents in 2-parent families can receive credit for completing the same Internet courses. However, each foster parent must complete his or her own Internet course and submit a separate questionnaire to the support worker to receive credit.

Note 6: Training Stipend
  - CCDJFS will make stipend payments to foster caregivers attending training. The stipend payment is $10 per foster caregiver per training hour successfully completed within a training. Stipend payments shall not be rendered for increments of less than 1/4 hour. CCDJFS reserves the right to decline a stipend payment to a foster caregiver if CCDJFS determines the foster caregiver has not successfully acquired the skills the training was designed to impart, the training was beyond the scope of the caregiver's individualized training plan, or the training hours received were in excess of the minimum levels specified in sections 5103.031 and 5103.032 of the Revised Code. CCDJFS is unable to make a stipend payment where the training was self-directed or not delivered in a conventional/traditional setting where the principal transfer of knowledge occurred through the physical presence of a trainer whose responsibility it was to impart instruction to the foster parent.
  - The maximum stipend payment a foster caregiver will receive for pre-service training is $360.00. For continuing education, a family foster caregiver can potentially receive a stipend payment of up to $400.00 ($600 for therapeutic) per two-year certification period.
  - For a foster caregiver to be eligible to receive a stipend payment, CCDJFS must have the training certificate noting the date and location of training, times of attendance, number of training hours received, training topic, and name of the facilitator no later than the 5th day of the month following each training episode. Copies of training certificates are permissible, and foster caregivers are expected to keep the originals. Please send training certificates to: FOSTER_PARENT_TRAINING@ifs.ohio.gov or mail to your support worker.

Give a Child Hope For a Brighter Tomorrow
- 105 -
Statement of Assurance: Signature of agency representative assures that the courses the foster caregiver is required to complete will be available to the foster caregiver at reasonable times and places. Caregiver's signature indicates he/she understands the training requirements set forth by CCDJS.

<table>
<thead>
<tr>
<th>Signature of Foster Caregiver</th>
<th>Date</th>
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<tbody>
<tr>
<td>Signature of Agency Representative:</td>
<td>Date</td>
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</tbody>
</table>

Copy to Caregiver:_______ (Date) (Rev 8/19)
ALTERNATE CHILD CARE AGREEMENT

Foster parents, in collaboration with the caseworker assigned to the child’s case and their supervisor, will assure that age appropriate supervision is provided to a foster child placed in their home. This Alternate Care Agreement must be signed and dated by the appropriate parties and placed in the child’s file at CPS. The foster parent assumes the responsibility to provide a copy of this document to the respective alternate caregivers.

FOSTER FAMILY

CHILD

DATE

CHILD’S WORKER

ALTERNATE CARE FOR WORKING CAREGIVERS:
Child will need regular alternative care during the following hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Sunday</td>
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<tr>
<td>Monday</td>
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<td>Tuesday</td>
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<td>Thursday</td>
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<tr>
<td>Friday</td>
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<tr>
<td>Saturday</td>
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Alternate care will be provided by: (If in home setting, child care provider, along with all household members over the age of 18, will be required to have fingerprints on file with the Department, and a safety audit must be completed. In addition, if the provider is a type A or type B licensed family day care home or a licensed day-care center, documentation of certification or licensure is required per OAC 5101:2-7-08)

Private Provider/Facility Name: ____________________________________________

Address: ________________________________________________________________

Telephone: ______________________________________________________________
If in home setting, list all household members 18 years or older:

________________________________________________________________________

________________________________________________________________________

(SIS: _______)  (Licensure: _______)

initial’s  initial’s

NON-ROUTINE CARE:

Less than 24 hours. Needed for such events as medical appointments, school conferences, funerals, etc. (If overnight care is required, alternate caregiver must be fingerprinted and have a home safety audit completed by the Department)

Foster child will be cared by:
Name: ______________________________________________________________

Address: __________________________________________________________

Telephone: __________________________________________________________

EMERGENCY CARETAKER:
In the event of an emergency, foster child will be cared for by:
Name: ______________________________________________________________

Address: __________________________________________________________

Telephone: __________________________________________________________

If a foster child is of sufficient age and maturity to be left unattended for an approved period of time, indirect supervision will be provided by: (Please comment below re: approved time periods)

Name: ______________________________________________________________

Address: __________________________________________________________

Telephone: __________________________________________________________

**Comments or additional information regarding alternate care arrangements:
RESPITE:
Respite is defined by duration—24 hours to two weeks. Only respite care providers approved by the Clermont County Department of Job and Family Services will be utilized. Respite care is an agreement between caregivers. Payment is worked out by the two caregivers since the Department will pay the caregiver who is the approved foster parent for the child. An agreement must be reached between the caregivers that includes the compensation of services. The Department will not interfere with the caregivers negotiations unless it affects the child’s wellbeing. With the exception of caregivers who have provided a written statement requesting exclusion, a directory of currently certified homes, is available upon request to CCDJFS foster families to assist with arranging respite. (Respite providers are required to have fingerprints on file with the Department and a home safety audit completed by CCDJFS staff.)

In the event respite is needed, please contact the child’s worker for approval. Please provide at least two weeks’ notice for each occurrence.

EXTRA-CURRICULAR ACTIVITIES:

A foster child may periodically participate in extra-curricular activities such as camp, overnight sleepovers, etc. It is anticipated that the foster caregiver will make a well-informed recommendation regarding each event and request final approval by the child’s worker. It is expected that prior to the recommendation, the foster caregiver will fully explore the provision of appropriate supervision for the particular event.

Guidelines for alternate caregivers regarding the care, supervision and discipline of a foster child mirror those for foster parents as stated below:

**Discipline Agreement**
Ohio Revised Code 5101:2-7-09

(A) A foster caregiver shall treat each foster child with kindness, consistency, and respect.

(B) A foster caregiver shall not discriminate in providing care and supervision to foster children on the basis of race, sex, gender, sexual identity, sexual orientation, religion, color, or national origin.

(C) A foster caregiver shall provide humane, instructive discipline appropriate to the age and functioning level of a foster child.
   (1) Disciplinary methods shall stress praise and encouragement for desired behavior rather than punishment.
   (2) All rules and expectations made by a foster caregiver shall be explained to a foster child in a
manner appropriate to the child’s age and understanding during the child’s initial orientation and prior to any disciplinary action for violation of such rules.
(3) A foster child shall not be punished for actions over which the child has no control.
(4) A foster child shall not be punished for bed-wetting or in the course of toilet training activities.

(D) A foster caregiver shall not subject a foster child to verbal abuse or swearing; to derogatory remarks about foster children and their families, races, sex, gender, sexual identity, sexual orientation, religion, color or national origin, or to threats of physical violence or removal from the family foster home.

(E) A foster caregiver shall not use any of the following practices for a foster child:

(1) Physical hitting or any type of physical punishment inflicted in any manner upon the body included but not limited to spitting, spanking, paddling, punching, shaking, biting, hair pulling, pinching, or rough handling.
(2) Physically strenuous work or exercises, when used as a means of punishment.
(3) Requiring or forcing a foster child to take an uncomfortable position, such as squatting or bending, or requiring a foster child to repeat physical movements when used as a means of punishment.
(4) Denial of social or recreational activities for excessive or prolonged periods of time, as defined by the agency.
(5) Denial of social or casework services, medical treatment, or educational services.
(6) Deprivation of meals.
(7) Denial of visitation or communication rights with the family of the foster child as a means of punishment.
(9) Denial of sleep.
(10) Denial of shelter, clothing, bedding or restroom facilities.

(F) Physical restraint of a foster child shall only be utilized by a caregiver who has received specific training and annual review in acceptable methods of restraint. Documentation of such training shall be contained in the foster home record.

(G) Physical restraint may be used by the caregiver when there is an imminent risk of physical harm:

(1) For self-protection.
(2) For protection of the child from self-destructive behavior.
(3) To protect another person from a foster child.
(H) A foster caregiver shall use only the least restrictive physical restraint necessary to control a situation. A foster caregiver shall not use any device to prevent or restrict movement as punishment or for convenience.

(I) If physical restraint is used, a foster caregiver shall:

1. Notify the recommending agency immediately following the use of physical restraint.
2. Submit a detailed written report of the recommending agency within twenty-four hours following the use of physical restraint.

(J) If the foster caregiver notifies the recommending agency that the caregiver used physical restraint, the recommending agency shall:

1. Notify the placing agency (if different) within twenty-four hours of the receipt of the detailed written report of the use of physical restraint from the caregiver.
2. Place a copy of the written report of the use of physical restraint from the caregiver in the foster child’s record and in the foster caregiver’s record.

(K) A foster caregiver shall not use any form of prone, chemical or mechanical restraint on a foster child.

(L) Any act of omission or commission by a foster caregiver or other member of the household which results in any of the following toward a foster child may be grounds for the denial or revocation of a foster home certificate: death, injury, illness, abuse, neglect or exploitation.

(M) Any recommendation to revoke the certificate of a foster caregiver may be made by the recommending agency supervising a foster home or the Ohio department of job and family services.

(N) Concerning the hygiene needs of a foster child, the foster caregiver shall:

1. Ensure that:
   a. Each foster child’s clothing and footwear shall be clean, well-fitting, seasonal and appropriate to the child’s age and gender identity.
   b. Each foster child placed in capable of meeting their own personal hygiene needs shall be provided with adequate personal toiletry supplies appropriate to the child’s age, sex, gender, sexual identity, sexual orientation, race and national origin.
2. Provide each foster child instruction on good habits of personal care, hygiene, and grooming appropriate to the child’s age, sex, gender, sexual identity, sexual orientation, race and national origin and need for training.
I understand and agree to abide by this Agreement for the care, supervision, and discipline of a foster child entrusted to my care. I understand a representative from Children's Services will verify that no adult living in my home has been reported to have been a party to past abuse or neglect. If I have any questions or concerns about this Agreement, I will call 513-732-7173 or after hours 513-732-2231.

Signatures:

Foster Parent(s) ___________________________ Date: __________
Alternate Caregiver(s) ___________________________ Date: __________
Child's Worker ___________________________ Date: __________
Supervisor ___________________________ Date: __________

(Revised: 2/27/07)
# CLERMONT COUNTY CHILDREN'S SERVICES

Initial Placement/Annual Exam
(To be completed by a Physician)

---

**Child's Name** | **Date of Birth**
---|---

**Examined By:** | **Date of Exam:**
---|---

## Physical Examination

<table>
<thead>
<tr>
<th>Age</th>
<th>Sex</th>
<th>Head Circ.</th>
<th>Percentile</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
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<th>Percentile</th>
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<th>Percentile</th>
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<th>Temp. Oral</th>
<th>Pulse</th>
<th>Respiration</th>
<th>B.P.</th>
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<table>
<thead>
<tr>
<th>Head</th>
<th>Eyes (R)</th>
<th>(L)</th>
<th>Vision Screening</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Ears</th>
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<th>Teeth</th>
<th>Throat</th>
<th>Neck</th>
<th>Chest</th>
<th>Heart</th>
<th>Lungs</th>
<th>Abdomen</th>
<th>Genitalia</th>
<th>Extremities</th>
<th>Skin</th>
<th>Back</th>
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</table>

**Is child free of communicable/contagious disease?** YES NO

**Diagnosis:**

---

**Recommendations for further Medical Care:** (Dental, Lab work, Ophthalmologist, Immunizations, etc.)

---

* THIS FORM IS TO BE RETURNED TO CHILDREN'S SERVICES
2400 Clermont Center Drive, Batavia, Ohio 45103

**ATTENTION:**

---

(Reduced 02/23/11)
CLERMONT COUNTY CHILDREN'S SERVICES

DENTAL EXAM RECORD

__________________________  ____________________________
Child's Name               Date of Birth

******************************

On___________________, the above named child was seen at

Date

OFFICE OR CLINIC NAME

for ________________________.

TYPE OF TREATMENT

Recommendations for further treatment: __________________________

__________________________

Verified By _____________________

Date __________________________

(Revised 02/23/11)
CLOTHING INVENTORY

CHILD'S NAME: ____________________________ PLACEMENT DATE: ____________________________

Adequate clothing age-appropriate and season-appropriate, must accompany a child on the day of placement or a voucher must be provided to purchase adequate clothing. Please indicate the number of specific items at time of placement in the space provided. Make certain all clothing fits, allowing room for child’s growth.

<table>
<thead>
<tr>
<th>Clothing</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Underwear</td>
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<td></td>
</tr>
<tr>
<td>Pairs of Socks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pajamas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long sleeve</td>
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<tr>
<td>Shirts/Sweaters</td>
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<td></td>
</tr>
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<td>T-shirts</td>
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<tr>
<td>Dresses</td>
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<tr>
<td>Jeans/pants/leggings</td>
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<td>Swimsuits</td>
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<td>Shorts</td>
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<table>
<thead>
<tr>
<th>Shoes and Extras</th>
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</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Scarfs</td>
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<tr>
<td>Gloves/Hat</td>
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<tr>
<td>Lightweight Jacket</td>
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<tr>
<td>Shoes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Boots</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronics: Specify</td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

Signatures

CPS Worker /Date
Foster Parent /Date
Network Case Mgr./Date
Child/Date
Please do not change the size of this document. Do not cut or separate. Return to child’s worker by the 5th day of the month following services.

WEEK ONE
Day Care Services were provided during the week of______________ for______________
(dates) (child)
Payment was received from____________________________________________________
(foster parent)
in the amount of _____________________________________________________________
(weekly dollar amount)

DAY CARE PROVIDER’S SIGNATURE

WEEK TWO
Day Care Services were provided during the week of______________ for______________
(dates) (child)
Payment was received from____________________________________________________
(foster parent)
in the amount of _____________________________________________________________
(weekly dollar amount)

DAY CARE PROVIDER’S SIGNATURE

WEEK THREE
Day Care Services were provided during the week of______________ for______________
(dates) (child)
Payment was received from____________________________________________________
(foster parent)
in the amount of _____________________________________________________________
(weekly dollar amount)

DAY CARE PROVIDER’S SIGNATURE

WEEK FOUR
Day Care Services were provided during the week of______________ for______________
(dates) (child)
Payment was received from____________________________________________________
(foster parent)
in the amount of _____________________________________________________________
(weekly dollar amount)

DAY CARE PROVIDER’S SIGNATURE

WEEK FIVE
Day Care Services were provided during the week of______________ for______________
(dates) (child)
Payment was received from____________________________________________________
(foster parent)
in the amount of _____________________________________________________________
(weekly dollar amount)

DAY CARE PROVIDER’S SIGNATURE

(Revised 2/1/05)
FOSTER PARENT TRANSPORTATION EXPENSE REPORT

MONTH: ____________________  Due by the 5th day of the following month of travel

FOSTER PARENT NAME: ____________________  ADDRESS: ____________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME OF CHILD</th>
<th>PURPOSE OF TRIP</th>
<th>STREET ADDRESS</th>
<th># OF MILES</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

I certify that the statements made here are true, that the mileage listed was actually driven on agency business, and that the expenses incurred were in accordance with ODHS regulations. I further certify that I have the required automobile liability insurance.

Total: 0.00
Total Dollar Amount: $0.00

______________________________
Signature of Foster Parent

Supervisor: ____________________

Please do NOT combine separate months of travel sheet.
INCIDENT REPORT FORM

CHILD'S NAME: _______ DATE: ______________________
DATE OF INCIDENT: _______ DT. INCIDENT REPORTED: _______

<table>
<thead>
<tr>
<th>FOSTER PARENTS</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>INCIDENT REPORTED BY</td>
<td></td>
</tr>
<tr>
<td>INDIVIDUAL INVOLVED</td>
<td></td>
</tr>
</tbody>
</table>

EVENTS LEADING UP TO INCIDENT:

DESCRIPTION OF THE INCIDENT:

<table>
<thead>
<tr>
<th>NAMES AND PHONE NUMBERS OF WITNESSES (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
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DESCRIPTION OF INJURY/MARKS ON THE BODY (If applicable):

OTHER PROFESSIONAL SERVICES INVOLVED (If applicable):

/ce
(Revised: 2/1/05)