

5101:2-33-80

Retained applicant fingerprint database information exchange (Rapback).

- (A) A public children services agency (PCSA), private child placing agency (PCPA) or private noncustodial agency (PNA) shall establish an e-mail account in order to receive electronic notifications from the Ohio department of job and family services (ODJFS) regarding the retained applicant database information exchange.
- (B) The agency shall submit the e-mail account information to ODJFS according to the following:
- (1) Within ten days of receiving its license from ODJFS.
 - (2) Within twenty-four hours of changing the e-mail account information, if the information changes after submission to ODJFS.
- (C) The PCPA or a PNA shall enter the following information regarding any adult household member subject to a criminal records check on the JFS 01318 "SACWIS Private Agency Provider Request" (rev. 4/2009):
- (1) Legal name.
 - (2) Date of birth.
 - (3) Social security number.
- (D) The PCSA shall enter the following information regarding any adult household member subject to a criminal records check into the statewide automated child welfare information system (SACWIS):
- (1) Legal name.
 - (2) Date of birth.
 - (3) Social security number.
- (E) The information required in paragraphs (C) and (D) of this rule shall be completed as follows:
- (1) If the agency has not completed a JFS 01318 form or entered the required information into SACWIS for a currently certified or approved foster and adoption home, the agency shall complete the information ~~within sixty days~~

~~of the effective date of this rule.~~

- (2) Upon the recommendation to certify or approve a foster or adoptive home. .
- (3) Within ten days after a change in occupancy involving a household member subject to a criminal records check.
- (F) If the agency receives a notification that an individual in the home of a certified foster caregiver or in the home of a person approved for adoption has been fingerprinted in relation to a crime, the agency shall contact BCII within two business days of receiving the notification to request additional information.
- (G) The agency shall review any additional information within one business day of receiving it from BCII.
- (H) If a home is certified as a foster home and approved for adoption by two different agencies, each agency shall perform the requirements of this rule.
- (I) If the additional information from BCII indicates that a person in the household of a certified foster caregiver or in the home of a person approved for adoption has been arrested, convicted, or plead guilty to any offense, the agency shall take appropriate action within twenty-four hours of receiving the additional information from BCII. Appropriate action at a minimum shall include:
 - (1) Contact the local law enforcement agency that made the arrest.
 - (2) Notify, within twenty-four hours, any other agency that holds custody of a child in the home and inform the agency of the information received.
 - (3) Re-evaluate the household to ensure the home will not jeopardize in any way the health, safety or welfare of the children in the home.
- (J) The agency shall complete and submit to ODJFS the JFS 01301 "Retained Applicant Fingerprint Database Post-Notification Report" (12/2008) within ten business days after taking action on the additional information received from BCII.
- (K) The agency shall document all information and results related to the retained applicant database information exchange in the file of the foster caregiver or the adoptive home.

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CERTIFIED ELECTRONICALLY

Certification

07/08/2014

Date

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