

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 the effective date of this rule for currently licensed agencies.
  - (2) Within ten days of receiving its license from ODJFS for an agency licensed after the effective date of this rule.
  - (3) Within twenty-four hours of changing the e-mail account information, if the information changes after submission to ODJFS.
- (C) The agency shall enter the following information regarding any adult household member subject to a criminal records check on the JFS 01318 "Retained Applicant Database Required Information" (12/2008):
- (1) Legal name.
  - (2) Date of birth.
  - (3) Social security number.
- (D) The information required in paragraph (C) of this rule shall be completed as follows:
- (1) Within sixty days of the effective date of this rule for currently licensed or approved foster and adoptive homes.
  - (2) Upon the recommendation to certify or approve a foster or adoptive home if the home is recommended to be certified or approved after the effective date of this rule.
- (E) 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.
- (F) The agency shall review any additional information within one business day of receiving it from BCII.
- (G) 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.

(H) 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.

(I) 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.

(J) 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.

Effective: 12/31/2008

R.C. 119.032 review dates: 12/01/2013

CERTIFIED ELECTRONICALLY

---

Certification

12/15/2008

---

Date

Promulgated Under: 119.03  
Statutory Authority: 5101.32  
Rule Amplifies: 109.5721, 5101.32