

5101:2-47-09

**Administrative procedure: Case record requirements for foster care maintenance.**

(A) Each Title IV-E agency shall maintain a separate case record containing documentation which supports the Title IV-E agency's actions in the entire process of determining a child's eligibility and continuing eligibility for Title IV-E foster care maintenance (FCM).

(B) Title IV-E program eligibility documentation must include, but is not limited to:

(1) A completed ~~ODHS 1452~~ JFS 01452 "Title IV-E Foster Care maintenance Determination/Redetermination Form." Maintenance Application for Initial Eligibility Form" and any JFS 01452A "Title IV-E Foster Care Maintenance Redetermination Form."

(2) A copy of the petition or motion for custody filed by the Title IV-E agency with the court.

(3) A copy of the court order of custody or commitment, or ~~an ODHS 1645~~ a JFS 01645 "Agreement for Temporary Custody of Child" and one of the following, as applicable:

(a) A copy of the court order which led to the child's removal from his home. This court order must contain a judicial determination to the effect that continuation in the home would be contrary to the welfare of the child.

(b) The initial court order or subsequent court order that contains the court's determination of reasonable efforts as required by rule 5101:2-47-22 of the Administrative Code.

~~(b)~~(c) If the child entered custody as a result of an ODHS 1645 a JFS 01645 "Agreement for Temporary Custody of Child" a copy of the journalized court order made within one hundred eighty days of the date of execution of the ODHS 1645 by the thirty-first day from the date all parties signed evidencing the court's determination that placement is in the best interests of the child.

(d) If the child entered custody as a result of a JFS 01666 "Permanent Surrender of Child" a copy of the court order made by the end of the one hundred and eighty-first day from the date of placement evidencing the court's determination that placement is in the best interests of the child.

(4) A copy of the Title IV-E agency's notification to the county department of

~~human services (CDHS) job and family services (CDJFS) income maintenance~~ Title IV-A unit of a child entering custody.

- (5) Documentation of ~~attempts to verify~~ the verification used to meet the ADC-relatedness as requirements described in ~~paragraph (A) of rule 5101:2-47-14 of the Administrative Code, as applicable.~~
  - (6) Copies of the ~~ODHS-6612 JFS 06612~~ "Health Insurance Information ~~Form Sheet~~" and the ~~ODHS-6613 JFS 06613~~ "Accident/Injury Insurance Information Form," as applicable.
- (C) Title IV-E program reimbursability documentation must include, but is not limited to:
- (1) The receipt of supplemental security income (SSI) during the FCM claim period.
  - (2) Documentation of the child's income.
  - (3) A copy of each approval/license/certification, as applicable, for the child's placement facility during the time that FCM payments were made for the child.
  - (4) ~~The court order or subsequent court order that contains the~~ If applicable, court orders that contain the court's determination of reasonable efforts to finalize the permanency plan that is in effect as required by rule 5101:2-47-22 of the Administrative Code.

Effective:

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Certification

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Date

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