

5101:2-48-09

**Application process and preservice training.**

- (A) A public children services agency (PCSA), private child placing agency (PCPA), and private noncustodial agency (PNA) shall utilize the ~~JFS 01691, "Ohio Department of Job and Family Services Application for Child Placement"~~ JFS 01691 "Application for Child Placement" as the standard form when accepting applications for adoptive placement. A PCSA, PCPA or PNA shall send the JFS 01691 to any individual requesting an application for adoption within seven days of receipt of a request for an application.
- (B) A PCPA or PNA that has been certified to act as a representative of the Ohio department of job and family services (ODJFS) in recommending foster homes for certification, to place children for adoption, or to participate in the placement of children in foster homes or for adoption and a PCSA shall be responsible for conducting a joint homestudy pursuant to the requirements contained in rule 5101:2-48-12 of the Administrative Code which can result in the simultaneous recommendation for certification as a foster home and approval of the applicant for adoptive placement.
- (C) An agency shall not begin the homestudy process prior to the receipt of a completed ~~ODHS 1691~~ JFS 01691.
- (D) An agency shall not accept an application for approval for adoptive placement which does not contain complete and accurate information.
- (E) Upon receipt of the completed JFS 01691, the PCSA, PCPA, or PNA shall begin the homestudy process and request the applicant provide additional information including but not limited to:
- (1) Documentation of current marital status, which shall include a marriage certificate, divorce decree, or other verification of marital status, if applicable;
  - (2) ~~An JFS 01681, "Applicant Financial Statement"~~ A JFS 01681 "Applicant Financial Statement" providing new information regarding the applicant's income, assets, child support obligations and financial liabilities;
  - (3) Completed copy(ies) of the bureau of criminal identification and investigation (BCII) and federal bureau of investigation (FBI) prescribed criminal records check form for the applicant and other adult household members, if applicable. An agency shall not recommend a person to be approved as an adoptive parent if the person has been convicted of any crime listed in rule 5101:2-48-10 of the Administrative Code and has not met the rehabilitation requirements outlined in rule 5101:2-48-10 of the Administrative Code; and

- (4) Proof that the applicant and all adult members of the household, if applicable, have been residents of the state of Ohio for the five year period immediately prior to the date upon which the criminal records check is requested. Proof of residence may include tax records, school attendance records, bank records, rent or mortgage payment receipts or other documentation presented by the applicant. Documents presented by the applicant do not need to be maintained in the case record.
- (F) If the PCSA, PCPA, or PNA determines that an adoptive homestudy cannot be initiated, the agency shall send written notification to the applicant stating the reason for not initiating the homestudy and a description of procedures for requesting a review of the agency's decision. The notification shall be sent to the applicant no later than fifteen days after the application was submitted.
- (G) An applicant shall have the opportunity to revise the JFS 01691 at any time regarding the characteristics or number of children desired. If the agency, based upon receipt of a revised JFS 01691, determines that the applicant is now seeking a special needs child, requirements and time frames for the application and homestudy process shall begin with the date that the revised JFS 01691 is received by the agency. If the applicant revises the JFS 01691 and does not seek to adopt a special needs child, the time frames for the application and homestudy process shall be consistent with the agency's adoption policy prepared pursuant to rule 5101:2-48-05 of the Administrative Code.
- (H) Upon request, the PCSA, PCPA or PNA shall assist the applicant in completing the application and provide assistance to the applicant in securing all required documents and information.
- (I) The PCSA, PCPA or PNA shall not continue with the homestudy process if all required documentation is not submitted within one year of the receipt of the initial or revised JFS 01691 unless the agency makes a determination that the homestudy should not be terminated. The applicant shall be notified, in writing, no less than thirty days prior to the termination of the application. Written notification shall contain an explanation of the reason for termination and a description of the procedures for requesting a review of the agency's decision.
- (J) The PCSA, PCPA, or PNA shall provide preservice training to all adoptive applicants, prior to approval of the homestudy. Preservice training shall address the following components:
- (1) The adoption process

- (a) Agency policy and procedures
- (b) Role of the agency
- (c) Preservice training
- (d) Homestudy
- (e) Matching
- (f) Placement
- (g) Post-placement services
- (h) Adoption subsidies
- (i) Legalization
- (j) Openness of adoption

(2) Child development

- (a) Normal child development
- (b) Predictable stages of development in the adopted child
- (c) The impact of earlier separations
- (d) The impact of abuse and neglect
- (e) Identity and control issues in adolescence

(3) Separation and loss

- (a) Techniques for supporting a grieving child
- (b) Developing empathy for the child's past

- (c) Promoting attachment and dealing with the unattached child
- (4) Dealing with behavioral challenges
- (a) Why behaviors occur
  - (b) Typical behaviors to be expected
  - (c) Creative parenting/discipline
- (5) Cultural issues (Minimum three hours required)
- (a) Defining culture
  - (b) Understanding how one's own culture impacts parenting in general
  - (c) Understanding how one's own culture impacts the adopted child
  - (d) Impact of cultural issues on adoption issues arising postplacement
  - (e) How adoptive parents can use their knowledge of the child's culture to stimulate attachment, stimulate developmental growth, and to assist the child in identity formation
  - (f) Impact of cross cultural placements on triad members and extended family
  - (g) Diversity issues
  - (h) Issues of racism and discrimination
  - (i) Overview of the Multiethnic Placement Act as Amended
- (6) Caring for children who have been sexually abused
- (a) Dynamics of sexual abuse
  - (b) Impact of sexual abuse on children

(c) Therapeutic parenting methods

(7) Adoption related issues

(a) Talking about adoption with the adopted child

(b) The child's birth family and ongoing contact with significant others

(c) Adoption and the extended family

(d) Adoption issues at school and in the community

(e) Using community resources

(f) Advocating for the adoptive family and child.

(K) A PCSA, PCPA, or PNA may waive components of the requirement for education and training if the assessor determines that the family has received training previously or the family has the skills to care for the needs of the child that will be placed in the home. When a waiver has been granted by the agency, it shall document the waiver in the case record pursuant to rule 5101:2-48-22 of the Administrative Code.

(L) No agency shall deny the acceptance of the JFS 01691 based on race, color, national origin, handicap, or age of the applicant.

Effective: 09/01/2003

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CERTIFIED ELECTRONICALLY

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Certification

07/08/2003

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Date

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