

## Rule Summary and Fiscal Analysis

### Part A - General Questions

**Rule Number:** 5101:2-5-24

**Rule Type:** Amendment

**Rule Title/Tagline:** Foster home recertifications.

**Agency Name:** Department of Job and Family Services

**Division:** Division of Social Services

**Address:** OFC- 4200 E. 5th Ave., 2nd fl. L2-01 P.O. Box 183204 Columbus OH  
43218-3204

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#### I. Rule Summary

1. **Is this a five year rule review?** Yes
  - A. **What is the rule's five year review date?** 3/19/2020
2. **Is this rule the result of recent legislation?** No
3. **What statute is this rule being promulgated under?** 119.03
4. **What statute(s) grant rule writing authority?** 5103.03, 5103.18
5. **What statute(s) does the rule implement or amplify?** 2151.86, 5103.02, 5103.03, 5103.18
6. **What are the reasons for proposing the rule?**

This rule is proposed for amendment due to the five year review and rule updates as a result of the Family First Prevention Services Act.

7. **Summarize the rule's content, and if this is an amended rule, also summarize the rule's changes.**

This rule provides guidance to agencies on the re-certification requirements for foster caregivers. Paragraph (E)(3) and (E)(4) were added to comply with the immunization

requirement of the Family First Prevention Services Act. Paragraph (H)(2)(b) was amended to remove the physical reporting form for foster home recommendations. All agencies can now submit through the SACWIS system. Language was reorganized in paragraph (G) for clarity purposes.

- 8. Does the rule incorporate material by reference? Yes**
- 9. If the rule incorporates material by reference and the agency claims the material is exempt pursuant to R.C. 121.75, please explain the basis for the exemption and how an individual can find the referenced material.**

This rule incorporates one or more references to another rule or rules of the Ohio Administrative Code. This question is not applicable to any incorporation by reference to another OAC rule because such reference is exempt from compliance with ORC 121.71 to 121.74 pursuant to ORC 121.75(A)(1)(d).

This rule incorporates one or more references to the Ohio Revised Code. This question is not applicable to any incorporation by reference to the ORC because such reference is exempt from compliance with ORC 121.71 to 121.74 pursuant to ORC 121.75 (A) (1)(a).

This rule incorporates one or more dated references to an ODJFS form or forms. Each cited ODJFS form is dated and is generally available to persons affected by this rule via the inner-web at <http://innerapp.odjfs.state.oh.us/forms/inner.asp> or on the inter-net at <http://www.odjfs.state.oh.us/forms/inter.asp> in accordance with RC 121.75(B)(4).

- 10. If revising or re-filing the rule, please indicate the changes made in the revised or re-filed version of the rule.**

*Not Applicable*

## **II. Fiscal Analysis**

- 11. Please estimate the increase / decrease in the agency's revenues or expenditures in the current biennium due to this rule.**

This will have no impact on revenues or expenditures.

0.00

No expected fiscal effects on current or future budgets.

**12. What are the estimated costs of compliance for all persons and/or organizations directly affected by the rule?**

Agencies must adhere to requirements for the re-certification of foster homes every two years. The report is required to be completed by an assessor who must evaluate the home for continued compliance with foster homes rules which includes things such as criminal background checks, safety audits and financial stability. The updates to this rule require minimal financial impact, including the time needed to add documentation of vaccination updates to the foster parent file.

**13. Does the rule increase local government costs? (If yes, you must complete an RSFA Part B). No**

**14. Does the rule regulate environmental protection? (If yes, you must complete an RSFA Part C). No**

**15. If the rule imposes a regulation fee, explain how the fee directly relates to your agency's cost in regulating the individual or business.**

Not applicable.

### **III. Common Sense Initiative (CSI) Questions**

**16. Was this rule filed with the Common Sense Initiative Office? Yes**

**17. Does this rule have an adverse impact on business? Yes**

**A. Does this rule require a license, permit, or any other prior authorization to engage in or operate a line of business? Yes**

Certification and re-certification of an agency by the Ohio Department of Job and Family Services is contingent, in part, upon compliance with this rule.

**B. Does this rule impose a criminal penalty, a civil penalty, or another sanction, or create a cause of action, for failure to comply with its terms? Yes**

Lack of compliance can result in revocation of an agency's certification or denial of re-certification.

**C. Does this rule require specific expenditures or the report of information as a condition of compliance? Yes**

There is a requirement to report information to ODJFS. An assessor of the agency would evaluate a foster home based on the safety, medical and physical components of the caregiver and their home in order to insure the well being of children in care.

- D. Is it likely that the rule will directly reduce the revenue or increase the expenses of the lines of business of which it will apply or applies? Yes**

The updates to this rule require minimal financial impact, including the time needed to add documentation of vaccination updates to a new foster parent file.

**IV. Regulatory Restrictions (This section only applies to agencies indicated in R.C. 121.95 (A))**

- 18. Are you adding a new or removing an existing regulatory restriction as defined in R.C. 121.95? No**

- A. How many new regulatory restrictions do you propose adding?**

Not Applicable

- B. How many existing regulatory restrictions do you propose removing?**

Not Applicable

|                      |  |  |
|----------------------|--|--|
| Name of Caregiver #1 | Name of Caregiver #2   |  |
| Address              | Name of Caregiver #3 (if applicable)   | Provider ID  |
| Name of Agency       | <input type="checkbox"/> Initial Foster/Adopt<br><input type="checkbox"/> Recertification / Update | <input type="checkbox"/> Relocation / Renovation<br><input type="checkbox"/> Other _____ |

All items listed can be found in rule 5101:2-7-12 of the Administrative Code.

|     |   |   |
|-----|---|---|
| 1.  | The home and all structures associated with the home are maintained in a clean, safe, and sanitary condition and in a reasonable state of repair.   | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| 2.  | Swimming pool has barriers on all sides, access through the safety barrier equipped with a safety device such as a bolt lock, a life saving device such as a ring buoy and a working pump if it cannot be emptied after each use.   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 3.  | Hot tub and spas have a safety cover which is locked when not in use.   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 4.  | Outdoor recreation equipment on the grounds of the home is maintained in a safe state of repair.  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 5.  | Potentially hazardous outdoor areas on the grounds of or immediately adjacent to the home are reasonably safeguarded.   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 6.  | The home is adequately heated, lighted and ventilated.  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| 7.  | Bleach, cleaning materials, other poisonous or corrosive household chemicals, flammable and combustible materials, potentially dangerous tools/utensils, and electrical equipment, machinery or alcoholic beverages in or on the grounds of the home are stored in a safe manner that prevents the child's access, as appropriate for his or her age and development. | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| 8.  | Firearm, air rifles, hunting slingshot or other projectile weapons kept on the grounds of or in the home are stored in an inoperative condition in a locked area inaccessible to children.  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 9.  | Ammunition, arrows or projectiles for weapons are stored in a locked area separate from the weapon.   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 10. | There is reasonable access to a working phone for emergency situations  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| 11. | Emergency telephone numbers posted:<br><input type="checkbox"/> Fire <input type="checkbox"/> Police <input type="checkbox"/> Squad/Rescue<br><input type="checkbox"/> Poison Control <input type="checkbox"/> Recommending Agency <input type="checkbox"/> Placing Agency  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| 12. | All locks on at least one door to any room or walk in storage area inside the home in which a person could become confined, and from which the only other means of exit requires the use of a key, shall be able to be unlocked from either side.   | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| 13. | The home has a continuous supply of safe drinking water. If well water is used for drinking and cooking, it was tested and approved by the health department prior to initial certification (and annually thereafter for foster care)   | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| 14. | The home has working bathroom and toilet facilities located within the home and connected to an indoor plumbing system.   | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| 15. | The home ensures proper water heater temperature of 110-120 degrees Fahrenheit.   | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| 16. | Garbage shall be disposed of on a regular basis. Garbage stored outside shall be in covered containers or closed bags.  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| 17. | The home has a working smoke alarm approved by "Underwriter's Laboratory" or a certified fire inspector on each level of occupancy and at least one alarm near all sleeping areas.  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| 18. | The home has a working carbon monoxide detector on each level of occupancy of the home and at least one near all sleeping areas.  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| 19. | The home has first aid supplies.  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |

|     |  |  |
|-----|--|--|
| 20. | The home has a written evacuation plan for evacuating the home or seeking shelter in the event of fire, tornado or other disaster.   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 21. | The evacuation plan contains a primary and alternate escape for each floor, and the escape routes are kept free of clutter and other obstructions.   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 22. | All heaters used in the home are approved by "Underwriter's Laboratory" or a certified fire inspector and are equipped with safeguards in accordance with age and functioning level of foster children in the home. Unvented heaters that burn kerosene or oil are not used.   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  |
| 23. | The home has an "Underwriter's Laboratory" approved or certified fire inspector approved portable fire extinguisher in working order in or near the cooking area of the home.  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 24. | The home is free from rodents and insect infestation.  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 25. | Pets or domestic animals in or on the premises of the home are kept in a safe and sanitary manner in accordance with state and/or local laws.  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  |
| 26. | Interior and exterior stairways accessible to children are protected by child safety gates or doors according to the child's age and functioning level.  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  |
| 27. | The foster home provides a smoke free environment for foster children.   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 28. | The foster home is free of peeling or chipping paint.  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 29. | All prescription drugs in a home are stored in a locked cabinet or storage area except that an inhaler or medication may be left unlocked if a person has a special health condition that requires it to be immediately available.   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  |
| 30. | Each foster child's bedroom has an outside wall window that is screened and capable of opening and closing, unless the room has a fresh air ventilation system.  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 31. | Bedrooms for foster children accommodate no more than four children.   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 32. | Bedrooms for foster children provide reasonable access to an emergency exit.   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 33. | Bedrooms for foster children are not located on a floor higher than the second floor or in a basement unless approved in writing by a fire safety inspector.   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  |
| 34. | A bunk bed in use for a foster child is equipped with safety rails on the upper tier for a child under the age of ten years, or an older child who needs such protection.  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  |
| 35. | Cribs used for children under two years of age or under 35 inches in height are: <ul style="list-style-type: none"> <li>• full-sized</li> <li>• slats no more than 2 3/8 inches apart</li> <li>• no decorative cutout areas on end panels which could entrap a child's head</li> <li>• compliant with the U.S Consumer Product Safety Commission</li> <li>• mattress is at least 1½ inches thick and covered with a waterproof material</li> <li>• mattress is close enough to the frame that there is no more than one inch between the mattress and sides of the crib</li> </ul> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A<br><br><input type="checkbox"/> Will Obtain<br>Crib Manufacture Date:<br>_____ |
| 36. | If a bassinet is used, it is used only for infants less than 15 lbs. in weight.  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  |
| 37. | All vehicles used to transport foster children are covered by liability insurance in accordance with current state laws.   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  |
| 38. | In accordance with the age and weight of foster children placed in the home, child restraint seats or booster seats are available for use in vehicles used to transport foster children.   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A<br><br><input type="checkbox"/> Will Obtain                                    |

**Assessor and Supervisor Action: Check one or both boxes below and sign indicating approval or need for a fire safety inspection**

- I.  I certify that based on my observations of this home on this date, this home appears to be reasonably safe for placement of a foster or adoptive child (ren).
  
- II.  Based on my observations of this home on this date, the required fire inspection will need to be completed before a decision can be made regarding the safety of the home.

|                      |      |
|----------------------|------|
| Assessor Signature   | Date |
| Supervisor Signature | Date |

|   |
|---|
| Date Fire Safety Inspection Was Conducted |
|---|

**Note: Completion of this form is required by Chapter 5101:2-5 and Chapter 5101:2-48 of the Ohio Administrative Code.**

Ohio Department of Job and Family Services  
**INSTRUCTIONS FOR COMPLETING JFS 01653, MEDICAL STATEMENT FOR FOSTER  
CAREGIVER/ADOPTIVE APPLICANT AND ALL HOUSEHOLD MEMBERS**

**USING THIS FORM**

- This form is used to determine the suitability of an applicant to be a foster caregiver or adoptive home.

**SECTION I**

- This section is to be completed for each applicant and each household member. Each individual or parent/legal guardian will complete the information and sign the form. No other signatures are necessary for this section.

**SECTION II**

- This section is only for applicants and not for household members. A physical exam is required and must be completed by a licensed physician, physician assistant, clinical nurse specialist, certified nurse practitioner, or certified nurse-midwife.



**APPLICATION FOR CHILD PLACEMENT**

| AGENCY USE ONLY |          |                                     |
|-----------------|----------|-------------------------------------|
| Agency          | Assessor | Date Completed Application Received |

|   |        |      |                        |  |                           |        |
|---|--------|------|------------------------|--|---------------------------|--------|
| <b>Applicant #1 Name (Please Print)</b> |        |      |                        | Applying to<br><input type="checkbox"/> Foster<br><input type="checkbox"/> Adopt | Email Address             |        |
| First                                   | Middle | Last | Maiden                 |  | Cell Phone #              |        |
|   |        |      |                        |  | Work Phone #              |        |
| <b>Applicant #2 Name (Please Print)</b> |        |      |                        | Applying to<br><input type="checkbox"/> Foster<br><input type="checkbox"/> Adopt | Email Address             |        |
| First                                   | Middle | Last | Maiden                 |  | Cell Phone #              |        |
|   |        |      |                        |  | Work Phone #              |        |
| Street Address                          |        |      | City                   | State  | Zip Code                  | County |
| Home Phone #                            | Fax #  |      | Emergency Contact Name |  | Emergency Contact Phone # |        |

**HOUSEHOLD MEMBERS (Add another sheet if necessary)**

|   | Applicant #1 | Applicant #2 | Household Member                        | Household Member | Household Member | Household Member |
|---|--------------|--------------|---|------------------|------------------|------------------|
| <b>Name</b>                                   |              |              |   |                  |                  |                  |
| Relationship to Applicant #1                  |              |              |   |                  |                  |                  |
| Date of Birth                                 |              |              |   |                  |                  |                  |
| Race*   |              |              |   |                  |                  |                  |
| Ethnic Background*                            |              |              |   |                  |                  |                  |
| School Grade Completed                        |              |              |   |                  |                  |                  |
| Area of Specialized Education                 |              |              | Directions to your home from the Agency |                  |                  |                  |
| Marital Status (if married, date of marriage) |              |              |   |                  |                  |                  |
| Employer or Source of Income                  |              |              |   |                  |                  |                  |
| How Long with this Employer                   |              |              |   |                  |                  |                  |
| Occupation                                    |              |              |   |                  |                  |                  |
| Gross Annual Income                           |              |              |   |                  |                  |                  |
| Days/Hours of Work (in normal work week)      |              |              |   |                  |                  |                  |
| Driver's License Number                       |              |              |   |                  |                  |                  |

\* For statistical purposes only

**SLEEPING ARRANGEMENTS (Indicate where all household members sleep, and where foster/ adopted children will sleep)**

**\*If you will obtain a crib at the time an infant is placed in the home, please indicate that below**

| BEDROOM | FLOOR/LEVEL | OCCUPANT(S) | TYPE OF BED(S):<br>Crib*, Twin, Full, Bunk, etc.<br>(If bunk, indicate upper - U<br>or lower - L) |
|---------|-------------|-------------|---|
| 1       |             |             |   |
| 2       |             |             |   |
| 3       |             |             |   |
| 4       |             |             |   |
| 5       |             |             |   |
| 6       |             |             |   |

Does any family member smoke?  Yes  No Is smoking allowed in the house?  Yes  No  
 Are there any pets in the home?  Yes  No If yes, list/describe:  
 Do pets meet local safety requirements (Vaccinations, licenses, vicious animal restrictions, etc.)?  Yes  No  
 Comments

Does applicant operate a business from the residence?  Yes  No Explain:  
 If yes, is business child care, adult day care or a rooming house?  Yes  No  
 Describe impact of home business on foster care/adoption plan:

**VEHICLES**  One car  Two or more cars  Truck/SUV  Van  Recreational Vehicle  Motorcycle  Other  
 Are vehicles in operable condition?  Yes  No If no, explain  
 Are there infant car seats?  Yes  No  Will Obtain Are there toddler car seats?  Yes  No  Will Obtain  
 Do you have proof of insurance for all vehicles?  Yes  No Name of Insurance Company?  
 Is the home on or within comfortable walking distance of public transportation system (bus, etc.)?  Yes  No  
 If yes, distance to nearest transit or bus stop  
 Describe transportation plan if family does not own an operating vehicle or live on or within walking distance of a bus stop

**MILITARY HISTORY (For any household member with military history)**

| Name | Branch | Date Entered | Date Discharged | Type of Discharge   |
|------|--------|--------------|-----------------|---|
|      |        |              |                 | <input type="checkbox"/> Honorable <input type="checkbox"/> Other |
|      |        |              |                 | <input type="checkbox"/> Honorable <input type="checkbox"/> Other |

Explain if other than honorable discharge

**CRIMINAL HISTORY (Documentation verifying compliance must be received for all convictions)**

Does any household member, including juveniles 12 - 18 years of age, have a criminal history?  Yes  No If yes, explain below

| Name | Offense | City and State | Convicted?<br>Approx. Date of<br>Conviction/<br>Adjudication      | Sentence | On probation?<br>Date of release<br>from probation?               |
|------|---------|----------------|---|----------|---|
|      |         |                | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Date? |          | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Date? |
|      |         |                | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Date? |          | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Date? |
|      |         |                | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Date? |          | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Date? |

Has any household member been arrested and/or convicted for operating a vehicle under the influence of alcohol or drugs?

Yes  No If yes, please list each incident below

**APPLICANT RESIDENTIAL, EMPLOYMENT, AND MARITAL HISTORY (Add extra sheets if necessary)**

| Residential History                           | Applicant #1<br>List residences for the last 10 years | Applicant #2<br>List residences for the last 10 years |
|---|---|---|
| Date moved to current residence               |   |   |
| Previous address city and state               |   |   |
| Date moved to this city/state                 |   |   |
| Previous address city and state               |   |   |
| Date moved to this city/state                 |   |   |
| Previous address city and state               |   |   |
| Date moved to this city/state                 |   |   |
| Employment History                            | Applicant #1<br>List employers for the last 10 years: | Applicant #2<br>List employers for the last 10 years: |
| Present employer                              |   |   |
| Job title                                     |   |   |
| Length of time with present employer          |   |   |
| Previous employer                             |   |   |
| Job title                                     |   |   |
| Dates of employment                           |   |   |
| Previous employer                             |   |   |
| Job title                                     |   |   |
| Dates of employment                           |   |   |
| Marriage/Relationship History                 | Applicant #1  | Applicant #2  |
| Previous marriage/significant relationship to |   |   |
| Date marriage or relationship began           |   |   |
| Date of separation                            |   |   |
| Date of legal termination                     |   |   |
| Previous marriage/significant relationship to |   |   |
| Date marriage or relationship began           |   |   |
| Date of separation                            |   |   |
| Date of legal termination                     |   |   |

**TYPE OF CHILD YOU WOULD CONSIDER (Check all that apply)**

**Age**

- |         |  |  |
|---------|--|--|
| 0 - 2   | <input type="checkbox"/> Will Consider | <input type="checkbox"/> Will Not Consider |
| 3 - 5   | <input type="checkbox"/> Will Consider | <input type="checkbox"/> Will Not Consider |
| 6 - 8   | <input type="checkbox"/> Will Consider | <input type="checkbox"/> Will Not Consider |
| 9 - 11  | <input type="checkbox"/> Will Consider | <input type="checkbox"/> Will Not Consider |
| 12 - 15 | <input type="checkbox"/> Will Consider | <input type="checkbox"/> Will Not Consider |
| 16 - 18 | <input type="checkbox"/> Will Consider | <input type="checkbox"/> Will Not Consider |

**Gender**

- |        |  |  |
|--------|--|--|
| Male   | <input type="checkbox"/> Will Consider | <input type="checkbox"/> Will Not Consider |
| Female | <input type="checkbox"/> Will Consider | <input type="checkbox"/> Will Not Consider |

**Number of Children**

- |                     |  |  |
|---------------------|--|--|
| One                 | <input type="checkbox"/> Will Consider | <input type="checkbox"/> Will Not Consider |
| Two                 | <input type="checkbox"/> Will Consider | <input type="checkbox"/> Will Not Consider |
| Three or more       | <input type="checkbox"/> Will Consider | <input type="checkbox"/> Will Not Consider |
| Teen Parent w/Child | <input type="checkbox"/> Will Consider | <input type="checkbox"/> Will Not Consider |

**Child Specific**

If you are applying to foster or adopt a specific child(ren), put his/her name(s) here

Is this child related to you by blood or marriage?  Yes  No

If applicable, specify relationship

**EXPERIENCE WITH CHILDREN**

Have you ever applied for or been certified as a foster caregiver in this state or any other state?  Yes  No

Have you ever applied for or been approved to adopt a child in this state or any other state?  Yes  No

If you answered yes to either of these questions, identify the agency involved, as well as their address or other contact information. Please include when you applied, when you were certified or approved, and discuss your experiences. If you applied or were certified or approved with more than one agency, please list all agencies and contact information here.

Has any household member ever applied for or been certified/approved for foster care or adoption in this state or any other state?  
 Yes  No If yes, please identify who in your home applied or was certified/approved, and what agency they were associated with.

Some people have had previous contact with a child welfare agency. Sometimes this is a positive experience, sometimes there are challenges. Please tell us about any contact any applicant or household member has had with a child welfare agency (Children Services, Child mental health facility, community child serving agencies, etc.). Please give the name of the agency, approximate dates of contact and what the contact involved. Include both positive and negative experiences.

Check here if you have no experience with child welfare agencies

Describe your experience with children other than your own. This may include employment and/or volunteer work. Please include contact information as well, so that they may be reached for information.

### REFERENCES

The state requires two non-relative references from people who do not live with you. One additional reference must be from a relative. Some agencies require additional references. If the agency has filled in the blanks below, it has requirements that go beyond the state rule, and you will need to supply that number of references. If the spaces are empty, please supply the information for two non-relative references [and one relative](#) who do not live with you.

# of references required by the agency completing the homestudy

| Name | Relationship | Address | Phone # | Email Address |
|------|--------------|---------|---------|---------------|
|      |              |         |         |               |
|      |              |         |         |               |
|      |              |         |         |               |
|      |              |         |         |               |
|      |              |         |         |               |

### ADULT CHILD REFERENCES

The state requires references from all adult children of the applicant(s) regardless of where they live or the amount of contact they have with the applicant. Please complete the following information for all adult children of all applicants.

| Name | Relationship | Address | Phone # |
|------|--------------|---------|---------|
|      |              |         |         |
|      |              |         |         |
|      |              |         |         |
|      |              |         |         |
|      |              |         |         |

### STATEMENT OF UNDERSTANDING

- I understand that this is an application only and that additional documents will be required. This will include medical statements, background checks, safety audit of the home, fire inspection, references, and other information requested by the agency. Failure of an applicant to provide required information or documentation in a timely manner will render this application incomplete and the agency's file on the application will be closed.
- I agree to complete orientation and preplacement training as required by the agency. Failure to attend required training will render this application incomplete and the agency's file on the application will be closed.
- I understand this application does not represent a final commitment by either party. Any placement of a child will be by mutual agreement.
- I certify that the information contained in this application is accurate and complete to the best of my knowledge.
- If there is any significant change affecting health, marital status, residence, family composition, employment, or criminal charges, I will notify the agency promptly, within 24 hours or the next working day.
- I give permission to the agency to contact my adult children for information applicable to the foster care and/or adoption assessment.
- I give permission to the agency to contact any personal references I provide to them for information applicable to the foster care and/or adoption assessment.

- I give permission to the agency to contact any other agency or association for information regarding any work with children or any care or supervision of children provided by myself or another household member.
- I give permission to the agency to contact any other agency for information and/or documentation regarding a previous application, certification, or approval for foster care or adoption.
- I give permission to the agency to access information in the statewide automated child welfare information system (SACWIS).
- I certify that I have been given access to or a copy of the rules and/or policies applicable to the program to which I am applying (Chapter 5101:2-5, Chapter 51012-7 and/or Chapter 5101:2-48 of the Administrative Code).
- Applications for a foster home certificate cannot be accepted for a residence that is licensed, regulated, operated under the direction of, or otherwise certified as a facility to care for unrelated persons, by the Ohio Department of Education, a local board of education, the Ohio Department of Mental Health and Addiction Services, a community alcohol, drug addiction and mental health services board, the Ohio Department of Developmental Disabilities, a county board of developmental disabilities, the Ohio Department of Health or a juvenile court.
- A person seeking to provide foster care or to adopt who knowingly makes a false statement that is included in the written report of a home study conducted pursuant to Section 3107.031 or Section 5103.03 of the Revised Code is guilty of the offense of falsification under Section 2921.13 of the Revised Code. A homestudy with a knowingly false statement shall not be filed with the court and if filed may be struck from the court's records. I understand that providing false information during the homestudy process will prevent the agency from considering my home for placement of a child and may be grounds for revocation of a foster home certificate and/or denial of adoption approval.

**STATEMENT OF ASSURANCES**

- [Applicants shall not use corporal or degrading punishment.](#)
- [Applicants shall not use any illegal substances, abuse alcohol by consuming it in excess amounts, or abuse legal prescription and/or nonprescription drugs by consuming them in excess amounts or using them contrary to as indicated.](#)
- [Applicants and their guests shall not smoke in the foster home, in any vehicle used to transport the child, or in the presence of the child in foster care.](#)
- [Applicants shall adhere to the agency's reasonable and prudent parent standard.](#)
- [Applicants shall agree to comply with their roles and responsibilities as discussed with the agency once a child is placed in their care.](#)

| Applicant Name <i>(please print)</i> | Signature | Date |
|--------------------------------------|-----------|------|
| Applicant #1                         |           |      |
| Applicant #2                         |           |      |

Please tell us how you were referred to this agency.

**Note:** Completion of this form is required in order for the agency to carry out its obligations under Chapters 5101:2-5, 5101:2-7, and/or 5101:2-48 of the Administrative Code. Your application cannot be processed unless this form is completed in its entirety.

MEDICAL STATEMENT FOR FOSTER CAREGIVER/ADOPTIVE APPLICANT AND ALL HOUSEHOLD MEMBERS

Section I – For all applicants and household members.

Name (LAST, FIRST, MIDDLE) Date of Birth
Address (Street, City, State and ZIP)

- 1. Have you had treatment for a serious or chronic illness? ... Yes No
Have you been hospitalized in the past five years? ... Yes No
Have you ever received, or been advised to seek, mental health services? ... Yes No
Have you ever received, or been advised to seek, treatment for alcohol or substance abuse? ... Yes No

If any are checked, please explain: \_\_\_\_\_

- 2. Have you or your parents, grandparents, or siblings had any of the following? (Check all that apply and indicate whom)

- Arthritis \_\_\_\_\_ Heart Disease \_\_\_\_\_
Asthma \_\_\_\_\_ Hypertension \_\_\_\_\_
Cancer \_\_\_\_\_ Kidney Disease \_\_\_\_\_
Epilepsy \_\_\_\_\_ Tuberculosis \_\_\_\_\_
Diabetes \_\_\_\_\_ Ulcers \_\_\_\_\_

If any are checked, please explain: \_\_\_\_\_

- 3. Is there a history of other hereditary disease? ... Yes No

If yes, please explain: \_\_\_\_\_

Attach an official copy of the individual’s immunization record as applicable to the requirement of childhood immunizations (children living in the home), pertussis immunizations (everyone in home caring for infants), or annual flu immunization (everyone in home caring for infants and any age child with medical needs).

There are exemptions available to the immunization requirements pursuant to rule 5101:2-5-20. Please list all required immunizations which the person listed above has not received and whether it is medically contraindicated, medically inappropriate, or declined by the individual/parent.

I have declined immunizations for the person listed at the top of this form for reasons of conscience, including religious reasons.

I hereby affirm that I have completed this form to the best of my ability, and that the information provided is true and correct.

Signature of applicant, household member or parent/legal guardian Date

**Section II – For applicants only.**

|  |  |
|--|--|
| Date you completed the physical examination of this individual:  | Date you last treated this individual: |
| Do you provide services to this individual: <input type="checkbox"/> Regularly <input type="checkbox"/> Occasionally | <input type="checkbox"/> First Time    |

Please respond to each of the following to the best of your knowledge:

1. Does this individual suffer from an illness, including a communicable disease, that would be detrimental to the care of a foster/adoptive child placed in his/her home? .....  Yes  No
2. Are there any chronic or serious disorders for which this individual has received treatment? .....  Yes  No
3. Is this individual currently taking medication? .....  Yes  No
4. Is this individual experiencing any physical, behavioral or emotional problems that would be detrimental to a foster/adoptive child placed in his/her home? .....  Yes  No
5. Have you ever referred this individual to other medical services, mental health services or treatment for alcohol/substance abuse? .....  Yes  No

If the answer to any of the above questions is YES, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**(For foster/adoptive applicant only, please complete)**

Please state your professional opinion regarding this individual’s suitability as a foster/adoptive parent from the standpoint of health, considering the individual’s medical history as given on the reverse side of this form and from knowledge you have of the individual. \_\_\_\_\_  
 \_\_\_\_\_

|  |      |
|--|------|
| <b>AUTHORIZATION FOR RELEASE OF INFORMATION</b>  |      |
| I hereby affirm that I have completed this form to the best of my ability, and that the information provided is true and correct. I further authorize the physician completing this form to release any information he/she may have concerning my physical or mental health to:<br><div style="text-align: center; margin-top: 10px;">_____</div> <div style="text-align: center; margin-top: 5px;">(Name of Agency)</div> |      |
| Signature of Applicant   | Date |

|  |      |                       |  |
|--|------|-----------------------|--|
| Signature:   | Date | Name (Print or Type): |  |
| Please check one of the following:   |      | Work Address:         |  |
| <input type="checkbox"/> Licensed Physician <input type="checkbox"/> Physician Assistant                 |      |                       |  |
| <input type="checkbox"/> Clinical Nurse Specialist <input type="checkbox"/> Certified Nurse Practitioner |      |                       |  |
| <input type="checkbox"/> Certified Nurse-Midwife   |      |                       |  |