

## TO BE RESCINDED

5101:2-5-30                    **Change in household occupancy; change in marital status; change of address.**

- (A) Upon notification of any change in household occupancy of a foster home or a change in marital status of a foster caregiver, the recommending agency shall evaluate the change within thirty days of the agency's receipt of notification to determine if the foster caregiver is capable of providing continued care for foster children or determine new household occupants meet any applicable requirements of Chapter 5101:2-5 or Chapter 5101:2-7 of the Administrative Code.
- (1) If the change is a new resident in the foster home, a JFS 01653, "Medical Statement for Foster Care/Adoptive Applicant and All Household Members" (rev. 1/2002) shall be completed for that individual within ninety days of the date the person becomes a household member.
  - (2) If the new occupant is an infant child of the foster caregiver and the foster caregiver has had prenatal care from a physician during the pregnancy and receives periodic medical examinations from a physician after delivery, the JFS 01653 shall be completed within ninety days of the date the infant becomes a household member.
  - (3) If the new occupant is an adopted child who immediately prior to the adoption resided in the home as a foster child, a JFS 01653 is not required.
  - (4) If the new occupant of a foster home is a person subject to a criminal records check, a criminal records check shall be initiated within ten working days of the date the person becomes a household member.
  - (5) If the new occupant is a person at least eighteen years of age, a check of the central registry of abuse and neglect shall be initiated within ten working days of the date the person becomes a household member.
- (B) If there is a new occupant in a foster home, the agency shall review the new circumstances and, if necessary, redetermine the specific number, age, and sex of children to be placed with the foster caregiver taking into consideration the new occupant(s) of the foster home.
- (1) The review and redetermination shall be completed within thirty days after the notification of the change of occupancy and documented in the caregiver's record.
  - (2) If the new occupant is the spouse of the foster caregiver or a co-parent to be

added to the foster home certificate and the person has not previously completed the preplacement training for a foster caregiver required by rule 5101:2-5-33 of the Administrative Code, the agency shall ensure the person completes the required preplacement training not later than one hundred twenty days after becoming an occupant of the home.

- (3) The spouse or co-parent shall not be added to the foster home certificate until after the spouse or co-parent completes the required preplacement training.
- (4) The required continuing training hours shall be prorated from the date the spouse or co-parent is added to the foster caregiver's certificate through the expiration date of the current certificate.

(C) If the agency is notified of a change of address of a foster home, the agency shall:

- (1) Conduct a safety audit of the foster caregiver's new residence using the JFS 01348 "Safety Audit of a Foster Home" (rev. 1/2003) within ten working days after the notification or the change of address is received.
- (2) Require the foster caregiver obtain a fire safety inspection certifying the foster caregiver's new residence is free from conditions hazardous to the safety of foster children. The fire safety inspection shall be requested within thirty days and conducted within ninety days of the change of address by a state certified fire safety inspector or the state fire marshal's office.
- (3) Evaluate whether the foster home remains in compliance with Chapters 5101:2-5 and 5101:2-7 of the Administrative Code.
- (4) Review the foster caregiver's new living situation and, if necessary, redetermine the specific number, age, and sex of children to be placed with the foster caregiver taking into consideration the physical facilities of the foster caregiver's new residence.
  - (a) The review and redetermination, shall address sleeping arrangements, beds/cribs and bedrooms at the new address, and be documented in the caregiver's record.
  - (b) The review and redetermination shall be completed within thirty days of the agency's notification of the change of address.

(D) If the agency does not have access to the statewide automated child welfare information system (SACWIS), the agency shall submit a JFS 01317

"Recommendation for Certification/Recertification of a Foster Home" (rev. 1/2003) to the Ohio department of job and family services to recommend any change causing a change on the face of the foster home certificate.

- (E) If the agency has access to SACWIS, the agency shall enter any change causing a change on the face of the foster home certificate into SACWIS and submit the recommendation to the Ohio department of job and family services.
- (F) The recommendation to the Ohio department of job and family services shall be made within thirty calendar days of the agency's receipt of notification except:
  - (1) When the change is the result of a new spouse or co-parent being added to the foster caregiver's certificate as outlined in paragraph (A) of this rule, the recommendation shall be made within thirty days after the new spouse or co-parent completes their preplacement training.
  - (2) When there is a change of address, the recommendation shall be made within thirty calendar days after either the notification or the change of address.

Effective: 10/01/2015

Five Year Review (FYR) Dates: 06/25/2015

CERTIFIED ELECTRONICALLY

---

Certification

09/03/2015

---

Date

Promulgated Under: 119.03  
Statutory Authority: 5103.03 , 3107.033  
Rule Amplifies: 5103.02, 5103.03  
Prior Effective Dates: 12/30/66, 10/1/86, 2/1/88, 7/2/90 (Emer.), 10/1/90,  
1/1/91, 9/18/96, 7/1/00, 1/1/03, 12/11/06, 7/1/09