

ACTION: ORIGINAL
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TO BE RESCINDED

5101:2-13-08 **Reference checks.**

(A) Prior to initial license issuance each license applicant shall provide the director three written references.

(1) The references shall be signed and dated statements from persons not related to the applicant, shall include the names, addresses, and telephone numbers of the persons making the statements, and shall attest to the suitability of the applicant to own and operate a type A home.

(2) References shall not be required of persons such as, but not limited to, owner representatives, board members, or officers of firms, organizations, institutions, or agencies, unless such persons are potential employees of the type A home.

(B) The licensee of a type A home or his designee shall check at least three references of an applicant for hire prior to hiring or within thirty days of hiring the applicant to work as an employee in a type A home.

(1) The references shall be provided from persons not related to the applicant for hire, and shall attest to the suitability of the applicant to work in a type A home.

(2) Records of the reference checks shall be maintained on file at the home. Verification shall be either a signed written reference or dated comments following a telephone reference check, signed by the licensee or his designee, that includes the reference's name and telephone number.

(C) The parent board of a parent cooperative type A home may provide as references a written statement which attests to the suitability and character of all parent-members who are employees of the type A home.

Effective:

R.C. 119.032 review dates: 9/13/2002

Certification

Date

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