

**CLINTON COUNTY JOB AND FAMILY SERVICES  
CHILD PROTECTION UNIT  
ADOPTION PROGRAM**

**ADOPTION REVIEW PROCEDURES**

In accordance with section 5101:2-48-24(A) through (F), Clinton County Job and Family Services has developed a policy and procedure to review complaints from adoptive applicants, prospective adoptive families and adoptive families.

- (A) An adoptive applicant, prospective adoptive family and approved adoptive families may request an agency review at any time that they have a concern or grievance regarding adoption services that they are receiving from Clinton County Job and Family Services.
- (B) To initiate a review the following steps must be taken:
  - 1. All complaints shall be filed in writing with the Administrator of the Child Protection Unit at Clinton County Job and Family Services.
  - 2. The written complaint shall describe all pertinent facts in regards to the grievance.
  - 3. The complaint shall be signed by the person(s) making the complaint.
- (C) The agency review shall **occur within thirty days of the receipt of a request for an agency review and shall include a face to face meeting with the adoptive applicant, prospective adoptive families and approved adoptive families requesting an agency review, the adoptive family caseworker, the Adoption/Foster Care Supervisor and the Administrator of Clinton County Job and Family Services, Child Protection Unit or his designee.**
- (D) A written decision, including the reason for the decision, shall be rendered by the Administrator of Clinton County Job and Family Services/Child Protection Unit or his designee. The decision shall be based upon the evidence presented at the review. A copy of the decision shall be provided to all parties to the agency review within **fifteen days of the review.**
- (E) All documentation related to notification regarding rights to an agency review and written decisions of the agency review required by 5101:2-48-24, shall be maintained in the child and family case record.
- (F) When an approved adoptive family requests an agency review because the family believes an adoptive placement was denied or will be denied solely on the basis of geographic location, Clinton County Job and Family Services/Child Protection Unit shall provide the family with notices and copies of all materials related to requesting a state hearing.

- (G) **For complaints involving alleged discriminatory acts, policies, or practices pertaining to the foster care and adoption process that involve race, color or national origin, the procedures contained in Rule 5101:2-33-03 of the Administrative Code supersede the requirements of this rule.**
  
- (H) Clinton County Job and Family Services shall follow procedures as outlined in Rule 5101:2-33-13 of the Administrative Code when an agency determines there may knowingly be falsification on an adoptive application or homestudy.

Submitted by:

Updated: June 30, 2008

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Adoption/Foster Care Supervisor

Approved by:

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John Hosler  
Director, Clinton County Job and Family Services