

**CLINTON COUNTY JOB AND FAMILY SERVICES
FOSTER CARE PROGRAM
POLICY ON 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 to determine that new household occupants meet any applicable requirements of chapter 5101:2-5 or Chapter 5101:2-7 of the Administrative Code. 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 sixty days of the date the individual became a household member unless the new occupant is an infant born to the foster caregiver and the agency documents in the foster care record that the foster caregiver has had prenatal care from a physician during the pregnancy. If the new occupant is an infant child of the foster caregiver and is receiving periodic medical examinations from a physician, the JFS 01653 shall be completed within ninety days of the date the infant becomes a household member. 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. If a 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. Whenever 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. The review and redetermination shall be completed within thirty days after the notification of the change of occupancy and shall be documented in the caregiver's record. If the new occupant is the spouse of the foster caregiver or a co-parent who is 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 that the person completes the required preplacement training not later than one hundred twenty days after becoming an occupant of the home. Only when the spouse or co-parent has completed the required preplacement training shall the spouse or co-parent be added to the foster home certificate. The required continuing training hours shall be prorated from the date the spouse or co-parent completes the preplacement training and is added to the foster caregiver's certificate until the expiration date of the certificate. For example, a new spouse or co-parent who completes the preplacement training when there is one year remaining on the foster care certificate shall be required to complete one half of the required continuing training for that certification period.
- B. Upon notification of a change of address of a foster home, the agency shall, within ten working days after the notification or the change of address, conduct a safety audit of the foster caregiver's new residence using the **JFS 01348** "Safety Audit of a Foster Home" (rev. 1/2003.) The agency shall also require the foster caregiver to obtain a fire safety

inspection certifying that the foster caregiver's new residence is free from conditions hazardous to the safety of foster children. The fire safety inspection shall be conducted within ninety days of the change of address by a state certified fire safety inspector or the state fire marshal's office. The agency shall also evaluate whether the foster home remains in compliance with Chapters 5101:2-5 and 5101:2-7 of the Administrative Code. The agency shall 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. The review and redetermination, which shall address sleeping arrangements, beds/cribs and bedrooms at the new address, shall be documented in the caregiver's record. The review and redetermination shall be completed within thirty days of the agency's notification of the change of address.

- C. An 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 which would cause a change on the face of the foster home certificate. Except when the change is the result of a new spouse or co-parent who will be added to the foster caregiver's certificate as outlined in paragraph (A) of this rule, the recommendation shall be made within thirty calendar days of the agency's receipt of notification, or in the case of a change of address, within thirty calendar days after either the notification or the change of address.

Submitted by:

Effective Date: June 30, 2008

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Approved by:

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