

**CLINTON COUNTY JOB AND FAMILY SERVICES  
FOSTER CARE PROGRAM  
POLICY ON CHILD RECORDS**

- A. An agency providing twenty-four hour out-of-home care for a child shall maintain a case record for each child in out-of-home care which shall include, but not be limited to the documentation as required by Chapters 5101:2-5, 5101:2-7, 5101:2-9, 5101:2-39, 5101:2-42, and 5101:2-48 of the Administrative Code as applicable to the certified function of the agency for at least five years after discharge.
  
- B. All written documentation required by the rules referenced in paragraph (A) of this rule may be maintained at a central office location except that a copy of each child's current service plan, a color photograph that shall be updated annually, and current medical records shall be kept on the premises of the agency office providing services to the child or at the residential facility in which the child is placed.
  
- C. An agency that holds custody of a child and places the child in a residential facility or foster home operated by or recommended for certification by another agency shall provide to the agency operating the residential facility or recommending the foster home for certification, copies of all medical, social, legal, educational or other data within fifteen days of placement or upon request of the agency.

Submitted by:

Effective Date: June 30, 2008

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Kathi Spirk, LSW  
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Approved by:

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John Hosler  
Director