

**CLINTON COUNTY JOB AND FAMILY SERVICES  
FOSTER CARE PROGRAM  
POLICY ON FOSTER HOME RECERTIFICATION PROCEDURE**

- A. Not less than ninety or more than one hundred twenty calendar days prior to the expiration of a foster home certificate, the recommending agency shall notify a foster caregiver of the date of expiration of the certificate. The notification shall identify any information or documentation which a foster caregiver is required to submit for recertification. The notification shall be on **JFS 01331**, “Notice of Expiration and Reapplication for a Foster Home Certificate” (Rev. 1/2003.)
- B. Following agency notification to the foster caregiver as required by paragraph (A) of this rule, if the caregiver fails to either reapply or voluntarily terminate prior to the expiration date of the certificate, the foster home certificate shall expire.
- C. If a foster home certificate expires because a caregiver has failed to comply with paragraph (H) of Rule **5101:2-7-14** of the Administrative Code there are no rights to appeal pursuant to Chapter 119 of the Revised Code.
- D. Following the expiration of a foster home certificate, 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 (ODJFS) after entering the appropriate data into the ODJFS uniform statewide automated child welfare information system to close the home.
- E. Prior to the recommendation for and expiration of a current certificate, if a foster caregiver(s) has re-applied for a foster home certificate, an assessor shall complete a **JFS 01385**, “Ohio Department of Job and Family Services Assessment for Child Placement Update” (Rev. 6/2001,) to ensure that the foster caregiver(s) remains in compliance with the requirements set forth in Chapter 5101:2-7 of the Administrative Code.
- F. An assessor’s reassessment of a foster home shall include at least one home visit and one interview with each member of the household (except foster children) over the age of four years currently residing in the home. This may be a joint interview or individual interviews.
- G. Prior to recommending a foster home for recertification and prior to or within ten working days after any relocation of a foster home an agency shall conduct a safety audit of the foster caregiver’s residence and document that the residence has met all safety standards required by Rules **5101:2-7-05, 5101:2-7-10, 5101:2-7-12, and 5101:2-7-15** of the Administrative Code by completing a **JFS 01348** “Safety Audit of a Foster Home” (Rev. 1/2003.) Any deficiencies noted on the JFS 01348 shall result in the completion of a rule violation report and a corrective action plan in accordance with paragraph (E) of Rule **5101:2-5-28**.

- H. In addition to completion of the JFS 01348 an agency may require a foster caregiver to have the foster home inspected by a certified fire safety inspector prior to recommending the home for recertification if the agency deems it necessary to ensure that the home is free from conditions which may be hazardous to the safety of a foster child.
- I. In order to ensure the safety, health or care of a foster child, an agency may require a report of a physical, psychiatric or psychological examination or treatment of the caregiver or any foster home resident. Such examination shall be conducted by a licensed physician, psychologist, or other certified or licensed professional.
- J. Prior to the expiration date of a foster home certificate an agency shall enter required data into the ODJFS uniform statewide automated child welfare information system, and submit an original JFS 01317 to ODJFS recommending:
1. Recertification;
  2. Denial of recertification; or
  3. Closure, based on receipt of a voluntary withdrawal or failure of the caregiver(s) to submit a reapplication as required by Rule 5101:2-7-14 of the Administrative Code.
- K. Upon receipt and approval of the JFS 01317, ODJFS will determine the effective and expiration dates of the certificate, and enter the necessary data into the ODJFS uniform statewide automated child welfare information system to generate a foster home certificate.
- L. The effective date of a foster home certificate shall be the day of expiration of the previous certificate or the date of receipt of the original JFS 01317, as evidenced by the ODJFS date stamp, if received after the expiration date of the previous certificate, provided that the family reapplied prior to expiration as evidenced by a copy of the JFS 01331. If the family fails to reapply prior to the date of expiration of the previous certificate, the certificate will expire and the family must re-apply for initial certification pursuant to Rule **5101:2-5-20** of the Administrative Code.

Submitted by:

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Approved by:

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