

**CLINTON COUNTY JOB AND FAMILY SERVICES
FOSTER CARE PROGRAM
POLICY ON RETAINED APPLICANT FINGERPRINT DATABASE
INFORMATION EXCHANGE (RAPBACK) (Rule – 5101:2-33-80)**

This policy coincides with Rule – 5101:2-5-09.1 – Criminal records check required for certain prospective employees and certified foster caregivers.

- A. A public children services agency (PCSA,) private child placing agency (PCPA) or private non-custodial agency (PNA) shall establish an e-mail account in order to receive electronic notifications from the Ohio Department of Job and Family Services (ODJFS) regarding the retained applicant database information exchange.
- B. The agency shall submit the e-mail account information to ODJFS according to the following:
 - 1. Within ten days of the effective date of this rule for currently licensed agencies.
 - 2. Within ten days of receiving its license from ODJFS for an agency licensed after the effective date of this rule.
 - 3. Within twenty-four hours of changing the e-mail account information, if the information changes after submission to ODJFS.
- C. The agency shall enter the following information regarding any adult household member subject to a criminal records check on the JFS 01318 “Retained Applicant Database Required Information” (12/2008):
 - 1. Legal name.
 - 2. Date of birth.
 - 3. Social security number.
- D. The information required in paragraph (C) of this rule shall be completed as follows:
 - 1. Within sixty days of the effective date of this rule for currently licensed or approved foster and adoptive homes.
 - 2. Upon the recommendation to certify or approve a foster or adoptive home if the home is recommended to be certified or approved after the effective date of this rule.
- E. If the agency receives a notification that an individual in the home of a certified foster caregiver or in the home of a person approved for adoption has been fingerprinted in

relation to a crime, the agency shall contact BCII within two business days of receiving the notification to request additional information.

- F. The agency shall review any additional information within one business day of receiving it from BCII.
- G. If a home is certified as a foster home and approved for adoption by two different agencies, each agency shall perform the requirements of this rule.
- H. If the additional information from BCII indicates that a person in the household of a certified foster caregiver or in the home of a person approved for adoption has been arrested, convicted, or plead guilty to any offense, the agency shall take appropriate action within twenty-four hours of receiving the additional information from BCII. Appropriate action at a minimum shall include:
 - 1. Contact the local law enforcement agency that made the arrest.
 - 2. Notify, within twenty-four hours, any other agency that holds custody of a child in the home and inform the agency of the information received.
 - 3. Re-evaluate the household to ensure the home will not jeopardize in any way the health, safety or welfare of the children in the home.
- I. The agency shall complete and submit to ODJFS the JFS 01301 "Retained Applicant Fingerprint Database Post-Notification Report" (12/2008) within ten business days after taking action on the additional information received from BCII.
- J. The agency shall document all information and results related to the retained applicant database information exchange in the file of the foster caregiver or the adoptive home.

Submitted by:

Effective Date: December 31, 2008

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Approved by:

John Hosler
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