

## Adoption & Foster Care Inquiries

### SUMMIT COUNTY CHILDREN SERVICES

<p><b>ORC:</b> N/A</p> <p><b>OAC:</b> 5101:2-48-08</p> <p><b>USC:</b> N/A</p> <p><b>CFR:</b> N/A</p>	<p><b>ORIGINAL:</b> 01/01/04</p> <p><b>REVISIONS:</b> 09/16/05; 04/07/08; 06/23/10; 06/08/15</p> <p><b>RELATED FORM(S):</b> N/A</p> <p><b>RELATED PROCEDURE/POLICY(IES):</b> N/A</p>
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|---|---|
| <input type="checkbox"/> Administrative         | <input type="checkbox"/> Legal  |
| <input type="checkbox"/> Fiscal                 | <input type="checkbox"/> Safety & Security                              |
| <input type="checkbox"/> Human Resources        | <input type="checkbox"/> Social Services - All Departments              |
| <input type="checkbox"/> Information Technology | <input checked="" type="checkbox"/> Social Services - Foster & Adoption |

All Staff       Bargaining Unit       Non-Bargaining       Management

#### **POLICY:**

Summit County Children Services (SCCS) documents and responds to all inquiries about the adoptive and foster care processes.

#### **PROCEDURE:**

SCCS staff who is responsible for handling information requests about adoption and/or foster care logs all such inquiries and all follow-ups in the statewide automated child welfare information system (SACWIS). SCCS responds to all inquiries about adoption and foster care within seven (7) business days by mailing a packet to the inquirer which includes:

1. An invitation to SCCS's next informational meeting about adoption and foster care programs.
2. Information about SCCS's website.
3. Instructions on how to obtain an application for adoption and foster care.
4. A copy of the Ohio Adoption Guide (JFS 01675)
5. Information about SCCS's home-study process.
6. Information on the fingerprinting and criminal record check process.
7. Descriptions of adoption subsidies.
8. Information on complaints in the adoption or foster care process involving race, color or national origin.
9. Information on non-discrimination requirements for adoptive and foster care placements (JFS 1611).
10. A copy of the discrimination complaint form (JFS 02333).
11. Information about the types of children available for placement.

SCCS staff sends a confirmation letter to the inquirer prior to the first pre-service training class. SCCS will make additional follow-ups if the inquirer does not attend the first class.

If the inquirer lives outside the state of Ohio SCCS still provides a copy of the JFS 01675 to the inquirer within seven (7) business days. If the out of state inquirer has an approved home-study and identified a child they are interested in, SCCS provides the telephone number of the custodial agency. If the out of state inquirer does not have an approved home-study, SCCS informs the inquirer that they need a completed and approved home-study from their state of residence in order to adopt an Ohio child.

If an inquirer resides in Ohio, but does not meet SCCS's adoption policy requirements, SCCS refers the individual to another agency for adoption services within seven (7) business days of the inquiry. SCCS will provide the inquirer information regarding the PCSA in the inquirer's county of residence, including:

1. The PCSA's name
2. The PCSA's address
3. The PCSA's telephone number