

**Occupancy Change in a Caregiver Home**

**SUMMIT COUNTY CHILDREN SERVICES**

<b>ORC:</b> 5103.02; 5103.03  <b>OAC:</b> 5101:2-5-30; 5101:2-7-14  <b>USC:</b> N/A  <b>CFR:</b> N/A	<b>ORIGINAL:</b> 05/07  <b>REVISIONS:</b> 06/10; 5/16; 05/31/2016  <b>RELATED FORM(S):</b> N/A  <b>RELATED PROCEDURE/POLICY(IES):</b> N/A
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| <input type="checkbox"/> Administrative<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Human Resources<br><input type="checkbox"/> Information Technology | <input type="checkbox"/> Legal<br><input type="checkbox"/> Safety & Security<br><input type="checkbox"/> Social Services - All Departments<br><input checked="" type="checkbox"/> Social Services - Foster & Adoption |
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All Staff       Bargaining Unit       Non-Bargaining       Management

**POLICY:**

All SCCS caregivers are required to notify SCCS of household occupancy or marital status change. SCCS will assess the new circumstances and how the change affects the household composition and continued placement of children in Agency custody.

**PROCEDURE:**

Caregivers must notify SCCS within twenty-four (24) hours of any change in household occupancy or marital status. Caregivers must notify SCCS in writing prior to allowing any person to reside in the home for more than fourteen (14) days. Household members of a caregiver home shall submit to a new SACWIS search if they return to the caregiver home after residing outside of the home for more than fourteen (14) days. Failure to timely notify SCCS of any change in the household occupancy results in a finding of a rule violation for licensed foster parents.

The coordinator/caseworker assigned to the caregiver home shall complete an amendment in SACWIS within thirty (30) days of the date of the change, or within thirty (30) days of the date the coordinator/caseworker became aware of the change. The coordinator/caseworker shall complete the following in the event of a change in occupancy or marital status in a caregiver home:

## Foster Caregiver:

1. If necessary, re-determine the age range, number and gender of children the family is approved to care for. The re-evaluation must address sleeping arrangements of caregivers and household members.
2. Obtain an updated Applicant Financial Statement (JFS 01681), if there are substantial changes in the family's financial status as a result of the occupancy change.
3. Conduct a child abuse/neglect history check in SACWIS for all adult household members within 10 working days.
4. Request a central registry check of any other state the new adult household member lived in for the five (5) years immediately prior to the date of the criminal records check for the new household member.
5. Obtain a Bureau of Criminal Investigation (BCI) and FBI background check within ten (10) working days of the date the person becomes a household member. If the caseworker was not properly notified of the change, the caseworker shall conduct the background checks within ten (10) business days of learning of the change.
6. A local police check for all adult household occupants.
7. Obtain the "Medical Statement for Foster Care/Adoptive Applicant and All Household Members" (JFS 01653) for the new occupant within ninety (90) days of when the person moves into the home, or when the caseworker becomes aware of the change.
  - a. If the new occupant is an infant child of the foster caregivers and is receiving periodic medical examinations from a physician, the JFS 01653 must be completed within 90 days of the date the infant becomes a household member.
  - b. The JFS 01653 is not required for an adopted child who resided in the caregiver home as a foster child immediately prior to the adoption.
8. The Recommendation for Certification/Recertification of a Foster Home (JFS 01317) is required when the new occupant intends to become a licensed foster co-parent.
9. Obtain the name of any agency the person has applied to or had a homestudy approved for foster care or adoption, or any organization they have worked with in providing care and supervision of children. The new household member shall complete written releases so SCCS may contact such reference.
10. If the new household member is the co-parent or spouse of the caregiver, and must be added to the certificate, the caseworker shall:
  - a. Contact all adult children of the new household member for a reference.
  - b. Verify the new household member completes preplacement training no later than one hundred eighty (180) days after becoming a household member. The person shall not be added to the foster care certificate until the training has been completed.
11. Initiate a rule violation if a licensed foster caregiver fails to notify SCCS of a change in household occupancy within 24 hours or prior to allowing any person to reside in the foster home for more than two (2) weeks.

12. Immediately request a placement staffing if the occupancy change necessitates the consideration of a placement change.

Kinship Caregiver:

1. Complete a home study re-evaluation within thirty (30) calendar days after notification of a change of occupancy or marital status, including a redetermination of the age range, number and sex of children in the home.
2. Address sleeping arrangements of caregivers and all household members.
3. Update financial situation.
4. Complete the BCI and FBI background check within ten (10) business days of notification of the occupancy or marital status change.
5. Conduct a child abuse/neglect history check in SACWIS for all adult household members within 10 working days.