

## Termination, Revocation or Denial of Foster Home Certificate

### SUMMIT COUNTY CHILDREN SERVICES

<b>ORC:</b> 5103.02; 5103.03  <b>OAC:</b> 5101:2-5-26; 5101:2-5-27; 5101:2-5-28  <b>USC:</b> NA  <b>CFR:</b> NA	<b>ORIGINAL:</b> 6/06  <b>REVISIONS:</b> 8/23/06; 9/30/09; 11/21/11; 4/29/14; 10/2/19; 2/11/20  <b>RELATED FORM(S):</b> JFS 01315; JFS 01331  <b>RELATED PROCEDURE/POLICY(IES):</b> NA
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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:**

Summit County Children Services (SCCS) shall recommend denial of initial certification, denial of recertification or revocation of a foster home certificate when it has been found through investigation that anyone or a combination of circumstances listed in OAC chapter 5101:2-5-28(B) has been found and/or substantiated. SCCS shall work in conjunction with the Ohio Department of Job and Family Services (ODJFS), according to the procedures of this policy.

**PROCEDURE:**

If SCCS decides to recommend denial of initial certification, denial of recertification or revocation, SCCS will provide written notification by regular mail and certified mail, return receipt requested, to the applicant or foster caregiver of the following:

- Reason for the decision to recommend denial of initial certification, denial of recertification or revocation;
- The specific law or rule(s) with which the applicant or foster caregiver allegedly is not in compliance;
- The method of and time limits for requesting an agency grievance meeting; and
- That the final decision to deny the initial certification or recertification or to revoke certification will be made by ODJFS at which time the applicant or caregiver shall be afforded the opportunity to request a state hearing.

Notification as outline above will be documented on the JFS 01315, Notification of Denial of Initial Certification, Recertification or Revocation of a Foster Home Certificate.

Following notification to the applicant or foster caregiver, SCCS will notify ODJFS of its recommendation to deny initial certification, deny recertification or revoke the certificate via SACWIS, and shall submit documentation of the following:

- A summary of a grievance meeting, if one was held;
- Identification of rules with which the applicant or foster caregiver is allegedly not in compliance;
- Specific documentation and evidence supporting the recommendation; and
- A copy of the JFS 01315 and the certified mail return receipt sent to the applicant or foster caregiver.

Upon receipt of the above information from SCCS, ODJFS will evaluate the evidence and documentation submitted by SCCS and take one of the following actions:

- Return the evidence to the agency due to insufficient or inappropriate evidence and documentation with a written explanation of the deficiency;
- Reject the agency recommendation in writing specifying the reasons for rejection; or
- Proceed with the denial or revocation process and notify the applicant or caregiver and SCCS.

Any foster home application or certificate denied or revoked by ODJFS will make the applicant or person to whom the certificate was issued ineligible for any ODJFS children services license or certification for five (5) years from the date of denial or revocation or the exhaustion of all appeals, whichever is first.

A foster caregiver may voluntarily terminate a foster home certificate for any reason by providing written notice of intent to terminate and the effective date of termination to SCCS. Within two working days of receipt of the notice, SCCS will notify any other agency which has a foster child placed within the home.

Upon termination, the Foster Home Coordinator will notify Security personnel to deactivate the foster caregiver's access badge.

The agency which recommended the certificate shall, each week day or as information becomes available about a voluntary termination, submit the information in SACWIS and forward the information to ODJFS for approval.

Not less than ninety or more than one hundred twenty calendar days prior to the expiration of a foster home certificate, SCCS shall notify the foster caregiver of the date of expiration of the certificate. Following notification to the foster caregiver on the JFS 01331, Notice of Expiration and Reapplication for a Foster Home Certificate, if the caregiver fails to reapply or voluntarily terminates, the foster home certificate will expire. If the foster home certificate expires due to failure of the caregiver to comply, the caregiver will have no rights to appeal. Following the expiration of a foster home certificate, SCCS will recommend closure of the foster home in SACWIS.