

Transfer of a Foster Home from SCCS

SUMMIT COUNTY CHILDREN SERVICES

ORC: 5103.03 OAC: 5101:2-5-31 USC: N/A CFR: N/A	ORIGINAL: 05/07 REVISIONS: 06/16 RELATED FORM(S): N/A RELATED PROCEDURE/POLICY(IES): N/A
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| <input type="checkbox"/> Administrative
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Human Resources
<input type="checkbox"/> Information Technology | <input type="checkbox"/> Legal
<input type="checkbox"/> Safety & Security
<input type="checkbox"/> Social Services - All Departments
<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) foster homes must submit in writing a request for their foster care license to be transferred to another agency. SCCS only transfers a certified foster home to another agency that is certified by the Ohio Department of Job & Family Services (ODJFS) to recommend foster homes.

PROCEDURE:

SCCS may transfer a foster home certified by SCCS to another agency that is certified by the Ohio Department of Job & Family Services (ODJFS) to recommend foster homes.

SCCS may transfer a foster home to another agency only if the foster caregiver has been certified with SCCS for a minimum of one year. A foster caregiver shall not transfer agencies more than once during a certification period. Exceptions may be made for foster caregivers who relocate to a county that is not served by SCCS if the receiving agency agrees.

If a foster caregiver meets the above requirements, they may express a desire to transfer from SCCS in writing to the receiving agency. If the receiving agency decides to consider the transfer, they shall notify SCCS in writing of the transfer request and ask for a complete copy of the caregiver's foster home record.

Upon receipt of a request for records from the receiving agency, SCCS must obtain a signed release of information from the foster caregiver. SCCS shall notify the receiving agency if SCCS previously made a decision not to place any additional children in the

caregiver's home, and why. The receiving agency must notify SCCS in writing if they want to proceed with considering the transfer request.

SCCS shall send records within fifteen (15) days of receipt of a signed release of information electronically, by certified mail, return receipt requested or hand delivered by agency staff. If records are hand delivered, SCCS must request a receipt showing the date the records were delivered. The records sent shall include the following:

- The most recent initial homestudy.
- All homestudy recertifications.
- The most recent alleged perpetrator report from SACWIS.
- The most recent training records.
- The most recent fire inspection reports.
- The most recent safety audits.
- The most recent medical reports.
- The most recent foster home exit interview.
- All complaints or rule violation investigations and corrective action plans.

SCCS shall not include the following with the records:

- Personal references.
- Criminal background checks.

SCCS must notify the receiving agency of any outstanding complaints, rule violation investigations and corrective action plans.

While the transfer is pending, SCCS must continue to work with the foster caregiver as it does with all other foster caregivers and shall continue to provide the caregiver with notification of training events needed according to the foster caregiver's written needs assessment and continuing training plan. SCCS shall allow the foster caregiver to attend any such events and continue to meet with the caregiver regarding the care of any child placed in the home.

If foster children are currently placed in the home, all custodial agencies must approve the transfer of the foster home, and sign the "Notification of Transfer of a Foster Home" (JFS 01334). If a custodial agency does not agree with the transfer while a child in its custody is placed in the home, the transfer shall not take place until that child is no longer placed in the home. No child shall be removed from a foster caregiver's home solely because the caregiver has requested a transfer from SCCS.

SCCS is responsible for completing a re-certification if the transfer is requested within ninety (90) days prior to the expiration of the certificate, unless otherwise agreed upon.

If the transfer request is approved, SCCS must enter the applicable data into SACWIS to complete the transfer to the receiving agency.