

Transfer of a Foster Home to SCCS

SUMMIT COUNTY CHILDREN SERVICES

ORC: 5103.03 OAC: 5101:2-5-31 USC: N/A CFR: N/A	ORIGINAL: 01/06 REVISIONS: 06/07, 06/16 RELATED FORM(S): N/A RELATED PROCEDURE/POLICY(IES): Shared Foster Homes
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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) considers requests from currently certified foster homes for transfer from another agency that is certified by the Ohio Department of Job & Family Services (ODJFS).

PROCEDURE:

SCCS only accepts a transfer of homes that are certified as family foster care. A foster caregiver who is certified to operate a specialized foster home may transfer to SCCS if the caregiver agrees that upon execution of the transfer, the foster home will be designated as a family foster home.

SCCS considers accepting the transfer of a foster home from another agency only if the foster caregiver has been certified with the sending agency for a minimum of one year. A foster caregiver shall not transfer more than once during a certification period. Exceptions may be made for the following circumstances:

1. The foster caregiver has relocated to a county served by SCCS and not served by the foster caregiver's recommending agency.
2. The foster caregiver's recommending agency ceases to recommend foster homes for certification to ODJFS.
3. If both the sending and receiving agency agree to the transfer of the foster home.

A foster caregiver must express a desire to transfer from their current recommending agency to SCCS in writing. Upon receipt of the request, SCCS must consider the request and make a decision to complete an assessment in order to determine whether to accept the transfer.

If SCCS decides to assess the transfer request, SCCS must notify the sending agency in writing that a transfer request has been received, and to request a complete copy of the caregiver's foster home records. SCCS shall only accept copies of records from the recommending agency, not from the foster caregiver directly.

SCCS may receive records electronically, by certified mail, return receipt requested or hand delivered by the recommending agency staff. If records are hand delivered, SCCS must provide a receipt showing the date the records were delivered.

The records received must include the following:

1. The most recent home study.
2. All homestudy recertifications.
3. The most recent training records.
4. The most recent fire inspection reports.
5. The most recent safety audits.
6. The most recent medical reports.
7. The most recent foster home exit interview.
8. All complaints or rule violation investigations and corrective action plans.

Records received shall not include:

1. Personal references.
2. Criminal background checks.

Upon receipt of the caregiver's records, SCCS assigns an Assessor to review the information and conduct an assessment of the transfer request. The Assessor must complete the assessment within sixty (60) days of receipt of the record. If the assessment cannot be completed within sixty (60) days, the assessor shall document the reason in the foster home record.

The assessor must complete the following in the assessment of a transfer:

1. Contact the sending agency and the foster caregiver to determine the reason for the transfer.
2. Conduct at least one home visit to the foster home.
3. Conduct face to face interviews with each foster caregiver and all household members over the age of four (4).
4. Determine if there are foster children in the home and if so, contact the agency with custody of the children to obtain their agreement to the transfer. The Placement Department shall initiate a shared placement agreement, if applicable.

5. Obtain three (3) new personal references from three (3) persons unrelated to the caregiver.
6. Obtain references from all adult children of the caregiver(s).
7. Obtain a new criminal record check for all persons subject to a criminal record check residing in the foster home. Results must be received, reviewed and approved prior to accepting a transfer request.
8. Complete a new safety audit of the foster home.
9. Document the decision to approve or deny the transfer request and the reasons for the decision.
10. Send a copy of the written approval or denial to the sending agency and the foster caregiver within five (5) business days of making the decision.

SCCS does not accept transfers of foster homes with a history of substantiated or indicated child abuse or neglect, pending complaints or rule violation investigations, or corrective action plans.

If SCCS denies the transfer request, all information in the copy of the caregiver's record from the recommending agency as well as any assessment information must be maintained by SCCS for at least two years. If SCCS approves the transfer request all information in the copy of the caregiver's record shall be incorporated into SCCS's foster care provider record.

If SCCS accepts transfer of the foster home, SCCS makes a recommendation to ODJFS to transfer the foster home by submitting the "Notification of Transfer of a Foster Home" (JFS 01334).

SCCS requires the sending agency to complete a re-certification if the transfer is requested within ninety (90) days prior to the expiration of the certificate, unless otherwise agreed upon.

Within thirty (30) calendar days after a transfer request has been processed by ODJFS, SCCS must provide an orientation to the foster caregiver of SCCS policies and procedures.