

**Adoption Homestudy Amendments**

**SUMMIT COUNTY CHILDREN SERVICES**

<b>ORC:</b> 3107.032	<b>ORIGINAL:</b> 04/05
<b>OAC:</b> 5101:2-48-12; 5101:2-48-12.2	<b>REVISIONS:</b> 04/10; 06/10; 06/11; 06/16
<b>USC:</b> N/A	<b>RELATED FORM(S):</b> N/A
<b>CFR:</b> N/A	<b>RELATED PROCEDURE/POLICY(IES):</b> N/A

- |   |   |
|---|---|
| <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:**

SCCS amends adoption homestudies within thirty (30) days of being notified of a change in the adoptive home.

**PROCEDURE:**

Amendments to the adoption homestudy must be completed within thirty (30) days of the change, or within thirty (30) days of SCCS becoming aware of changes if not notified as required by rule. The amendment shall be completed in SACWIS.

Approved adoptive caregivers must notify SCCS within one hour of the following circumstances:

1. The death of a child or household member.
2. A serious injury or illness involving medical treatment of the adoptive child.
3. Unauthorized absence of the adoptive child from the home.
4. Removal of the adoptive child from the home by any person or agency other than the placing agency, or attempts at such removal.
5. Any involvement of the adoptive child with law enforcement authorities.

Approved adoptive caregivers must notify SCCS within twenty-four (24) hours of the following circumstances:

1. A change in the number of child household members, not including foster children.
2. A change in the number of adult household members.
3. A change in the family's address.
4. A child in the home reaches the age of majority (18).
5. A significant change in financial status/income.

6. A change in the marital status of an approved adoptive parent.
7. Any serious illness or death of an approved adoptive parent or household member.
8. The finalization of an adoptive child.
9. A criminal charge or conviction of any approved adoptive parent or other household member.

The homestudy must be amended if SCCS is made aware of any of the following changes:

1. A change in the marital status of the approved adoptive parents.
2. The death of an approved adoptive parent or household member.
3. A change in household members, not including foster children.
4. A change of address for the adoptive family that is different than the address listed on the most recent homestudy or update.

If the amendment is due to a new household member, SCCS shall obtain the following for the new household member:

1. A "Medical Statement for Foster Care/Adoptive Applicant and All Household Members" (JFS 01653). The JFS 01653 shall be dated within ninety (90) days either of the date the person became a household member, or when SCCS became aware of the addition.
2. A Bureau of Criminal Investigation (BCI) and Federal Bureau of Investigation (FBI) records check. The criminal records checks shall be conducted within ten (10) working days either of the date the person became a household member, or when SCCS became aware of the change.
3. The names of and written, signed releases for any agency the new household member applied to or had a homestudy approved for foster care or adoption; or any organization they worked with in providing care and supervision of children.
4. An alleged perpetrator search in SACWIS within ten (10) working days either of when the person became a household member or when SCCS became aware of the change. The report shall be placed in the adoptive record and used to determine continued suitability of the adoptive family.
5. A check of the child abuse and neglect registry of any other state the new household member has resided in for the five (5) years immediately prior to the date of the criminal records check.
6. If the new household member is the spouse of the approved adoptive parent, and shall therefore be added as an approved adoptive parent, SCCS shall additionally obtain the following:
  - a. A reference from all adult children of the new spouse.
  - b. Verification of training requirements pursuant to Ohio Revised Code no later than one hundred eighty (180) days after becoming a household member. The spouse shall not be added to the adoption approval until the training has been completed.

If the amendment is due to a change of address of the adoptive family, SCCS shall obtain the following:

1. SCCS shall conduct a safety audit on the "Safety Audit" (JFS 01348) within ten (10) working days of either the relocation or when SCCS became aware of the relocation.

2. A fire safety inspection on the "Fire Inspection Report for Residential Facilities Certified by ODJFS" (JFS 01200) certifying the new residence is free from conditions hazardous to the safety of an adoptive child. The fire inspection shall be requested prior to or within thirty (30) days of the relocation, and completed prior to or within ninety (90) days of the relocation.

The Assessor shall notify the adoptive parent in writing of the approval or denial of the amendment to the adoption homestudy within ten (10) days of completing the amendment. If an amendment is denied, the adoption homestudy is no longer approved.

Notification of approval of an amendment shall include the following:

1. A summary of the change requiring the amendment.
2. The date of the notification of the change to SCCS.
3. The date the change occurred that required the amendment.
4. The date of approval of the adoption amendment.

Notification of denial of an amendment shall include the following:

1. A summary of the change requiring the amendment.
2. The date of the notification of the change to SCCS.
3. The date the change occurred that required the amendment.
4. The date of approval of the adoption amendment.

Notification of denial of an amendment shall include the following:

1. A detailed explanation of the reasons for the denial.
2. A description of the procedures of an Agency review.