

Adoption Homestudy Updates

SUMMIT COUNTY CHILDREN SERVICES

ORC: 3107.032 OAC: 5101:2-48-12; 5101:2-48-12.1 USC: N/A CFR: N/A	ORIGINAL: 04/05 REVISIONS: 04/10; 06/10; 06/11; 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:

SCCS updates all adoption home studies every two years per ODJFS rules for continued use and appropriateness of the home.

PROCEDURE:

All adoption homestudies must be updated every two (2) years from the date of approval of the initial homestudy, or the approval of the most current update, whichever is more recent. If a home is subsequently approved for adoption by SCCS, and SCCS approved the home for foster care, the next adoption update shall be completed when the current foster care certificate is recertified.

SCCS shall provide notification to the adoptive parent on the "Notice of Expiration and Re-application for Foster Home Certification or Adoption Homestudy Approval" (JFS 01331) at least ninety (90) days and no more than one hundred and fifty (150) days prior to the update or expiration date of the home study. The notification shall identify any information or documentation that is required for the homestudy update.

If the adoptive parent fails to apply for renewal of the homestudy on the JFS 01331 prior to the expiration date, or voluntarily terminates, the homestudy shall expire. SCCS shall close the adoptive family record and enter the information into SACWIS. The adoptive family must reapply through the initial homestudy application process if they wish to have an adoption homestudy approved after the expiration date.

An Assessor shall complete the homestudy update on the "Assessment for Child Placement Update" (JFS 01385), and compile and review the following:

1. A local police check on all adult household members.
2. Alleged perpetrator clearing in SACWIS on all adult household members. The report shall be placed in the adoptive provider record.
3. The most recent fire inspection by a state certified fire safety inspector, completed on the "Fire Inspection Report for Residential Facilities Certified by ODJFS" (JFS 01200). SCCS may request a new inspection as deemed necessary.
4. Federal Bureau of Investigation (FBI) records check for all adult members of the home every four (4) years.
5. Bureau of Criminal Identification and Investigation (BCII) records check for all adult household members every four (4) years.
6. If an existing resident of the home turned eighteen (18) years of age during the current approval span, including youth placed in the home, SCCS shall have criminal records checks completed at the time of the next update and every four (4) years thereafter at the time of the update.
7. A safety audit using the "Safety Audit" form (JFS 01348), which must be completed within six months prior to the approval of the adoption homestudy update.
8. The most recent well water test by an approved Ohio water testing laboratory. SCCS may require a new one if deemed necessary.
9. The most recent "Medical Statement for Foster Care/Adoptive Applicant and All Household Members" (JFS 01653) on any household members. SCCS may require a new JFS 01653 if the Agency deems it necessary. All JFS 01653's must be signed by a licensed physician, physician assistant, clinical nurse specialist, certified nurse practitioner, or certified midwife.
 - SCCS may require a report of physical, psychiatric or psychological examination or treatment of the caregivers or other household members to ensure the safety, health or care of children.
10. The most recent "Applicant Financial Statement" (JFS 01681). SCCS may require a new JFS 01653 if there are substantial changes to the family's financial status.
11. One written reference from someone aware of the family's dynamics and functioning, preferably a professional reference, if available. The reference may not be a family member.
12. The most recent "Large Family Assessment" (JFS 01530) if applicable.
13. At least one home visit and one interview with each member of the household over the age of four (4) currently residing in the home. This may be a joint or individual interview.

The Assessor shall complete the homestudy update report (JFS 01385) and include a summary of the evaluation and recommendations regarding the adoptive parent's ongoing abilities to adopt, and the general characteristics of the children to be considered for adoptive placement in the home.

If the adoptive parent has finalized an adoptive placement since the last update the report must also have an assessment of the adjustment and level of bonding of the previously adopted child and the family's ability to adjust to the adoption of an additional child.

The Assessor shall notify the adoptive family in writing of the approval or denial of the update within ten (10) calendar days of completing the update.

Approval notification shall include:

1. The date of approval of the update and the date the update expires.
2. A description of the characteristics of the child(ren) for whom the update is approved.

Denial notification shall include:

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

If SCCS receives a completed JFS 01331 at least thirty (30) days prior to the expiration date of the adoption approval, SCCS shall follow the requirements listed above to complete an assessment for the update. Upon completion of the assessment and prior to expiration of the current homestudy, SCCS shall enter the required data into SACWIS documenting one of the following:

1. Adoption update approval.
2. Denial of the adoption update and closure of the adoption homestudy.
3. Closure, based on receipt of voluntary withdrawal.

If SCCS receives a completed JFS 01331 less than thirty (30) days prior to the expiration the adoption approval expires on the date of expiration. Within ten (10) days of the expiration date SCCS shall provide written notification to the family of the following:

1. The adoption homestudy approval has expired.

The family must reapply for initial adoption approval pursuant to the Ohio Revised Code if they are interested in obtaining adoption homestudy approval.