

## **Procedure: Notification Required by Caregivers to SCCS**

### **Procedure No.:**

#### **Purpose of the procedure:**

To define the caregiver/network provider's responsibility for notification to SCCS of runaway, lost or injured children.

#### **Statement of procedure:**

It is the caregiver/network provider responsibility to keep SCCS informed of changes or circumstances affecting the placement of any child in the home.

1) A caregiver/network provider must notify SCCS immediately or no later than one (1) hour of any of the following:

- A serious injury or illness involving medical treatment of the foster/adoptive child;
- Death of a foster/adoptive child;
- Unauthorized absence of the foster/adoptive child from the home;
- Removal of the foster/adoptive child from the home by any person or agency other than the placing agency, or attempts at such removal;
- Any involvement of the foster/adoptive child with law enforcement authorities.

2) A caregiver/network provider must notify SCCS immediately or no later than within 24 hours of any of the following:

- Change in marital status of the caregiver;
- Serious injury, illness or death of any household member;
- Finalization of an adopted child;
- Criminal charge or conviction of any household member;
- Law enforcement involvement with any household member;
- Significant change in financial status/income;
- The home becomes uninhabitable for any reason;
- Services of the fire department are required;
- Change in the household occupancy of children or adults;
- Relocation/change of address of the family;
- Pets or domestic animal bites involving any individual.

A caregiver/network provider must notify SCCS coordinator at least four weeks prior to a planned relocation of the caregiver residence.

A caregiver shall notify SCCS within twenty-four hours of any charge of any criminal offense brought against the caregiver or any resident of the home. If the charges result in a conviction, the caregiver shall notify SCCS within twenty-four hours of the conviction. A caregiver or prospective caregiver must notify SCCS in writing within twenty-four hours if a person at least twelve (12) years of age, but less than eighteen (18) years of age, residing with the caregiver or prospective caregiver has been convicted of or pleaded guilty to any of the offenses listed in Appendix A of OAC 5101:2-7-02, or has been adjudicated to be a delinquent child for committing an act that if committed by an adult would have constituted such an offense. SCCS will notify the Ohio Department of Job and Family Services (ODJFS) should the agency learn that a foster caregiver failed to notify the SCCS of any circumstances related to criminal offenses. When SCCS notifies ODJFS under these circumstances, ODJFS shall initiate action to revoke the foster caregiver's certificate.

The caregiver/network provider must notify the SCCS coordinator and/or child's social worker in the event of any of the above circumstances. In the absence of the social worker, the caregiver/network provider must notify the supervisor or contact the SCCS hotline. The SCCS social worker or network provider must complete an incident report by the next work day. Failure of a caregiver/network provider to timely notify SCCS of any of the above referenced circumstances may result in termination of the child's placement in the home, termination of use of the caregiver's home for any children and notification to ODJFS to revoke the caregiver's certification to operate a family foster home if applicable.

**Related laws and standards:**

Ohio Revised Code (ORC):	2151.86, 5103.03, 5103.0319
Ohio Administrative Code (OAC):	5101:2-7-14,
United States Code (USC):	NA
Code of Federal Regulations (CFR):	NA

**Who is affected by the procedure?**

Caregivers and network providers, SCCS staff

**Review/Effective date:**

06/06, 08/06, 05/09/07, 9/2008, August 2009, 04/21/2010, 10/19/2012

**Policy/Procedure History Date:**

**Key words:**

Notification

**Associated policy (if applicable):**

**Also documented in:**

Placement Services Procedures Manual