

Recertification of Foster Homes

SUMMIT COUNTY CHILDREN SERVICES

<p>ORC: 5103.02, 5103.03</p> <p>OAC: 5101:2-5-24; 5101:2-5-33</p> <p>USC: N/A</p> <p>CFR: N/A</p>	<p>ORIGINAL: 01/06</p> <p>REVISIONS: 6/10, 06/11, 12/11, 04/16</p> <p>RELATED FORM(S): N/A</p> <p>RELATED PROCEDURE/POLICY(IES): Training for Family Foster Homes – Continuing Training, Training Needs Assessment for Family Foster Homes</p>
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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:

All licensed foster homes must complete a re-certification once every two years. SCCS verifies that the foster home continues to meet all requirements to remain licensed and recommends re-certification upon completion to ODJFS.

PROCEDURE:

Foster home re-certifications must be completed at least once every two (2) years from the beginning date of the current certificate. For any family dually licensed for foster care and approved for adoption, the adoption home study must always be updated at the same time of the foster home recertification (see Adoption Home Study Update and Expiration Procedure). Additional home amendments are conducted when there are substantial changes in the home or concerns about the home environment or care of the children.

The assigned Foster Home Coordinator, who must be an Assessor, completes the recertification, unless otherwise assigned at the discretion of the Foster Home Support Supervisor or Director of Placement & Permanency Planning.

As a member of the care and treatment team, the foster caregiver works cooperatively with the Agency representative in the planning, providing and discussion of the care and services provided to a foster child and shall disclose all information related to a foster child’s problems or progress. When applicable, the foster caregiver shall work

cooperatively with Agency representatives to provide independent living skills assessments instruction on independent living skills to the child by the foster caregiver.

Not less than ninety (90) or more than one hundred and fifty (150) days prior to the expiration of the foster home certificate, SCCS notifies the caregiver of the date of expiration. Notice to the foster home must be documented on the "Notice of Expiration and Reapplication for a Foster Home Certificate" (JFS 01331). The notification shall identify any information or documentation the caregiver is required to submit for re-certification.

If a foster caregiver family applies for recertification at least thirty (30) days prior to the expiration of a current certificate, the Assessor shall complete the "Assessment for Child Placement Update" (JFS 01385) so that the caregiver remains in compliance. If SCCS receives a completed JFS 01331 less than thirty (30) days prior to the expiration date of a foster home certificate, SCCS may complete the requirements for recertification if the Foster Home Coordinator has sufficient time and resources to complete the assessment and submit the requirements prior to the expiration of the foster home certificate. If the foster caregiver fails to reapply, fails to reapply more than thirty (30) days before the expiration and the assessment cannot be completed or voluntarily withdraws prior to expiration date of the certificate, the foster home certificate shall expire.

If a foster parent has not cared for a foster child as a placement or respite in the past twelve 12 months or refused the placement of a foster child, SCCS recommends denial of the foster care certification unless the Agency can demonstrate good cause to continue the certificate.

The Foster Home Coordinator's assessment for re-certification must include the following:

1. At least one home visit and one interview with each household member over the age of four (4) years currently residing in the home (except foster children). Interviews may be joint or separate interviews as necessary.
2. A local police check on all adult household members.
3. A Bureau of Criminal Identification and Investigation (BCII) and Federal Bureau of Investigation (FBI) check (every four years), on all adult household members; (see Criminal Record Check for Foster/Adoptive Parents procedure). If an existing resident of the home, including youth placed in the home, turned eighteen (18) years of age during the current certification span, SCCS shall have criminal records checks completed at the time of the next recertification and every four years thereafter at the time of recertification.
4. Alleged perpetrator clearing in SACWIS on all adult household members.
5. Prepared summary report based on SACWIS clearing of all adult household members.
6. A safety audit (JFS 01348), completed within six (6) months of recommending certification.
7. The most recent "Fire Inspection Report for Residential Facilities Certified by ODJFS" (JFS 01200).

8. The most recent annual well water test approved by the Health Department, if applicable.
9. The most recent "Medical Statements for Foster Care/Adoptive Applicant and all Household Members" (JFS 01653). SCCS can require a new JFS 01653 if it deems it necessary.
10. The most recent financial statements (JFS 01681). SCCS may require a new one if there are substantial changes to the family's financial status.
11. Documentation that continuing training requirements are met and ITNA is up-to-date (see Training for Family Foster Homes – Continuing Training procedure and Training Needs Assessment for Family Foster Homes)
12. Review and sign the Caregiver Agreement and Discipline Policy.
13. Refer to Foster Home Support Annual Assessment Checklist for other required agency documents.

Prior to re-certification, SCCS may require additional medical, psychological or psychiatric assessments or treatment of the caregiver or household members to ensure the safety, health or care of foster children.

The assigned coordinator must document the re-certification assessment in SACWIS, complete the Re-Certification Checklist, and submit the re-certification packet to the Foster Home Support Supervisor no less than thirty (30) days prior to the expiration of the foster license. If the re-certification packet cannot be submitted to the Foster Home Support Supervisor timely, the Foster Home Coordinator must notify the supervisor of the reasons for delay and the expected date of completion. Upon approval, the re-certification is submitted to the State within SACWIS.

The effective date of the foster home certificate is the first day following the expiration of the previous certificate or the date of receipt of the JFS 01317 by ODJFS if received after the expiration date of the previous certificate, provided the family reapplied prior to expiration as documented on the JFS 01331.