

Relocation of a Caregiver

SUMMIT COUNTY CHILDREN SERVICES

ORC: 5103.02, 5103.03 OAC: 5101:2-5-30; 5101:2-7-14; 5101:2-48-12.2 USC: N/A CFR: N/A	ORIGINAL: 05/07 REVISIONS: 05/09; 10/09; 05/31/2016 RELATED FORM(S): N/A RELATED PROCEDURE/POLICY(IES): Transfer of a Foster Home from SCCS
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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 SCCS caregivers are required to notify SCCS of intent to relocate. SCCS completes a Safety Audit and other supporting documentation to verify the new location is safe for licensure, approval and continued placement of children in agency custody.

PROCEDURE:

A caregiver must notify SCCS of any planned relocation at least four (4) weeks prior to the move. In the event of any unplanned relocation or if the foster home becomes uninhabitable for any reason the caregiver must notify SCCS within twenty-four (24) hours or the next working day. Failure to timely notify SCCS of any relocation, results in a finding of a rule violation for foster homes.

The assigned worker to the home must complete the following in the event they are notified of relocation, or become aware one has occurred:

Foster/Adoptive Caregivers:

1. Complete a Safety Audit (JFS 01348) within ten (10) working days of the relocation. If SCCS was not notified of the relocation as required by rule, the assigned worker must complete the safety audit within ten working days of the date they became aware of the change of address.
2. Complete a home study re-evaluation utilizing SACWIS and the Provider Status Change Checklist within thirty (30) calendar days of the change of address, including a re-determination of the age range, number and sex of children who

can be placed in the home. The re-evaluation must address sleeping arrangements, beds/cribs for household members and potential placements and descriptions of bedrooms.

3. Obtain a fire safety inspection on the "Fire Inspection Report for Residential Facilities Certified by ODJFS" (JFS 01200). The fire safety inspection shall be requested prior to or within thirty (30) days of the date of the change of address, or within thirty (30) days of when SCCS became aware of the relocation. The inspection must be conducted prior to or within ninety (90) days of the relocation, or within ninety (90) days of when SCCS became aware of the change.
4. Obtain updated Applicant Financial Statement (JFS 01681), if there are substantial changes in the family's financial status as a result of the relocation.
5. Obtain a well water test, if applicable.
6. Complete an amendment to the adoptive study, if approved for adoption.
7. Immediately request a placement staffing if the relocation may have any effect upon the placement of children in the caregiver home.
8. Initiate a rule violation if a licensed foster caregiver fails to notify SCCS at least four (4) weeks prior to a **planned** move or within twenty-four (24) hours of any **unplanned** move.
9. Caregivers who relocate outside of the SCCS service area are permitted to seek transfer of their license to another public or private foster/adoption agency. The transfer of their license must be done prior to relocation. (See Transfer of a Foster Home from SCCS).

Kinship Caregivers:

1. Complete a re-evaluation of the kinship home including a re-determination of the sleeping arrangements for all household members and prospective placements.
2. Complete a relative safety audit checklist.

Home Study Amendment

The caseworker shall amend the homestudy if the caregiver notifies them of a change of address. The amendment shall consist of the caseworker's narrative of their evaluation of the change that occurred, and document the date the caseworker was notified of the relocation. The caseworker must complete the amendment in SACWIS within thirty (30) days of the date they became aware the change occurred.