

## Appendix B to Rule 5101:2-14-02

**Orientation with County Department of Job and Family Services (CDJFS) and Applicant**

CDJFS Staff shall review the following items with the applicant during the orientation session:

- 1) Procedures for review of the applicant's credentials and for inspection of the applicant's type B home.
- 2) Requirements and procedures for using an emergency and substitute caregiver.
- 3) Items necessary to complete the bureau of criminal identification and investigation (BCII) and federal bureau of investigation (FBI) criminal records check.
- 4) Responsibilities of a licensed type B home provider.
- 5) Reimbursement rates and collection of the copayment and fees from parents.
- 6) Training and technical assistance requirements and availability.
- 7) Explanation and a paper or electronic copy of:
  - Chapter 5101:2-14 of the Administrative Code.
  - Chapter 5101:2-16 of the Administrative Code.
- 8) Responsibilities for maintaining the confidentiality of records of families and children receiving publicly funded child care.
- 9) Information necessary for the CDJFS to access records from the public children services agency (PCSA) concerning any abuse or neglect report made pursuant to section 2151.421 of the Revised Code including but not limited to the JFS 01302.