

Appendix A to Rule 5101:2-14-09

Assistant, Emergency Caregiver and Substitute Caregiver Requirements

Individuals who are currently licensed as a type B provider or certified in-home aide shall be in compliance with all requirements of 5101:2-14-06, 5101:2-14-07, and 5101:2-14-31 prior to the CDJFS approving as an emergency and/or substitute caregiver.

Individuals who are already approved as an emergency and/or substitute caregivers for a providers may automatically be approved as an assistant, emergency and/or substitute caregiver for another provider as long as the individual is still meeting the requirements listed below.

Individuals who are interested in becoming an assistant, emergency and/or substitute caregiver shall meet the following requirements prior to caring for children:

1. Is at least eighteen years of age.
2. Has not had his or her type A home provider or B home provider license and/or type B provider or in-home aide certification revoked in the previous five years.
3. Signs the JFS 01329 "Statement of Nonconviction for Type B Homes and In-Home Aides" (rev. 1/2014) and returned it to the CDJFS as required by rule 5101:2-14-07 of the Administrative Code.
4. Completes the JFS 01302 "Request for Child Abuse and Neglect Report Information" (rev. 1/2014).
5. Signs a statement submitted to the CDJFS attesting that he or she has not had a child removed from his or her home pursuant to section 2151.353 of the Revised Code.
6. Completes a bureau of criminal identification and investigation (BCII) and federal bureau of investigation (FBI) criminal records check conducted and results returned as prescribed in rule 5101:2-14-06 of the Administrative Code. The emergency and/or substitute caregiver shall not have a prohibited offense as required by rule 5101:2-14-07 of the Administrative Code.
7. Provides a safe and healthy environment when children are present.
8. Ensures that any individuals whose behavior or health endangers the health, safety and well-being of children are not present while child care is being provided by the emergency or substitute caregiver.
9. Has immediate access at all times to a working telephone on the premises which is capable of making outgoing calls and receiving incoming calls.
10. Sign the JFS 01923 "Emergency/Substitute Caregiver Statement," (rev. 1/2014) for individuals who are approved as emergency or substitute caregivers on or after April 1, 2003.
11. Completes Health and Safety Training course, not more than six months prior to the county department of job and family services (CDJFS) approving them as an emergency or substitute caregiver.
12. Completes and maintains current certification in both first aid and cardiopulmonary resuscitation (CPR) within ninety calendar days of being approved.