



Ohio Administrative Code

Rule 5101:2-5-02 Application for an agency to perform specific functions; amended applications.

Effective: January 1, 2025

(A) An applicant seeking to operate a private child placing agency (PCPA) or a private noncustodial agency (PNA) with the purpose of performing any of the functions specified in rule 5101:2-5-03 of the Administrative Code is to electronically submit a complete and correct application using the Ohio comprehensive child welfare information system (Ohio CCWIS).

(B) A local public entity (LPE) that is not a public children services agency (PCSA) that operates one or more of the functions specified in rule 5101:2-5-03 of the Administrative Code is to be considered as though the local public entity is a PNA. Unless a specific exception is made, references throughout Chapters 5101:2-5, 5101:2-7 and 5101:2-9 of the Administrative Code to a PNA or to an agency is to apply to a LPE that is not a PCSA. "Local public entity" (LPE) as used in this chapter of the Administrative Code means a county, including county courts, a municipal corporation, a combination of counties, a combination of municipal corporations, or a combination of one or more counties and one or more municipal corporations and that is not a PCSA.

(C) An applicant is to submit all materials and documentation required for the application.

(D) Any PCSA which intends to operate a residential facility is to electronically submit a complete and correct application using Ohio CCWIS .

(E) Applicable rules for agencies.

(1) Any PCSA, PCPA or PNA certified to perform functions listed in rule 5101:2-5-03 of the Administrative Code is to comply with all provisions of the Administrative Code applicable to the agency's performance of functions listed on its certificate. For agency noncompliance with applicable administrative rules, the Ohio department of children and youth (DCY) may require the agency to submit and comply with a corrective action plan or may deny initial certification, or in the case of a certified agency, revoke the PCSA's, PCPA's or PNA's certificate pursuant to Chapter 119. of the Revised Code.



(2) Any PCSA performing any function listed in rule 5101:2-5-03 of the Administrative Code not requiring certification is to comply with all applicable provisions of the Administrative Code. For PCSA noncompliance with applicable administrative rules when performing any function not requiring certification, DCY may take any action permitted under division (C) of section 5101.24 of the Revised Code.

(F) If an agency user has been inactive in Ohio CCWIS for one hundred twenty days, the agency is to re-register to enter the system.

(G) If an agency application is incomplete or inactive in Ohio CCWIS for at least twelve months from the date of submission, the application may be invalidated. If the application is invalidated, the agency is to re-apply.

(H) An application may be denied for failure to comply with any requirement of this rule or for any reason specified in rule 5101:2-5-07 of the Administrative Code.

(I) An agency is not to operate until a certificate is issued.

(J) An application to amend the certificate is needed for the following:

(1) If an agency certified to operate a function listed in rule 5101:2-5-03 of the Administrative Code seeks to operate another function that is required to be certified by rule 5101:2-5-03 of the Administrative Code. Not less than one hundred-twenty days prior to the anticipated operation of the new function, the agency is to electronically submit a complete and correct amended application requesting certification of the additional function. All additional information necessary for certification of the new function is to be submitted in Ohio CCWIS.

(2) If an agency certified to operate one or more functions listed in rule 5101:2-5-03 of the Administrative Code seeks to relocate a residential facility or operate a new residential facility, except in an emergency situation where residential facility becomes uninhabitable for any reason, it is to notify DCY not less than sixty days prior to the intended relocation or operation by submitting an amended application requesting certification of the residential facilities at the new location.



(3) If a residential facility has become uninhabitable, due to an emergency situation, the agency is to:

(a) Immediately notify any agency with children in placement and DCY of the emergency.

(b) Relocate the facility and any children in placement.

(c) Submit an amended application immediately after relocating.

(4) If an agency certified to operate one or more functions listed in rule 5101:2-5-03 of the Administrative Code seeks to relocate an office or add an office it is to submit a change in Ohio CCWIS which lists the office not less than thirty days prior to the anticipated operation of the new office. In emergency situations the agency is to follow the procedures in their agency policy developed pursuant to rule 5101:2-5-13.1 of the Administrative Code.

(5) If an agency has any of the following changes, the agency is to submit an amended application to DCY not less than ten days prior to the changes:

(a) When an agency ceases to operate a certified function.

(b) When an agency ceases to operate a branch office.

(c) When an agency ceases to operate a residential facility.

(6) If an agency certified to operate a private, nonprofit therapeutic wilderness camp, children's residential center or a group home has any of the following changes, the agency is to request and receive approval prior to implementing a change by submitting an application and any supporting documentation indicating the requested change:

(a) Sex of the children served.

(b) Age range of the children served.



(c) Number of the children served.

(7) If an agency has a change to any of the following positions of its governing body, the agency is to submit a change in Ohio CCWIS within ten days of the change :

(a) The administrator.

(b) The chairperson.

(c) The president.

(d) The owner.

(8) If an agency changes the agency name, the agency is to submit a change in Ohio CCWIS to notify DCY not later than thirty days prior to implementing a name change. The agency is to submit the following information along with the change in Ohio CCWIS:

(a) A copy of any amended articles of incorporation authorizing the name change.

(b) A copy of the minutes of the governing body meeting authorizing the name change.