AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
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# Ohio Administrative Code

## Rule 5180:2-48-08 Adoption inquiry.

Effective: May 1, 2022

(A) The public children services agency (PCSA), private child placing agency (PCPA) and private noncustodial agency (PNA) shall maintain a log of inquiries from persons interested in being adoptive parents. The agency shall document in the log any follow-up for each inquiry.

(B) If the inquirer resides in Ohio, the PCSA, PCPA or PNA shall provide the following to the inquirer within seven business days of the inquiry:

(1) A copy of the JFS 01675 "Ohio Adoption Guide: Handbook for Prospective Adoptive Families" or the link to access the guide electronically. The link for the state foster care and adoption website, www.FosterAndAdopt.jfs.ohio.gov.

(2) Instructions on how to get an application for adoption.

(3) A copy of the PCSA, PCPA or PNA adoption policy, or summary of the policy, prepared pursuant to rule 5101:2-48-05 of the Administrative Code.

(C) If the inquirer resides out of state and has an approved homestudy, the PCSA, PCPA or PNA shall send the inquirer a copy of the JFS 01675, or the link to access the guide electronically. If the family has identified a child they are interested in, the family should be given the contact information to the custodial agency. This information shall be provided to the inquirer within seven business days of the inquiry.

(D) If the inquirer resides out of state and does not have an approved homestudy, the PCSA, PCPA or PNA shall send the inquirer a copy of the JFS 01675, or the link to access the guide electronically. The PCSA, PCPA or PNA shall also inform the inquirer that they will need a completed and approved homestudy from their state of residence in order to adopt an Ohio child. This information shall be provided to the inquirer within seven business days of the inquiry.

(E) The PCSA, PCPA and PNA shall develop and implement referral procedures whereby an inquiry from an Ohio resident, who does not meet requirements for adoption services as identified in the agency's adoption policy, is referred to another agency for adoption services. If the inquirer resides in an Ohio county that the PCSA, PCPA or PNA does not serve, a referral shall include, at a minimum, the name, address and contact information of the PCSA in the county of the inquirer's residence. This information shall be given to the inquirer within seven business days of the inquiry.

(F) If the agency has appropriate access to the statewide automated child welfare information system (SACWIS), the agency shall maintain any requirement of this rule in SACWIS if the system has the ability to record the required information.