



## Ohio Administrative Code

### Rule 5180:2-5-15 Volunteers, interns and subcontractors.

Effective: April 1, 2023

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(A) Volunteers, subcontractors or interns whose duties include any of the same general duties as child care staff shall be trained in the mission of the out-of-home care setting to which they are assigned.

(B) An agency is to ensure a volunteer, intern or subcontractor complies with the background check requirements of rule 5101:2-5-09 of the Administrative Code.

(C) Volunteers, subcontractors or interns whose duties include any of the same general duties as child care staff shall:

(1) Receive training pursuant to rule 5101:2-9-03 of the Administrative Code.

(2) Be supervised by agency staff.

(3) Participate in at least monthly face-to-face supervisory conferences.

(D) Volunteers, subcontractors or interns shall be given a specific written job description delineating the functions to be performed.

(E) An agency shall not use volunteers, subcontractors or interns as a replacement for or in lieu of paid staff. Volunteers, subcontractors or interns shall not be counted to meet required staff ratios as required by rule 5101:2-9-02 of the Administrative Code.

(F) An agency which accepts interns shall have a written agreement with each school placing students. This agreement shall, at a minimum, include:

(1) A statement of the student's role and responsibilities.



- (2) A description of the minimum qualifications the student must possess.
  
- (3) A statement outlining the respective supervisory and evaluation responsibilities of the agency and the placing school.