



## Ohio Administrative Code

### Rule 5180:2-5-24 Continuous certification and periodic reviews for foster caregivers.

Effective: January 1, 2025

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(A) All currently certified foster homes are to apply for continuous certification no earlier than ninety days and no later than thirty days prior to the end date of their fourth year of the initial certificate. After the initial certification, the caregiver is to comply with periodic updates as described in appendix A to this rule. The caregiver is to complete the continuous certification process in the Ohio comprehensive child welfare information system (Ohio CCWIS). This may be completed online, or the caregiver may go to any agency office to complete the process. Upon request for a hard/paper copy application from the caregiver, an agency will provide a JFS 01331, "Notice of Expiration and Reapplication for a Foster Home Certificate or Adoption Homestudy Approval."

(B) The public children services agency (PCSA), private child placing agency (PCPA), or private noncustodial agency (PNA) is to ensure that employees or persons under contract with the agency to complete foster home certifications comply with all of the following requirements:

- (1) The assessor definition in rule 5101:2-1-01 of the Administrative Code.
- (2) Rule 5101:2-48-06 of the Administrative Code.
- (3) Section 3107.014 of the Revised Code.

(C) The recommending agency is to notify the foster caregiver of the date of expiration of the initial foster home certificate not less than ninety or more than one hundred fifty days prior to the expiration date.

(D) If a caregiver wishes to apply for continuous certification, they may complete the application by either:

- (1) Entering the necessary information into Ohio CCWIS. This may be completed online, or the



caregiver may go to any agency office to complete the process.

(2) Completing a JFS 01691 "Application for Child Placement." If an agency receives a JFS 01691 from a caregiver, the agency is to enter the information into Ohio CCWIS.

(E) If a foster caregiver fails to either apply for continuous certification or voluntarily terminate prior to the expiration date of the initial certificate, the foster home certificate will expire. If the family wishes to become certified after the expiration date, they are to reapply for initial certification pursuant to rule 5101:2-5-20 of the Administrative Code.

(1) If an initial foster home certificate expires because a caregiver has failed to apply for continuous certification, there are no rights to appeal pursuant to Chapter 119. of the Revised Code.

(2) Following the expiration of an initial foster home certificate, the agency is to enter the appropriate data into Ohio CCWIS to recommend closure of the home.

(F) A list of necessary documentation for continuous certification and periodic updates are listed in appendix A to this rule.