

FOSTER & ADOPTIVE PARENT ASSESSMENT

CHECKLIST

Pre-Service Training

- Agency needs copies of all training certificates for each applicant. These can be emailed to assessor, Jade Osman at jade.osman@jfs.ohio.gov
- NOTE: the assessment must be completed prior to 18 months from the date of the very first pre-service session or the applicant must again complete pre-service.
- Preservice training needs to be completed first for the licensing process. Upon completion of training contact the agency.

First Aid & CPR Training

- Applicants are now required to have First Aid and CPR training prior to completion of the assessment. This may be done without a certificate and may be done on-line.

Application

- Application must be filled out completely
- Both applicants have signed, if applicable
- Did each applicant list 10 years of employment history?
- Did each applicant list 10 years of residential history?
- Did they list the contact information for any adult child for references?

Child Characteristics (JFS 1673A)

- Must fill in each characteristic with a willing or unwilling

Reminders for occupancy: Foster parents with less than two years experience may not foster more than three children at any one time. There may not be more than 2 children under the age of two living in the home or receiving child-care services at any one time. There may not be more than 4 children under the age of 5 living in the home or receiving child-care services at any one time. No more than 10 children, including those of the foster caregiver, those receiving child-care, or receiving foster care at any one time.

References

- The agency requires five references. Each reference must speak to each applicant of the family or an additional reference will be required. One reference should be an extended-family member. Agency needs address, phone number, and e-mail address for each reference. A letter will be mailed to the reference from the agency requesting specific information. It is preferred responses are e-mailed in return to the assessor.

Adult Child References

- Must include phone, address, and e-mail address of adult child for reference. A letter will be mailed to the reference from the agency requesting specific information. It is preferred responses are e-mailed in return to the assessor. Please alert adult child references this will be requested.

BCII Background Checks

- Available during office hours, by appointment. DO NOT JUST SHOW UP. Please bring your Ohio Driver's License or State ID with you. You may contact Kelsey Redmon at 937-618-0189 to schedule this during business hours, Monday through Friday 8:30am-4:00pm at Adams County Courthouse- 110 Main Street, West Union, Ohio 45693 excluding holidays. If you are unable to do this during business hours, please speak with your assigned home study worker.
- Required for ALL adults in the home, even non-applicants.

FBI Background Checks

- Available during office hours, by appointment. DO NOT JUST SHOW UP. Please bring your Ohio Driver's License or State ID with you. You may contact Kelsey Redmon at 937-618-0189 to schedule this during business hours, Monday through Friday 8:30am-4:00pm at Adams County Courthouse- 110 Main Street, West Union, Ohio 45693 excluding holidays. If you are unable to do this during business hours, please speak with your assigned home study worker.
- Required for ALL adults in the home, even non-applicants.
- Please be advised that the BCII and FBI check is completed at the same appointment.

Local Background Checks

- Required for ALL adults in the home, even non-applicants.
- Agency will contact all jurisdictions (police, sheriff, military police) for adults within the last 10 years
- A release of information is required from each adult that specifies the jurisdictions

Central Registry

- Review of Ohio's child welfare system for all adult applicants and all adult non-applicants
- A release of information is required from each adult in the home

Central Registry for Other States

- Review of child welfare system information for other states of residence in last 10 years for all adult applicants and all adult non-applicants

- A release of information is required from each adult in the home

United States Dept. of Justice Dru Sjodin National Sex Offender Public Website

- Conducted for all adults in the home; no release is needed

Medical Statement for Foster Care/Adoptive Applicant and all Household Members (JFS 01653)

- Required form must be completed for each person residing in the home.
- The applicant/adult completes the front of the form for themselves and minor children. The medical provider will complete page 2 (the back). The form must be signed by the provider, listing address, phone number, and medical license number.
- Children that are permanent members of the household only need to complete the page 1 of JFS 01653 document. This is to be signed off by the parent.
- Must be completed by a certified provider (MD, DO, CNP, Certified nurse-midwife, etc).
- All children who are household members are to be up to date on their immunizations consistent with the American Academy of Pediatrics, unless the vaccination is contrary to the individual's health as documented by a licensed healthcare professional or for reasons of conscience, including religious convictions. Copies are to be provided to the agency.
- All household members must have an annual influenza vaccine unless the immunization is contrary to the individual's health as documented by a licensed healthcare professional or for reasons of conscience, including religious convictions. Copies are to be provided to the agency.
- All household members caring for infants are to be up to date on the pertussis vaccine unless the immunization is contrary to the individual's health as documented by a licensed healthcare professional or for reasons of conscience, including religious convictions. Copies are to be provided to the agency.
- The agency may request additional information, as needed.

Financial Documents

- Complete the Financial Statement (JFS 01681)
- Agency needs copy of front page of most recent year IRS 1040
- Agency needs a copy of at least one utility bill for each utility for the home of the applicant. The bills must not be more than six months old at the time the assessment is completed. This includes but not limited to cell, phone land line, gas, electric, trash, internet, cable and propane
- Agency needs proof of household income and must have income verification from working applicants for a consistent two-month period. This two-month period cannot be more than six months old at the time the agency completes the assessment.

Fire Inspection (JFS 01200)

- Form to be completed by the local fire department fire inspector
- Applicant calls to arrange inspection date/time
- There is a fee for this service by the fire department and it varies by jurisdiction. The fee is the responsibility of the applicant(s).
- The form is returned by the applicant to the agency
- The form cannot be dated more than 12 months prior to the agency completing the assessment.
- Must be signed by the fire inspector and dated, full completed and turned into the agency before homestudy and safety audit can be completed.

Safety Audit (JFS 01348)

- Must not be completed more than 6 months before the assessment is completed.
- None of the safety audit questions may be answered NO to be approved
- The crib manufacturer and date of manufacture must be documented(a picture of the manufacturer information located on the crib can be provided as documentation). This can be completed by assessor during time of safety audit or provided to assessor prior to the homestudy assessment home visit.
- Safety audit can't be approved until after the fire inspection is completed
- There must be carbon monoxide detectors on each level of occupancy and at least one near all sleeping areas.
- Water heater temperature must be between 110 – 120 degrees Fahrenheit, or less. The assessor will test for this during safety audit.
- Please refer to Safety Audit form for ALL details as it is very specific.

Well Test

- If you don't have city water, you will have to contact your local health department to schedule a test. There is a fee for this which is the responsibility of the applicant.

Car Insurance

- The agency must be provided a copy of insurance card. Be sure card is current at the time of the completion of the home study.

Pet Records

- The agency must be provided a copy of all pet vaccinations in compliance with local laws.

Marriage Certificates and Divorce Decrees/Dissolutions

- The agency must be provided with copies of any and all marriage certificates and divorce decrees or dissolutions for each applicant, as applicable. Note: the marriage certificate

is needed, not the marriage license. These documents can be obtained at local probate court.

Ohio Driver's License

- The agency is to be provided a copy of the Ohio Driver's License or other state issued driver's license. If you have an out of state driver license it is advised to obtain an Ohio driver's license as soon as possible.

Photo of Foster/Adopt Family

- The agency is to be provide an electronic photo of the family.

Verification of Ohio Residency

- Must have documentation of last five years of residency prior to application year for each applicant, as applicable.
- Examples of documents include front page of IRS 1040, copies of bank statements, bills, mortgage or rent documents, etc.
- Note: the agency must have 10 years of addresses but must have documentation proof for 5 years.

Large Family Assessment

- If the number of children in your family will total five or more, with the inclusion of foster children, the agency must complete a large family assessment for any family that wishes to adopt. This applies to foster care/adoption dual applicants.
- Please be advised that this assessment needs to be completed by an assessor prior to the first placement in your home.