

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Substitute Care
Policy Number: 6.02.11
Policy Name: Revocation, Denial of Initial Certification or Denial of Recertification of a Foster Home Certificate

Original Effective Date: 06/02/2014
Revision Date(s) 06/01/2017
Current Revision Date: 06/01/2021
Approved By: Cynthia G. Weiskittel

PURPOSE: To direct the recommendation for denial or revocation of a foster home certificate.

SCOPE: This policy applies to all DCFS prospective/licensed foster parents and DCFS staff.

POLICY

DCFS prospective and licensed foster homes shall comply with the requirements of Ohio Revised Code and Ohio Administrative Code governing foster care. Certified or prospective caregivers not meeting requirements are subject to denial or revocation of their foster care certification.

PROCEDURES

- A. At the time DCFS determines to recommend denial of initial certification, denial of recertification or revocation of a foster home certificate, the agency may contact the Ohio Department of Job and Family Services (ODJFS) licensing enforcement coordinator for consultation regarding required evidence, procedures and advice, prior to notifying the applicant or foster caregiver of the agency's intent.
- B. If the agency decides to recommend denial of initial certification, denial of recertification or revocation, it shall provide written notification by regular mail and certified mail, return receipt requested, to the applicant or foster caregiver of the following:
 - 1. The reason for the decision to recommend denial of initial certification, denial of recertification or revocation;
 - 2. The specific law or rule(s) with which the applicant or foster caregiver allegedly is not in compliance;
 - 3. The method of and time limits for requesting a grievance meeting with DCFS; and

4. That the final decision to deny the initial certification or recertification or to revoke certification will be made by ODJFS at which time the applicant or caregiver shall be afforded the opportunity to request a hearing pursuant to Chapter 119 of the Revised Code.
- C. Notification required by paragraph (B) shall be on the JFS 01315 "Notification of Denial of Initial Certification, Recertification or Revocation of a Foster Home Certificate".
 - D. Following the completion of the requirements of paragraph (B), the agency shall notify ODJFS of its recommendation to deny initial certification, deny recertification or revoke the certificate via the statewide automated child welfare information system (SACWIS) and shall submit documentation of:
 1. A summary of the grievance meeting, if one was held;
 2. Identification of rules with which the applicant or foster caregiver is allegedly not in compliance;
 3. Specific documentation and evidence supporting the recommendation; and
 4. A copy of the JFS 01315 and the certified mail return receipt sent to the applicant or foster caregiver.
 - E. Upon notification of the agency's recommendation, ODJFS shall evaluate the evidence and documentation submitted by the agency and take one of the following actions:
 1. Return the recommendation and evidence to the agency due to insufficient or inappropriate evidence and documentation with a written explanation of the deficiency;
 2. Reject the agency recommendation in writing specifying the reasons for rejection; or
 3. Proceed with the denial or revocation process.
 - F. At the time ODJFS proceeds with an agency recommendation to deny or revoke a foster home certificate, ODJFS shall notify the applicant or foster caregiver pursuant to Chapter 5101:6-50 of the Administrative Code. A copy of the notice shall be sent to the recommending agency which shall immediately notify any other agency which may have a foster child placed in the foster home.
 - G. The decision to proceed or not proceed with a recommendation for denial or revocation rests solely with ODJFS in its exercise of discretion.
 - H. Any action by ODJFS to deny or revoke a foster home certificate shall be subject to the requirements of Chapter 119 of the Revised Code and Chapter 5101:6-50 of the Administrative Code.

- I. If a foster home application or certificate has been denied or revoked pursuant to Chapter 119 of the Revised Code, the applicant or person to whom the certificate was issued shall not be eligible for any ODJFS children services license or certification for five years from the date of denial or revocation or the exhaustion of all appeals, whichever is later.

- J. If a child is currently placed in a home that has been recommended for revocation or is revoked, a Change of Placement TDM Staffing must be held, immediately, to determine an alternative placement that serves in the best interest of the child.

SEE ALSO:

Ohio Administrative Code Section 5101:2-5-26