

**TUSCARAWAS COUNTY JOB AND FAMILY SERVICES  
CHILDREN SERVICES POLICY**

**TRANSFER OF FAMILY FOSTER HOME**

**POLICY**

Tuscarawas County Job & Family Services will consider transfer requests from currently certified family foster homes to and from another Public Children Services Agency, a Private Child Placing Agency, or a Private Non-custodial Agency certified by the Ohio Department of Job and Family Services (ODJFS).

The family foster home being considered for acceptance by TCJFS must have been certified with the sending agency for at least one year. An exception could be made if a foster family has relocated to a county not served by the sending agency or the sending agency no longer recommends family foster homes for certification to ODJFS.

A family foster home cannot initiate more than one transfer request during a certification period and only to one agency at a time.

**PROCEDURE**

**A. CONSIDERING A TRANSFER IN**

1. Upon receipt of a written request from a family foster home to transfer from the current recommending agency, TCJFS decides whether to proceed with the transfer.
2. TCJFS notifies the recommending agency, in writing, that such a request has been received and requests a copy of the family foster home's record, excluding personal references and criminal records checks.
3. TCJFS only accepts a family foster home record from the recommending agency, not from the foster family.
4. TCJFS documents the date of receipt of the family foster home's record and assigns it to an assessor to review the information and assess the transfer request.
5. Within sixty (60) days of receipt of the family's foster home record, the assessor completes the review and makes a recommendation to the Placement Services Supervisor whether or not to accept the transfer.

The assessor will only recommend acceptance of the transfer if satisfied that any outstanding complaints or rule non-compliance investigations are not material to the request for transfer and the safety of any children who are or may be placed in the family foster home.

If this review cannot be completed in sixty (60) days, the assessor documents in the foster family's record the reason(s) why.

6. The assessor completes the following activities and obtains the following information to review the foster home:

- a. Asks the foster caregiver(s) and staff from the recommending agency why the transfer is being requested; if there are foster children in the home; identifies the custodial agency of any foster children in the home.
  - b. Makes at least one face-to-face visit in the foster family's home and meets with each foster caregiver and all household members.
  - c. Three new personal references for the caregivers from three persons who are unrelated to the caregivers and who do not live with the caregivers.
  - d. A new safety audit of the foster family's home to verify that the home meets all current safety requirements.
7. The assessor's recommendation and reasons for that recommendation, record of all transfer review activities, and material received from the recommending agency are filed in TCJFS' family foster home record.
  8. Within five (5) working days of the decision, TCJFS sends written notification of that decision to the recommending agency and the foster caregiver.
  9. TCJFS is not required to accept the transfer of a family foster home from another agency. The acceptance or denial of a transfer request rests solely with TCJFS, subject to the approval of Ohio Department of Job and Family Services. There is no right of appeal pursuant to Chapter 119 of the Revised Code for any party to the transfer request.
  10. Prior to accepting a family foster home transfer, TCJFS secures agreement for the transfer from any custodial agency of children currently placed in the home.

If a custodial agency does not agree with the transfer while a child in its custody is in the family foster home, the transfer will not take place until the child is no longer in the home.

A child shall not be moved from a foster caregiver's home solely because the caregiver seeks to transfer his/her foster home certificate to another agency.

11. When TCJFS decides to accept a family foster home transfer, a recommendation of that decision is submitted to ODJFS via the JFS 01334, Recommendation for Transfer of a Foster or Adoptive Home, in SACWIS.
12. When the transfer of a family foster home is pending within ninety (90) days immediately prior to the expiration of their certificate, the recommending agency is expected to conduct the recertification review.
13. Within thirty (30) calendar days after a transfer request has been processed by ODJFS, TCJFS provides an orientation to the transferred-in foster caregiver(s) which includes the agency's policies and procedures for foster caregivers.

#### **B. CONSIDERING A TRANSFER OUT**

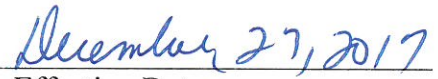
1. Upon receipt of a transfer request from a receiving agency, TCJFS informs that agency of any decisions to not place children in the foster family's home and why.
2. Prior to sending a foster family's file to a receiving agency, TCJFS obtains a signed release of information from the foster caregivers.

The information to be transferred includes: the most recent home study, home study updates, training records, fire inspection reports, safety audits and medical reports, all complaint or rule non-compliance investigations, and any applicable corrective action plans.

Additionally, TCJFS notifies the receiving agency of any outstanding complaint or rule non-compliance investigations and any corrective action plans that have not been fully implemented.

3. Within fifteen (15) working days of obtaining the release, TCJFS sends the foster family's record to the receiving agency.
4. Pending a foster family's transfer, TCJFS continues to work with the foster family, notifies them of any needed training events, allows them to attend training, continues to supervise any placements in their home.
5. TCJFS does not remove children placed in a family foster home solely because the home has requested a transfer.

  
\_\_\_\_\_  
David Haverfield, Director

  
\_\_\_\_\_  
Effective Date