

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES  
CHILDREN SERVICES POLICY  
GOOD CAUSE AND FOSTER CAREGIVERS  
CONTINUING TRAINING REQUIREMENTS**

**POLICY**

Tuscarawas County Job & Family Services will consider some extenuating circumstances as good cause for agency certified foster caregivers failing to complete their required hours of annual training.

**PROCEDURE**

**A. Corrective Action Plan**

1. At annual review the foster care worker will review with each foster caregiver the training hour requirements. Caregivers who have not completed the 15 hours for that year and plan to maintain his/her certification must discuss the reason(s) for not fulfilling the training requirements which are then documented by the TCJFS foster care worker.
2. The foster care worker and Placement Unit supervisor will review the foster caregiver's reasons, determine whether or not they qualify as "good cause," and issue their decision in writing to the foster caregiver. Some circumstances which might constitute "good cause" for not having completed training are:
  - (a) Documented personal illness or illness of immediate family member for whom the foster caregiver is responsible.
  - (b) Critical emergencies which directly involve the foster caregiver or a member of the immediate family for whom the foster caregiver is responsible.
  - (c) Lack of training programs within a sixty-mile radius of Tuscarawas County.
  - (d) Change in state law or state rules.
3. When "good cause" is determined, the foster caregiver will be given ninety days beyond the expiration of his/her annual training period to complete the required training hours.

Good cause is defined as any of the following:

- (a) Documented illness or critical emergency;
  - (b) Lack of accessible training progress;
  - (c) The foster caregiver has served in active duty outside Ohio with a branch of the Armed Forces of the United States for more than thirty days in the preceding two-year period; or
  - (d) The foster caregiver has served in active duty as a member of the Ohio organized militia as defined in Section 5923.01 of the Revised Code, which includes the Ohio National Guard, the Ohio Naval Militia, and the Ohio Military Reserves for more than thirty days in the preceding two-year period and that said military service relates to an emergency in or outside of Ohio or to military duty outside of Ohio.
4. The agency will meet with agency-certified foster parents to develop a corrective action plan to assist them in becoming compliant with training requirements. The same may include locating and arranging appropriate training or other assistance necessary to allow the agency-certified foster parent to obtain compliance.
  5. Training certificate(s) will be required as documentation and must be received by the foster care worker by the end of the ninety-day extension.

6. The additional time for a caregiver who has served in active duty shall be one month for each month the caregiver was on active duty. Any required training that is not met at the end of a foster caregiver's certification period applying, the preceding sentence shall be waived by the agency. When a waiver of training is approved by an agency under this paragraph, the required training for the next certification period shall be the same as for any other caregiver operating a foster home of the type for which the foster caregiver is certified. The agency shall document any such extension of time in the foster caregiver's record.

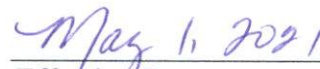
B. Recommendations for Revocation

The foster care worker will follow procedures set forth in Administrative Code 5101:2-5-26 for recommending certification revocation for each foster caregiver who does not complete his/her required hours of annual training within the initial twelve-month period or within the ninety-day extension period.

Administrative Code 5101:2-5-26 states in part:

- (B) If the agency decides to recommend denial of initial certification, denial of recertification, or revocation, it shall provide written notification on the JFS 01315 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 local agency grievance meeting; and
  - (4) That the final decision to deny the initial certification, 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) of this rule shall be on the JFS 01315 "Notification of Denial of Initial Certification, Recertification, or Revocation of a Foster Home Certificate) (Rev. 1/2003).
- (D) Following the completion of the requirements of paragraph (B) of this rule, the agency shall notify ODJFS of its recommendation to deny initial certification, deny recertification, or revoke the certificate and shall submit through SACWIS 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.

  
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David Haverfield, Director

  
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Effective Date