



## Transmittal Letter 71

**TO:** Children Services Stakeholders

**FROM:** Kara B. Wentz, Director

**DATE:** September 23, 2025

**SUBJECT:** Ohio Adoption Grant Program administrative and eligibility changes due to Amended Substitute House Bill 96 (HB 96) of the 136<sup>th</sup> General Assembly.

### **Background**

The Department of Children and Youth (DCY) is changing Ohio Administrative Code (OAC) rule 5180:2-44-15 due to the enactment of HB 96 to make changes that affect the administration and eligibility of the Ohio Adoption Grant Program.

This rule will be effective on October 3, 2025.

### **Purpose**

The DCY rules in the OAC were renumbered to 5180 on January 2, 2025, as a result of House Bill 33 (HB33) of the 135<sup>th</sup> General Assembly. For organizational reasons, as DCY opens rules, the rules are being rescinded and adopted under a new number. This letter identifies which rules are being rescinded and renumbered along with any additional changes.

**OAC 5180:2-44-15 → OAC 5180:7-3-15, “Administration and Eligibility for the Ohio adoption grant program,”** outlines the requirements to administer the Ohio adoption grant program and establishes eligibility criteria for grant applicants. Key revisions include:

- Applicants must reside in Ohio at the time of the adoption finalization.
- Any confidential documents provided to DCY remains a confidential document.
- Consequences for falsifying documents.
- Copies of court documents are to be certified.
- The courts are to provide any document requested by DCY related to the adoption.
- The Ohio adoption grant is contingent on available state funds.



DCY 01057 “Application for The Ohio Adoption Grant”, removed from OAC rule 5180:7-3-15 and is obsolete as the application process is now online.

DCY 01057-I “Instructions for Completing DCY 01057, Application for the Ohio Adoption Grant”, removed from OAC rule 5180:7-3-15 and is obsolete as the application process is now online.

**Rules/Forms**

The chart indicates the impacted OAC rules, transmittal letters, and/or required forms.

OAC Rules	Previous Transmittal Letter	DCY Forms
5180:2-44-15	FCASMTL No. 524	DCY 01057 (Removed) DCY 01057-I (Removed)
5180:7-3-15	N/A	N/A

5180:7-3-15

**Administration and eligibility for the Ohio adoption grant program.**

(A) What is the Ohio adoption grant program (OAGP)?

OAGP provides a one-time payment per adopted child to eligible adoptive parent(s) for qualifying adoptions finalized on or after January 1, 2023, as long as state funds are available. The Ohio department of children and youth (DCY) is responsible for the administration of OAGP.

(B) What happens if state funds are not available?

In the event state funding is no longer available, the Ohio adoption grant program will close to new applications until additional funds are secured or July first of the following state fiscal year (SFY), whichever occurs first. Once state funds have been exhausted, DCY is not to be held responsible for payment of grant payments for applications that have not been approved.

(C) What terms are used in this rule?

The following terms used in this rule are defined in section 5180.45 of the Revised Code:

- (1) Adopted child;
- (2) Adoption;
- (3) Adoptive parent;
- (4) Casework services;
- (5) Foster caregiver;
- (6) Qualified professional;
- (7) Special needs.

(D) What are the eligibility requirements for OAGP?

- (1) The adoptive parent(s) resided in Ohio at the time of adoption finalization.
- (2) The adoptive parent(s) has not previously received a grant payment from OAGP for the adopted child.
- (3) The adoption was not a stepparent or second-parent adoption where the spouse was already the child's legal parent.

(4) The adoptive parent(s) is to complete the application process through myohio.gov and submit all documentation no later than one year after the final adoption order, interlocutory order of adoption, or recognition of the adoption by this state under section 3107.18 of the Revised Code.

(E) What are the possible one-time grant payment amounts?

Dependent upon eligibility, adoptive parent(s) may receive one of the following payments:

(1) Ten thousand dollars;

(2) Fifteen thousand dollars, if prior to the adoption finalization the adoptive parent(s) was a certified foster caregiver(s) for the adopted child.

(3) Twenty thousand dollars, if prior to the adoption finalization the adopted child was diagnosed with a special need by a qualified professional who does not provide casework to the adopted child.

(F) What documentation is to be provided when applying for the OAGP grant?

(1) A certified copy of the final order of adoption, interlocutory order of adoption, or recognition of the adoption under section 3107.18 of the Revised Code.

(2) United States internal revenue service (IRS) form W-9, "Request for Taxpayer Identification Number and Certification."

(3) Two forms of identification:

(a) Current identification for Ohio residence of the adoptive parent(s). United States social security card of the adoptive parent(s).

(b) United States social security card of the adoptive parent(s).

(4) A certified copy of the petition for adoption of the minor.

(5) If applicable, documentation that the adoptive parent(s) was a certified foster caregiver(s) for the adopted child prior to the adoption. The public children services agency or private child placing agency may provide this documentation containing information on the placement of the adopted child, name of the adopted child, name of the foster parent(s) and placement dates.

(6) If applicable, documentation of the adopted child's diagnosis as outlined in paragraph (E)(3) of this rule, submitted on the DCY 01058 "Ohio Adoption Grant Program Special Needs Documentation."

(7) Any additional documentation requested by DCY to review eligibility for OAGP.

(G) How is eligibility and approval determined?

DCY will review the application and submitted documentation to determine if the requirements for OAGP are met and will provide the adoptive parent(s) with a decision:

(1) If approved, the adoptive parent(s) will be informed of the approved grant amount, and the one-time payment will be issued.

(2) If denied, the adoptive parent(s) will be informed of the denial and the reason. The adoptive parent(s) may request a second review of the application and submitted documentation to DCY no later than thirty days from the date of denial.

(H) What happens when DCY receives a request for a second review?

DCY administrative or management staff will conduct a second review of the application and submitted documentation to determine a final decision:

(1) If approved, the adoptive parent(s) will be informed of the approved grant amount, and the one-time payment will be issued.

(2) If denied, the adoptive parent(s) will be informed of the denial and the reason. This decision is final.

(I) Can other agencies assist with documentation?

In accordance with division (C) of section 5180.453 of the Revised Code, any department, agency, court, or division, including the department of health, is to provide any documents upon request supporting an OAGP application.

(J) Are documents provided to DCY for OAGP public record?

Only records submitted to DCY for OAGP identified as a public record under section 149.43 of the Revised Code will be a public record.

(1) Any document provided to DCY remains a public record under section 149.43 of the Revised Code if it was a public record under that section before being provided.

(2) Any document provided to DCY remains a confidential record if it was a confidential record under any federal or state law before being provided.

(K) What are the penalties for submitting false documentation to OAGP?

Any person who produces or submits any false or misleading documentation or information to DCY for the purpose of receiving the Ohio adoption grant is guilty of falsification, a first-degree misdemeanor, and punishable under section 2921.13 of the Revised Code.

Replaces: 5180:2-44-15  
Effective: 10/3/2025  
Five Year Review (FYR) Dates: 10/03/2030

CERTIFIED ELECTRONICALLY

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Certification

09/23/2025

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Date

Promulgated Under: 119.03  
Statutory Authority: 5180.45, 5180.451, 5180.452, 5180.453, 5180.454  
Rule Amplifies: 5180.45, 5180.451, 5180.452, 5180.453, 5180.454  
Prior Effective Dates: 04/07/2023 (Emer.), 08/05/2023

5180:2-44-15

**Administration and eligibility for the Ohio adoption grant program.**

- (A) The Ohio adoption grant program is a one-time payment per child provided to eligible adoptive parents for qualifying adoptions finalized on or after January 1, 2023, as long as state funds are available. In the event state funding is no longer available, the Ohio adoption grant program will close to new applications until additional funds are secured or July first of the following state fiscal year (SFY), whichever occurs first. Once state funds have been exhausted, the Ohio department of job and family services (ODJFS) is not to be held responsible for payment of grant payments for applications that have not been approved.
- (B) As used in this rule the following have the same meaning as in section 5101.19 of the Revised Code:
- (1) Adopted child;
  - (2) Adoption;
  - (3) Adoptive parent;
  - (4) Casework services;
  - (5) Foster caregiver;
  - (6) Qualified professional;
  - (7) Special needs.
- (C) All of the following requirements are to be met to be eligible for receiving the Ohio adoption grant:
- (1) The adoptive parent(s) resides in Ohio at the time of the application.
  - (2) The adoptive parent(s) has not previously received a grant payment from the Ohio adoption grant program for the adopted child for whom the parent is seeking payment.
  - (3) The adoptive parent(s) is to submit the JFS 01057 "Application for The Ohio Adoption Grant" and all other documentation pursuant to paragraph (E) of this rule no later than one year after the final adoption order, interlocutory order of adoption, or recognition of the adoption by this state under section 3107.18 of the Revised Code for the adopted child for whom the grant payment is sought.

- (4) The adoption was not by a parent whose spouse is a biological or adoptive parent of the child prior to the adoption for which the payment is sought.
- (D) If all of the requirements of paragraph (C) in this rule are met, a one-time payment is to be issued to the adoptive parent in accordance to the following:
- (1) Ten thousand dollars; or
  - (2) Fifteen thousand dollars, if the parent was a certified foster caregiver for the child prior to adoption; or
  - (3) Twenty thousand dollars, if a qualified professional who does not provide casework services to the adopted child diagnoses the child with one or more special needs in the professional's area of expertise prior to the final order of adoption, interlocutory order of adoption, or recognition of the adoption by this state under section 3107.18 of the Revised Code.
- (E) The following documentation is to be provided to ODJFS by the adoptive parent(s) with the JFS 01057 for approval and determination of eligible fund amount:
- (1) A copy of a final order of adoption, an interlocutory order of adoption, or recognition of the adoption under section 3107.18 of the Revised Code.
  - (2) United States internal revenue service (IRS) form W-9, "Request for Taxpayer Identification Number and Certification."
  - (3) Two forms of identification:
    - (a) Current identification for Ohio residence of the adoptive parent(s).
    - (b) United States social security card of adoptive parent(s).
- (F) The following documentation, as applicable, is to be provided to ODJFS by the adoptive parent(s) with the JFS 01057 for approval and determination of eligible fund amount:
- (1) Documentation the adoptive parent(s) was a foster caregiver(s) for the child prior to the adoption. The documentation containing information on the placement of the child, including name of the child, name of the foster parent(s) and placement dates can be provided by the public children services agency or private child placing agency.
  - (2) Documentation of the adopted child's diagnoses as outlined in paragraph (D)(3) of this rule on the JFS 01058 "Ohio Adoption Grant Program Special Needs Documentation."

- (G) ODJFS will review the JFS 01057 and all submitted documentation described in paragraphs (E) and (F) of this rule to determine if the requirements for the Ohio adoption grant program are met and provide the family with a decision of approved or denied.
- (H) Approved adoptive parent(s) will be informed of the payment amount and issued a one-time payment according to paragraph (D) of this rule by ODJFS.
- (I) Adoptive parent(s) who have been denied as not meeting eligibility requirements for the Ohio adoption grant program will be notified by ODJFS and informed why the application was denied and may request a second review of the JFS 01057 no later than thirty days from the date of denial.
- (J) Upon receipt of a request for a second review, ODJFS will review the JFS 01057. The second review will be conducted by the ODJFS administrative/management staff within ODJFS.
  - (1) If ODJFS' second review approves, the adoptive parent(s) will be issued a one-time payment, according to paragraph (D) of this rule.
  - (2) If ODJFS' second review denies, ODJFS will notify the adoptive parent(s) of the denial.
- (K) In accordance with division (C) of section 5101.193 of the Revised Code, any department, agency, or division of the state, including the department of health, is to provide any document related to the adoption upon request supporting the application for the Ohio adoption grant.

Effective: 10/3/2025

Five Year Review (FYR) Dates: 7/15/2025

CERTIFIED ELECTRONICALLY

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Certification

09/23/2025

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Date

Promulgated Under: 119.03  
Statutory Authority: 5101.19, 5101.191, 5101.192, 5101.193, 5101.194  
Rule Amplifies: 5101.19, 5101.191, 5101.192, 5101.193, 5101.194  
Prior Effective Dates: 04/07/2023 (Emer.), 08/05/2023