



Transmittal Letter 72

TO: Children Services Stakeholders

FROM: Kara B. Wente, Director

DATE: October 27, 2025

SUBJECT: Foster Caregiver Expedited Homestudy changes to allow any foster parent to apply to adopt a current foster child in their home due to Amended Substitute House Bill 96 (HB 96) of the 136th General Assembly.

Background

The Department of Children and Youth (DCY) is changing Ohio Administrative Code (OAC) rule(s) 5180:2-48-11 and 5180:2-48-11.1 due to HB 96 of the 136th General Assembly which resulted in an amendment to section 3107.012 of the Revised Code to remove the six-month minimum placement requirement before a foster caregiver is permitted to apply for an approval to adopt a foster child currently placed in the home.

This rule will be effective on November 6, 2025.

Purpose

The DCY rules in OAC were renumbered to 5180 on January 2, 2025, as a result of House Bill 33 (HB33) of the 135th 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 For organizational reasons, as DCY opens rules, the rules are being rescinded and adopted under a new number. This letter identifies which rules are being rescinded and renumbered along with any additional changes.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 5180:2-48-11 and 5180:2-48-11.1 → OAC 5180:7-1-11, “Foster Caregiver Adoption Approval,” provides guidance to agencies for people wanting to add adoption approval to an existing foster care certification, including guidance to agencies regarding the adoption process for a foster child or sibling group who is residing in the foster caregiver’s home. Key revisions include:

- Paragraphs within the rule were restructured to a question-and-answer format.
- The six-month minimum placement requirement was removed so foster caregivers may complete the DCY 01692 to serve as a shortened and child-specific homestudy



regardless of how long a foster child or sibling group has been placed in the foster home.

DCY 01692, "Application for Adoption of a Foster Child or Sibling Group," was amended to remove the checkbox requirement that the child has resided in the foster home for at least six months and replace it with a checkbox confirming that the child resides in the foster home at the time of application.

Rules/Forms

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

OAC Rules	Previous Transmittal Letter	DCY Forms
5180:2-48-11 (Rescind) 5180:2-48-11.1 (Rescind)	FCASMTL No. 524	JFS 01349 DCY 01385 DCY 01530 DCY 01653 DCY 01653-I DCY 01673 DCY 01673-A DCY 01673-I DCY 01691 DCY 01692
5180:7-1-11 (New)	N/A	JFS 01349 DCY 01385 DCY 01530 DCY 01653 DCY 01653-I DCY 01673 DCY 01673-A DCY 01673-I DCY 01691 DCY 01692 (Amended)

5180:7-1-11**Foster caregiver adoption approval.**

(A) How may a foster caregiver who is not an approved adoptive parent express interest in adoption of any child(ren) not placed in the foster caregiver's home?

A foster caregiver may apply to be an adoptive parent for any child not placed in the home by completing the following:

- (1) A foster caregiver is to submit the DCY 01691 "Application for Child Placement" to the agency that recommends their foster home certification or to any other public children service agency (PCSA), private child placing agency (PCPA) or private non-custodial agency (PNA) that completes adoption homestudies.
- (2) The assessor may assist the foster caregiver in revising the current DCY 01691 from the foster home record, or in completing a new DCY 01691. The DCY 01691 is an application to initiate the homestudy process to become an adoptive parent, through the completion of a DCY 01673 "Assessment for Child Placement" by a PCSA, PCPA or PNA.

(B) How may a foster caregiver who is not an approved adoptive parent express interest in adoption of a child(ren) placed in the foster caregiver's home?

A foster caregiver may apply to be an adoptive parent for a child placed in the home by completing the following:

- (1) A foster caregiver may apply to become an adoptive parent of a child(ren) placed in their home who is legally available for adoption by completing and submitting the DCY 01692 "Application for Adoption of a Foster Child or Sibling Group" to the agency that recommends their foster home certification or to any other PCSA, PCPA, or PNA that completes adoption homestudies.
- (2) The assessor may assist the foster caregiver in completing the DCY 01692. The DCY 01692 is an application to initiate the homestudy process to become an adoptive parent for a specific child(ren) placed in a foster caregiver's home. This application serves as an expedited homestudy, in place of the DCY 01691 and DCY 01673 outlined in paragraph (A) of this rule.

(C) What is to occur if the DCY 01691 or DCY 01692 is submitted to an agency that is different than the agency recommending their foster home certification?

The following is to occur if the DCY 01691 or DCY 01692 is submitted to an agency that is different than the agency recommending their foster home certification.

(1) The agency initiating the adoption homestudy is to have the applicant sign a release of information for the agency that recommends their foster home certification and is to send the release of information to that agency to gather documentation from paragraph (E) of this rule.

(2) Upon receipt of the signed release of information, the agency that recommended the foster home certification is to provide all requested documentation within 15 business days.

(D) What is to occur if an agency initiates an adoptive homestudy with an applicant who resides in another county?

The agency initiating the adoption homestudy is to notify the PCSA in the county the applicant resides, within ten days of initiation, in accordance with rule 5180:2-48-12 of the Administrative Code.

(E) What documentation from the foster home record is to be compiled and reviewed by the assessor during the homestudy?

(1) DCY 01673 "Assessment for Child Placement," if completed as part of the applicant's initial foster home certification.

(2) JFS 01349 "Foster Parent Home Study," if completed as part of the applicant's initial foster home certification.

(3) DCY 01673-A "Child Characteristics Checklist for Foster Care and/or Adoption."

(4) DCY 01385 "Assessment for Child Placement Update", if the foster home certification had updates completed since initial certification.

(5) DCY 01653 "Medical Statement for Foster Caregiver(s)/Adoptive Applicant and All Household Members."

(6) The most recent background checks for all adult household members in accordance with 5180:2-5-09.1 of the Administrative Code, including bureau of criminal investigation (BCI) reports, federal bureau of investigation (FBI) reports, Ohio comprehensive child welfare information system (Ohio CCWIS) alleged perpetrator searches, any out of state child abuse and neglect reports, and national sex offender registry searches.

(7) Training records.

(8) Case record information documented by the worker's visits to the foster home.

(9) Any other documentation from the foster home record including, but not limited to, the most recent fire inspection reports, safety audits, foster home exit interviews, and copies of all complaint or rule violation investigations and any applicable corrective action plans. The agency that recommends the foster home certification, if different, is to notify the agency initiating the adoption homestudy of any outstanding complaints, rule noncompliance investigations, or corrective action plans that have not been fully implemented, and is to include the nature of the investigations or corrective action plans.

(F) What activities is the assessor to complete during the homestudy, if a foster caregiver is applying for adoption of any child(ren) not placed in their home, using the DCY 01691?

(1) Review the DCY 01691 and all supporting documentation from the foster home record as outlined in paragraph (E) of this rule.

(2) Conduct a home visit with all household members.

(3) Discuss with the applicant the differences between foster care and adoption, and the reason for the request for adoption approval at this time.

(4) Discuss with the applicant the availability of adoption assistance and postfinalization adoption services. Including Title IV-E adoption assistance, state adoption maintenance subsidy, post adoption special services subsidy, and non-recurring adoption expenses.

(5) Complete DCY 01530 "Large Family Assessment", as outlined in rule 5180:2-48-12 of the Administrative Code, when a family has a total of five or more children residing in the home, including foster children and children in kinship care; or if the family will have a total of five or more children who will reside in the home upon the adoptive placement of a child.

(6) Verify that the applicant has fulfilled the required adoption training as outlined in rule 5180:2-48-09 of the Administrative Code.

(7) Complete updated background checks for all adult household members as outlined in rule 5180:2-5-09.1 of the Administrative Code, including bureau of criminal investigation (BCI) reports, federal bureau of investigation (FBI) reports, Ohio comprehensive child welfare information system (Ohio CCWIS) alleged perpetrator searches, any out of state child abuse and neglect reports, and national sex offender registry searches.

(8) Document information obtained during the homestudy process on the DCY 01673. Assessor may document this information by revising the applicant's

original DCY 01673, or by completing a new DCY 01673. Include a written narrative that the applicant has been evaluated by an assessor to determine compliance with all homestudy requirements, as outlined in rule 5180:2-48-12 of the Administrative Code.

(G) What activities is the assessor to complete during the homestudy, if a foster caregiver is applying for adoption of a child(ren) placed in their home, using the DCY 01692?

- (1) Review the DCY 01692 and all supporting documentation from the foster home record as outlined in paragraph (E) of this rule.
- (2) Conduct a home visit with all household members.
- (3) Observe the interaction between the child(ren) to be adopted and other household members. Discuss how the applicant is working with the child(ren) on their case plan objectives and how the applicant will manage any long-term challenges the child(ren) may experience.
- (4) Discuss with the applicant the differences between foster care and adoption, and the reason for the request for adoption approval at this time.
- (5) Discuss with the applicant the availability of adoption assistance and postfinalization adoption services. Including Title IV-E adoption assistance, state adoption maintenance subsidy, post adoption special services subsidy, and non-recurring adoption expenses.
- (6) Complete DCY 01530 "Large Family Assessment", as outlined in rule 5180:2-48-12 of the Administrative Code, when a family has a total of five or more children residing in the home, including foster children and children in kinship care; or if the family will have a total of five or more children who will reside in the home upon the adoptive placement of a child.
- (7) Verify that the applicant has fulfilled the required adoption training as outlined in rule 5180:2-48-09 of the Administrative Code.
- (8) The agency is not to have the applicant to undergo a new criminal records check as a condition of acceptance or approval of the DCY 01692. However, the agency is to inform the applicant that a criminal records check, pursuant to rule 5180:2-5-09.1 of the Administrative Code, is to be completed before a court issues a final decree of adoption or an interlocutory order of adoption.

(H) What decisions may the assessor make upon completion of the homestudy?

(1) For applications submitted on the DCY 01691, for a foster caregiver who is applying for adoption of any child(ren) not placed in their home, the assessor may approve or deny the applicant as an adoptive parent and is to document the decision on the DCY 01673.

(2) For applications submitted on the DCY 01692, for a foster caregiver who is applying for adoption of any child(ren) placed in their home, the assessor may approve or deny the applicant as an adoptive parent for the specific child(ren) listed on the DCY 01692 and is to document the decision on the DCY 01692.

(I) When is the applicant to be notified of the homestudy decision?

The assessor is to provide the applicant written notification of the decision within ten days after the homestudy has been approved or denied.

(J) What is to be included in the adoption homestudy approval notification?

(1) Date of homestudy approval; to be the same as the assessor's signature date.

(2) A description of the child(ren) characteristics from the DCY 01673-A, when the homestudy is for a foster caregiver who is being approved as an adoptive parent for any child(ren) not placed in their home that applied with the DCY 01691.

(3) The name of the child(ren), when the homestudy for a foster caregiver who is being approved as an adoptive parent for a child(ren) placed in their home that applied with the DCY 01692.

(K) What is to be included in the adoption homestudy denial notification?

(1) A detailed explanation of the reasons for the denial.

(2) A description of the procedures for an agency review pursuant to rule 5180:2-48-24 of the Administrative Code.

(L) When does the DCY 01673 approval expire, for an applicant approved as an adoptive parent for any child(ren) not placed in their home?

The approval period will be equal to the current foster home certification span. The approved adoptive parent is to apply for continuous certification and comply with periodic updates, as outlined in rule 5180:2-5-24 of the Administrative Code.

(M) When does the DCY 01692 approval expire, for an applicant approved as an adoptive parent for a child(ren) placed in their home?

The DCY 01692 approval is to expire once the foster child(ren) is adopted, as evidenced by a final decree of adoption or interlocutory decree.

(N) What procedures is the agency to follow upon approval?

The agency is to follow the adoptive placement procedures as outlined in rule 5180:2-48-16 of the Administrative Code including, but not limited to, conducting a matching conference.

(O) What is to occur if an agency determines that any statement or document provided during the homestudy process is knowingly falsified by the applicant?

The agency is to follow procedures outlined in rule 5180:2-33-13 of the Administrative Code and is not to release the homestudy to any other agency or court.

(P) What is the timeframe in which the agency is to complete the DCY 01673 homestudy, for a foster caregiver who is applying for adoption of any child(ren) not placed in their home?

The agency is to complete the DCY 01673 homestudy within the following timeframe:

(1) Upon request, the agency is to provide the DCY 01691 to the foster caregiver within seven business days.

(2) The agency is to begin the homestudy within thirty days of receiving the application.

(3) The homestudy is to be completed within one hundred eighty days of receiving the application. An agency failing to complete a homestudy within that timeframe is to document on the DCY 01673 the reason(s) this requirement is unable to be met.

(4) If a homestudy is not completed within one year of receiving the application, it is to be terminated. If the agency decides not to terminate the homestudy, this decision is made at the agency's discretion and documented on DCY 01673. If an agency decides to terminate the homestudy, it is to notify the applicant in writing no less than thirty days prior to the termination. This notification is to include the reason for termination and the procedures for requesting a review of the agency's decision.

(Q) What is the timeframe in which the agency is to provide the DCY 01692, for a foster caregiver who is applying for adoption of a child(ren) placed in their home?

The agency is to provide the DCY 01692 upon request from a foster caregiver. All recruitment efforts for adoption of the child will be ongoing until the child is matched per 5180:2-48-16.

Replaces: 5180:2-48-11, 5180:2-48-11.1
Effective: 11/6/2025
Five Year Review (FYR) Dates: 11/06/2030

CERTIFIED ELECTRONICALLY

Certification

10/27/2025

Date

Promulgated Under: 119.03
Statutory Authority: 2151.86, 3107.012, 3107.031, 3107.032, 3107.033,
5153.166
Rule Amplifies: 2151.86, 3107.011, 3107.012 3107.031, 3107.032,
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03/01/1996, 09/18/1996, 02/13/1998 (Emer.),
05/14/1998, 12/31/1998, 04/01/1999, 02/15/2002,
09/01/2003, 02/01/2005, 12/11/2006, 08/14/2008,
09/09/2008, 07/01/2009, 03/01/2010, 10/01/2014,
11/01/2015, 03/01/2021

Ohio Department of Children and Youth
APPLICATION FOR ADOPTION OF A FOSTER CHILD OR SIBLING GROUP

Agency Name	Assessor Name	Date
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CHILD(REN) TO BE ADOPTED

Child's Name	Child's Name
Child's Name	Child's Name

<input type="checkbox"/> Check box to confirm that the child(ren) resides in the foster home.	Date of Placement(s)	Date of Most Recent Homestudy or Recertification
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APPLICANT INFORMATION

Applicant #1 Name: First Middle Last	Maiden	Email Address
		Cell Phone #
		Work Phone #

Applicant #2 Name: First Middle Last	Maiden	Email Address
		Cell Phone #
		Work Phone #

Street Address	City	State	Zip Code	County
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Home Phone #	Emergency Contact Name	Emergency Contact Phone #
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HOUSEHOLD MEMBER INFORMATION (do not include foster children in this section)

	Applicant #1	Applicant #2	Household Member	Household Member	Household Member	Household Member
Name						
Relationship to Applicant #1						
Date of Birth/ Age						
Race*						
Ethnic Background*						
Gender*						

* For statistical purposes only

SLEEPING ARRANGEMENTS

BEDROOM #	FLOOR/ LEVEL	OCCUPANT(S)	TYPE OF BED
1			

2			
3			
4			
5			
6			

APPLICANT HISTORY SINCE THE MOST RECENT HOMESTUDY OR RECERTIFICATION

Criminal History	Applicant #1	Applicant #2
Have you been charged and/or convicted of any crimes? If yes, please list.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment History		
Current employer		
Job title		
Date employment began		
Previous employer		
Job title		
Dates of employment		

HOUSEHOLD MEMBERS

If additional household members have moved into the home since the most recent homestudy or recertification, please describe their general characteristics, including why he/she is living in the household, whether they plan on being a permanent member of the home, and what his/her role will be regarding the adopted child(ren).

HEALTH CHANGES

List any significant health changes since the most recent homestudy or recertification- provide supporting documentation from a licensed physician or health care professional.

INFORMATION ON THE CHILD(REN) TO BE ADOPTED

Is the child(ren) part of a sibling group? Yes No

If yes, how many children are part of this sibling group _____

Are you interested in exploring the adoption of the sibling group? Yes No

Please describe the relationship between the child(ren) and members of your family.

Please describe how the child(ren) feels about becoming a permanent member of your family.

How do you plan to address any special needs the child has? What is your plan to handle any long-term difficulties or challenges the child(ren) may have?

In the event that you or your spouse are unable to care for the child(ren), what arrangements have you made for their care? Is this the same plan you have for other children in your home?

Please describe how you will meet your adopted child's needs in the absence of Foster Care Maintenance.

Please identify any training needs that you may have.

STATEMENT OF UNDERSTANDING

- I understand that this is an application only and that the agency will only consider me for adoptive placement provided that the homestudy is approved and placement is in the best interest of the child. Any placement of a child will be by mutual agreement with the agency. Additional documents may be required by the agency or by the probate court.
- I agree to complete the required Adoption Preservice Training as outlined in OAC, if I have not already completed it or received a waiver.
- I understand that the agency is required to complete a large family assessment if my family will have 5 or more children after the adoption of this child(ren).
- I certify that the information contained in this application is accurate and complete to the best of my knowledge. I understand if the application is not complete, the agency will not be able to consider me for potential adoptive placement.
- If there is any significant change affecting health, marital status, residence, family composition, employment, or criminal charges, I will notify the agency promptly, within 24 hours or the next working day.
- I give permission to the agency to contact any other agency for information and/or documentation regarding a previous application, certification, or approval for foster care or adoption. I also give permission to the agency to access information in Ohio's comprehensive child welfare information system.
- I certify that I have been given information on the Title IV-E Adoption Assistance, State Adoption Maintenance Subsidy, Post Adoption Special Services Subsidy and Non-Recurring Adoption Expenses, including eligibility and application requirements.
- I understand that pursuant to Ohio Revised Code Section 3107.012, a court may not finalize an adoption without a current criminal records check.
- A person seeking to provide foster care or to adopt who knowingly makes a false statement that is included in the written report of a home study conducted pursuant Section 3107.031 or Section 5103.03 of the Revised Code is guilty of the offense of falsification under Section 2921.13 of the Revised Code. A home study with a knowingly false statement shall not be filed with the court and if filed may be struck from the court's records. I understand that providing false information during the homestudy process will prevent the agency from considering my home for placement of a child and may be grounds for revocation of a foster home certificate and/or denial of adoption approval.

Applicant Name (please print)	Signature	Date
Applicant #1		
Applicant #2		

Note: Completion of this form is required in order for this agency to carry out its obligations under the Ohio Administrative Code.

Date DCY 01692 was received from the foster caregiver

Assessor and Supervisor signature below indicates that the information provided on this application is correct and has been verified, that the family has been assessed and meets the requirements of OAC and is recommended to be approved to adopt the child(ren) in question.

Assessor Signature	Date
Supervisor Signature	Date

TO BE RESCINDED

5180:2-48-11 **Approval of a foster home for adoptive placement.**

(A) Except as outlined in rule 5101:2-48-11.1 of the Administrative Code, when a foster caregiver who is not an approved adoptive parent through the joint homestudy process expresses an interest in being approved as an adoptive parent, an agency's assessor is responsible for the following:

- (1) Assist the foster caregiver in completing the applicable sections of the current JFS 01691, "Application for Child Placement" on file or completing a new JFS 01691. The foster caregiver shall sign the revised JFS 01691 or a new JFS 01691 indicating they would like to be approved for adoption.
- (2) Review and compile in the record the following information to determine the appropriateness of the foster caregiver for adoptive placement:
 - (a) The most recent JFS 01653, "Medical Statement for Foster Care/Adoptive Applicant and All Household Members."
 - (b) JFS 01349, "Foster Home Homestudy" or the JFS 01673, "Assessment for Child Placement (Homestudy)", the JFS 01673-A "Child Characteristics Checklist for Foster Care and/or Adoption" and the JFS 01530 "Multiple Children/Large Family Assessment," as applicable.
 - (c) All JFS 01385 "Assessment for Child Placement Update" forms, if applicable.
 - (d) Documentation from the foster home record including but not limited to the most recent training records, fire inspection reports, safety audits, foster home exit interviews, and copies of all complaint or rule violation investigations and any applicable corrective action plans. If there are any outstanding complaints or rule noncompliance investigations, or corrective action plans that have not been fully implemented, the sending agency, if different, shall notify the agency completing the adoption approval of the nature of the investigations or corrective action plans.
 - (e) Case record information documented by the placement worker's visits to the foster home.
 - (f) If the agency completing the adoption homestudy approval is different than the agency that recommends the foster home, the foster care agency shall forward copies of all applicable documents in the foster home

record within fifteen business days of receipt of the signed release of information.

- (3) If the agency initiates an adoptive homestudy with an applicant from another county, it shall notify the PCSA in the county the applicant resides in accordance with the procedures outlined in rule 5101:2-48-12 of the Administrative Code.
- (4) Once the documentation in paragraph (A)(2) of this rule is received, the assessor shall:
 - (a) Review information contained on the JFS 01691 and all supporting documentation.
 - (b) Conduct a home visit.
 - (c) Complete the JFS 01530, if applicable, as outlined in rule 5101:2-48-12 of the Administrative Code when a family has a total of five or more children residing in the home, including foster children and children in kinship care; or if the family will have a total of five or more children who will reside in the home upon the adoptive placement of a child.
 - (d) Observe the interaction between the child, foster caregiver and other members of the household, if applicable.
 - (e) Discuss how the foster caregiver is working with the child on problems identified in the case plan and how they will deal with long term issues the child may have.
 - (f) Discuss the differences between foster care and adoption with the foster caregiver, and the reason for the request for adoption approval at this time.
 - (g) Discuss the availability of adoption assistance and postfinalization adoption services with the foster caregiver.
 - (h) Complete the bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) reports as outlined in rule 5101:2-48-10 of the Administrative Code.
 - (i) The national sex offender registry is located at <https://www.nsopw.gov/>. In accordance with rule 5101:2-5-09.1 of the Administrative Code, a national sex offender registry check is to be completed for the adoptive applicant and each adult who resides with the adoptive applicant. The results are to be reviewed prior to the agency's approval of the adoption

homestudy. The application may be denied based solely on the results of the search.

- (j) If the agency has the ability to complete the search in SACWIS, the agency shall complete a search of abuse and neglect report history through the system for each foster caregiver and adult household member. If the agency does not have the ability to complete the search in SACWIS, the agency shall request a search of the system from ODJFS for each foster caregiver and each adult household member. The report with the results of the search shall be placed in the foster home record.
 - (i) This search is to be used to determine the suitability of the adoptive applicant as an adoptive parent.
 - (ii) The search shall also be conducted within ten days of the addition of any new adult member of the household once the homestudy has been approved.
- (k) Request a check of the child abuse and neglect registry of any other state an applicant or other adult household member has resided in the five years immediately prior to the date of the criminal records check as required by division (A) of section 2151.86 of the Revised Code.

(5) Based upon information obtained through interviews and the review of documentation outlined in paragraph (A) of this rule, the assessor shall complete any sections of the JFS 01673 not completed on the previous homestudy.

- (B) The PCSA or PCPA shall follow procedures contained in rule 5101:2-48-12 of the Administrative Code for approval or denial of an applicant for adoptive placement. The approval date shall be the same as the approval signature date. The expiration date of the adoption approval span shall be equal to the expiration date of the current foster care certification span, not to exceed two years.
- (C) When a PCSA, PCPA, or PNA determines any statement or document provided during the homestudy process is falsified, the PCSA or PCPA or PNA shall follow the procedures outlined in rule 5101:2-33-13 of the Administrative Code.
- (D) No PCSA, PCPA or PNA shall release a homestudy to any other agency or court if the application, homestudy, or any document provided during the homestudy process is determined to contain a false statement knowingly made or submitted by the applicant(s).

- (E) The agency shall complete the homestudy assessment within one hundred eighty days of the date the agency received the application. An agency failing to complete a homestudy within one hundred eighty days shall document on the JFS 01673 the reason(s) the agency is unable to meet this requirement.

- (F) If a homestudy is not completed within one year of the application date it shall be terminated unless the agency makes the determination the homestudy should not be terminated. The decision not to terminate shall be made at the agency's discretion and documented on the JFS 01673. If the agency decides to terminate the homestudy, it shall notify the adoptive applicant in writing no less than thirty days prior to the termination. Written notification shall include the reason for termination and the procedures for requesting a review of the agency's decision.

Effective: 11/6/2025

Five Year Review (FYR) Dates: 8/22/2025

CERTIFIED ELECTRONICALLY

Certification

10/27/2025

Date

Promulgated Under: 119.03
Statutory Authority: 3107.031, 3107.032, 3107.033, 5153.166
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05/14/1998, 12/31/1998 (Emer.), 04/01/1999,
02/15/2002, 09/01/2003, 12/11/2006, 08/14/2008,
07/01/2009, 10/01/2014, 03/01/2021

TO BE RESCINDED

5180:2-48-11.1 Foster caregiver adoption of a foster child or sibling group who has resided with the caregiver for at least six consecutive months.

- (A) If a foster caregiver expresses the desire to adopt a foster child or sibling group who is and has been residing with the foster caregiver for at least six consecutive months, the public children services agency (PCSA), private child placing agency (PCPA) or private noncustodial agency (PNA) shall provide the foster caregiver with a JFS 01692 "Application For Adoption of a Foster Child or Sibling Group." The JFS 01692 is a child specific application and expires once the foster child or sibling group is adopted as evidenced by a final decree of adoption or interlocutory decree.
- (B) A completed JFS 01692, with supporting documentation, serves as a shortened homestudy, replacing the JFS 01691, "Application for Child Placement" and the JFS 01673 "Assessment for Child Placement (Homestudy)" required by rule 5101:2-48-12 of the Administrative Code.
- (C) The assessor shall complete the JFS 01530 "Large Family Assessment" prior to the approval of the JFS 01692 if the foster family has a total of five or more children residing in the home, including the foster children and any children in kinship care.
- (D) The PCSA, PCPA, or PNA shall inform the foster caregiver consideration is given to the application if the placement is in the best interests of the child pursuant to rule 5101:2-48-16 of the Administrative Code.
- (E) If a PCSA, PCPA or PNA determines any statement in a homestudy is falsified, or any document submitted throughout the homestudy process contains a false statement, the agency shall follow the procedures outlined in rule 5101:2-33-13 of the Administrative Code.
- (F) The PCSA, PCPA or PNA shall not release a homestudy to any other agency or probate court if it is determined the application, homestudy, or any document submitted through the homestudy process contains a false statement knowingly made by the applicant(s).
- (G) Upon receipt of a JFS 01692 from the foster caregiver, the PCSA, PCPA, or PNA shall review the application with the foster caregiver. An agency shall not require the foster caregiver to undergo a bureau of criminal investigation (BCI) or federal bureau of investigation (FBI) check as a condition of acceptance or approval of the application for adoption of a foster child; however, the agency shall inform the foster caregiver a criminal records check, pursuant to rule 5101:2-48-10 of the Administrative Code, is required before a court issues a final decree of adoption or an interlocutory order of adoption.

(H) If the PCSA, PCPA, or PNA receives a JFS 01692 from the foster caregiver, it shall provide the foster caregiver with both of the following:

- (1) Information about the requirement for adoption training as outlined in rule 5101:2-48-09 of the Administrative Code.
- (2) Information about the application process and eligibility requirements of Title IV-E adoption assistance, state adoption maintenance, post adoption special services subsidy, and non-recurring adoption expenses.

(I) Prior to the approval of the adoption homestudy, the PCSA, PCPA or PNA shall document in the case file the foster caregiver has fulfilled the required adoption training as outlined in rule 5101:2-48-09 of the Administrative Code.

(J) In addition to the completion of the JFS 01692, the agency shall review the following information to determine the appropriateness of the foster caregiver for adoptive placement:

- (1) The homestudy and all subsequent updates.
- (2) The JFS 01530, if applicable.
- (3) The most recent JFS 01653 "Medical Statement for Foster Care/Adoptive Applicant and All Household Members."
- (4) The most recent criminal record checks, including the national sex offender registry, for all adult household members.
- (5) The most recent reports of the alleged perpetrator search of child abuse and neglect information from the statewide automated child welfare information system (SACWIS) for all adult household members.
- (6) Documentation from the foster home record including but not limited to the most recent training records, fire inspection reports, safety audits, foster home exit interviews, and copies of all complaint or rule violation investigations and any applicable corrective action plans. If there are any outstanding complaints or rule noncompliance investigations, or corrective action plans that have not been fully implemented, the sending agency, if different, shall notify the agency completing the adoption approval of the nature of the investigations or corrective action plans.
- (7) Case record information documented by the placement worker's visits to the foster home regarding the ability of the foster parent to meet the needs of the child(ren) to be adopted.

- (K) The assessor shall review the information listed in paragraph (J) of this rule, as well as the completed JFS 01692 and arrive at one of the following recommendations:
- (1) Approve the applicant(s) as a prospective adoptive parent for the child(ren) residing in the applicant's home for at least six consecutive months.
 - (2) Deny the application.
- (L) The assessor shall provide written notification to the applicant(s) of approval or denial of the adoption homestudy within ten days after the homestudy has been approved or denied.
- (1) Adoption homestudy approval notification shall include, at a minimum, the following information:
 - (a) Date of approval of the JFS 01692.
 - (b) The name of the child or children for whom the homestudy is being approved.
 - (2) Adoption homestudy denial shall include, at a minimum, the following information:
 - (a) A detailed explanation of the reasons for the denial.
 - (b) A description of procedures for an agency review pursuant to rule 5101:2-48-24 of the Administrative Code.
- (M) The JFS 01692 shall only be used in consideration of the adoptive placement for the child(ren) for whom the homestudy was conducted. A separate JFS 01692 or JFS 01673, as applicable, shall be used for any other child(ren) the family is considering adopting. Once approved, the adoption homestudy shall be amended pursuant to rule 5101:2-48-12.2 of the Administrative Code, as needed.
- (N) Upon approval of the foster caregiver for the adoptive placement, the agency shall follow the adoptive placement procedures as outlined in rule 5101:2-48-16 of the Administrative Code including, but not limited to, conducting a matching conference.

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CERTIFIED ELECTRONICALLY

Certification

10/27/2025

Date

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