



Transmittal Letter 83

TO: Children Services Stakeholders

FROM: Kara B. Wente, Director

DATE: June 29, 2026

SUBJECT: Chapter 48 Package 1 of 4 – Five-Year Review and Renumbering of Ohio Administrative Code Adoption Rules 5180:2-48-02, 5180:2-48-17, 5180:2-48-18, 5180:2-48-20, 5180:2-48-22, and 5180:2-48-23

Background

The Department of Children and Youth (DCY) is updating the following Ohio Administrative Code (OAC) adoption rules as part of the five-year review process 5180:2-48-02, 5180:2-48-17, 5180:2-48-18, 5180:2-48-20, 5180:2-48-22 and 5180:2-48-23.

The DCY rules in the Ohio Administrative Code (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 For organizational reasons, as DCY opens rules, many are being rescinded and adopted under a new number.

These rules will be effective on July 15, 2026.

Purpose

As part of this review, each rule was reorganized into a question-and-answer format and streamlined for readability. Most changes are technical or organizational. Any substantive changes are summarized below.

5180:2-48-02 “Putative father registry. → 5180:7-1-03 “Putative father registry.”

Clarifies requirements for registering with and searching the Ohio Putative Father Registry. Language was added to specify when a putative father may register and when a search of the registry may be requested for adoption purposes. The timeframe for DCY to notify a registered putative father was increased from seven to ten business days to align with state law. Related forms (DCY 01694 and DCY 01695) were updated to improve clarity and usability, and obsolete instructions (DCY 01694I) were removed.



5180:2-48-17 “Assessor visits and contacts with children in adoptive homes prior to finalization.” → 5180:7-1-09 “Assessor visits and adoption prefinalization report.”

Clarifies required assessor visits prior to adoption finalization and the information to be collected during those visits. A definition of “prefinalization” was added for clarity. The rule was also updated to more fully describe the child’s well-being by explicitly including physical, cognitive, and emotional development, in addition to educational and medical needs.

5180:2-48-18 “Postfinalization services.” → 5180:7-1-17 “Postfinalization adoption services.”

Clarifies agency responsibilities related to postfinalization adoption services. Definitions were added to explain what “postfinalization” means and to describe the types of services that may be included as postfinalization adoption service. No changes were made to agency responsibility for providing or referring families to services.

5180:2-48-20 “Release of identifying and nonidentifying information.” → 5180:7-1-18 “Release of information post adoption finalization.”

Clarifies requirements for informing birth parents and adoptive families about the release of identifying and nonidentifying information. A process was added for birth parents whose parental rights were involuntarily terminated to authorize or deny the release of identifying information.

5180:2-48-22 “Adoptive family case record.” & 5180:2-48-23 “Preservation of adoptive child case record.” → 5180:7-1-19 “Adoptive family and adoptive child case record.”

Combines two existing rules into a single rule outlining requirements for creating, maintaining, and preserving adoptive family and adoptive child case records. Definitions were added to clarify what constitutes an “adoptive family case record” and an “adoptive child case record.” No new documentation requirements were added.



Rules/Forms

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

OAC Rules	Previous Transmittal Letter	DCY Forms
5180:2-48-02 (Rescind)	FCASMTL No. 447	- DCY 01694 "Ohio Putative Father Registry Registration for Fathers" (Revised) - DCY 01694I "Instructions for Completing JFS 01694" (Obsolete) - DCY 01695 "Application for Search of Ohio Putative Father Registry" (Revised)
5180:2-48-17 (Rescind)	FCASMTL No. 447	
5180:2-48-18 (Rescind)	FCASMTL No. 447	
5180:2-48-20 (Rescind)	FCASMTL No. 447	
5180:2-48-22 (Rescind)	FCASMTL No. 493	
5180:2-48-23 (Rescind)	FCASMTL No. 447	
5180:7-1-03 (New)	N/A	- DCY 01694 "Ohio Putative Father Registry Registration for Fathers" (Revised) - DCY 01695 "Application for Search of Ohio Putative Father Registry" (Revised)
5180:7-1-09 (New)	N/A	
5180:7-1-17 (New)	N/A	
5180:7-1-18 (New)	N/A	
5180:7-1-19 (New)	N/A	

5180:7-1-03

Putative father registry.**(A) Who is a putative father?**

As defined in section 3107.01 of the Revised Code, a putative father is a man, including one under age eighteen, who may be a child's father and to whom all of the following apply:

- (1) He was not married to the child's mother at the time of the child's conception or birth;
- (2) He has not adopted the child;
- (3) He has not been determined, prior to the date a petition to adopt the child is filed, to have a parent and child relationship with the child by a court proceeding pursuant to sections 3111.01 to 3111.18 of the Revised Code, a court proceeding in another state, an administrative agency proceeding pursuant to sections 3111.38 to 3111.54 of the Revised Code, or an administrative agency proceeding in another state; and,
- (4) He has not acknowledged paternity of the child pursuant to sections 3111.21 to 3111.35 of the Revised Code.

(B) What is the Ohio putative father registry (OPFR)?

The OPFR is a registry established and maintained by the department of children and youth (DCY) and provides for the following:

- (1) Allows a putative father to register to be notified in the event that a petition to adopt a minor has been filed for a child the father claims is his.
- (2) Allows a mother, a public children services agency (PCSA), a private child placing agency (PCPA), a private noncustodial agency (PNA), or an attorney arranging an adoption to request a search to determine if a child has a registered putative father.
- (3) Identifies if a putative father is registered for the child and is to be contacted prior to finalization of the adoption.

(C) As used in this rule, what entities are included in the term 'agency'?

As used in this rule, 'agency' includes the following:

- (1) PCSA;

(2) PCPA; or

(3) PNA.

(D) How does a putative father register with the OPFR?

The putative father may register with the OPFR in the following ways:

(1) Online at <https://childrenandyouth.ohio.gov/for-families/family-support-stabilization/putative-father-registry>; or

(2) Submit a completed DCY 01694 "Ohio Putative Father Registry - Registration for Fathers" to DCY via email at ohiopfr@childrenandyouth.ohio.gov.

(E) How may a putative father get assistance in registering with the OPFR?

The putative father may contact DCY for assistance in registering with the OPFR.

(F) When may a putative father register with the OPFR?

A putative father may register with the OPFR at any time. In order to preserve his right to consent to an adoption, the putative father is to register prior to the birth of the child or within fifteen days following the birth of the child.

(G) How may an attorney, a mother, or an agency request a search of the OPFR?

An attorney, a mother, or an agency may request a search of the OPFR online at <https://childrenandyouth.ohio.gov/for-families/family-support-stabilization/putative-father-registry>.

(H) When is a search of the OPFR to be requested?

An attorney, a mother, or an agency may request a search of the OPFR at any time; however, for purposes of adoption finalization, a search of the OPFR is to be requested no earlier than sixteen days after the child's birth and the results filed with the court prior to the issuance of a final adoption decree or interlocutory order of adoption.

(I) When is a search of the OPFR not required?

An attorney, a mother, or an agency is not required to search the OPFR if one of the following applies:

(1) The mother was married at the time the child was born or conceived.

- (2) The parent placing the child previously adopted the child.
- (3) A man has been determined to have a parent and child relationship with the minor, prior to the date the petition to adopt the child is filed, by:
 - (a) A court proceeding pursuant to sections 3111.01 to 3111.18 of the Revised Code;
 - (b) A court proceeding similar to that in paragraph (I)(3)(a) of this section in another state;
 - (c) An administrative agency proceeding pursuant to sections 3111.38 to 3111.54 of the Revised Code;
 - (d) An administrative agency proceeding similar to paragraph (I)(3)(c) of this section in another state; or,
 - (e) A signed acknowledgment pursuant to section 2151.232, 3111.25, or 3111.821 of the Revised Code.
- (4) The PCSA or PCPA has permanent custody of the child pursuant to Chapter 2151 or division (B) of section 5103.15 of the Revised Code.

(J) What is to occur if the search of the OPFR identifies a putative father?

- (1) If it is determined that a putative father is registered for the minor, DCY is to provide the attorney, mother or agency a certified copy of the putative father's registration form.
- (2) Within ten days of providing the certified copy to the attorney, mother or agency, DCY is to provide written notice of the following to the putative father:
 - (a) That he may be the father of the minor he claimed on the registration form;
 - (b) That the minor is being or may be placed for adoption; and
 - (c) Of his right to consent or refuse to consent to the minor's adoption to the extent provided under Chapter 3107 of the Revised Code.

(K) What is to occur if the search of the OPFR does not identify a putative father?

If it is determined that a putative father is not registered for the minor, DCY is to provide the attorney, mother or agency a certified written statement of the results, including the date the search request was submitted.

(L) What is an attorney, a mother, or an agency to do upon receipt of the OPFR search results?

The attorney, a mother, or an agency is to file a certified copy of the results received from OPFR with the court, prior to the issuance of the final adoption decree or the interlocutory order of adoption.

(M) What additional steps is a PCSA or PCPA to complete when determining if there is a putative father?

The PCSA or PCPA is to work with the mother to identify the name of the child's father and determine if either parent is eligible for membership with an American Indian tribe.

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5180:7-1-09

Assessor visits and adoption prefinalization report.**(A) What does prefinalization mean?**

Prefinalization refers to the period of time from the date a child is placed in an adoptive home and the date the adoption is finalized, as evidenced by a final decree of adoption or interlocutory order of adoption issued by the court.

(B) What contact is to be made with the child, prospective adoptive parent(s) and any household members during prefinalization?

An assessor, who meets the qualifications in section 3107.014 of the Revised Code and rule 5180:2-48-06 of the Administrative Code, in the employ of, appointed by, or under contract with the court, public children services agency (PCSA) or private child placing agency (PCPA) that is assigned full responsibility for case planning and management of the child's case is to complete the following, at minimum:

- (1) One face-to-face visit with the child and each prospective adoptive parent in the adoptive home, during the first seven days of placement, not including the date of placement.
- (2) One face-to-face visit with the child and each prospective adoptive parent in the adoptive home, during the first thirty days of placement, not including the visit completed during the first seven days of placement.
- (3) After the first thirty days of placement, one face-to-face visit monthly with the child and each prospective adoptive parent in the adoptive home.
- (4) One face-to-face visit with any additional permanent household members, every sixty days, in the adoptive home.
- (5) Two face-to-face visits, at least sixty days apart, in the adoptive home, with any permanent household members who temporarily reside elsewhere.

(C) Can another assessor complete a prefinalization visit?

- (1) The assigned assessor is to complete the majority of the visits identified in paragraph (B) of this rule.
- (2) If the assigned assessor is unable to complete a visit, another assessor from the same agency may complete a visit, and is to document in the child's case the reason someone other than the assigned assessor completed the visit.
- (3) If circumstances of the case require more than the minimum number of visits identified in paragraph (B) of this rule, the additional visit(s) may be conducted

by an assessor employed by an agency contracted by the PCSA or PCPA to provide services for the case.

(D) What assessment information is to be gathered during prefinalization visits?

The following information is to be gathered from the assessor's observations and interviews with the child, prospective adoptive parent(s), household members, and any other professionals working with the family, and is to be documented in the child's case record and on the DCY 01699 "Prefinalization Adoption Assessment Report", to inform how the placement is progressing:

(1) The child's safety and well-being, including, but not limited to the child's:

- (a) Current behavior, emotional, and social functioning.
- (b) Adjustment to the placement.
- (c) Feelings around loss, separation, and the reasons for being adopted.
- (d) Physical, cognitive, and emotional development.
- (e) Educational progress and status.
- (f) Medical needs.

(2) New information regarding the child, prospective adoptive parent(s) or other household members, including, but not limited to:

- (a) Changes in marital status.
- (b) Significant changes in the health status of a household member.
- (c) Placement of additional children.
- (d) Birth of a child.
- (e) Death of a child, prospective adoptive parent(s), or household member.
- (f) A criminal charge, conviction or arrest of the child, prospective adoptive parent(s) or any household member.
- (g) Addition or removal of a temporary or permanent household member.
- (h) Family's relocation.

(i) Child's daily activities.

(j) Change in the prospective adoptive parent(s) employment or any financial hardships.

(k) Any supportive service needs for the child or prospective adoptive parent(s) to assure the child's safety and well-being.

(E) What is to occur if the child is placed into an approved adoptive home outside of Ohio, through the "Interstate Compact for the Placement of Children"?

The agency is to follow procedures pursuant to chapter 5180:2-52 of the Administrative Code and the regulations of the interstate compact.

(F) What is to occur if the prospective adoptive parent(s) or household member(s) knowingly makes a false statement that impacts the homestudy?

If the prospective adoptive parent(s) or household member(s) knowingly makes a false statement that impacts the homestudy, the assessor is to follow procedures pursuant to section 3107.031 of the Revised Code.

(G) When is the assessor to complete and file the DCY 01699 for the adoptive placement with the court?

(1) The assessor is to complete and file the DCY 01699 with the court no later than twenty days prior to the date scheduled for the final hearing on the adoption in accordance with section 3107.12 of the Revised Code.

(2) If the court determines there is good cause for filing the report at a later date, the assessor is to file the DCY 01699 prior to the issuance of a final decree of adoption or finalization of an interlocutory order of adoption.

(3) If the prospective adoptive parent is the child's stepparent, the DCY 01699 does not need to be completed, unless the court determines that it is in the best interest of the child and orders that an assessor conduct a prefinalization assessment.

(H) Who is to receive a copy of the DCY 01699?

(1) The assessor is to provide a redacted copy of the DCY 01699 to the prospective adoptive parent(s) no later than twenty days prior to the date scheduled for the final hearing on the adoption. All identifying information, as defined in section 3107.01 of the Revised code, regarding the biological or other legal parent(s) is

to be redacted prior to providing a copy of this report to the prospective adoptive parent(s).

- (2) The assessor is to maintain a copy of the redacted DCY 01699 provided to the prospective adoptive parent(s) in the adoptive child's case record and adoptive family's case record.
- (3) The assessor is to maintain the adoptive parent(s) written acknowledgment of receipt of the DCY 01699, including the date the information was provided, in the adoptive child's case record and adoptive family's case record.
- (4) The assessor is to provide a copy of the acknowledgment of receipt to the adoptive parent(s).

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5180:7-1-17 **Postfinalization adoption services.****(A) What does postfinalization mean?**

Postfinalization refers to the period of time after the date an adoption is finalized as evidenced by a final decree of adoption or interlocutory order of adoption issued by the court.

(B) What are postfinalization adoption services?

Postfinalization adoption services support birth parents, adoptive parents or adopted persons after an adoption is legally finalized and can include financial assistance, counseling, support groups, respite care, and access to various community resources.

(C) Who is to facilitate postfinalization adoption services?

Any public children services agency (PCSA), private child placing agency (PCPA), or private noncustodial agency (PNA) that places a child, or assists in placing a child, for adoption is to have a written policy regarding their facilitation of postfinalization adoption services to families.

(D) What is an agency to do upon request for postfinalization adoption services?

Upon request, the agency is to make postfinalization adoption services available, either directly to the family or by referral. If the agency does not provide direct postfinalization adoption services, the agency is to do the following:

- (1) Refer each person who requests postfinalization adoption services to the regional Ohio kinship and adoption navigator (OhioKAN) agency, in addition to other local agencies providing the services the family is requesting.
- (2) Provide consultation on adoption-related issues to other professionals who are working with the family, upon written request of the parent, legal custodian, or guardian.
- (3) Provide information regarding the procedures for releasing identifying information pursuant to rule 5180:7-1-18 of the Administrative Code.

(E) What steps may an agency take if contacted for postfinalization adoption services regarding a child whose adoptive placement was made by another custodial agency?

If the agency is contacted for postfinalization adoption services and the agency determines that another custodial agency made the adoptive placement, the agency

may contact that custodial agency for assistance in providing postfinalization services.

- (F) If an adoptive parent, adopted person, or birth parent is unable to access postfinalization adoption services, which agency is ultimately responsible for the provision of, or referral to the services?

The PCSA located in the county of residence of the adoptive parent, adopted person, or birth parent, respectively, is the agency ultimately responsible for the provision of, or referral to, appropriate postfinalization services.

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5180:7-1-18**Release of information post adoption finalization.**

(A) What information is an assessor to provide to birth parents who enter into a voluntary surrender agreement, regarding the release of their identifying information?

The assessor is to inform birth parents who enter into a voluntary surrender agreement, of the following:

- (1) Completion of the DCY 01693, "Ohio Law and Adoption Materials" will indicate their decision to authorize or deny the release of identifying information to the adopted person or adoptive parent. The DCY 01693 is to be signed at least seventy-two hours prior to the time the consent to the adoption is executed.
- (2) The option, at any time and for as many times as they want, to reverse their decision regarding the release of identifying information by contacting the Ohio department of health (ODH) and requesting a copy of a denial of release form or a copy of an authorization of release form.
- (3) If the birth parent does not sign the denial of release of information, identifying information can be released to:
 - (a) The adoptive parent(s) when the adopted person is at least eighteen years of age but less than twenty-one years of age and the adoptive parent(s) submits a request to ODH.
 - (b) The adopted person when the adopted person is at least twenty-one years of age and the adopted person submits a request to ODH.
- (4) The contact information for ODH to obtain instructions regarding the filing of authorizations or denials.

(B) How is a birth parent who has an involuntary termination of parental rights, to authorize or deny the release of identifying information?

A birth parent who has an involuntary termination of parental rights, may authorize or deny the release of identifying information by contacting ODH and requesting a copy of a denial of release form or a copy of an authorization of release form.

(C) What information is an assessor to provide to the adoptive parent(s) regarding the release of identifying information?

The assessor is to inform the adoptive parent(s) that:

- (1) When the adopted person is at least eighteen years of age but less than twenty-one years of age, the adoptive parent can submit a request to ODH to request

a copy of the contents of the adoption files which may include identifying information about the birth parents.

(2) When the adopted person is at least twenty-one years of age, the adopted person can submit a request to ODH to request a copy of the contents of the adoption files which may include identifying information about the birth parents.

(3) When the adopted person is at least twenty one years of age, the adopted person can submit a request to ODH authorizing ODH to assist the birth parents or birth siblings in finding the adopted person's name by adoption. The adopted person may alter this decision at any time or for as many times as the adopted person wants by submitting a request to ODH.

(D) What nonidentifying information is an agency, attorney or court to provide an adopted person at least eighteen years of age, an adoptive parent of an adopted person under eighteen years of age, or an adoptive relative of a deceased adopted person?

Upon written request, the agency, attorney or court is to provide the following nonidentifying information:

(1) Birth parents' age at the time the child was adopted.

(2) The medical and genetic history of the birth parents.

(3) The age, sex, and medical and genetic history of an adopted person's birth siblings and extended family members.

(4) The heritage and ethnic background, educational level, general physical appearance, religion, occupation, and cause of death of the birth parents, birth siblings, and extended family members.

(5) Any information that may be included on the DCY 01616, "Social and Medical History."

(6) Any information that is not deemed as identifying information as defined in sections 3107.01 and 3107.60 of the Revised Code.

(E) What nonidentifying information is an agency, attorney or court to provide a birth parent of an adopted person at least eighteen years of age, a birth sibling at least eighteen years of age, or a birth family member of a deceased birth parent?

Upon written request, and subject to a determination made pursuant to division (E) of section 3107.66 of the Revised Code, the agency, attorney, or court is to provide any nonidentifying information available, including the following:

- (1) An adoptive parent's age at the time of adoption.
- (2) An adoptive sibling's age at the time of adoption.
- (3) The heritage, ethnic background, religion, educational level and occupation of the adoptive parent.
- (4) General information known about the well-being of the adopted person before and after the adoption.

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5180:7-1-19**Adoptive family and adoptive child case record.**(A) What is an adoptive family case record?

An adoptive family case record is a detailed file created and maintained by a public children services agency (PCSA), private child placing agency (PCPA) or private noncustodial agency (PNA) that documents all aspects of the adoption process related to the adoptive family.

(B) When is the adoptive family case record to be created?

The adoptive family case record is to be created at the time a DCY 01691 "Application for Child Placement" or DCY 01692 "Application for Adoption of a Foster Child or Sibling Group" is received, and is to be maintained, at minimum, during the agency's active involvement with the family.

(C) What is the adoptive family case record to contain?

(1) DCY 01691 or DCY 01692.

(2) Case notes and dictation concerning adoption services.

(3) A copy of the homestudy, homestudy updates, and any completed documents that were identified in or collected pursuant to Chapter 5180:7-1 of the Administrative Code, as applicable.

(4) A copy of the DCY 01530, "Multiple Children/Large Family Assessment," if applicable.

(5) If applicable, a copy of all documentation relating to falsification of an adoptive application or homestudy.

(6) A copy of the denial or approval notification sent to the applicant regarding the adoptive homestudy, updates, or amendments as required by Chapters 5180:2-48 and 5180:7-1 of the Administrative Code.

(7) If applicable, a copy of the documentation explaining the circumstances of any delay in the commencement of the adoptive homestudy beyond the thirty-day requirement in Chapters 5180:2-48 and 5180:7-1 of the Administrative Code.

(8) If applicable, a copy of the documentation explaining the circumstances of any delay in the completion of the adoptive homestudy beyond the one hundred eighty-day requirement in Chapters 5180:2-48 and 5180:7-1 of the Administrative Code.

- (9) A signed copy of the child study inventory (CSI) prepared pursuant to rule 5180:2-48-21 of the Administrative Code.
- (10) Documentation of information provided to the adoptive family pursuant to rule 5180:2-48-15 of the Administrative Code and the adoptive family's receipt of the information.
- (11) A copy of the DCY 01654 "Adoptive Placement Agreement."
- (12) A copy of the child's case plan.
- (13) A copy of the DCY 01699 "Prefinalization Adoption Assessment Report."
- (14) Documentation regarding the activities surrounding the removal of the child from the adoptive placement, if applicable.
- (15) Documentation regarding any agency review.
- (16) Documentation constituting or referring to a complaint or grievance by the family, if applicable.
- (17) Documentation of verbal comments, verbatim, or a detailed description of any other indication made by a prospective adoptive family member living in the household or any other person living in the household, reflecting a negative perspective regarding the race, color or national origin of a child for whom the prospective adoptive family has expressed an interest in adopting. The documentation is to indicate whether those comments were made before or after completion of the cultural diversity training, which is required for all prospective adoptive applicants, if applicable.
- (18) Documentation regarding any adoption subsidy application and/or agreement.
- (19) Documentation of education and training activities attended by the adoptive applicant/family.
- (20) A copy of the DCY 01689, "Documentation of the Placement Decision Making Process."
- (21) A copy of the DCY 01609 "Family Permanency Planning Data Summary."
- (22) A copy of the DCY 01688 "Individualized Child Assessment" and any report(s) submitted by the licensed professional associated with the DCY 01688, if applicable pursuant to rule 5180:2-48-13 of the Administrative Code.

(23) A copy of the DCY 01690 "Documentation of the Pre-adoptive Staffing and Updates."

(24) A copy of the notification letter to the local PCSA or documentation of the contact related to the initiation of an adoption homestudy, as well as any response received from the PCSA.

(25) A copy of the notification letter to the local PCSA related to the impending placement of an adoptive child.

(D) What is an adoptive child case record?

An adoptive child case record is a detailed file created and maintained by a PCSA or PCPA for a child who is in the permanent custody of the PCSA or PCPA, that documents all aspects of adoption process related to that child.

(E) When is the adoptive child case record to be created?

The adoptive child case record is to be created at the time permanent custody of the child is obtained by the agency and is to be permanently maintained once the child's adoption is finalized.

(F) What is the adoptive child case record to contain?

(1) A copy of the petition to adopt filed in a probate court.

(2) A copy of the child's original birth certificate.

(3) The DCY 01616 "Social and Medical History."

(4) A copy of the CSI.

(5) A copy of the DCY 01699 "Prefinalization Adoption Assessment Report," and a redacted copy of the DCY 01699 pursuant to section 3107.12 of the Revised Code.

(6) A copy of the final decree of adoption or the interlocutory order of adoption.

(7) A copy of the child's lifebook.

(8) A copy of the DCY 01689 "Documentation of the Placement Decision Making Process."

- (9) The DCY 01688 "Individualized Child Assessment" and any reports(s) submitted by the licensed professional associated with the DCY 01688, if applicable pursuant to rule 5180:2-48-13 of the Administrative Code.
- (10) A copy of the DCY 01610 "Child's Permanency Planning Data Summary."
- (11) A copy of all medical or psychological evaluations, school records or other material documented.
- (12) A copy of the DCY 01690 "Documentation of the Pre-adoptive Staffing and Updates."
- (13) A copy of the DCY 01666 "Permanent Surrender of a Child."
- (G) How is the PCSA, PCPA or PNA to maintain the adoptive family and the adoptive child case records?
 - (1) The PCSA is to maintain case records in Ohio's comprehensive child welfare information system (CCWIS).
 - (2) The PCPA and PNA are to maintain case records in a consistent and organized manner.
 - (3) When the agency maintains any required information set forth in this rule in a location other than the case record, it is to be stated in the agency policy or noted in the case record where the information can be found.
- (H) How is the PCSA, PCPA or PNA to ensure confidentiality of the adoptive child case record after a final decree or interlocutory order of adoption is issued?
 - (1) Comply with rule 5180:7-1-18 of the Administrative Code and section 3107.17 of the Revised Code.
 - (2) Mark the adoptive child case record as confidential and permanently secure it from release or inspection except as follows:
 - (a) When consent is given by the probate court;
 - (b) When the PCSA or PCPA needs to examine its own records pertaining to a placement or adoption for official administrative purposes, including to obtain non-identifying information; or

(c) DCY may examine its own records pertaining to a placement or adoption of a child and DCY may inspect the records of a PCSA or PCPA for official administrative, certification and eligibility determination purposes.

(l) What is the PCSA, PCPA or PNA to do with any original documents listed in paragraph (F) of this rule, after an adoption is finalized?

If a PCSA, PCPA or PNA maintained any original documents listed in paragraph (F) of this rule, the agency is to return the original documents to the PCSA or PCPA that held permanent custody of the child prior the adoption finalization.

Replaces: 5180:2-48-22, 5180:2-48-23
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12/11/2006, 03/01/2010, 10/01/2015, 02/01/2021,
05/01/2022

Ohio Department of Children and Youth
OHIO PUTATIVE FATHER REGISTRY - REGISTRATION FOR FATHERS

Ohio Putative Father Registry
P.O. Box 183204
Columbus, Ohio 43218
Voicemail Box: 1-888-313-3100
Email: OhioPFR@childrenandyouth.ohio.gov

INSTRUCTIONS FOR COMPLETING

Read and follow carefully: If you believe you may be a putative father and wish to be notified of an adoption proceeding involving a child of whom you are, or may be, the father, submitting the following information will enable you to be notified in the case of an adoption proceeding involving a child of whom you may be the father.

- A. Under Ohio law, a "putative father" is a male who may be a child's father, but who is not married to the child's mother on or before the date that the child is born, or who has not established paternity of the child in a court proceeding before the filing of an adoption petition for the child.
- B. Complete the Putative Father Registration online at <https://childrenandyouth.ohio.gov/families/family-support-stabilization/putative-father-registry>. If you do not have access to complete online, you or your attorney can complete and submit this form to, by U.S. mail or in person.
- C. It is your responsibility to be sure that the information contained on the form is accurate and complete. If you fail to provide accurate information, you may not receive notice of the child's adoption, and you may lose any parental rights you might have in relation to the child.

The address you provide must be an address at which you can be contacted. A post office box is not acceptable. If you cannot be contacted at the address you provide, you may not receive notice of an adoption, and you may lose any parental rights you might have in relation to the child. If you do not have an address where you can receive notice of an adoption, you may designate another person as your agent.

- D. If your address or any other information on the form changes, you must file an amended registration form immediately. Your failure to do so could cause you to lose the opportunity to receive notice of an adoption and to lose any parental rights you might have in relation to the child.
- E. In order for you to receive notice of an adoption, you must register prior to the child's birth or no later than 15 days after the birth of the child.
- F. If you have questions about your rights as a putative father, you should consult an attorney.
- G. Receipt of the application being entered in the Ohio Putative Father Registry will be returned via email, or mail if no email address is provided.

SECTION I: IDENTIFYING INFORMATION ABOUT THE FATHER		
Father's LAST Name	FIRST Name	MIDDLE Name
Social Security Number	Date of Birth (MM/DD/YY)	Race
Phone Number	Email	
Other names by which father may be known 1.	3.	
2.	4.	
Home Address	Father's Email Address	
City, State, Zip		
Father's Mailing Address/Apt. (If different than above)		
City, State, Zip		
<u>Previously Known Addresses:</u> 1. 2. 3. 4.		
SECTION II: IDENTIFYING INFORMATION ABOUT THE MOTHER		
Mother's LAST Name	FIRST Name	MIDDLE Name
Social Security Number	Date of Birth (MM/DD/YY)	Race
Phone Number	Email	
Other names by which mother may be known 1.	3.	
2.	4.	
Home Address		
City, State, Zip		
Mother's Mailing Address/Apt. (If different than above)		
City, State, Zip		

<u>Previously Known Addresses:</u> 1. 2. 3. 4.				
SECTION III: IDENTIFYING INFORMATION ABOUT THE CHILD				
Child's LAST Name	FIRST Name	MIDDLE Name		
<u>Alias or Alternative Spellings:</u>				
Race	Sex ☐ Male ☐ Female			
Estimated Due Date of Mother (MM/YY)	Child's Date of Birth (MM/DD/YY)			
Child's Birthplace	City	State		
Hospital name, if any				
Birth Certified ☐ Yes ☐ No	Multiple Birth ☐ Yes ☐ No			
SECTION IV: ACKNOWLEDGEMENT				
I have read, or someone has read to me, the instructions to Putative Fathers before signing this form, and I understand that completing this form is not enough to protect my rights to be legal father of the child identified on this form. For information on how to establish paternity, go to https://www.oh-paternity.com/contact-english or call the Ohio Central Paternity Registry (CPR) at 1-888-810-OHIO (6446).				
It is preferred that Putative Father information is completed electronically by going online to https://childrenand youth.ohio.gov/for-families/family-support-stabilization/putative-father-registry. If you are unable to complete Putative Father information online you or your attorney can send this completed form by email at OhioPFR@childrenand youth.ohio.gov, or deliver the completed form in person, by mail or overnight mail delivery service to: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding-top: 10px;"> Mailing address: Ohio Department of Children and Youth Ohio Putative Father Registry P.O. Box 183204 Columbus, Ohio 43218 </td> <td style="width: 50%; vertical-align: top; padding-top: 10px;"> Physical/Overnight Delivery Address: Ohio Department of Children and Youth Ohio Putative Father Registry 246 N. High St. Columbus, Ohio 43215 </td> </tr> </table>			Mailing address: Ohio Department of Children and Youth Ohio Putative Father Registry P.O. Box 183204 Columbus, Ohio 43218	Physical/Overnight Delivery Address: Ohio Department of Children and Youth Ohio Putative Father Registry 246 N. High St. Columbus, Ohio 43215
Mailing address: Ohio Department of Children and Youth Ohio Putative Father Registry P.O. Box 183204 Columbus, Ohio 43218	Physical/Overnight Delivery Address: Ohio Department of Children and Youth Ohio Putative Father Registry 246 N. High St. Columbus, Ohio 43215			
I certify that the information provided above is true and correct to the best of my knowledge. I understand that a person who knowingly or intentionally registers false information on this form commits a Misdemeanor of the First Degree. I understand that I must tell the Putative Father Registry if I change my address or if any other information changes on the form so that I can be located if the child I have identified becomes the subject of an adoption.				

Signature of Putative Father	Date
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Ohio Department of Children & Youth
OHIO PUTATIVE FATHER REGISTRY - APPLICATION FOR SEARCH

Ohio Putative Father Registry
P.O. Box 183204
Columbus, Ohio 43218
Voicemail Box: 1-888-313-3100
OhioPFR@childrenandyouth.ohio.gov

INSTRUCTIONS FOR COMPLETING

- A. This form is to request the Department of Children and Youth to search the Ohio Putative Father Registry to determine whether a man is registered as the minor's putative father.
- B. This form may be completed at any time by an attorney arranging a minor's adoption, a mother, a Public Children Services Agency, a Private Child Placing Agency or a Private Noncustodial Agency; however, a search of the OPFR is to be requested no earlier than sixteen days after the child's birth and results filed with the court for the purpose of adoption finalization.
- C. Please enter all information on mother, father and child. If there is missing information, it is likely the search will not locate a match.
- D. Do not use all zeros for numbers.
- E. Do not use "Jane Doe" or "John Doe", if the parent's name is unknown.
- F. After the child is born, use the child's legal name. Do not use "Baby [Last Name]."
- G. If "Birth Certified" is not selected, a final search will not be completed and will result in a preliminary search.

SECTION I: IDENTIFYING INFORMATION ABOUT THE MOTHER

Mother's LAST Name	FIRST Name	MIDDLE Name
Social Security Number	Date of Birth (MM/DD/YY)	Race
Phone Number	Email	
Other names by which mother may be known 1.	3.	
2.	4.	
Home Address		
City, State, Zip		
Mother's Mailing Address/Apt. (If different than above)		
City, State, Zip		
Previously Known Addresses: 1. 2. 3. 4.		

SECTION II: IDENTIFYING INFORMATION ABOUT THE FATHER

Father's LAST Name	FIRST Name	MIDDLE Name
Social Security Number	Date of Birth (MM/DD/YY)	Race
Phone Number	Email	
Other names by which father may be known 1.	3.	
2.	4.	
Home Address		
City, State, Zip		
Father's Mailing Address/Apt. (If different than above)		
City, State, Zip		
Previously Known Addresses: 1. 2. 3. 4.		

TO BE RESCINDED

5180:2-48-02 **Putative father registry.**

- (A) The Ohio putative father registry (OPFR), as defined in rule 5101:2-1-01 of the Administrative Code, is designed to:
- (1) Facilitate the registration of putative fathers who want to be notified in the event that their child may be placed for adoption.
 - (2) Facilitate interested parties' efforts to identify a putative father through submission of a request for a search to be conducted on the OPFR.
- (B) When a putative father contacts the public children services agency (PCSA) or private child placing agency (PCPA), the PCSA or PCPA shall provide the JFS 01694 "Ohio Putative Father Registry Registration for Fathers" and the JFS 01694I "Instructions for Completing JFS 01694" to the putative father or refer the putative father to the ODJFS putative father registry website, <https://pfr-pub.jfs.ohio.gov/>.
- (C) To register, a putative father shall register online or complete the JFS 01694 and submit it to the Ohio putative father registry at ODJFS.
- (D) The putative father may register prior to the birth of the child or within fifteen days following the birth of the child.
- (E) An attorney arranging an adoption, a mother, a PCSA, a PCPA, or a private noncustodial agency (PNA) may request a search of the OPFR by completing the JFS 01695 "Application for Search of Ohio Putative Father Registry" and submitting it to the Ohio putative father registry at ODJFS or by submitting the request online via the ODJFS putative father registry website, <https://pfr-pub.jfs.ohio.gov/>.
- (F) The PCSA or PCPA shall determine if there is a putative father by doing the following:
- (1) Work with the mother to identify the name of the child's father and determine if either parent is eligible for membership with an American Indian tribe.
 - (2) Contact the Ohio putative father registry to request a search be conducted on the OPFR to determine if the child's father is registered on the OPFR. A request for a search of the OPFR may be made at any time. A final search of the OPFR shall be made no sooner than sixteen days after the birth of the child.
- (G) Any party referenced in paragraph (E) of this rule may request the status of a final search if results have not been received within seven business days of the date the final request was submitted.

- (H) The agency or attorney is not required to search the OPFR for court proceedings on adoption of a child if:
- (1) The mother was married at the time the child was born or conceived.
 - (2) The parent placing the child previously adopted the child.
 - (3) Prior to the date the petition to adopt the child is filed, a man has been determined to have a parent and child relationship with the minor by:
 - (a) A court proceeding pursuant to sections 3111.01 to 3111.18 of the Revised Code.
 - (b) A court proceeding in another state.
 - (c) An administrative agency proceeding pursuant to sections 3111.38 to 3111.54 of the Revised Code.
 - (d) An administrative agency proceeding in another state.
 - (e) A signed acknowledgment pursuant to section 2151.232, 3111.25 or 3111.821 of the Revised Code.
 - (4) The PCSA or PCPA has permanent custody of the child pursuant to Chapter 2151. or division (B) of section 5103.15 of the Revised Code.
- (I) The agency or attorney arranging the adoption shall file the response received from the Ohio putative father registry's office with the court prior to the issuance of the final adoption decree or the interlocutory order of adoption.

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Dates: 09/18/1996, 02/13/1998 (Emer.), 05/14/1998,
09/01/2003, 05/15/2009, 03/01/2011, 10/01/2014,
08/03/2015, 02/01/2021

TO BE RESCINDED

5180:2-48-17 **Assessor visits and contacts with children in adoptive homes prior to finalization.**

- (A) Visits and contacts shall be conducted by an assessor within the public children services agency (PCSA) or private child placing agency (PCPA) that has full responsibility for case planning and case management of the child's case.
- (1) If the assessor assigned to the child's case is unable to complete the visit, the assessor from the same agency who is completing the visit shall document in the child's case the reason someone other than the assigned assessor visited the child.
 - (2) The assessor assigned to the child's case shall complete the majority of the required monthly visits.
- (B) The frequency of visits with the child and the adoptive parent(s) shall be as follows:
- (1) At a minimum, one face-to-face visit with the child and adoptive parent(s) in the adoptive home shall be made during the first seven days of the adoptive placement, not including the date of placement.
 - (2) At a minimum, one face-to-face visit with the child and adoptive parent(s) in the adoptive home shall be made during the first thirty days of placement, not including the visit during the first seven days of placement.
 - (3) After the first thirty days, a minimum of one face-to-face visit with the child and adoptive parent(s) in the adoptive home shall be made monthly.
 - (4) If the circumstances of the case require more than one monthly visit, the additional visit(s) may be conducted by an assessor employed by an agency contracted by the PCSA or PCPA to provide services for the case.
- (C) The frequency of visits with any other household member shall be as follows:
- (1) At a minimum, one face-to-face visit in the home with any household member whose permanent residence is the adoptive home shall be made every sixty days.
 - (2) At a minimum, two face-to-face visits in the home prior to finalization with any household member whose permanent residence is the adoptive home although he or she may temporarily reside elsewhere. No less than sixty days between visits.

- (D) During each visit, the assessor shall gather information on how the placement is progressing from the child, as appropriate to his or her ability to communicate, the adoptive parent(s) and other household members, in applicable visits. All contacts and visits shall be documented in the child's case record and address the following:
- (1) The child's safety and well-being within the adoptive home. In assessing the child's safety and well-being, the assessor shall consider the following through observation and individualized interviews with each person obtained during the visit:
 - (a) The child's current behavior and emotional and social functioning in the adoptive home and any other settings.
 - (b) The child's adjustment to the placement.
 - (c) The child's feelings around loss, separation and the reasons for being adopted.
 - (2) Any new information regarding the child, the adoptive parent(s) or the other household members, including, but not limited to:
 - (a) Changes in the marital status.
 - (b) Significant changes in the health status of a household member.
 - (c) Placement of additional children.
 - (d) Birth of a child.
 - (e) Death of a child or household member.
 - (f) A criminal charge, conviction or arrest of the child, adoptive parent(s) or any household member.
 - (g) Addition or removal of temporary or permanent household members.
 - (h) Family's relocation.
 - (i) Child's daily activities.
 - (j) A change in the adoptive parent(s) employment or any financial hardships.
 - (k) Any supportive services needs for the child or adoptive parent(s) to assure the child's safety and well-being.

- (E) For a child who is placed through the "Interstate Compact for the Placement of Children" into an approved adoptive home outside of Ohio, the agency shall follow procedures pursuant to Chapter 5101:2-52 of the Administrative Code and the regulations of the interstate compact, located at https://aphsa.org/AAICPC/AAICPC/ICPC_Regulations.aspx.
- (F) If the adoptive parent(s) or other household member(s) knowingly makes a false statement that results in the reassessment of an approved or updated homestudy, the assessor shall report incidents of falsification according to procedures pursuant to rule 5101:2-33-13 of the Administrative Code.
- (G) The assessor shall complete the JFS 01699 "ODJFS Prefinalization Adoption Assessment Report" prior to the issuance of a final decree of adoption or finalization of an interlocutory order of adoption. The report shall include the following information:
- (1) Dates and location of contact with the adoptive parent(s), the child and all other household members according to this rule.
 - (2) Information regarding the child, adoptive parent(s) and all other household members' adjustment to the adoptive placement.
 - (3) Present and anticipated needs of the child, the adoptive parent(s) and all other household members for adoptive services, adoption subsidies assistance and medicaid.
 - (4) Physical, mental and developmental condition of the child.
 - (5) Biological family background of the child, including identifying information about the biological or other legal parent(s), if known.
 - (6) Reasons for the child's placement with the adoptive parent(s) and the circumstances under which the child was placed in the home of the adoptive parent(s).
 - (7) Adoptive parent(s) and all household members' attitudes toward the proposed adoption.
 - (8) If the child is an Indian child as defined in 25 U.S.C. 1903 (4) (1978), how the placement complies with the "Indian Child Welfare Act of 1978", 25 U.S.C. 1901 (11/8/78).
 - (9) Prefinalization services which have been requested, provided or agreed upon.

- (10) Prefinalization services planned, but not provided, and the reason the services were not provided.
 - (11) The child's psychological background, if known, including prior history of abuse and behavioral problems of the child.
- (H) The assessor shall file the JFS 01699 with the court where the adoption petition is pending no later than twenty days prior to the date scheduled for the final hearing on the adoption unless the court determines there is good cause for filing the report at a later date.
- (I) The assessor shall provide a copy of the JFS 01699 to the prospective adoptive parent(s) no later than twenty days prior to the date scheduled for the final hearing on the adoption. All identifying information about the biological or other legal parent(s) shall be deleted prior to providing a copy of this report to the prospective adoptive parent(s).
- (J) The agency having custody of the child shall maintain in the child's case record a copy of the JFS 01699 provided to the prospective adoptive parent(s), including the date the information was provided, and the prospective adoptive parent's written acknowledgment of receipt. The agency shall provide a copy of the acknowledgment of receipt to the prospective adoptive parent(s).
- (K) The adoptive family case record shall contain a copy of the JFS 01699 provided to the adoptive family and written acknowledgment of the family's receipt of the information.
- (L) Unless a court determines that it is in the best interest of the child and orders that an assessor conduct a prefinalization assessment, the JFS 01699 is not required if the prospective adoptive parent(s) is the child's stepparent.

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01/01/2016, 02/01/2021

TO BE RESCINDED

5180:2-48-18 **Postfinalization services.**

- (A) For the purpose of this rule, "agency" means a public children services agency (PCSA), private child placing agency (PCPA) or private noncustodial agency (PNA) certified by ODJFS that places a child or assists in placing a child for adoption.
- (B) Each agency shall have a written policy on the type and extent of postfinalization adoption services that will be provided by the agency.
- (C) The agency shall make postfinalization adoption services available upon the request of the birth parent, the adoptive parent or the adoptee. The agency may provide these services either directly or by referral as described in paragraph (D) of this rule.
- (D) If the agency does not provide direct postfinalization adoption services, the agency shall:
 - (1) Refer each person who requests postfinalization adoption services to the regional Ohio kinship and adoption navigator (OhioKAN) agency, in addition to other local agencies providing the services the family needs.
 - (2) Upon written request of a parent, legal custodian, or guardian, provide consultation on adoption-related issues to professionals who are working with the family.
 - (3) Provide information regarding the procedures for releasing identifying information pursuant to rule 5101:2-48-20 of the Administrative Code.
- (E) If an adoptive parent, adoptee or birth parent contacts an agency for postfinalization adoption services and the agency determines that another agency made the adoptive placement, the agency may contact that agency for assistance in providing postfinalization services.
- (F) If an adoptive parent, adoptee or birth parent is unable to access postfinalization adoption services, the PCSA located in the county of residence of the adoptive family, adoptee or birth parent, respectively, is the agency ultimately responsible for the provision of, or referral to, appropriate postfinalization services.

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TO BE RESCINDED

5180:2-48-20 **Release of identifying and nonidentifying information.**

(A) The assessor shall inform birth parents who enter into a voluntary surrender agreement that:

- (1) Birth parents will be required to complete the JFS 01693, "Ohio Law and Adoption Materials" which will indicate their decision regarding the release of identifying information to the adopted person or adoptive parent. The JFS 01693 shall be signed at least seventy-two hours prior to the time the consent to the adoption is executed.
- (2) Birth parents have the option, at any time or for as many times as they want, to reverse their decision regarding the release of identifying information by contacting the Ohio department of health (ODH) and requesting a copy of a denial of release form or a copy of an authorization of release form.
- (3) Unless the birth parents have signed the denial of release of information on the JFS 01693, identifying information can be released to:
 - (a) The adoptive parent when the adopted person is under eighteen years of age and the adoptive parent submits a request to ODH.
 - (b) The adopted person when the adopted person is at least eighteen years of age and the adopted person submits a request to ODH.

(B) The assessor shall inform the adoptive parent(s) that when:

- (1) The adopted person is under eighteen years of age, the adoptive parent can submit a request to ODH to request a copy of the contents of the adoption files which may include identifying information about the birth parents.
- (2) The adopted person is eighteen years of age or older, the adopted person can submit a request to ODH to request a copy of the contents of the adoption files which may include identifying information about the birth parents.
- (3) The adopted person is eighteen years of age or older, the adopted person can submit a request to ODH authorizing ODH to assist the adopted person's birth parents or birth siblings in finding the adopted person's name by adoption. The adopted person may alter this decision at any time or for as many times as the adopted person wants by submitting a request to ODH.

- (C) The public children services agency (PCSA) or private child placing agency (PCPA) shall provide the birth parent with the address for ODH to obtain instructions regarding the filing of authorizations.
- (D) Upon written request, the PCSA or PCPA shall provide the following nonidentifying information to the adopted person age eighteen or older, an adoptive parent of an adopted person under age eighteen or an adoptive relative of a deceased adopted person:
- (1) A birth parents' age at the time the birth parents' child was adopted.
 - (2) The medical and genetic history of the birth parents.
 - (3) The age, sex, and medical and genetic history of an adopted person's birth siblings and extended family members.
 - (4) The heritage and ethnic background, educational level, general physical appearance, religion, occupation, and cause of death of the birth parents, birth siblings and extended family members.
 - (5) Any information that may be included on the JFS 01616, "Social and Medical History."
 - (6) Any information that is not deemed as identifying information as defined in rule 5101:2-1-01 of the Administrative Code.
- (E) Subject to a determination made pursuant to division (E) of section 3107.66 of the Revised Code, the PCSA or PCPA shall provide, upon written request, the following nonidentifying information to the birth parent of an adopted person eighteen years of age or older, a birth sibling age eighteen or older or a birth family member of a deceased birth parent:
- (1) An adoptive parent's age at the time of adoption.
 - (2) An adoptive sibling's age at the time of adoption.
 - (3) The heritage, ethnic background, religion, educational level and occupation of the adoptive parent.
 - (4) General information known about the well-being of the adoptee before and after the adoption.

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TO BE RESCINDED

5180:2-48-22 **Adoptive family case record.**

- (A) The public children services agency (PCSA), private child placing agency (PCPA) or private noncustodial agency (PNA) shall prepare and maintain adoptive family case records at the time that a JFS 01691 "Application for Child Placement" is received.
- (B) Each adoptive family case record, as applicable to the involvement of the PCSA, PCPA or PNA, shall contain, but not be limited to:
- (1) The JFS 01691.
 - (2) Case notes and dictation concerning adoption services.
 - (3) A copy of the homestudy report, updated homestudy reports and all documents completed, identified in or collected pursuant to Chapter 5101:2-48 of the Administrative Code; as applicable.
 - (4) A copy of the JFS 01530, "Multiple Children/Large Family Assessment," if applicable.
 - (5) A copy of all documentation relating to falsification of an adoptive applicant or homestudy if any document submitted during the homestudy process has been determined to be falsified.
 - (6) A copy of the denial or approval notification sent to the applicant regarding the adoptive homestudy, updates, or amendments as required by Chapter 5101:2-48 of the Administrative Code.
 - (7) If applicable, a copy of the documentation explaining the circumstances of any delay in the commencement of the adoptive homestudy beyond the thirty day requirement in rule 5101:2-48-12 of the Administrative Code.
 - (8) If applicable, a copy of the documentation explaining the circumstances of any delay in the completion of the adoptive homestudy beyond the one hundred eighty day requirement in rule 5101:2-48-12 of the Administrative Code.
 - (9) A signed copy of the child study inventory prepared pursuant to rule 5101:2-48-21 of the Administrative Code.
 - (10) Documentation of information provided to the adoptive family pursuant to rule 5101:2-48-15 of the Administrative Code and the adoptive family's receipt of the information.

- (11) A copy of the JFS 01654 "Adoptive Placement Agreement."
- (12) A copy of the child's case plan prepared pursuant to rule 5101:2-38-05 of the Administrative Code or rule 5101:2-38-07 of the Administrative Code, as appropriate.
- (13) A copy of the JFS 01699 "Prefinalization Adoption Assessment Report" prepared in accordance with rule 5101:2-48-17 of the Administrative Code.
- (14) Documentation regarding the activities surrounding the removal of the child from the adoptive placement, if applicable.
- (15) Documentation regarding any agency review.
- (16) Documentation constituting or referring to a complaint or grievance by the family, if applicable.
- (17) Documentation of verbal comments, verbatim, or a detailed description of any other indication made by a prospective adoptive family member living in the household or any other person living in the household, reflecting a negative perspective regarding the race, color or national origin of a child for whom the prospective adoptive family has expressed an interest in adopting. The documentation shall indicate whether those comments were made before or after completion of the cultural diversity training which is required for all prospective adoptive applicants, if applicable.
- (18) Documentation regarding any adoption subsidy application and/or agreement.
- (19) Documentation of education and training activities attended by the adoptive applicant/family.
- (20) A copy of the JFS 01689, "Documentation of the Placement Decision Making Process."
- (21) A copy of the JFS 01609 "Family Permanency Planning Data Summary."
- (22) A copy of the JFS 01688 "Individualized Child Assessment" and any report(s) submitted by the licensed professional associated with the JFS 01688, if applicable pursuant to rule 5101:2-48-13 of the Administrative Code.
- (23) A copy of the JFS 01690 "Documentation of the Pre-adoptive Staffing and Updates."

- (24) A copy of the notification letter to the local PCSA or documentation of the contact related to the initiation of an adoption homestudy, as well as any response received from the PCSA.
 - (25) A copy of the notification letter to the local PCSA related to the impending placement of an adoptive child.
- (C) The agency shall maintain case records in a consistent and organized manner such that required information set forth in this rule can be readily located. When the agency maintains any required information set forth in this rule in a location other than the case record, it shall be stated in the agency policy or noted in the case record where the information can be found.

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Five Year Review (FYR) 4/23/2026
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CERTIFIED ELECTRONICALLY

Certification

06/29/2026

Date

Promulgated 119.03
Under:
Statutory Authority: 5180.42, 5103.03, 5153.166
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03/01/2010, 10/01/2015, 02/01/2021, 05/01/2022

TO BE RESCINDED

5180:2-48-23 **Preservation of adoptive child case record.**

- (A) The public children services agency (PCSA) or private child placing agency (PCPA) which has placed a child for adoption and for whom the adoption has been finalized, shall permanently maintain an adoptive child case record.
- (B) An adoptive child case record shall contain all documentation pertaining to the adoption, including:
 - (1) A copy of the petition to adopt filed in a probate court.
 - (2) A copy of the child's original birth certificate.
 - (3) The JFS 01616 "Social and Medical History" pursuant to rule 5101:2-48-03 of the Administrative Code.
 - (4) A copy of the JFS 01699 "Prefinalization Adoption Assessment Report" pursuant to rule 5101:2-48-17 of the Administrative Code, and a redacted copy of the JFS 01699 pursuant to section 3107.12 of the Revised Code.
 - (5) A copy of the final decree of adoption or the interlocutory order of adoption.
 - (6) A copy of the child's lifebook pursuant to rule 5101:2-42-67 of the Administrative Code.
 - (7) A copy of the JFS 01689 "Documentation of the Placement Decision Making Process" pursuant to rules 5101:2-48-13 and 5101:2-48-16 of the Administrative Code.
 - (8) The JFS 01688 "Individualized Child Assessment" and any reports(s) submitted by the licensed professional associated with the JFS 01688, if applicable pursuant to rule 5101:2-48-13 of the Administrative Code.
 - (9) A copy of the JFS 01610 "Child's Permanency Planning Data Summary" pursuant to rule 5101:2-48-16 of the Administrative Code.
 - (10) A copy of all medical or psychological evaluations, school records or other material documented.
 - (11) A copy of the JFS 01690 "Documentation of the Pre-adoptive Staffing and Updates."

- (C) The agency shall maintain case records in a consistent and organized manner such that the required information set forth in this rule can be readily located. If the agency maintains any required information set forth in this rule in a location other than the case record, it shall be stated in the agency policy or noted in the case record where the information can be found.
- (D) Upon the issuance of a final decree of adoption by a probate court or the finalization of an interlocutory order of adoption, the PCSA or PCPA shall mark the adoptive child case record as confidential and permanently secure such record from release or inspection of any information, except under the following conditions:
 - (1) Consent is given by the probate court.
 - (2) The PCSA or PCPA needs to examine its own papers, books, and records pertaining to a placement or adoption for official administrative purposes, including examining the records to obtain non-identifying information.
- (E) ODJFS may examine its own papers, books and records pertaining to a placement or adoption of a child and ODJFS may inspect the papers, books and records of a PCSA or PCPA for official administrative, certification and eligibility determination purposes once the adoptive child case records have been secured after a final decree of adoption has been issued or an interlocutory order of adoption has been finalized.
- (F) If an agency has maintained any of the original documents outlined in paragraph (B) of this rule, the agency shall return the original documents to the PCSA or PCPA that had permanent custody of the child prior to finalization.
- (G) The PCSA, PCPA and PNA shall comply with requirements of section 3107.17 of the Revised Code and paragraph (D) of this rule regarding the release of information pertaining to the adoption.

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