



December 1, 2024

Family, Children and Adult Services Manual Transmittal Letter No. 569

TO: Family, Children and Adult Services Manual Holders

FROM: Kara B. Wente, Director, Ohio Department of Children and Youth
Matt Damschroder, Director, Ohio Department of Job and Family Services

SUBJECT: **Continuous Certification Amendments OAC Chapters 5101:2-5 and 2-9**

Background

The Ohio Department of Children and Youth (DCY) is making changes to five Ohio Administrative Code (OAC) rules regarding foster care licensing as a result of federal requirements for the review of recruitment plans, the passage of HB 33 of the 135th General Assembly and for the mandatory five-year rule review process. The Ohio Revised Code now contains a continuous certification process for agencies and foster parents which is reflected in the OAC changes. The goal of continuous certification is to improve the application process for agencies and potential foster parents by reducing paperwork and increasing flexibility of time frames to allow agencies and caregivers to serve families and children more efficiently in Ohio.

These rules will be effective January 1, 2025.

Purpose

The following is a brief summary of the changes:

All rules have been amended to remove regulatory restrictive words as described in SB 9 of the 134th General Assembly.

All rules were amended to change the reference of all systems to Ohio Comprehensive Child Welfare Information System (Ohio CCWIS). Ohio CCWIS is defined as a federally recognized case management information system that state and tribal Title IV-E agencies may develop to support their child welfare program needs. Ohio CCWIS is designed to support social workers' needs to organize and record quality case information about the children and families receiving child welfare services. Ohio CCWIS consists of several automated functions which are approved by the Children's Bureau and include, but are not limited to: Ohio Statewide Automated Child Welfare Information System (SACWIS), Ohio Residential Treatment Information System (RTIS), Child and Adult Protective Services (CAPS) Learning

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Management System (LMS), Taking Early Action Matters (TEAM) Ohio, and Ohio Certification for Agencies and Families (OCAF).

OAC 5101:2-5-05 entitled **Agency appeal of findings of noncompliance** provides guidance to agencies on how to file an appeal of an agency finding. The system reference was changed.

OAC 5101:2-5-08 entitled **PCPA and PNA governance and administration** provides guidance to agencies on the structure and requirements of their governing body. The audit rule reference in paragraph (A) was also changed.

OAC 5101:2-5-11 entitled **Complaint handling** provides guidance to agencies on the processing of complaints made about the agency. Paragraphs (G) (H) were removed as this duplicates statute and are directives for DCY.

OAC 5101:2-5-18 entitled **Waivers and variances** provides guidance to agencies on how to request foster home and agency waivers. Paragraph (B) was amended to remove the reference to a certification period.

OAC 5101:2-5-30 entitled **Foster care amendments** provides guidance to agencies on information needed to be entered as an amendment to the foster homestudy. Paragraph (D)(6)(c) was amended to remove a reference to the certification span.

Instructions

The following chart indicates the materials that should be removed from the Family, Children and Adult Service Manual (FCASM) and the materials that are to be inserted in the FCASM.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Foster Care Licensing	5101:2-5-05	5101:2-5-05
	5101:2-5-08	5101:2-5-08
	5101:2-5-11	5101:2-5-11
	5101:2-5-18	5101:2-5-18
	5101:2-5-30	5101:2-5-30

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5101:2-5-05

Agency appeal of findings of noncompliance.

- (A) If the administrator or designee of an agency disagrees with any of the findings of noncompliance presented at an exit interview, the administrator or designee may submit an appeal, with supporting documentation, through the ~~Ohio certification and licensing management system (OCALM)~~ Ohio comprehensive child welfare information system (Ohio CCWIS) no later than ten business days following the agency receipt of the summary of findings of noncompliance. A licensing supervisor ~~shall~~ is to, if requested, arrange a meeting by phone or in person with the appellant prior to the review of the appeal. Upon the review of the appeal and the findings, the supervisor ~~shall~~ is to render a decision and explanation within ten business days. The decision of the licensing supervisor ~~shall~~ is to be final and does not entitle the agency to any hearing rights under Chapter 119. of the Revised Code unless ~~Ohio department of job and family services (ODJFS)~~ the Ohio department of children and youth (DCY) initiates action to deny or revoke certification.
- (B) Any form of retaliation by ~~ODJFS~~ DCY employees against agency administrators, designee or employees of agencies, who make appeals regarding findings of non-compliance, is prohibited.

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Five Year Review (FYR) Dates: 9/11/2024 and 01/01/2030

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5101:2-5-08

PCPA and PNA governance and administration.

- (A) A private child placing agency (PCPA) or private noncustodial agency (PNA) ~~shall~~is to have an ~~identifiable~~identified governing body responsible for establishing policies and assuring the effectiveness and efficiency of the PCPA or PNA in achieving its purposes. A local public entity that is not a public children services agency (PCSA) ~~shall~~is to identify in writing to the ~~Ohio department of job and family services (ODJFS)~~Ohio department of children and youth (DCY) how the requirements of this rule are met by the local public entity, even if the local public entity does not have a governing body. The duties of the governing body ~~shall~~ include the following:
- (1) Hiring an administrator who meets the minimum qualifications pursuant to rule 5101:2-5-09 of the Administrative Code.
 - (2) Annually evaluating the performance of the agency's administrator in writing.
 - (3) Assuring the PCPA's or PNA's compliance with requirements of the Administrative Code as applicable to the PCPA's or PNA's certified functions.
 - (4) Reviewing, approving and monitoring a written annual budget for the PCPA or PNA. ~~Such budget shall~~The budget is to ensure funding to provide services relevant to all certified functions and detail anticipated income and expenditures.
 - (5) Authorizing, reviewing and submitting ~~to ODJFS~~ an audit, if one is required pursuant to rule ~~5101:2-5-04~~5101:2-5-03 of the Administrative Code. This provision ~~shall~~does not apply to a local public entity that is not a PCSA.
 - (6) Conducting an annual review of the PCPA's or PNA's written policies relevant to the agency's certified functions.
- (B) The governing body of a PCPA or PNA ~~shall~~is to identify the names and current addresses of:
- (1) Board members.
 - (2) Current officers of the board.
 - (3) Partners or principal owners of any association, partnership or other arrangement under which the board has been established or operates.
- (C) A PCPA or PNA ~~shall~~is to submit a copy of any proposed articles of incorporation or amendments ~~thereto to ODJFS~~to DCY prior to filing them with the secretary of state pursuant to section 5103.04 of the Revised Code.

- (D) A PCPA or PNA ~~shall~~is to have an office located within the state.
- (E) The minutes of all governing body meetings ~~shall~~are to be maintained at the PCPA or PNA in an organized, permanent and current manner and ~~shall~~are to include, at a minimum:
- (1) Dates of meetings;
 - (2) Names of those governing body members present; and
 - (3) Issues discussed and actions taken.
- (F) A PCPA or PNA ~~shall~~is to compile and maintain a current written table of organization.
- (G) A PCPA or PNA ~~shall~~is not to permit funds to be paid or committed to be paid to any corporation, firm, association or business in which any of the members of the governing body of the agency, the executive personnel or their immediate families have any direct or indirect financial interest, or in which any of these persons serve as an officer or employee, unless the services or goods involved are provided at a competitive cost or under terms favorable to the PCPA or PNA. The PCPA or PNA ~~shall~~is to make a written disclosure, in the minutes of the board, of any financial transaction of the PCPA or PNA in which a member of the board or his/her immediate family is involved.
- (H) A person who is employed by a PCPA or PNA certified under this chapter or any person who is a member of the governing body ~~shall~~is not to be eligible to vote on or participate in the decision making process with respect to any matter or issue in which he/she could benefit financially or materially.
- (I) A PCPA or PNA ~~shall~~is to have a written mission statement and a description of its programs.

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5101:2-5-11

Complaint handling.

- (A) The ~~Ohio department of job and family services (ODJFS)~~Ohio department of children and youth (DCY) may begin an investigation if either of the following apply:
- (1) ~~ODJFS~~DCY has knowledge of rule noncompliance or receives a complaint alleging that an agency is in violation of any of the requirements of the Administrative Code relative to the functions performed by the agency.
 - (2) A person or organization is operating a function that requires certification pursuant to rule 5101:2-5-03 of the Administrative Code without a certificate.
- (B) Whenever ~~ODJFS~~DCY receives any report concerning the operation of an agency that alleges child abuse or neglect has occurred or is occurring, ~~ODJFS shall~~DCY will immediately refer the report to the appropriate public children services agency.
- (C) At the commencement of a site investigation ~~by ODJFS~~ of a complaint, other than an abuse or neglect investigation, ~~ODJFS shall~~DCY will contact the administrator or designee of the agency and explain the nature of the complaint.
- (D) An agency ~~shall~~is to cooperate with ~~ODJFS~~DCY in the investigation of any complaint and with the implementation of any required corrective action plans whenever an investigation finds a violation of the requirements of the Administrative Code as applicable to the functions performed by the agency.
- (E) Upon completion of the investigation of a complaint, ~~ODJFS shall~~DCY will conduct an exit interview with the administrator or designee. The purpose of the exit interview is to inform the administrator of the findings of the investigation. Any areas of noncompliance will be presented in writing on a citation of noncompliance and explained to the administrator or designee during the exit interview. The signature of the administrator or designee on the citation ~~shall~~is to signify only that the administrator or designee has received the citation.
- (F) No agency ~~shall~~is to recommend denial or revocation of a foster home certificate or discharge, demote, suspend, reduce board payments to a foster home, or threaten to recommend denial or revocation of a foster home certificate, discharge, demote, suspend, or in any manner discriminate against any foster caregiver or employee based on the foster caregiver or employee taking any of the following actions:
- (1) Making any good-faith oral or written complaint to ~~ODJFS~~DCY regarding a violation of any Administrative Code rules applicable to the functions performed by the agency.

- (2) Instituting or causing to be instituted any proceeding against the agency under this chapter.
- (3) Acting as a witness in any proceeding under this chapter.
- (4) Refusing to perform work that constitutes a violation of any Administrative Code rule applicable to the agency's certified functions.

~~(G) If the director of ODJFS determines that a person or organization is operating a function that requires certification pursuant to rule 5101:2-5-03 of the Administrative Code without a certificate, the director may petition the court of common pleas in the county in which the person or organization is operating without a certificate for an order enjoining the person or organization from operating without a certificate.~~

~~(H) If both of the following are the case, the director of ODJFS may petition the court of common pleas of any county in which an agency that holds a certificate issued under rule 5101:2-5-03 of the Administrative Code is operating for an order to prevent the agency from receiving additional children into the agency's care or an order removing children from the agency's care:~~

- ~~(1) ODJFS has evidence that the life, health, or safety of one or more children in the care of the agency is at imminent risk.~~
- ~~(2) ODJFS has issued a proposed adjudication order pursuant to Chapter 119. of the Revised Code to deny renewal of or revoke the agency's certificate.~~

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5101:2-5-18

Waivers and variances.

- (A) The granting of a waiver of any requirement imposed by Chapters 5101:2-1, 5101:2-5, 5101:2-7, 5101:2-9, 5101:2-39, and 5101:2-42 of the Administrative Code is a discretionary act of the ~~Ohio department of job and family services (ODJFS)~~Ohio department of children and youth (DCY) based upon documentation as to why the agency or foster caregiver is not in compliance. The refusal of ~~ODJFS~~DCY to grant a waiver, in whole or in part, ~~shallis be final and shallis not to~~ be construed as creating any rights to a hearing under Chapter 119. of the Revised Code. Waivers ~~shallcan~~ only be requested, and will be considered on a case by case basis, for the following:
- (1) Relative foster homes when the request is for a non-safety issue. As used in this rule, relative has the same meaning as kin.
 - (2) A private, nonprofit therapeutic wilderness camp (PNTWC).
 - (3) A scholars residential center.
 - (4) An agency may request a waiver for a foster home in the event of a disaster or emergency where the home or part of the home becomes uninhabitable.
- (B) A request for a waiver ~~shallis to be writtenin writing~~ and time limited. A waiver request ~~shallis to~~ include sufficient information, including the time period for which the waiver is requested. ~~The time limit of a waiver shall not exceed the expiration date of the current certificate. The time period is not to exceed two years.~~ Upon the written request of an agency, a waiver may be renewed, at the discretion of ~~ODJFS~~DCY, contingent upon documentation to ~~ODJFS~~DCY of the efforts of the agency or foster caregiver to come into compliance and the reasons they have not come into compliance.
- (C) A request for a waiver of the requirements or prohibitions imposed by Chapters 5101:2-1, 5101:2-5, 5101:2-9, 5101:2-39, and 5101:2-42 of the Administrative Code on an agency's administration ~~shallis to be written usingon~~ the JFS 01376 "Rule Waiver Request for Agencies, CRCs and Group Homes" and submitted to ~~the appropriate ODJFS field office~~DCY.
- (D) A request for a waiver of the requirements or prohibitions imposed upon a foster home or a foster caregiver by Chapters 5101:2-1, 5101:2-7, 5101:2-39, and 5101:2-42, of the Administrative Code and related foster home provisions of Chapter 5101:2-5 of the Administrative Code ~~shallis to be requested through the statewide automated child welfare information system (SACWIS)~~the Ohio comprehensive child welfare information system (Ohio CCWIS).

- (E) The approval of a waiver request ~~by ODJFS shall~~ is not to be construed as constituting precedence for the approval of any other waiver request or the renewal of an existing waiver.
- (F) Waiver requests that have been approved prior to the effective date of this rule ~~shall~~ are to remain in effect until the waiver expires unless the terms or conditions of the waiver are violated or otherwise become nullified by a situation or by a change in the applicable Administrative Code rule.
- (G) Effective October 1, 2011, no variances ~~shall~~ are to be approved.
- (H) Variance requests that have been approved prior to October 1, 2011 ~~shall~~ will remain in effect unless the terms or conditions of a variance are violated or otherwise become nullified by a situation or by a change in the applicable Administrative Code rule. If the variance is nullified, it ~~shall~~ is to be rescinded. ~~ODJFS~~ DCY has sole discretion in the rescission of a variance. The rescission of a variance ~~shall~~ is not to be construed as creating any rights to a hearing under Chapter 119. of the Revised Code.

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07/07/2014, 07/01/2016, 04/21/2020 (Emer.),
06/15/2020, 01/01/2024

5101:2-5-30

Foster care amendments.

- (A) An assessor that meets the requirements of paragraph (B) of rule 5101:2-5-20 of the Administrative Code is to perform the duties of this rule.
- (B) If the agency is notified of any of the following changes for the foster caregiver, the agency ~~shall~~is to amend the homestudy:
- (1) A change in the marital status of the foster caregiver(s).
 - (2) The death of a foster caregiver or household member.
 - (3) A change in household members, not including foster children.
 - (4) A change of address for the foster family that is different than the address listed on the foster home certificate.
- (C) An amendment is a narrative of the assessor's evaluation of the change that has occurred in the foster home. The agency ~~shall~~is to document the date of notification in the amendment.
- (1) The amendment ~~shall~~is to be completed within thirty days of the date of the change, or within thirty days of the date the agency became aware a change occurred if notification did not occur pursuant to rule 5101:2-7-14 of the Administrative Code.
 - (2) If the change is to add a foster caregiver to the certificate, the amendment ~~shall~~is not to be completed until the preplacement training has been completed pursuant to rule 5101:2-5-33 of the Administrative Code.
 - (3) In completing the amendment, the agency ~~shall~~is to, if necessary, redetermine the specific number, age, and gender of children the family is approved to foster. The amendment ~~shall~~is to address sleeping arrangements, beds and bedrooms, and shall evaluate whether the foster family remains in compliance with all applicable requirements.
 - (4) The amendment ~~shall~~is to be completed in the ~~statewide automated child welfare information system (SACWIS)~~Ohio comprehensive child welfare information system (Ohio CCWIS).
- (D) If the amendment is due to a new household member, the agency ~~shall~~is to ensure the following:
- (1) New household members residing with the foster caregiver ~~shall~~are to have a JFS 01653 "Medical Statement for Foster Care/Adoptive Applicant and All

Household Members" completed documenting they are free from any physical, emotional or mental condition which would endanger children or seriously impair the ability of the household member to care for the child placed in the home.

- (a) If the new occupant is an adopted child who immediately prior to the adoption resided in the home as a foster child, a JFS 01653 is not required.
 - (b) The JFS 01653 ~~shall~~is to be dated within ninety days of the date the person becomes a household member.
 - (c) If the agency was not notified of the new household member in accordance with rule 5101:2-7-14 of the Administrative Code, the JFS 01653 ~~shall~~is to be dated within ninety days of the date the agency became aware of the new household member.
- (2) New adult household members residing with the foster caregiver ~~shall~~are to have a search of the national sex offender registry at <https://www.nsopw.gov> (2019), a bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) records check, as outlined in rule 5101:2-5-09.1 of the Administrative Code.
- (a) The criminal records checks ~~shall~~are to be conducted within ten working days of the date the person becomes a household member.
 - (b) If the agency was not notified of the new household member in accordance with rule 5101:2-7-14 of the Administrative Code, the criminal records checks ~~shall~~are to be conducted within ten working days of the date the agency became aware of the new household member.
- (3) New adult household members ~~shall~~are to provide the name of any agency they have applied to or had a homestudy approved for foster care or adoption, or any organization they have worked with in providing care and supervision of children. The new adult household member ~~shall~~is to complete a written and signed release of information so that any such reference may be contacted.
- (4) If the agency has the ability to complete the search in ~~SACWIS~~Ohio CCWIS, the agency ~~shall~~is to complete an alleged perpetrator search of abuse and neglect report history through the system for the new adult household member within ten working days of the date the person becomes a household member. If the agency does not have the ability to complete the search in ~~SACWIS~~Ohio CCWIS, the agency ~~shall~~is to request a search of the system from ~~ODJFS~~the department for the new adult household member within ten working days of the date the person became a household member. If the agency was not

notified of the new household member pursuant to rule 5101:2-7-14 of the Administrative Code, ~~then the agency shall~~ is to complete these requirements within ten working days of the date the agency became aware of the new household member.

- (a) A report with the results of the search shall be placed in the foster caregiver record.
 - (b) This report is used to determine the continued suitability of the foster family.
- (5) Pursuant to division (A)(2) of section 5103.18 of the Revised Code, an agency ~~shall~~ is to request a check of the child abuse and neglect registry of any other state the new adult household member has resided in for 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.
- (6) If the new household member is the co-parent or spouse of the foster caregiver and ~~shall therefore~~ is to be added to the certificate, the agency ~~shall~~ is to ensure the following is completed in addition to the requirements listed in paragraph (D) of this rule:
- (a) The agency ~~shall~~ is to contact all adult children of the new co-parent or spouse for a reference. If the adult children are unable or unwilling to provide a reference, ~~this shall be assessed during the amendment process and the agency is to document this~~ document this in the amendment.
 - (b) If the person has not previously completed the preservice training, the agency ~~shall~~ is to ensure the co-parent or spouse completes the preplacement training required pursuant to rule 5101:2-5-33 of the Administrative Code no later than one hundred eighty days after becoming a household member. The co-parent or spouse ~~shall~~ is not to be added to the foster care certificate until the training has been completed.
 - (c) Once the co-parent or spouse is added to the certificate, the required continuing training hours ~~shall~~ are to be prorated from the date the co-parent or spouse is added to the foster care certificate through the expiration of the current ~~certification~~ training span.
- (7) New household members are to comply with the immunization requirements as described in rule 5101:2-7-02 of the Administrative Code. If the home was certified prior to June 15, 2020, the home does not have to comply with this requirement.

(E) If the amendment is due to a change of address of the foster home, the agency ~~shall~~is to ensure the following:

- (1) The agency ~~shall~~is to conduct a safety audit documenting the new residence satisfactorily meets all safety standards.
 - (a) The safety audit ~~shall~~is to be completed on the JFS 01348 "Safety Audit."
 - (b) The safety audit ~~shall~~is to be conducted within ten working days after the change of address.
 - (c) If the agency was not notified of the change of address pursuant to rule 5101:2-7-14 of the Administrative Code, the agency ~~shall~~is to conduct the safety audit within ten working days of the date they became aware of the change of address.
- (2) The agency ~~shall require~~is to ensure the foster caregiver ~~to obtain~~obtains a fire safety inspection certifying the new residence is free from conditions hazardous to the safety of a foster child.
 - (a) The fire safety inspection ~~shall~~is to be completed on the JFS 01200 "Fire Inspection Report For Residential Facilities Certified by ODJFS" or other form used for a local or state fire inspection.
 - (b) The fire safety inspection ~~shall~~is to be requested prior to or within thirty days of the date of the change of address. If the agency was not notified of the change of address pursuant to rule 5101:2-7-14 of the Administrative Code, then the fire safety inspection ~~shall~~is to be requested within thirty days of the date the agency became aware of the change of address.
 - (c) The fire safety inspection ~~shall~~is to be conducted prior to or within ninety days of the date of the change of address. If the agency was not notified of the change of address pursuant to rule 5101:2-7-14 of the Administrative Code, then the fire safety inspection ~~shall~~is to be conducted within ninety days of the date the agency became aware of the change of address.

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