

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Substitute Care
Policy Number: 6.02.07
Policy Name: Joint Foster Care and Adoption Approval Process

Original Effective Date: 09/19/2000
Revision Date(s): 02/01/2013, 04/02/2002
Current Revision Date: 09/01/2014
Approved By: Patricia L. Rideout *PLR*

PURPOSE: To outline the agency's policy and procedures for approval or denial of applications from individuals for foster care and adoption.

SCOPE: This policy applies to staff of the Recruitment Department, Resource Department, Adoption Department and all individuals who file an application to foster and adopt simultaneously.

POLICY

When individuals apply for foster care certification and adoption approval, a mutual assessment process will be conducted by CCDCFS to assist the applicant in determining if foster care and/or adoption is a viable option for them (Ohio Administrative Code (OAC) 51012:5)

PROCEDURES

- A. All applicants will be provided with written information on both foster care certification and adoption approval as part of the intake information packet and during the pre-service training.
- B. The homestudy shall be a joint decision-making assessment and process involving the applicant and CCDCFS which is designed to determine whether adoption and /or foster care is a viable option for the applicant and the characteristics of the children the applicant can best parent.
- C. During the initial interview conducted at pre-service training, all applicants who have indicated that they desire a joint foster care/adoption assessment will have the opportunity to discuss their interest to foster and/or adopt.

- D. All applicants are assigned to a Resource Manager for an assessment to be conducted in accordance to state guidelines.
- E. At the completion of the homestudy the applicant may be:
 - a. Certified for foster care and approved for adoptions
 - b. Approved or certified for only one program.
 - c. Denied approval/certification for both foster care and adoption
 - d. Denied approval/certification for both foster care and adoption.
 - e. Denied for one, approved for another.
- F. Applicants will be notified of their status in writing. Applicants can request an appeal of the denial of foster care licensure or adoption approval. (See Policy 6.02.13)
- G. Foster care certification and adoption approval will be updated every two years in accordance with agency policy and OAC.
- H. Applicants who desire simultaneous certification/approval for foster care/adoption must be at least 21 year of age.

SEE ALSO:

Ohio Administrative Code Section 5101:2-7
Ohio Administrative Code Section 5101:2-5
Ohio Administrative Code Section 5101:2-33
Ohio Administrative Code Section 5101:2-48

Related County Policies:

Policy 6.02.03 Foster and Adoptive Home Study Completion
Policy 6.02.12 Appeals of Denials and Revocations Recommendations of Foster Care Licensure
Policy 6.02.20 Family Foster Annual Review, Recertification and Adoption Homestudy