

**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): 12/01/2017, 09/01/2014, 02/01/2013, 04/02/2002
Current Revision Date: 04/01/2021
Approved By: Cynthia G. Weiskittel

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 Resources and Placement 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 is 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) 5101: 2-5)

PROCEDURES

- A. All applicants are 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 is 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 are provided the opportunity to discuss their interest to foster and/or adopt.
- D. After submission of a completed application, all applicants are assigned to a Resource Manager for an assessment to be conducted in accordance to state guidelines. Refer to Foster and Adoption Homestudy Completion policy (6.02.06) for details of the homestudy process.

- 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. Recommended for denial of both foster care and adoption
 - d. Recommended for denial for one, approved for another
- F. Applicants are notified of their status in writing and may request an appeal of the denial of foster care licensure and adoption approval (see policy 6.02.12).
- G. Foster care certification and adoption approval is 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 18 years of age.

SEE ALSO:

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

Cuyahoga County Division of Children and Family Services Policies and Procedure Manual

- Policy 6.02.06 Foster and Adoptive Homestudy Completion
- Policy 6.02.12 Appeals of Denials and Revocations Recommendations of Foster Care Licensure and Adoption Approval
- Policy 6.02.20 Family Foster Annual Review, Recertification and Adoption Homestudy