

# Hamilton County

## Additional Rules for Type B Child Care Home Providers

In addition to the rules for licensed type B child care homes set forth in chapter 5101:2-14 of the Ohio Administrative Code, the Ohio Department of Job and Family Services has approved the following additional requirements applicable to all Hamilton County applicants and licensed providers.

### 1. Criminal Records Searches

- The provider applicant, emergency/substitute caregiver, assistant, employee and all adults residing in the type B home shall submit an Instant Notification release. Hamilton County Job and Family Services (HCJFS) will incur the cost of the daily records review.
- The provider applicant, emergency/substitute caregiver, assistant, employee and all adults residing in the type B home shall obtain local jurisdictional background checks. HCJFS will incur the cost of the local background checks.
- All juveniles 12-17 years old residing in the type B home shall submit a local jurisdictional background check release. HCJFS will incur the cost of the background checks. All minors in the household who are adjudicated delinquent must be immediately reported to HCJFS.
- Once licensed, the provider, emergency/substitute caregiver, assistant, employee and all adults residing in the type B home shall annually submit a new Instant Notification release for a local jurisdiction criminal records search. The HCJFS incurs the cost of the daily records review.
- Once licensed, all juveniles 12-17 years old residing in the type B home shall annually submit a local jurisdictional background check release. HCJFS will incur the cost of the background checks.
- Upon receipt of a complaint regarding the provider, emergency/substitute caregiver, assistant, employee or any adult residing in the type B home, HCJFS may require an additional local jurisdictional background check. HCJFS will incur the cost of the check.
- If an applicant or provider is legally married or in a recognized civil union, the spouse or domestic partner shall submit Instant Notification and local jurisdictional background check releases. HCJFS will incur the cost of the daily records review and background check.
- If any adult household member leaves the home for more than 30 days, or if an emergency/substitute caregiver, assistant, employee discontinues service for more than 30 days, all new paperwork and criminal background checks prescribed in 5101:2-14-11 of the OAC and this rule will be required.
- Failure to submit the required documentation may be grounds for application denial or certificate revocation.

### 2. Transportation Restrictions

- The applicant, provider, or emergency/substitute caregiver shall not transport child care placements if he/she has been cited for or found guilty of one of the following:
  - Driving under the influence of drugs or alcohol (4511.19)
  - Driving without proper child restraints (4511.81)
  - Driving without a valid driver's license (4509.37, 4510.02, 4510.07)
  - Driving without insurance (4509.101)
- Transportation privileges may be reinstated if the driver submits proof of a valid driver's license and or insurance. If the incident results in imprisonment, probation, or parole, the applicant, provider, or emergency/substitute caregiver must be fully discharged for at least 3 years from the date of the incident before reinstatement will be considered
- Unauthorized transportation of child care placements may be grounds for certificate revocation.

### **3. Other Uses of the Home**

- If the applicant's or provider's home is approved or licensed by any agency as a foster home, half-way house, shelter, or independent living center, the applicant or provider shall immediately inform HCJFS of the use of the home.
- All foster children, boarders, etc. shall abide by the paperwork and criminal background check requirements prescribed in 5101:2-14-11 of the OAC and Additional County Rule #1.
- Failure to disclose this information or submit the required documentation may be grounds for application denial or certificate revocation.

### **4. Reporting Requirements**

- The licensed provider must report the following to his/her Home Provider Specialist within 24 hours or one business day:
  - Plans to terminate a current placement without proper notice
  - Any problem or complaint concerning a consumer or child in care
  - Any time a household member has been suspended or expelled from school
  - Suspected abuse or neglect to a child care placement
  - Any time the provider is party to a civil or temporary protection order
  - Plans to relocate
  - Change in telephone number