



# Muskingum County

## Adult and Child Protective Services



Avondale Youth Center

Candace L Emmert, Executive Director

Dear Prospective Foster/Adoptive Parent:

Thank you for your interest in becoming a foster/adoptive parent with our agency.

There is a great need for families who are willing to open their hearts and share their homes with abused, neglected, and/or dependent children who live in Muskingum County.

Foster parenting and adoption can be both a challenging and a rewarding experience as you provide nurturance and care for children who have suffered from severe family disruptions and a great deal of adversity in their lives.

Enclosed is information regarding our foster care program, including training topics, training schedules, and requirements for certification. Also, we have enclosed some information about our agency. Foster and/or Adoptive applications are given out at the end of the pre-service training, unless otherwise formally requested. Complete MCACPS Foster Parent and Adoption Policy and Procedure Manuals are available upon request. The Ohio Adoption Guide (JFS 1675) is an excellent overview of services, programs, and subsidies that an adoptive parent could be eligible for. This guide is also available upon request or can be accessed at [www.odjfs.state.oh.us/forms/](http://www.odjfs.state.oh.us/forms/).

If you would like to learn more about the challenges and rewards of being a foster and/or adoptive parent, please contact a foster care coordinator or an adoption coordinator at 740-455-6710. They would be happy to answer any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Abby Trout".

Abby Trout  
Protection and Permanency Supervisor

Enclosures

## Considering Foster Parenting?

Foster parents are people genuinely concerned about the well-being of children and families. Foster parents recognize that, although they do the best they can, not all families have the physical, intellectual, or emotional resource to provide children with what they need to grow into healthy, happy, and productive adults. Foster parents are acutely aware of the crises, stresses, and social problems that result in the abuse of children, or in adolescent-behaviors of truancy, running away, or disobedience. Foster parents are people who realize that sometimes, family conflicts become so severe that, for their safety and well-being, children must be removed from their homes until problems can be resolved.

Foster parents are the people who, having come to understand all of these realities, choose to become the substitute families for these children in need. Foster parents provide the daily basics: food, clothing, shelter, and the love, stability, guidance, and discipline that all children need.

Foster parents do all these things knowing that the child may only be with them for a short time. They know foster parenting will not make them rich or famous. Foster parents are people who believe children are worthy of their best efforts- every day.

Foster parents are people. They represent different ages, races, and income levels. Foster parents can be married or single. Many foster parents have their own biological or adoptive children living at home. Some foster parents have children who have grown into adults and left the home. And some foster parents have never had their own children.

There are foster parents who go to your church, who work in your office or factory, or who live in your neighborhood.

Foster parents are people.





## General Requirements for Becoming a Foster Parent

- Are 18 yrs of age or older
- Are in good physical and emotional health
- Meet your state or local requirements for housing and safety
- Have the skills, attitude, and stamina to effectively deal with the behaviors and emotions displayed by children in care
- Have a non-punitive attitude
- Can demonstrate some level of acceptance and ability to work with the parents of children in care.
- Can work cooperatively with the staff of the foster care agency
- Are open to learning new parenting techniques
- Are accepting of the temporary nature of foster care and can help a help transition back to family or move on to a permanent placement.

For more information please contact;

**Muskingum Co. Adult & Child Protective Services**

**205 N. 7th Street**

**PO Box 157**

**Zanesville, Ohio 43701**

**740-455-6710**

## Frequently Asked Questions

### **1. What is Foster Care?**

Foster Care is one of the many services available through Muskingum County Adult and Child Protective Services (MCACPS). In Foster Care, children in the custody of MCACPS by court action are placed by the agency into the homes of families who have been state licensed. These licensed families provide a supportive, nurturing, and caring environment for the children. These families step into the parenting role of the child while the agency's professional staff works with the child's birth family.

### **2. Who Are Foster Children?**

Foster children all have one thing in common; they cannot live with their birth families. Reasons can vary. Family stress or crisis is caused by things such as substance abuse, financial stress, mental or physical illness, severe marital stress, physical, emotional and/or sexual abuse, loss of parent through death, divorce, desertion, or inadequate knowledge or ability to properly care for or supervise children.

Foster children come into our custody through a private court hearing before the juvenile court judge. There, the judge decides whether the child is dependent, neglected, and/or abused and whether or not custody will be given to Children Services.

Foster children range in age from newborn to 18, and in some cases, up to age 21. Children can be of either gender.

### **3. These Children go Before a Judge, does this Mean They are Delinquent?**

No. The hearing is a dependency, abuse, or neglect hearing, not a delinquency hearing. Foster children primarily come into our care through no fault of their own. Most times, children are not present during these hearings. However, some of our children, particularly our teens, have had unruly charges placed against them. If you were to take placement of a child that has charges, you would be informed of the charges prior to accepting the child into your home.

### **4. Who Are Foster Parents?**

Foster parents are loving, caring people living in our community who have the capacity to take a child who is not biologically related to them into their homes and give them the understanding, patience, security, and structure that each child needs.

Foster parents must be able to understand and meet the special needs of a child who has suffered abuse and/or neglect as well as separation from their families.

Foster parents must be committed to helping children through these situations with a positive and caring attitude toward birth families, especially during visitation times and during the reunification process as the child transitions home.

### **5. What Do I Have to Do to Become a Foster Caregiver? How Long Does It Take?**

Once you have made your initial contact and received this packet, the next step is the training process. This is 36 hours of foster care training. This is an educational opportunity to learn more about the foster care program such as agency rules and policies, how abuse and neglect affect a child's development, how to help the child through the separation and trauma, and help the child learn appropriate coping

behaviors. You need to be well prepared for the foster care experience, and this is one way of meeting that need.

After the classes, the next step is the home assessment or "home study." During this time, the foster care coordinator/assessor will meet with a family, usually in their own home, to assess the physical structure of the home, family relationships, and your strengths and needs as a foster family. The home assessment generally takes two to three months to complete and consists of an average six visits.

#### **6. Are There Children Waiting to Be Placed Right Now?**

There are no children currently without homes. However, there is not definite answer to this question. An average of ten children are placed into foster care each month. This number has steadily grown. As this number grows, more and more of our children must be placed outside of our community due to a lack of available beds in Muskingum County.

Thus, there is a great need for more foster homes. We need a reservoir of foster families waiting for children to be placed with them. We need foster homes both for long term (several months to several years) and short term (few days to several months) care. We would like to be able to match foster parents' strengths with children's weaknesses, so that the child can grow quicker.

#### **7. Do You Have to Be Married?**

No. If you are single, widowed, or divorced you may become a foster parent. Unmarried partners can also be assessed. If you are a couple, there must be strong evidence of stability.

#### **8. If I Am Interested but My Spouse is Not, Can I be Licensed to Be a Foster Parent?**

No. Successful foster care demands the commitment of all members of your family, yourself, your spouse, and your children. Foster care is a family affair.

#### **9. If We Both Work, Can We Still Be Foster Parents?**

Yes. Both parents can work so long as supervision is provided by a competent and appropriate person. The agency does not pay for daycare.

#### **10. Are Foster Parents Paid to Do This?**

No. Foster parents are trained volunteers. They give a lot of their own experience, both emotionally and physically. They do receive a stipend for the foster child while they are in their home as a partial reimbursement toward the cost of food, shelter, upkeep of clothing, school supplies, transportation costs, and other such needs.

#### **11. What Does the Agency Pay For?**

The agency supplies the monthly reimbursement. All medical expenses, such as doctor, dentist, and prescriptions for the foster child are paid for by the agency, supplied by a medical card, or parents' insurance. The agency will also provide for the initial clothing needs when the child is first placed into care, if needed. The Adopt-A-Child Christmas Program purchases gifts for all foster children which helps reduce expenses for a family during the holidays.

#### **12. How is it Determined What Child is Placed with Me?**

Through the foster home study, the family and foster care coordinator will come to a joint decision about the age, gender, and number of children that a family will be able to work best with. Once a child who falls in that category needs a placement, the foster care worker will contact you and give as much background information as possible about the child. From there, it is your decision whether or not to accept placement of the child.

### **13. How Do Foster Parents Fit into The Overall Plan for a Child?**

The agency provides initial information on foster care, training sessions, the home study, and recommendation for certification and continuing education for foster parents.

In placement, the agency maintains custody of the child and is, therefore responsible for the major decisions and planning for the child. The agency respects the foster parents' responsibility for day-to-day decision making with the child. The agency gives support to the family and the child through individual and family interviews and counseling as needed. The caseworker maintains a relationship with each child through visits and counseling. The child will probably maintain continued visitation with parents.

### **14. Why Should I Be Interested in The Foster Care Program?**

There are serious demands in the foster care program but there are also gifts. While the rewards are personal and vary from parent to parents, one theme runs constant throughout. Foster parents most often express the joy of "fostering" as the ability to watch, help, and see a young person grow into a whole human being, or at least make steps toward goals during their stay with them.

Foster parents have felt that the challenge, the importance of their contribution and the satisfaction have kept them young and active. As one foster mother expresses, "whatever you sow, so shall you reap."

### **15. What Kind of Families Are We Looking For?**

*Effective Communicators-* Foster parents and adoptive parents must be able to have positive interactions with their own family members, neighbors, and others in the community; educational, medical, mental health, social service, and other professionals.; and especially with children and very often with children's birth families. Specific communication skills include; active listening, paraphrasing, asking questions, clarifying issues, being able to identify you own and other's feelings and describing behaviors. Good communicators will talk with other adults and children without "double messages," whining, moralizing, lecturing, ridiculing, scolding, complaining, and judging. One of the most important communication skills is the ability to express feelings and share information with others who reflect different outlooks because of their own life experiences, age culture, values, and abilities.

*Shared Parenting-* Foster Parentings must share parenting and caring for children with MCACPS staff. They also must share parenting with the birth family, if not with direct contact, then through the child's feelings about their birth family.

Adoptive parents must share parenting and caring for children with the agency until the adoption is finalized. They must also share parenting with birth parents, if not through first contact. Then through the child's feelings about their family of origin. Therefore, foster parents and adoptive parent must

demonstrate an ability and comfortable level with helping children feel comfortable with their many sets of parents.

*Helping Develop a Positive Identity and Self Esteem-* Children who have been abused, neglected, or sexually abused often blame themselves for their family's problems. Rejections from birth families and perhaps other foster families or adoptive families also contribute to a poor self-image and identity confusion. Foster parents and adoptive parents must demonstrate an ability to help children understand and heal with their family and placement history in a non-judgmental way, and in a way, that will help children feel good about who they are.

#### **16. What's the Next Step in Becoming a Foster Parent?**

Contact Muskingum County Adult and Child Protective Services and ask to speak with someone in the foster care unit.

We look forward to hearing from you!

\*Complete MCACPS Foster Parent Policy & Procedure Manual available upon request. \*





# Muskingum County

## Adult and Child Protective Services



Avondale Youth Center

Candace L Emmert, Executive Director

### Standards of Conduct

Standard of Conduct with regard to the performance of employees and contractors/providers related to compliance with the Multiethnic Placement Act of 1994 as amended by Section 1808 of the Small Business Job Protection Act of 1996, 42 U.S.C. 622(b)(9), 71(a)(18), 674(d), and 1996(b) (MEPA) and Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq (Title VI), as they apply to foster care and adoption process, without superseding the provisions of the ICWA. These Standards of Conduct prohibit policies, procedures, or actions which serve to:

- Deny any person the opportunity to become a foster caregiver or an adoptive parent on the basis of race, color, or national origin of that person or of the child involved; or
- Delay or deny any placement of a child in foster care or for adoption on the basis of the race, color, or national origin of the foster caregiver(s), of the adoptive parent(s), or of the child involved.

### Permissible Actions:

MEPA and Title VI permit the following actions as they apply to the foster care or adoption process:

1. Asking about and honoring any initial or subsequent choices made by prospective foster or adoptive parents regarding what race, color, or national origin of child the prospective foster or adoptive parents will accept.
2. Honoring the decision of a child twelve years of age or older to not consent to adoption when that decision has been approved by a court pursuant to Section 3107.06 of the Ohio Revised Code.
3. Providing information and resources about fostering or adopting a child of another race, color, or national origin to prospective foster or adoptive parents who request such information and making known to all families that such information and resources are available.
4. Considering the request of a birth parent(s) to place the child with a relative or non-relative identified by name.
5. Considering the race, color, or national origin of the child as a possible factor in the placement decision when compelling reasons serve to justify that race, color, or national origin need to be a factor in the placement decision pursuant to 5101:2-48-13 and 5101:2-42-18 1 of the Ohio Administrative Code. These rules permit consideration of race, color, or national origin if an Individualized Child Assessment (JFS 01688) completed pursuant to these rules indicates the child has needs related to race, color, or national origin that should be taken into account when placing the child. Even when the facts of a particular case allow consideration related to race, color, or national origin, this consideration shall not be the sole determining factor in the placement decision.



6. Promoting cultural awareness, including awareness of cultural and physical needs that may arise in the care of children of different races, ethnicities, and national origins as part of the training which is required of all applicants who seek to become foster or adoptive parents.
7. Documenting verbal comments, verbatim, or describing in detail any other indication made by a prospective foster or 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 foster or adoptive family has expressed an interest in fostering or adopting. The documentation shall indicate whether those comments were made before or after completion of the cultural diversity training which is required for all foster and adoptive applicants. Documentation shall be included in the family's home study, update, or an addendum to the home study or update prior to consideration of placement or a matching conference. A matching conference is the process of determining the most appropriate adoptive family for the child based on the child's special needs. The matching committee may consider the information in determining if the placement is in the child's best interests.

**Prohibited Actions:**

MEPA and Title VI prohibit the following actions as they apply to the foster care or adoption process:

1. Using the race, color, or national origin of a prospective foster or adoptive parent to differentiate between placements.
2. Honoring the request of a birth parent(s) to place a child with prospective foster or adoptive parent(s) of a specific race, color, or national origin, unless the birth parent(s) identifies a relative or non-relative by name and that person is found to meet all relevant state child protection standards, provided that the agency determines that the placement is in the best interests of the child.
3. Requiring a prospective adoptive family to prepare or accept a transracial adoption plan.
4. Using "culture" or "ethnicity" as a proxy for race, color, or national origin.
5. Delaying or denying placement of a child based upon the geographical location of the neighborhood of the prospective foster or adoptive family whenever geography is being used as a proxy for:
  - the racial or ethnic composition of the neighborhood;
  - the demographics of the neighborhood; or
  - the presence or lack of presence of a significant number of persons of a particular race, color, or national origin in the neighborhood or any similar purpose.
6. Requiring extra scrutiny, additional training, or greater cultural awareness of individuals who are prospective foster or adoptive parents of children of a different race, color, or national origin than required of other prospective foster or adoptive parents.
7. Relying upon general or stereotypical assumptions about the ability of prospective foster or adoptive parents of a particular race, color, or national origin.
8. Relying upon general or stereotypical assumptions about the ability of prospective foster or adoptive parents of a particular race, color, or national origin to care for or nurture the sense of identity of a child of another race, color, or national origin

9. "Steering" prospective foster or adoptive parents away from parenting a child of another race, color, or national origin. "Steering" is any activity that attempts to discourage prospective foster or adoptive parents from parenting a child of a particular race, color, or national origin.
10. Requiring an ongoing, foster care, or adoption worker or contractor to justify a proposed placement for the reason that the race, color, or national origin of the child is different from that of the family whom the worker is proposing as the child's foster caregiver and adoptive parent.

**Additional Information:**

Employees or contractors/providers who desire more information about MEPA and Title VI as related to the adoption and foster care process may contact:

**Beth Dalrymple**, MEPA Monitor  
Muskingum County Adult and Child Protective Services  
(740) 455-6710

**MEPA Complaint Procedure:**

Any person who believes that MCACPS, any other public or private Ohio adoption or foster care agency, or the Ohio Department of Job and Family Services has policies or procedures that violate MEPA and Title VI may file a complaint. In addition, anyone who believes that he or she was intimidated, threatened, coerced, discriminated against, or otherwise retaliated against in some way because he or she made a complaint, testified, assisted, or participated in any manner in an investigation related to alleged discrimination on the basis of race, color, or national origin in the foster care or adoption process may also file a complaint. Individuals who may file a complaint include but are not limited to the following:

- a foster or adoptive parent or other member of a foster or adoptive family
- a prospective foster or adoptive parent or other family member
- an employee or former employee of MCACPS or any other Ohio adoption or foster care agency

Individuals who wish to file a complaint must complete the "Discrimination Complaint Form" (JFS 02333). This complaint may be filed with any of the following:

- Muskingum County Adult and Child Protective Services  
Attention: **Beth Dalrymple**  
205 North 7<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Zanesville, Ohio 43701
- Ohio Department of Job and Family Services  
Bureau of Civil Rights  
30 East Broad Street, 37<sup>th</sup> Floor  
Columbus, Ohio 43266-0423
- Any other public or private Ohio foster care or adoption agency

If the complaint is filed with MCACPS's MEPA Monitor or with any other public or private Ohio foster care or adoption agency, the MEPA Monitor or other public or private agency must forward the complaint within three business days to the Bureau of Civil Rights of ODJFS for investigation. ODJFS



must complete the investigation within 90 days of receipt of the complaint, unless unusual circumstances prevent it from completing the investigation within that time frame. ODJFS will provide a copy of the investigation report to the complainant and to the agency that is the subject of the complaint.

For contractors/providers performing foster care or adoption services on behalf of MCACPS, these enforcement requirements shall include discipline in accordance with the contractor/provider's personnel policy and may include contract termination.

These enforcement requirements, which could include suspension and/or removal, are applied in accordance with applicable employment law and union contracts.

**Corrective Action Plan:**

MCACPS shall provide for the submission of a corrective action plan whenever an investigation conducted by ODJFS, pursuant to Rule 5101:2-33-03 of the Administrative Code, results in a finding that an agency employee or contractor/provider engaged in discriminator acts, policies, or practices. If the finding involves a discriminatory act, policy, or practice by a contractor/provider or subcontractor, MCACPS shall develop the corrective action plan in collaboration with the contractor/provider or in collaboration with the contractor/provider and subcontractor.

The corrective action plan shall:

- address how MCACPS will prevent future violations by that employee or contractor/provider or subcontractor, and
- be submitted to ODJFS within thirty days of notification of the findings of the investigation.

MCACPS shall provide a copy of these Standards of Conduct to each employee or contractor/provider who is:

- engaged in the placement of children into foster care or for adoption, or
- engaged in the recruitment, assessment, approval, or selection of foster or adoptive families.

Employees or contractors/providers shall receive a copy of the written Standards of Conduct. If these Standards of Conduct are revised, employees and contractors/providers shall receive a copy of the revised Standards of Conduct within 30 days of the completion of any revisions. New employees or contractors/providers shall receive a copy of the written Standards of Conduct within thirty days of their hire date or the effective date of their contract. MCACPS and contractors/providers shall ensure that these Standards of Conduct are provided to their employees and subcontractors.



Ohio Department of Job and Family Services  
**NON-DISCRIMINATION REQUIREMENTS FOR FOSTER CARE AND  
ADOPTIVE PLACEMENTS**

The Multiethnic Placement Act, Oct. 20, 1994, P.L. 103-382, as amended by Section 1808 of the Small Business Job Protection Act of 1996, Aug. 20, 1996, P.L. 104-188 (MEPA) and the Civil Rights Act of 1964 (Title VI), as it applies to the foster care and adoption process, are designed to decrease the time children wait for foster care and adoption placement, prevent discrimination in the placement of children, and aid in the identification and recruitment of foster and adoptive families who can meet each child's needs. They prohibit any agency using federal funds from denying any person the opportunity to become an adoptive parent or foster caregiver on the basis of race, color or national origin (RCNO) of that person, or of the child involved and from delaying or denying the placement of a child for adoption or foster care on the basis of race, color or national origin of the adoptive parent or parents, of the foster caregiver or caregivers, or the child involved.

Under MEPA and Title VI, no agency may routinely consider RCNO as a factor in assessing the needs or best interests of children. In each case, the only consideration shall be the child's individual needs and the ability of the prospective foster caregiver or adoptive parent to meet those needs. Only the most compelling reasons may serve to justify consideration of RCNO as part of a placement decision. Such reasons emerge only in the unique and individual circumstances of each child and each prospective foster caregiver or adoptive parent. In those exceptional circumstances when RCNO needs to be taken into account in a placement decision, such consideration must be narrowly tailored to advance the child's best interest. Even when the facts of a particular case allow consideration related to RCNO, this consideration shall not be the sole determining factor in the placement decision.

The following actions by a PCSA, PCPA, or PNA are permitted under MEPA and Title VI:

- Asking about and honoring any choice made by prospective foster caregivers or prospective adoptive parents regarding the child's RCNO the prospective foster caregivers or prospective adoptive parents will accept.
- Honoring the decision of a child over 12 years of age to not consent to an adoption, unless the court finds that the adoption is in the best interest of the child and the child's consent is not required.
- Providing information and resources about adopting a child of another RCNO to prospective foster caregivers or prospective adoptive parents who request such information and making known to all families that such information and resource are available.
- Considering the request of a birth parent(s) to place the child with a relative or nonrelative identified by name.

This form is used in compliance with the Ohio Administrative Code rules 5101:2-48-05 and 5101:2-42-18.1

- Considering the RCNO of the child as a possible factor in the placement decision when compelling reasons serves to justify that RCNO needs to be a factor in the placement decision. Even when the facts of a particular case allow consideration related to RCNO, this consideration shall not be the sole determining factor in the placement decision.
- Promoting cultural awareness, including awareness of cultural and physical needs that may arise in the care of children of different races, ethnicities, and national origins as part of the training which is required of all applicants who seek to become foster caregivers or adoptive parents.
- Documenting verbal comments, verbatim, or documenting in detail any other indication made by a prospective foster caregiver or prospective foster caregiver family member or prospective adoptive parent or prospective adoptive family member living in the household reflecting a negative perspective regarding the RCNO of a child for whom they have expressed an interest in fostering or adopting and indicating whether those comments were made before or after completion of the cultural diversity training which is required for prospective foster care and adoptive applicants.

The following are examples of actions prohibited under MEPA and Title VI:

- Using the RCNO of a prospective foster caregiver or prospective adoptive parent to differentiate between adoptive placements for a child.
- Honoring the request of a birth parent(s) to place a child with a prospective foster caregiver of a prospective adoptive parent of a specific RCNO.
- Requiring a prospective foster caregiver or prospective adoptive family to prepare or accept a transracial foster care or adoption plan. Using "culture" or "ethnicity" as a proxy for RCNO.
- Delaying or denying placement of a child based upon the geographical location of the neighborhood of the prospective foster caregiver or a prospective adoptive family whenever geography is being used as a proxy for the racial composition of the neighborhood, the demographics of the neighborhood, the presence or lack of presence of a significant number of persons of a particular RCNO in the neighborhood or any similar purpose.
- Requiring extra scrutiny, additional training, or greater cultural awareness of individuals who are prospective foster caregivers or prospective adoptive parents of children of a different RCNO than required of other prospective foster caregivers or prospective adoptive parents.
- Relying upon general or stereotypical assumptions about the needs of children of a particular RCNO.

- Relying upon general or stereotypical assumptions about the ability of prospective foster caregivers or prospective adoptive parents of a particular RCNO to care for or nurture the sense of identity of a child of a different RCNO.
- "Steering" prospective foster caregivers or prospective adoptive parents away from parenting a child of a different RCNO. "Steering" is any activity that attempts to discourage prospective foster caregivers or prospective adoptive parents from parenting a child of a particular RCNO.



**GRIEVANCE REVIEW AND RESOLUTION PROCEDURE**

**OAC 5101: 2-48-24**  
**OAC 5101:2-48-05 (B) (6&7)**

Muskingum County Adult and Child Protective Services Grievance Review and Resolution Procedure exists to review and resolve complaints from adoptive families, prospective adoptive families and adoptive applicants.

An adoptive applicant who is not approved for services during any stage of the application and home study process may appeal the decision through the agency's Grievance Review and Resolution Procedure. Points of notification of denial can occur after: (a) application is received, (b) documentation is completed and reviewed, (c) home study (assessment) is completed, (d) foster caregiver makes application for specific child, or (e) update is completed.

A written request for review must be submitted to the Director of Muskingum County Adult and Child Protective Services. Upon receipt of request, a review will take place within thirty (30) calendar days. The review will include a face-to-face meeting with the prospective adoptive or adoptive family/applicant requesting the review, the adoptive family caseworker, the adoptive child's caseworker, if applicable, the Director or his designee, and any other individual with information regarding the complaint, as deemed appropriate by the agency administrator.

Based upon the evidence presented at the review, a written decision, including the reason, will be rendered by the Director, or his designee. A copy of the decision will be provided to all parties to the agency review within fifteen (15) days of the review. All decisions of the Director are final.

All necessary documentation shall be maintained in the child and family case record.

When a review is requested involving alleged discriminatory acts, policies or practices, pertaining to the foster care and adoption process that involve race, color or national origin, shall be handled per rule 5101:2-33-03 of the Administrative Code. (See attachment B)

Ohio Department of Job and Family Services  
**DISCRIMINATION COMPLAINT**

Bureau of Civil Rights  
 30 E. Broad Street, 30<sup>th</sup> Floor  
 Columbus, Ohio 43215-3414  
 (614) 644-2703 or Toll Free 1-866-227-6353 FAX 614-752-6381  
*Assistance with completion of this form shall be provided.*

1. Name: <i>(Last)</i>		<i>(First)</i>		<i>(Middle Initial)</i>				
Home Address <i>(Number and Street)</i>			2. Work Phone Number <i>(###) ### - ####</i>					
<i>(City)</i>		<i>(Zip)</i>		3. Home Phone Number <i>(###) ### - ####</i>				
4a. On what basis do you believe you have been discriminated against? <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> Religion <input type="checkbox"/> Sex <input type="checkbox"/> Disability <input type="checkbox"/> National Origin <input type="checkbox"/> Age <input type="checkbox"/> Political Belief (Food Stamps Only)			WIOA Program Only <input type="checkbox"/> Political Affiliation or Belief <input type="checkbox"/> Citizenship/ Participant Status			4b. Program/Services Area <input type="checkbox"/> Adoption/Foster Care/Child Welfare <input type="checkbox"/> Unemployment <input type="checkbox"/> WIOA <input type="checkbox"/> Child Support <input type="checkbox"/> Health Services <input type="checkbox"/> TANF <input type="checkbox"/> Food Stamps <input type="checkbox"/> Other _____		
5. Race of the Complainant <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Black/African American <input type="checkbox"/> Other _____			6. Complainant's Ethnicity <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino		7. Sex of the Complainant <input type="checkbox"/> Male <input type="checkbox"/> Female			
8. Name the agency you believe has discriminated against you:				<i>(County)</i>				
9. Location: <i>(Number and Street)</i>		<i>(City)</i>		<i>(State)</i>	<i>(Zip)</i>			
10. Name(s) and title(s) of who you believe discriminated against you:								
11. Date of alleged discrimination		12. Working/training site where you were located: <i>(if applicable)</i>						
13. Please explain why you believe the treatment or incident you experienced was because of your race, color, religion, national origin, age, sex, disability, political affiliation or belief, and/or for WIOA Participants: citizenship/participant status. (Please attach additional sheet(s) of paper, if necessary to fully state your complaint.)								
14. Date complaint written		15. Complainant's signature						
<b>FOR OFFICE USE ONLY</b>								
Complaint No.		BCR staff assigned <i>(initials)</i>		Date charge received				
County Agency <i>(specify: CSEA, PCSA, CDJFS, ODJFS, etc.)</i>			Program <i>(OWA, WIOA, TANF, Food Stamps)</i>					



Please contact Tim Larimer, Sammie Grewell, or Laken Gates at 740-455-6710 to register. Classes will be held in the ground floor conference room or a meeting room on the 2<sup>nd</sup> floor (signs will be posted) at 205 N. Seventh Street, Zanesville.

DATE	TOPIC	PRESENTER	HOURS
Mon., Feb. 5, 2024	The Basics of Placement	Lamar King	6 pm – 8:30pm
Mon., Feb. 12, 2024	Trauma Overview	Lamar King	6 pm – 7:30pm
Mon., Feb. 12, 2024	The Impact of Trauma on Children in Care	Lamar King	7:45pm – 9:15pm
Wed., Feb. 14, 2024	Permanency	Lamar King	6 pm – 7 pm
Wed., Feb. 14, 2024	Maintaining the Child's Connections	Lamar King	7:15 pm – 8:45pm
Wed., Feb. 21, 2024	Partnering with Primary Families	Lamar King	6 pm – 7:30pm
Wed., Feb. 21, 2024	Effects of Caregiving	Lamar King	7:45 pm – 9:45pm
Mon., Feb. 26, 2024	Child Development	Lamar King	6 pm – 8 pm
Mon., Feb. 26, 2024	Adolescent Development	Lamar King	8:15 pm – 9:15pm
Wed., Feb. 28, 2024	Diversity Foundations	Lamar King	6 pm – 7:30pm
Wed., Feb. 28, 2024	Discipline Foundations	Lamar King	7:45 pm – 9:45pm

All classes will be held on days and times scheduled. Please make sure you are not more than fifteen minutes late for any training in order to receive your training credit.

**These classes are to be taken virtually on the computer on your own schedule (no trainer or specific time)**

Preservice: Orientation (1 Hour)

The Caregiver Role and Responsibilities (1 hour and 30 minutes)

Medication Management (30 minutes)

Adult, Child, Infant CPR/First Aid/AED (3 hours)

Please Call Tim Larimer, Samantha Grewell, Laken Gates, Lisa Hemmer to enroll in these classes 740-455-6710