



Cincinnati District Office
100 East Eighth Street, 4th Floor • Cincinnati, Ohio 45202
www.state.oh.us/odjfs

December 11, 2000

Penny Walker, Executive Director
Kids Helping Kids
P.O. Box 42398
Cincinnati, Ohio 45242

Dear Ms. Walker:

The Ohio Department of Job and Family Services (ODJFS) has received information which indicates that your agency known as Kids Helping Kids may require certification to perform certain functions.

According to section 5103.03 of the Ohio Revised Code (ORC) the department of job and family services shall "... pass upon the fitness ..." of an agency "... that receives, or desires to receive and care for children, or places children in private homes ..." Additionally, this statute says "when the department of human services is satisfied as to the care given such children, and that the requirements of the statutes and rules covering the management of such institutions and associations are being complied with, it shall issue to the institution or association a certificate to that effect. A certificate is valid for two years, unless sooner revoked by the department."

The specific functions which must be certified by ODJFS are:

1. To operate a children's residential center.
2. To operate a group home.
3. To operate a residential parenting facility
4. To operate or provide independent living arrangements.
5. To act as a representative of ODJFS in recommending family foster homes for certification.
6. To accept temporary, permanent or legal custody of children.
7. To place children for foster care or adoption.
8. To participate in the placement of children in foster care.
9. To participate in the placement of children for adoption.

Enclosed for your information are the following documents:

1. Chapter 5103. Ohio Revised Code, "State Laws Governing Certification of Agencies and Child Placement."
2. Chapter 5101:2-5 Ohio Administrative Code, "Public and Private Agency Administrative Rules."
3. Chapter 5101:2-7 Ohio Administrative Code, "Family Foster Home Rules."
4. Chapter 5101:2-9 Ohio Administrative Code, "Children's Residential Center, Group Home and Residential Parenting Facility."
5. Rules referenced in OAC Chapter 5101:2-5 from 5101:2-39, 5101:2-42, 5101:2-47 and 5101:2-48.

Please review the enclosed material and submit the following information to this office within ten working days of your receipt of this letter:

1. The name and address of the agency;
2. The proposed purpose and function of the agency;
3. The type of program (how large, what it does, what types of children it serves);
4. The specific services to be provided;
5. The proposed staffing plan;
6. Sources of funding and plan for ongoing funding;
7. Anticipated referral sources (from whom are children referred);
8. Your proposed Articles of Incorporation (if applicable);
9. Three letters of reference for each incorporator verifying that the person(s) is "reputable and respectable" pursuant to ORC 5103.04.

10. A letter from the Public Children Services Agency in the county of the corporation's principal office and/or where services will be provided verifying that the proposed services are "needed and desirable for the public good" pursuant to ORC 5103.04.

Sincerely,



Jeanne Ruggieri, LISW
Licensing Specialist

cc: Children Services Licensing Section