



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

January 30, 2001

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

Dear Ms. Walker:

**RE: APPLICATION FOR CERTIFICATION**

In accordance with Chapter 5101:2-5 of the Ohio Administrative Code (OAC), enclosed is the ODJFS 1290 "Application for Certification of Agency Functions." The ODJFS 1200 "Fire Inspection Report Child Care Facilities Licensed/Certified by Ohio Department of Job and Family Services" is also enclosed if you indicated an interest in operating any residential facilities

If the application form is not fully completed it will be returned to you. The actual date of receipt will be the date a fully completed application is received in this office. Questions that do not apply should be marked N/A (not applicable). Questions requiring narrative responses should be brief and concise. Extra pages and/or supporting documents should be clearly labeled and attached as applicable.

Upon completion of these application materials, please forward the original and one (1) copy of each to this office. Please note that the information submitted on these forms is considered to be public information.

In addition, please submit a separate list of all records in the following categories (universes) which are checked. Please read carefully the specific definition of each universe. **Records submitted in the various universes must be for the last four months ending with the date of your receipt of this letter.**

**Adoptive Parent Records.**

All adoptive homes which the PCPA or PNA:

- a. Has approved or updated the homestudy during the universe period for adoptive placement, or;

An Equal Opportunity Employer

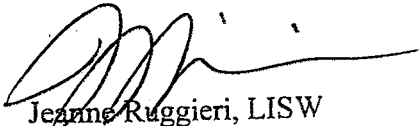
X Personnel (two lists required).

1. All employees hired during the universe period who:
  - a. Are child care workers.
  - b. Conduct family foster home homestudies or adoptive home homestudies (does not apply to a PCSA).
  - c. Is the agency administrator (does not apply to a PCSA).
2. All child care workers whose annual anniversary date falls within the universe period.

— **IF THIS LINE IS CHECKED WHEN YOU RECEIVE THIS LETTER, WE ARE AWARE THAT YOU HAVE NO RECORDS TO REVIEW AT THIS TIME.**

Upon receipt of the ODJFS 1200 (as applicable), ODJFS 1290 and all supporting documentation, and the required lists of records, I will be in contact with you to arrange a time to conduct an on-site inspection and record review which is necessary to complete the initial certification process. If you have any questions, please feel free to contact me.

Sincerely,

  
Jeanne Ruggieri, LISW  
Licensing Specialist

cc: Children Services Licensing Section