

UMCH Family Services

The Licensing Process for Foster Care & The Approval Process for Adoption

1. **Inquiry**

Prospective foster and/or adoptive families contact UMCH Family Services for information regarding becoming a foster and/or adoptive parent. They may talk to a Licensing Specialist or Adoption Specialist. An information packet regarding the agency, the licensing process, upcoming training dates, and a Pre-Application for training will be sent within seven days.

2. **Questions, Concerns, In need of a better understanding?**

Although optional, feel free to contact a Licensing or Adoption Specialist by phone or email with your questions. You can also schedule a time to come in and visit the agency in person if questions or concerns arise after reviewing your information packet. Call 614-559-2800.

3. **Register for Classes**

You may register for Pre-Service classes by returning your one page "Pre-Application for Training" to the agency. This application can be found in the initial packet sent to you after inquiry. UMCH offers Pre-Service training on a quarterly basis. Attending Pre-Service classes is your first step in the licensing/approval process.

4. **Pre-Service Training**

Pre-Service training includes 36 hours of training and is mandatory for everyone to attend. Information about the date and time for classes will be provided to you in the information packet and available upon request.

5. **Application**

Applications and other additional paperwork are provided to individuals on the first day of Pre-Service Training. Prospective Foster and/or Adoptive families must complete a full application and submit it to the agency in order to initiate the Home Study Process.

6. **Home Study**

After we receive your completed application, an assessor will be assigned and will contact your family to begin the Homestudy process. The Homestudy process includes:

- Interviews with all household members
- Medical Evaluations of all household members
- Fire Inspection by an approved Inspector and Home Safety Audit by assessor
- Reference checks
- Review of applicants child care arrangements
- Assessment of applicant's discipline philosophy
- Applicants personal biography and self-assessment of child they may want to parent
- Credit Check and other financial documentation including financial statement, verification of income, tax returns and copies of utility bills
- Criminal background checks on all adult household members
- Copies of marriage and divorce certificates
- Proof of vehicle insurance and a driving record check

As you move forward in the process any paperwork and requests will be explained in more detail.

7. **Decision**

If you meet all foster care requirements, UMCH Family Services will send its recommendation to the State for licensing as a foster home. If you are seeking to be approved for adoption, your home will be approved by UMCH based on rules and regulations of the Ohio Department of Jobs and Family Services. Should UMCH deny recommendation for receiving a foster care license or for an approval as an adoptive home; the applicants can withdraw from the process or appeal the agency's decision.