

# Applying for the Ohio Adoption Grant Program



## Community User Guide

# Applying for the Ohio Adoption Grant Program

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# Applying for the Ohio Adoption Grant Program

## Introduction

Congratulations on expanding your family through adoption and thank you for being an adoptive parent in the State of Ohio! This user guide will explain the steps to complete an application for the Ohio Adoption Grant Program.

## What is OAGP?

OAGP stands for the Ohio Adoption Grant Program. This grant allows adoptive families to apply for a one-time payment per adopted child. On this portal, an applicant will upload all required documentation and view or edit an existing application for the program.

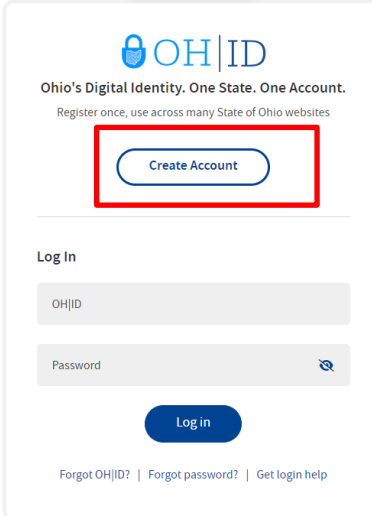
## Things you may need before you get started

1. A certified copy of your finalized adoption decree from the Court.
2. Two forms of identification for the adoptive parent who will be receiving payment (Photo ID, Social Security Card, Passport, etc.).
3. Completed and signed IRS form W9 (for adoptive parent payee only).
4. If applicable, proof of foster placement prior to adoption. This can be the [Ohio Adoption Grant Agency Letter](#) (found at the end of this document).
5. If applicable, an [Ohio Adoption Grant Program Special Need Documentation \(Form JFS 1058\)](#) completed and signed by a qualified professional (Instructions on completing this form can be found [here](#)).

**\*Note: Any outstanding child support will be deducted prior to your award payment being issued.**

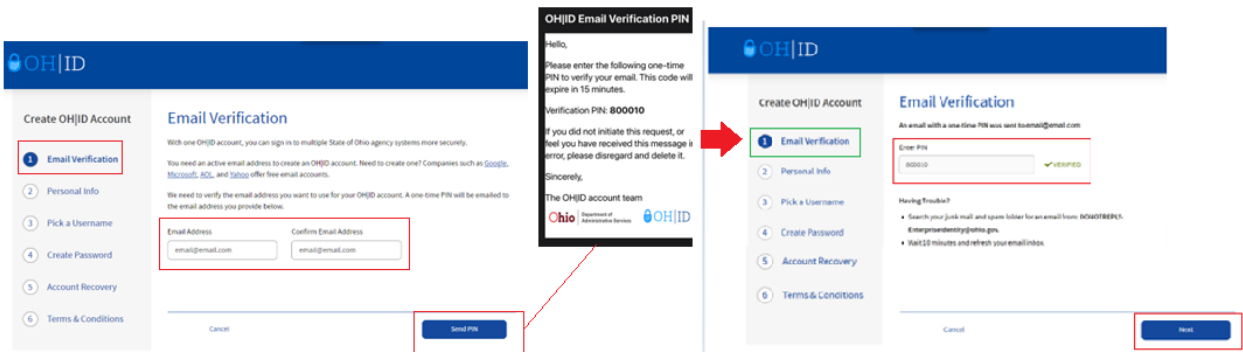
## Creating an Account with MyOhio

1. Go to the webpage: <https://fosterandadopt.jfs.ohio.gov/adoption/grant>.
2. Click launch button.
3. On the MyOhio.gov login page, click the **Create Account** button.
4. The **Create OH|ID Account** page will appear. Enter in your e-mail address, re-enter the same e-mail address in the second box, then click the **Send PIN** button.
5. The **E-mail Verification** page will appear, stating an e-mail with a one time PIN has been sent to your account.



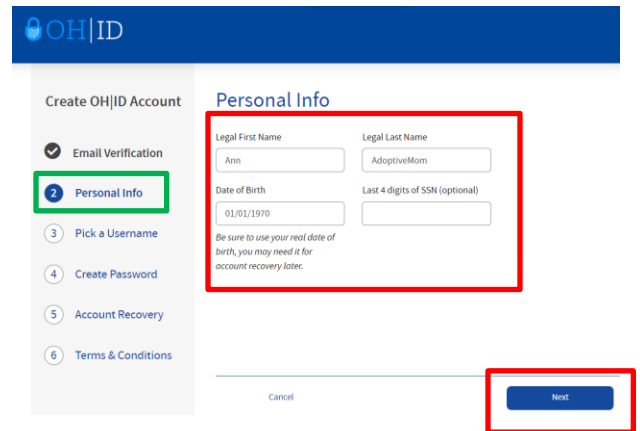
The screenshot shows the OH|ID login interface. At the top, the OH|ID logo is displayed with the tagline 'Ohio's Digital Identity. One State. One Account.' and the instruction 'Register once, use across many State of Ohio websites'. A red rectangular box highlights the 'Create Account' button. Below this, there is a 'Log In' section with two input fields: 'OH|ID' and 'Password'. A blue 'Log in' button is positioned below the password field. At the bottom of the login area, there are three links: 'Forgot OH|ID?', 'Forgot password?', and 'Get login help'.

[Find out more about OH|ID >](#)

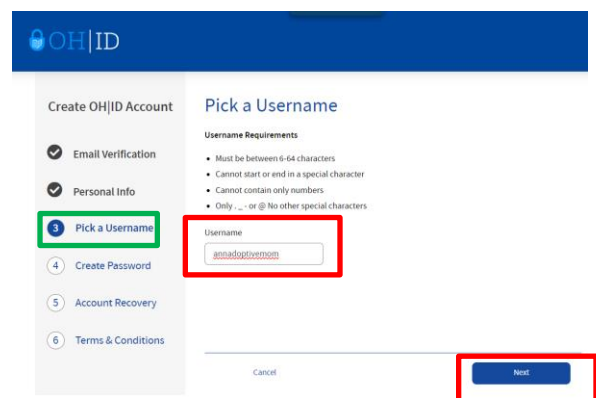


6. Enter the **PIN** received in the e-mail, then click the **Next** button.

7. Enter in your **Person Info**, including Legal First Name, Legal Last Name, Date of Birth, Last 4 digits of SSN (optional), then click the **Next** button.



8. **Pick a Username** by entering in a value that you will easily remember, then click the **Next** button.



# Applying for the Ohio Adoption Grant Program

9. **Create A Password** that is easy for you to remember, but difficult for others to guess. Confirm the password by entering it a second time, then click the **Next** button.

The screenshot shows the 'Create Password' step of the OH|ID account creation process. On the left, a sidebar lists steps: Email Verification, Personal Info, Pick a Username, **Create Password** (highlighted), Account Recovery, and Terms & Conditions. The main content area is titled 'Create Password' and lists requirements: at least 8 characters, 1 character from each of four categories (upper/lower case letters, numbers, special characters), and no inclusion of first/last name, username, or OH|ID. Below the requirements are two input fields for 'Password' and 'Confirm Password'. At the bottom right, a blue 'Next' button is highlighted.

10. *Optional:* Provide a Mobile Number for easier account recovery in the future, then click **Send PIN**. Otherwise, click [skip this step](#).

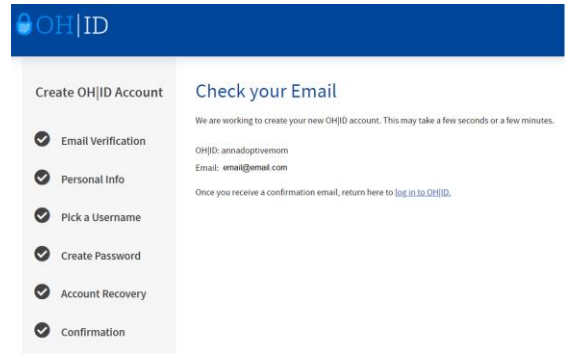
The screenshot shows the 'Account Recovery' step. The sidebar highlights 'Account Recovery'. The main content explains that email is the primary recovery method and offers to set up mobile/text message recovery. A 'Mobile Number' input field is present with a 'Send PIN' button. A 'Next' button is visible at the bottom right.

11. Read through the **Terms & Conditions** and click the box next to **I Agree**. Confirm you are not a robot by answering the question asked at the bottom of the screen. A **VERIFIED** prompt will display if answered correctly. Then, click **Create Account**.

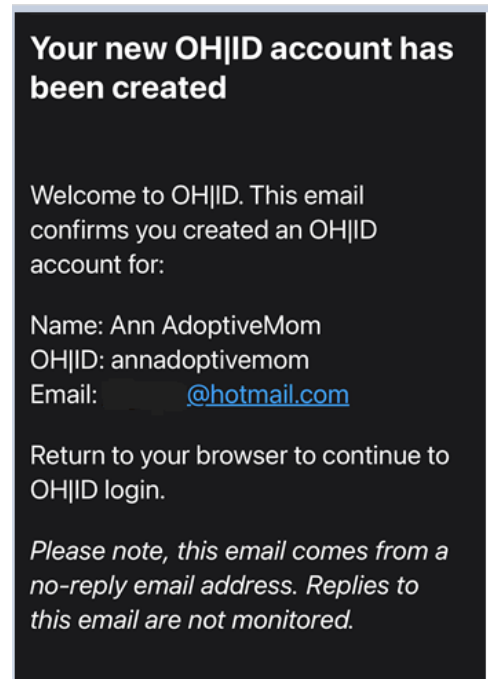
The screenshot shows the 'Terms & Conditions' step. The sidebar highlights 'Terms & Conditions'. The main content contains legal terms and conditions. Below the text is an 'I Agree' checkbox. A CAPTCHA question asks 'What is the 2nd digit in 217903?' with an input field containing '1' and a 'VERIFIED' status. At the bottom right, a blue 'Create Account' button is highlighted.

# Applying for the Ohio Adoption Grant Program

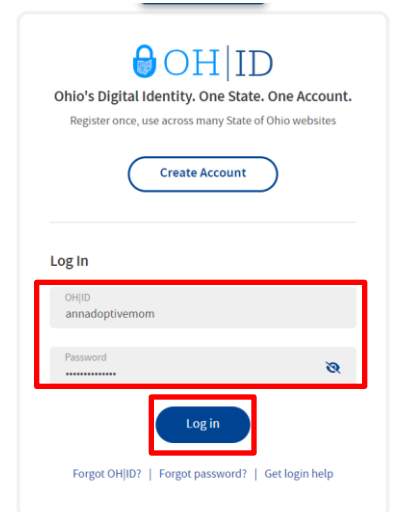
12. You'll receive a confirmation screen which indicates that your account is being created, and to check your e-mail for details. Click on [log in to OH|ID](#) once you receive that e-mail. If you do not receive it in your inbox, please check your spam folder.



13. The e-mail received will confirm creation of your **OH|ID** account



14. You may now enter your newly created **OH|ID** and **Password**. Click the **Log in** button.





# Applying for the Ohio Adoption Grant Program

## Creating An Application

There are two tabs located on the main screen of the **Ohio Adoption Grant Program** portal. The first is the **Application Instructions**. Please read this page before applying so you are prepared for the materials you may need on hand, which are also listed at the beginning of this guide.

1. When ready, click on the tab for **Create/View Application**

**Ohio** | Department of Job and Family Services Logout

Home User Guide

## Ohio Adoption Grant Program (OAGP)

Apply for OAGP

**Application Instructions** **Create/View Application**

**What is OAGP?**  
OAGP stands for The Ohio Adoption Grant Program. This grant provides adoptive families the ability to apply for a one-time payment per adopted child. The Ohio Adoptive Grant applicants have the ability to submit an application for the Ohio Adoption Grant funds for the adopted child. On this portal an applicant will upload all required documentation and view or edit an existing application for the program. Thank you for being an adoptive parent in the State of Ohio!

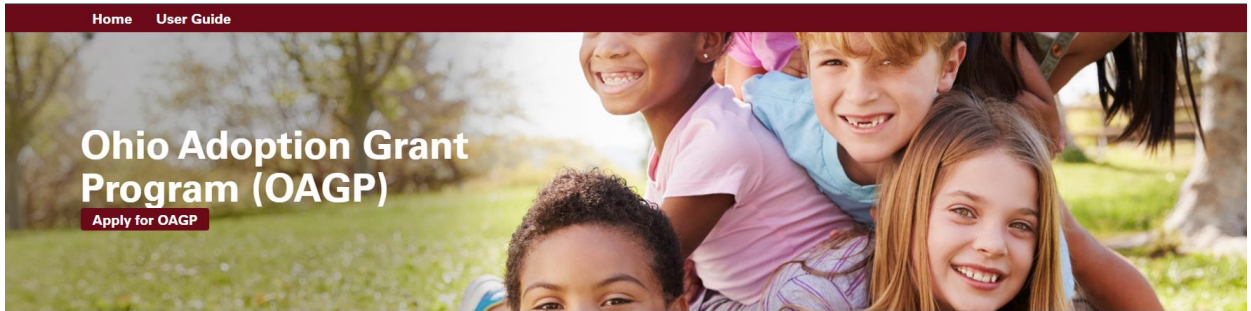
**Things you may need before you get started:**

- You will need a copy of your finalized adoption.
- Two forms of identification for the adoptive parent who will be the payee. (Photo ID, SS Card, etc.).
- Completed and signed IRS form W9 (for payee only).
- If applicable, proof of foster placement prior to adoption.
- If applicable, a Special Need Documentation Form ODJFS 1058 completed and signed by a qualified professional.

**Start New Application**

2. The Welcome Screen appears, displaying any existing applications in the system for your account. Click on the **Start New Application** button.

# Applying for the Ohio Adoption Grant Program



Application Instructions Create/View Application

Welcome Caroline Hastings !

Application Number	Child Name	Application Status	Payment Status	Payment Issued Date	Application Status Last Updated On	Created Date	View/Edit
OAG-00048	yoseph Hastings	Submitted For Approval			Nov 14, 2023	Oct 31, 2023	<a href="#">View</a>
OAG-00047	Zanni Hastings	Submitted For Approval			Nov 14, 2023	Oct 31, 2023	<a href="#">View</a>
OAG-00046	Clara Hastings	Submitted For Approval			Oct 31, 2023	Oct 12, 2023	<a href="#">View</a>
OAG-00045	Child Two	Denied			Oct 3, 2023	Sep 26, 2023	<a href="#">View</a>
OAG-00044	Child One	Payment Issued			Oct 4, 2023	Jun 17, 2023	<a href="#">View</a>

Agent Offline

## Adoptive Parent(s) Information

**Note: Payee/Parent 1** will be the individual completing the IRS Form W-9.

- Enter the requested information. **Important:** All values marked with a red asterisk \* are required.
  - First Name\*
  - Middle Name
  - Last Name\*
  - Gender\*
  - Social Security Number\*
  - Date of Birth\*
  - Ethnicity\*
  - Race\*
  - Email\*
  - Phone Number\*

### ADOPTIVE PARENT(S) INFORMATION

Please provide the adoptive parents information. Payee/ Parent 1 shall be the applicant that will be completing the United States internal revenue service (IRS) form W-9, "Request for Taxpayer Identification Number and Certification."

#### Payee/ Parent 1 Information

\* First Name  Middle Name  \* Last Name

\* Social Security Number  \* Date of Birth (mm/dd/yyyy)

\* Gender  \* Hispanic/Latino

\* Race  
 American Indian  Alaskan Native  Asian  Black/African American  Native Hawaiian  
 Other Pacific Islander  White  Multi-racial (one or more races unknown)  Multi-racial (all races unknown)  
 Unknown  I do not wish to provide

**Error: Race is required.**

\* Email  \* Phone Number

#### Steps

- ADOPTIVE PARENT(S) INFORMATION
- ADOPTIVE CHILD'S INFORMATION
- DOCUMENTATION TO BE ATTACHED/UPLOAD
- W-9 FORM
- IDENTIFICATION FORMS
- FOSTER CAREGIVER ADOPTION
- SPECIAL NEEDS ADOPTION
- AFFIRMATION



## Applying for the Ohio Adoption Grant Program

- Click the box next to **Add Second Parent**, if applicable. The page will display **Parent 2 Information (Optional)**. Fill in the requested data for **Parent 2**.

 Add Second Parent

### Parent 2 Information (Optional)

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Social Security Number	* Date of Birth (mm/dd/yyyy)	
<input type="text"/>	<input type="text"/>	
* Gender	* Hispanic/Latino	
<input type="text"/>	<input type="text"/>	
* Race		
<input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> White		
<input type="checkbox"/> Multi-racial (one or more races unknown) <input type="checkbox"/> Multi-racial (all races unknown) <input type="checkbox"/> Unknown <input type="checkbox"/> I do not wish to provide		
Error: Race is required.		
* Email	* Phone Number	
<input type="text"/>	<input type="text"/>	

- Enter **Payee Address** (**Note:** The address should match the photo ID provided, otherwise, additional proof of residency will be required.)

*For tax purposes, please provide the address of the applicant that is completing the United States internal revenue service (IRS) form W-9, "Request for Taxpayer Identification Number and Certification."*

### Payee Address

* Address
<input type="text"/>
Address Line2
<input type="text"/>
* City
<input type="text"/>
* County
<input type="text"/>
* State
<input type="text" value="Ohio"/>
* Zip Code
<input type="text"/>

[Go Back To Home Screen](#)

[Next](#)

- Click the **Next** button OR click **Go Back To Home Screen**
- The system will present an error message in red if there is any missing information on this page, or if the name of the payee does not match one of the Adoptive Parents.

# Applying for the Ohio Adoption Grant Program

## Adoptive Child's Information

1. Enter the requested information for the **Adoptive Child**. **Important:** All values marked with a red asterisk \* are required.

- First Name\*
- Middle Name
- Last Name\*
- Social Security Number\*
- Date of Birth\*
- Gender\*
- Ethnicity\*
- Race\*
- Was this a Step-Parent Adoption\*
- Type of Adoption\*
- Date Adoption Finalized\*

2. Click **Next** to proceed to the **Documentation to be Attached/Upload** section, click **Previous** to return to the **Adoptive Parent(s) Information**.

**ADOPTIVE CHILD'S INFORMATION**

**Adoptive Child's Information**

\* First Name of Adoptive Child Middle Name of Adoptive Child \* Last Name of Adoptive Child

\* Social Security Number \* Date Of Birth

\* Gender \* Hispanic/Latino

\* Race

American Indian  Alaskan Native  Asian  Black/African American  Native Hawaiian  
 Other Pacific Islander  White  Multi-racial (one or more races unknown)  Multi-racial (all races unknown)  
 Unknown  I do not wish to provide

**Error: Race is required.**

\* Type of Adoption

\* Was this a step-parent adoption?

\* Date Adoption Finalized

[Go Back To Home Screen](#) [Previous](#) [Next](#)

**Steps**

- ADOPTIVE PARENT(S) INFORMATION
- ADOPTIVE CHILD'S INFORMATION**
- DOCUMENTATION TO BE ATTACHED/UPLOAD
- W-9 FORM
- IDENTIFICATION FORMS
- FOSTER CAREGIVER ADOPTION
- SPECIAL NEEDS ADOPTION
- AFFIRMATION

## Documentation to be Attached/Upload

1. In this section, you will need to upload a copy of your final adoption order, interlocutory order or adoption or recognition of adoption by this state under [section 3107.18](#) of the Revised Code.
2. Select the type of document you will be uploading in the **All Grant requests** drop-down box.

# Applying for the Ohio Adoption Grant Program

3. Click on the **Upload Files** button or drag the file into the section.

**DOCUMENTATION TO BE ATTACHED/UPLOAD**

Please upload the final adoption order, interlocutory order of adoption or recognition of the adoption by this state under section 3107.18 of the Revised Code.

\* All Grant requests (select any one):  
Final adoption order

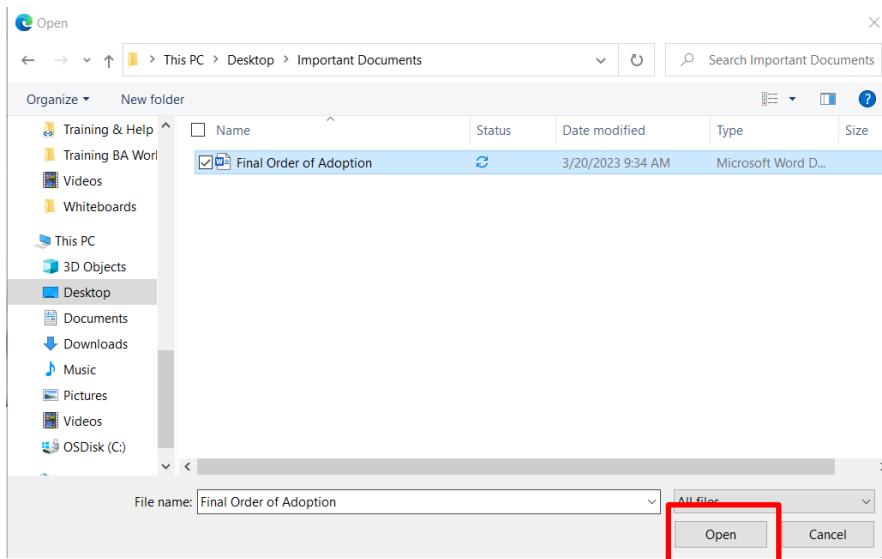
All Grant Request Documents  
[Upload Files](#) Or drop files

[Go Back To Home Screen](#) [Previous](#) [Next](#)

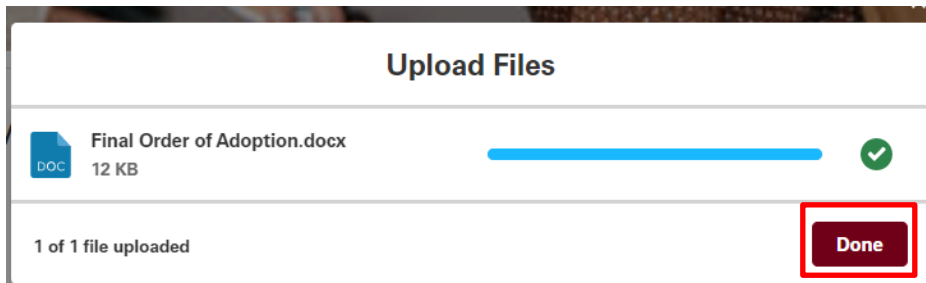
**Steps**

- ADOPTIVE PARENT(S) INFORMATION
- ADOPTIVE CHILD'S INFORMATION
- DOCUMENTATION TO BE ATTACHED/UPLOAD**
- W-9 FORM
- IDENTIFICATION FORMS
- FOSTER CAREGIVER ADOPTION
- SPECIAL NEEDS ADOPTION
- AFFIRMATION

4. Select the location of the file you wish to attach, then click **Open**.



5. A confirmation screen indicating the document has been successfully uploaded with a green check should appear. Click **Done**.



6. Click the **Next** button to proceed to the **W-9 Form** section or click **Previous** to return to the **Adoptive Child's Information** section.


# Applying for the Ohio Adoption Grant Program

**DOCUMENTATION TO BE ATTACHED/UPLOAD**

Please upload the final adoption order, interlocutory order of adoption or recognition of the adoption by this state under section 3107.18 of the Revised Code.

\* All Grant requests (select any one):  
Final adoption order

All Grant Request Documents  
[Upload Files](#) Or drop files

Final Order of Adoption.docx 

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**Steps**

- ADOPTIVE PARENT(S) INFORMATION
- ADOPTIVE CHILD'S INFORMATION
- DOCUMENTATION TO BE ATTACHED/UPLOAD
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**Note:** If you wish to delete the uploaded document, click the trash can icon next to the record. The following confirmation message will appear. Click **Delete** to finish removing the document or **Cancel** to retain the document.

## Delete Document

Deleting a document will remove the document from the current application.  
Are you sure you would like to delete the document?

[Cancel](#)

[Delete](#)

## W-9 Form (completed for Payee Only)

1. Complete a United State Internal Revenue Service (IRS) form [W-9 Request for Taxpayer Identification Number and Certification](#) and save it/scan it to your computer.
2. Choose **Yes** from the drop-down box indicating **A completed W-9 form**.
3. Click **Upload Files** or drop the saved file into the box.
4. Click **Next** to proceed to the **Identification Forms** section or **Previous** to return to the **Documentation** section.

# Applying for the Ohio Adoption Grant Program

## W-9 FORM

Instructions: Please upload a completed and signed, United States Internal Revenue Service (IRS) form W-9, "Request for Taxpayer Identification Number and Certification."

For tax purposes, please provide the residential address of the applicant on the United States Internal Revenue Service (IRS) form W-9, "Request for Taxpayer Identification Number and Certification." This form must match the person whose information is provided in the Payee/Parent 1 section.

*Tip: When naming your saved document, please name the document by inserting your last name before W9 Form. (Example: Smith W9). This will help to prevent any issue uploading your document.*

\* A completed W-9 form

Yes

Completed w-9 Form

Upload Files Or drop files

Go Back To Home Screen Previous Next

This is a Required Document for the Grant Application

### Steps

- ADOPTIVE PARENT(S) INFORMATION
- ADOPTIVE CHILD'S INFORMATION
- DOCUMENTATION TO BE ATTACHED/UPLOAD
- W-9 FORM**
- IDENTIFICATION FORMS
- FOSTER CAREGIVER ADOPTION
- SPECIAL NEEDS ADOPTION
- AFFIRMATION

Agent Offline

## Identification Forms

1. You will need to provide two forms of current identification for the payee identified as **Adoptive Parent 1** who is submitting the W-9 form. This can include a driver's license or State ID and a Social Security Card. Driver's License or State ID is used to verify you as an Ohio resident. The address(es) should match what has been entered as Payee's Address.
2. Click **Upload Files** or drop the saved file into the box.
3. Click **Next** to proceed to the **Foster Caregiver Adoption** section or **Previous** to return to the **W-9 Form** section.

## IDENTIFICATION FORMS

Upload two forms of ID: Current identification for Ohio residence of the payee (can be driver's license or State ID) and a United States Social Security card of the payee.

Identification Forms

Upload Files Or drop files

Copy of License.docx

SS Card.docx

Go Back To Home Screen Previous Next

### Steps

- ADOPTIVE PARENT(S) INFORMATION
- ADOPTIVE CHILD'S INFORMATION
- DOCUMENTATION TO BE ATTACHED/UPLOAD
- W-9 FORM
- IDENTIFICATION FORMS**
- FOSTER CAREGIVER ADOPTION
- SPECIAL NEEDS ADOPTION
- AFFIRMATION

## Foster Caregiver Adoption

1. If your adopted child was fostered by you prior to adoption finalization, upload documentation of their foster placement in this section. This can be your **Ohio Adoption Grant Agency Letter** or other documents you can obtain from the Public Children Services Agency who assisted with the adoption finalization.

## Applying for the Ohio Adoption Grant Program

2. Answer **Yes** or **No** if this was an **Adoption by Foster Caregiver**.
3. If **No** is answered, you may proceed to the **Next** section
4. If **Yes** is answered, click the **Upload Files** button or drop the saved file(s) into the box.
5. Click **Next** to proceed to the **Special Needs Adoption** section or **Previous** to return to the **Identification Forms** section.

### FOSTER CAREGIVER ADOPTION

Please upload documentation of fostering this youth prior to adopting. Please seek assistance from the Public Children Services Agency (PCSA) or Private Child Placing Agency (PCPA) that held custody of the child prior to adoption. (if not applicable, click next to continue)

Adoption by Foster Caregiver (if you are requesting a \$15,000 grant payment)  
Yes

Attach documentation with paperwork indicating adoptive parent cared for the adopted child prior to the adoption

File For Adoption by Foster Caregiver ⓘ

Upload Files Or drop files

ICCA Foster.docx

Go Back To Home Screen

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#### Steps

- ADOPTIVE PARENT(S) INFORMATION
- ADOPTIVE CHILD'S INFORMATION
- DOCUMENTATION TO BE ATTACHED/UPLOAD
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- FOSTER CAREGIVER ADOPTION**
- SPECIAL NEEDS ADOPTION
- AFFIRMATION

## Special Needs Adoption

1. If applicable, complete a **JFS Form 01058 Ohio Adoption Grant Program Special Needs Documentation** and save it to your computer.
2. Answer **Yes** or **No** if this was a **Special Needs Adoption**.
3. If **No** is answered, you may proceed to the **Next** section
4. If **Yes** is answered, click the **Upload Files** button or drop the saved file(s) into the box.
5. Click **Next** to proceed to the **Affirmation** section or **Previous** to return to the **Foster Caregiver Adoption** section.

### SPECIAL NEEDS ADOPTION

Please upload the "JFS form 01058 Ohio Adoption Grant Program Special Needs Documentation." Form linked on this website. (if not applicable, click next to continue)

Special Needs Adoption  
Yes

Attach JFS 0XXXX qualified professional who does not provide casework services to the adopted child diagnosed the child with one or more special needs in the professional's area of expertise prior to the final order of adoption, interocutory order of adoption, or recognition of the adoption by this state under section 3107.18 of the Revised Code.

File For Special Needs Adoption

Upload Files Or drop files

JFS 01058.docx

Go Back To Home Screen

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## Affirmation



# Applying for the Ohio Adoption Grant Program

1. Read the Affirmation statement and click the radio button next to the sentence **I/we also acknowledge that by clicking “Submit”, I/we are electronically signing this application and will be held to all of the above acknowledgements.**
2. Click the **Submit for Approval** button (or click **Previous** to review prior sections).

## AFFIRMATION

- I/We affirm, under penalty of perjury, that the information given in this application is accurate.
- I/We understand that verification of a finalized adoption on or after January 1, 2023, and proof of residency in Ohio will be required.
- I/We understand that I/we must apply within one calendar year of my/our adoption finalization.
- I/We understand and agree that other persons or organizations may be contacted to obtain the necessary proof of eligibility. I/We understand that in some instances, I/we may be asked to give consent to make whatever contacts necessary to determine eligibility.
- I/We acknowledge that approval is contingent upon the availability of state funds for this program. I/We understand that to be eligible for Ohio Adoption Grant funds, I/we am required to submit a copy a completed W-9 form, two forms of identification, and proof of a finalized adoption. If applicable, I/we may need to submit proof that I/we was a foster caregiver(s) to this child prior to adoption. If the child has a diagnosed special need, I/we will be required to submit a completed OAGP Special Needs Form (JFS 01058).
- I/We affirm that I/we have not previously received a grant payment from the Ohio Adoption Grant Program for the child I/we are submitting this application.
- I/We understand that all/portion of any grant awarded can be intercepted if I/we owe past child/spousal support.
- I/We understand that my application will be reviewed and once my eligibility has been determined, I/we will be contacted with a decision.

I/we also acknowledge that by clicking “Submit”; I/we are electronically signing this application and will be held to all of the above acknowledgements.

[Go Back To Home Screen](#)

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[Submit For Approval](#)

## Steps

- ADOPTIVE PARENT(S) INFORMATION
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- DOCUMENTATION TO BE ATTACHED/UPLOAD
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- SPECIAL NEEDS ADOPTION
- AFFIRMATION

3. A confirmation screen will appear if the application was successful. Otherwise, the system will prompt you to missing items from the application. Click **Return to Home Page** to continue.

Note: Once you have submitted an application, it can no longer be edited unless returned to you for corrections.

## Confirmation

Thank You! Your application has been submitted!

[Return to Home Page](#)

4. An email notification should also be received confirming your submission.

**Ohio** Department of Job and Family Services

Thank you. Your Application (OAD-00009) for the Ohio Adoption Grant has been submitted and is under review. If you should need further assistance, please contact us at [OFC-Ohioadoptiongrant@jfs.ohio.gov](mailto:OFC-Ohioadoptiongrant@jfs.ohio.gov) email address for OAGP here.

# Applying for the Ohio Adoption Grant Program


## Editing/Revising an Application

1. If you have started an application and are returning to it later, navigate to the **Create/View Application** tab and click on the **Edit** button to the right of the record, and pick up where you left off for completion. The **Status** will display as **In Progress**.

Application Instructions **Create/View Application**

---

Welcome Ann AdoptiveMom !

Application Number	Child Name	Status	Status Last Updated On	Created Date	View/Edit
OAD-00009		In Progress		Mar 17, 2023	


[Start New Application](#)

2. Once you have submitted an application, you may view it by going to the **Create/View Application** tab and clicking on the **View** button to the right of the record. The **Status** will display as **Submitted for Approval**.

Application Instructions **Create/View Application**

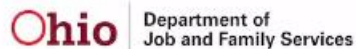
---

Welcome Ann AdoptiveMom !

Application Number	Child Name	Status	Status Last Updated On	Created Date	View/Edit
OAD-00009	Amir AdoptiveChild	Submitted For Approval	Mar 20, 2023	Mar 17, 2023	

[Start New Application](#)

3. If there is information missing from your application, you should receive an email notification indicating what still needs to be added to your application to process it.



Your submitted application for the Ohio Adoption Grant (OAD-00009) requires additional information. To continue to review and process your application, please submit the following required information. Please contact us at [Ohioadoptiongrant@jfs.ohio.gov](mailto:Ohioadoptiongrant@jfs.ohio.gov) if you should have any questions

Comments (if any): Test Reject

The application **Status** will display as **Rejected**. The **Edit** button will be available to correct the missing items.

# Applying for the Ohio Adoption Grant Program

Application Instructions [Create/View Application](#)

Welcome Ann AdoptiveMom !

Application Number	Child Name	Status	Status Last Updated On	Created Date	View/Edit
OAD-00009	Amir AdoptiveChild	Rejected	Mar 20, 2023	Mar 17, 2023	<a href="#">Edit</a>

[+ Start New Application](#)

- To apply for a grant for another adopted child, click **Start New Application**.

Application Instructions [Create/View Application](#)

Welcome Ann AdoptiveMom !

Application Number	Child Name	Status	Status Last Updated On	Created Date	View/Edit
OAD-00009	Amir AdoptiveChild	Submitted For Approval	Mar 20, 2023	Mar 17, 2023	<a href="#">View</a>

[+ Start New Application](#)

## Application Process Next Steps:

Once you submit your application, a State of Ohio employee will review your information. The reviewer can approve your application or reject your application.

A rejected application means that the reviewer could not approve it based on how it was submitted. If they reject it, they will add some comments and an e-mail will automatically be sent to you, detailing the reasons for the rejection and how you may correct it.

If the reviewer approves your application, it will be submitted to a supervisor for the next level of approval.

The supervisor can approve it, reject it, or deny it. If the supervisor rejects it, you will receive an e-mail with comments as to the reason.

If it is denied, the supervisor has determined that you do not meet the requirements for an adoption grant award. An e-mail will be sent with the reason as well.

If your application is Denied, it will reflect this in the Status column:

Application Number	Child Name	Status	Status Last Updated On	Created Date	View/Edit
OAG-00017	Jerry Smith	Denied	Mar 28, 2023	Mar 24, 2023	<a href="#">View</a>

You will have 30 days to re-submit your application to be reviewed again by another supervisor. To do this, next to your denied application, click the **View** button. There will be a button for you to use to re-submit for a second review. You will need to acknowledge the affirmations again before it can re-submitted. The decision on the second review is final.

# Applying for the Ohio Adoption Grant Program

Grant Application

Application Status

**Denied** **Second review is currently allowed.**

- > Adoptive Parent Information
- > Adoptive Child's Information
- > Uploaded Files and Document Information
- > Affirmation

[Return to Home Screen](#) [Resubmit for Second Review](#)

After your Second Review is submitted, you will receive an email to confirm your second request. The status of the application will also show **2<sup>nd</sup> Review Submitted**.

Application Number	Child Name	Status	Status Last Updated On	Created Date	View/Edit
OAG-00017	Jerry Smith	<b>2nd Review Submitted</b>	Mar 28, 2023	Mar 24, 2023	<a href="#">View</a>

## Award amount and payment

Once your application is approved, you will be notified of the approved amount. Prior to the payment being issued, the payee will be screened for any outstanding child support owed. If child support is owed, that amount will be deducted from your award amount. You will be notified of your final awarded amount via email, prior to payment being sent.

**Please note that due to the expected influx of applications and the verifications that must be completed to ensure adoption grants are awarded properly, this process will take time and may take a few months for payments to be sent.**

## Help

If you need additional information or assistance, please contact [OFC-OhioAdoptionGrant@jfs.ohio.gov](mailto:OFC-OhioAdoptionGrant@jfs.ohio.gov).

## Live Chat

It is expected that a **Live Chat** feature will be available on the Home page. However, the agent will only be able to help with how the application site works.

**Live Chat** agents will not be able to help with the content of your application (such as what you need to attach for each section) or provide any information about if you qualify for a grant or when payment can be expected. These questions would need to be directed to [OFC-OhioAdoptionGrant@jfs.ohio.gov](mailto:OFC-OhioAdoptionGrant@jfs.ohio.gov).

# Applying for the Ohio Adoption Grant Program



Department of  
Job and Family Services

Health & Human Services  
Office of Families and Children

Mike DeWine, Governor  
Jon Husted, Lt. Governor

Matt Damschroder, Director

## Ohio Adoption Grant Program:

A request has been received by \_\_\_\_\_ who is applying for The Ohio Adoption Grant program to confirm the adoptive parent served as a foster parent caring for \_\_\_\_\_ prior to the adoption.

Our agency verifies the following:

First and Last Name of Adoptive Child:	
First and Last Name of Adoptive Parent(s):	
Placement Begin Date:	
Placement End Date:	

Please contact me at \_\_\_\_\_ or \_\_\_\_\_ with any questions.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_

30 East Broad Street  
Columbus, OH 43215  
Jfs.ohio.gov

This institution is an equal opportunity provider and employer.

