

# Continuous Certification Policy Updates

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**MIKE DEWINE**  
GOVERNOR OF OHIO



# AGENCIES

## Initial Certification

	Current	Future
JFS 01290 needs to be completed more than 120 days before operation	●	
Application submitted via CCWIS		●
Application is not filed until it is submitted and stamped by the correct field office	●	
After 12 months of inactivity, application may become invalid, and agency will need to reapply		●
Certificate must be visible to visitors	●	
Valid for two years unless revoked	●	
Valid for at least four years until continuous certification is issued		●

## Update Process

	Current	Future
1290 must be completed at the end of year two for recertification	●	
An application must be completed at the end of year four for continuous certification		●
Audit updates per statute every two years	●	●
All audits must show the agency operated in a fiscally accountable manner	●	●
Any records requested by DCY must be produced	●	●

# FOSTER HOMES

## Initial Certification

	Current	Future
JFS 01691 must be completed	●	
Application submitted via CCWIS or could be submitted via JFS 01691		●
Home Study must be initiated within 30 days of completed application	●	●
Home Study and necessary items must be completed within 180 days	●	●
Expires after two years and recertification is due	●	
Apply for Continuous Certification at the end of year four		●

## Update Process

	Current	Future
1331 end of year two for recertification	●	
1331 end of year four for continuous certification		●
1331 every two years after initial	●	
Reapplication every two years	●	
Updates throughout the life of the license		●

# AGENCIES

## Initial Certification

	Current	Future
JFS 01290 needs to be completed more than 120 days before operation	●	
Application submitted via CCWIS		●
Application is not filed until it is submitted and stamped by the correct field office	●	
After 12 months of inactivity, application may become invalid, and agency will need to reapply		●
Certificate must be visible to visitors	●	
Valid for two years unless revoked	●	
Valid for at least four years until continuous certification is issued		●

## Update Process

	Current	Future
1290 must be completed at the end of year two for recertification	●	
An application must be completed at the end of year four for continuous certification		●
Audit updates per statute every two years	●	●
All audits must show the agency operated in a fiscally accountable manner	●	●
Any records requested by DCY must be produced	●	●

# FOSTER HOMES UPDATE DOCUMENTS

	Current			Future		
	2 years	4 years	Required	2 years	4 years	Required
Training	●		●	●		●
Background Checks		●	●		●	●
1385	●		●		●	●
1348	●		●		●	●
Well Water Test	●		●		●	●
Immunization Records	●		●		●	●
1681	●		●		●	
1653	●		●		●	
Fire Inspection	●				●	



# MIKE DEWINE

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## GOVERNOR OF OHIO

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