



## Ohio Administrative Code

### Rule 5101:2-48-24 Agency adoption review procedures.

Effective: [October 15, 2022](#)

---

(A) Each public children services agency (PCSA), private child placing agency (PCPA) and private noncustodial agency (PNA) shall develop and implement written procedures to review complaints from adoptive applicants, prospective adoptive families and adoptive families.

(B) If requested, the agency review shall occur within thirty days of receipt of a request and shall include a face-to-face meeting with the following individuals:

(1) The adoptive applicant, prospective adoptive family or adoptive family requesting an agency review.

(2) The adoptive family's caseworker.

(3) The adoptive child's caseworker, if applicable.

(4) The agency administrator or designee.

(5) Any other individual with information regarding the complaint, as deemed appropriate by the agency administrator or designee.

(C) A written decision, including the reason for the decision, shall be rendered by the administrator of the PCSA, PCPA or PNA or his designee. The decision shall be based upon the evidence presented at the review. A copy of the decision shall be provided to all parties to the agency review within fifteen days of the review.

(D) All documentation related to notification regarding rights to an agency review and written decisions of the agency review required by this rule shall be maintained in the child and family case record.



(E) For complaints involving alleged discriminatory acts, policies, or practices pertaining to the foster care and adoption process that involve race, color or national origin, the procedures contained in rule 5101:2-33-03 of the Administrative Code supercede the requirements of this rule.

(F) Each agency shall follow procedures as outlined in rule 5101:2-33-13 of the Administrative Code when an agency determines there may knowingly be falsification on an adoptive application or homestudy, or any document submitted during the homestudy process.