

APPLICATION INFORMATION

The first step required for any person who wishes to adopt a child in Ohio is to complete JFS form 01691 “Application for Child Placement”. There is a “fill-in” form available at: http://www.odjfs.state.oh.us/forms/results1.asp?stype=FORM_NUM&searchPar=JFS%2001691 or you can print a copy to write in the information. (Please note, if you use the online fill-in form, page 5 of the application asks for 3 non-relative references; however, we require 4 non-relative references).

Please keep in mind that this application is your official request to work with Adoption by Gentle Care. All information must be carefully and completely completed before we can approve the application. Every question must be answered and all supporting documentation must be provided before we can approve your application. If your application is not complete, it will be returned to you along with an explanation.

The application is designed for those who wish to become either adoptive parents or foster parents. For this reason, adoptive parents may find some of the questions confusing. To follow are additional instructions/comments on some of the frequent concerns.

Page 1 – Begin by filling in the form starting at “Applicant #1 Name”

Page 2 - **Sleeping Arrangements** – Please complete for each bedroom.

Note – the column ”Bedroom” should indicate Master Bedroom, Kids Bedroom 1, Kids Bedroom 2, Guest Bedroom 1, etc.

Directions to home from agency - You can attach a MapQuest and indicate “see attached”. Our address at the agency is:

370 S. Fifth St., Suite 2, Columbus, OH 43215.

Children placed in the home would attend the following schools –

Even if you plan to home school, please complete this section using the school your child would normally be assigned too.

Page 3 - **Does any household member have a criminal history?** – Please include ANY police involvement other than minor traffic violations like speeding tickets. This includes ALL offenses related to drugs and alcohol. Examples are: OVI, DUI, and Public Intoxication. If you are unsure, please list it anyway.

Are there any pets in the home?

Please be sure to list/describe each and every pet.

Residential History

Please be sure to list addresses for the last 10 years.

Page 4 - **Employment History**

Please be sure to list employers for the last 10 years. If you do not have an employer or was a student, please be sure to indicate status for last 10 years.

Marriage/Relationship History - OK to indicate N/A if not applicable.

Type of Child Will Consider

Age – Since we work with newborns up to 6-months old, indicate 0-2 Will Consider, and indicate Will Not Consider on the remaining ages.

Sex – Adoption by Gentle Care’s policy is that adoptive families may not request a specific gender. We believe that families should be equally open to adopting an infant of either gender.

Page 5 – **References** - Adoption by Gentle Care requires 4 non-relative references. We would appreciate exactly 4 references. If you provide more than that, we must check each one.

Employer Reference – Please complete this section.

Please double check all of this information and be certain that you have completed each section. No section can be left blank. If you have any questions or need help or clarification to complete your application, please give us a call during regular office hours.

We will send you a letter letting you know when we received your application. If your application is not complete, or if you are missing any documentation, it will be returned to you along with an explanation.

We look forward to working with you and helping you to successfully complete the adoption process.

Sincerely,

The Staff of Adoption by Gentle Care



ADOPTION BY GENTLE CARE

Serving as a partner in creating and sustaining nurturing families

Application Cover Letter

Thank you for your interest in Adoption by Gentle Care. Please return your completed Application for Child Placement, this signed cover letter, and your non-refundable \$195 application fee to:

Adoption by Gentle Care
370 South Fifth Street
Suite #6
Columbus, OH 43215

Please be aware that **ALL** information must be completed in its entirety or we will return your application to you. We are also required to have the ORIGINAL application on file; therefore, we are unable to accept e-mail or fax applications.

You will receive an acknowledgment of your application within 5 days of receipt at our office. This letter will initiate the adoption/homestudy process.

Applicant #1

Date

Email

Best Contact Number

Applicant #2

Date

Email

Best Contact Number

How did you hear about Adoption by Gentle Care?		
_____ Google	_____ Website	_____ Facebook
_____ Family Member/Friend <i>(Please list name)</i> _____		
_____ Other: _____		

Ohio Department of Job and Family Services
APPLICATION FOR CHILD PLACEMENT

AGENCY USE ONLY		
Agency	Assessor	Date Completed Application Received

Applicant #1 Name (Please Print)				Applying to <input type="checkbox"/> Foster <input type="checkbox"/> Adopt	Email Address	
First	Middle	Last	Maiden		Cell Phone #	
					Work Phone #	
Applicant #2 Name (Please Print)				Applying to <input type="checkbox"/> Foster <input type="checkbox"/> Adopt	Email Address	
First	Middle	Last	Maiden		Cell Phone #	
					Work Phone #	
Street Address			City	State	Zip Code	County
Home Phone #	Fax #	Emergency Contact Name			Emergency Contact Phone #	

HOUSEHOLD MEMBERS (Add another sheet if necessary)						
Name	Applicant #1	Applicant #2	Household Member	Household Member	Household Member	Household Member
Relationship to Applicant #1						
Date of Birth						
Race*						
Ethnic Background*						
Ohio Resident at least 5 years? (if no, list states)						
School Grade Completed						
Area of Specialized Education			Directions to your home from the Agency			
Marital Status (if married, date of marriage)						
Employer or Source of Income						
How Long with this Employer						
Occupation						
Gross Annual Income						
Days/Hours of Work (in normal work week)						
Driver's License Number						

* For statistical purposes only

SLEEPING ARRANGEMENTS (Indicate where all household members sleep, and where foster/ adopted children will sleep) *If you will obtain a crib at the time an infant is placed in the home, please indicate that below			
BEDROOM	FLOOR/LEVEL	OCCUPANT(S)	TYPE OF BED(S): Crib*, Twin, Full, Bunk, etc. (If bunk, indicate upper - U or lower - L)
1			
2			
3			
4			
5			
6			

Does any family member smoke? Yes No Is smoking allowed in the house? Yes No

Are there any pets in the home? Yes No If yes, list/describe:

Do pets meet local safety requirements (Vaccinations, licenses, vicious animal restrictions, etc.)? Yes No

Comments

Children placed in the home would attend the following schools

Elementary School Name	Address
Middle School or Junior High School Name	Address
High School Name	Address

Name of Public School District _____ Do you plan to home school children? Yes No

If yes, indicate whether your home school plan has been approved by the public school district. Yes No

Does applicant operate a business from the residence? Yes No Explain:

If yes, is business child care, adult day care or a rooming house? Yes No

Describe impact of home business on foster care/adoption plan:

VEHICLES One car Two or more cars Truck/SUV Van Recreational Vehicle Motorcycle Other

Are vehicles in operable condition? Yes No If no, explain

Are there infant car seats? Yes No Will Obtain Are there toddler car seats? Yes No Will Obtain

Do you have proof of insurance for all vehicles? Yes No Name of Insurance Company?

Is the home on or within comfortable walking distance of public transportation system (bus, etc.)? Yes No

If yes, distance to nearest transit or bus stop

Describe transportation plan if family does not own an operating vehicle or live on or within walking distance of a bus stop

MILITARY HISTORY (For any household member with military history)				
Name	Branch	Date Entered	Date Discharged	Type of Discharge
				<input type="checkbox"/> Honorable <input type="checkbox"/> Other
				<input type="checkbox"/> Honorable <input type="checkbox"/> Other
Explain if other than honorable discharge				

CRIMINAL HISTORY (Documentation verifying compliance must be received for all convictions)

Does any household member, including juveniles 12 - 18 years of age, have a criminal history? Yes No If yes, explain below

Name	Offense	City and State	Convicted? Approx. Date of Conviction/ Adjudication	Sentence	On probation? Date of release from probation?
			<input type="checkbox"/> Yes <input type="checkbox"/> No Date?		<input type="checkbox"/> Yes <input type="checkbox"/> No Date?
			<input type="checkbox"/> Yes <input type="checkbox"/> No Date?		<input type="checkbox"/> Yes <input type="checkbox"/> No Date?
			<input type="checkbox"/> Yes <input type="checkbox"/> No Date?		<input type="checkbox"/> Yes <input type="checkbox"/> No Date?

Has any household member been arrested and/or convicted for operating a vehicle under the influence of alcohol or drugs?
 Yes No If yes, please list each incident below

Name	Date of Arrest	City and State	Convicted? Approx. Date of conviction?	Sentence	License Suspended or Revoked?	On probation? Date of release from probation?
			<input type="checkbox"/> Yes <input type="checkbox"/> No Date?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Date?
			<input type="checkbox"/> Yes <input type="checkbox"/> No Date?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Date?
			<input type="checkbox"/> Yes <input type="checkbox"/> No Date?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Date?

APPLICANT RESIDENTIAL, EMPLOYMENT, AND MARITAL HISTORY (Add extra sheets if necessary)

Residential History	Applicant #1 List residences for the last 10 years	Applicant #2 List residences for the last 10 years
Date moved to current residence		
Previous city, state		
Date moved to this city/state		
Previous city, state		
Date moved to this city/state		
Previous city, state		
Date moved to this city/state		
Employment History	Applicant #1 List employers for the last 10 years:	Applicant #2 List employers for the last 10 years:
Present employer		
Job title		
Length of time with present employer		
Previous employer		
Job title		
Dates of employment		

Previous employer				
Job title				
Dates of employment				
Marriage/Relationship History	Applicant #1	Applicant #2		
Previous marriage/significant relationship to				
Date marriage or relationship began				
Date of separation				
Date of legal termination				
Previous marriage/significant relationship to				
Date marriage or relationship began				
Date of separation				
Date of legal termination				
TYPE OF CHILD YOU WOULD CONSIDER (Check all that apply)				
<table border="0"> <tr> <td style="vertical-align: top;"> <p>Age</p> <p>0 - 2 <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>3 - 5 <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>6 - 8 <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>9 - 11 <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>12 - 15 <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>16 - 18 <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Gender</p> <p>Male <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Female <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Number of Children</p> <p>One <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Two <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Three or more <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Teen Parent w/ Child <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> </td> <td style="vertical-align: top;"> <p>Race</p> <p>White <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Black/African American <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Asian <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>American Indian or Alaskan Native <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Ethnicity</p> <p>Hispanic or Latino <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Not Hispanic or Latino <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Child Specific</p> <p>If you are applying to foster or adopt a specific child(ren), put his/her name(s) here</p> <p>Is this child related to you by blood or marriage? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If applicable, specify relationship</p> </td> </tr> </table>			<p>Age</p> <p>0 - 2 <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>3 - 5 <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>6 - 8 <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>9 - 11 <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>12 - 15 <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>16 - 18 <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Gender</p> <p>Male <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Female <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Number of Children</p> <p>One <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Two <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Three or more <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Teen Parent w/ Child <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p>	<p>Race</p> <p>White <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Black/African American <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Asian <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>American Indian or Alaskan Native <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Ethnicity</p> <p>Hispanic or Latino <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Not Hispanic or Latino <input type="checkbox"/> Will Consider <input type="checkbox"/> Will Not Consider</p> <p>Child Specific</p> <p>If you are applying to foster or adopt a specific child(ren), put his/her name(s) here</p> <p>Is this child related to you by blood or marriage? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If applicable, specify relationship</p>
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EXPERIENCE WITH CHILDREN				
<p>Have you ever applied for or been certified as a foster caregiver in this state or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever applied for or been approved to adopt a child in this state or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answered yes to either of these questions, identify the agency involved, as well as their address or other contact information. Please include when you applied, when you were certified or approved, and discuss your experiences. If you applied or were certified or approved with more than one agency, please list all agencies and contact information here.</p>				
<p>Has any household member ever applied for or been certified/approved for foster care or adoption in this state or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify who in your home applied or was certified/approved, and what agency they were associated with.</p>				

Some people have had previous contact with a child welfare agency. Sometimes this is a positive experience, sometimes there are challenges. Please tell us about any contact any applicant or household member has had with a child welfare agency (Children Services, Child mental health facility, community child serving agencies, etc.). Please give the name of the agency, approximate dates of contact and what the contact involved. Include both positive and negative experiences.

Check here if you have no experience with child welfare agencies

Describe your experience with children other than your own. This may include employment and/or volunteer work. Please include contact information as well, so that they may be reached for information.

REFERENCES

The state requires three non-relative references from people who do not live with you. Some agencies require additional references. If the agency has filled in the blanks below, it has requirements that go beyond the state rule, and you will need to supply that number of references. If the spaces are empty, please supply the information for three non-relative references who do not live with you.

of references required by the agency completing the homestudy

Name	Relationship	Address	Phone #	Email Address

ADULT CHILD REFERENCES

The state requires references from all adult children of the applicant(s) regardless of where they live or the amount of contact they have with the applicant. Please complete the following information for all adult children of all applicants.

Name	Relationship	Address	Phone #

STATEMENT OF UNDERSTANDING

- I understand that this is an application only and that additional documents will be required. This will include medical statements, background checks, safety audit of the home, fire inspection, references, and other information requested by the agency. Failure of an applicant to provide required information or documentation in a timely manner will render this application incomplete and the agency's file on the application will be closed.
- I agree to complete orientation and preplacement training as required by the agency. Failure to attend required training will render this application incomplete and the agency's file on the application will be closed.
- I understand this application does not represent a final commitment by either party. Any placement of a child will be by mutual agreement.
- I certify that the information contained in this application is accurate and complete to the best of my knowledge.
- If there is any significant change affecting health, marital status, residence, family composition, employment, or criminal charges, I will notify the agency promptly, within 24 hours or the next working day.
- I give permission to the agency to contact my adult children for information applicable to the foster care and/or adoption assessment.
- I give permission to the agency to contact any personal references I provide to them for information applicable to the foster care and/or adoption assessment.
- I give permission to the agency to contact any other agency or association for information regarding any work with children or any care or supervision of children provided by myself or another household member.
- I give permission to the agency to contact any other agency for information and/or documentation regarding a previous application, certification, or approval for foster care or adoption.
- I give permission to the agency to access information in the statewide automated child welfare information system (SACWIS).
- I certify that I have been given access to or a copy of the rules and/or policies applicable to the program to which I am applying (Chapter 5101:2-5, Chapter 51012-7 and/or Chapter 5101:2-48 of the Administrative Code).
- Applications for a foster home certificate cannot be accepted for a residence that is licensed, regulated, operated under the direction of, or otherwise certified as a facility to care for unrelated persons, by the Ohio Department of Education, a local board of education, the Ohio Department of Mental Health and Addiction Services, a community alcohol, drug addiction and mental health services board, the Ohio Department of Developmental Disabilities, a county board of developmental disabilities, the Ohio Department of Health or a juvenile court.
- A person seeking to provide foster care or to adopt who knowingly makes a false statement that is included in the written report of a home study conducted pursuant to Section 3107.031 or Section 5103.03 of the Revised Code is guilty of the offense of falsification under Section 2921.13 of the Revised Code. A homestudy with a knowingly false statement shall not be filed with the court and if filed may be struck from the court's records. I understand that providing false information during the homestudy process will prevent the agency from considering my home for placement of a child and may be grounds for revocation of a foster home certificate and/or denial of adoption approval.

Applicant Name <i>(please print)</i>	Signature	Date
Applicant #1		
Applicant #2		

Please tell us how you were referred to this agency.

Note: Completion of this form is required in order for the agency to carry out its obligations under Chapters 5101:2-5, 5101:2-7, and/or 5101:2-48 of the Administrative Code. Your application cannot be processed unless this form is completed in its entirety.