



**Main Office:** 222 East Central Parkway • Cincinnati, Ohio 45202-1225  
**General Information:** (513) 946-1000  
**General Information TDD:** (513) 946-1295  
 www.hcjfs.org

**Please Print**

Licensed Agency Name: <b>Focus on Youth</b>		SACWIS Provider ID Number:	
Printed Name:		Social Security Number:	
Street Address:			
City:	State:	Zip:	
Phone:	Date of Birth:	Race:	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
<input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other Household Member <input type="checkbox"/> Adult Foster Child <input type="checkbox"/> Respite Provider/ Alternate Caregiver/ Emergency Care Provider			Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Name of foster home they reside in and/or provide care for:		Relationship to name of foster home:	

**Authorization to Release Information  
 Notice Concerning Hamilton County's Initiative to do  
 Daily Cross Checks of Criminal Arrest Records**

The Hamilton County Department of Job and Family Services (HCJFS) and the Hamilton County Clerk of Courts (Clerk's Office) are collaborating on an initiative to best protect children in foster care and ensure compliance with state regulations. Effective 2-1-07, HCJFS will provide names, social security numbers and dates of birth of foster parents caring for children in HCJFS custody and all household members over the age of 18 years, to the Clerk's Office. The Clerk's Office will cross-check the names with records it maintains of criminal charges on a daily basis. Effective 04/30/11 HCJFS will start including Respite Providers, Alternate Caregivers, and Emergency Care Providers to daily cross checks with the Clerk's Office. This decision will be in compliance with the Ohio Administrative Code Section 5101:2-7-13 (A) (11d) for respite providers and HCJFS will incorporate this policy to also be in effect for alternate caregivers and emergency care providers.

Under Federal law, state and local government agencies are required to provide information to individuals about the agency's use of the individual's social security number. The release of your social security number to HCJFS to run a continuing cross check by the Clerk's Office is voluntary. Using your social security number provides the best means of ensuring the Clerk's cross-check is accurate. The information provided by HCJFS to the Clerk's Office identifying you is confidential. It will not be released as a public record. Precautions will be taken to maintain the information in a secure manner.

Under Ohio Administrative Code Section 5101:2-7-14(G) Foster Caregivers are required to notify the agency that recommends them for certification, within twenty-four hours, of any charge of any criminal offense brought against the caregiver or any resident of his home. The sharing of information between HCJFS and the Clerk's Office is a means of verifying foster parents obligations under the law. This initiative does not relieve you of the responsibility to inform your agency of any criminal charges brought against you or a resident of your home.

I have read the above notice, and  **CONSENT**, or  **DO NOT CONSENT** to Hamilton County Department of Job and Family Services releasing my name, date of birth and social security number to the Hamilton County Clerk of Court's office for the purpose of doing a daily cross-check of criminal charges.

Signature \_\_\_\_\_ Date \_\_\_\_\_