



Perry County Job and Family Services

In-Home Aide Requirements

1. Be at least 18 years old
2. Copy of High School Diploma/GED
3. Copy of Driver's License and Insurance Coverage
4. BCI/FBI Background Check
(can be obtained at Perry County JFS for \$55 per person). Must be sent DIRECTLY TO: **Child Care Ctr/Type A-ODJFS** which can be found in the Direct Copy drop down list
5. Complete "Request Background Check Review" on individual's OPR account. This is a selection on the drop-down menu when you click on your name in the top right corner.
6. Medical Statement (JFS 01296)
7. Complete application for Certified In-Home Aide on the Ohio Child Licensing and Quality System (OCLQS) at <https://oclqs.force.com>
8. Complete a professional registry profile on the Ohio Professional Registry (OPR) at <https://ocerra.org/opr>
9. Child Care Pre-Certification Orientation for In-Home Aides training (completed through your OPR account)
10. Recognizing Child Abuse Initial Course training – 6 hour course
11. Communicable Disease Initial Course training – 6 hour course
12. CPR/First Aid Certification
13. Complete In-Home Aide Assurances with family (JFS 01642)
14. Pre-Certification home visit
15. Six hours of professional development training per year (July 1-June 30)

*Offering of Pre-Certification Orientation, Communicable Disease, Recognizing Child Abuse, and other trainings can be found at:

www.ocerra.org

This region's Child Care Provider Resource and Referral Agency is:

www.coad4kids.org



Home Inspection Requirements

1. All IHA paperwork and certifications on file in home
2. Medical Statement, Child Enrollment and Health Form, and all other required documentation on file for each child in care
3. IHA can care for only children of family per In-Home Aide Assurances (JFS 1642) paperwork
4. No more than 2 children of IHA present
5. IHA not under any influence that impairs ability to perform duties
6. IHA provides safe and healthy environment
7. One working UL or FM smoke and carbon monoxide detector on each level of house, including basement
8. Fire extinguisher (minimum 1A:10BC)
9. Child proof covers on all outlets
10. All firearms OUT OF SIGHT and locked – ammunition stored separately
11. Unlocked, closed first-aid container readily available with all required items
12. Outdoor play is provided in suitable weather
13. IHA has immediate access to working telephone
14. IHA provides specific and appropriate care for infants as required by 5101:2-14-04
15. IHA does not smoke in home
16. Disaster plan written, maintained, and kept on file by IHA
17. IHA provides nutritious and varied meals at appropriate times
18. Annual fire drill conducted and documentation kept on-site
19. IHA uses appropriate guidance techniques with children in care
20. IHA maintains daily written attendance records along with tracking attendance in Kinder Connect system
21. Cleaning and sanitizing supplies are inaccessible to children

Initial home inspection will be completed BEFORE IHA is certified and annually thereafter



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Suggested Steps to Becoming a Certified In-Home Aide

1. Please browse the Family Child Care Rules found at: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules \(ohio.gov\)](#) These rules will state all requirements from pre-certification through ongoing certification.
2. Complete a professional registry profile through the Ohio Professional Registry (OPR) at <https://ocrra.org/opr> and obtain an OPIN #. Keep username, password, and OPIN # on file for each profile made. You will need this for future paperwork.
3. Complete the “Child Care Pre-Certification Orientation for In-Home Aides” within your Ohio Professional Registry (OPR) account. Once the Pre-Certification Orientation is complete in the OPR you will gain access to OCLQS application process.
4. Receive from county: JFS Medical Statement (JFS 01296) and In-Home Aide Assurances (JFS 01642). These will need to be submitted with your OCLQS application – along with a copy of your high school diploma and CPR/First Aide certification.
5. Complete an online application in the Ohio Child Licensing and Quality System (OCLQS) at <https://oclqs.force.com>. You will receive a certification number once your application is submitted.
6. Complete BCI and FBI background check (make sure to send it directly to Child Care Ctr/Type A-ODJFS in the Direct Copy drop down list, they cannot accept copies)
7. Complete “Request Background Check Review” within your OPR account. You will need your In-Home Aide certification number obtained from OCLQS to associate your background checks with your new IHA certification number.



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8. Enroll in and complete CPR/First Aid Certification, contact local EMA office 342-1141 for class offerings
9. Enroll in and complete Communicable Disease Initial Course training (6 hour course) and Recognizing Child Abuse Initial Course training (6 hour course) – www.occrra.org
10. Complete Face-To-Face meeting with Perry JFS Child Care staff and receive remaining required paperwork including: Weekly Attendance Chart (JFS 1208), Request for Administration of Medication (JFS1217), field trip permissions, Child Enrollment and Health Form (JFS 1234), Child Medical/Physical Care Plan (1236), Child Medical Statement (1305), disaster plan template, and fire drill log.
11. Pre-Certification Home Inspection during which all required paperwork needs to be organized and available to Perry JFS Child Care Staff. IHA will be provided with an organized binder in which all required Child Care related paperwork needs to be kept for inspection and compliance purposes.
12. Upon successful completion of Pre-Certification Home Inspection Perry JFS Child Care Staff will petition to the state that provider becomes certified.

*The Perry JFS Child Care Staff is here to help you! Please, if you have any questions call 740-721-0684