

In-Home Aides

Rule Summary

An In-Home Aide or IHA is defined by Ohio Administrative Code (OAC) Chapter [5101:2-14](#) as a person that cares for a child in the child's home but does not live with the child.



Steps to Become an IHA

1. Create a profile in the [Ohio Professional Registry](#) (OPR).
2. Complete and submit a Request for Background Check in the OPR. Visit our [background check page](#) for more information.
3. Complete the required "Pre-Certification Orientation for In-Home Aides" training located in the OPR.
4. Apply for certification in the [Ohio Child Licensing and Quality System](#) (OCLQS). An application is due every 2 years to remain certified.
Required documents:
 - [JFS 01642](#) "In Home Aide Assurances" completed by parent and applicant; due at pre-certification and every 2 years after certification.
 - Medical statement.
 - Verification of high school diploma or general educational development (GED).
 - Verification of current certification in first aid and cardiopulmonary resuscitation (CPR); training in communicable disease; child abuse and neglect.
5. The applicant must be certified within 12 months of the application submission date or it will close, and the applicant will need to apply again.
6. The applicant receives a pre-certification visit from the county's licensing specialist.
7. The county completes an unannounced annual inspection using the [JFS 01533](#), "In-Home Aide Inspection", before issuing a certificate. At least one unannounced inspection is required each fiscal year.

Compliance Tips

- Certifications are valid for 2 years.
- A certification is only valid for the specified residence and number of children listed on the JFS 01642.
- The IHA may have no more than 2 children of their own present while providing care at the designated location.
- The orientation training must be completed before applying to become an IHA (within the previous 2 years from the application date).

- The JFS 01642 “In-Home Aide Assurances” must be completed every 2 years by both the IHA and the parent/caretaker.

Frequently Asked Questions

1. Does an IHA certificate need issued each time a family completes a redetermination for PFCC?
No, the two are not connected. The IHA certificate is valid for two years if they stay with the same family.
2. Can an IHA have more than one certification?
Yes, the IHA may serve multiple families and will require a certificate for each family. Anytime an IHA adds/changes a family, they must submit a request for a background check.
3. What is required for an IHA at recertification?
Before a certification expires, the IHA must apply and complete the pre-certification orientation training. The parent/caretaker and IHA needs to complete a new JFS 01642. The county agency needs to conduct a home inspection and determines compliance. If the application is not submitted by the end of the certification period, the certification will expire.
4. What if a family moves to a new address?
The IHA and parent/caretaker must notify the county agency within 10 days prior to moving. The county will complete a new inspection and issue a certificate with the new address. The original certification period will be maintained at the new address per 5101:2-14-02.
5. What IHA information should be kept on file at the county?
The county agency must keep the JFS 01176 “Program Notification of Background Check Review for Child Care” on file for all certified IHAs.