Ohio Department of Job and Family Services
Office of Families and Children
Bureau of Automated Systems

Policy and Practice Guidance Document #009
Leave from a Placement - AWOL/Trial Home Visit

June 10, 2021

Background
This correspondence is to provide guidance on how to record a leave from a placement in Ohio SACWIS when a child is Absent Without Leave (AWOL) or on a Trial Home Visit. In addition, this guidance will assist with a foster home/facility showing at full capacity, when open beds are available for placement.

Policy
When a child is on leave from a placement, due to AWOL/Trial Home Visit, the IV-E Agency is to record the child as being on leave from the placement setting the child was in at the time the child went on leave. The IV-E Agency may pay to hold a bed in the placement from which the child is on leave. The IV-E Agency will only be reimbursed for up to fourteen days if the child returns to the same placement within fourteen days per Ohio Administrative Code 5101:2-47-16. The “Agreement for Title IV-E Agencies and Providers for the Provision of Placement Services” is to reflect the specific number of days the IV-E Agency will pay to hold a bed. The child is still considered to be in the placement until the child is discharged from the placement (leave ends, placement terminated, or custody ends).

Process
The process is as follows:

- Record the AWOL/Trial Home Visit leave from the placement as a Placement Leave in Ohio SACWIS.
- Agencies should not create a non-ODJFS provider to represent the AWOL/Trial Home Visit setting (i.e. parents or other relatives) and should not create a new placement record.
- While there is an active bed hold for which the agency is paying, no other children should be placed in the foster home/facility while it is showing that it is at full capacity.
• The Service Authorization will be active during the time the agency is paying to hold the bed.
  o When the Service Authorization is ended, this ends the hold of the bed at the placement allowing a new child to be placed at that foster home/facility.
• The child will remain listed in Ohio SACWIS as a placement in the foster home/facility, though not physically there, with an open leave record.
• New placements may occur even when Ohio SACWIS shows the provider as full or over capacity, but this should only be due to children who are on leave with no active bed hold/Service Authorization.

For more information, click on the following links:

• [Recording a Placement Record](leaves begin on page 7)
• [Editing a Service Authorization](

**Contact**

If you have any questions related to the above guidance, please contact the Ohio SACWIS Help Desk, Office of Families and Children at e-mail [SACWIS_Help_Desk@jfs.ohio.gov](mailto:SACWIS_Help_Desk@jfs.ohio.gov).