### eManual Contents

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**Fiscal Administrative Procedure Manual Table of Contents**

*Mike DeWine, Governor*

*Kimberly Hall, Director*

Ohio Department of Job and Family Services

The Electronic Publishing Unit makes every attempt to publish accurate and current information, however, we disclaim any liability or responsibility for any typographical errors, out of date information and/or other inaccuracies that may appear in this document.
FAPMTL 399 (Adult Services and Family Services (ASFS) Training Funding)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 399

January 16, 2019

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Adult Services and Family Services (ASFS) Training Funding

As the result of a five-year rule review, ODJFS is amending Administrative Code rule 5101:9-6-14.1 "Adult Services and Family Services (ASFS) Training Funding."

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Chafee Allocations

The Ohio Department of Job and Family Services is amending Administrative Code rules 5101:9-6-35 "Chafee Allocation" and 5101:9-6-35.1 "Chafee State Match Allocation." Changes include updating rule language to provide consistency and clarification of the most current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Disposal of Personal Property

As a result of a five-year rule review, the Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-4-15 "Disposal of Assets" and re-titling it "Disposal of Personal Property."

Changes include updating relevant citations and amending rule language in an effort to provide clarification of the most current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 396 (State Adoption Incentive Program Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 396

July 5, 2018

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: State Adoption Incentive Program Allocation

The Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-6-59 "State Adoption Incentive Program Allocation."

Changes include:

- Public Services Agencies (PCSAs) will no longer receive this allocation as an advancement; and
- Updating language to provide consistency and clarification reflecting the most current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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Ohio Administrative Code rule 5101:9-6-80 “State child support allocations” is being rescinded and replaced with a new rule having the same number. The new rule reflects a change in the ODJFS methodology used for the allocation of general revenue funds appropriated by the state.

Many agencies are aware of the nearly four years of county discussion concerning this rule, and the involvement of the state Office of Child Support in facilitating the conversation for the last two years. The current methodology in the rule has been widely criticized by counties because it does not accurately measure Child Support Enforcement Agency (CSEA) work, since it is based on out-of-wedlock birth statistics on which a CSEA can have no impact.

A consensus position emerged during development of a new methodology that the allocation of the funds should be based on measurable CSEA activities. The adjusted methodology is contained in paragraph (D) of the rule. It was also agreed that implementation should be phased in to allow CSEAs time to absorb the change in funding that will follow any rule adjustment. The phase-in is contained in paragraph (E) of the rule.

For questions regarding funding and allowable activities please contact the Office of Child Support. For questions regarding County Finance and Information System (CFIS) reporting contact your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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The counties chosen by the OCDA General Membership to participate in the discussion facilitated by OCS were Allen, Ashland, Clermont, Cuyahoga, Fairfield, Franklin, Geauga, Hancock, Licking, Summit, Warren, and Wood.
To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Food Assistance Employment and Training (FAET) Participant Allowance Allocation

As the result of an internal five-year rule review, the Ohio Department of Jobs and Family Services (ODJFS) is amending rule 5101:9-6-09.4 "Food Assistance Employment and Training (FAET) Participant Allowance Allocation." The allocation process as previously outlined in **FAPL # 73** issued October 27, 2017 has been incorporated into this rule.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 393

May 15, 2018

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Disaster Related Prevention, Retention and Contingency (PRC) Funding

As the result of an internal five-year review, Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-13 "Disaster Related Prevention, Retention and Contingency (PRC) Funding." Changes include updating language and adding information to provide clarification and guidance reflecting the most current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Temporary Assistance For Needy Families (TANF) Summer Youth Employment Program Rescission

As the result of an internal five-year rule review, the Ohio Department of Job and Family Services (ODJFS) is rescinding rule 5101:9-6-08.10 "Temporary Assistance For Needy Families (TANF) Summer Youth Employment Program Allocation." Summer Youth Employment is no longer an operating program.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Caseworker Visits Allocation

As the result of a five-year rule review, the Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-6-37.2 "Caseworker Visits Allocation." Changes include updating language for consistency and clarification.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Title IV-B Allocations

As a result of a five-year rule review, and to update rule language to provide the most current funding practices, the Ohio Department of Job and Family Services (ODJFS) is amending the following Administrative Code rules:

- 5101:9-6-36 "Emergency Services Assistance Allocations (ESAA) for Family Preservation;"
- 5101:9-6-36.1 "Emergency Services Assistance Allocations (ESAA) for Family Reunification;" and
- 5101:9-6-36.2 "ESAA State Match Allocation."

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Pass-through Funding

As the result of a five-year rule review, The Ohio Department of Job and Family Services is rescinding and re-issuing Administrative Code rule 5101:9-6-44 "Public Assistance Pass-through Funding" and re-titling it "County Family Services Agencies Pass-through Funding."

Changes include updating relevant citations and amending rule language in an effort to provide clarification of the most current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisor or the Bureau of county Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 388 (ODJFS Grants)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 388

March 22, 2018

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: ODJFS Grants

As the result of an internal rule review, the Ohio Department of Job and Family Services is rescinding Administrative Code rule 5101:9-6-51 "Family Services Agency Responsibilities" and amending Administrative Code rule 5101:9-6-50 "Ohio Department of Job and Family Services (ODJFS) Grants" to combine the information into one concise rule now titled "Family Services Agency Responsibilities for Ohio Department of Job and Family Services (ODJFS) Grants."

Please direct inquiries to your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Comprehensive Case Management and Employment Program (CCMEP) Temporary Assistance for Needy Families (TANF) Regular Allocation

In an effort to provide the most current funding practices, the Ohio Department of Job and Family Services is amending Administrative Code rules 5101:9-5-03 "Comprehensive Case Management and Employment Program (CCMEP) Temporary Assistance for Needy Families (TANF) Regular Allocation." Changes include:

- Allowing a lead agency to move excess CCMEP TANF administration allocation to the CCMEP TANF regular allocation; and
- Issuing the CCMEP TANF regular allocation on a federal fiscal year basis.

Please direct inquiries to your ODJFS Fiscal Supervisor or the Bureau of county Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 386 (Inter-County Adjustment of Allocations)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 386

March 9, 2018

To: All Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Inter-county Adjustment of Allocations

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-82 "Inter-county adjustment of allocations" to clarify and update existing policies and procedures.

The JFS 02718 "Notice of Intent to Participate in Inter-county Adjustment of Allocated Funds" and JFS 02719 "Inter-county Agreement and Certification Release and Acceptance of Funds" are no longer required and have been removed in the ODJFS Forms Central (http://www.odjfs.state.oh.us/forms/inter.asp). County family services agencies (CFSA) will request additional or release excess allocation funds through the County Finance Information System (CFIS).

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) 614-752-9194.

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FAPMTL 385 (Title IV-B Allocation)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 385
May 2, 2018

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Title IV-B Allocation

As the result of a five-year rule review, the Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-6-37 "Title IV-B Allocation."

Changes include updating rule language to provide consistency and clarification of the most current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 384 (Public Children Services Agency (PCSA) Quarterly Reconciliation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 384
February 12, 2018

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Public Children Services Agency (PCSA) Quarterly Reconciliation

As the result of a five-year rule review, the Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-7-01.1 "Public Children Services Agency (PCSA) Quarterly Reconciliation." Changes include updating language for consistency and clarification.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
ODJFS is amending Ohio Administrative Code rule 5101:9-31-19 "OhioMeansJobs (OMJ) Center Resource Sharing Allocation." Beginning January 1, 2018, local areas are required to report the Catalog of Federal Domestic Assistance (CFDA) number for OMJ expenditures to meet federal reporting requirements.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Temporary Assistance for Needy Families Regular and Administrative Allocations

As the result of a five-year rule review, the Ohio Department of Job and Family Services is rescinding and issuing new Administrative Code rules 5101:9-6-08 "Temporary Assistance for Needy Families (TANF) Regular Allocation" and 5101:9-6-08.8 "Temporary Assistance for Needy Families (TANF) Administrative Allocation."

Changes include updating relevant citations and amending rule language in an effort to provide clarification of the most current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisor or the Bureau of county Finance and Technical Assistance at (614) 752-9194.

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</table>
To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Public Assistance Quarterly Reconciliation

The Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-7-03.1 "Public Assistance Quarterly Reconciliation" as a result of an internal five year review. Changes include updating language for consistency and clarification.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: OhioMeansJobs (OMJ) Center Resource Sharing Allocation

ODJFS is amending Ohio Administrative Code rule 5101:9-31-19 "OhioMeansJobs (OMJ) Center Resource Sharing Allocation" in order to update and accurately reflect current federal regulations and funding practices. Changes include:

- References to the WIA have changed to WIOA in accordance with the Workforce Innovation and Opportunity Act, issued July 22, 2014; and
- Resource sharing funds are not considered federal financial assistance but represent reimbursement of the costs of goods and services. Local areas should not include resource sharing expenses on the federal schedule and tracking the CFDA number of these funds is unnecessary.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Youth Advisory Board (YAB) Allocation Rescission  

Effective SFY18, the Ohio Department of Job and Family Services (ODJFS) will issue the Youth Advisory Board (YAB) Allocation funds through the state accounting process. As a result, the allocation process is no longer valid. Therefore, ODJFS is rescinding Administrative Code rule 5101:9-6-39 "Youth Advisory Board (YAB) Allocation."

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Title IV-E Foster Care Maintenance (FCM) Agreements

The Ohio Department of Job and Family Services (ODJFS) is amending Ohio Administrative Code rule 5101:9-7-08 "Title IV-E Foster Care Maintenance (FCM) Agreements Between the Ohio Department of Job and Family Services (ODJFS) and County Juvenile Courts." A juvenile court that is a subgrantee of ODJFS shall enter information into the Statewide Automated Child Welfare Information System (SACWIS) regarding provision of services to any juvenile – adjudicated unruly or delinquent – in order to receive Title IV-E financial reimbursement.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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The Ohio Department of Job and Family Services (ODJFS) is amending Ohio Administrative Code rule 5101:9-6-19 "State Child Protective Allocation (SCPA)" to accurately reflect current funding practices. Changes include:

- ODJFS will allocate a base amount of $100,000 to each Public Children Services Agency (PCSA); and
- The elimination of the SCPA incentive fund.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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ODJFS is amending rules 5101:9-6-11 "Child Care Non-Administration Funding Allocation" and 5101:9-6-11.2 "Child Care Administration Allocation" in order to update citations and accurately reflect the current federal regulations and funding practices. Changes include:

- The CDJFS must now submit a request to ODJFS to transfer available child care administration funding to the child care non-administration allocation; and
- The definition for "administrative costs" can now be found in 45 C.F.R. 98.54

Please direct inquiries to your ODJFS Fiscal Supervisor or Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-11.2 (effective 8/24/2017)</td>
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</table>
FAPMTL 375 (Title XX Social Services Block Grant Quarterly Reporting)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 375

July 31, 2017

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Title XX Social Services Block Grant Quarterly Reporting

The Ohio Department of Job and Family Services is issuing new rule 5101:9-7-10 "Title XX Social Services Block Grant Quarterly Reporting." This rule has been created as the result of an update to the Title XX reporting system to ensure compliance with reporting requirements pursuant to 45 C.F.R. part 96.

Counties must report expenditures by the 30th day of the month after the quarter closes. Non-compliance with ODJFS reporting requirements may result in the delay of draw requests.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Adult Protective Services (APS) Funding  

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-14 "Adult Protective Services (APS) Allocation." Effective SFY 18, ODJFS will issue the statewide allocation evenly among each CDJFS.  

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.  

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<td>5101:9-6-14 (effective 7/28/2017)</td>
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</table>
FAPMTL 373 (Workforce Investment Act [WIOA] Local Area Quarterly Reconciliation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 373
July 19, 2017

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Workforce Innovation and Opportunity Act (WIOA) Local Area Quarterly Reconciliation

The Ohio Department of Job and Family Services (ODJFS) is amending Ohio Administrative Code rule 5101:9-7-04.1 "Workforce Investment Act (WIA) Local Area Quarterly Reconciliation." References to the WIA have changed to WIOA in accordance with the Workforce Innovation and Opportunity Act, issued July 22, 2014.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-7-04.1 (effective 10/2/2012)</td>
<td>5101:9-7-04.1 (effective 7/27/2017)</td>
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</table>
FAPMTL 372 (State Child Protective Allocation [SCPA])
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 372
July 17, 2017

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: State Child Protective Allocation (SCPA)

The Ohio Department of Job and Family Services (ODJFS) is amending Ohio Administrative Code rule 5101:9-6-19 "State Child Protective Allocation (SCPA)" to accurately reflect current funding practices.

Changes include:

- ODJFS will allocate a base amount of $100,000 to each Public Children Services Agency (PCSA); and
- The elimination of the SCPA incentive fund.

The emergency filing of this rule expedites processing and publishing of this transmittal in order to provide funding for prompt service delivery to county agencies.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
FAPMTL 371 (Countywide Central Service Costs)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 371
June 13, 2017

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Countywide Central Service Costs

As the result of an internal five year review ODJFS is amending Administrative Code rule 5101:9-1-10 "Countywide Central Service Costs." Changes include updating language and citations to reflect the most current funding practices and information.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-1-10 (effective 4/12/2012)</td>
<td>5101:9-1-10 (effective 6/20/2017)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Workforce Innovation and Opportunity Act (WIOA) Methodology rules

The Ohio Department of Job and Family Services (ODJFS) is rescinding Ohio Administrative Code rule 5101:9-31-02 "Workforce Investment Act (WIA) Initial Formulary Allocation Methodology" because there are methodology rules for each WIOA allocation.

Additionally, ODJFS is amending the following Administrative Code rules to update language, reflect current program rules and to clarify current funding practices:

- 5101:9-31-92 - Workforce Innovation and Opportunity Act (WIOA) Adult Methodology;
- 5101:9-31-93 - Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Methodology; and
- 5101:9-31-94 - Workforce Innovation and Opportunity Act (WIOA) Youth Allocation Methodology.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
FAPMTL 369 (Child Support Projects Funding)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 369

May 15, 2017

To: All Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Child Support Projects Funding

Ohio Administrative Code rule 5101:9-6-94 "Child Support Enforcement Agency (CSEA) Project Grants" is being rescinded and replaced with a new rule having the same number to clarify language and make the rule easier to comprehend. The new title will be "Child Support Enforcement Agency (CSEA) Projects Funding." The new title more accurately reflects the content of the rule.

This rule will replace Fiscal Administrative Procedure Letter (FAPL) No. 65 "Child Support Training Allocation."

For questions regarding funding and allowable activities please contact the Office of Child Support. For questions regarding coding please contact your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614)752-9194.

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The Ohio Department of Job and Family Services (ODJFS) is amending Ohio Administrative Code rule 5101:9-6-08.6 "Temporary Assistance to Needy Families (TANF) Independent Living (IL) Allocation" in order to reflect a methodology change.

Beginning in SFY18, ODJFS will issue a base of one thousand dollars to each PCSA. The remaining available funds will be proportionately allocated based on the average of a PCSA’s last two years reported TANF IL expenditures.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
FAPMTL 367 (Refugee Cash and Medical Assistance Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 367

February 22, 2017

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Refugee Cash and Medical Assistance Allocation

As the result of an internal five year review, the Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-6-16.2 "Refugee Cash and Medical Assistance Allocation." The language is being updated to reflect current program rules, update citations and funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisor or the Bureau of county Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-16.2 (effective 2/28/2017)</td>
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</table>
FAPMTL 366 (Workforce Innovation and Opportunity Act (WIOA) Local Area Financing and Cash Management)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 366

February 22, 2017

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Workforce Innovation and Opportunity Act (WIOA) Local Area Financing and Cash Management

As the result of an internal five year review, the Ohio Department of Job and Family Services (ODJFS) is amending Ohio Administrative Code rule 5101:9-7-04 "Workforce Investment Act (WIA) Local Area Financing and Cash Management." References to the WIA have changed to WIOA in accordance with the Workforce Innovation and Opportunity Act, issued July 22, 2014.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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ODJFS is amending Administrative Code rule 5101:9-6-09.3 "Food Assistance Employment and Training (FAET) Operating Allocation." The rule has been updated to reflect the change in funding sources. The FAET Operating allocation will consist of fifty percent federal funding and requires a fifty percent state or local match. This allocation is used once a county department of job and family services (CDJFS) has exhausted their FAET allocation.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Public Assistance (PA) Financing and Cash Management

As the result of an internal five year review, the Ohio department of Job and Family Services (ODJFS) is rescinding and issuing new Administrative Code rule 5101:9-7-03 "Public Assistance (PA) Financing and Cash Management." The amendments reflect the most current funding practices and procedures and include the following updates:

- Update to current C.F.R references
- Update to the cash on hand calculation
- Update to quarterly interest calculation & reconciliation liability

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 363 (Subrecipient Annual Risk Assessment Review and Monitoring Process)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 363

December 9, 2016

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Subrecipient Annual Risk Assessment Review and Monitoring Process

As the result of an internal five year review, the Ohio Department of Job and Family Services (ODJFS) is amending Ohio Administrative Code rule 5101:9-1-88 "Subrecipient Annual Risk Assessment Review and Monitoring Process."

This rule incorporates the revised Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. 200 which supersedes and streamlines requirements from OMB Circular A-133.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
As the result of an internal five year review, the Ohio Department of Job and Family Services (ODJFS) is amending Ohio Administrative Code rule 5101:9-6-28 "Title IV-E Funding." Updates reflect current language regarding the distribution of funding for the administration of the Title IV-E child welfare program.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td><strong>5101:9-6-28</strong> (effective 12/23/2016)</td>
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</table>
Due to clarification of the allocability of WIOA administrative costs, the Ohio Department of Job and Family Services (ODJFS) has determined that the process of using the JFS 01869 to allocate administrative costs is no longer necessary. Therefore, ODJFS is rescinding Administrative Code rule 5101:9-31-06 "Workforce Investment Act Administration Adjustment."

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
The Ohio department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-7-06 "Reporting Collections and Earnings on Erroneous Payment Recoveries." Effective October 1, 2016 ODJFS will calculate food assistance (FA) earnings on collections and issuing the amount as an electronic funds transfer (EFT) to the county.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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The Ohio department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-10 "State Social Services Operating Allocation." This amendment is the result of an internal five year rule review. Amendments to reflect current practices and procedures include:

- Clarification of rule language
- Update to allowable expenditures
- Update of redistribution process

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
To: All Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: 5 Year Rule Review

As a result of the five year periodic review process, the Ohio Department of Job and Family Services (ODJFS) has reviewed the Administrative Code rules enumerated below. The rules were reviewed in accordance with sections 106.03 and 119.04 of the Revised Code, which requires the review of all state agency rules within a five-year period:

- **5101:9-6-83** Child support enforcement agency (CSEA) administrative fund;
- **5101:9-7-02.1** Child support enforcement agency (CSEA) quarterly reconciliation; and
- **5101:9-7-23** Child support random moment sample time study.

For questions regarding funding and allowable activities please contact the Office of Child Support. For questions regarding coding please contact your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614)752-9194.

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The Ohio Department of Job and Family Services (ODJFS) received a three-year "ProtectOhio" waiver demonstration project extension that ends September 30, 2019. Therefore, Ohio Administrative Code rule 5101:9-6-25 "ProtectOhio" is being rescinded and replaced with a new rule with the same rule number because more than fifty percent of the current rule is being stricken, with a comparable amount of new text being added.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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As the result of an internal five year review, the Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-4-09 "Title IV-E Direct Contract Costs." The language is being updated to reflect program rules and current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisor or the Bureau of county Finance and Technical Assistance at (614) 752-9194.

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</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Refugee Targeted Assistance Allocation

As the result of an internal five year review, the Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-6-16.1 "Refugee Targeted Assistance Allocation." The language is being updated to reflect program rules and current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisor or the Bureau of county Finance and Technical Assistance at (614) 752-9194.

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As the result of an internal five year review, Administrative Code rule 5101:9-7-01 "Public Children Services Agency (PCSA) Financing" is being amended. Changes made reflect current rule writing guidelines. Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 353 (State Adoption Incentive Program Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 353

July 21, 2016

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: State Adoption Incentive Program Allocation

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-59 "State Adoption Incentive Program Allocation." Updates to this policy include:

- Providing allocation methodology for available funding;
- Beginning with state fiscal year (SFY) 2017, incentives must be expended at one-hundred percent of the adoption incentive allocation achieved and will not be used to draw down additional Title IV-E adoption administrative funds.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-6-59 (effective 7/24/2016)</td>
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FAPMTL 352 (Income Maintenance and FAET Allocations)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 352

June 27, 2016

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Income Maintenance and Food Assistance Employment and Training (FAET) Allocations

The Ohio Department of Job and Family Services is amending Administrative Code rules 5101:9-6-05 "Income Maintenance Allocations" and 5101:9-6-09 "Food Assistance Employment and Training (FAET) Allocations."

Rule 5101:9-6-05 is being updated to include the Affordable Care Act’s (ACA) enhanced federal medical assistance (MA) percentages in the State Children’s Health Insurance Program (SCHIP) pass through process.

Rule 5101:9-6-09 is being updated to reflect that moving expenditures from the FAET allocation to the Food Assistance allocation is no longer allowable beginning SFY 17.

Please direct inquiries to your ODJFS Fiscal Supervisor or the Bureau of county Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-09 (effective 7/1/2016)</td>
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</table>
As a result of a five year rule review the Ohio Department of Job and Family Services (ODJFS) has amended Administrative Code rule 5101:9-6-25 "ProtectOhio" funding. The ProtectOhio waiver ended September 30, 2015. ODJFS received a waiver extension that ends September 30, 2016. Once ODJFS receives another waiver, this rule will be revised to reflect changes in the federal terms and conditions.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-25 (effective 12/13/2011)</td>
<td>5101:9-6-25 (effective 7/7/2016)</td>
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</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Child Welfare Experiential Learning (CWEL) Rescission

Effective July 1, 2016, the Ohio Department of Job and Family Services (ODJFS) will issue the Child Welfare Experiential Learning (CWEL) funds through the state accounting process. As a result, the allocation process will no longer be valid. Therefore, ODJFS is rescinding Administrative Code rule 5101:9-6-33 "Child Welfare Experiential Learning (CWEL)."

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 349 (Financial Reporting Requirements for County Family Services Agencies (CFSA) and Workforce Innovation and Opportunity Act (WIOA) Local Areas)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 349

June 27, 2016

To: All Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Financial Reporting Requirements for County Family Services Agencies (CFSA) and Workforce Innovation and Opportunity Act (WIOA) Local Areas

Ohio Administrative Code rule 5101:9-7-29 "Financial reporting requirements for county family services agencies (CFSA) and Workforce Innovation and Opportunity Act (WIOA) local areas" has been amended.

The JFS 01992 "Workforce Innovation and Opportunity Act (WIOA) Quarterly Financial Statement" has been revised. References to the WIA have changed to WIOA in accordance with the Workforce Innovation and Opportunity Act, issued July 22, 2014.

If a Board of County Commissioners designates a workforce development agency (WDA) as the lead agency for the Comprehensive Case Management and Employment Program (CCMEP) Temporary Assistance for Needy Families (TANF) allocation, in accordance with Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly, the WIOA fiscal agent will be required to report the revenues and disbursements on the JFS 02828 "Public Assistance Quarterly Financial Statement For Workforce Innovation And Opportunity Act (WIOA) Areas" (rev. 5/2016).

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-7-29 (effective 12/23/13)</td>
<td>5101:9-7-29 (effective 6/20/16)</td>
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</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders
From: The Office of Legal and Acquisition Services
Subject: Nonrecurring Adoption Expenses Rescission

The Ohio Department of Job and Family Services (ODJFS) is rescinding Administrative Code rule 5101:9-6-60 "Nonrecurring Adoption Expenses." The Bureau of County Finance and Technical Assistance (BCFTA) will no longer issue funds for this allocation. The Office of Families and Children will issue these funds through the statewide automated child welfare information system (SACWIS). Counties will continue to report cash disbursements and receipts on the JFS 02820.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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Ohio Administrative Code rule 5101:9-6-53 "Workforce Investment Act (WIA) National Emergency Grant (NEG) Allocation" is being rescinded and replaced with a new rule with the same rule number because more than fifty percent of the current rule is being stricken, with a comparable amount of new text being added. The new title is, "Workforce Innovation and Opportunity Act (WIOA) National Dislocated Worker Grant (NDWG) Allocation." References to the WIA have changed to WIOA in accordance with the Workforce Innovation and Opportunity Act, issued July 22, 2014.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-53 (effective 12/1/2010)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders
From: The Office of Legal and Acquisition Services
Subject: Procurement Methods

ODJFS is amending 5101:9-4-07.1 "Procurement Methods." The rule has been updated to correct the citation for the micro-purchase threshold, in accordance with the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1. This amount is periodically adjusted for inflation.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
FAPMTL 345 (Comprehensive Case Management Employment Program (CCMEP) Fiscal Rules)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 345
June 10, 2016

To: Fiscal Administrative Procedure Manual Holders
From: The Office of Legal and Acquisition Services
Subject: Comprehensive Case Management Employment Program (CCMEP) Fiscal Rules

Section 305.190 of Amended Substitute H.B. 64 (June 30, 2015) established the Comprehensive Case Management Employment Program (CCMEP) as a statewide operational framework used to deliver integrated comprehensive case management and employment services across Ohio.

Effective July 1, 2016, the CCMEP will provide a person-centered approach that aligns a network of human service and workforce programs to help workers who struggle most in Ohio’s job market.

In accordance with the new legislation, the Ohio Department of Job and Family Services is issuing the following fiscal Administrative Code rules:

- **5101:9-5-01** - Workforce Innovation and Opportunity Act (WIOA) Fiscal Agent Responsibilities for the Comprehensive Case Management Employment Program (CCMEP);
- **5101:9-5-02** - Comprehensive Case Management Employment (CCMEP) Workforce Innovation and Opportunity Act (WIOA) Youth and Youth Administration Allocations;
- **5101:9-5-03** - Comprehensive Case Management and Employment Program (CCMEP) Temporary Assistance for Needy Families (TANF) Regular Allocation; and

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>Chapter 5</td>
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<td><strong>5101:9-5-04</strong> (effective 7/1/2016)</td>
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The Ohio Department of Job and Family Services (ODJFS) is revising Administrative Code rule 5101:9-6-70 "Fraud Awareness Initiatives" to reflect the change from state to federal funding. The Catalog of Federal Domestic Assistance (CFDA) number for this allocation is 93.558.

The Fraud Awareness Initiative allocation is used to promote fraud awareness month programs, campaigns, activities and events. May is designated as Fraud Awareness month.

For questions regarding allowable activities please contact the Office of Fiscal and Monitoring Services (OFMS) Bureau of Program Integrity (BPI) at Chris.Dickens@jfs.ohio.gov.

For questions regarding coding, contact your ODJFS Fiscal Supervisor or BCFTA Help Desk at (614)752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Workforce Innovation and Opportunity Act (WIOA) General Rapid Response Allocation Funding

The Ohio Department of Job and Family Services (ODJFS) is rescinding Administrative Code rule 5101:9-31-99 "Workforce Investment Act (WIA) General Rapid Response Allocation Funding." The new rule title is "Workforce Innovation and Opportunity Act (WIOA) General Rapid Response Allocation Funding." References to the WIA have changed to WIOA in accordance with the Workforce Innovation and Opportunity Act, issued July 22, 2014.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Child, Family and Community Protective Services Allocation

Administrative Code rule 5101:9-6-12.4 "Child, Family and Community Protective Services Allocation" is being amended. Updates include:

- Updated Language and References.
- Clarification of the distribution methodology.
- Response to reports of abuse through differential response added to eligible purposes.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-19 "State Child Protection Allocation (SCPA)." Updates to this policy include:

- A reduction in the total SCPA allocation for state fiscal year (SFY) 2016 to create an incentive fund; and
- The ability of counties to earn incentive funds by achieving established benchmarks for visitations with children and parents.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-19 (effective 12/31/2015)</td>
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</table>
FAPMTL 340 (Title XX TANF Transfer Allocation)
September 30, 2015

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Title XX TANF Transfer Allocation

As the result of an internal five year review, Administrative Code rule 5101:9-6-12.1 "Title XX Temporary Assistance For Needy Families (TANF) Transfer Allocation" is being rescinded and replaced. This transmittal supersedes FAPL 31 issued August 31, 2011. Updates include:

- Updated Language and References.
- Clarification of the distribution methodology.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
FAPMTL 339 (Differential Response Implementation Rescission)


Date of Publishing (TBD after e-review approval)

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Differential Response Implementation Rescission

The Ohio Department of Job and Family Services (ODJFS) is rescinding Administrative Code rule 5101:9-6-32 "Differential Response Implementation." There is no operating allocation for this program.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
To: Fiscal Administrative Procedure Manual Holders  

From: Cynthia C. Dungey, Director  

Subject: State Adoption Incentive Program Allocation  

The Ohio Department of Job and Family Services (ODJFS) is issuing new Administrative Code rule 5101:9-6-59 "State Adoption Incentive Program Allocation" to Public Children Services Agencies (PCSAs) to support adoption activities. The new policy:

- Provides funds to PCSAs that exceed an established baseline for the number of children transitioned out of foster care into permanent adoptive homes; and  
- Allows PCSAs to reinvest adoption incentive payments for adoption activities.

This rule replaces Fiscal Administrative Procedure Letter (FAPL) No. 39 "State Adoption Incentive Program."

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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FAPMTL 337 (Responsibilities of Workforce Innovation and Opportunity Act (WIOA) Fiscal Agents)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 337
September 23, 2015

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Responsibilities of Workforce Innovation and Opportunity Act (WIOA) Fiscal Agents

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-7-05 "Responsibilities of Workforce Investment Act (WIA) Fiscal Agents." The new rule title is "Responsibilities of Workforce Innovation and Opportunity Act (WIOA) Fiscal Agents." References to the WIA have changed to WIOA in accordance with the Workforce Innovation and Opportunity Act, issued July 22, 2014.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-7-05 (effective 10/28/2012)</td>
<td>5101:9-7-05 (effective 9/25/2015)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Youth Advisory Board (YAB) Allocation

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-39 "Youth Advisory Board (YAB) Allocation." Updates to this policy include:

- Changing the funding source for this allocation from federal funds to general revenue funds; and
- The Public Children Services Agency (PCSA) may lose funding for the following fiscal year if completed projected budgets are not submitted by the due date.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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The Ohio Department of Job and Family Services (ODJFS) is issuing Administrative Code rules 5101:9-6-35.1 "Chafee State Match Allocation" and 5101:9-6-36.2 "ESAA State Match Allocation" to more accurately reflect current funding practices.

These rules replace Fiscal Administrative Procedure Letter (FAPL) No. 53 "ESSA State Match Allocation" and Fiscal Administrative Procedure Letter (FAPL) No. 54 "Chafee State Match Allocation."

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTTA) at (614) 752-9194.

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FAPMTL 334 (WIOA Connecting the Dots Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 334

September 8, 2015

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Workforce Innovation and Opportunity Act (WIOA) Connecting the Dots Allocation

The Ohio Department of Job and Family Services (ODJFS) is rescinding existing Administrative Code rule 5101:9-6-08.11 "Temporary Assistance For Needy Families (TANF) Connecting the Dots Allocation" and replacing it with a rule of a different number. The new rule is 5101:9-31-97 "Workforce Innovation and Opportunity Act (WIOA) Connecting the Dots Allocation."

The new rule more accurately reflects current funding practices with the implementation of the Workforce Innovation and Opportunity Act (WIOA).

Please direct inquiries to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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</table>
To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: DOD SNAP Funding

As the result of five year review, ODJFS is rescinding Administrative Code rule 5101:9-6-09.2 "Department of Defense (DOD) Supplemental Nutrition Assistance Program (SNAP) Funded Allocation." There is no longer an operating allocation for this funding.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Adult Protective Services (APS) Funding

ODJFS is amending Administrative Code rule 5101:9-6-14 "Adult Protective Services (APS) Allocation" in order to reflect a methodology change. Beginning in SFY16, ODJFS will issue thirty thousand dollars to each county for the administration of the APS program.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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As the result of an internal five year review, Administrative Code rule 5101:9-6-09.1 "Food and Nutrition Services State Exchange" is being rescinded and replaced with a new rule of the same number. Updates include:

- Updated Language and References.
- Update of the reimbursement process and allowable activities.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-09.1 (effective 7/5/2015)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Permanency Roundtable (PRT) and Primary Parent Partner (PPP) Allocation Rescissions

ODJFS is rescinding Administrative Code rules 5101:9-6-65 "Permanency Roundtable (PRT) Implementation Funds" and 5101:9-6-66 "Primary Parent Partner Program (PPP) Funds." The Bureau of County Finance and Technical Assistance (BCFTA) will no longer issue funds for these allocations. ODJFS will issue PRT and PPP funds through the state accounting process.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 329 (Child Support Funding)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 329

June 29, 2015

To: All Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Child Support Funding

As a result of a five year rule review and to provide the most current funding practices, the Ohio Department of Job and Family Services (ODJFS) is making changes to the Administrative Code rules 5101:9-6-90 "Child support enforcement agency (CSEA) funding" and 5101:9-6-94 "Child support enforcement agency (CSEA) project grants." The rules incorporate the revised Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. 200 which supersedes and streamlines requirements from OMB Circular A-87 and 2 C.F.R. 225.

- **5101:9-6-90** "Child support enforcement agency (CSEA) funding" is being rescinded and replaced with a new rule having the same number because more than fifty percent of the current rule is being updated. This rule describes the funding of the child support enforcement agencies and the Title IV-D program administered by ODJFS.

- **5101:9-6-94** "Child support enforcement agency (CSEA) project grants" is being rescinded and replaced with a new rule having the same number because more than fifty percent of the current rule is being updated. This rule describes the reporting of receipts and disbursements for the two types of discretionary project opportunities that further the national child support programs mission and goals: Section 1115 Demonstration Grants and Special Improvement Project (SIP) Grants approved through the United States Department of Health and Human Services (HHS) office of child support enforcement (OCSE).

For questions regarding funding and allowable activities please contact the Office of Child Support. For questions regarding coding please contact your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614)752-9194.

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FAPMTL 328 (Workforce Innovation and Opportunity Act [WIOA] Adult Worker Allocation Methodology)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 328
July 1, 2015

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Workforce Innovation and Opportunity Act (WIOA) Adult Worker Allocation Methodology

In accordance with the Workforce Innovation and Opportunity Act (WIOA), the Ohio Department of Job and Family Services (ODJFS) is issuing new Administrative Code rule 5101:9-31-92 "Workforce Innovation and Opportunity Act (WIOA) Adult Allocation Methodology." These funds will help adults with barriers to employment succeed in the labor market. The new policy:

- Allows local areas to reserve up to twenty percent of adult worker funds for incumbent training;
- Allows local areas to utilize all of their adult funding for allowable dislocated worker services;
- Allows local areas to spend up to ten percent of adult funds on transitional jobs; and
- Expands education and training options.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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In accordance with the Workforce Innovation and Opportunity Act (WIOA), the Ohio Department of Job and Family Services (ODJFS) is issuing new Administrative Code rule 5101:9-31-93 "Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Allocation Methodology." These funds will help adults with barriers to employment succeed in the labor market. The new policy:

- Allows local areas to reserve up to twenty percent of dislocated worker funds for incumbent training;
- Allows local areas to utilize all of their dislocated worker funding for allowable adult services;
- Adds a ninety percent hold harmless provision to the dislocated worker formula; and
- Expands education and training options.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>Chapter 3</td>
<td>N/A</td>
<td>5101:9-31-93 (effective 6/22/2015)</td>
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</table>
In accordance with the Workforce Innovation and Opportunity Act (WIOA), the Ohio Department of Job and Family Services (ODJFS) is issuing new Administrative Code rule 5101:9-31-94 "Workforce Innovation and Opportunity Act (WIOA) Youth Allocation Methodology. These funds will help unemployed and disadvantaged youth earn while learning through employment-based activities. The new policy:

- Requires local areas to spend at least seventy-five percent of workforce investment funds on out-of-school youth;
- Requires local areas to spend at least twenty percent of youth formula funds on paid and unpaid work experiences; and
- Expands youth program elements.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>Chapter 3</td>
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<td>5101:9-31-94 (effective 6/22/2015)</td>
</tr>
</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Procurement Requirements

ODJFS is rescinding and replacing Administrative Code rules 5101:9-4-07 "Procurement Requirements" and 5101:9-4-07.1 "Procurement Methods." This does not change the requirements or allowable methods of procurement. The rules have been updated to reflect current references and procedures.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-4-07.1 (effective 1/30/12)</td>
<td>5101:9-4-07.1 (effective 7/6/2015)</td>
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</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Expired Allocation Rescissions

There are no current operating allocations for these programs. Therefore, the Ohio Department of Job and Family Services is rescinding the following Administrative Code rules:

- § 5101:9-6-12.5 "Child and Adult Protective and Community Services Allocation"
- § 5101:9-8-06 "Food Assistance Payment Accuracy Incentive Allocation"

Please direct inquiries to your ODJFS Fiscal Supervisors/ Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>Chapter 8</td>
<td>§ 5101:9-8-06 (effective 6/18/10)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Title XX Federal Social Services Allocation  

As the result of an internal five year review, Administrative Code rule 5101:9-6-12 "Federal Social Services Allocation" is being rescinded and replaced with a new rule of the same number, edited to "Title XX Federal Social Services Allocation." Updates include:

- Added "Title XX" to name of allocation.
- Clarification of the distribution methodology.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
FAPMTL 322 (VETS O.N.E. Award Rescission)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 322

May 4, 2015

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Veterans Employment and Training Services Ohio Network for Employment (VETS O.N.E.) Award Rescission

ODJFS is rescinding Administrative Code rule 5101:9-31-95 "Veterans Employment and Training Services Ohio Network for Employment (VETS O.N.E.) Award" as a result of the five year review process. The Bureau of County Finance and Technical Assistance (BCFTA) no longer issues funds for this allocation. Funds are issued through the state accounting process.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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</table>
FAPMTL 321 (County Written Standards of Conduct)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 321
May 4, 2015
To: All Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: County Written Standards of Conduct

ODJFS is amending Administrative Code rule 5101:9-4-04 "County written standards of conduct" as a result of the five year review process. The rule has been updated to reflect current references and to clarify language to make the rule easier to comprehend.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTTA) at (614) 752-9194.

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<td>5101:9-4-04 (effective 03/12/10)</td>
<td>5101:9-4-04 (effective 05/05/15)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Temporary Assistance to Needy Families (TANF) Independent Living (IL) and Chafee Allocations

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rules 5101:9-6-08.6 "Temporary Assistance to Needy Families (TANF) Independent Living (IL) Allocation" and 5101:9-6-35 "Chafee Allocation" in order to:

• Update current funding practices; and
• Update references to associated Administrative Code rules.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</tbody>
</table>
FAPMTL 319 (County Subgrant Agreement and Allocation Process)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 319
April 22, 2015

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: County Subgrant Agreement and Allocation Process

In order to provide the most accurate funding information, the Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-02 "County Subgrant Agreement and Allocation Process." Changes include clarification of the allocation period.

Please direct inquiries to your ODJFS Fiscal Supervisor or the Bureau of county Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-02 (effective 2/2/15)</td>
<td>5101:9-6-02 (effective 4/20/15)</td>
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</table>
To provide the most current funding practices, the Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-7-20 "Income maintenance, workforce, social services, and child welfare random moment sample (RMS) time studies."


Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-7-20 (effective 6/11/12)</td>
<td>5101:9-7-20 (effective 4/12/15)</td>
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</table>
FAPMTL 317 (Fraud Awareness Initiatives)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 317

April 3, 2015

To: All Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Fraud Awareness Initiatives

The Ohio Department of Job and Family Services (ODJFS) is issuing new Administrative Code rule 5101:9-6-70 "Fraud Awareness Initiatives." The Fraud Awareness Initiative allocation is used to promote fraud awareness month programs, campaigns, activities and events. May is designated as Fraud Awareness month.

This rule supersedes FAPL 50. For questions regarding allowable activities please refer to the Office of Fiscal and Monitoring Services (OFMS) Bureau of Program Integrity (BPI) memo "County Agency Initiatives for Fraud Awareness Month." For questions regarding coding, contact your ODJFS Fiscal Supervisor or BCFTA Help Desk at (614)752-9194.

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</table>
FAPMTL 316 (Federal Financial Participation [FFP] and the Nonfederal Matching Share)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 316

March 30, 2015

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Federal Financial Participation (FFP) and the Nonfederal Matching Share

ODJFS is amending rule 5101:9-7-50 "Federal Financial Participation (FFP) and the Nonfederal Matching Share" in order to update references to the Ohio Department of Medicaid associated Administrative Code rules.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-7-50 (effective 11/28/2011)</td>
<td>5101:9-7-50 (effective 3/30/2015)</td>
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</table>
FAPMTL 315 (Permanency Roundtable [PRT] Implementation Funds)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 315

March 30, 2015

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Permanency Roundtable (PRT) Implementation Funds

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-65 "Permanency Roundtable (PRT) Implementation Funds." ODJFS is extending funding past state fiscal year (SFY) 2015 to Public Children Services Agencies (PCSAs) to assist youth in custody in overcoming barriers to permanency outcomes.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-6-65 (effective 5/17/2014)</td>
<td>5101:9-6-65 (effective 3/30/2015)</td>
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</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Primary Parent Partner Program Funds

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-66 "Primary Parent Partner Pre-implementation Funds." The new rule title will be "Primary Parent Partner Program Funds." The new title more accurately reflects the content of the rule. ODJFS issues these funds to initiate and sustain a Primary Parent Partner Program. Additional changes include:

- The availability of funds for pilot counties to continue pre-implementation activities; and
- The addition of Primary Parent Partner program implementation deliverables.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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FAPMTL 313 (CSEA Incentives, Financing and Cash Management)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 313

March 24, 2015

To: All Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: CSEA Incentives, Financing and Cash Management

As a result of a five year rule review and to provide the most current funding practices, the Ohio Department of Job and Family Services (ODJFS) is making changes to the following Administrative Code rules:

- **5101:9-6-30** "Child support performance incentive payments" is being rescinded and replaced with a new rule having the same number because more than fifty percent of the current rule is being updated.

- **5101:9-7-02** "Child support enforcement agency (CSEA) financing and cash management" is being amended. A CSEA may now keep interest amounts of up to five hundred dollars per year for administrative expenses.


Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-7-02 (effective 02/12/2012)</td>
<td><strong>5101:9-7-02</strong> (effective 03/23/2015)</td>
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</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Workforce Investment Act (WIA) Allocation Rescissions

The Ohio Department of Job and Family Services (ODJFS) is rescinding the following Administrative Code rules:

- 5101:9-31-13 "Disability Program Navigator Initiative"
- 5101:9-31-14 "Disability Employment Initiative"
- 5101:9-31-31 "Workforce Investment Act (WIA) One-Stop System Enhancement Allocation"
- 5101:9-31-59 "Workforce Investment Act (WIA) Hometown Investment in Regional Economies (HIRE) Allocation"
- 5101:9-31-66 "Workforce Investment Act (WIA) National Emergency Grant (NEG) On-The-Job Training (OJT) Allocation"
- 5101:9-31-67 "American Recovery and Reinvestment Act (ARRA) Rapid Response Baseline Funding to Implement the Ohio Department of Job and Family Services' (ODJFS) Rapid Response Model"

There are no current operating allocations for these programs.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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FAPMTL 311 (Child Abuse and Neglect [CAN] Allocation Rescission)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 311

March 10, 2015

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Child Abuse and Neglect (CAN) Allocation Rescission

ODJFS is rescinding Administrative Code rule 5101:9-6-40 "Ohio Children's Trust Fund (OCTF) Child Abuse and Neglect (CAN) Allocation." The Bureau of County Finance and Technical Assistance (BCFTA) will no longer issue funds for this allocation. The OCTF will issue CAN funds through the state accounting process.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-40 (effective 4/5/14)</td>
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As a result of a five year rule review and to provide the most current funding practices, the Ohio Department of Job and Family Services (ODJFS) is making changes to the following Administrative Code rules:

- **5101:9-4-01** "Acquisition standards definitions" is being rescinded. The information contained in this rule can be found in the revised Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. 200 and other sections of the Fiscal Administrative Procedure Manual.

- **5101:9-4-02** "Standards for acquisition" is being amended. The rule incorporates the revised Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. 200, issued December 26, 2013, as well as 45 C.F.R. 75, issued December 19, 2014. This final guidance supersedes and streamlines requirements from OMB Circular A-87 and 2 C.F.R. 225.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-4-02 (effective 3/5/15)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Cost Principles

As the result of an internal five year review ODJFS is rescinding Administrative Code rule 5101:9-1-15 "Cost Principles." The information contained in this rule can be found in the revised Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, C.F.R. part 200 and other sections of the Fiscal Administrative Procedure Manual. 

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 308 (Rental Costs and Lease Agreements)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 308

February 19, 2015

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Rental Costs and Lease Agreements

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-4-11 "Rental Costs and Lease Agreements" to update language and include current citations of federal regulations.

The rule cites the revised Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. part 200, issued December 26, 2013. This final guidance supersedes and streamlines requirements from OMB Circular A-87 and 2 C.F.R. part 225.

Please direct inquiries to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-4-11 (effective 2/21/2015)</td>
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FAPMTL 307 (Small and Minority Businesses and Women's Business Enterprise and Labor Surplus Area Firms)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 307
February 2, 2015

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Small and minority businesses and women's business enterprise and labor surplus area firms

ODJFS is amending Administrative Code rule 5101:9-4-06 "Small and minority businesses and women's business enterprise and labor surplus area firms." This rule has been updated to reflect current references as the result of a five year rule review.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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As the result of an internal five year review and to provide the most current funding practices, the Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-02 "County Subgrant Agreement and Allocation Process." Changes include:

- Effective with the 2016/2017 biennium, ODJFS and the Ohio Department of Medicaid (ODM) will jointly enter into a subgrant agreement with the county subgrantees; and
- The term "allocation period" has been clearly defined.

Please direct inquiries to your ODJFS Fiscal Supervisor or the Bureau of county Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-02 (effective 11/8/09)</td>
<td>5101:9-6-02 (effective 2/2/15)</td>
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</table>
The Ohio Department of Job and Family Services is amending Administrative Code rules 5101:9-6-05 "Income Maintenance Allocations" and 5101:9-6-44.1 "Non-Emergency Transportation (NET), Pregnancy Related Services and Healthchek Services Funding" in order to:

- Update current funding practices; and
- Update references to the Ohio Department of Medicaid and associated Administrative Code rules.

Please direct inquiries to your ODJFS Fiscal Supervisor or the Bureau of county Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-44.1 (effective 1/20/2015)</td>
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FAPMTL 304 (General and Cost Allocation Requirements For Use And Expenditures Of Workforce Investment Act (WIA) Funds)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 304

December 22, 2014

To: All Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: General and Cost Allocation Requirements For Use And Expenditures Of Workforce Investment Act (WIA) Funds

As a result of a five year rule review and to provide the most current funding practices, the Ohio Department of Job and Family Services (ODJFS) is making changes to the following Administrative Code rules:

5101:9-31-01 "General requirements for use and expenditures of workforce investment funds by local areas" is being rescinded and replaced with a new rule having the same number because more than fifty percent of the current rule is being updated.

5101:9-31-17 "Cost allocation requirements for workforce investment stand alone local areas" is being amended.


Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-31-17 (effective 09/15/2009)</td>
<td>5101:9-31-17 (effective 12/15/2014)</td>
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</table>
FAPMTL 303 (Refugee Social Services Program Allocation Rescission)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 303
September 26, 2014

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Refugee Social Services Program Allocation Rescission

The Refugee Social Services Program will be contracted by the Ohio Department of Job and Family Services beginning October 1, 2014. Therefore, ODJFS is rescinding Administrative Code rule 5101:9-6-16 "Refugee Social Services Program (RSSP) Allocation."

Please direct inquiries to your ODJFS Fiscal Supervisors or Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-16 (effective 5/16/11)</td>
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FAPMTL 302 (Child Care Funding Allocations)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 302

September 10, 2014

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Child Care Funding Allocations

As the result of five year rule review and to provide the most current funding practices, ODJFS is rescinding and replacing rules 5101:9-6-11 "Child Care Non-Administration Funding Allocation" and 5101:9-6-11.2 "Child Care Administration Allocation." Changes include:

- A clarification for post allocation adjustments; and
- An update to the methodology to reflect the current statistics available.

- In order to remain consistent with current U.S. Census Bureau data, the total county population of children has changed to "from birth to fourteen" instead of from birth to thirteen.
- As a result of the above change, the statistic for each county's number of TANF children has been changed to "from birth to fourteen" instead of from birth to thirteen.

In addition, rule 5101:9-6-11.3 "Child Care Quality Allocation" is being rescinded as it is no longer an operating allocation. A CDJFS may claim these expenditures against the Child Care Non-Administration Funding Allocation.

Please direct inquiries to your ODJFS Fiscal Supervisor or Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>Chapter 6</td>
<td>5101:9-6-11.3 (effective 12/30/09)</td>
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The Ohio Department of Job and Family Services (ODJFS) is rescinding Administrative Code rule 5101:9-4-10 "Asset reimbursement methods for county family services agencies (CFSA) and Workforce Investment Act (WIA) areas" and replacing it with a new rule having the same number because more than fifty percent of the current rule is being stricken, with a comparable amount of new text being added.


Please direct inquiries to your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td><strong>5101:9-4-10</strong> (effective 09/19/14)</td>
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The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-39 "Youth Advisory Board (YAB) Allocation." Public Children Service Agencies (PCSAs) may receive up to $500 to act as the fiscal agent for the YAB to ensure expenditures are made on behalf of:

- Youth in the county where the advisory board is located;
- Adult supporters in the county where the advisory board is located;
- Youth in counties where an advisory board is not established; and
- Adult supporters in counties that are considering the establishment of a YAB.

Additionally, each YAB shall develop a projected budget for the fiscal year on receipt of funds.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-39 (effective 8/20/2012)</td>
<td><strong>5101:9-6-39</strong> (effective 9/5/2014)</td>
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</table>
The Ohio Department of Job and Family Services is rescinding the following Administrative Code rules:

- 5101:9-31-54 "American Recovery and Reinvestment Act (ARRA) Funding for Workforce Investment Act (WIA) Programs"
- 5101:9-31-55 "Recovery Conservation Corps Funds"
- 5101:9-31-60 "Workforce Investment Act (WIA) Ohio Learning Accounts (OLA) Allocation"

There are no current operating allocations for these programs.

Please direct inquiries to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-31-60 (effective 11/23/2009)</td>
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FAPMTL 298 (OMJ Center Resource Sharing Allocations)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 298

July 23, 2014

To: All Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: OhioMeansJobs (OMJ) Center Resource Sharing Allocations

The Ohio Department of Job and Family Services (ODJFS) has filed new Administrative Code rule 5101:9-31-19 "OhioMeansJobs (OMJ) center resource sharing allocation," which outlines the new funding process for the ODJFS share of OMJ Center costs to local Workforce Investment Act (WIA) areas.

Effective in SFY15, ODJFS will issue allocations to the local WIA area for the ODJFS share of OMJ Center expenses. Each area’s MOU budget will determine the allocation amount.

For questions regarding funding and allowable activities please contact the Office of Workforce Development: WIAQNA@JFS.OHIO.GOV. For questions regarding coding please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614)752-9194.

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FAPMTL 297 (WIA Formulary Allocation Methodology)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 297
July 23, 2014

To: All Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Workforce Investment Act (WIA) Formulary Allocation Methodology

The Ohio Department of Job and Family Services (ODJFS) is rescinding Administrative Code rule 5101:9-31-02 "Workforce Investment Act (WIA) formulary allocation methodology" and replacing it with a new rule of the same number to clarify and update existing policies and procedures. The requirement that local areas spend at least thirty percent of their youth funding to provide activities for out-of-school youth has been added.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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FAPMTL 296 (Primary Parent Partner Pre-implementation Funds)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 296

July 23, 2014

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Primary Parent Partner Pre-implementation Funds

The Ohio Department of Job and Family Services (ODJFS) is issuing new Administrative Code rule 5101:9-6-66 "Primary Parent Partner Pre-implementation Funds." These funds will support the pre-implementation planning process to initiate and sustain a Primary Parent Partner Program.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-6-66 (effective 7/21/2014)</td>
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</table>
To: All Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: State Child Support Allocations

The Ohio Department of Job and Family Services (ODJFS) is amending rule 5101:9-6-80 "State Child Support Allocations" of the Administrative Code.

The most significant changes are:

- ODJFS will cap the formula-calculated allocation amounts at a four percent annual increase or decrease.
- The most current final statistical report from the Ohio Department of Health will be used in determining out-of-wedlock percentages.
  - The number of unknown births for each county will be distributed proportionately based on each county's married birth count to unmarried birth count ratio.
- The specific Supreme Court categories used in the allocation methodology are listed.
- The number of marriage terminations and dissolutions with children will be determined using the most current final "Ohio Court Statistical Report" from the Ohio Supreme Court.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-6-80 (effective 7/1/2014)</td>
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</table>
To: All Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Rescission Of Rule 5101:9-1-23  

As the result of a five year rule review, the Ohio Department of Job and Family Services (ODJFS) is rescinding Administrative Code rule 5101:9-1-23 "Changing organizational structure from combined agencies to stand alone family services or workforce development agencies." The information contained in this rule has been included in Administrative Code rule 5101:9-1-22 "Changing organizational structure."

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-1-23 (effective 08/15/08)</td>
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</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Permanency Roundtable (PRT) Implementation Funds  

The Ohio Department of Job and Family Services (ODJFS) is issuing new Administrative Code rule 5101:9-6-65 "Permanency Roundtable (PRT) Implementation Funds. PCSAs implementing the permanency roundtable model may receive an allocation to assist youth in custody in overcoming barriers to permanency outcomes. Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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FAPMTL 292 (Child Welfare Experiential Learning {CWEL})
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 292
May 19, 2014

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Child Welfare Experiential Learning (CWEL)

The Ohio Department of Job and Family Services (ODJFS) is rescinding the existing Administrative Code rule 5101:9-6-33 and replacing it with a rule of the same number. The new rule title will be "Child Welfare Experiential Learning (CWEL)." The new title more accurately reflects the content of this rule.

The new rule provides a broader definition of CWEL, which includes alternative response experiential learning. Additional allowable CWEL activities were also added.

Please direct inquiries to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-6-33 (effective 5/17/2014)</td>
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FAPMTL 291 (Expired Allocation Rescissions)


April 16, 2014

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Expired Allocation Rescissions

There are no current operating allocations for these programs. Therefore, the Ohio Department of Job and Family Services is rescinding the following Administrative Code rules:

- 5101:9-6-08.9 "Temporary Assistance For Needy Families (TANF) Subsidized Employment Program (SEP) Allocation"
- 5101:9-6-48 "Career Advancement Account (CAA) Demonstration Allocations"

Please direct inquiries to your ODJFS Fiscal Supervisors or Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-48 (effective 5/26/09)</td>
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The Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-6-05.1 "Medicaid Enhanced Eligibility Allocation" in order to clarify that training costs are eligible for the enhanced match rate for the entire period of availability.

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<td>5101:9-6-05.1 (effective 4/14/2014)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: County Share of Public Assistance and Mandated Share

As the result of the mandatory five year rule review, ODJFS is amending Administrative Code rule 5101:9-6-31 "County Share of Public Assistance Expenditures and the Mandated Share Budget." The rule has been updated to reflect the most current funding practices including the implementation of the County Finance Information System (CFIS).

Please direct inquiries to your ODJFS Fiscal Supervisor or Bureau of County Finance and Technical Assistance at (614) 752-9194.

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As the result of the mandatory five year rule review, ODJFS is amending Administrative Code rule 5101:9-7-08, "Title IV-E Foster Care Maintenance (FCM) Agreements between the Ohio Department of Job and Family Services (ODJFS) and County Juvenile Court."

The rule has been updated to reflect the most current funding practices by removing language regarding the Family and Children Services Information System (FACSIS).

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td><strong>5101:9-7-08</strong> (effective 4/28/2014)</td>
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The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-40 "Ohio Children's Trust Fund (OCTF) Child Abuse and Neglect (CAN) Allocation." The changes are as follows:

- ODJFS may allocate an additional $1,000 if the Public Children Services Agency (PCSA) collaborates with a children's advocacy center or CAN advisory board on CAN activities; and
- PCSAs must include the OCTF logo on all CAN prevention month printed materials purchased with any portion of the OCTF CAN allocation.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-40 (effective 4/5/2014)</td>
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</table>
FAPMTL 286 (Changing Local Agency Organizational Structure)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 286

March 20, 2014

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Changing Local Agency Organizational Structure

The Ohio Department of Job and Family Services (ODJFS) is rescinding the existing Administrative Code rule 5101:9-1-22 and replacing it with a new rule of the same number. The new rule title will be "Changing organizational structure." The new title more accurately reflects the content of the rule.

The new rule clarifies the process required for counties planning to merge or separate family services agencies. Prior to merging or separating, a county family services agency (CFSA) or workforce development agency (WDA) shall meet all requirements of this rule.

Plans to change organizational structure should be submitted to the CFSA/WDA designated ODJFS Fiscal Supervisor.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services (OFMS), Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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March 5, 2014

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Adult Services and Family Services (ASFS) Training Funding

ODJFS is amending Administrative Code rule 5101:9-6-14.1 "Adult Services and Family Services (ASFS) Training Funding" in order to include a cost of instruction allocation for supplies and equipment that support ASFS training.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: All Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Financial Reporting Requirements for County Family Services Agencies (CFSA) and Workforce Investment Act (WIA) Local Areas

Ohio Administrative Code rule **5101:9-7-29** "Financial reporting requirements for county family services agencies (CFSA) and Workforce Investment Act (WIA) local area" is being amended to clarify acceptable financial reporting of accrued expenditures and obligations on the JFS 01992 "Workforce Investment Act (WIA) Quarterly Financial Statement."

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194 or to the Office of Workforce Development: WIAQNA@JFS.OHIO.GOV.

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ODJFS entered into a contract agreement with a statewide training vendor to oversee all training activities/operations of the Ohio Human Services Training System. As a result, ODJFS is rescinding and replacing Administrative Code rule 5101:9-6-14.1 "Adult Services and Family Services (ASFS) Training Subsidies:"

- In counties where the Regional Training Center (RTC) is functioning as a separate entity from the CDJFS, the CDJFS will receive operating funding via an agreement with the ODJFS Office for Children and Families. This rule does not apply to counties where the RTC is functioning as a separate entity; and

- County Departments of Jobs and Family Services (CDJFS) that serve as RTCs will no longer receive the costs of training portion of the ASFS training allocation. However, CDJFS will continue to receive the operating funding which has been reduced to $25,000 for each RTC.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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The Ohio Department of Job and Family Services (ODJFS) is rescinding and replacing Administrative Code rule 5101:9-1-03 "Direct Costs" as a result of an internal five year rule review. Changes include more details in the definitions and the addition of child welfare, foster care and adoption assistance costs.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders  
From: Michael B. Colbert, Director  
Subject: Medicaid Enhanced Eligibility Allocation  

The Ohio Department of Job and Family Services is issuing state funding for SFY 14 - 15 for costs related to the implementation of the Medicaid Integrated Eligibility System. Funding details are outlined in new Administrative Code rule 5101:9-6-05.1 "Medicaid Enhanced Eligibility Allocation."

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For additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 280 (Inter-county Adjustment of Allocations)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 280

August 27, 2013

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Inter-county Adjustment of Allocations

The Ohio Department of Job and Family Services (ODJFS) is rescinding Administrative Code rule 5101:9-6-82 and replacing it with a new rule of the same number to clarify and update existing policies and procedures.

Beginning with State Fiscal Year 2014 (SFY 14), boards of county commissioners will have several options when passing a resolution for an inter-county transfer of funding. The Inter-county Agreement and Certification Release and Acceptance of Funds (JFS 02719) has been revised to reflect the change.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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FAPMTL 279 (Rescission of Post Adoption Special Subsidy Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 279

August 9, 2013

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Rescission of Post Adoption Special Subsidy Allocation

Effective July 1, 2013, all applications and approvals for the Post Adoption Special Services Subsidy (PASSS) program shall be entered and processed through the Statewide Automated Child Welfare Information System (SACWIS). As a result, the allocation process will no longer be valid. Therefore, the Ohio Department of Job and Family Services (ODJFS) is rescinding the following Administrative Code rules:

- 5101:9-6-38 "Post Adoption Special Services Subsidy"
- 5101:9-6-38.1 "Post Adoption Special Services Subsidy Medical and Mental Health Respite Care Services"

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 278

July 12, 2013

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Differential Response Implementation

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-32 "Differential Response Implementation." Changes include:

- Funding extended to counties through state fiscal year (SFY) 2015; and
- Funding now includes rounds seven to ten of statewide rollout.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-32 (effective 7/12/2013)</td>
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The Ohio Department of Job and Family Services (ODJFS) has reviewed rule 5101:9-6-80 of the Administrative Code in accordance with section 119.032 of the Revised Code, which requires the review of all state agency rules within a five-year period. The current rule is being rescinded and a new 5101:9-6-80 is being proposed because more than fifty percent of the current rule is being stricken, with a comparable amount of new text being added.

The most significant changes are:

- Where a child support enforcement agency (CSEA) encompasses multiple counties, each CSEA will receive an amount equal to fifteen thousand dollars for each county represented under the CSEA.
- Annulments have been removed as part of the allocation methodology.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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</table>
To: Fiscal Administrative Procedure Manual Holders  
FROM: Michael B. Colbert, Director  
Subject: Income Maintenance Allocations

The Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-6-05 "Income Maintenance (IM) Allocation" in order to reflect the most current funding practices. Changes include:

- Creation of two separate IM allocations
- New JFS 02725 "Family Service Agency Budget Allocation Transfer Request" form used to transfer funds between allocations
- Correction of adjusting factor from .03 to .30 per cent
- Change from nine to four per cent on the previous SFY cap amount

Additional details are outlined in the rule.

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For additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
In order to provide clarification of current funding practices due to the implementation of CFIS-web, rules 5101:9-6-13 "Disaster Related Prevention Retention and Contingency (PRC) Funding" and 5101:9-6-14 "Adult Protective Services (APS) Allocation " are being amended.

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For additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is amending rule 5101:9-6-08 "TANF Regular Allocation" in order to update the ODJFS change in the cap for the formula-calculated allocation amounts from 9% to 4% increase and decrease from the previous FFY.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is rescinding Administrative Code Rule 5101:9-6-08.4 "Summer and After School Programs TANF Allocation" and amending current Administrative Code rule 5101:9-6-08.10 "Temporary Assistance For Needy Families (TANF) Summer Youth Employment Program Allocation" which outlines funding for the TANF Summer Youth Employment Program. Please note the CDJFS may claim costs via a specified RMS code. Additional funding details are outlined in the rule.

Please refer to Office of Family Assistance (OFA) Letter # 123 for all relevant program information.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 272  
April 10, 2013

To: Fiscal Administrative Procedure Manual Holders  
From: Michael B. Colbert  
Subject: Public Assistance Pass-Through; Non-emergency Transportation (NET), Pregnancy Related Services and Healthchek Services Funding

In order to provide clarification of current funding practices due to the implementation of CFIS-web, rules 5101:9-6-44 "Public Assistance Pass-Through Funding" and 5101:9-6-44.1 "Non-Emergency Transportation (NET), Pregnancy Related Services and Healthchek Services Funding" are being amended. Changes include:

- Additional details on allocation process
- Updates to process resulting from implementation of CFIS

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For additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is issuing TANF funding for "Connecting the Dots" demonstration program which provides additional support for emancipating youth who are transitioning out of foster care.

Allowable costs are defined in each WIA local area’s "Connecting the Dots Operational Plan." Program information will be communicated by the Office of Workforce Development. ODJFS Bureau of County Finance and Technical Assistance will issue coding for the allocation via a Bureau of County Finance and Technical Assistance (BCFTA) update.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 270 (FAET Operating and Participation Allowance Allocations)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 270

March 13, 2013

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Food Assistance Employment & Training (FAET), Operating and Participation Allowance Allocations

For FFY13, ODJFS is issuing three separate FAET allocations. In addition to the regular FAET outlined in current Administrative Code Rule 5101:9-6-09 "FAET Allocation," ODJFS is issuing:

- "FAET Operating Allocation" to reimburse counties for costs which exceed regular FAET funding; and
- "FAET Participant Allowance Allocation" for allowable participation expenses.

Funding details for the new allocations are outlined in new Administrative Code rules 5101:9-6-09.3 "Food Assistance Employment and Training Operating Allocation" and 5101:9-6-09.4 "Food Assistance Employment and Training Participant Allowance Allocation." In addition, rule 5101:9-6-09 has been updated to reflect the new ODJFS formula-calculated allocation amounts at a cap of four per cent from nine per cent increase and decrease from the previous FFY.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-40 "Ohio Children's Trust Fund (OCTF) Child Abuse and Neglect (CAN) Allocation." The changes are as follows:

- Effective state fiscal year (SFY) 2013, the funding source for this allocation is the Catalog of Federal Domestic Assistance (CFDA) 93.950; and
- The amended rule clarifies the process required for counties planning to merge or combine family services agencies.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 268 (Title IV-B Allocations, Subpart 2)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 268

March 18, 2013

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Title IV-B Allocations, Subpart 2

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rules 5101:9-6-36 "Emergency Services Assistance Allocations (ESAA) for Family Preservation," 5101:9-6-36.1 Emergency Services Assistance Allocations for Family Reunification," and 5101:9-6-37.2 "Caseworker Visits Allocation." Changes reflect current funding practices regarding direct service costs and administrative costs.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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The Ohio Department of Job and Family Services (ODJFS) is rescinding the following Administrative Code rules:

- **5101:9-31-11** "Incumbent Workers Training Allocation"
  - There is no current operating allocation for this program.
- **5101:9-31-15** "Workforce Investment Act Youth Employment Initiative Awards"
  - There is no current operating allocation for this program.
- **5101:9-9-14** "Professional Education Program"
  - Counties will continue to report training costs that cannot be directly allocated to a specific program to the cost pool for reimbursement. Training costs associated with particular programs are claimed as direct costs to those programs.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Child Support Enforcement Agency (CSEA) Quarterly Reconciliation

Administrative Code rule 5101:9-7-02.1 "Child support enforcement agency (CSEA) quarterly reconciliation," is being amended to reflect the new County Finance Information System (CFIS) reporting practices.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-37 "Title IV-B Allocation" to specify changes in reimbursement rates for federal fiscal year (FFY) 2013. The changes are as follows:

- Expenditures will be reimbursed with 74 percent federal Title IV-B funds; and
- Counties must use eligible state funding or provide local funds at a 26 percent match rate for the nonfederal share.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Temporary Assistance for Needy Families (TANF) Regular, TANF Administration & Food Assistance Employment & Training Allocations

The Ohio Department of Job and Family Services (ODJFS) is amending rules 5101:9-6-08 "TANF Regular Allocation," 5101:9-6-08.8 "TANF Administration Allocation" and 5101:9-6-09 "Food Assistance and Employment Training Allocation." Changes include:

- Correcting the 0.03 per cent adjusting factor to 0.3 per cent as intended in the original TANF allocation methodology workgroup; and
- Updating the funding period to a federal fiscal year basis

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is issuing Administrative Code rule 5101:9-6-60 "Nonrecurring Adoption Expenses." This rule establishes the reimbursement amount for nonrecurring adoption expenses for a child with special needs.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 262 (Financial Reporting Requirements for CFSA and WIA Local Areas)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 262

October 22, 2012

To: All Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Financial Reporting Requirements for County Family Services Agencies (CFSA) and Workforce Investment Act (WIA) Local Areas

Ohio Administrative Code rule 5101:9-7-29 is being amended to reflect the new County Finance Information System (CFIS) reporting practices.

The most significant change is:

- Quarterly financial statements are submitted to the Bureau of County Finance and Technical Assistance (BCFTA) no later than the tenth calendar day of the second month following the quarter the report represents.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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FAPMTL 261 (Responsibilities of WIA Fiscal Agents)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 261
November 2, 2012

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Responsibilities of Workforce Investment Act (WIA) Fiscal Agents

The Ohio Department of Job and Family Services (ODJFS) is issuing Administrative Code rule 5101:9-7-05 "Responsibilities of Workforce Investment Act (WIA) Fiscal Agents" to define the fiscal agent's role in the administration of WIA funds under the direction of the workforce investment board.

The WIA fiscal agent's role and responsibilities are defined in the areas of:

- Subaward notification and advances;
- Reporting;
- Reconciliation; and
- Monitoring.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 260 (Rescission of One-Stop Resource Sharing Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 260

October 22, 2012

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Rescission of One-Stop Resource Sharing Allocation

Effective October 1, 2012, BCFTA will no longer issue MOU One-Stop Resource Sharing allocations to local area workforce investment boards (WIB). Local area WIB shall submit contract costs via invoices to the Office of Workforce Development (OWD). The OWD will communicate the reimbursement process for MOU contract costs to local area WIB. As a result, the Ohio Department of Job and Family Services is rescinding rule 5101:9-31-18 "One-Stop Resource Sharing Allocation" which outlines the allocation process that will no longer be valid.

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To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Differential Response Implementation

The Ohio Department of Job and Family Services (ODJFS) is issuing new Administrative Code rule 5101:9-6-32 "Differential Response Implementation." Counties implementing Alternative Response (AR) during state fiscal year (SFY) 2013 may receive an allocation to provide up front services to families and children in their community.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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The Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-7-03.1 "Public Assistance Quarterly Reconciliation" as a result of implementation of the new County Finance Information System (CFIS) web reporting system.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders  
From: Michael B. Colbert, Director  
Subject: Workforce Investment Act (WIA) Local Area Quarterly Reconciliation

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-7-04.1 "Workforce Investment Act (WIA) Local Area Quarterly Reconciliation" as a result of implementation of new County Finance Information System (CFIS) reporting practices.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td><strong>5101:9-7-04.1</strong> (effective 10/12/2012)</td>
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</tbody>
</table>
FAPMTL 256 (PCSA Quarterly Reconciliation)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 256
October 10, 2012

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Public Children Services Agency (PCSA) Quarterly Reconciliation

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-7-01.1 "Public Children Services Agency (PCSA) Quarterly Reconciliation." Changes include information regarding the:

- Implementation of the new County Finance Information System (CFIS) web reporting system; and
- Updating of the quarterly reimbursement process.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-7-01.1 (effective 7/1/2011)</td>
<td><strong>5101:9-7-01.1</strong> (effective 10/8/2012)</td>
</tr>
</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Title IV-B Allocation

The Ohio Department of Job and Family Services (ODJFS) is rescinding and replacing Administrative Code rule 5101:9-6-37 "Title IV-B Allocation" to specify changes in reimbursement rates for federal fiscal year (FFY) 2013. The changes are as follows:

- Expenditures will be reimbursed with 74 percent federal Title IV-B funds; and
- Counties must use eligible state funding or provide local funds at a 26 percent match rate for the nonfederal share.

In order to ensure these changes are effective by the beginning of the Federal Fiscal Year (FFY) on October 1, 2012, thus avoiding any compromise in the federal funding levels for these programs, this rule was emergency filed on 9/28/2012.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>(effective 9/3/2009)</td>
<td>(effective 10/1/2012)</td>
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FAPMTL 254 (County Organization and Fiscal Administration)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 254

September 24, 2012

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: County Organization and Fiscal Administration

Amended Substitute House Bill 487 of the 129th General Assembly authorizes boards of county commissioners of any two or more counties to form a joint county department of job and family services by entering into a written agreement. As a result, the Ohio Department of Job and Family Services (ODJFS) is amending 5101:9-1-16 "County organization and fiscal administration" and issuing a new rule 5101:9-1-16.1 "Joint county department of job and family services."

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>Chapter 1</td>
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</table>
The Ohio Department of Job and Family Services (ODJFS) is amending rules 5101:9-6-08 "TANF Regular Allocation," 5101:9-6-08.8 "TANF Administration Allocation" and 5101:9-6-09 "Food Assistance and Employment Training Allocation." Changes include:

- Correcting the 0.03 per cent adjusting factor to 0.3 per cent as intended in the original TANF allocation methodology workgroup; and
- Updating the funding period to a federal fiscal year basis

In order to ensure these changes are effective by the beginning of the Federal Fiscal Year (FFY) on October 1, 2012, thus avoiding any compromise in the federal funding levels for these programs, these rules were emergency filed on 8/24/2012.

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<td>5101:9-6-08.8 (effective 12/30/2009)</td>
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<td>5101:9-6-09 (effective 10/1/2009)</td>
<td>5101:9-6-09 (effective 8/24/2012)</td>
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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Child Care Administration Allocation

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-11.2 "Child Care Administration Allocation" to reflect current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-11.2 (effective 12/30/2009)</td>
<td><strong>5101:9-6-11.2</strong> (effective 9/3/2012)</td>
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The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-39 "Youth Advisory Board (YAB) Allocation" to specify on whose behalf expenditures may be properly charged against this allocation. These categories include:

- Youth in the county where the advisory board is located;
- Adult supporters in the county where the advisory board is located;
- Youth in counties where an advisory board is not established; and
- Adult supporters in counties that are considering the establishment of a YAB when the expense is directly related to supporting development.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 250 (Child Care Non-Administration Funding Allocation)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 250
July 25, 2012

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Child Care Non-Administration Funding Allocation

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-11 "Child Care Non-Administration Funding Allocation" to reflect current funding practices. The Catalog of Federal Domestic Assistance (CFDA) number has changed for this allocation.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-11 (effective 5/27/2010)</td>
<td>5101:9-6-11 (effective 7/19/2012)</td>
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</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Social Services Block Grant Quarterly Summary

ODJFS is rescinding rule 5101:9-7-10 "Social services block grant quarterly summary" of the Administrative Code. The "Social Services Block Grant Quarterly Summary of Direct Services Provided and Purchased Services Contracts and Agreements" (JFS 04282) is no longer required because the information is collected electronically.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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</table>
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 248

June 11, 2012

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Workforce Investment Act (WIA) Cost Pools

To reflect the addition of the WIA cost pool, the Ohio Department of Job and Family Services (ODJFS) is amending the following Administrative Code rules:

- 5101:9-1-02 County cost structures.
- 5101:9-1-04 Administrative costs.
- 5101:9-1-05 Allocation of shared costs.
- 5101:9-7-20 Income maintenance, workforce, social services, and child welfare random moment sample (RMS) time studies.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<tr>
<td>Chapter 7</td>
<td>5101:9-7-20 (effective 6/2/11)</td>
<td>5101:9-7-20 (effective 6/11/12)</td>
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</table>
ODJFS is rescinding Administrative Code rule 5101:9-6-37.1 "Title IV-B Adoption Allocation" as a result of an internal five-year rule review and to reflect the most current funding practices. ODJFS is no longer issuing funding for this allocation.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
FAPMTL 245 (Rescission of Rule 5101:9-6-29)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 245

May 25, 2012

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Rescission of Rule 5101:9-6-29

As the result of a five year rule review, ODJFS is rescinding Administrative Code rule 5101:9-6-29 "Earnings for the Recovery of Payments for Erroneous Aid to Dependent Children (ADC), Temporary Assistance for Needy Families (TANF), Ohio Works First (OWF) and Disability Financial Assistance (DFA)." The information contained in this rule is being updated to reflect the most current funding practices and will be included in Administrative Code rule 5101:9-7-06 "Reporting Collections and Earnings on Erroneous Payment Recoveries."

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
FAPMTL 244 (ODJFS Grants)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 244
May 3, 2012

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: ODJFS Grants

As outlined in Section 329.40 of Amended Substitute House Bill 225, select counties may enter into written agreements to create a joint operating agency. As a result, ODJFS is amending Administrative Code rule 5101:9-6-50 "Ohio Department of Job and Family Services (ODJFS) Grants" to update the definition of "County Family Services Agency."

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-50 (effective 4/27/2012)</td>
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</table>
ODJFS is rescinding current rule 5101:9-6-08.10 and issuing a new rule 5101:9-6-08.10 "Temporary Assistance For Needy Families (TANF) Summer Youth Employment Program Allocation" which outlines funding for the TANF Summer Youth Employment Program for 2012, as outlined in the Office of Family Assistance (OFA) Letter # 113. ODJFS OFS is providing funding for the enhancement or creation of summer employment opportunities for TANF eligible youths.

County agencies will receive initial allocations in May. Additional funding will be provided in July. Further details are outlined in the rule.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

**Attachment:**

[Office of Family Assistance (OFA) Letter # 113](#)
FAPMTL 243 (County Organization and Fiscal Administration)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 243

April 18, 2012

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: County Organization and Fiscal Administration

ODJFS is amending Administrative Code rule 5101:9-1-10 "Countywide Central Service Costs." The rule is being updated to reflect the most current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-1-10 (effective 1/30/2009)</td>
<td>5101:9-1-10 (effective 4/12/2012)</td>
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</table>
FAPMTL 242 (Ohio Children's Trust Fund (OCTF) Child Abuse and Neglect (CAN) Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 242
March 29, 2012

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Ohio Children's Trust Fund (OCTF) Child Abuse and Neglect (CAN) Allocation

ODJFS is amending Administrative Code rule 5101:9-6-40 "Ohio Children's Trust Fund (OCTF) Child Abuse and Neglect (CAN) Allocation" to reflect current funding practices. Effective state fiscal year (SFY) 2012, the funding source for this allocation is the OCTF state special revenue fund.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
As the result of an internal five-year rule review and to reflect the most current funding practices available, ODJFS is rescinding rule 5101:9-7-06 "Reporting County Collections." New rule 5101:9-7-06 titled "Reporting Collections and Earnings on Erroneous Payment Recoveries" now includes information on the earnings for the recovery of erroneous payments in addition to current reporting procedures.

In addition, to ensure reporting is correct at the state level, it is imperative that the CDJFS begins to report collections of benefits from past years separately from the collection of benefits that were issued during the current state fiscal year (SFY). This new requirement is paragraph (F) in the new rule. ODJFS is establishing new coding and will communicate that coding via a Bureau of County Finance Technical Assistance (BCFTA) update.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-7-06 (effective 3/30/2012)</td>
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</table>
FAPMTL 240 (CSEA Financing and Cash Management)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 240

March 1, 2012

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Multidisciplinary Training Grants Allocation

ODJFS is rescinding Administrative Code rule 5101:9-6-40.1 "Multidisciplinary Training Grants" as a result of an internal five-year review and to reflect the most current funding practices. ODJFS is no longer issuing funding for this allocation.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 239

March 8, 2012

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Disability Employment Initiative

ODJFS is issuing new Administrative Code rule 5101:9-31-14 "Disability Employment Initiative." The DEI allocation is for activities related to assisting adults with disabilities who are unemployed, underemployed, and/or receiving social security benefits. DEI related activities include:

- Education;
- Training; and
- Employment opportunities and outcomes.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
FAPMTL 238 (CSEA Financing and Cash Management)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 238
February 15, 2012
To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Child Support Enforcement Agency (CSEA) Financing and Cash Management

Rule 5101:9-7-02 "Child support enforcement agency (CSEA) financing and cash management" has been amended.

The changes are:

- The reference to rule 5101:9-7-24 of the Administrative Code has been deleted.
- The name of the financial statement was changed to reflect the current quarterly submission process.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-7-02 (effective 02/12/2012)</td>
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Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 237

February 9, 2012

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Rental Costs and Lease Agreements

As the result of an internal five-year rule review and to reflect the most current funding practices available, ODJFS is amending rule 5101:9-4-11 "Rental Costs and Lease Agreements."

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-4-11 (effective 11/20/2006)</td>
<td>5101:9-4-11 (effective 2/17/2012)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Workforce Investment Act (WIA) National Emergency Grant (NEG) On-the-Job Training (OJT) Allocation

The Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-31-66 "Workforce Investment Act (WIA) national emergency grant (NEG) on-the-job training (OJT) allocation." Initially, only the amount of OJT training costs reimbursed to the employers performing the OJT could be charged to this grant. As of January 1, 2012, allowable expenditures may also include other costs approved by the Office of Workforce Development (OWD).

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td><strong>5101:9-31-66</strong> (effective 02/11/2012)</td>
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</table>
FAPMTL 235 (Disposal of Assets)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 235

February 1, 2012

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Disposal of Assets

As the result of an internal five-year rule review and to reflect the most current funding practices available, ODJFS is amending Administrative Code rule 5101:9-4-15 "Disposal of Assets."

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-4-15 (effective 01/29/2007)</td>
<td>5101:9-4-15 (effective 2/04/2012)</td>
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</table>
ODJFS is issuing new Administrative Code rule **5101:9-6-16.2** "Refugee Cash and Medical Assistance Allocation." The allocation is for activities related to the general administration, eligibility related activities and coordination of the Refugee Cash Assistance (RCA) and Refugee Medical Assistance (RMA) programs. Also included are activities related to arranging for non-emergency medical transportation for persons receiving RMA. Administrative and direct service provision costs are not allowable.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td><strong>5101:9-6-16.2</strong> (effective 1/30/2012)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Procurement Requirements

As part of an internal five year rule review, ODJFS is rescinding Administrative Code rule 5101:9-4-07 "Procurement Requirements" and replacing it with more comprehensive rules 5101:9-4-07 "Procurement and Contract Requirements" and 5101:9-4-07.1 "Procurement Methods." This rule rescission and replacement does not change the requirements or allowable methods of procurement, the rules have been formatted to provide a better understanding of the competitive and noncompetitive process.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-4-07.1 (effective 1/30/2012)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Michael B. Colbert, Director  
Subject: Rescind Expired Allocation Rules

There are no current operating allocations for the following programs. Therefore, ODJFS is rescinding the following Administrative Code rules:

- 5101:9-6-57 "The Recruitment of African-American Adoptive Families Allocation"
- 5101:9-6-75 "AdoptOhio Kids" Allocation

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 231 (Rescission of Expired Allocation Rules)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 231
January 18, 2012

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Rescission of Expired Allocation Rules

There are no current operating allocations for the following programs. Therefore, ODJFS is rescinding the following Administrative Code rules:

- **5101:9-31-08** "WorkKeys" Assessment Allocation
- **5101:9-31-09** Workforce Innovation in Regional Economic Development (WIRED)
- **5101:9-31-10** Workforce Investment Act (WIA) Mass Layoff Planning Allocation
- **5101:9-6-06** Accountability Credibility Together (ACT) Allocation
- **5101:9-6-07.2** Freestore Foodbank BARIS Project Allocation
- **5101:9-6-07.3** Butler County Success Plan Allocation
- **5101:9-6-08.3** TANF Replacement Funding Allocation
- **5101:9-6-12.31** Gulf Coast Hurricane Relief Allocation
- **5101:9-6-22** Talbert House Allocation
- **5101:9-6-41** "Trade Adjustment Assistance Act" Allocation

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To:        Fiscal Administrative Procedure Manual Holders
From:      Michael B. Colbert
Subject:   Non-emergency Transportation (NET), Pregnancy Related Services and Transportation (PRST) and Healthchek Allocations

In order to provide clarification of current funding practices, Medicaid transportation services previously covered under Administrative Code rule 5101:9-6-05 "Income Maintenance Allocation" are now outlined in new rule 5101:9-6-44.1 "Non-Emergency Transportation Funding (NET), and Pregnancy Related Services and Transportation (PRST) and Healthchek Allocations."

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For additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
Ohio Administrative Code rule 5101:9-7-23 "Child support random moment sample time study" is being amended to reduce the minimum number of required observations in child support enforcement agencies with ten or fewer participating random moment sample positions.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Electronic Funds Transfer (EFT)

The Ohio Department of Job and Family Services (ODJFS) is rescinding rule 5101:9-7-24 "Electronic Funds Transfer (EFT)" of the Administrative Code as a result of an internal five-year review.

Section 329.03 of the Ohio Revised Code was amended with the passage of Amended Substitute House Bill 1, 128th General Assembly, to remove language that was no longer applicable regarding the requirement for county agencies to secure resolutions to adopt direct deposit.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Public Assistance and Public Children Services Agency Financing and Cash Management

In order to reflect the most current funding practices available, the Ohio Department of Job and Family Services is amending Administrative Code rules 5101:9-7-01 "Public Children Services Agency Financing" and 5101:9-7-03 "Public Assistance Financing and Cash Management." Changes are:

- Reference to rule 5101:9-7-24 of the administrative code has been deleted
- Title of financial statements have been changed to reflect current quarterly reporting requirements
- Updated reporting procedures to quarterly format

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 226 (WIA Local Area Financing and Cash Management)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 226
December 1, 2011

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Workforce Investment Act (WIA) Local Area Financing and Cash Management

Rule 5101:9-7-04 "Workforce Investment Act (WIA) local area financing and cash management" of the Administrative Code is being amended. The reference to rule 5101:9-7-24 of the Administrative Code has been deleted.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders  
From: Michael B. Colbert, Director  
Subject: SCPA and Fiesel Allocation  

ODJFS is rescinding Administrative Code rule 5101:9-6-34 "Fiesel Allocation" and amending Administrative Code rule 5101:9-6-19 "State Child Protective Allocation (SCPA)" to reflect the most current funding practices. Effective for SFY 12, the SCPA amount also includes funding formerly known as the Fiesel allocation.

Also effective for SFY12, as outlined in Section 309.50.20 of Amended Substitute House Bill 153 of the 129th General Assembly, a PCSA may elect to transfer all or a portion of its SCPA allocation to the county’s Families and Children First Council.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 224 (Federal Financial Participation \{FFP\} and the Nonfederal Matching Share)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 224

December 1, 2011

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Federal Financial Participation (FFP) and the Nonfederal Matching Share

As the result of an internal five-year rule review and to reflect the most current funding practices available, ODJFS is amending rule 5101:9-7-50 "Federal Financial Participation (FFP) and the Nonfederal Matching Share."

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 223 (Return of Funds)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 223

December 1, 2011

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Return of Funds

The Ohio Department of Job and Family Services (ODJFS) is rescinding rule 5101:9-7-30 "Return of funds to the Ohio department of job and family services (ODJFS)" of the Administrative Code as a result of an internal five-year review. The rule was replaced by rule 5101:9-20-01 "Ohio department of job and family services (ODJFS) incoming checks/negotiable funds" of the Administrative Code, effective May 1, 2007, APMTL Number 337.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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Because treasury offset program (TOP) repayments are no longer being reported on the JFS 02827, Administrative Code rule 5101:9-7-11 "Federal Tax and Offset Program Financial Reporting and Incentives" is being rescinded and removed from the Fiscal Administrative Procedure Manual (FAPM). Information on reporting TOP repayments in CRIS-E can currently be found in Administrative Code rule 5101:4-8-30 "Food Assistance: Treasury Offset Program" which is housed in the Food Assistance Certification Manual.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 221 (Title IV-E Funding)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 221

November 18, 2011

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Title IV-E Funding

The Ohio Department of Job and Family Services (ODJFS) is rescinding the existing rule 5101:9-6-28 of the Administrative Code and issuing a new 5101:9-6-28. The new rule has been re-formatted for clarity and more accurately reflects recent changes with the implementation of the Statewide Automated Child Welfare Information System (SACWIS). The rule also clarifies Title IV-E funding distributed by ODJFS to county agencies responsible for the administration of child welfare programs and to adoptive parents.

The new rule incorporates the following changes:

- The catalog of federal domestic assistance (CFDA) numbers for Title IV-E funding have been included;
- CFDA 93.658 governs Title IV-E Foster Care;
- CFDA 93.659 governs Adoption Assistance; and
- References to the Family and Children Services Information System (FACSIS) have been removed.

Questions may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 220 (County Share of Public Assistance and Mandated Share)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 220

November 17, 2011

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: County Share of Public Assistance and Mandated Share

ODJFS is amending Administrative Code rule 5101:9-6-31 "County Share of Public Assistance Expenditures and the Mandated Share Budget." The rule is being updated in an effort to reflect the most current funding practices including reducing to 105% from 110% the maximum amount, in comparison to the previous fiscal year, that may be required for the county share of public assistance expenditures.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Alternative Response Experiential Learning (AREL)

ODJFS is amending Administrative Code rule 5101:9-6-33 "Alternative Response Experiential Learning (AREL)." The rule is being updated to include reimbursement for special/one-time activities that ODJFS identifies through written notice as supporting the purpose of AREL activities.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 218 (IM Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 218

October 14, 2011

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: IM Allocation

The Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-6-05 "Income Maintenance (IM) Control Funding, Non-Emergency Transportation Funding, and Pregnancy Related Services and Transportation Funding." The amended 5101:9-6-05 "Income Maintenance (IM) Allocation" reflects the most current funding practices.

Effective SFY12, a CDJFS may elect to transfer all or a portion of its IM allocation to the CSEA.

A new rule will be issued outlining Medicaid pass-through funding for those services removed from the IM Allocation rule.

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For additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: County Organization and Fiscal Administration

ODJFS is amending Administrative Code rule 5101:9-1-16 "County Organization and Fiscal Administration." The rule is being updated as the result of an internal rule review in an effort to reflect the most current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 216 (Annual Risk Assessment Review and Monitoring Process)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 216

October 5, 2011

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Annual Risk Assessment Review and Monitoring Process

As a result of an internal five-year review, the Ohio Department of Job and Family Services (ODJFS) is rescinding rule 5101:9-1-88 "Subrecipient Annual Risk Assessment Review and Monitoring Process" of the Administrative Code and replacing it with a new rule with the same number to clarify existing policies and procedures.

This rule establishes minimal standard monitoring requirements for county family services agencies (CFSA) and workforce development agencies (WDA) in the performance of subrecipient monitoring.

There are no substantive content differences between the new rule and the rescinded rule it is replacing. The new rule was re-formatted to align the various concepts under each heading. There are two significant changes in the definitions. To clarify which local agencies are required to take part in the monitor process, county family services agencies (CFSA) and workforce development agencies (WDA), as subrecipients of the Ohio department of job and family services (ODJFS), are required to monitor their subrecipients. Also, references to "awards" have been changed to "grants."

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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To incorporate modifications to the County Finance Information System (CFIS) and to remain compliant with federal regulations, the Ohio Department of Job and Family Services (ODJFS) is revising the child support financing, reconciliation, and closeout procedures.

Rule 5101:9-7-02 "Child support enforcement agency (CSEA) financing and cash management" is being amended to clarify the calculations used to determine the cash on hand.

Rule 5101:9-7-02.1 "Child support enforcement agency (CSEA) quarterly reconciliation" is being rescinded and replaced by a rule with the same number. The new rule reflects the funding practices being implemented to condense the quarterly reconciliation process and improve the accuracy of federal reporting.

Rule 5101:9-7-02.2 "Child support enforcement agency (CSEA) annual and grant closeout" is being rescinded. Part of the rescinded rule has been incorporated into rule 5101:9-7-02.1, which is new.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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The Ohio Department of Job and Family Services is amending Administrative Code rules 5101:9-6-12.4 "Child, Family, and Adult Community and Protective Services Allocation" and 5101:9-6-10 "State Social Services Operating Allocation" in an effort to reflect the most current funding practices. With this update, county agencies may transfer a portion of either or both allocations to a flexible funding pool as outlined in Section 309.50.20 of Am. Sub. H.B. 153, 129th G.A.

The Office of Families and Children has developed formal guidance for the Family and Children First Council (FCFC) flexible funding pool. The expenditure of the pooled funds shall be made in collaboration and agreement between all local public agencies transferring the funds, the other local FCFC members and the FCFC administrative agency.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
As a result of Am. Sub. H.B. 153, 129th G.A., TANF IL funding has been reinstated. In an effort to reflect the most current fiscal practices, the Ohio Department of Job and Family Services is amending Administrative Code rule 5101:9-6-08.6 "Temporary Assistance to Needy Families (TANF) Independent Living (IL) Allocation."

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 212 (Ohio Healthy Marriage)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 212

September 15, 2011

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Ohio Healthy Marriage

Rule 5101:9-6-08.5 "Ohio healthy marriage allocation" of the Administrative Code is being rescinded. The Department of Health and Human Services granted a waiver under paragraphs (a) (1) and (a) (2) of Title XI, Section 1115 of the Social Security Act (42 U.S.C. 1315) to the state of Ohio for the child support enforcement demonstration project initiated by Clark County (Parents as Partners: The Clark County Ohio Demonstration Initiative). Funding under this waiver ended on June 30, 2011.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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FAPMTL 211 (Title IV-E Direct Contract Costs)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 211
August 31, 2011

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Title IV-E Direct Contract Costs

ODJFS is amending Administrative Code rule 5101:9-4-09 "Title IV-E Direct Billed Contract Costs." The rule is being updated as the result of an internal rule review in an effort to reflect the most current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-4-09 (effective 8/19/2006)</td>
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FAPMTL 210 (CSEA Administrative Fund)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 210

August 29, 2011

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Child Support Enforcement Agency (CSEA) Administrative Fund

The Ohio Department of Job and Family Services (ODJFS) is amending rule 5101:9-6-83 "Child Support Enforcement Agency (CSEA) Administrative Fund" of the Administrative Code as a result of the five-year review conducted under section 119.032 of the Revised Code. Requirements concerning the reporting of revenues and disbursements from the child support administrative fund on the JFS 02750 "Child Support Enforcement Agency (CSEA) Quarterly Financial Statement" are removed from rule 5101:9-6-83 because they are detailed in rule 5101:9-7-29 of the Administrative Code.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-6-83 (effective 3/19/2007)</td>
<td>5101:9-6-83 (effective 8/29/2011)</td>
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To: Fiscal Administrative Procedure Manual Holders  
From: Michael B. Colbert, Director  
Subject: Child Support Random Moment Sample (RMS) Time Study

To reflect the changes brought about by the implementation of a web-based RMS system, the Ohio Department of Job and Family Services (ODJFS) is rescinding existing Ohio Administrative Code rule 5101:9-7-23 "Child support random moment sample time study" and adopting a new 5101:9-7-23.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTTA) at (614) 752-9194.

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<td>(effective 06/17/2010)</td>
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ODJFS is rescinding Administrative Code rule 5101:9-6-81 "Kinship Permanency Incentive (KPI)" as there is no longer an operating allocation for the KPI. As outlined in FCASPL No. 218, issued July 8, 2011, the requirements for the KPI program may be found in rule 5101:2-40-04 "Kinship Permanency Incentive Program."

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 207 (Adult Services and Family Services Training Subsidies)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 207

July 25, 2011

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Adult Services and Family Services Training Subsidies

ODJFS is amending Administrative Code rule 5101:9-6-14.1 "Adult Services and Family Services (ASFS) Training Subsidies." The rule is being updated in an effort to reflect the most current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 206 (Child Support Performance Incentives)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 206
July 7, 2011

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Child Support Performance Incentives

The Ohio Department of Job and Family Services (ODJFS) is amending Ohio Administrative Code 5101:9-6-30 "Child Support Performance Incentive Payments" to reflect a change in funding practices. Effective with the allocations for state fiscal year 2011, ODJFS will retain ten per cent of the total amount of the federal share of incentives received for the provision of statewide IV-D services.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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Due to modifications to the County Finance Information System (CFIS) and to remain compliant with federal regulations, the Ohio Department of Job and Family Services (ODJFS) is revising the WIA financing, reconciliation, and closeout procedures.

Rule 5101:9-7-04 "Workforce Investment Act (WIA) financing and cash management" is being rescinded and replaced with a new rule with the same rule number because more than fifty percent of the current rule is being stricken, with a comparable amount of new text being added. The new rule is written to clarify the calculations used to determine the cash on hand.

Rule 5101:9-7-04.1 "Workforce Investment Act (WIA) quarterly reconciliation" is being rescinded and replaced with a new rule with the same rule number. The new rule reflects new funding practices being implemented to condense the quarterly reconciliation process and improve the accuracy of federal reporting.

Rule 5101:9-7-04.2 "Workforce Investment Act (WIA) annual and grant closeout" is being rescinded.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td><strong>5101:9-7-04.2</strong> (effective 10/15/2009)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Rescission of Workforce Development Fund Rule

The Ohio Department of Job and Family Services is rescinding rule 5101:9-31-05 "Workforce Development Fund." Language contained in the rule is captured in rules 5101:9-31-02 "Workforce Investment Act (WIA) initial formulary allocation methodology," 5101:9-7-04 "Workforce Investment Act (WIA) financing and cash management," and 5101:9-7-04.1 "Workforce Investment Act (WIA) quarterly reconciliation."

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Michael B. Colbert, Director  
Subject: Public Assistance Quarterly Reconciliation

The Ohio Department of Job and Family Services is rescinding Administrative Code rules 5101:9-7-03.1 "Public Assistance Quarterly Reconciliation" and 5101:9-7-03.2 "Public Assistance Annual and Grant Closeout." New Administrative Code rule 5101:9-7-03.1 "Public Assistance Quarterly Reconciliation," which replaces the rescinded rules, outlines new funding practices being implemented in order to condense the quarterly reconciliation process and improve the accuracy of federal reporting.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 202 (PCSA Quarterly Reconciliation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 202

June 28, 2011

To: All Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Public Children Services Agency (PCSA) Quarterly Reconciliation

Rule 5101:9-7-01.1 of the Administrative Code, "Public Children Services Agency (PCSA) Quarterly Reconciliation," and rule 5101:9-7-01.2 of the Administrative Code, "Public Children Services Agency (PCSA) Annual and Grant Closeout," have been rescinded. New rule 5101:9-7-01.1 of the Administrative Code, which replaces the rescinded rules, reflects new funding practices being implemented in order to condense the quarterly reconciliation process and improve the accuracy of federal reporting.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: All Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Financial Reporting Requirements For County Family Services Agencies (CFSA) and Workforce Investment Act (WIA) Local Areas

To reflect new funding practices, rule 5101:9-7-29 of the Administrative Code, "Ohio department of job and family services (ODJFS) supervised county agency financial reports," is being rescinded and replaced by a new rule with the same rule number. The title for the new rule will be "Financial reporting requirements for county family services agencies (CFSA) and Workforce Investment Act (WIA) local areas."

The most significant changes are:

- Uploads of the financial data into the county finance information system (CFIS) are due no later than the eighteenth, rather than the twentieth, day of the month following the month of the transaction.
- Financial statements will be submitted to the Office of Fiscal and Monitoring Services on a quarterly, rather than monthly, basis.
- Final quarterly financial statements will be generated by CFIS.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>(Effective 02/12/2007 )</td>
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FAPMTL 200 (WIA Administration Adjustment)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 200
July 5, 2011

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Workforce Investment Act (WIA) Administration Adjustment

The Ohio Department of Job and Family Services (ODJFS) is rescinding rule 5101:9-31 06 "Workforce Investment Act (WIA) administration adjustment" of the Administrative Code as a result of an internal five-year review and replacing it with a new rule to clarify existing policies and procedures.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>5101:9-31 06 (effective 7/2/2011)</td>
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To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Income Maintenance, Workforce, Social Services, and Child Welfare Random Moment Sample (RMS) Time Studies

To reflect the changes brought about by the implementation of a web-based RMS system, the Ohio Department of Job and Family Services (ODJFS) is amending Ohio Administrative Code 5101:9-7-20 "Income maintenance, workforce, social services, and child welfare random moment sample (RMS) time studies."

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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</table>
FAPMTL 198 (Refugee Social Services and Targeted Assistance Allocations)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 198

May 18, 2011

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Refugee Social Services and Targeted Assistance Allocations

ODJFS is amending Administrative Code rule 5101:9-6-16 "Refugee Social Services Program (RSSP) Allocation" and Administrative Code rule 5101:9-6-16.1 "Refugee Targeted Assistance Allocation." The rules are being updated in an effort to reflect the most current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 197 (Inter-County Adjustment of Allocations)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 197
May 26, 2011

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Inter-County Adjustment of Allocations

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-82 "Inter-county adjustment of allocations" to reflect the most current funding practices. With this update, a county family services agency (CFSA), as defined in section 307.981 of the Revised Code, may request an adjustment of funding for any state or federal allocation.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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The Ohio Department of Job and Family Services is rescinding Administrative Code rule 5101:9-6-12.5 "Child and Adult Protective Services Allocation" and issuing a new Administrative Code Rule 5101:9-6-12.5 "Child and Adult Protective and Community Services Allocation" in an effort to reflect the most current funding practices. With this update, county agencies may utilize funding for the same purposes as outlined in Administrative Code Rule 5101:9-6-12.4 "Child, Family and Adult Community and Protective Services Allocation."

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 195 (Combined SCPA Fiscal Sanctions)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 195

April 11, 2011

To: All Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Combined State Child Protective Allocation (SCPA) Fiscal Sanctions

As a result of an internal five year review, rule 5101:9-6-20 of the Administrative Code, "Combined State Child Protective Allocation (SCPA) Fiscal Sanctions," has been rescinded. The Ohio Department of Job and Family Services has determined that the process outlined in the rule is outdated and no longer relevant. Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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FAPMTL 194 (OCTF CAN Allocation Amendment)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 194
March 23, 2011

To: All Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Ohio Children's Trust Fund (OCTF) Child Abuse and Neglect (CAN) Allocation Amendment

Rule 5101:9-6-40 of the Administrative Code, Ohio Children's Trust Fund (OCTF) Child Abuse and Neglect (CAN) Allocation, has been amended to reflect the current funding practices. Effective state fiscal year (SFY) 2011, the funding source for this allocation is the Community-Based Child Abuse Prevention Grants.

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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FAPMTL 193 (AREL Amendment)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 193
March 23, 2011

To: All Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Alternative Response Experiential Learning (AREL) Amendment

Rule 5101:9-6-33 of the Administrative Code, Alternative Response Experiential Learning (AREL), has been amended to reflect the current funding practices.

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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<td>(Effective March 20, 2011)</td>
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FAPMTL 192 (Child and Adult Protective Services Fund)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 192
February 16, 2011

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Child and Adult Protective Services Fund

In accordance with Section 512.90 of Amended Substitute House Bill No 1 of the 128th General Assembly, the Ohio Department of Job and Family Services is allocating $23,000,000 for SFY 2011 from the Tobacco Use Prevention and Control Foundation Endowment Fund to support child and adult protective services. Funding details are outlined in new Administrative Code rule 5101:9-6-12.5 "Child and Adult Protective Services Allocation."

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 191 (Emergency Services Assistance Allocations)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 191

February 4, 2011

To: All Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Emergency Services Assistance Allocations

As a result of an internal five year review, rule 5101:9-6-36 of the Administrative Code, "Emergency Services Assistance Allocations," has been rescinded and replaced with two new rules to reflect the current funding practices. The following allocations reimburse the public children services agency (PCSA) for the provision of emergency supportive services.

5101:9-6-36 Emergency Services Assistance Allocations (ESAA) for Family Preservation
5101:9-6-36.1 Emergency Services Assistance Allocations (ESAA) for Family Reunification

Questions regarding these rules should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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5101:9-6-36.1 (Effective February 6, 2011) |
To: All Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Statewide Automated Child Welfare Information System (SACWIS) Subsidy Funding Reimbursement

As a result of an internal five-year review, rule 5101:9-7-80 of the Administrative Code, Statewide Automated Child Welfare Information System (SACWIS) Subsidy Funding Reimbursement, has been rescinded. The rescission reflects current funding practices.

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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FAPMTL 189 ("ProtectOhio" Funding)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 189
February 8, 2011
To: All Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: "ProtectOhio" Funding

As a result of a five year review, rule 5101:9-6-25 of the Administrative Code, "ProtectOhio" Funding, has been rescinded and replaced with a new rule to provide funding clarification.

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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<td>(Effective February 13, 2011)</td>
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FAPMTL 188 (CSEA Financing and Cash Management)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 188
January 6, 2011
To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Child Support Enforcement Agency (CSEA) Financing and Cash Management

In accordance with improvements made by the implementation of the County Finance Information System (CFIS) and to remain compliant with federal regulations, the Ohio Department of Job and Family Services (ODJFS) is amending rule 5101:9-7-02 of the Administrative Code. Changes have been implemented to reflect the following:

- Cash on hand reports will be completed quarterly, but calculations will use the amount of cash draws and reported expenditures over the lifetime of the funding source, rather than monthly or annually. This change will provide more accurate grant management accounting records.

- The current policy for reporting interest annually extends provisions in the State of Ohio's Treasury-State agreement to county agencies. However, local government subgrantees are governed by 31 C.F.R., Part 205, Subpart B and therefore local government subgrantees must be in compliance with 45 C.F.R. 92.21(i) which states that interest earned on advances must be reported at least quarterly. Therefore, interest must be reported quarterly, rather than annually. In addition, the county departments of job and family services, as the subgrantees, may keep interest amounts up to $100 per year for administrative expenses.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td>Chapter 7</td>
<td>5101:9-7-02 (effective 09/03/2009)</td>
<td>5101:9-7-02 (effective 1/13/2011)</td>
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</table>
FAPMTL 187 (Outstationed Eligibility and IM Funding)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 187

January 7, 2011

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Outstationed Eligibility and IM Funding

In an effort to provide the most updated funding information, the Ohio Department of Job and Family Services (ODJFS) is amending rule 5101:9-6-05 "Income maintenance (IM) control funding, non-emergency transportation (NET) funding, and pregnancy related services and transportation (PRST) funding."

Amendments were made to add "outstationed eligibility" under the nonfederal share of Medicaid administration expenditures that may be coded against IM.

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<td>5101:9-6-05 (effective 12/18/2009)</td>
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</table>

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 186 (Rule 5101:9-5-59 of the Administrative Code - Title IV-E Foster Care Expenditure Report [JFS 04280])

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 186
January 5, 2011

To: All Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Rule 5101:9-5-59 of the Administrative Code - Title IV-E Foster Care Expenditure Report (JFS 04280)

Rule 5101:9-5-59 of the Administrative Code - Title IV-E Foster Care Expenditure Report (JFS 04280) has been rescinded. Instructions (JFS 04280-I) and report JFS 04280 have been transferred from the Fiscal Administrative Procedure Manual (FAPM) to the Family, Children and Adult Services Manual (FCASM) effective March 31, 2010 (FCASPL 192). This rescission is consistent with current reporting procedures.

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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</table>
FAPMTL 185 (WIA: NEG-OJT Allocation)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 185
January 5, 2011

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Workforce Investment Act (WIA) National Emergency Grant (NEG) On-the-Job Training (OJT) Allocation

The Ohio Department of Job and Family Services (ODJFS) has received a federal NEG to provide on-the-job training to dislocated workers statewide. The funds issued are by the department of labor (DOL). Details of this allocation can be found in rule 5101:9-31-66 of the Administrative Code.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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In accordance with Section 1002 of Pub. L. 111-118, Department of Defense Appropriations Act, 2010, ODJFS is issuing new Administrative Code rule 5101:9-6-09.2 "Department of Defense (DOD) Supplemental Nutrition Assistance Program (SNAP) Funded Allocation." This funding is intended to supplement current state funding for SNAP.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 183 (ARRA Rapid Response Allocation Update)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 183
January 5, 2011

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: American Recovery and Reinvestment Act (ARRA) Rapid Response Allocation Update

The Ohio Department of Job and Family Services (ODJFS) is allocating unused ARRA rapid response funding. This additional funding will assist local areas’ efforts in continuing the provision of rapid response activities and services.

Funds issued in SFY 2011 may be applied to other rapid response activities and services as cited in rule 5101:9-31-54 of the Administrative Code and in accordance with regulations found in 20 C.F.R. sections 665.300, 665.310, and 665.320.

Details of this allocation may be found in rule 5101:9-31-68 of the Administrative Code.

Please direct inquiries to your ODJFS Fiscal Supervisors or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>Not Applicable</td>
<td>5101:9-31-68 (effective 01/03/11)</td>
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</table>
The Ohio Department of Job and Family Services is issuing new Administrative Code rule 5101:9-6-44 "Public Assistance Pass-through Funding." This rule outlines "pass-through" funding for County Departments of Job and Family Services.

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For additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 181 (Family Service Agency Responsibilities Update)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 181
December 3, 2010

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Family Service Agency Responsibilities Update

Rule 5101:9-6-51 of the Administrative Code "Family Service Agency Responsibilities" has been amended as a result of an internal five year review. Fiscal administrative procedural changes are not being introduced in this transmittal. The existing rule has been amended to clarify language and provide the most current and accurate information available.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
FAPMTL 180 (Catalog of Federal Domestic Assistance Changes to the National Emergency Grant, WIA General Rapid Response Funding and Dislocated Worker Formula Grants Update)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 180

November 12, 2010

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Catalog of Federal Domestic Assistance Changes to the National Emergency Grant, Workforce Investment Act (WIA) General Rapid Response Funding and Dislocated Worker Formula Grants Update

The Ohio Department of Job and Family Services (ODJFS) is updating rule 5101:9-6-53 (National Emergency Grants), 5101:9-31-99 (Workforce Investment Act (WIA) General Rapid Response Funding), and 5101:9-31-02 (Workforce Investment Act (WIA) Initial Formulary Allocation Methodology) of the Administrative Code to notify local workforce investment areas (LWIA) of a change in the Catalog of Federal Domestic Assistance for these grant appropriations.

This change was recently announced by the Employment and Training Administration advisory system and communicated in the Training and Employment Guidance Letter (TEGL) No. 10-10.

Questions regarding this update, should be directed to your ODJFS fiscal supervisor or you may call the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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| Chapter 3 | 5101:9-31-02  
(Effective 9/15/2010) | 5101:9-31-02  
(Effective 12/01/2010) |
| | 5101:9-31-99  
(Effective 7/01/2010) | 5101:9-31-99  
(Effective 12/01/2010) |
FAPMTL 179 (State Child Protective Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 179

November 3, 2010

To: All Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: State Child Protective Allocation

Rule 5101:9-6-19 of the Administrative Code "State Child Protective Allocation (SCPA)" has been amended because of the five-year review under section 119.032 of the Revised Code.

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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<td>5101:9-6-19 (Effective February 5, 2006)</td>
<td>5101:9-6-19 (Effective November 11, 2010)</td>
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</table>
The new rule 5101:9-6-34 of the Administrative Code, "Fiesel Allocation", has been created to reflect current funding for the foster care services program initiatives.

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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<td>5101:9-6-34 (Effective November 11, 2010)</td>
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</table>
FAPMTL 177 (Alternative Response Experiential Learning [AREL])

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 177

November 9, 2010

To: All Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Alternative Response Experiential Learning (AREL)

Rule 5101:9-6-33 of the Administrative Code "Alternative Response Experiential Learning (AREL)" designates funds for experiential learning activities that develop and increase the number of approved responses to accepted reports of child abuse and/or neglect.

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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<td>5101:9-6-33 (Effective November 8, 2010)</td>
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</table>
FAPMTL 176 (PCSA Financing)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 176
November 3, 2010

To: All Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Public Children Services Agency (PCSA) Financing

Rule 5101:9-7-01 of the Administrative Code, "Public Children Service Agency (PCSA) Financing," has been amended to reflect current funding practices.

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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<td>Chapter 7</td>
<td>5101:9-7-01 (Effective August 21, 2009)</td>
<td>5101:9-7-01 (Effective November 4, 2010)</td>
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</table>
In accordance with improvements made by the implementation of the County Finance Information System (CFIS) and to remain compliant with federal regulations, the Ohio Department of Job and Family Services (ODJFS) is amending rule 5101:9-7-03 of the Administrative Code. Changes have been implemented to reflect the following:

Cash on Hand reports will be completed quarterly, but calculations will use the amount of cash draws and reported expenditures over the lifetime of the funding source, rather than monthly or annually. This change will provide more accurate grant management accounting records.

The current policy for reporting interest annually extends provisions in 31 C.F.R., part 205, Subpart A and the State of Ohio's Treasury-State agreement to county agencies. However, local government subgrantees are governed by 31 C.F.R., part 205, Subpart B and therefore local government subgrantees must be in compliance with 45 C.F.R. 92.21 (i) which states that interest earned on advances must be reported at least quarterly. Therefore, interest must be reported quarterly, rather than annually. In addition, the county departments of job and family services, as the subgrantees, may keep interest amounts up to $100 per year for administrative expenses.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>Chapter 7</td>
<td>5101:9-7-03 (effective 9/12/09)</td>
<td>5101:9-7-03 (effective 11/5/10)</td>
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</table>
FAPMTL 174 (WIA Area Financing and Cash Management Amended Rule 5101:9-7-04 Update)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 174

November 19, 2010

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Workforce Investment Act (WIA) Area Financing and Cash Management Amended Rule 5101:9-7-04 Update

In accordance with improvements made by the implementation of the County Finance Information System (CFIS) and to remain compliant with federal regulations, the Ohio Department of Job and Family Services (ODJFS) is amending rule 5101:9-7-04 of the Administrative Code. Changes have been implemented to reflect the following:

Cash on Hand reports will be completed quarterly, but calculations will use the amount of cash draws and reported expenditures over the lifetime of the funding source, rather than monthly or annually. This change will provide more accurate grant management accounting records.

The current policy for reporting interest annually extends provisions in 31 C.F.R., part 205, Subpart A and the State of Ohio's Treasury-State agreement to county agencies and WIA local areas. However, local government subgrantees are governed by 31 C.F.R., part 205, Subpart A and therefore local government subgrantees must be in compliance with 45 C.F.R. 92.21 (i) which states that interest earned on advances must be reported at least quarterly. Therefore, interest must be reported quarterly, rather than annually. In addition, the local areas, as subgrantees, may keep interest amounts up to one hundred dollars per year for administrative expenses.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-7-04 (effective 11/7/09)</td>
<td>5101:9-7-04 (effective 12/01/10)</td>
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</table>
Rule 5101:9-6-39 of the Administrative Code "Youth Advisory Board (YAB) Allocation" has been amended to reflect the Children's Justice Act grant as the allocation funding source effective state fiscal year (SFY) 2011. Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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<td>(Effective June 1, 2010)</td>
<td>(Effective September 30, 2010)</td>
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The Ohio Department of Job and Family Services (ODJFS) is extending the funding availability period for project HIRE through October 31, 2010.

Liquidation of funds must be completed by December 31, 2010. Local areas must use the JFS 01992 "Workforce Investment Act (WIA) Fund Certification Sheet" for reporting data.

Guidance and procedures for use of these funds in accordance with the WIA ARRA grant is defined in rule 5101:9-31-59 of the Administrative Code in accordance with the respective programs requirements and allocations.

Should local areas have additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 171 (Disability Program Navigator Initiative Update)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 171

September 21, 2010

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Disability Program Navigator Initiative Update

The Ohio Department of Job and Family Services (ODJFS) is updating rule 5101:9-31-13 of the Administrative Code to notify local workforce investment areas (LWIA) of an extension of the grant period for the Disability Program Navigator Initiative.

Questions regarding this update, should be directed to your ODJFS fiscal supervisor or you may call the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>(Effective 09/30/2010)</td>
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**FAPMTL 170 (PASSS Medical and Mental Health Respite Care Services Allocation)**

**Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 170**

September 16, 2010

To: All Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Post Adoption Special Services Subsidy (PASSS) Medical and Mental Health Respite Care Services Allocation

Rule 5101:9-6-38.1 of the Administration Code "Post Adoption Special Services Subsidy (PASSS) Medical and Mental Health Respite Care Services Allocation" is a new rule. Beginning state fiscal year (SFY) 2011, this allocation will consist 100% of state funds. Respite care services are described in rule 5101:2-44-13.1 of the Administrative Code, paragraphs (E) through (L).

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-82 "Inter-county adjustment of allocations" to reflect that inter-county funding transfers can occur during the funding availability period and not solely on the basis of the State Fiscal Year (SFY).

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>(effective 11/6/09)</td>
<td>(effective 10/1/2010)</td>
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To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: TANF SEP Allocation

ODJFS is amending rule 5101:9-6-08.9 "TANF Subsidized Employment Allocation" to extend funding availability through May 31, 2011.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is updating information included in rule \texttt{5101:9-31-02} of the Ohio Administrative Code entitled "Workforce Investment Act (WIA) Initial Formulary Allocation Methodology."

New and effective program, allocation, and language changes required amendment of the existing rule.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>(effective 7/13/09)</td>
<td>(effective 9/15/2010)</td>
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To: All Fiscal Administrative Procedure Manual Holders  
From: Douglas E. Lumpkin, Director  
Subject: Adoption Assistance (AA) Payments and State Adoption Maintenance Subsidy (SAMS)

"Title IV-E Funding" rule 5101:9-6-28 of the Administrative Code has been amended to remove subsidy and payment amounts. Effective July 1, 2010 the Public Children Services Agency (PCSA) will be notified of the specific AA payment amount and the SAMS amount in an annual procedure letter.

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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<td>(Effective June 30, 2010)</td>
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Administrative Code Rule 5101:9-8-06 "Food Assistance Payment Accuracy Incentive Allocation," originally effective August 1, 2009, outlines funding details for incentives resulting from "Food Stamp Payment Accuracy County Performance Measurement System."

The Ohio Department of Job and Family Services has amended this rule in order to extend the funding eligibility date through July 31, 2010.

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<td>5101:9-8-06 (effective 6/18/2010)</td>
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</table>

For additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
 Administrative Code rule 5101:9-6-12.4 "Child, Family, and Adult Community Protective Services Allocation" is being updated to ensure the distribution methodology remains in accordance with all federal and state regulations.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
As directed by the United States Department of Health and Human Services, ODJFS is amending Administrative Code rule 5101:9-7-23 "Child support random moment sample time study." The most significant changes/clarifications are outlined below:

- "Core" hours have been replaced with "staff" hours.
- Each agency will set up and submit the staff work hours to ODJFS, based upon the actual hours the agency is open unless entering separate employee groups. If the agency has employees working flex time, the agency has the option of setting up separate employee groups. If an agency exercises this option, the separate employee groups are based on the actual hours each employee group is scheduled to work.
- Completed observation forms must be returned to the RMS coordinator or alternate within two business days.
- Language has been added to assist in differentiating between a non-reimbursable and an invalid response.

If you have questions, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 162 (Chafee Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 162

June 11, 2010

To: All Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Chafee Allocation

Rule 5101:9-6-35 of the Ohio Administrative Code "Chafee Allocation" has been rescinded and replaced with a new rule to reflect the current funding practices.

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at 614-752-9194.

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<td>(Effective January 30, 2009)</td>
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The Ohio Department of Job and Family Services (ODJFS) is administering the VETS O.N.E. annual incentive program as a way to recognize one-stops that provide outstanding services that train and prepare veterans to find suitable employment.

Details of this allocation may be found in rule 5101:9-31-95 of the Administrative Code.

ODJFS expects improvement and modernization of employment, training, and placement services for veterans. VETS O.N.E. recognizes one-stop centers for excellence in the provision of such services and/or for making demonstrable improvements in the provision of services to veterans.

Please direct inquiries to your ODJFS Fiscal Supervisors or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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The Ohio Department of Job and Family Services (ODJFS) is rescinding rule 5101:9-6-53 of the Ohio Administrative Code entitled "National Emergency Grant" and enacting a new replacement rule with the same rule number entitled, "Workforce Investment Act (WIA) National Emergency Grant (NEG) Allocation."

New and effective program, allocation, and language changes required development of a new rule. The rule title and number were maintained for easier reference by users.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 159 (Caseworker Visits Allocation)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 159
June 1, 2010
To: All Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Caseworker Visits Allocation

Rule 5101:9-6-37.2 of the Administrative Code "Caseworker Visits Allocation" has been amended to include an updated distribution methodology and a 10% administrative cap.

Questions regarding this rule should be directed to the Bureau of County Finance and Technical Assistance (BCFTA) at 614-752-9194 or your Fiscal Supervisor.

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(Effective December 1, 2007) | 5101:9-6-37.2  
(Effective June 1, 2010) |
To: Fiscal Administrative Procedure Manual Holders  
From: Douglas E. Lumpkin, Director  
Subject: Temporary Assistance for Needy Families (TANF) Subsidized Summer Employment Program for Youth

ODJFS is issuing new rule 5101:9-6-08.10 "Temporary Assistance for Needy Families (TANF) Subsidized Summer Employment Program for Youth Allocation" to provide funding for the enhancement or creation of summer employment opportunities for TANF eligible youths. This funding will be allocated only to counties who expressed interest in writing to the Office of Families and Children by the deadline established and communicated to counties in "Family Assistance Letters No. 93 and No. 93A."

Funding will be available for programs in place from June 1, 2010 through August 31, 2010. As long as the program is otherwise eligible and approved, preparation costs incurred in May will be considered allowable expenditures. The liquidation period is thirty days long, ending on September 30, 2010. The CDJFS will direct charge youth wage subsidy expenditures to this allocation.

CDJFS staff will use existing random moment sample (RMS) codes for summer youth employment programs while performing activities defined as TANF administration. ODJFS will establish new RMS coding for activities other than administration. Coding information will be communicated through a BCFTA Update. This allocation is a result of receipt of funds from the TANF Emergency Fund under the ARRA. Funding details are outlined in the rule.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
Rule 5101:9-6-39 of the Administrative Code "Youth Advisory Board (YAB) Allocation" is a new allocation that provides funds to county YABs. YABs strengthen and develop the foster care communities in Ohio through the facilitation of ongoing communication, training, and the identification of resources. Currently nine counties have established YABs and the $20,000 allocation will be distributed equally among them:

Athens,
Cuyahoga,
Erie,
Franklin,
Hamilton,
Lorain,
Mahoning,
Montgomery, and
Stark

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at 614-752-9194.

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May 25, 2010

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Child Support Enforcement Agency (CSEA) Funding

The Ohio Department of Job and Family Services (ODJFS) is issuing new Administrative Code rule 5101:9-6-90, "Child support enforcement agency (CSEA) funding." This rule outlines the funding for the child support enforcement agencies.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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In an effort to provide the most current funding practices, ODJFS is amending rule 5101:9-6-11 "County Child Care Non-Administration Funding Allocation." County agencies may submit a draw request on April 2nd for expenditures due before April 30. Effective May 1, 2010 all child care provider expenditures will be processed through the new Child Care Information Data System, regardless of the date of service.

After April 30, 2010, the county agencies will not report child care provider expenditures on the JFS 02827. Child Care grants will be reconciled during the April - June quarter close process.

The process for reporting the collection of erroneous payments will not change. County agencies will use current codes and continue to report as required by rule 5101:9-7-06 "Reporting County Collections."

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is allocating general rapid response funding to support the provision of rapid response activities. This award shall provide assistance to local areas' efforts to respond to disasters, mass layoffs, plant closings, or other dislocation events when such events substantially increase the number of unemployed individuals.

Details of this allocation may be found in rule 5101:9-31-99 of the Administrative Code.

Please direct inquiries to your ODJFS Fiscal Supervisors or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Douglas E. Lumpkin, Director  
Subject: Food and Nutrition Services (FNS) State Exchange Allocation

ODJFS is issuing new Administrative Code rule 5101:9-6-09.1 "FNS State Exchange Allocation" to outline procedures for reimbursement for costs associated with out of state travel expenses for counties designated as a "Big Ten" county by FNS. All requests for state exchange funds are placed at the state level through Ohio's FNS Big Ten Steering Committee Representative for initial denial/approval and then submitted to FNS for final approval. Funding details are outlined in the rule.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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As directed by the United States Department of Health and Human Services, ODJFS is amending Administrative Code rule 5101:9-7-20 "Income maintenance, workforce, social services, and child welfare random moment sample (RMS) time studies." The most significant changes/clarifications are outlined below:

- "Core" hours have been replaced with "staff" hours.
- Each agency will set up and submit the staff work hours to ODJFS, based upon the actual hours the agency is open unless entering separate employee groups. If the agency has employees working flex time, the agency has the option of setting up separate employee groups. If an agency exercises this option, the separate employee groups are based on the actual hours each employee group is scheduled to work.
- Completed observation forms must be returned to the RMS coordinator or alternate within two business days.
- Language has been added to assist in differentiating between a non-reimbursable and an invalid response.

If you have questions, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders  
From: Douglas E. Lumpkin, Director  
Subject: Federal Social Services and Title XX Transfer Allocations  

Administrative Code rules 5101:9-6-12 "Federal Social Services Allocation" and 5101:9-6-12.1 "Title XX Temporary Assistance for Needy Families Transfer Allocation" have been updated to:

- ensure the distribution methodology remains in accordance with all federal and state regulations; and
- clarify Title XX-eligible child care expenditures.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 150 (Refugee Social Services Program Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 150

April 7, 2010

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Refugee Social Services Program Allocation

ODJFS is amending Administrative Code rule 5101:9-6-16 "Refugee social services program (RSSP) allocation." The methodology used to distribute funds has been updated to reflect current funding practices. Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 148 (ARRA Rapid Response Baseline Funding to Implement the ODJFS Rapid Response Model)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 148
April 20, 2010

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: American Recovery and Reinvestment Act (ARRA) Rapid Response Baseline Funding to Implement the Ohio Department of Job and Family Services' (ODJFS) Rapid Response Model

ODJFS has allocated the ARRA rapid response baseline funding to implement the ODJFS rapid response model. This award shall provide baseline funding for workforce investment local areas’ efforts to implement the state’s new rapid response model and to provide rapid response services. Additional ARRA rapid response funds may be awarded based on application and need.

Details of this allocation may be found in rule 5101:9-31-67 of the Administrative Code.

Please direct inquiries to your ODJFS Fiscal Supervisors or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: All Fiscal Administrative Procedure Manual Holders  
From: Douglas E. Lumpkin, Director  
Subject: Ohio Children's Trust Fund (OCTF) Child Abuse and Neglect (CAN) Allocation

Rule 5101:9-6-40 of the Administrative Code - "Ohio Children's Trust Fund (OCTF) Child Abuse and Neglect (CAN) Allocation" has been rescinded and replaced with a new rule to include the following items:

- The state allocation is $176,000 and each county is eligible to receive $2000.00;
- Partial list of allowable expenditures that may be incurred prior to and during the month of April; and
- Local media awareness efforts must be aligned with the state messaging campaign provided by ODJFS.

Please direct questions regarding this allocation to your ODJFS Fiscal Supervisor, the Bureau of County Finance and Technical Assistance at (614) 752-9194, or the Ohio Children's Trust Fund at (614) 466-7675.

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FAPMTL 147 (Child Support Performance Incentives)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 147

April 2, 2010

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Child Support Performance Incentives

For federal fiscal year (FFY) 2009 and the first month of FFY 2010, the Ohio Department of Job and Family Services (ODJFS) issued the federal financial participation (FFP) of Title IV-D expenditures paid for with child support incentives as a reimbursement to the child support enforcement agency (CSEA).

Effective November 1, 2009, subject to the availability of funding, a CSEA intending to use child support incentives as the nonfederal share may draw down the FFP for actual and immediate needs in advance. Ohio Administrative Code 5101:9-6-30 "Child Support Performance Incentive Payments" has been amended to reflect this change in funding practice.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 146 (Child Support Demonstration Projects)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 146

April 2, 2010

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Child Support Demonstration Projects

The Ohio Department of Job and Family Services (ODJFS) will issue allocations for project funding to the county child support enforcement agencies (CSEA) in the following counties:

1. Cuyahoga, for the operation of "Projects To Address The Sudden And Prolonged Effect Of The Economic Downturn On The IV-D Caseload And Program Operations";
2. Franklin, for the operation of "Child Support Pathfinders Services"; and
3. Stark, for the operation of "Project Rapid Response."

These project proposals have been approved by the U. S. Department of Health and Human Services. Funding details are in new Administrative Code rule 5101:9-6-94 "Child support enforcement agency (CSEA) project grants."

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 145 (County Written Code of Standards of Conduct)
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 145
March 11, 2010

To: All Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: County Written Code of Standards of Conduct

Rule 5101:9-4-04 of the Administrative Code "County Written Code of Standards of Conduct" has been filed as a result of an internal five year review. Fiscal administrative procedural changes are not being introduced in this transmittal. The existing rule has been rescinded and replaced with a new rule to clarify language and make this rule easier to comprehend.

Questions regarding this rule amendment should be directed to the Bureau of County Finance and Technical Assistance at 614-752-9194 or to your Fiscal Supervisor.

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FAPMTL 144 (Rescission of Rule 5101:9-6-55)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 144

February 25, 2010

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Rescission of Rule 5101:9-6-55

As a result of an internal five year rule review, ODJFS is rescinding Administrative Code Rule 5101:9-6-55 "One time special funding for income maintenance control and federal social services." This allocation was issued for SFY 2005 only and no longer reflects current funding.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is rescinding rule 5101:9-6-54 of the Ohio Administrative Code entitled "Department of Labor (DOL) Settlement Funds Allocation."

This allocation is no longer being distributed by ODJFS and is therefore not applicable.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 142

January 22, 2010

To: All Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Procurement Rules

Fiscal administrative procedural changes are not being introduced in this transmittal.

The following procurement rules of the Administrative Code have been edited to clarify definitions, update language, and include current citations of federal regulations:

- **5101:9-4-01** Acquisition Standards Definitions
- **5101:9-4-02** Standards for Acquisition
- **5101:9-4-06** Small and Minority Businesses and Women's Business Enterprise and Labor Surplus Area Firms

Please direct questions regarding these amendments to the Bureau of County Finance and Technical Assistance (BCFTA) at 614-752-9194 or to your ODJFS Fiscal Supervisor.

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To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Rescission of Rule 5101:9-6-49 -Veteran Short-term Training Program (VSTP) Allocation

The Ohio Department of Job and Family Services (ODJFS) is rescinding rule 5101:9-6-49 of the Ohio Administrative Code entitled, "Veteran Short-term Training Program (VSTP) Allocation."

This allocation is no longer being distributed by ODJFS and is therefore not applicable.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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The Ohio Department of Job and Family Services (ODJFS) is rescinding rule 5101:9-31-04 of the Ohio Administrative Code entitled, "Reed Act One-Stop Allocation". This allocation is no longer being distributed by ODJFS and is therefore not applicable.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 139 (TANF SEP Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 139

January 5, 2010

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: TANF SEP Allocation

ODJFS is issuing new rule 5101:9-6-08.9 "TANF Subsidized Employment Allocation" to issue funding for the enhancement of subsidized employment programs for TANF-eligible individuals. This funding will be allocated only to counties who expressed interest in writing by the October 28, 2009 deadline established and communicated to counties in the Office of Families and Children, Family Stability Letter # 91.

CDJFS staff will use existing random moment sample (RMS) codes for subsidized employment programs while performing work related to this project. Participating CDJFS will charge expenditures to this allocation via post-allocated adjustments. Expenditures from this allocation will enable Ohio to qualify for additional dollars in the TANF Emergency Funds under the American Recovery and Reinvestment Act. Funding details are outlined in the rule.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is implementing a one-stop system enhancement program to provide funding to local workforce investment areas (LWIA) to enhance physical and technological access to services for job-seeking individuals and employers, and to provide for continuous improvement efforts in service delivery.

This program provides up to eight million dollars in statewide funds to LWIA within Ohio. Details of this allocation may be found in rule 5101:9-31-31 of the Administrative Code.

Please direct inquiries to your ODJFS Fiscal Supervisors or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 137 (TANF & Child Care Administration Cap Rule Changes)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 137

December 21, 2009

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: TANF & Child Care Administration Cap Rule Changes

Federal regulations, in 45 C.F.R. 263.13 and 45 C.F.R. 98.52, place restrictions on the amount of Temporary Assistance for Needy Families (TANF) and Child Care funding that may be used, statewide, for administrative costs. Failure by the State to adhere to the administrative limit set by federal regulations constitutes a misuse of funds and therefore compromises funding levels for both the TANF and the Child Care programs.

In order to ensure proper and accurate reporting of administrative costs, ODJFS has determined that it is necessary to make changes to the TANF and CC funding allocations issued to local family services agencies. ODJFS is not making changes in the amount of funding issued to the county for TANF and CC; ODJFS is only making changes in the issuance and reporting aspects of the grants.

The changes are detailed in the rules identified below, which were emergency filed, effective October 1, 2009 (FAPMTL No. 129), and filed on a permanent basis, effective December 30, 2009.

ODJFS is splitting the current TANF allocation into two separate allocations for the purpose of tracking and monitoring TANF administrative costs.

- Amended rule 5101:9-6-08 titled "TANF Regular Allocation" outlines requirements and allowable expenditures for non-administrative costs.
- New rule 5101:9-6-08.8 titled "TANF Administration Allocation" outlines requirements and allowable expenditures for administrative costs.

ODJFS is also splitting the current Child Care allocation into two separate allocations for the purpose of tracking and monitoring Child Care administrative costs. The current rule, 5101:9-6-11, titled "County Child Care Funding Allocation and Child Care Quality Allocation" will be rescinded and reissued as follows:

- 5101:9-6-11 titled "County Child Care Non Administration Allocation" outlines requirements and allowable expenditures for non-administrative costs;
- 5101:9-6-11.2 titled "County Child Care Administration Allocation" outlines requirements and allowable expenditures for administrative costs; and
- 5101:9-6-11.3 titled "Child Care Quality Allocation" outlines the requirements and allowable expenditures for costs associated with child care quality.

In addition, ODJFS is rescinding the current "Child Care 2 Allocation" rule 5101:9-6-11.1 Excess child care expenditures may now be charged to either the TANF Administrative Allocation or the TANF Regular allocation as detailed in new rules 5101:9-6-11 and 5101:9-6-11.2.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 136 (Disability Medical Assistance Rescission)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 136

December 16, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Disability Medical Assistance Rescission

In an effort to provide the most updated funding information, the Ohio Department of Job and Family Services (ODJFS) is amending rule 5101:9-6-05 "Income maintenance (IM) control funding, non-emergency transportation (NET) funding, and pregnancy related services and transportation (PRST) funding."

Amendments were made to remove references to Disability Medical Assistance, abolished in accordance with Am. Sub. H.B. 1 of the 128th General Assembly effective November 1, 2009.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: All Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Public Children Services Agencies (PCSA) Accreditation Subsidies

Rule 5101:9-6-21 of the Administrative Code "PCSA Accreditation Subsidies" is being rescinded because it no longer reflects the current funding practices. Funding is no longer awarded as a supplement to the State Child Protection Allocation (SCPA). Accreditation funding is outlined in the provisions of the Ohio Department of Job and Family Services Grant Agreement.

Please direct questions regarding rule 5101:9-6-21 of the Administrative Code to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders  
From: Douglas E. Lumpkin, Director  
Subject: Mandated Share

Effective with state fiscal year 2010, a CDJFS will have the flexibility to meet its individual county needs by applying the TANF mandated share to expenditures under the food assistance and Medicaid programs. ODJFS will calculate the TANF portion of each county's mandated share and add half the amount to the food assistance budget and half of the amount to the Medicaid budget. A CDJFS may request ODJFS to transfer all or a portion of the amount to the TANF allocation at any time during the state fiscal year. Details regarding this change and a list of the applicable programs is in the amended Administrative Code rule 5101:9-6-31 "County Share of Public Assistance Expenditures and the Mandated Share Budget."

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 133 (Title IV-E Foster Care Maintenance (FCM) Agreements)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 133

November 4, 2009

To: All Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Title IV-E Foster Care Maintenance (FCM) Agreements Between the Ohio Department of Job and Family Services (ODJFS) and County Juvenile Courts.

Rule 5101:9-7-08 of the Administrative Code has been amended. The Office of Families and Children, Bureau of Administration and Fiscal Accountability is responsible for the oversight of the juvenile court cost allocation program (FAPMTL 105). The sub-grant agreement between courts, counties, and the Ohio Department of Job and Family Services has been changed to reflect this rule amendment.

Please direct your questions to the Bureau of County Finance and Technical Assistance at 614-752-9194 or to your ODJFS Fiscal Supervisor.

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To: All Fiscal Administrative Procedure Manual Holders  

From: Douglas E. Lumpkin, Director  

Subject: Amendment to the Kinship Permanency Incentive  

Rule **5101:9-6-81** of the Administrative Code "Kinship Permanency Incentive" has been amended to identify the program funding source and the maximum number of benefit payments. This amendment is being proposed as a result of Am. Sub. H. B. 1 of the 128th General Assembly.

In accordance with Family, Children and Adult Services Procedure Letter No. 179:

"Kinship caregivers will be eligible for the incentive payments under the previous OAC rule 5101:2-40-04 requirements of $1,000 for an initial payment and $500 for subsequent payments for applications received prior to the emergency rule file date regardless of when the application was approved.

Kinship caregivers will be eligible for the incentive payments under the emergency rule OAC 5101:2-40-04 requirements of $525 for an initial payment and $300 for subsequent payments for applications received and approved on or after the emergency rule file date."

Questions regarding the Kinship Permanency Incentive should be directed to the Bureau County Finance and Technical Assistance - 614-752-9194 or your ODJFS fiscal supervisor.

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To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: County Subgrant Agreement and Allocation Process

ODJFS is amending Administrative Code rule 5101:9-6-02 "County Subgrant Agreement and Allocation Process" to provide additional funding level flexibility to county family services agencies. Effective with this amendment, counties will have the opportunity to redistribute funds at the end of both the second and third quarters of the state fiscal year.

In addition, the terms "grant" and "grantee" have been changed to "subgrant" and "subgrantee" to more accurately reflect the subgrant agreement language.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The American Recovery and Reinvestment Act (ARRA) temporarily reverses a provision in the Deficit Reduction Act of 2005 that ended the practice of providing federal matching funds for the state expenditure of child support incentive payments. The ARRA provision is effective for Title IV-D expenditures paid for with child support incentives from October 1, 2008, through September 30, 2010.

During this time, Child Support Enforcement Agencies will be reimbursed for sixty-six per cent of incentive funds used during federal fiscal year (FFY) 2009 and FFY 2010, including incentives earned and not spent in prior years. Ohio Administrative Code 5101:9-6-30 "Child Support Performance Incentive Payments" has been rescinded and replaced with a new rule to reflect the changes.

Should you have questions regarding this rule change, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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Federal regulations, in 45 C.F.R. 263.13 and 45 C.F.R. 98.52, place restrictions on the amount of Temporary Assistance for Needy Families (TANF) and Child Care funding that may be used, statewide, for administrative costs. Failure by the State to adhere to the administrative limit set by federal regulations constitutes a misuse of funds and therefore compromises funding levels for both the TANF and the Child Care programs.

In order to ensure proper and accurate reporting of administrative costs, ODJFS has determined that it is necessary to make changes to the TANF and CC funding allocations issued to local family services agencies. ODJFS is not making changes in the amount of funding issued to the county for TANF and CC; ODJFS is only making changes in the issuance and reporting aspects of the grants.

The changes are detailed in rules that are being emergency filed, effective on October 1, 2009.

ODJFS is splitting the current TANF allocation into two separate allocations for the purpose of tracking and monitoring TANF administrative costs.

- Amended rule 5101:9-6-08 titled "TANF Regular Allocation" outlines requirements and allowable expenditures for non-administrative costs.
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In addition, ODJFS is rescinding the current "Child Care 2 Allocation" rule 5101:9-6-11.1 Excess child care expenditures may now be charged to either the TANF Administrative Allocation or the TANF Regular allocation as detailed in new rules 5101:9-6-11 and 5101:9-6-11.2.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 128 (Inter-County Adjustment of Allocations)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 128

November 4, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Inter-County Adjustment of Allocations

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-6-82 "Inter-county adjustment of allocations" to reflect that the inter-county transfer of funds will no longer be limited to twice per year. Counties may enter into agreements at any time during the state fiscal year (July 1 through June 30), provided the agreements have been received by the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) by the last day of the state fiscal year.

The rule has also been amended to reflect current policies regarding regular and administration allocations under temporary assistance for needy families (TANF), as well as non-administration, administration and quality child care allocations. The "Notice of Intent to Participate in Inter-county Adjustment of Allocated Funds (JFS 02718)" and "Inter-County Agreement and Certification Release and Acceptance of Funds (JFS 02719)" have also been revised.

If a county department of job and family services (CDJFS) wants to notify other counties of the availability of or need for additional funding, the CDJFS will submit the JFS 02718 to ODJFS. The intent to participate information will be posted on the BCFTA website (http://jfs.ohio.gov/ofc/bcfta/tools/tools.stm) as a reference for other county agencies.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 127 (PCSA Quarterly Reconciliation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 127

October 6, 2009

To: All Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Public Children Services Agency (PCSA) Quarterly Reconciliation

Rule 5101:9-7-01.1 of the Administrative Code - Public Children Services Agency (PCSA) Quarterly Reconciliation has been amended. The JFS 02820 "Children Services Monthly Financial Statement" (rev. 3/2004) shall be postmarked no later than the twentieth day of the month following the expenditure month and submitted to:

Ohio Department Job and Family Services
Office of Fiscal Services
Bureau of County Finance and Technical Assistance
30 East Broad 30th Floor
Columbus, Ohio 43215-3414

Questions regarding this amendment should be directed to your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Food Assistance Employment and Training Allocation

Administrative Code rule 5101:9-6-09 "Food Assistance Employment and Training Allocation" is amended to reflect current funding practices necessary to avoid wide fluctuations in county allocations and minimize the effect of decreases in statewide funding levels.

In addition, effective 7/1/09, a CDJFS will no longer be required to submit a JFS 01870 "Federal Medicaid and Federal Food Stamp Match Certification" form in the event the agency exhausts its Income Maintenance funding. Language has been added to the 2010/2011 subgrant agreements between the CDJFS and ODJFS to replace the form as a method of ensuring the counties understand their local obligations.

Finally, on June 18, 2008, Congress enacted The Food, Conservation and Energy Act of 2008 (FCEA) reauthorizing the Food Stamp Program. Section 4001 of the Act officially changed the name of the program to the Supplemental Nutrition Assistance Program (SNAP) effective October 1, 2008. As a result, the name of the Food Stamp Program in Ohio was changed to the Food Assistance Program. Therefore, we have changed references in the rule.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 124 (Child, Family, and Adult Community and Protective Services Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 124

September 24, 2009

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Child, Family, and Adult Community and Protective Services Allocation

In accordance with Section 309.45.21 of Am. Sub. H.B. 1 of the 128th General Assembly, the Ohio Department of Job and Family Services is issuing new Administrative Code rule 5101:9-6-12.4 "Child, Family, and Adult Community Protective Services Allocation." This allocation provides state funds for county administration of family and social services duties. Funding details are outlined in the rule.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Help Me Grow Allocation

Effective in SFY 10, the Help Me Grow (HMG) funding will be administered solely through the Ohio Department of Health. As a result, the Ohio Department of Job and Family Services is rescinding rule 5101:9-6-47 of the Administrative Code.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
Due to improvements made by the implementation of the County Finance Information System (CFIS), and to reflect the most current funding practices, the Ohio Department of Job and Family Services is rescinding Administrative Code rule 5101:9-7-03 "Public Assistance Financing, Reconciliation, and Closeout" and proposing new rules 5101:9-7-03, 5101:9-7-03.1, and 5101:9-7-03.2. The original rule 5101:9-7-03 has been broken out into three separate rules outlining the financing, reconciliation, and closeout procedures for the maintenance of the financial relationship between Public Assistance Agencies and ODJFS. The most significant changes/clarifications are outlined below:

**5101:9-7-03** Public Assistance Financing and Cash Management:
- Counties will no longer be required to submit quarterly cash flow forecasts of anticipated expenditures.
- Processing time for county draw requests has been decreased from nine working days to six working days.
- Documentation regarding noncompliance with cash management requirements must be submitted within fifteen days after the agency receives their cash on hand calculation from ODJFS.

**5101:9-7-03.1** Public Assistance Quarterly Reconciliation
- The quarterly close, which previously occurred for the first and second quarters of the SFY, will occur each quarter.
- Amounts owed to ODJFS as a result of quarterly reconciliation are no longer deducted from the agencies' draws by ODJFS. Counties will be notified of the results of the quarterly reconciliation and the PA agency will deduct any overpayment from future draws.
- Amounts owed to the PA agency as a result of the quarterly reconciliation are no longer automatically sent to the agency. The PA agency shall assess its current cash status and may request a cash draw if the PA agency has an immediate need for cash.

**5101:9-7-03.2** Public Assistance Annual and Grant Closeout
- At the discretion of the director of ODJFS, federal grants issued after July 1, 2009 may will be reconciled and closed at the end of the period of availability. State funds will continue to be closed at the end of the SFY.
- Counties will no longer be required to submit a final annual interest reconciliation to ODJFS but will maintain the documentation in accordance with established record retention requirements.
- Agencies will no longer be required to submit the JFS 02713 for coding adjustments. The county will determine which grants or state allocations need to be adjusted and will make the coding adjustment in QUIC+ for upload into CFIS.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 121 (Amendments to Title IV-E Funding)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 121

September 8, 2009

To:          All Fiscal Administrative Procedure Manual Holders
From:       Douglas E. Lumpkin, Director
Subject:    Amendments to Title IV-E Funding

Rule 5101:9-6-28 "Title IV-E Funding" of the Administrative Code is being amended as a result of Am. Sub. H.B. 1 of the 128th General Assembly. The Ohio Department of Job and Family Services will provide the nonfederal share of Adoption Assistance (AA) up to the maximum level payments.

Adoption Assistance Payments

- Up to $240.00 per month for a Title IV-E only child, and
- Up to $480.00 per month for a child determined dually eligible on or before January 12, 1992 (Title IV-E and State Adoption Maintenance Subsidy).

Please direct your questions to the Bureau of County Finance and Technical Assistance - (614) 752-9194 or your fiscal supervisor.

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FAPMTL 120 (WIA HIRE and OLA Allocations)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 120

November 13, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director


The Ohio Department of Job and Family Services (ODJFS) is allocating ten percent discretionary funds from the American Recovery and Reinvestment Act of 2009 (ARRA) grant to provide services for unemployed or dislocated workers. Specific information regarding these allocations is outlined in rules 5101:9-31-59 and 5101:9-31-60 of the Administrative Code.

Guidance and procedures for use of these funds in accordance with the WIA ARRA grant is defined in each rule in accordance with the respective programs requirements and allocations.

Should local areas have additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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Due to improvements made by the implementation of the County Finance Information System (CFIS) and to reflect the most current funding practices, the Ohio Department of Job and Family Services (ODJFS) is rescinding Administrative Code rule 5101:9-7-02 "Child support enforcement agency (CSEA) financing, reconciliation, and closeout" and proposing new rules 5101:9-7-02, 5101:9-7-02.1, and 5101:9-7-02.2. The original rule 5101:9-7-02 has been broken out into three separate rules outlining the financing, reconciliation, and closeout procedures for the maintenance of the financial relationship between the CSEA and ODJFS. The most significant changes/clarifications are outlined below.

5101:9-7-02 Child support enforcement agency (CSEA) financing and cash management:
- The CSEA will no longer be required to submit quarterly cash flow forecasts of anticipated expenditures.
- Processing time for draw requests has been decreased from nine to six working days.
- Cash management requirements have been further defined and a process for calculating average cash on hand has been added.
- Documentation regarding noncompliance with cash management requirements must be submitted within fifteen business days after the CSEA receives its cash on hand calculation from ODJFS.
- A process for interest calculation and annual reconciliation has been added.

5101:9-7-02.1 Child support enforcement agency (CSEA) quarterly reconciliation:
- The quarterly close, which previously occurred for the first and second quarters of the SFY, will occur each quarter.
- Amounts owed to ODJFS as a result of quarterly reconciliation are no longer automatically deducted from the agencies' draws by ODJFS. The CSEA will be notified of the results of the quarterly reconciliation and the CSEA will deduct any overpayment from its draw.
- Amounts owed to the CSEA as a result of quarterly reconciliation are no longer automatically sent to the CSEA. The CSEA shall assess its current cash status and may request cash draw if the CSEA has a need for the funding.

5101:9-7-02.2 Child support enforcement agency (CSEA) annual and grant closeout:
- Federal grants issued after July 1, 2009 will be reconciled and closed at the end of the period of availability. State funds will continue to be closed at the end of the SFY.
- CSEAs will no longer be required to submit the JFS 02713 for coding adjustments. The CSEA will determine which grants or state allocations need to be adjusted and will make the coding adjustment in the Quarterly Information Consolidation Plus (QUIC+) for upload into CFIS.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<td><strong>5101:9-7-02.2</strong> (effective 9/3/09)</td>
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To: All Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Amendment to the State Social Services Operating Allocation

Rule 5101:9-6-10 of the Administrative Code "State Social Services Operating Allocation" has been amended to clarify the formula that will be used to adjust the distribution of funds to counties whenever the statewide allocation increases or decreases more than four per cent from the preceding state fiscal year (SFY).

Questions regarding this rule should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance (614) 752-9194.

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As a result of an internal five year review, rule 5101:9-6-37 of the Administrative Code has been updated. Questions regarding this allocation may be directed to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: All Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Public Children Services Agency Financing, Reconciliation, and Closeout

Due to improvements made by the implementation of the County Finance Information System (CFIS), and to reflect the most current funding practices, the Ohio Department of Job and Family Services is rescinding Administrative Code rule 5101:9-7-01 "Public Children Services Agency Financing, Reconciliation, and Closeout" and proposing new rules 5101:9-7-01, 5101:9-7-01.1, and 5101:9-7-01.2. The original rule 5101:9-7-01 has been divided into three separate rules that outline the financing, reconciliation, and closeout procedures for the maintenance of the financial relationship between Public Children Services Agencies and ODJFS. The most significant changes are as follows:

5101:9-7-01.1 Public Children Services Agency Quarterly Reconciliation

- The quarterly close, which previously occurred for the first and second quarters of the state fiscal year (SFY), will occur each quarter.

5101:9-7-01.2 Public Children Services Agency Annual and Grant Closeout

- Federal grants issued after July 1, 2009 will be reconciled and closed at the end of the period of availability. State funds will continue to be closed at the end of the SFY.
- Closeout of the federal and state funds will occur during the regular quarterly close.

Please direct questions and concerns to your fiscal supervisor or to the Bureau of County Finance and Technical Assistance (614) 752-9194.

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Due to improvements made by the implementation of the County Finance Information System (CFIS), and to reflect the most current funding practices, the Ohio Department of Job and Family Services is rescinding Administrative Code rule 5101:9-7-04 "Workforce Investment Act (WIA) Area Financing, Reconciliation, and Closeout" and proposing new rules 5101:9-7-04, 5101:9-7-04.1 and 5101:9-7-04.2. The original rule 5101:9-7-04 has been broken out into three separate rules outlining the financing, reconciliation, and closeout procedures for the maintenance of the financial relationship between WIA local areas and ODJFS. The most significant changes/clarifications are outlined below:

### 5101:9-7-04 Workforce Investment Act (WIA) Area Financing and Cash Management:
- Local areas will no longer be required to submit quarterly cash flow forecasts of anticipated expenditures.
- Processing time for local areas draw requests has been decreased from nine working days to six working days.
- Documentation regarding compliance with case management requirements must be submitted within fifteen days after the local area receives its cash on hand calculation from ODJFS.

### 5101:9-7-04.1 Workforce Investment Act (WIA) Area Quarterly Reconciliation
- The quarterly close, which previously occurred for the first and second quarters of the SFY, will occur each quarter.
- ODJFS will no longer deduct the local areas' draws. WIA local areas will be notified of the results of the quarterly reconciliation and local areas will deduct any overpayment from their draws.
- Amounts owed to the WIA local area as a result of the quarterly reconciliation are no longer automatically sent to the local area. WIA local areas shall assess their current cash status and may request a cash draw if a local area has an immediate need for funding.

### 5101:9-7-04.2 Workforce Investment Act (WIA) Area Annual and Grant Closeout
- At the discretion of the ODJFS director, federal grants issued after July 1, 2009 may be reconciled and closed at the end of the period of availability. State funds will continue to be closed at the end of the SFY.
- WIA local areas will no longer be required to submit a final annual interest reconciliation to ODJFS but will maintain the documentation in accordance with established record retention requirements.
- WIA local areas will no longer be required to submit the JFS 02713 for coding adjustments. The WIA local area will determine which grants or state allocations need to be adjusted and will make the coding adjustment in QUIC+ for upload into CFIS.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders  
From: Douglas E. Lumpkin, Director  
Subject: Workforce Investment Act (WIA) Stand Alone Areas Cost Allocation Requirements

The Ohio Department of Job and Family Services (ODJFS) is outlining requirements for stand alone areas regarding cost allocation. This rule 5101:9-31-17 of the Administrative Code provides guidelines to assist WIA stand alone areas in the tracking of time spent on all direct WIA services and activities for the purpose of appropriately allocating their costs to the benefiting programs.

Questions regarding this update should be directed to your ODJFS fiscal supervisor or you may call the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 113 (ARRA Funding for WIA Programs)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 113

September 9, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: American Recovery and Reinvestment Act (ARRA) Funding for Workforce Investment Act (WIA) Programs

The Ohio Department of Job and Family Services (ODJFS) is allocating funds provided by the American Recovery and Reinvestment Act of 2009 (ARRA). These funds will be used to supplement Program Year (PY) 2008 and PY 2009 allotments for WIA Title I adult, dislocated worker, and youth programs, and Employment Service (ES) activities and to provide Reemployment Service (RES) funding.

ARRA grants will be set up and maintained in the County Finance Information System (CFIS). Local areas will be notified of CFIS coding and the amount they will receive in separate allocation letters. The allocation methodology will be consistent with the standard formulary grant allocations outlined in OAC 5101:9-31-02, using the most current data available. Reporting guidelines will minimize any new collection burdens, yet, provide timely and accurate accounting of system performance and outcomes.

In accordance with the intent of ARRA, funds must be spent expeditiously and effectively, with full transparency and accountability. Funds provided must be expended in accordance with all applicable federal statutes, regulations, policies, and guidance, including those of the ARRA of 2009 and the Workforce Investment Act of 1998. In addition, ARRA funds must be spent in accordance with the approved WIA State Plan, including approved Plan amendments. Continuous monitoring will be conducted to ensure all financial and program provisions are being met.

Should local areas have additional questions, please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 112 (Food Assistance Payment Accuracy Incentives)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 112

July 31, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Food Assistance Payment Accuracy Incentives

On February 20, 2008, the Ohio Department of Job and Family Services (ODJFS), Office of Family Stability, issued Family Stability Letter #64 A providing information on Ohio's "Food Stamp Reinvestment Plan" establishing the "Food Stamp Payment Accuracy County Performance Measurement System" and the County Incentive System.

The ODJFS will award a total of $1,019,789 to the highest performing counties and counties that exhibit the largest degree of improvement with respect to food assistance payment accuracy. One third of the total amount ($339,930) was to be awarded to the ten CDJFSs that achieved the highest food assistance payment accuracy rate in FFY 08 (October 1, 2007 - September 30, 2008). As a result of sixteen CDJFSs obtaining 100% accuracy in FFY08, all sixteen agencies will share in the $339,930 award. Two thirds of the total amount ($679,859) will be awarded to the ten CDJFSs whose food assistance payment accuracy rates improve the most in FFY 08 compared to FFY 07. New Administrative Code rule 5101:9-8-06 "Food Assistance Payment Accuracy Incentive Allocation" outlines funding details.

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For additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 111 (ASFS Training Subsidies)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 111

September 14, 2009

To: All Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Adult Services and Family Services (ASFS) Training Subsidies

The Ohio Department of Job and Family Services (ODJFS) disburses Adult Services and Family Services (ASFS) Training operating and cost of instruction subsidies to counties hosting Regional Training Centers (RTCs). The operating subsidy is a $37,500 supplement to the county’s general social services allocation. The $87,500 cost of instruction subsidy compensates the county for direct and out-of-pocket costs associated with procuring and providing ASFS training. Please note that these subsidies were formerly named the Adult Protective Services (APS) Training Subsidies. The following counties will receive ASFS Training subsidies totaling $125,000.00 per fiscal year:

Franklin County Department of Job and Family Services
Hamilton County Department of Job and Family Services
Lucas County Department of Job and Family Services
Summit County Department of Job and Family Services

Each of the four RTCs is required to submit a quarterly report and calendar of course offerings in accordance with rule 5101:9-6-14.1 of the Administrative Code to the attention of:

Leslie McGee, Supervisor
Ohio Department of Job and Family Services
Protective Services
P.O. Box 182709
Columbus, Ohio 43218-2709

Please direct questions regarding rule 5101:9-6-14.1 of the Administrative Code to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 466-5854.

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FAPMTL 110 (Income Maintenance Control, Non-Emergency Transportation and Pregnancy Related Services and Transportation Funding)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 110

July 20, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Income Maintenance Control, Non-emergency Transportation and Pregnancy Related Services and Transportation Funding

Administrative Code rule 5101:9-6-05 "Income Maintenance (IM) Control Funding, Non-Emergency Transportation (NET) Funding, and Pregnancy Related Services and Transportation (PRST) Funding" is being amended as a result of ODJFS revising the allocation methodology to reflect current funding practices necessary to avoid wide fluctuations in county allocations and minimize the effect of decreases in statewide funding levels.

In addition, effective 7/1/09, a CDJFS will no longer be required to submit a JFS 01870 "Federal Medicaid and Federal Food Stamp Match Certification" form in the event the agency exhausts its Income Maintenance funding. Language added to the 2010/2011 subgrant agreements between the CDJFS and ODJFS replaces the form as a method of ensuring the counties understand their local obligations.

Finally, on June 18, 2008, Congress enacted The Food, Conservation and Energy Act of 2008 (FCEA) reauthorizing the Food Stamp Program. Section 4001 of the Act officially changed the name of the program to the Supplemental Nutrition Assistance Program (SNAP) effective October 1, 2008. As a result, the name of the Food Stamp Program in Ohio was changed to the Food Assistance Program. Therefore, we have changed references in the rule.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is allocating funds for the Recovery Conservation Corps (RCC) in connection with programs and funding linked to the "American Recovery and Reinvestment Act" (ARRA) of 2009 ten per cent discretionary funds. Provisions for this funding are outlined in rule 5101:9-31-55 of the Ohio Administrative Code.

The local workforce investment board (WIB) is responsible for ensuring oversight of the program. The administrative entity should periodically monitor the participant and the worksite or a host site to ensure goals are being met and adhered to and are in accordance with WIA laws and regulations.

Questions regarding this update, should be directed to your ODJFS fiscal supervisor or you may call the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: One-Stop Resource Sharing Allocation

The Ohio Department of Job and Family Services has filed new Administrative Code rule 5101:9-31-18 "One-Stop Resource Sharing Allocation," which outlines funding for the ODJFS share of One-Stop costs to local areas. Instead of the local area workforce investment boards and their one-stop partners entering into contracts and reporting costs via invoices, they will allocate funds in accordance with an executed memorandum of understanding (MOU). Additional details are outlined in the rule.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is updating rule 5101:9-31-13 of the Administrative Code to notify local workforce investment areas (LWIA) of an extension of the grant period for this initiative. **Funds must now be expended by June 30, 2009.**

Questions regarding this update, should be directed to your ODJFS fiscal supervisor or you may call the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 106 (WIA Initial Formulary Allocation Methodology)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 106

July 9, 2009

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Workforce Investment Act (WIA) Initial Formulary Allocation Methodology

The Ohio Department of Job and Family Services (ODJFS) is amending Administrative Code rule 5101:9-31-02 "Workforce Investment Act (WIA) initial formulary allocation methodology" to reflect changes brought about with the implementation of the County Finance Information System (CFIS). The rule is not applicable to funding provisions in the American Recovery and Reinvestment Act of 2009 (ARRA).

Effective with the issuance of Program Year 2009 (i.e., July 1, 2009, through June 30, 2011) WIA funds, the funding amount available for transfer between the adult and dislocated worker programs changed from 50% to 30%.

Local WIA areas will no longer be required to submit a Request for Transfer of WIA Funds (JFS 01160). The Bureau of County Finance and Technical Assistance will notify the local areas of the specific CFIS coding established to facilitate the transfer of WIA funds between the adult and dislocated worker grants.

Questions may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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June 17, 2009

To: All Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Rule Rescission: 5101:9-7-21 Title IV-E County Juvenile Court Random Moment Sample Time Studies

Rule 5101:9-7-21 of the Administrative Code is rescinded. Effective July 1, 2009, information within this rule will be incorporated in the sub-grant agreement between courts, the counties and the Ohio Department of Job and Family Services. As of July 1, 2009, activity previously captured in the juvenile court random moment sample (JCRMS) time studies will be captured through provisions outlined in the sub-grant agreement. Questions concerning the oversight of the juvenile court cost allocation program should be directed to the Title IV-E Administration Unit, Bureau of Administration and Fiscal Accountability, Office of Families and Children.

Ohio Department of Job and Family Services
Office of Families and Children
Bureau of Administration and Fiscal Accountability
Title IV-E Administration Unit
P.O. Box 182709
Columbus, Ohio 43218-2709
614-752-0240

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</tbody>
</table>
To: All Fiscal Administrative Procedure Manual Holders  
From: Douglas E. Lumpkin, Director  
Subject: Refugee Social Services Program (RSSP) Allocation Amendment  

Rule 5101:9-6-16 of the Administrative Code has been amended to update the allocation methodology used to distribute Refugee Social Services Program funds. Approved program services expenditures are detailed in rules 5101:1-2-40.2 to 5101:1-2-40.5 of the Administrative Code.

Questions regarding this transmittal should be directed to your fiscal supervisor or the Bureau of County Finance and Technical Assistance (614)752-9194.

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FAPMTL 103 (Amendments to Asset Reimbursement Methods for CFSAs and WIA Areas)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 103

May 29, 2009

To: All Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Amendments to Asset Reimbursement Methods for County Family Services Agencies (CFSAs) and Workforce Investment Act (WIA) Areas

Rule 5101:9-4-10 of the Administrative Code -Asset Reimbursement Methods for County Family Services Agencies (CFSA) and Workforce Investment Act (WIA) Areas has been amended to include the process of requesting to direct charge equipment by local WIA Areas.

- A local WIA Area may direct charge equipment that will only benefit programs supported solely by the United States Department of Labor (DOL) funds.
- A local WIA Area may direct charge equipment with an acquisition cost of more than five thousand dollars as an expense with prior written approval from the Ohio Department of Job and Family Services (ODJFS).
- The local WIA Area must request prior approval by submitting a JFS 01994 "Request for Approval to Direct Charge Workforce Investment Act (WIA) Area Funds for Equipment" (3/2009).

Questions or concerns regarding this rule amendment should be directed to the Bureau of County Finance and Technical Assistance (614) 466-9194 or your Fiscal Supervisor.

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To: All Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Career Advancement Account (CAA) Demonstration Allocations Amendment

The following changes are occurring in the CAA Demonstration project funding:

- The total CAA award for Ohio is $3,000,000.
- Federal fiscal year 2009, the allocation is funded entirely by federal funds.
- An eligible worker account may receive six thousand dollars and the annual three thousand dollar account limit has been removed.

The changes are detailed in amended Ohio Administrative Code rule 5101:9-6-48.

Questions regarding this allocation may be directed to the ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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In accordance with Executive Order 2008-04S "Implementing Common Sense Business Regulation," signed February 12, 2008, the Ohio Department of Job and Family Services (ODJFS) has reviewed the rules in Chapter 8 of the Fiscal Administrative Procedure Manual (FAPM). As a result of this internal review, ODJFS is rescinding Administrative Code rules 5101:9-8-01, 5101:9-8-02, 5101:9-8-03 and 5101:9-8-04. These rules outline the funding and reporting procedures for the TANF High Performance Bonuses, issued in FFY 2003 and extended in 2004 and 2005.

As announced in Fiscal Administrative Procedure Letter (FAPL) No. 6, dated August 31, 2007, the liquidation period for the TANF High Performance Bonuses ended in September of 2007. The rescission of these rules will reflect current funding practices of ODJFS.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: All Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Refugee Targeted Assistance Allocation Update

The Refugee Targeted Assistance Allocation rule 5101:9-6-16.1 of the Ohio Administrative Code has been updated. This allocation will be funded from 2008 until 2010 and is to be used to provide employment-related services and state-approved social services that promote community adjustment for eligible refugees. Please consult the State of Ohio Refugee Resettlement Program Federal Fiscal Year 2009 State Plan and the Ohio Department of Job and Family Services - Refugee Services Program regarding state-approved social services.

Questions regarding this allocation may be directed to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 99 (General Requirements for Use and Expenditures of WIA Funds by Local Areas)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 99

July 31, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: General Requirements for Use and Expenditures of Workforce Investment Act (WIA) Funds by Local Areas

The Ohio Department of Job and Family Services (ODJFS) is updating rule 5101:9-31-01 of the Administrative Code to provide language congruent with the current language of the subgrant agreement between ODJFS and the local area.

Definitions, policies, and practices of this rule will support current terminology, policies, and procedures and shall be interchangeable as a result. All language in this rule will be consistent with all federal and state laws and regulations, including, but not limited to, 29 USC 2801, USC 2831, Sections 101 and 116 of the Workforce Investment Act of 1998, and Revised Code sections 5101.20(A) and 6301.01.

Should you have questions regarding this update, please contact your ODJFS fiscal supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Post Adoption Special Services Subsidy (PASSS) Update

The Ohio Department of Job and Family Services (ODJFS) has updated rule 5101:9-6-38 of the Administrative Code.

Language no longer applicable has been obsoleted from the rule and new rule references incorporated.

Should you have questions regarding this update, please contact your ODJFS fiscal supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.

HJK:MCM-mcm

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FAPMTL 97 (Title IV-E Funding)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 97

February 2, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Title IV-E Funding

The Ohio Department of Job and Family Services (ODJFS) is rescinding the existing Administrative Code rule 5101:9-6-28 and issuing a new 5101:9-6-28 as a result of an internal five year rule review. The rule more accurately reflects recent changes with the implementation of the Statewide Automated Child Welfare Information System (SACWIS). The rule also clarifies Title IV-E funding distributed by ODJFS to county agencies responsible for the administration of child welfare programs and to adoptive parents.

The new rule incorporates the following changes:

- References to the Statewide Automated Child Welfare Information System (SACWIS) have been added where applicable.
- Foster care maintenance (FCM) "per diem rate" has been changed to a "reimbursement ceiling" and complies with 5101:2-47-11.
- "Payment" has been changed to "reimbursement" where applicable.
- Clarification that counties participating in "ProtectOhio" receive advances directly from ODJFS.
- An expanded explanation of the methodology used in determining administrative and training funding.

Questions regarding this rule should be directed to the Office of Fiscal Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 466-5854.

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The Ohio Department of Job and Family Services (ODJFS) is amending the existing Administrative Code rule 5101:9-1-02 "County Cost Structures" and rescinding and issuing a new 5101:9-1-10 "Countywide Central Service Costs" as a result of an internal five year rule review. These rules have been revised in an effort to reflect current fiscal procedures, including the incorporation of WIA, and to convey information using language that is simplified and easier to comprehend. There are no significant changes to policy.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.
FAPMTL 95 (Chafee Allocation)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 95

January 23, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Chafee Allocation

The Ohio Department of Job and Family Services (ODJFS) is rescinding the existing Administrative Code rule 5101:9-6-35 and issuing a new 5101:9-6-35 "Chafee Allocation" as a result of an internal five year rule review. There are no changes in allocation methodology. However, as of January 1, 2009, data will no longer be gathered from the Family Services Information System (FACSIS), and will be solely be collected from the Statewide Automated Child Welfare Information System. Please also note that services reimbursable under the Chafee allocation are outlined in rule 5101:2-42-19 of the Administrative Code for independent living services for a youth still in the custody of an agency and in rule 5101:2-42-19.2 of the administrative code for youth who have emancipated and request independent living services.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is rescinding the existing Administrative Code rule 5101:9-1-15 and issuing a new 5101:9-1-15 "Costs Principles" as a result of an internal five year rule review. References to the guiding principles in the Code Of Federal Regulations (CFR) have been updated and the reference to 5101:9-5-03 has been stricken and replaced with 5101:9-4-07, which addresses procurement requirements.

In all instances, if there is a question regarding which federal, state, or local regulation is applicable, the most restrictive applies.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 93 (Administrative Costs)

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 93

January 9, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Jan Allen, Interim Director

Subject: Administrative Costs

The Ohio Department of Job and Family Services (ODJFS) is rescinding the existing Administrative Code rule 5101:9-1-04 and issuing a new 5101:9-1-04 "Administrative Costs" as a result of an internal five year rule review. The new rule more accurately reflects recent changes with the implementation of a new automated statewide reporting system and clarifies the method for charging administrative costs to the benefiting program activity.

The Central Office Reporting (CORe) system has been replaced with the County Finance Information System (CFIS). The Quarterly Information Consolidation (QuIC) system has been replaced with the Quarterly Information Consolidation Plus (QuIC+). Monthly financial report data and the Quarterly Report of CDJFS Full Time Equivalent (FTE) Positions (JFS 04290) information are submitted via the QuIC+ system, which will upload to CFIS.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Helen E. Jones-Kelley, Director  
Subject: Shared Costs

The Ohio Department of Job and Family Services (ODJFS) is rescinding the existing Administrative Code rule 5101:9-1-05 and issuing a new 5101:9-1-05 "Shared Costs" as a result of an internal five year rule review. The new rule more accurately clarifies what constitutes shared costs and how shared costs are allocated.

Questions regarding this rule should be directed to the Office of Fiscal Services, Bureau of County Finance and Technical Assistance at (614) 466-5854.

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</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: The Recruitment of African-American Adoptive Families Allocation Update

The Ohio Department of Job and Family Services (ODJFS) has discovered an incorrect reference regarding the funding source in rule 5101:9-6-57 of the Ohio Administrative Code.

Please note the funding source has been corrected in the rule. Counties were notified of the correct CFDA number through the addendum to the subgrant agreement for SFY09 allocations.

Should you have questions regarding this update, please contact your ODJFS fiscal supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Rescission of Incentive for Recovery of Incorrectly Paid Medical Assistance Benefits Caused by Recipient Error

Rule 5101:9-10-50 of the Administrative Code "Incentive for Recovery of Incorrectly Paid Medical Assistance Benefits Caused by Recipient Error" is being rescinded as a result of an internal five year review. Overpayment determination and recovery procedures are outlined in rule 5101:1-38-20 of the Administrative Code "Medicaid and Covered Families and Children Medicaid: Overpayments." Reporting requirements are outlined in rule 5101:9-7-06 of the Administrative Code "Reporting County Collections." Section 5111.12 of the Revised Code "Recovering Benefits Incorrectly Paid" contains the 50% retention provision for county departments of job and family services.

Questions regarding this rule should be directed to the Office of Fiscal Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 466-5854.

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Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 89

October 31, 2008

To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Rescission of Ohio Administrative Code Rule 5101:9-7-05 "Quarterly Budget Forecast"

To reflect current funding practices, the Ohio Department of Job and Family Services (ODJFS) is rescinding rule 5101:9-7-05 of the Administrative Code.

Improvements implemented with the County Finance Information System (CFIS), along with quarterly reconciliation and cash on hand monitoring, have made Quarterly Budget Forecast (QBF) submission, review and approval obsolete. Counties are encouraged to continue to prepare budgets, but they are no longer required to submit them to ODJFS for approval.

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Helen E. Jones-Kelley, Director  
Subject: State Child Support Allocations

This letter transmits changes to rule 5101:9-6-80 of the Administrative Code. The state child support match allocation and the Office of Child Support (OCS) incentive match reduction allocation will not be linked in the County Finance Information System (CFIS).

On a state fiscal year (SFY) basis, if the state child support match allocation or the OCS incentive allocation is exceeded, the CSEA may make a post allocation adjustment and charge the expenditures to the other allocation. If both allocations are exceeded, local funds must be used for the non-federal share.

Upon the effective date of the amended rule, 5101:9-6-80 will be added to Chapter 6 - County Funding Sources of the Fiscal Administrative Procedure Manual (FAPM) on the ODJFS web site at http://emanuals.odjfs.state.oh.us/emanuals/.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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The following public assistance group allocation rules have been updated to include the corresponding distribution methodology formerly contained in the rescinded Public Assistance Fund Allocations and Linkages rule - rule 5101:9-6-03 of the Administrative Code:

- Income Maintenance (IM) Control Funding, Non-emergency Transportation (NET) Funding, and Pregnancy Related Services and Transportation (PRST) Funding Allocation - rule 5101:9-6-05 of the Administrative Code;
- Temporary Assistance for Needy Families (TANF) Allocation - rule 5101:9-6-08 of the Administrative Code; and
- Food Stamp Employment and Training (FSET) Allocation - rule 5101:9-6-09 of the Administrative Code.

IM Control Funding will be listed as separate budgets in the County Finance Information System (CFIS). Counties will determine the amount of each budget during the quarterly budget forecast process. Linkages between allocations within the Central Office Reporting (CORe) system will no longer exist. The revised rules also provide instructions for claiming draws and expenditures that exceed the ceiling of these individual allocations. Questions regarding these rules should be directed to the Office of Fiscal Services, Bureau of County Finance and Technical Assistance at (614) 466-5854.

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The following child care allocation rules have been updated to include the corresponding distribution methodology previously contained in the Public Assistance Fund Allocations and Linkages - rule 5101:9-6-03 of the Administrative Code:

- County Child Care Funding Allocation and Child Care Quality Allocation - rule 5101:9-6-11 of the Administrative Code; and
- Child Care 2 Allocation - rule 5101:9-6-11.1 of the Administrative Code.

Linkages between allocations within the Central Office Reporting (CORe) system will no longer exist. The revised rules also provide instructions for claiming draws and expenditures that exceed the ceiling of the County Child Care Funding Allocation and Child Care Quality Allocation.

Questions regarding these rules should be directed to the Office of Fiscal Services, Bureau of County Finance and Technical Assistance at (614) 466-5854.

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To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Mandated Share

Due to improvements made available by the implementation of the County Finance Information System (CFIS), the mandated share will no longer influence draw requests and specific expenditures will be reported directly to a mandated share budgeted amount. The Ohio Department of Job and Family Services (ODJFS) will run reports to provide assurance that each local agency is reporting its mandated share requirements. As a result of this change, and in an effort to reflect the most current funding practices, ODJFS is rescinding the existing Administrative Code rule 5101:9-10-31 and issuing a new 5101:9-6-31 "County Share of Public Assistance Expenditures and the Mandated Share Budget."

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Reporting Collections

Due to improvements made available by the implementation of the County Finance Information System (CFIS), and in an effort to reflect the most current funding practices, ODJFS is amending the existing Administrative Code rule 5101:9-7-06 "Reporting County Collections." Earnings on Medicaid collections will no longer be an adjustment, but will be sent to the county as an electronic funds transfer.

Please note that erroneous payments for collections reported as receipts will now be part of the quarterly reconciliation.

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<tr>
<td>Chapter 7</td>
<td>5101:9-7-06 (effective 12/13/07)</td>
<td>5101:9-7-06 (effective 8/08/08)</td>
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</tbody>
</table>

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services is amending rule 5101:9-6-47 of the Administrative Code to update the allocation formula for the SFY09 Help Me Grow (HMG) allocation. The new allocation continues to provide more equitable funding for counties and includes the previous four incentive factors with a slight increase in their percentages. There are revisions to the method used to distribute set-aside funds for both the two target factors as well as the two compliance factors.

A new factor, Tax Base, is being added to the funding formula that allocates HMG funds to counties with comparatively few financial resources available locally for their HMG programs. In addition to an increase to the minimum allocation, a cap on the maximum per cent increase is also established for SFY09. As outlined in section 3701.61 of the Revised Code, this program is administered by the Ohio Department of Health (ODH) and only a portion is funded through ODJFS through the federal TANF Block Grant.

Attached is the Help Me Grow funding table for SFY09. The amount for SFY09 funds and the per cent each factor makes up of the total are listed below in the Allocation Calculation Table:

<table>
<thead>
<tr>
<th>Component</th>
<th>SFY09 Percentage of Allocation</th>
<th>Total Amount of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical Funding</td>
<td>62%</td>
<td>$47.0 M</td>
</tr>
<tr>
<td>0 to 3 Target Population Factor</td>
<td>7%</td>
<td>$ 5.2 M</td>
</tr>
<tr>
<td>0 to 5 Children in Poverty Factor</td>
<td>13%</td>
<td>$10.0 M</td>
</tr>
<tr>
<td>Tax Base</td>
<td>2%</td>
<td>$ 1.5 M</td>
</tr>
<tr>
<td>At Risk Target Incentive Factor</td>
<td>4%</td>
<td>$ 3.0 M</td>
</tr>
<tr>
<td>Part C Target Incentive Factor</td>
<td>4%</td>
<td>$ 3.0 M</td>
</tr>
<tr>
<td>45 Day Compliance Incentive Factor</td>
<td>4%</td>
<td>$ 3.0 M</td>
</tr>
<tr>
<td>Transition Compliance Incentive Factor</td>
<td>4%</td>
<td>$ 3.0 M</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>$75.7 M</strong></td>
</tr>
</tbody>
</table>

The total allocations by funding source are as follows:

- TANF=$54,350,549
- GRF=$10,814,837
- Part C=$10,499,996

Further details are outlined in attached OAC rule 5101:9-6-47. ODJFS issues an allocation from the TANF portion; ODH issues the allocations from GRF and Part C.
Please direct inquiries to Tracey Bennett, TANF Inter-Agency Supervisor, TANF Inter-Agency Section at (216) 787-5876, ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194, or Help Me Grow Regional Technical Assistance Consultants, Bureau of Early Intervention Services, Ohio Department of Health at (614) 644-8389.

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<td>5101:9-6-47 (effective 8/1/08)</td>
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</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders  
From: Helen E. Jones-Kelley, Director  
Subject: Rescission of Rule 5101:9-6-03 of the Administrative Code - Public Assistance Fund Allocations and Linkages  

Effective July 20, 2008 rule 5101:9-6-03 of the Administrative Code is rescinded. The methodologies used to distribute funds from the allocations, formerly listed in the rescinded rule, are established by separate funding sources. The following amended rules contain distribution methodologies for each allocation.

Child Care Group

- County Child Care Funding Allocation and Child Care Quality Allocation - rule 5101:9-6-11 of the Administrative Code; and  
- Child Care 2 Allocation - rule 5101:9-6-11.1 of the Administrative Code.

Public Assistance Group

Income Maintenance (IM) Control, Non-emergency transportation (NET) funding, and Pregnancy Related Services and Transportation (PRST) funding Allocation - rule 5101:9-6-05 of the Administrative Code;

- Temporary Assistance for Needy Families (TANF) Allocation - 5101:9-6-08 of the Administrative Code;  
- Food Stamp Employment and Training Allocation - rule 5101:9-6-09 of the Administrative Code;  
- Adult Services and Family Services (ASFS) Training Subsidies - rule 5101:9-6-14.1 of the Administrative Code; and  

Refugee Resettlement Group

- Refugee Resettlement Social Services Program Allocation - rule 5101:9-6-16 of the Administrative Code.

Social Services Group

- State Social Services Operating Allocation - rule 5101:9-6-10 of the Administrative Code;  
- Federal Social Services Allocation - rule 5101:9-6-12 of the Administrative Code;  
- Title XX Temporary Assistance for Needy Families (TANF) Transfer Allocation - rule 5101:9-6-12.1 of the Administrative Code; and  
- Adult Protective Services Allocation - rule 5101:9-6-14 of the Administrative Code.

Questions regarding this rule rescission should be directed to the Office of Fiscal Services, Bureau of County Finance and Technical Assistance at (614) 466-5854.

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FAPMTL 80
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 80
July 3, 2008

To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Professional Education Program

In order to accurately reflect changes that will occur with the implementation of the County Finance Information System (CFIS), rule 5101:9-9-14 of the Administrative Code is being amended.

The tuition reimbursement program allows federal assistance for formal education and training for county departments of job and family services, child support enforcement, workforce development, and children services employees.

Counties may continue to request reimbursement of allowable costs paid to an employee under this program. Effective July 1, 2008, expenditures shall be allocated in accordance with the salary and benefits of the staff member being reimbursed. The costs shall be placed in the appropriate worker type program area cost pool, as described in rule 5101:9-01-04 of the Administrative Code, and distributed based on the quarterly random moment sample (RMS) time study percentages.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-9-14 (effective 6/17/04)</td>
<td>5101:9-9-14 (effective 7/7/08)</td>
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</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Refugee Social Services Program Allocation Rule

The Refugee Social Services Program allocation rule 5101:9-6-16 of the Administrative Code has been amended to include the corresponding distribution methodology currently contained in the Public Assistance Fund Allocations and Linkages - rule 5101:9-6-03 of the Administrative Code.

Questions regarding this rule should be directed to the Office of Fiscal Services, Bureau of County Finance and Technical Assistance at (614) 466-5854.

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<td>5101:9-6-16 (Eff. 7/13/08)</td>
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</table>
To: All Fiscal Administrative Procedure Manual Holders  
From: Helen E. Jones-Kelley, Director 
Subject: Workforce Investment Act (WIA) Youth Employment Initiative Awards 

The Ohio Department of Job and Family Services (ODJFS) will distribute an allocation of workforce development discretionary funds to selected awardees. Funding for this initiative will flow through WIA fiscal agents. Information and requirements for this allocation are outlined in Administrative rule 5101:9-31-15.

Approximately $6,000,000 will be allocated initially to WIA fiscal agents who will contract with selected program operators. ODJFS has provided training to local areas regarding calculating and determining in-kind contributions to be used as match. Further assistance will be provided to local areas with additional questions or requesting individual assistance. ODJFS fiscal supervisors will also be available for technical assistance.

Reporting activities should be captured and reported quarterly on the JFS 01992 Workforce Investment Act (WIA) Funds Certification Sheet (rev. 4/2006) through electronic submission to the Bureau of County Finance and Technical Assistance. Financial reporting codes will be communicated with allocation letters from the Bureau of County Finance and Technical Assistance.

Questions regarding these allocations may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>(Effective 07/17/2008)</td>
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</table>
To: All Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Career Advancement Account Demonstration Update

The Ohio Department of Job and Family Services (ODJFS) is releasing allocations to support demonstration of career advancement accounts for employed and unemployed workers impacted as a result of closures and realignments in community businesses. Information regarding these allocations is captured in Ohio Administrative Code amended rule 5101:9-6-48. These allocations will enable eligible impacted workers to gain the necessary skills to enter, navigate, and advance in viable new careers through training.

Reporting activities will be captured on the JFS 01992 (Workforce Investment Act (WIA) Funds Certification Sheet - rev. 4/2006). Activities will be reported in accordance with the reporting codes disseminated with allocation letters.

Questions regarding these allocations may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-6-48 (Effective 07/15/2008)</td>
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</table>
To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Social Services Allocation Rules

The following social services allocation rules have been updated to include the corresponding distribution methodology formerly contained in the rescinded Public Assistance Fund Allocations and Linkages - rule 5101:9-6-03 of the Administrative Code:

- State Social Services Operating Allocation - rule 5101:9-6-10 of the Administrative Code;
- Federal Social Services Allocation - rule 5101:9-6-12 of the Administrative Code; and
- Title XX Temporary Assistance for Needy Families (TANF) Transfer Allocation - rule 5101:9-6-12.1 of the Administrative Code.

Linkages between allocations within the Central Office Reporting (CORe) system will no longer exist. The revised rules also provide instructions for claiming draws and expenditures that exceed the ceiling of these individual allocations.

Title XX Base Allocation - rule 5101:9-6-12.2 of the Administrative Code has been rescinded.

Questions regarding these rules should be directed to the Office of Fiscal Services, Bureau of County Finance and Technical Assistance at (614) 466-5854.

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<td>5101:9-6-12.2 (Eff. 9/12/05)</td>
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FAPMTL 75
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 75
August 12, 2008

To: All Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Requirements for Merging and Separating Agencies Changing Local Family Services Agency Organizational Structure

The Ohio Department of Job and Family Services (ODJFS) is providing guidance for County Departments of Job and Family Services (CDJFS) and other family services agencies that elect to change their organizational structure as described in 5101: 9-1-16 of the Administrative Code. merge or separate. The requirements for seeking approval of plans to merge or separate are outlined in rule 5101:9-1-22 of the Administrative Code, Requirements for Merging Local Family Services Agencies and 5101:9-1-23, Changing Organizational Structure from Combined Agencies to Stand Alone Family Services or Workforce Development Agencies.

These rules detail procedures for reporting and accountability necessary for continued compliance with the ODJFS federally approved Cost Allocation Plan (CAP), and the Fiscal Administrative Procedure Manual.

Plans to change organizational structure should be submitted to:

Bureau of County Finance and Technical Assistance
Office of Fiscal Services
Ohio Department of Job and Family Services
Rhodes State Office Tower - 30th Floor
30 East Broad Street
Columbus, OH 43215-3414

Questions regarding these procedures may be directed to your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-1-22 and 5101:9-1-23 (Effective 08/15/2008)</td>
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</table>
FAPMTL 74
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 74
June 9, 2008

To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Family Support Services Allocation

Rule 5101:9-6-46 of the Administrative Code has been rescinded as a result of an internal five-year rule review. The Family Support Services Allocation is no longer being funded.

Questions regarding this policy should be directed to the Office of Fiscal Services, Bureau of County Finance and Technical Assistance at (614) 466-5854.

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<td>Chapter 6</td>
<td>5101:9-6-46 (Effective 9/8/03)</td>
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In order to accurately reflect changes that will occur with the implementation of a new automated statewide reporting system, Administrative Code rule 5101:9-7-05, "Cash Flow Forecast," has been rescinded and issued as Administrative Code rule 5101:9-7-05, "Quarterly Budget Forecast."

Public children services agencies (PCSA) do not currently submit a cash flow forecast and will not be required to submit a quarterly budget forecast.

The Quarterly Information Consolidation (QuIC) system is being replaced with a new module called Quarterly Information Consolidation Plus (QuIC+). County family services agencies and workforce investment areas will enter their quarterly budget information into QuIC+. In the coming weeks, ODJFS will issue additional technical assistance by providing a crosswalk between current line codes and new budgeting speed charts.

Due to the scheduled implementation date of the new automated statewide reporting system, the deadline for submitting the initial quarterly budget forecast for state fiscal year (SFY) 2009 will be June sixteenth for the July through September quarter. In addition to submitting the initial SFY 09 quarterly budget forecast through QuIC+, the county family services agency and workforce investment area will send the information to the Bureau of County Finance and Technical Assistance in a Microsoft Excel spreadsheet. Beginning with the quarterly budget forecast for the second quarter of SFY 09, the dates and procedures described in Administrative Code rule 5101:9-7-05 will be followed.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-7-05 (effective 5/21/08)</td>
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May 7, 2008

To: All Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Social Services Block Grant Quarterly Summary of Direct Services Provided and Purchased Services Contracts (JFS 04282)

This letter transmits changes to rule 5101:9-7-10 of the Administrative Code. The Social Services Block Grant Quarterly Summary of Direct Services Provided and Purchased Services Contracts and Agreements (JFS 04282) is submitted through the automated Federal Reporting - SSBG Title XX Application at: www.odjfs.state.oh.us/titlexx/ to the Office of Research, Assessment and Evaluation.

The definition of the number of customers served has been revised. When reporting the number of customers served, where actual data is not readily available, agencies may report an estimated number.

Questions regarding this report can be directed to Amanda Holland at (614) 466-6794, via GroupWise or by mail at:

Ohio Department of Job and Family Services
Office of Research, Assessment and Evaluation
Bureau of Research and Evaluation
4020 East Fifth Avenue
Columbus, OH 43219

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<td>5101:9-7-10 (effective 2/1/06)</td>
<td>5101:9-7-10 (effective 5/21/2008)</td>
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</table>
The Ohio Department of Job and Family Services (ODJFS) is rescinding the existing Administrative Code rule 5101:9-1-03 and issuing a new 5101:9-1-03 "Direct Costs" as a result of an internal five year rule review.

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<td>5101:9-1-03 (effective 12/04/03)</td>
<td>5101:9-1-03 (effective 5/15/08)</td>
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</tbody>
</table>

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services will provide additional Student Intervention funding in accordance with Am. Sub. H.B. 119, 127th G.A., Section 309.40.40 to be utilized for summer programs. The state fiscal year (SFY) 08 allocation originally limited to school readiness and after school programming is also available for expenditures related to summer programs through June 30, 2008 and must be liquidated by September 30, 2008. Unspent SFY 08 funds will not carry forward to SFY 09.

An additional $10 million will be made available for SFY 09. Only those counties who participated in the Student Intervention in SFYs 07 & 08 will be allowed to participate. Rule 5101:9-6-08.4 "Student Intervention Allocation" has been amended and renamed "Summer and after school programs TANF allocation" in order to reflect these changes.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 69
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 69
April 17, 2008

To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Incumbent Worker Training Allocation

In accordance with Amended Substitute House Bill 372, 127th General Assembly, the Ohio Department of Job and Family Services (ODJFS), Office of Workforce Development (OWD), is allocating up to six million dollars in SFY 2008 and nine million dollars in SFY 2009 of Workforce Investment funds to support the Incumbent Worker Training Program. Funding will be issued to the local WIA areas. The WIA area may enter into contracts with employers to reimburse them for eligible employee training. Program details will be established by the Ohio Department of Development. Funding details are outlined in new rule 5101:9-31-11 of the Administrative Code.

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Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: All Fiscal Administrative Procedure Manual Holders

From: Helen E. Jones-Kelley, Director

Subject: Ohio Children's Trust Fund Child Abuse and Neglect Allocation

Rule 5101:9-6-40 of the Administrative Code - Ohio Children’s Trust Fund Child Abuse and Neglect Allocation has been amended (previously the Basic Child Abuse and Neglect Allocation).

The rule amendments include the following items:

- This allocation is now funded by the Ohio Children’s Trust Fund State Special Revenue Fund;
- The allocation amount is determined by the availability of Ohio Children’s Trust Fund State Special Revenue dollars;
- The name of the allocation has been changed; and
- Reporting of allowable expenditures incurred in conjunction with Child Abuse and Neglect Prevention Month as described in rule 5101:9-7-01 Public Children Services Agency (PCSA) Financing, Reconciliation, and Closeout.

Please direct questions regarding this allocation to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 466-5854.

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</table>
The Ohio Department of Job and Family Services (ODJFS) is rescinding current Administrative Code rule 5101:9-6-52 entitled "Community evaluation teams allocation." Community evaluation team funding has not been issued for State fiscal year (SFY) 2008.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Child Support Random Moment Sample (RMS) Time Study

The random moment sample (RMS) time study workgroup suggested changes to the RMS process for the completion of the Child Support RMS - Random Moment Sample Observation Form (JFS 02712). Revisions to documentation requirements and worker substitution are included in the amended version of 5101:9-7-23 of the Administrative Code.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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</table>
To: All Fiscal Administrative Procedure Manual Holders  
From: Helen E. Jones-Kelley, Director  
Subject: Disability Program Navigator Initiative

The Ohio Department of Job and Family Services (ODJFS) will allocate funds to implement the Disability Program Navigator (DPN) initiative as outlined in Ohio Administrative Code rule 5101:9-31-13.

Funding for this initiative is the result of a joint collaboration of the U.S. Department of Labor and the Social Security Administration to better inform beneficiaries and other persons with disabilities about the employment supports available at local One-Stop centers.

The nine Local Workforce Investment Areas (LWIA) were selected for the phase one demonstration by the Office of Workforce Development (OWD) management based upon the LWIA area designation (metro and non-metro) and in accordance with the following:

- The geographic coverage (two to three LWIA) per Regional Navigator regional assignments; and
- The LWIA with previous Navigator programs.

In phase two, the DPN initiative will roll out to the remaining LWIA.

Subgrantees are responsible for submitting quarterly performance and expenditure reports; however, detailed reporting requirements will be outlined in future allocation letters.

Questions regarding these updates may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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FAPMTL 64
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 64
February 26, 2008

To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Child Support Performance Incentive Payments

This letter transmits changes to Administrative Code rule 5101:9-6-30. The rule describes the distribution of local Child Support Enforcement Agency (CSEA) performance incentives from the Ohio Department of Job and Family Services (ODJFS) effective with the first distribution of child support incentives for federal fiscal year 2008.

Effective with calendar year 2008 distribution of funds to the CSEA, ODJFS will issue one twelfth of the estimated annual child support incentive amount, less any amount deducted for ODJFS IV-D expenditures to each CSEA by Electronic Funds Transfer (EFT).

ODJFS will no longer reduce incentive payments for the recovery of costs associated with state IV-D contracts effective July 1, 2007. Adjustments will only be made for Internal Revenue Service related IV-D expenditures. The monthly adjustments will accumulate for the months of July through December 2007. Recovery of the accumulated adjustments will begin with the January 2008 incentive disbursement. If necessary, the recovery will continue each month until all accumulated adjustment amounts are recovered.

Effective October 1, 2007 a local county CSEA may expend performance incentives by completing the following coding adjustments:

- To move expenditures from IV-D contracts and charge to incentives - code a negative amount to 220-30 and a positive amount to 557-30; or
- To move from RMS allocated IV-D cost pool expenditures and charge to incentives - code a negative amount to 152-20 and a positive amount to 557-30.

Code 557-30 is mapped to line code 2-5570, which is mapped to non-reimbursable funding source 9999, and identified as "Federal Incentive Expenditures" and will not be considered for closeout purposes.

Questions about this incentive payment may be directed to your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<tbody>
<tr>
<td>Chapter 6</td>
<td>5101:9-6-30 (effective 3/19/07)</td>
<td>5101:9-6-30 (effective 3/1/08)</td>
</tr>
</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: State Child Support Allocations

As a result of an appropriation made by Amended Substitute House Bill 119 of the 127th General Assembly, $17,200,000 in Office of Child Support (OCS) incentive match reduction and $16,814,103 in child support state match monies are being funded. The funding will be issued as separate allocations which are linked.

In order to better reflect the current funding practices of ODJFS, the current Administrative Code rule 5101:9-6-80 is being rescinded and issued as new Administrative Code rule 5101:9-6-80, "State Child Support Allocations."

Upon the effective date of the rule, 5101:9-6-80 will be added to Chapter 6 - County Funding Sources of the Fiscal Administrative Procedure Manual (FAPM) on the ODJFS web site at http://emanuals.odjfs.state.oh.us/emanuals/.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<tbody>
<tr>
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<td>5101:9-6-80 (effective 5/18/03)</td>
<td>5101:9-6-80 (effective 3/1/08 )</td>
</tr>
</tbody>
</table>
The Ohio Department of Job and Family Services (ODJFS) is rescinding the existing Administrative Code rule 5101:9-6-02 and issuing a new 5101:9-6-02 "County Allocation Process" to reflect changes that are effective with State Fiscal Year (SFY) 2009 funding. Notice of county allocation funding levels will issued as an addendum to the grant agreement.

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<tr>
<td>Chapter 6</td>
<td>5101:9-6-02 (effective 7/13/07)</td>
<td>5101:9-6-02 (effective 1/31/08)</td>
</tr>
</tbody>
</table>

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders

From: Helen E. Jones-Kelley, Director

Subject: Income Maintenance, Workforce, Social Services, and Child Welfare Random Moment Sample (RMS) Time Studies

The random moment sample (RMS) time study workgroup met and suggested changes to the RMS process. Revisions to documentation requirements and worker substitution are included in the amended version of 5101:9-7-20 of the Administrative Code.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<td>5101:9-7-20 (effective 10/01/07)</td>
<td>5101:9-7-20 (effective 02/01/08)</td>
</tr>
</tbody>
</table>
FAPMTL 60
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 60
March 20, 2008

To: All Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Amended Adult Protective Services Allocation

Rule 5101:9-6-14 of the Administrative Code has been amended to outline the Adult Protective Services Allocation distribution methodology to the counties.

Please direct questions regarding the distribution methodology to the Ohio Department of Job and Family Services (ODJFS) fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 466-5854.

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<tbody>
<tr>
<td>Chapter 6</td>
<td>5101:9-6-14 (Effective February 5, 2006)</td>
<td>5101:9-6-14 (Effective March 24, 2008)</td>
</tr>
</tbody>
</table>
To: All Fiscal Administrative Procedure Manual Holders  
From: Helen E. Jones-Kelley, Director  
Subject: TANF Demonstration Rescission

The TANF Demonstration project provided funding through the TANF block grant for innovative and promising prevention and intervention projects for SFYs 2006 and 2007 and for six months in SFY 2008. Because funding for this project ends December 31, 2007, Administrative Code rule 5101:9-6-08.2 "Temporary Assistance for Needy Families (TANF) Demonstration Project Administrative Costs Reimbursement" is being rescinded.

**Instructions:**

<table>
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<tr>
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<tbody>
<tr>
<td>Chapter 6</td>
<td>5101:9-6-08.2 (effective 7/1/06)</td>
</tr>
</tbody>
</table>

Questions should be directed to your ODJFS fiscal supervisor and/or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.
To: All Fiscal Administrative Procedure Manual Holders  
From: Helen E. Jones-Kelley, Director  
Subject: Asset Reimbursement Methods for County Family Services Agencies and Workforce Investment Act (WIA) Areas

The Ohio Department of Job and Family Services (ODJFS) recognizes depreciation, expensing, and use allowance as the three asset reimbursement methods available to county family services agencies and Workforce Investment Act (WIA) areas. The guidelines of asset reimbursement are in compliance with the Code of Federal Regulations (C.F.R.). The principles and standards that are established in 2 C.F.R. 225 determine the allowable costs for federal awards that are disbursed through grants, cost reimbursement contracts, and various agreements with state and local governments.

Please direct questions regarding rule 5101:9-4-10 of the Administrative Code - Asset Reimbursement Methods for County Family Services Agencies and Workforce Investment Act (WIA) Areas to the ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 466-5854.

Instructions:

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<tbody>
<tr>
<td>Chapter 4</td>
<td>N/A</td>
<td>5101:9-4-10 (Effective January 31, 2008)</td>
</tr>
</tbody>
</table>
FAPMTL 57
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 57
January 17, 2008

To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Disaster Related Prevention, Retention and Contingency (PRC) Assistance Funding

Rule 5101:9-6-13 of the Administrative Code is being amended to reflect current funding practices.

The disaster related prevention, retention and contingency (PRC) assistance allocation source is the federal TANF block grant issued under the catalog of federal domestic assistance (CFDA) number 93.556.


Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<tbody>
<tr>
<td>Chapter 6</td>
<td>5101:9-6-13 (effective 2/20/2004)</td>
<td>5101:9-6-13 (effective 2/1/2008)</td>
</tr>
</tbody>
</table>
The Ohio Department of Job and Family Services (ODJFS) is rescinding current Administrative Code rule 5101:9-10-49 "Incentives for ADC, TANF, Ohio works first (OWF), and Disability Financial Assistance (DFA) collections" and issuing new rule 5101:9-6-29 "Earnings for the Recovery of Erroneous ADC, TANF, OWF and DFA Payments" and amending rule 5101:9-7-06 "Reporting County Collections" to reflect current funding practices.

Please note financial Classification ID 51 is currently named "collections that earn incentive."

**Instructions:**

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<tbody>
<tr>
<td>Chapter 7</td>
<td>5101:9-10-49 (effective 9/1/03)</td>
<td>5101:9-6-29 (effective 12/13/07)</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>5101:9-7-06 (effective 8/25/06)</td>
<td>5101:9-7-06 (effective 12/13/07)</td>
</tr>
</tbody>
</table>

Please direct inquiries to your ODJFS Fiscal Supervisor/Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders  
From: Helen E. Jones-Kelley, Director  
Subject: Caseworker Visits Allocation

The Title IV-B allocation will increase funds available to support caseworker visits of children in substitute care, as described in rule 5101:9-6-37.2 of the Administrative Code.

The Ohio Department of Job and Family Services (ODJFS) received $1.47 million in Title IV-B, subpart 2, funds under the Child and Family Services Improvement Act of 2006 (P.L. 109-288). This funding is being made available to assist public children services agencies (PCSAs) in meeting new federal performance standards related to visitation of children in substitute care by the caseworker handling the case of the child.

Reimbursement for allowable costs is to be claimed on the JFS 02820 "Monthly Financial Statement" using line code 2-6404 and funding source code 6045 for direct charges. Staff costs allocable to the allocation will be reimbursed through the SSRMS and certification process. The certification form will be revised and issued in the near future.

Should you have questions, please contact your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<tbody>
<tr>
<td>Chapter 6</td>
<td>5101:9-6-37.2 (effective 12/01/2007)</td>
</tr>
</tbody>
</table>
To: All Fiscal Administrative Procedure Manual Holders  
From: Helen E. Jones-Kelley, Director  
Subject: TANF Independent Living Allocation Amendment

In accordance with sections 5101.80 and 5101.801 of the Revised Code, the Ohio Department of Job and Family Services is continuing the TANF Independent Living Allocation. Administrative Code rule 5101:9-6-08.6 is being amended to reflect this change.

**Instructions:**

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<tbody>
<tr>
<td>Chapter 6</td>
<td>5101:9-6-08.6 (effective 9/28/06)</td>
<td>5101:9-6-08.6 (effective 11/16/07)</td>
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</tbody>
</table>

Questions should be directed to your ODJFS fiscal supervisor and/or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.
FAPMTL 53
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 53

January 15, 2008

To: All Fiscal Administrative Procedure Manual Holders

From: Helen E. Jones-Kelley, Director

Subject: Update of Rules 5101:9-6-57 (The Recruitment of African-American Adoptive Families Allocation) and 5101:9-6-75 (AdoptOhio Kids)

The Ohio Department of Job and Family Services (ODJFS) has made updates and amendments to Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) number 23 containing Ohio Administrative Code (OAC) rule 5101:9-6-57 (The Recruitment of African-American Adoptive Families Allocation) and Administrative Procedure Manual Transmittal Letter number 311 containing 5101:9-6-75 (AdoptOhio Kids Incentive) now entitled AdoptOhio Kids.

Changes to these rules include updates of pertinent dates and additional language clarifying expectations of quarterly reporting dates for participating Public Children Service Agencies (PCSA).

Questions regarding these updates may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Chapter 6</td>
<td>5101:9-6-57(01/1/07) and 5101:9-6-75 (11/07/05)</td>
<td>5101:9-6-57 and 5101:9-6-75 (Effective 01/15/2008)</td>
</tr>
</tbody>
</table>
FAPMTL 52
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 52
October 31, 2007

To: All Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Mass Layoff Planning Allocation

The Ohio Department of Job and Family Services (ODJFS) is releasing funds to provide grants for comprehensive community engagement and regional planning to address pending and future mass layoffs that could have a significant impact on Ohio workers and communities. These mass layoff planning grants are designed to help areas or regions develop real time efficient strategies to assist workers in returning to appropriate employment or provide training to obtain new credentials and/or education to succeed in available jobs.

Information regarding these allocations is captured in Ohio Administrative Code rule 5101:9-31-10. This allocation will enable local communities to develop a strategy to ensure eligible impacted workers of the automotive industry to gain the necessary skills to enter, navigate, and advance in viable new careers through training.

Proposals were accepted in state fiscal year (SFY) 07 and funds that were issued, as a result, will be carried forward into SFY 08.

Expenditures will be captured on the JFS 01992 (Workforce Investment Act (WIA) Funds Certification Sheet - rev. 4/2006) through electronic submission to the Bureau of County Finance and Technical Assistance. Financial reporting codes will be communicated with allocation letters from the Bureau of County Finance and Technical Assistance.

Questions regarding these allocations may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

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<thead>
<tr>
<th>Location</th>
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<tbody>
<tr>
<td>Chapter 3</td>
<td>Not Applicable-New Rule</td>
<td>5101:9-31-10 (Effective 11/01/2007)</td>
</tr>
</tbody>
</table>
To: Fiscal Administrative Procedure Manual Holders

From: Helen E. Jones-Kelley, Director

Subject: Student Intervention TANF allocation

The Ohio Department of Job and Family Services will provide funding in accordance with Am. Sub. H.B. 119 Section 309.40.40 to continue existing programs that support after school student intervention initiatives for TANF-eligible individuals. Funding will be made available between September 1, 2007 and June 13, 2008 and is limited to the counties and school districts that participated in the Student Intervention Program as outlined in rule 5101:9-6-08.4, effective August 1, 2006 (FAPMTL No. 3). Funding is no longer available for summer programs. Attached is the updated version of 5101:9-6-08.4.

Activities must be reported on the JFS 02827 using the following coding information:

<table>
<thead>
<tr>
<th>Description</th>
<th>Program</th>
<th>Class ID</th>
<th>Line Code</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>After School Demonstration Expenditures</td>
<td>165</td>
<td>30</td>
<td>2-1206</td>
<td>1021</td>
</tr>
<tr>
<td>School Readiness Enrichment Expenditures</td>
<td>167</td>
<td>30</td>
<td>2-1206</td>
<td>1021</td>
</tr>
<tr>
<td>After School Demonstration Expenditures Retro</td>
<td>165</td>
<td>55</td>
<td>2-1207</td>
<td>9150</td>
</tr>
<tr>
<td>School Readiness Enrichment Expenditures Retro</td>
<td>167</td>
<td>55</td>
<td>2-1207</td>
<td>9150</td>
</tr>
</tbody>
</table>

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<th>Insert</th>
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<tbody>
<tr>
<td>Chapter 6</td>
<td>5101:9-6-08.4 (effective 8/1/2006)</td>
<td>5101:9-6-08.4 (effective 10/25/2007)</td>
</tr>
</tbody>
</table>

Please direct questions to your ODJFS fiscal supervisor.
To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Gulf Coast Hurricane Relief Allocation

On February 7, 2007, the Ohio Department of Job and Family Services (ODJFS) allocated $556,000 in Title XX supplemental funding as outlined in FAPMTL 27 and rule 5101:9-6-12.3 "Hurricane Katrina Supplemental Title XX Funds Allocation." Because there was not a high demand for funds at that time, ODJFS rescinded that rule effective June 1, 2007 (FAPMTL No. 35) and terminated this allocation for expenditures April 30, 2007. Since that time, the United States Department of Health and Human Services has extended the deadline to September 30, 2009. It is the goal of ODJFS to fully expend these funds to provide support to those evacuees displaced since the Gulf Coast hurricane season of 2005. Therefore, ODJFS will reallocate the remaining $439,588.10 to those county agencies that requested funding, to provide assistance to evacuees via a survey issued by the ODJFS Office of Children and Families. Funding details are outlined in new rule 5101:9-6-12.31 "Gulf Coast Hurricane Relief Allocation."

Activities must be reported on the JFS 02827.

Questions should be directed to your ODJFS fiscal supervisor and/or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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<tr>
<td>Chapter 6</td>
<td>N/A</td>
<td>5101:9-6-12.31 (effective 10/25/2007)</td>
</tr>
</tbody>
</table>
The Title IV-B adoption allocation will increase funds available for adoption programming, as described in rule 5101:9-6-37.1 of the Administrative Code.

Funds available under the allocation may be used only for services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities as pre- and post-adoptive services and activities designed to expedite the adoption process and support adoptive families.

Funds are allocated based on a formula using the average number of children ages nine and older that were served (having a weight 1.2) and the number of children in custody of the agency for 16 months or less (having a weight 1.0). This provides a slightly higher weight to agencies that have older harder-to-place children.

The allocation may not be used to support general operating costs or PCSA staff. Reimbursement for allowable costs is to be claimed on the JFS 02820 "Monthly Financial Statement" using line code 2-6079 and funding source code 6079. Allowable costs correctly reported will be reimbursed at a rate of seventy five per cent of the amount reported up to the PCSA allocation amount.

Each participating PSCA(s) must submit an "Outcomes and Progress Report" narrative to the ODJFS Office of Children and Families, addressing the following topics at the end of each state fiscal year for which the agency receives funds:

(1) A description of the services funded through the Title IV-B adoption allocation;

and

(2) Results of the services.

Narratives are submitted to:

Rhonda Abban, Adoption Section Chief
Ohio Department of Job and Family Services
Adoption Services Section
50 West Town Street
Columbus, Ohio 43218-2709

Upon the effective date of the rule, 5101:9-6-37.1 will be added to Chapter 6 - County Funding Sources of the Fiscal Administrative Procedure Manual (FAPM) on the ODJFS web site at http://emanuals.odjfs.state.oh.us/emanuals/.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor at (614) 752-9194.

Instructions:

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<tr>
<td>Chapter 6</td>
<td>5101:9-6-37.1 (11/01/2007)</td>
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</tbody>
</table>
FAPMTL 47
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 47
October 15, 2007

To: All Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: TANF Allocations Amendments Update

In accordance with sections 5101.80 and 5101.801 of the Revised Code, the Ohio Department of Job and Family Services is updating the TANF allocation rules found in Chapter 6 of the Fiscal Administrative Procedure Manual.

The following rules are being amended in order to reflect some minor changes in funding:

5101:9-6-06 "Accountability Credibility Together Allocation."
5101:9-6-08.3 "TANF Replacement Funding Allocation."
5101:9-6-22 "Talbert House Allocation."

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<td>5101:9-6-06 (effective 10/19/07)</td>
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<td>Chapter 6</td>
<td>5101:9-6-08.3 (effective 8/1/06)</td>
<td>5101:9-6-08.3 (effective 10/19/07)</td>
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<td>Chapter 6</td>
<td>5101:9-6-22 (effective 2/1/06)</td>
<td>5101:9-6-22 (effective 10/19/07)</td>
</tr>
</tbody>
</table>

Please direct questions to your ODJFS fiscal supervisor.
The Ohio Department of Job and Family Services is rescinding rule 5101:9-6-47 of the Administrative Code and adopting a new rule to update the allocation formula for the SFY08 Help Me Grow allocation. The new allocation provides more equitable funding for counties and adds two more incentive factors to the two factors that have existed previously for a total of four incentive factors in the mix of funds. As outlined in section 3701.61 of the Revised Code, this program is administered by the Ohio Department of Health and only a portion is funded through ODJFS through the federal TANF Block Grant.

Attached is the Help Me Grow funding table for SFY08. The amount for SFY08 funds and the per cent each factor makes up of the total are listed below in the Allocation Calculation Table:

<table>
<thead>
<tr>
<th>Component</th>
<th>SFY08 Percentage of Allocation</th>
<th>Total Amount of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stability Factor</td>
<td>68%</td>
<td>$44,067,409</td>
</tr>
<tr>
<td>0 to 3 Target Population Factor</td>
<td>6%</td>
<td>$3,888,301</td>
</tr>
<tr>
<td>0 to 5 Children in Poverty Factor</td>
<td>12%</td>
<td>$7,776,602</td>
</tr>
<tr>
<td>At Risk Target Incentive Factor</td>
<td>3.5%</td>
<td>$2,268,175</td>
</tr>
<tr>
<td>Part C Target Incentive Factor</td>
<td>3.5%</td>
<td>$2,268,175</td>
</tr>
<tr>
<td>45 Day Compliance Incentive Factor</td>
<td>3.5%</td>
<td>$2,268,175</td>
</tr>
<tr>
<td>Transition Compliance Incentive Factor</td>
<td>3.5%</td>
<td>$2,268,175</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>$64,805,012</td>
</tr>
</tbody>
</table>

The total allocations by funding source are as follows:

- TANF= $44,766,993
- GRF= $9,538,019
- Part C= $10,500,001

The SFY08 formula places emphasis on accountability and performance through the introduction of two new incentive factors, 45 Day Compliance and Transition Compliance. The formula also continues the trend of making the HMG funding allocation more equitable by increasing the percentage of funds allocated based on population (i.e., increases in the target population factor and children in poverty factor) while at the same time reducing the amount dependent on historical funding (i.e., decrease in stability factor). Further details are outlined in attached OAC rule 5101:9-6-47.

Please direct inquiries to Tracey Bennett, TANF Inter-Agency Supervisor, TANF Inter-Agency Section at (216) 787-5876, ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194,
or Help Me Grow Regional Technical Assistance Consultants, Bureau of Early Intervention Services, Ohio Department of Health at (614) 644-8389.

Instructions:

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<tbody>
<tr>
<td>Chapter 6</td>
<td>5101:9-6-47 (effective 2/5/06)</td>
<td>5101:9-6-47 (effective 10/07/07)</td>
</tr>
</tbody>
</table>

Attachment: Help Me Grow Funding Allocation Table for SFY08

Click here to view the Fiscal Administrative Procedure Manual 46 (FAPMTL 46) Attachment: Help Me Grow Funding Allocation Table for SFY08
To: All Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: TANF Allocations Rescissions

In accordance with sections 5101.80 and 5101.801 of the Revised Code, the Ohio Department of Job and Family Services is updating the TANF allocation rules found in Chapter 6 of the Fiscal Administrative Procedure Manual.

The following rules are rescinded as these allocations have been eliminated from the state budget for SFY 2008 - 2009.

5101:9-6-07 "Access to Better Care (ABC) Non-Behavioral Case Management Allocation."
5101:9-6-07.1 "ABC School and Community Partnership Allocation."
5101:9-6-08.1 "OHSTS TANF Training Subsidies for SFY 06/07."
5101:9-8-08.7 "TANF Two Parent OWF Allocation."

**Instructions:**

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</table>

Please direct questions to your ODJFS Fiscal Supervisor.
In accordance with sections 5101.80 and 5101.801 of the Revised Code, the Ohio Department of Job and Family Services is updating the TANF allocation rules found in Chapter 6 of the Fiscal Administrative Procedure Manual to include new TANF allocations for SFY 2008.

As a result of new allocations, the following rules have been adopted:

5101:9-6-07.2 "Freestore Foodbank BARIS Program Allocation."
5101:9-6-07.3 "Butler County Success Allocation."

Activities must be reported on the JFS 02827, using the following coding information:

<table>
<thead>
<tr>
<th>Description</th>
<th>Line Code</th>
<th>Funding Source</th>
<th>Financial Program Code</th>
<th>Class</th>
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<tbody>
<tr>
<td>Freestore Foodbank</td>
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<td>Butler County Success</td>
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</table>

Please direct questions to your ODJFS fiscal supervisor.
To: Fiscal Administrative Procedure Manual Holders  
From: Helen E. Jones-Kelley, Director  
Subject: Income Maintenance, Workforce, Social Services, and Child Welfare Random Moment Sample (RMS) Time Studies

To reflect recommended changes in the random moment sample (RMS) observation form codes and definitions, the income maintenance (IM) and social services (SS) random moment sample (RMS) forms have been revised to include a more complete code set, thus eliminating the need for some agencies to complete separate forms. Specific codes used to address worker absences have also been removed. The RMS coordinator will use the appropriate code to indicate the "position idle or invalid response."

The most significant revisions to rule 5101:9-7-20 of the Administrative Code are:

- Reference to IMRMS and WFRMS program "495" (common to several programs) and activity "955" (leave) has been stricken.
- Reference to SSRMS and CWRMS program "100" (all SSRMS) and activity "391" (other services non-related) has been stricken.
- Reference to rule 5101:9-7-22 of the Administrative Code has been removed.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Instructions:

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Chapter 7</td>
<td>5101:9-7-20 (effective 01/06/07)</td>
<td>5101:9-7-20 (effective 10/01/07)</td>
</tr>
</tbody>
</table>
The Ohio Department of Job and Family Services (ODJFS) disburses Adult Services and Family Services (ASFS) Training operating and cost of instruction subsidies to counties hosting Regional Training Centers (RTCs). The operating subsidy is a $37,500 supplement to the county’s general social services allocation. The $87,500 cost of instruction subsidy compensates the county for direct and out-of-pocket costs associated with procuring and providing ASFS training. Please note that these subsidies were formerly named the Adult Protective Services (APS) Training Subsidies. The following counties will receive ASFS Training subsidies totaling $125,000, per fiscal year:

Franklin County Department of Job and Family Services
Hamilton County Department of Job and Family Services
Lucas County Department of Job and Family Services
Summit County Department of Job and Family Services

Each of the four RTCs is required to submit a quarterly report and calendar of course offerings in accordance with rule 5101:9-6-14.1 of the Administrative Code to the attention of:

Dorothy Hughes
Ohio Department of Job and Family Services
Bureau of Family Services
50 West Town Street, 6th Floor
Columbus, Ohio 43215

Please direct questions regarding rule 5101:9-6-14.1 of the Administrative Code to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 466-5854.

Instructions:

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</table>
FAPMTL 41
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 41

September 27, 2007

To: All Fiscal Administrative Procedure Manual Holders

From: Helen E. Jones-Kelley, Director

Subject: Workforce Innovation in Regional Economic Development (WIRED) Allocation

The Ohio Department of Job and Family Services (ODJFS) is releasing funds to the local workforce investment areas for the Workforce Innovation in Regional Economic Development (WIRED) allocation. The catalog of federal domestic assistance (CFDA) number assigned for this program is 17.261.

This allocation is being made available to foster economic transformation by developing comprehensive regional approaches to education, workforce, and economic development and is intended to assist areas with development of jobs for the future with a focus on areas of energy production, innovation, and entrepreneurship. An initial planning grant has been awarded to Ohio in the amount of one hundred thousand dollars with an additional five million dollars to be disbursed over the next three years. Reporting activities should be captured and reported monthly on the JFS 01992 Workforce Investment Act (WIA) Funds Certification Sheet (rev. 4/2006) through electronic submission to the Bureau of County Finance and Technical Assistance.

Financial reporting codes will be communicated with allocation letters from the Bureau of County Finance and Technical Assistance.

Questions regarding these allocations may be directed to your Bureau of County Finance and Technical Assistance fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

<table>
<thead>
<tr>
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<td>Chapter 3</td>
<td>Not Applicable-New Rule</td>
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</table>
TO: All Fiscal Administrative Procedure Manual Holders  
FROM: Helen E. Jones-Kelley, ODJFS Director  
SUBJECT: Public Assistance (PA) Agency Financing, Reconciliation, and Closeout

The Public Assistance (PA) Financing, Reconciliation, and Closeout rules contain the procedures for the maintenance of the financial relationship between the Public Assistance (PA) Agencies and the Ohio Department of Job and Family Services (ODJFS). The local agency requirements for quarterly financial and Random Moment Sample (RMS) reporting have not changed; however, the rule specifically outlines report due dates for both the local agencies and ODJFS. ODJFS is responsible for the provision of a second preliminary quarterly reconciliation report. A quick reference guide lists the final due dates and is included as an appendix to the rule. The final due dates do not preclude the submission of reports prior to the due date.

The procedures for the annual closeout process are more detailed and include additional steps. The principal changes in the annual closeout are as follows:

1) The processing of corrections at annual closeout;
2) The requirement that payment for overspending identified after statewide redistribution occurs be sent via bank draft; and
3) The provision that failure to submit timely payment may result in referral to the Attorney General's Office for collection.

Rule 5101:9-7-03 contains an expanded section on quarterly and annual closeout. Quarterly closeout will occur in December for the July-September quarter and in March for the October - December quarter. This rule contains specific cash management requirements for all public assistance operating funds and the provision for retroactive coding of expenditures. Interest on excess cash on hand will be reported on federal funds.

Rule 5101:9-7-03 eliminates the penalty of electronic funds transfer (EFT) removal for PAs submitting a late report for three consecutive months. The penalty is replaced with an authorization that enables ODJFS to withhold funding until late reports are submitted.

Questions regarding the financing, reconciliation, and closeout procedures should be directed to the ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 466-5854.

HJK/DT:twb

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</table>
FAPMTL 39
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 39

July 3, 2007

To: Fiscal Administrative Procedure Manual Holders
    County Departments of Job and Family Services
    Ohio Job and Family Services Directors Association
    Child Support Enforcement Agencies
    Ohio CSEA Directors Association
    Public Children Services Agencies
    Public Children Services Association of Ohio
    WIA Fiscal Agents

From: Helen E. Jones-Kelley, Director

Subject: Rescission of Ohio Administrative Code Rule 5101:9-7-22 "Ohio department of job and family services (ODJFS) random moment sample (RMS) review"

The Ohio Department of Job and Family Services (ODJFS) is rescinding rule 5101:9-7-22 of the Administrative Code. The Office of Fiscal Services will no longer be conducting random moment sample (RMS) reviews pursuant to rule 5101:9-7-22 of the Administrative Code.

Questions regarding this fiscal administrative procedure manual transmittal letter may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders
County Departments of Job and Family Services' Directors
From: Helen E. Jones-Kelley, Director
Subject: County Allocation Process

The Ohio Department of Job and Family Services (ODJFS) is rescinding the existing Administrative Code rule 5101:9-6-02 and issuing a new 5101:9-6-02 "County Allocation Process" to reflect changes that are effective with State Fiscal Year (SFY) 2008 funding.

Counties will no longer receive allocation letters for each initial SFY allocation. Allocation letters will be replaced by a "Notice of Awards." Two attachments will be sent with the Notice of Awards: a list of individual allocation amounts, along with specific allocation information; and applicable federal terms and conditions and state regulations. Counties will be notified of any change in the initial allocation listing by separate communication.

Counties will no longer be required to certify the amount of an allocation. The recertification process, currently completed in March of each year, is being replaced by a redistribution process that will occur after the end of the second quarter of the SFY. Because of the changes in this process, as outlined in the rule, the JFS 02581 "Certification Sheet" is being rescinded.

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</table>

Please direct inquiries to your ODJFS Fiscal Supervisor.
FAPMTL 37
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 37
August 9, 2007

TO: All Fiscal Administrative Procedure Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: Amended Public Assistance (PA) Fund Allocations and Linkages

Public Assistance Fund Allocations and Linkages - rule 5101:9-6-03 has been amended to include the following revised allocation methodologies:

- Title XX Funds and Social Services Operating Allocation, and
- Title XX Temporary Assistance for Needy Families (TANF) Transfer Allocation.

Please direct questions regarding the allocation methodologies to the ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 466-5854.

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</table>
FAPMTL 36A
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 36A
September 6, 2007

TO: All Fiscal Administrative Procedure Manual Holders

FROM: Helen E. Jones-Kelley, Director

SUBJECT: Workforce Investment Act (WIA) Area Financing, Reconciliation, and Closeout

The WIA Area Financing, Reconciliation, and Closeout rule 5101:9-7-04 contains the procedures for the maintenance of the financial relationship between the WIA area and the Ohio Department of Job and Family Services (ODJFS). The WIA area requirements for quarterly financial and Random Moment Sample (RMS) reporting have not changed; however, the rule specifically outlines report due dates for both the WIA area and ODJFS. ODJFS is responsible for the provision of a second preliminary quarterly reconciliation report. The rule appendix lists the final due dates and does not preclude the early submission of reports. (FAPMTL No. 36A replaces FAPMTL No. 36 because the version of rule 5101:9-7-04 contained within FAPMTL No. 36 was withdrawn from the rule-making process before it became effective because the JFS 01889 National Emergency Grant Expenditure Form, referenced in the rule appendix, is obsolete.)

The procedures for the annual closeout process are more detailed and include additional steps. The principal changes in the annual closeout are as follows:

1) The processing of corrections at annual closeout;
2) The requirement that payment for overspending identified after statewide redistribution occurs be sent via bank draft; and
3) The provision that failure to submit timely payment may result in referral to the Attorney General's Office for collection.

Rule 5101:9-7-04 contains specific cash management requirements for all WIA area operating funds and an expanded section on the quarterly close and the annual closeout.

Rule 5101:9-7-04 eliminates the penalty of electronic funds transfer (EFT) removal for WIA area submitting a late report for three consecutive months. The penalty is replaced with an authorization that enables ODJFS to withhold funding until late reports are submitted. Questions regarding this rule should be directed to the ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 466-5854.

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<td>Chapter 7</td>
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<td>5101:9-7-04 (Effective August 31, 2007)</td>
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</tbody>
</table>
The WIA Area Financing, Reconciliation, and Closeout rule 5101:9-7-04 contains the procedures for the maintenance of the financial relationship between the WIA area and the Ohio Department of Job and Family Services (ODJFS). The WIA area requirements for quarterly financial and Random Moment Sample (RMS) reporting have not changed; however, the rule specifically outlines report due dates for both the WIA area and ODJFS. ODJFS is responsible for the provision of a second preliminary quarterly reconciliation report. The rule appendix lists the final due dates and does not preclude the early submission of reports.

The procedures for the annual closeout process are more detailed and include additional steps. The principal changes in the annual closeout are as follows:

1) The processing of corrections at annual closeout;
2) The requirement that payment for overspending identified after statewide redistribution occurs be sent via bank draft; and
3) The provision that failure to submit timely payment may result in referral to the Attorney General's Office for collection.

Rule 5101:9-7-04 contains specific cash management requirements for all WIA area operating funds and an expanded section on the quarterly close and the annual closeout.

Rule 5101:9-7-04 eliminates the penalty of electronic funds transfer (EFT) removal for WIA area submitting a late report for three consecutive months. The penalty is replaced with an authorization that enables ODJFS to withhold funding until late reports are submitted. Questions regarding this rule should be directed to the ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 466-5854.

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<td>Chapter 7</td>
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<td>5101:9-7-04 (Effective August 24, 2007)</td>
</tr>
</tbody>
</table>
May 30, 2007

To: Fiscal Administrative Procedure Manual Holders
    County Departments of Job and Family Services' Directors

From: Helen E. Jones-Kelley, Director

Subject: Rescission of Hurricane Katrina Supplemental Title XX Funds

On February 7, 2007, the Ohio Department of Job and Family Services (ODJFS) allocated $556,000 in Title XX supplemental funding. Details of this allocation are outlined in rule 5101:9-6-12.3 "Hurricane Katrina Supplemental Title XX Funds Allocation." Because there has not been a high demand, and because the Department of Health and Human Services has indicated there is great need for distribution to other states having more evacuees, ODJFS is rescinding rule 5101:9-6-12.3 and terminating this allocation for expenditures April 30, 2007 and reported on the JFS 02827 by May 31, 2007. ODJFS will release the balance of these funds during July 2007 to the United States Department of Health and Human Services.

Questions should be directed to your ODJFS fiscal supervisor and/or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

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FAPMTL 34
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 34
June 29, 2007

To: Fiscal Administrative Procedure Manual Holders
   County Departments of Job and Family Services

From: Helen E. Jones-Kelley, Director

Subject: Career Advancement Account Demonstration Allocations

The Ohio Department of Job and Family Services (ODJFS) is releasing allocations to support demonstration of career advancement accounts for employed and unemployed workers impacted as a result of plant closures and shift reductions by General Motors (GM), Daimler Chrysler, and Ford Motor Company. Information regarding these allocations is captured in Ohio Administrative Code rule 5101:9-6-48. These allocations will enable eligible impacted workers of the automotive industry to gain the necessary skills to enter, navigate, and advance in viable new careers through training.

Reporting activities will be captured on the JFS 01992 (Workforce Investment Act (WIA) Funds Certification Sheet - rev. 4/2006). Activities will be reported in accordance with the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Program</th>
<th>Class</th>
<th>Line Code</th>
<th>Funding Source</th>
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</thead>
<tbody>
<tr>
<td>CAA Expenditures</td>
<td>508</td>
<td>11</td>
<td>2-7779</td>
<td>7057</td>
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<tr>
<td>CAA Accruals</td>
<td>508</td>
<td>21</td>
<td>2-7780</td>
<td>7057</td>
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<tr>
<td>CAA Obligations</td>
<td>508</td>
<td>23</td>
<td>2-7781</td>
<td>7000</td>
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<td>CAA Stand In Costs</td>
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<td>25</td>
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<td>CAA Prog. Income Receivable</td>
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<td>CAA Prog. Income Expenditure</td>
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<td>7001</td>
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<tr>
<td>CAA Interest Receivables</td>
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<td>CAA Cash Disbursement-06/07 Accruals</td>
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</table>

Questions regarding these allocations may be directed to your Bureau of County Finance and Technical Assistance fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
May 3, 2007

To: Fiscal Administrative Procedure Manual Holders
County Departments of Job and Family Services
WIA Fiscal Agents

From: Helen E. Jones-Kelley, Director

Subject: WorkKeys Assessment Allocation

The Ohio Department of Job and Family Services (ODJFS), Office of Workforce Development (OWD), is allocating up to one million dollars of Rapid Response funding beginning March 1, 2007 through June 30, 2007 to each of the Workforce Investment Areas to support ACT WorkKeys Career Readiness Credentialing. Details are outlined in new rule 5101:9-31-08 of the Administrative Code.

The OWD has established a separate line code to track WorkKeys expenses for the WorkKeys funds. Areas can apply for additional funds once they have spent 70% of their initial WorkKeys allocation. Activities for this allocation must be reported on the ODJFS 01992 using the following coding:

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<tr>
<td>Chapter 3</td>
<td>N/A</td>
<td>5101:9-31-08</td>
</tr>
</tbody>
</table>

Please direct inquiries to your ODJFS Fiscal Supervisor.

Rule 5101:9-7-23 includes the portion of 5101:1-31-04 dealing with the child support random moment sample time studies. Additional portions of 5101:1-31-04 are being replaced by rule 5101:9-6-83 as described in Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 31.

The changes to the RMS provisions in 5101:9-7-23 include:

- Process for including in the time study certain support staff who also spend a significant amount of time performing direct services.
- Provides more details regarding the duties and responsibilities of the RMS coordinator including how to report position vacancies and worker absences.
- Provides more details regarding the sample size.
- Clarifies requirements for documentation and comments on observation forms.
- Clarifies record retention.

Upon the effective date of the rule, 5101:9-7-23 will be added to Chapter 7 - Fiscal Reimbursement and Reporting of the Fiscal Administrative Procedure Manual (FAPM) on the ODJFS web site at http://emanuals.odjfs.state.oh.us/emanuals/.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 31

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 31

March 28, 2007

To: Fiscal Administrative Procedure Manual Holders
    County Departments of Job and Family Services' Directors
    Child Support Enforcement Agencies
    Ohio CSEA Directors Association

From: Helen E. Jones-Kelley, Director

Subject: Child Support Enforcement Agency (CSEA) Administrative Fund


Rule 5101:1-31-04 of the Administrative Code is being rescinded and portions are being replaced by rule 5101:9-6-83 of the Administrative Code, with minor changes. The portion of OAC rule 5101:1-31-04 dealing with the child support random moment sample time studies will be included in rule 5101:9-7-23 of the Administrative Code.

Upon the effective date of the rule, 5101:9-6-83 will be added to Chapter 6 - County Funding Sources of the Fiscal Administrative Procedure Manual (FAPM) on the ODJFS web site at http://emanuals.odjfs.state.oh.us/emanuals/.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.
March 23, 2007

To: Fiscal Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
   Child Support Enforcement Agencies
   Ohio CSEA Directors Association

From: Helen E. Jones-Kelley, Director

Subject: Child Support Incentive Allocation

This letter transmits new Administrative Code rule 5101:9-6-30. The rule describes the distribution of local Child Support Enforcement Agency (CSEA) performance incentives from the Ohio Department of Job and Family Services (ODJFS). The process described in this rule will be in effect for the state fiscal year (SFY) 2007 through the first quarter of SFY 2008.

CSEA incentive payments are through the child support administrative advance process described in rule 5101:9-7-02 of the Administrative Code.

Incentive payments are based on the ODJFS estimates of the amount of incentives Ohio will receive from the federal Office of Child Support Enforcement during the federal fiscal year (FFY) as described in rule 5101:12-1-54 of the Administrative Code. The exact amount of incentives will be determined during an annual incentive reconciliation at the end of the federal fiscal year (FFY) and ODJFS will make necessary adjustments to the incentive allocation.

Upon the effective date of the rule, it will be added to Chapter 6 - County Funding Sources of the FAPM on the ODJFS web site at http://emanuals.odjfs.state.oh.us/emanuals/.

Should you have questions regarding this FAPMTL, please contact your local fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
April 11, 2007

To: Fiscal Administrative Procedure Manual Holders  
County Departments of Job and Family Services

From: Helen E. Jones-Kelley, Director

Subject: Rescission of Existing Ohio Administrative Code Rule 5101:9-31-02 (Workforce Investment Act [WIA] Allocations) and Filing of New Ohio Administrative Code Rule 5101:9-31-02 (Workforce Investment Act Initial Formulary Allocation Methodology)

The Ohio Department of Job and Family Services (ODJFS) is rescinding the existing Ohio Administrative Code Rule 5101:9-31-02 (WIA Allocations) and replacing it with a new Ohio Administrative Code Rule 5101:9-31-02 entitled "Workforce Investment Act Initial Formulary Allocation Methodology."

A four year rule review by the Office of Fiscal Services determined the language in the existing rule could benefit from further clarification of the formula methodologies used for allocating workforce development funds. Specifically, funding for the designated WIA programs (adult, dislocated worker, and youth) have distinctions in their allocation methodology that necessitate additional clarification language and information.

Questions regarding this fiscal administrative procedure manual transmittal letter may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors

From: Helen E. Jones-Kelley, Director

Subject: ODJFS Grants

In order to reflect the most current funding practices of the Ohio Department of Job and Family Services, current Administrative Code rule 5101:9-6-50 "Ohio Department of Job and Family Services (ODJFS) Grants" is being amended to include general language and requirements currently found in the individual allocation rules.

<table>
<thead>
<tr>
<th>Location</th>
<th>Remove</th>
<th>Insert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 6</td>
<td>5101:9-6-50 (effective 2/5/06)</td>
<td>5101:9-6-50 (effective 4/30/07)</td>
</tr>
</tbody>
</table>

Please direct inquiries to your Fiscal Supervisor.
To: Fiscal Administrative Procedure Manual Holders
County Departments of Job and Family Services' Directors

From: Helen E. Jones-Kelley, Director

Subject: Hurricane Katrina Supplemental Title XX Funds

The Ohio Department of Job and Family Services is distributing $556,000 in Title XX supplemental funding to assist counties in supporting persons evacuating to Ohio as a result of the 2005 Gulf Coast Hurricanes. Eligible services are the same as the current SSBG program in Ohio but with the addition of health care and mental health services to those affected by the hurricanes. The allocation funding details are as outlined in the attached Administrative Code rule 5101:9-6-12.3 "Hurricane Katrina Relief Funds Allocation" and activities must be reported on the JFS 02827 (see available coding information attached).

All expenditure coding available during State Fiscal Year 2007 will be mapped to Linecode 2-1740 Hurricane Katrina Relief and Funding Source 1740 Hurricane Katrina Relief Funds. All retro expenditure coding available during July - September 2007 will be mapped to Linecode 2-1740 Hurricane Katrina Relief and Funding Source 9150 Retro Payments.

Questions should be directed to your ODJFS fiscal supervisor and/or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

Instructions:

<table>
<thead>
<tr>
<th>Location</th>
<th>Remove</th>
<th>Insert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 6</td>
<td>N/A</td>
<td>5101:9-6-12.3</td>
</tr>
</tbody>
</table>

Please direct inquiries to your Fiscal Supervisor.

Attachment

[Click here to view the Hurricane Katrina Coding Information]
FAPMTL 26
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 26
March 28, 2007

To: Fiscal Administrative Procedure Manual Holders
   County Departments of Job and Family Services
   Public Children Services Agencies
   Ohio Job and Family Services Directors Association
   Public Children Services Agencies of Ohio

From: Helen E. Jones-Kelley, Director

Subject: Multidisciplinary Training Grants

Upon the effective date of the rule, 5101:9-6-40.1 will be added to Chapter 6 - County Funding Sources of the Fiscal Administrative Procedure Manual (FAPM) on the ODJFS web site at http://emanuals.odjfs.state.oh.us/emanuals/.

The Ohio Department of Job and Family Services (ODJFS) receives federal funds from The Children's Justice Act (CJA). ODJFS may allocate these funds, consistent with the purposes outlined in the approved state plan, to regional training centers (RTC) or public children services agencies (PCSA) for the purpose of providing multidisciplinary training events to professionals involved in the investigation or prosecution of child abuse. Eligible counties will be notified of the application process and criteria by the ODJFS - Office of Children and Families as CJA discretionary funds become available.

The title of the allocation is "Multidisciplinary Training Allocation." The financial and class code is 416-24. The line code is 2-6007 going to funding source 6007.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 25

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 25
February 8, 2007

To: All Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, ODJFS Director
Subject: Disposal of Assets Amendment


Please direct questions regarding this rule to your district fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Instructions:

<table>
<thead>
<tr>
<th>Location</th>
<th>Remove</th>
<th>Insert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 4</td>
<td></td>
<td>5101:9-4-15 (effective February 18, 2007)</td>
</tr>
</tbody>
</table>
TO: County Departments of Job and Family Services
Public Children Services Agencies
Fiscal Administrative Procedure Manual Holders

FROM: Helen E. Jones-Kelley, Director

SUBJECT: Public Children Services Agency (PCSA) Financing, Reconciliation, and Closeout

The Public Children Services Agency Financing, Reconciliation, and Closeout rule contains the procedure for the maintenance of the financial relationship between the PCSA and the Ohio Department of Job and Family Services (ODJFS). This rule outlines the requirements for cash management, processing expenditures, and reconciling accounts. The local agency requirements for quarterly financial and Random Moment Sample (RMS) reporting have not changed; however, the rule specifically outlines report due dates for both the local agencies and ODJFS. ODJFS is responsible for the provision of a second preliminary quarterly reconciliation report. A quick reference guide lists the final due dates and is included as an appendix to the rule. The final due dates do not preclude the submission of reports prior to the due date.

Rule 5101:9-7-01 of the Administrative Code eliminates the penalty of electronic funds transfer (EFT) removal for counties submitting a report late for three consecutive months. The penalty is replaced with an authorization that enables ODJFS to withhold funding until late reports are submitted.

Rule 5101:9-7-01 of the Administrative Code contains an expanded section on quarterly close and annual closeout. Quarterly close will occur in December for the July-September quarter and in March for the October-December quarter.

The procedures for the annual closeout process are more detailed and include additional steps. The principal changes in the annual closeout are as follows:

1) The statewide redistribution and ceiling excess coverage process;
2) The processing of corrections at annual closeout;
3) The requirement that payment for overspending identified after statewide redistribution occurs be sent via bank draft; and
4) The provision for failure to submit timely payment that may result in referral to the Attorney General's office for collection.

Rules 5101:9-10-25 and 5101:9-10-29 of the Administrative Code are rescinded. Rule 5101:9-7-29 of the Administrative Code replaces rule 5101:9-10-29 of the Administrative Code. The provision for retroactive coding is now outlined in rule 5101:9-7-01 of the Administrative Code which is the PCSA Financing, Reconciliation, and Closeout rule.

This FAPMTL introduces the JFS 02717 Annual Closeout Agreement and Certification Administrative Fund Reconciliation (12/2006) form and the JFS 02713 Request for Retroactive Coding Adjustment form (12/2006). Forms may be accessed at http://emanuals.odjfs.state.oh.us/emanuals/.

Questions regarding the PCSA Financing, Reconciliation, and Closeout should be directed to the fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

Instructions:

<table>
<thead>
<tr>
<th>Location</th>
<th>Remove</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>5101:9-10-25 (Effective October 4, 2002)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5101:9-10-29 (Effective September 28, 2002)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter 7</td>
<td>5101:9-7-01 (Effective February 12, 2007)</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5101:9-7-29 (Effective February 12, 2007)</td>
<td></td>
</tr>
</tbody>
</table>
The Ohio Department of Job and Family Services (ODJFS) has updated Ohio Administrative Code Rule (OAC) 5101:9-6-57 entitled: "The Recruitment of African-American Adoptive Families Allocation". Administrative review of this rule has determined dates provided in the existing rule need to be amended to ensure the rule is applicable to existing department operations and policies. The funding source remains Temporary Assistance to Needy Families (TANF) and the allocation will have retroactive effect to July 1, 2006.

### The Recruitment of African-American Adoptive Families Allocation

<table>
<thead>
<tr>
<th>PCSA</th>
<th>Total Waiting Children</th>
<th>African American Waiting Children</th>
<th>Percent African American Children Waiting</th>
<th>Total Waiting Families</th>
<th>African American Waiting Families</th>
<th>Percent African American Families</th>
<th>Numerical Parity</th>
<th>Number of African American Families Required to Reach Parity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cuyahoga</td>
<td>707</td>
<td>535</td>
<td>76%</td>
<td>257</td>
<td>152</td>
<td>59%</td>
<td>194</td>
<td>42</td>
</tr>
<tr>
<td>Franklin</td>
<td>135</td>
<td>76</td>
<td>56%</td>
<td>325</td>
<td>121</td>
<td>37%</td>
<td>183</td>
<td>62</td>
</tr>
<tr>
<td>Hamilton</td>
<td>222</td>
<td>146</td>
<td>66%</td>
<td>112</td>
<td>49</td>
<td>44%</td>
<td>74</td>
<td>25</td>
</tr>
<tr>
<td>Montgomery</td>
<td>172</td>
<td>109</td>
<td>63%</td>
<td>121</td>
<td>45</td>
<td>37%</td>
<td>77</td>
<td>32</td>
</tr>
<tr>
<td>Stark</td>
<td>159</td>
<td>53</td>
<td>33%</td>
<td>130</td>
<td>26</td>
<td>20%</td>
<td>43</td>
<td>17</td>
</tr>
<tr>
<td>Summit</td>
<td>166</td>
<td>87</td>
<td>52%</td>
<td>151</td>
<td>38</td>
<td>25%</td>
<td>79</td>
<td>41</td>
</tr>
</tbody>
</table>

Please direct any inquiries to your ODJFS Fiscal Supervisor.
FAPMTL 22
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 22
December 12, 2006

To: Fiscal Administrative Procedure Manual Holders
    County Departments of Job and Family Services

From: Barbara E. Riley, Director

Subject: Ohio Administrative Code Rule 5101:9-31-03 (One Stop Services) is Rescinded

The Ohio Department of Job and Family Services (ODJFS) has rescinded Ohio Administrative Code Rule (OAC) 5101:9-31-03 entitled, One Stop Services. Administrative review of this rule has determined it is no longer applicable to department operations and policies.

Please direct inquiries to your ODJFS Fiscal Supervisor.
FAPMTL 21
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 21
January 5, 2007

To: Fiscal Administrative Procedure Manual Holders
   County Departments of Job and Family Services
From: Barbara E. Riley, Director
Subject: Trade Adjustment Assistance Training Pilot Allocation

The Ohio Department of Job and Family Services (ODJFS) has allocated reimbursement funds for the Trade Adjustment Assistance Act pilot program for state fiscal year (SFY) 2007, to be used for reimbursement of training expenditures. This allocation provides funding for a training assistance pilot.

Details concerning this allocation are outlined in rule 5101:9-6-41 of the Ohio Administrative Code. For fiscal reporting purposes, local areas will report program services and costs on the Monthly Financial Statement WIA Certification Sheet using the following information:

Seven new line codes and one funding source were created to accommodate this special pilot project. Currently, WIA Areas 3 and 7 only may use these line codes and funding sources. They are:

<table>
<thead>
<tr>
<th>Line code:</th>
<th>Title:</th>
<th>Funding Source:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-7724</td>
<td>Expenditures</td>
<td>7052- Trade Training Pilot</td>
</tr>
<tr>
<td>2-7725</td>
<td>Obligations</td>
<td>7000</td>
</tr>
<tr>
<td>2-7726</td>
<td>Stand In Costs</td>
<td>7002</td>
</tr>
<tr>
<td>2-7727</td>
<td>Program Income Receivables</td>
<td>7001</td>
</tr>
<tr>
<td>2-7728</td>
<td>Program Income Expenditures</td>
<td>7001</td>
</tr>
<tr>
<td>2-7729</td>
<td>Interest Receivables</td>
<td>7001</td>
</tr>
</tbody>
</table>
Questions regarding this transmittal letter should be directed to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
TO: Fiscal Administrative Procedure Manual Holders
County Departments of Job and Family Services
From: Barbara E. Riley, Director
Subject: TANF Two-parent Ohio Works First (OWF) Allocation

This letter announces the availability of an additional Temporary Assistance for Needy Families (TANF) funding allocation to local county departments of job and family services to enhance county work and support programs targeting two-parent Ohio Works First (OWF) assistance groups. This new resource will assist counties and the state in meeting the federally mandated two-parent participation rate requirement of 90%.

Activities for this allocation must be reported on the JFS 02827 report using the following coding:

<table>
<thead>
<tr>
<th>Description</th>
<th>Program</th>
<th>Class ID</th>
<th>Line code</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-Parent OWF Non-Assistance</td>
<td>217</td>
<td>53</td>
<td>2-1217</td>
<td>1730</td>
</tr>
<tr>
<td>Retro Two-Parent OWF Non-Assistance</td>
<td>217</td>
<td>55</td>
<td>2-1219</td>
<td>9150</td>
</tr>
</tbody>
</table>

The random moment sample (RMS) codes are:

<table>
<thead>
<tr>
<th>Description</th>
<th>RMS Program</th>
<th>RMS Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-Parent OWF Non-Assistance SSRMS</td>
<td>100</td>
<td>832</td>
</tr>
<tr>
<td>Two-Parent OWF Non-Assistance IMRMS</td>
<td>481</td>
<td>833</td>
</tr>
</tbody>
</table>

This grant is available from July 1, 2006 through June 30, 2008. Any unspent funding for Fund 1730 Two-Parent OWF Assistance in SFY 2007 will carry-forward into SFY 2008.

Upon the effective date of the rule, 5101:9-6-08.7 will be added to Chapter 6 - County Funding Sources of the FAPM on the ODJFS web site at http://emanuals.odjfs.state.oh.us/emanuals/.

Should you have questions regarding this FAPMTL, please contact your ODJFS fiscal supervisor the Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders
     County Departments of Job and Family Services
     Child Support Enforcement Agencies

From: Helen E. Jones-Kelley, Director

Subject: Child Support Enforcement Agency (CSEA) Financing, Reconciliation, and Closeout

The Child Support Enforcement Agency Financing, Reconciliation, and Closeout rule contains the accounting procedures for the maintenance of the financial relationship between the county and the Ohio Department of Job and Family Services (ODJFS).

Rule 5101:9-7-02 of the Administrative Code outlines the requirements for funding requests, processing expenditures, and reconciling accounts. It replaces part of rule 5101:1-31-06 of the Administrative Code. The CSEA's requirements for quarterly financial and Random Moment Sample (RMS) reporting have not changed; however, the new rule specifically outlines report due dates for both the CSEA and ODJFS. ODJFS is responsible for the provision of a second preliminary quarterly reconciliation report. A quick reference guide lists the final due dates and is included as an appendix to the rule. The final due dates do not preclude the submission of reports prior to the due date.

Rule 5101:9-7-02 of the Administrative Code eliminates the penalty of electronic funds transfer (EFT) removal for CSEAs submitting a late report for three consecutive months. The penalty is replaced with an authorization that enables ODJFS to withhold funding until late reports are submitted. This rule also contains an expanded section on the quarterly close and annual closeout. Quarterly close will occur in December for the July-September quarter and in March for the October-December quarter.

The procedures for the annual closeout process are more detailed and include additional steps. The principal changes in the annual closeout are as follows:

1) The statewide redistribution process;
2) The processing of corrections at annual closeout;
3) The requirement that payment for overspending identified after statewide redistribution occurs be sent via bank draft; and
4) The provision for failure to submit timely payment that may result in referral to Attorney General's office for collection.

The provision for retroactive coding is also outlined in the new CSEA financing, reconciliation, and closeout rule.

Questions regarding the CSEA financing, reconciliation, and closeout procedures should be directed to the fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 466-5854.

<table>
<thead>
<tr>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Chapter 7</td>
<td></td>
<td>5101:9-7-02 (Effective March 19, 2007)</td>
</tr>
</tbody>
</table>
FAPMTL 18
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 18
November 1, 2006

To: Fiscal Administrative Procedure Manual Holders
    County Departments of Job and Family Services
    WIA Fiscal Agents
From: Barbara E. Riley, Director
Subject: Income Maintenance, Workforce, Social Services, and Child Welfare Random Moment Sample (RMS) Time Studies

The current Administrative Code rule 5101:9-7-20 "Random moment sample (RMS) time studies" is being rescinded and replaced by Administrative Code rule 5101:9-7-20 "Income maintenance, workforce, social services, and child welfare random moment sample (RMS) time studies." Child support RMS time studies is covered in rule 5101:9-7-23 of the Administrative Code.

The following is a summary of the most significant revisions:

- Modification of the tagline to specify the program areas affected by the rule changes.
- Addition of the stand alone workforce investment areas providing direct program services to the RMS process.
- Clarification of requirements for documentation and comments on observation forms.
- Timeframe is now referred to as "reporting period" rather than "reporting quarter" to alleviate confusion with calendar quarter.
- Process for including in the time study certain support staff who also spend a significant amount of time performing direct services. The designation of these staff as time study participants should not be a frequent occurrence and should occur only after careful observation and consideration of their time.
- Clarification of process to address position vacancies and worker absences.

Upon the effective date of the rule, it will be updated in Chapter 7 - "Fiscal Reimbursement and Reporting" of the Fiscal Administrative Procedure Manual (FAPM) as follows:

- The new rule 5101:9-7-20 "Income maintenance, workforce, social services, and child welfare random moment sample (RMS) time studies" will replace the rescinded rule 5101:9-7-20 "Random moment sample (RMS) time studies" (APMTL 259).
- The rescinded rule will become part of the ODJFS Ohio Administrative Code Archive.

Questions regarding this transmittal letter may be directed to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
From: Barbara E. Riley, Director
Subject: Kinship Permanency Incentive Program Update

The Ohio Department of Job and Family Services (ODJFS) has allocated funds for the Kinship Permanency Incentive (KPI) program for state fiscal year (SFY) 2007, in the amount of $500,000.00 to be used for random moment sample (RMS) expenditures and certain purchased services for outreach activities. This allocation constitutes a change. The KPI allocation of $500,000.00 for SFY 2006, is associated with expenditures distributed through the RMS process. With SFY 2007, KPI funding will be available for not only RMS expenditures, but also certain purchased services that may consist of outreach campaigns such as public service announcements, brochures, and other promotional and advertising activities.

Details concerning this allocation are outlined in rule 5101:9-6-81 of the Ohio Administrative Code. For additional program information providing a detailed explanation and outline of program criteria, eligibility, and guidance, affected PCSAs are encouraged to refer to rule 5101:2-40-04.

For fiscal reporting purposes, recipient PCSAs will report program services and costs on the Children Services Monthly financial statement (JFS 02820) using the following information:

For PCSA (Stand-alone agencies):

<table>
<thead>
<tr>
<th>Fund</th>
<th>6085</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>551</td>
</tr>
<tr>
<td>Class</td>
<td>53</td>
</tr>
<tr>
<td>Line Code (RMS)</td>
<td>2-6225 (Component 2)</td>
</tr>
<tr>
<td>RMS Program</td>
<td>100</td>
</tr>
<tr>
<td>RMS Activity</td>
<td>120</td>
</tr>
</tbody>
</table>

For PCSA RMS (combined agencies):

<table>
<thead>
<tr>
<th>Fund</th>
<th>910</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Code</td>
<td>2-1623 (Component 3)</td>
</tr>
<tr>
<td>RMS Program</td>
<td>100</td>
</tr>
<tr>
<td>RMS Activity</td>
<td>120</td>
</tr>
</tbody>
</table>

For kinship caregiver(s) (all other activities):

<p>| Fund  | 9999 |</p>
<table>
<thead>
<tr>
<th>Program</th>
<th>550</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Code</td>
<td>120</td>
</tr>
<tr>
<td>Line Code</td>
<td>2-6220 (Component 3)</td>
</tr>
</tbody>
</table>

Questions regarding this transmittal letter should be directed to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 16
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 16
October 20, 2006

To: Fiscal Administrative Procedure Manual Holders
    County Departments of Job and Family Services' Directors
From: Barbara E. Riley, Director
Subject: Internal Management Rule Update

In order to better reflect the current funding practices of ODJFS, Administrative Code Rule 5101:9-10-10 "Federal Tax Refund Offset Program Financial Reporting and Incentives" is rescinded and issued as new rule 5101:9-7-11, and the following Administrative Code Rules are amended:

5101:9-7-24 "Electronic Funds Transfer."
5101:9-7-30 "Return of Funds to ODJFS."
5101:9-7-50 "Federal Financial Participation and the Nonfederal Matching Share."

Please direct inquiries to your Fiscal Supervisor.

<table>
<thead>
<tr>
<th>Location</th>
<th>Remove and File as Obsolete</th>
<th>Insert/ Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAPM - Chapter 7</td>
<td>5101:9-10-10</td>
<td>5101:9-7-11</td>
</tr>
<tr>
<td>FAPM - Chapter 7</td>
<td></td>
<td>5101:9-7-24, 5101:9-7-30, 5101:9-7-50</td>
</tr>
<tr>
<td>Transmittal Letters</td>
<td></td>
<td>FAPMTL 16</td>
</tr>
</tbody>
</table>
FAPMTL 15
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 15
November 16, 2006

To: Fiscal Administrative Procedure Manual Holders
County Departments of Job and Family Services
Workforce Development Areas

From: Barbara E. Riley, Director

Subject: Rental Cost and Lease Agreements

The Ohio Department of Job and Family Services (ODJFS) guidelines for rental cost and lease agreements are in compliance with the Office of Management and Budget (OMB) Circular A-87, Attachment B, and the Code of Federal Regulations (C.F.R.) 2 C.F.R. part 225. These guidelines establish the principles and standards for the determination of allowable costs for federal awards disbursed through grants, cost reimbursement contracts, and various agreements with state and local governments.

Please direct questions regarding rule 5101:9-4-11 of the Ohio Administrative Code to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

<table>
<thead>
<tr>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Chapter 4</td>
<td></td>
<td>5101:9-4-11 (Effective November 20, 2006)</td>
</tr>
</tbody>
</table>
To: All Fiscal Administrative Procedure Manual Holders
Child Support Enforcement Agencies
County Departments of Job and Family Services
Public Children Services Agencies
Workforce Development Agencies

From: Barbara E. Riley, Director

Subject: Acquisition Standards Definitions and Procurement Requirements

Rule 5101:9-4-01 of the Administrative Code (Acquisition Standards Definitions) has been amended to include Title IV-D Service Contracts under the guidelines and standards of Chapter 5101:9-4 of the Administrative Code.

Rule 5101:9-4-07 of the Administrative Code (Procurement Requirements) has been amended to clarify the following procedures and/or language:

- Small Purchase Procedures,
- Foster Care Maintenance and Child Welfare Services Purchases,
- Non-profit Agencies for Persons with Severe Disabilities,
- State Purchasing Contracts, and
- Record Retention.

Questions regarding rules 5101:9-4-01 and 5101:9-4-07 of the Administrative Code should be directed to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

Instructions:

<table>
<thead>
<tr>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 4</td>
</tr>
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<td>5101:9-4-07 (Effective September 12, 2005)</td>
<td>5101:9-4-07 (Effective October 30, 2006)</td>
</tr>
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FAPMTL 13
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 13
October 4, 2006

TO: Fiscal Administrative Procedure Manual Holders
    County Departments of Job and Family Services
    WIA Fiscal Agents

From: Barbara E. Riley, Director

Subject: National Emergency Grant Expenditure Certification Sheet (JFS 01889)

This letter transmits revisions to Administrative Code rule 5101:9-6-53 regarding the national emergency grant (NEG) allocation. The revisions delete references to the National Emergency Grant Expenditure Certification Sheet (JFS 01889).

Effective January 01, 2006, the National Emergency Grant Expenditure Certification Sheet (JFS 01889) was no longer required to be submitted to ODJFS. Local workforce areas will continue to enter the information into the automated statewide accounting system through either the quarterly information consolidation (QuIC) Expenditure Reconciliation Report or ACRS Net Expenditures.

Upon the effective date of the rule, it will replace 5101:9-6-53 in Chapter 6 and be accessible on the ODJFS web site at http://emanuals.odjfs.state.oh.us/emanuals/.

Questions regarding this transmittal letter should be directed to your regional fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 12

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 12

September 28, 2006

TO: Fiscal Administrative Procedure Manual Holders
    County Departments of Job and Family Services
    County Child Support Enforcement Agencies
    Public Children Services Agencies
    WIA Fiscal Agents

From: Barbara E. Riley, Director

Subject: Fiscal Administrative Procedure Manual - Appendix

This letter transmits the Fiscal Administrative Procedure Manual (FAPM) Appendix. The table contains a summary of the forms referenced in the FAPM, as well as information regarding submission and reporting periods.


Questions regarding this transmittal letter should be directed to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Attachments:

Fiscal Administrative Procedure Manual (FAPM) Appendix.
FAPMTL 11
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 11
September 25, 2006

To: Fiscal Administrative Procedure Manual Holders
   Public Children Services Agencies
From: Barbara E. Riley, Director
Subject: TANF Independent Living (IL) Allocation

In accordance with Executive Order 2006 - 10T, ODJFS will distribute a 2.5 million dollars TANF Independent Living Allocation to county PCSAs. The TANF IL allocation is intended to enhance PCSAs efforts to enable youths who have emancipated or who will emancipate from foster care to have the skills and support necessary to help them achieve self-sufficiency and lead productive lives in the community. Funds are targeted to prevent and reduce the incidence of out-of-wedlock pregnancies.

Activities must be reported on the JFS 02820 using the following coding information:

<table>
<thead>
<tr>
<th>Description</th>
<th>Program</th>
<th>Class ID</th>
<th>Line code</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>TANF Independent Living</td>
<td>935</td>
<td>53</td>
<td>2-6935</td>
<td>9935</td>
</tr>
</tbody>
</table>

Please direct any inquiries to your Fiscal Supervisor.

INSTRUCTIONS:

Rule 5101:9-6-08.6 will be added to Chapter 6 of the FAPM on the ODJFS InnerWeb at http://emanuals.odjfs.state.oh.us/emanuals on the effective date of the rule.
TO: Fiscal Administrative Procedure Manual Holders  
County Departments of Job and Family Services  

FROM: Barbara E. Riley, Director, ODJFS  

SUBJECT: Refugee Social Services Program (RSSP) Allocation Amendment  

The Refugee Resettlement Social Services (RRSS) allocation rule has been amended to change the name of this allocation to the Refugee Social Service Program (RSSP) and to provide further clarification regarding the distribution of funds.

This allocation is based on the availability of federal funds and appropriations by the Ohio General Assembly and is subject to reductions if ODJFS determines that available federal funds or state appropriations are insufficient to support the allocation. This allocation is being issued in compliance with rule 5101:9-6-02 of the Administrative Code. Expenditures of financial assistance made by the CDJFS included in this allocation will be subject to the requirements of 45 Code of Federal Regulations (CFR) parts 74 and 92, 7 CFR part 3016, Office of Management and Budget (OMB) A-87 and A-133, and Administrative Code. The Catalog of Federal Domestic Assistance (CFDA) number for this fund is 93.566.

Questions regarding the Refugee Social Services (RSSP) Allocation Amendment as outlined in rule 5101:9-6-16 or the distribution formula as outlined in rule 5101:9-6-03 of the Administrative Code should be directed to your ODJFS fiscal supervisor and/or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

Instructions:

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<th>Location</th>
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<td>Chapter 6</td>
<td>5101:9-6-03 (effective June 22, 2006)</td>
<td>5101:9-6-03 (effective September 30, 2006)</td>
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<td></td>
<td>5101:9-6-16 (effective February 5, 2006)</td>
<td>5101:9-6-16 (effective September 30, 2006)</td>
</tr>
</tbody>
</table>
August 9, 2006

To: Fiscal Administrative Procedure Manual Holders
County Departments of Job and Family Services' Directors

From: Barbara E. Riley, Director

Subject: Reporting Collections

ODJFS is proposing new Administrative Code Rule 5101:9-7-06 "Reporting County Collections" in an effort to document the process through which the County Departments of Job and Family Services report collections on program recipient overpayments. These collections are reported on the JFS 02827 "Monthly Financial Statement" and are included in the county total over/under report using the following coding:

<table>
<thead>
<tr>
<th>Description</th>
<th>Funding Source</th>
<th>Financial Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA</td>
<td>9999</td>
<td>132 - 51</td>
</tr>
<tr>
<td>TANF</td>
<td>9999</td>
<td>911 - 51</td>
</tr>
<tr>
<td>ADC</td>
<td>9999</td>
<td>912 - 51</td>
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<tr>
<td>Medicaid</td>
<td>9999</td>
<td>985 - 51</td>
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<tr>
<td>FS</td>
<td>9999</td>
<td>903 - 71 &amp; 980 - 50</td>
</tr>
</tbody>
</table>

Please direct inquiries to your Fiscal Supervisor.

INSTRUCTIONS:

Rule 5101:9-7-06 will be added to chapter 7 of the FAPM on the ODJFS InnerWeb at http://emanuals.odjfs.state.oh.us/emanuals/ on effective date of the rule.
FAPMTL 8
Fiscal Administrative Procedure Manual Transmittal Letter No. 8
August 25, 2006

To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services
   County Child Support Enforcement Agencies
   WIA Fiscal Agents

From: Barbara E. Riley, Director

Subject: Cash Flow Forecast

This letter transmits new Administrative Code rule 5101:9-7-05 which governs the cash flow forecast process.

Effective control and accountability must be maintained for all grant and sub-grant cash. This process will promote compliance with federal budget control requirements by providing a mechanism for projecting cash needed for quarterly expenditures. The cash flow forecast meets the standards for financial administration mandated in the Code of Federal Regulations (CFR) including 7 CFR 277.6, 29 CFR 95.21, 29 CFR 97.20, 29 CFR 97.40, and 45 CFR 92.20.

A cash flow forecast spreadsheet has been developed to assist counties in the implementation of this rule and is available on the Bureau of County Finance and Technical Assistance website at: http://jfs.ohio.gov/Ofs/bcfta/

Upon the effective date of the rule, it will be added to Chapter 7 - Fiscal Reimbursement and Reporting of the FAPM on the ODJFS web site at http://emanuals.odjfs.state.oh.us/emanuals/.

Questions regarding this transmittal letter should be directed to your regional fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 7
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 7
July 28, 2006

To: All Fiscal Administrative Procedure Manual Holders
    All Public Children Services Agencies

From: Barbara E. Riley, ODJFS Director

Subject: Title IV-E Direct Billed Contract Costs

Rule 5101:9-4-09 of the Administrative Code Title IV-E Direct Billed Contract Costs updates the "federal financial participation (FFP)" and "form reference" language. There are no changes in the types of IV-E contract costs eligible for direct billing. Rule 5101-5-09 of the Administrative Code is rescinded.

Questions regarding this APMTL should be directed to the Bureau of County Finance (BCFTA) at (614) 752-9194.
TO: All Fiscal Administrative Procedure Manual Holders  
   All County Department of Job and Family Services Agencies  
FROM: Barbara E. Riley, Director, ODJFS  
SUBJECT: Access to Better Care School-Community Partnership Allocation

The Access to Better Care (ABC) School-Community Partnership program is one component of the state’s ABC initiative administered by the Ohio Department of Mental Health. The program primarily focuses on providing resources to support the behavioral health of children from birth through young adulthood through local agencies and organizations. The School-Community Partnership is directed by the Ohio Department of Education in partnership with the Ohio Departments of Mental Health, Alcohol and Drug Addiction Services, and the Ohio Department of Job and Family Services (ODJFS).

This allocation is based on the availability of federal funds and appropriations by the Ohio General Assembly and is subject to reductions if ODJFS determines that available federal funds or state appropriations are insufficient to support the allocation. Expenditures of financial assistance made by the County Department of Job and Family Services (CDJFS) included in this allocation will be subject to the requirements of 45 Code of Federal Regulations (CFR) parts 74 and 92, 7 CFR part 3016, Office of Management and Budget (OMB) A-87 and A-133, and Administrative Code. The CDJFS is required to conduct monitoring activities in accordance with the OMB Circular A-133. The Catalog of Federal Domestic Assistance (CFDA) number for this fund is 93.558.

Temporary Assistance to Needy Families (TANF) funds are being allocated to the CDJFS partners to provide case management services to the TANF eligible students. The services must be included in the county Prevention, Retention, and Contingency (PRC) Program and may include but are not limited to assessments, service coordination, home visits and crisis intervention. Services may include other activities designed to meet the non-educational needs of the child and promote school success. TANF funds may be used to support coordinator responsibilities for intervention and treatment.

School districts in three counties have been awarded this grant:

1) Allen County  
   Lima City Schools Project

2) Hamilton County  
   Dohn Community School  
   Mount Healthy City Schools  
   St. Bernard-Elmwood Place City Schools

3) Muskingum County  
   Foxfire Center for Student Success  
   Franklin Local Schools

Activities for this allocation must be reported on the JFS 02827 Monthly Financial Statement report using the following coding:

<table>
<thead>
<tr>
<th>Description</th>
<th>Program</th>
<th>Class ID</th>
<th>Line code</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services Coordination Expenditures</td>
<td>258</td>
<td>53</td>
<td>2-1266</td>
<td>1029</td>
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<tr>
<td>Assessments Expenditures</td>
<td>259</td>
<td>53</td>
<td>2-1266</td>
<td>1029</td>
</tr>
<tr>
<td>Services Coordination Retro Expenditures</td>
<td>258</td>
<td>55</td>
<td>2-1267</td>
<td>9150</td>
</tr>
<tr>
<td>Assessments Retro Expenditures</td>
<td>259</td>
<td>55</td>
<td>2-1267</td>
<td>9150</td>
</tr>
<tr>
<td>Direct Services Retro Expenditures</td>
<td>260</td>
<td>55</td>
<td>2-1267</td>
<td>9150</td>
</tr>
</tbody>
</table>

Counties may refer to the handouts from the Grants Management Training conducted by their Regional Fiscal Supervisor, or visit the federal site at [http://www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars). Questions regarding this allocation as outlined in rule 5101:9-6-07.1 of the Administrative Code should be directed to your fiscal supervisor and/or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPMTL 5
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 5
August 17, 2006

To: Fiscal Administrative Procedure Manual Holders
County Child Support Enforcement Agencies

From: Barbara E. Riley, Director

Subject: Ohio Healthy Marriage Allocation

The Department of Health and Human Services has granted a waiver under paragraphs (a)(1) and (a)(2) of Title XI, Section 1115 of the Social Security Act (42 U.S.C. 1315) to the state of Ohio for a child support enforcement demonstration project initiated by Clark County (Parents as Partners: The Clark County Ohio Demonstration Initiative).

The waiver allows ODJFS to conduct the demonstration project and claim Federal Financial Participation (FFP) for expenditures as outlined, along with further funding details, in new Administrative Code rule 5101:9-6-08.5 "Ohio Healthy Marriage Allocation."

Activities must be reported on the JFS 02750, using the following coding information:

<table>
<thead>
<tr>
<th>Description</th>
<th>Line Code</th>
<th>Funding Source</th>
<th>Financial Program Code</th>
<th>Class</th>
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<td>2-4150</td>
<td>4050</td>
<td>550</td>
<td>30 Contracts</td>
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<tr>
<td>Ohio Healthy Marriage</td>
<td>2-4150</td>
<td>4051</td>
<td>550</td>
<td>30 Local</td>
</tr>
<tr>
<td>Ohio Healthy Marriage Match</td>
<td>2-4151</td>
<td>9999</td>
<td>551</td>
<td>71 Local</td>
</tr>
</tbody>
</table>

Cash Flow Forecasts, Draw Requests, and Expenditures must be reported to line code 2-4150. Receipt of Matching Funds must be reported to line code 2-4151.

Please direct any inquiries to your Fiscal Supervisor.

**INSTRUCTIONS:**

Rule 5101:9-6-08.5 will be added to Chapter 6 of the FAPM on the ODJFS InnerWeb at http://emanuals.odjs.state.oh.us/emanuals/ on the effective date of the rule.
Effective July 1, 2006, ODJFS will provide TANF funds to Cuyahoga, Franklin, Hamilton, and Stark counties to replace WIA funds provided for a pilot youth services project. This initiative was developed by the Office of Family Stability and the Office of Workforce Development in an effort to maximize the use of TANF funds allocated to the Department of Youth Services (DYS) Reentry Program which provides services and support programs for youth released from ODYS institutions. In exchange for providing WIA funds, the participating counties will receive TANF funds for WIA contract services. Listed below you will find the individual dollar amounts for each county:

Cuyahoga: $349,866
Franklin: $193,347
Hamilton: $179,025
Stark: $138,105
Total: $860,343

Activities for this allocation must be reported on the JFS 02827 report using the following coding:

<table>
<thead>
<tr>
<th>Description</th>
<th>Program</th>
<th>Class ID</th>
<th>Line code</th>
<th>Funding Source</th>
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<td>1025</td>
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<tr>
<td>Retro Expenditures</td>
<td>460</td>
<td>55</td>
<td>2-1199</td>
<td>9150</td>
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</table>

New Administrative Code Rule 5101:9-6-08.3 outlines further details. Please direct inquiries to your Fiscal Supervisor.

INSTRUCTIONS:

Rule 5101:9-6-08.3 will be added to Chapter 6 of the FAPM on the ODJFS InnerWeb at http://emanuals.odjfs.state.oh.us/emanuals/ on the effective date of the rule.
July 19, 2006

To: Fiscal Administrative Procedure Manual Holders
County Departments of Job and Family Services' Directors

From: Barbara E. Riley, Director

Subject: Student Intervention Allocation

As the result of a joint effort of the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education, the Student Intervention TANF Demonstration Allocation provides funding through the TANF block grant to support student intervention initiatives for TANF-eligible individuals. Funding availability statewide is for up to $28.5 million dollars for the period ending June 30, 2007. Please note that there is no guarantee that these TANF funds will be available beyond this date.

The ODE is responsible for managing the Student Intervention Project. The County Department of Job and Family Service Agencies (CDJFS) are responsible for contracting with local school districts identified by ODE and establishing the participant eligibility requirements, assuring that the services to be provided are TANF allowable, and revising the County PRC plan, if necessary, to include program requirements and services.

Activities must be reported on the JFS 02827, using the following coding information:

<table>
<thead>
<tr>
<th>Description</th>
<th>Program</th>
<th>Class ID</th>
<th>Line code</th>
<th>Funding Source</th>
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</thead>
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<tr>
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<td>1021</td>
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<tr>
<td>Expenditures</td>
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<td>Summer Demonstration Expenditures</td>
<td>166</td>
<td>30</td>
<td>2-1206</td>
<td>1021</td>
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<tr>
<td>School Readiness Enrichment</td>
<td>167</td>
<td>30</td>
<td>2-1206</td>
<td>1021</td>
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<tr>
<td>Expenditures</td>
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<tr>
<td>After school Demonstration</td>
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<tr>
<td>Expenditures Retro</td>
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<tr>
<td>Summer Demonstration Expenditures</td>
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<td>55</td>
<td>2-1207</td>
<td>9150</td>
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<tr>
<td>Retro</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Readiness Enrichment</td>
<td>167</td>
<td>55</td>
<td>2-1207</td>
<td>9150</td>
</tr>
<tr>
<td>Expenditures Retro</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please see new Administrative Code Rule 5101:9-6-08.4

"Student Intervention TANF Demonstration Allocation" for more detailed funding information. Direct any inquiries to your Fiscal Supervisor.

INSTRUCTIONS:
Rule 5101:9-6-08.4 will be added to Chapter 6 of the FAPM on the ODJFS InnerWeb at http://emanuals.odjfs.state.oh.us/emanuals/ on the effective date of the rule.
FAPMTL 2
Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 2
July 13, 2006

TO: All Fiscal Administrative Procedure Manual Holders
All County Departments of Job and Family Services Directors

FROM: Barbara E. Riley, Director

SUBJECT: Shared Cost and Workforce Investment Act Administration Adjustment

In county departments of job and family services, the total amount of shared cost allocated to Workforce Investment Act (WIA) programs by full-time equivalents (FTEs) and Random Moment Sample (RMS) time studies is charged to WIA administration. The shared cost pool includes some costs that are considered an allowable program expense for WIA. Attached to this fiscal administrative procedure manual transmittal letter (FAPMTL) are instructions for properly calculating the WIA program and administration amounts associated with shared costs allocated to WIA.

Implementation and use of the reclassification method will greatly reduce the amount of shared costs being attributed to WIA administration and instead accurately reflect the charge as it affects a WIA program expense. Please note this will not reduce the total shared costs charged to WIA, only the distribution between WIA administration and WIA program allocations. The spreadsheet included in this FAPMTL should be used to calculate the amount of shared costs allocated to WIA administration and WIA program.

To determine which employees in the shared cost pool are considered administration for WIA, please review the Department of Labor (DOL) guidelines and definitions of administration. These guidelines and definitions are contained in the Code of Federal Regulations, Title 20, Chapter 5, Volume 3 [CITE: 20CFR667.220].

Attached is an Administrative Cost Allocation (ACA) spreadsheet, a sample ACA spreadsheet, and instructions for completion of this spreadsheet, provided for your assistance. While ODJFS does not require counties to use this specific spreadsheet, information captured herein should be included in any other format that counties use.

The provisions for the WIA Administration adjustment effective SFY 2005 are contained in rule 5101:9-31-06 of the Administrative Code.

Should you have additional questions regarding this FAPMTL, please contact your local fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Attachments:

Administrative Cost Allocation (ACA) spreadsheet.
Instructions for completion of ACA spreadsheet.
Sample ACA spreadsheet.
This transmittal issues the Fiscal Administrative Procedure Manual (FAPM) effective immediately. With this issuance, chapters 1000 through 8000 of the Administrative Procedure Manual (APM) are obsolete and the Fiscal Administrative Procedure Manual (FAPM) now contains all existing fiscal administrative policy and rules. Chapter 9000, which contains miscellaneous administrative policy, will remain intact. All previously written fiscal/administrative policies that are still in effect have been replaced with Ohio Administrative Code rules. The FAPM is organized as follows:

**Fiscal Administrative Procedure Manual Transmittal Letters (FAPMTL):** These communicate permanent fiscal policy changes in the form of new, amended or rescinded Administrative Code Rules. A link will to the issuing FAPMTL will be located at the top of each rule for reference purposes.

**Fiscal Administrative Procedure Letters (FAPL):** These communicate temporary policy information and/or clarify existing policy. FAPLs may be used to relay important information quickly, to be followed by a FAPMTL in the future.

**Introduction** - Overview of County Finance and the FAPM

**Chapter 1 - Introduction to County Organization and Fiscal Administration**

5101:9-1-02 County Cost Structures. (APMTL 271)
5101:9-1-03 Direct Costs. (APMTL 268)
5101:9-1-04 Administrative Costs. (APMTL 271)
5101:9-1-05 Shared Costs. (APMTL 271)
5101:9-1-10 Countywide Central Service Costs. (APMTL 271)
5101:9-1-15 Cost Principles. (APMTL 271)
5101:9-1-16 County Organization and Fiscal Administration. (APMTL 271, APMTL 333)
5101:9-1-88 Subrecipient annual risk assessment review and subrecipient monitoring process. (APMTL 321)

**Chapter 2 - Reserved**

**Chapter 3 - Workforce Investment Act Administration**

5101:9-31-01 General Requirements for use and Expenditures of Workforce Investment Act Funds by Local Areas. (APMTL 248)
5101:9-31-02 Workforce Investment Act (WIA) Allocation. (APMTL 245)
5101:9-31-03 One Stop Services. (APMTL 245)
5101:9-31-04 Reed Act one-stop allocation. (APMTL 283, APMTL 275)

**Chapter 4 - Acquisition Standards and Guidelines**

5101:9-4-01 Acquisition standards definitions. (APMTL 298)
5101:9-4-02 Standards for Acquisition. (APMTL 298)
5101:9-4-04 County written code of standards of conduct. (APMTL 298)
5101:9-4-06 Small and minority businesses and women's business enterprise and labor surplus area firms. (APMTL 298)

5101:9-4-07 Procurement requirements. (APMTL 298)

**Chapter 5 - Program Reports, Statistics, and Requirements**

5101:9-5-59 Title IV-E Foster Care Expenditures (APMTL 331)

5101:9-5-65 Temporary Assistance to Needy Families (TANF) Reporting System (APMTL 331)

**Chapter 6 - County Funding Sources**

5101:9-6-02 County Allocation Process. (APMTL 314, APMTL 264)

5101:9-6-03 Public assistance fund allocations and linkages. (APMTL 319, APMTL 288, APMTL 284, APMTL 268)

5101:9-6-05 Income Maintenance (IM) Control Allocation, Emergency Medical Transportation (EMT) Funding, and at Risk Pregnancy Transportation (ARPT) Funding. (APMTL 314, APMTL 264)

5101:9-6-06 Accountability credibility together (ACT) allocation. (APMTL 315)

5101:9-6-07 Access to better care (ABC) non-behavioral case management allocation. (APMTL 318)

5101:9-6-08 Temporary Assistance for Needy Families (TANF) Allocation. (APMTL 314, APMTL 264)

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5101:9-6-08.2 TANF Demonstration Project Administrative Costs Reimbursement. (APMTL 334)

5101:9-6-09 Food Stamp Employment and Training (FSET) Allocation. (APMTL 314, APMTL 264)

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The ODJFS Bureau of Business Services discontinued automatic distribution of paper handbook transmittal letters effective November 1, 2002. An electronic version of a complete Fiscal Administrative Procedure Manual is available on the internet by going to http://emanuals.odjfs.state.oh.us/emanuals. An ODJFS Electronic Manuals Help Guide is available on this site. You can also access new issuances of fiscal policy at Legal/Policy Central Calendar, which is available on the ODJFS Inner web at http://innerweb/lpc. This site provides a daily list of transmittal letters with links to the electronic manuals and to printable (PDF) versions of the transmittal letters. To receive an e-mail notification of new issuances, contact HANDBOOK_UPDATE_SUBSCRIPTIONS@odjfs.state.oh.us and enter the word "subscribe" in the subject line. Copies of obsolete administrative manual sections are available through the Bureau of County Finance and Technical Assistance. All new manual material will be placed on official clearance through the Office of Legal Services and is available for review and comment. In order to receive an e-mail notification of any new postings to the clearance board, send an e-mail with your name and address to:
http://www.odjfs.state.oh.us/clearances/inner.asp.

Instructions: File as obsolete the Administrative Procedure Manual and replace with the Fiscal Administrative Procedure Manual. The FAPM Glossary and Appendix, which includes all current forms, will be issued in a future FAPMTL. Please note the forms are currently available in electronic version.
Fiscal Administrative Procedure Letters (FAPLs)
FAPL 79 (Supplemental TANF Administration Funding)

Fiscal Administrative Procedure Letter (FAPL) No. 79

November 29, 2018

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Supplemental Temporary Assistance for Needy Families (TANF) Administration Funding

The Ohio Department of Job and Family Services (ODJFS) is issuing supplemental TANF administration funding to assist county department of job and family services (CDJFS) with the administrative costs of transitioning to the new Ohio Benefits (OB) system.

ODJFS will follow the TANF methodology set forth in rule 5101:9-6-08 "TANF Regular Allocation" and allowable expenditures are in accordance with rule 5101:9-6-08.8 "TANF Administration Allocation."

ODJFS communicates the funding period and liquidation period through the county finance information system (CFIS). The CDJFS may utilize the funding as follows:

- CDJFS will perform a Post Allocated Adjustment (PAA) moving expenditures from the TANF Administration grant to the Supplemental TANF Administration grant; and/ or
- CDJFS may perform a PAA moving expenditures from the TANF Regular grant to the Supplemental TANF Administration grant.

For fiscal questions please contact your ODJFS Fiscal Supervisor or the BCFTA Helpdesk at CFIS_Help_Desk@jfs.ohio.gov.
In lieu of the annual State Adoption Incentive Allocation, the Ohio Department of Job and Family Services (ODJFS) is issuing an Adoption Supplement Allocation to Public Children Services Agencies (PCSA) to support and/or improve adoption services.

This allocation will consist of $1.5 million of state funding.

The Office of Families and Children (OFC) will calculate the payment for eligible counties by the middle of August. The allocation will then be distributed based on the methodology stated in rule 5101:9-6-59(D) of the Administrative Code.

The Adoption Supplement Allocation may be used for direct expenditures reported on the JFS 02820 or as match for administrative costs for adoption related activities. The PCSA will have until September 30, 2018, to incur expenses. Funds must be liquidated by December 31, 2018.

ODJFS will issue coding for the Adoption Supplement Allocation via a Bureau of County Finance and Technical Assistance (BCFTA) alert.

For questions regarding funding and allowable activities please contact the Office of Families and Children. For fiscal questions please contact your ODJFS Fiscal Supervisor or the BCFTA Helpdesk at CFIS_Help_Desk@jfs.ohio.gov.

Attachments (1) - SFY 2019 Adoption Incentive Awards
In support of Child Support Awareness Month, the Office of Child Support (OCS) is offering two different award opportunities. A CSEA is eligible to apply for either or both awards:

- Child Support Awareness Event Awards;
- Child Support Awareness Month - Program Oriented Outreach Awards

This funding is one-hundred percent federal. The Catalog of Federal Domestic Assistance (CFDA) number is 93.563.

For additional questions regarding funding details, eligibility, allowable activities and reporting requirements, please refer to Office of Child Support All County Letters 2018/23 and 2018/24 dated May 31, 2018: [http://innerweb.odjs.state.oh.us/OCS/Program/AllCountyLetters.stm](http://innerweb.odjs.state.oh.us/OCS/Program/AllCountyLetters.stm).

ODJFS will issue coding for the Child Support Awareness Month allocation via a Bureau of County Finance and Technical Assistance (BCFTA) alert. CSEAs will have from July 1, 2018, until August 31, 2018, to incur expenses. Funds must be liquidated by December 31, 2018.

For questions regarding funding and allowable activities please contact the Office of Child Support. For questions regarding CFIS processes please contact your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614)752-9194.
FAPL 76 (State Child Protective Allocation (SCPA) Supplement)

Fiscal Administrative Procedure Letter (FAPL) No. 76

July 2, 2018

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: State Child Protective Allocation (SCPA) Supplement

The Ohio Department of Job and Family Services (ODJFS) is issuing additional SCPA funding via the SCPA Supplemental Allocation to assist public children services agencies (PCSA) with children services program expenditures.

The SCPA Supplemental Allocation is one-hundred percent state funded. Allowable expenditures are in accordance with rule 5101:9-6-19 "State Child Protective Allocation (SCPA)" of the Administrative Code.

ODJFS will issue coding for the SCPA Supplement via a Bureau of County Finance and Technical Assistance (BCFTA) alert. The PCSA will have until June 30, 2018, to incur expenses. Funds must be liquidated by September 30, 2018.

For questions regarding funding and allowable activities please contact the Office of Families and Children. For fiscal questions please contact your ODJFS Fiscal Supervisor or the BCFTA Helpdesk at CFIS_Help_Desk@jfs.ohio.gov.
Following the heavy rainfall and flooding which impacted the state the week of February 19, 2018, Governor Kasich declared a state of emergency for the following counties: Adams, Athens, Belmont, Brown, Clermont, Columbiana, Gallia, Hamilton, Hocking, Jackson, Jefferson, Lawrence, Monroe, Meigs, Muskingum, Scioto and Washington.

The Ohio Department of Job and Family Services (ODJFS) is providing assistance to the counties impacted through the County Departments of Job and Family Services (CDJFS). In addition to regular temporary assistance for needy families (TANF) funding, catalog of federal domestic assistance (CFDA) number 93.558, a separate allocation consisting of state funds will be made available.

County agencies shall report expenditures as described in rule 5101:9-7-29 of the Administrative Code. The CDJFS must use the codes contained in the table below to report expenditures. These codes may only be used during a Governor - declared state of emergency.

<table>
<thead>
<tr>
<th>Financial Reporting Form</th>
<th>Program Code</th>
<th>Title</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>JFS 02827</td>
<td>159-510051</td>
<td>ADA Disaster Related</td>
<td>Funds distributed as part of the time-limited ADA emergency disaster relief effort. Use for State Non-TANF Assistance Allocation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Emergency Assistance</td>
<td></td>
</tr>
<tr>
<td>JFS 02827</td>
<td>158-510051</td>
<td>TANF PRC Disaster</td>
<td>Funds distributed to provide non-recurring short-term benefits to families who are entered in TANF PRC services that are for disasters; see, too, JFS 02827-I.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistance</td>
<td></td>
</tr>
</tbody>
</table>

For funding details and questions regarding eligibility, allowable activities and reporting requirements, please refer to Office of Family Assistance Letter (FAL) 167, dated February 26, 2018 which can be found at: http://jfs.ohio.gov/ofam/letters.stm

For fiscal questions please contact your ODJFS Fiscal Supervisor or the BCFTA Helpdesk at CFIS_Help_Desk@jfs.ohio.gov.
FAPL 74 (Supplemental TANF Administration Funding)
Fiscal Administrative Procedure Letter (FAPL) No. 74
November 30, 2017
To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Supplemental Temporary Assistance for Needy Families (TANF) Administration Funding

The Ohio Department of Job and Family Services (ODJFS) is issuing supplemental TANF administration funding to assist county department of job and family services (CDJFS) with the administrative costs of transitioning to the new Ohio Benefits (OB) system.

ODJFS will follow the TANF methodology set forth in rule 5101:9-6-08 "TANF Regular Allocation" and allowable expenditures are in accordance with rule 5101:9-6-08.8 "TANF Administration Allocation."

Funding will be available October 1, 2017 to September 30, 2018. The CDJFS may utilize the funding as follows:

- CDJFS will perform a Post Allocated Adjustment (PAA) moving expenditures from the TANF Administration grant to the Supplemental TANF Administration grant; and/or
- CDJFS may perform a PAA moving expenditures from the TANF Regular grant to the Supplemental TANF Administration grant.

For fiscal questions please contact your ODJFS Fiscal Supervisor or the BCFTA Helpdesk at CFIS_Help_Desk@jfs.ohio.gov.
Due to an increase in Client Registry Information System-Enhanced (CRIS-E) expenditures for FAET Participant Allowance, the Ohio Department of Job and Family Services (ODJFS) has reviewed past spending trends for the FAET Participation allowance expenses paid to FAET participants through CRIS-E and the expenditures claimed against the FAET Participant Allowance allocation issued through the Bureau of County Finance and Technical Assistance (BCFTTA). As a result, ODJFS will allocate the FAET Participation Allowance allocation as follows:

- ODJFS will calculate the FAET Participant Allowance allocation using the entire statewide budget amount in accordance with rule 5101:9-6-09 of the Administrative Code and will communicate the following to each county agency:
  - The preliminary FAET Participation Allowance allocation amount.
  - Prior CRIS-E FAET Participation expenditures.

- Each county will estimate and submit to ODJFS the amount of the preliminary allocation amount that will be designated for a CRIS-E expenditures budget.

- Once the estimate is received, ODJFS will reduce each county's preliminary FAET Participant Allowance allocation by their projected CRIS-E expenditure amount.

- Counties that do not submit an estimate will not be permitted to draw on the FAET Participation Allowance allocation.

Quarterly, ODJFS will use a CRIS-E report to track the amount each county spends on FAET participant expenses. ODJFS will notify counties that exceed one quarter's worth of their estimated CRIS-E budget and will request counties to release any amount of their FAET Participant Allowance allocation to cover the excess. If a county does not request a release, ODJFS will automatically decrease the remaining FAET Participant Allowance allocation.

ODJFS will continue to decrease the budgets quarterly for CRIS-E expenditures. Once the entire FAET Participation allocation is consumed, the county will be responsible for reimbursing ODJFS for any additional CRIS-E participant allowance expenditures.

**No later than May 30**, counties that underspend their estimated CRIS-E expenditures budget may submit an explanation to ODJFS requesting an increase to their FAET Participant Allowance allocation with a corresponding reduction to their CRIS-E budget amount.

For questions regarding this funding, please contact your ODJFS Fiscal Supervisor/BCFTTA at (614) 752-9194.
FAPL 72 (Child Support State Match Special Project)

Fiscal Administrative Procedure Letter (FAPL) No. 72

February 22, 2017

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Child Support State Match Special Project

The Ohio Department of Job and family Services (ODJFS) Office of Child Support (OCS) is providing additional state funding to assist with the cost of processing new Medicaid referrals in SETS.

The allocation for each county is based on the maximum number of new referrals received from Medicaid for SETS assignment. In order to claim expenditures for the new allocation, CSEAs will move expenditures (the 34% match) from Child Support State Match to Child Support State Match Special Project through the post-allocated adjustment (PAA) process. BCFTA will establish PAA coding and notify counties once budgets have been established.

Funding will be available January 1, 2017 to June 30, 2017 for CSEAs to establish Medicaid assignments in SETS based on new referrals. The PAA process must be completed by the end of the April-June reporting period.

For fiscal questions please contact your ODJFS Fiscal Supervisor or the BCFTA Help Desk at CFIS_Help_Desk@jfs.ohio.gov.
FAPL 71 (Ohio Youth Works Program)
Fiscal Administrative Procedure Letter (FAPL) No. 71
February 22, 2017

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Ohio Youth Works Program

The Ohio Department of Job and Family Services (ODJFS) is issuing 9 million dollars of Prevention, Retention and Contingency Program (PRC) funding to participating County Department of Job and Family Services (CDJFS) agencies to support the Ohio Youth Works Program (OYWP). The Catalogue of Federal Domestic Assistance (CFDA) number for this allocation is 93.558.

The OYWP offers the opportunity for low income TANF-eligible youth ages 14 and 15 to earn a paycheck and experience job skills by accessing similar services available to youth age 16 to 24 participating in the Comprehensive Case Management and Employment Program (CCMEP).

This program will operate from May 1, 2017 to September 30, 2017. Services must be completed by September 30, 2017 and expenditures reported and liquidated by December 31, 2017.

ODJFS will issue coding for the allocation via a Bureau of County Finance Technical Assistance (BCFTA) update.

For funding details and questions regarding eligibility, allowable activities and reporting requirements, please refer to Office of Family Assistance Letter (FAL) #159. For fiscal questions please contact your ODJFS Fiscal Supervisor or the CFIS Helpdesk.
The Ohio Department of Job and Family Services (ODJFS) is issuing Workforce Innovation Funds (WIF) to pilot the Wage Pathway Model (WPM). The intent of this model is to focus on entry and progression in the workforce for low-income, low-skill youth and young adults ages 16-24 rather than on educational attainment as prioritized under career pathway models.

ODJFS is awarding WPM funds to a select group of local workforce areas approved to pilot this project. Pilot workforce areas may use WPM funds for the following expenses:

- Incentive payments for participants that they can receive for achieving specific milestones related to employment, wage levels, and job retention;
- Staff salary, benefits and overhead costs to implement the project and issue the incentive payments;
- Identifiable supportive services for continuation of the WPM; and
- Fiscal agent administrative costs that do not exceed ten percent of total WPM expenditures.

WPM participants must be eligible, active CCMEP participants with a priority focus on job ready participants who are able to work an average of 120 or more hours per month. Pilot areas are expected to provide the full array of CCMEP services to the WPM participants using existing CCMEP grant funds available to the local board or lead agency. Therefore, the following costs are not allowable using WPM funding:

- Costs of framework activities;
- Training or work experience wages;
- Tutoring; or
- Any other CCMEP program elements

This allocation is one-hundred percent federal funding. The Catalogue of Federal Domestic Assistance (CFDA) number for this funding is 17.283. ODJFS will communicate the availability and liquidation period for this funding through the county finance information system (CFIS). Funds must be reported and liquidated by the end of the grant availability period.

ODJFS will issue coding for the allocation via a Bureau of County Finance and Technical Assistance (BCFTA) update.

For questions regarding the Wage Pathway Model program and allowable activities, please contact Steve Cole, Project Manager, at (614) 644-0027, Steven.Cole@jfs.ohio.gov. For fiscal questions please contact your ODJFS Fiscal Supervisor or the CFIS Helpdesk.
The U.S. Department of Labor (DOL) under 20 CFR 678.900 and section 121 (e)(4) of the Workforce Innovation and Opportunity Act (WIOA) designates the brand, "American Job Center," or the tagline, "a proud partner of the American Job Center network," as a common identifier on Ohio's workforce delivery system. DOL requires that this identifier be used as a tagline to the existing OhioMeansJobs (OMJ) brand.

The Ohio Department of Job and Family Services (ODJFS) is issuing $287,000 in funding to help local areas implement the new (AJC) branding requirements. This allocation is one-hundred percent federal funding. The Catalogue of Federal Domestic Assistance (CFDA) number for this funding is 17.207. ODJFS will communicate the availability and liquidation period for this allocation through the county finance information system (CFIS).

Local areas must use the OMJ brand with the tagline "a proud partner of the American Jobs Center network" in accordance with WIOA Policy Letter no. 16-07.

ODJFS will issue coding for the allocation via a Bureau of County Finance and Technical Assistance (BCFTA) update.

For questions regarding funding and allowable activities please contact the Office of Workforce Development: WIAQNA@JFS.OHIO.GOV. For questions regarding coding please contact your ODJFS Fiscal Supervisor or call the BCFTA at (614) 752-9194.
FAPL 68 (FAET Participant Allowance Allocation)

Fiscal Administrative Procedure Letter (FAPL) No. 68

October 19, 2016

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Food Assistance Employment and Training (FAET) Participant Allowance Allocation

This FAPL supersedes FAPL No. 67 "Food Assistance Employment and Training (FAET) Participant Allowance Allocation" issued August 19, 2016. Upon further review ODJFS will continue to use the methodology as described in rule 5101:9-6-09 of the Administrative Code to ensure all counties receive the necessary funding to provide services for the FAET program.

For questions regarding this funding, please contact your ODJFS Fiscal Supervisor/BCFTA at (614) 752-9194.
FAPL 67 (Food Assistance Employment and Training (FAET) Participant Allowance Allocation)

Fiscal Administrative Procedure Letter (FAPL) No. 67
August 19, 2016

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Food Assistance Employment and Training (FAET) Participant Allowance Allocation

The Ohio Department of Job and Family Services (ODJFS) has reviewed past spending trends for the FAET Participation allowance expenses paid to FAET participants through the client registry information system-enhanced (CRIS-E) and the expenditures claimed against the FAET Participant Allowance allocation issued through the Bureau of County Finance and Technical Assistance (BCFTA). In order to provide county agencies with maximum flexibility, ODJFS reviewed each individual county's spending trends to establish the amount spent directly and the amount spent through CRIS-E. As a result, the following budget adjustments will be made:

ODJFS will calculate the FAET Participant Allowance allocation in accordance with rule 5101:9-6-09 of the Administrative Code and provide the county with their initial budget. ODJFS will then reduce each county's budget by their projected CRIS-E expenditure amount. The amount of the FAET Participant Allowance allocation reduction will be the greater of the average of the county's last two years CRIS-E participant allowance expenses or the total of the county's last four completed quarters' CRIS-E expenses.

For questions regarding this funding, please contact your ODJFS Fiscal Supervisor/BCFTA at (614) 752-9194.
Fiscal Administrative Procedure Letter (FAPL) No. 66

April 27, 2016

To: Fiscal Administrative Procedure Manual Holders

From: The Office of Legal and Acquisition Services

Subject: Supplemental Nutritional Assistance Program (SNAP) Employment & Training (E&T) - Local Funding Opportunity

The Ohio Department of Job and Family Services (ODJFS) is issuing Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) funding to county agencies to encourage further expansion of SNAP E & T activities.

The SNAP E&T Participant Allowance allocation consists of fifty per cent federal funding with county agencies providing the fifty per cent required match. The county match must be actual cash on hand or a cash outlay and not a form of in-kind donations or expenditures counted toward the program.

The catalogue of federal domestic assistance (CFDA) number for the federal portion of this allocation is 10.561.

The SNAP Participant Allowance Allocation reimburses the county for participant expenses that are necessary for the participation in the program including:

- Contracts, purchased services, and prior federally approved equipment costs for transportation for SNAP participants (e.g. bus passes, mileage reimbursement, and contracts with taxi/transportation companies, etc.);
- Tuition/fees, fingerprinting, background checks, uniforms; and
- Other costs not listed in other Food Assistance Employment and Training (FAET)/SNAP E&T codes.

ODJFS will issue coding for the allocation via a Bureau of County Finance Technical Assistance (BCFTA) update. Services must be completed by September 30, 2016 and expenditures reported and liquidated by December 31, 2016.

For funding details and questions regarding allowable activities and reporting requirements, please refer to Office of Family Assistance Letter (FAL) #155 for all relevant program information. For question regarding coding please contact your ODJFS Fiscal Supervisor/BCFTA at (614) 752-9194.
FAPL 65 (Child Support Training Allocation)

Fiscal Administrative Procedure Letter (FAPL) No. 65

April 12, 2016

To: All Fiscal Administrative Procedure Manual Holders

From: The Office of Legal and Acquisition Services

Subject: Child Support Training Allocation

The Ohio Department of Job and Family Services (ODJFS) is issuing a Child Support Training allocation to assist Child Support Enforcement Agencies (CSEAs) in providing training to county CSEA employees.

This allocation is one-hundred percent federal funding. The Catalogue of Federal Domestic Assistance (CFDA) number for this funding is 93.563. CSEAs will have from January 1, 2016, until December 31, 2016, to incur training and/or training related expenses. Funds must be liquidated by March 31, 2017.

The allocation will be based on full-time equivalents (FTE) reported to the Office of Child Support (OCS) for federal fiscal year (FFY) 2015. ODJFS will allocate to CSEA $1,000 or $1,000 multiplied by 5% of their FTE positions, whichever is greater. The calculation includes CSEA only FTE’s. It does not include FTE’s under a cooperative agreement.

Allowable training and training related expenditures include:

- Tuition/fees for in-state child support related training;
- In-state training related mileage reimbursement;
- Lodging and meals; and
- Training materials, including books.

Out-of-state training expenses are not allowable.

For questions regarding funding and allowable activities please contact the Office of Child Support. For questions regarding coding please contact your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614)752-9194.

Attachment: 2016 CSEA Training Allocation
To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Adult Protective Services (APS) Innovation Fund Extension  

The Ohio Department of Job and Family Services (ODJFS) issued FAPL 59 providing information on the issuance of the Adult Protective Services (APS) Innovation Allocations. The purpose of this FAPL is to extend the funding availability and liquidation dates for this funding.

ODJFS has extended the funding period for the APS Capacity Building and APS Innovation Grants to June 30, 2016. Expenditures must be reported and funds must be liquidated by September 30, 2016. Funds not fully liquidated by September 30, 2016 will be returned to ODJFS as part of the July-September 2016 quarterly reconciliation.

Please contact the Office of Families and Children for questions regarding funding and allowable activities. Please contact the County Finance Information System (CFIS) HelpDesk in the Bureau of County Finance and Technical Assistance for questions regarding coding.
The Ohio Department of Job and Family Services (ODJFS) issued FAPL 63 providing information on additional funding to counties to assist with the cost of processing backlogged program blocks via the Medicaid Special Projects Enhanced Match Allocation. Counties will be paid a total of $46.83 per block, as reported by the Ohio Department of Medicaid. The $35.12 stated in FAPL 63 only represents the federal portion. However, counties will also receive $11.71 in state funding to be used as match.

For questions regarding coding please contact your ODJFS Fiscal Supervisor/BCFTA at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders  
From: Cynthia C. Dungey, Director  
Subject: Medicaid Special Projects Enhanced Match Clarification

The Ohio Department of Job and Family Services (ODJFS) issued FAPL 61 outlining Medicaid Special Projects Enhanced Match Allocation. Additional clarification is needed as follows:

The Ohio Department of Medicaid is providing additional funding to assist with the cost of processing backlogged "program blocks" in the Ohio Benefits System.

A program block is a sub-section within a case that is specific to an eligibility program. Ohio Benefits uses program blocks, which includes a group of individuals and their associated information, to determine eligibility. Medicaid allows multiple program blocks to exist within one case in Ohio Benefits to account for different household compositions and/or eligibility circumstances. Counties will reinstate individuals failed by the renewal process in January, February and March at the program block level. Counties will be paid $35.12 per block completed, as reported by the Ohio Department of Medicaid.

For questions regarding coding please contact your ODJFS Fiscal Supervisor/BCFTA at (614) 752-9194.
FAPL 62 (Ohio Children's Trust Fund [OCTF] County Prevention Plans Allocation)

Fiscal Administrative Procedure Letter (FAPL) No. 62

July 23, 2015

To: All Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Ohio Children's Trust Fund (OCTF) County Prevention Plans Allocation

The Ohio Children's Trust Fund (OCTF) is subgranting funds to counties for the purpose of funding child abuse and child neglect prevention programs. Twenty four of the subgrants will be awarded to county family service agencies whose Prevention Programs Plans have been approved by the OCTF Board for State Fiscal Year 2016.

Two of the projects are being funded with the Community-Based Child Abuse Prevention Grant (CFDA # 93.590). All other projects are being funded with state funding. The attached spreadsheet lists the counties, the amounts and type of funding being awarded.

ODJFS will issue expenditure coding via a Bureau of County Finance and Technical Assistance (BCFTA) update. ODJFS will communicate the availability and liquidation period for this allocation through the county finance information system (CFIS). Funds must be expended by the end of the grant availability period.

For questions regarding your approved Plan please contact Kristen Rost at Kristen.Rost@jfs.ohio.gov. For questions regarding coding please contact your ODJFS Fiscal Supervisor or call BCFTA at (614)752-9194.

<table>
<thead>
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<th>County</th>
<th>SFY 16 - County Advisory Board Administrative Agent</th>
<th>CFDA</th>
<th>Amount</th>
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<td>Wood</td>
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</table>
The Ohio Department of Medicaid is providing additional funding to assist with the cost of processing case reinstatements in the Ohio Benefits System. The Ohio Department of Job and Family Services (ODJFS) will issue the state funding as Medicaid Special Projects Enhanced Match Allocation. Funding will consist of 75% federal and 25% state funding. Funding for each county will be determined on a cost-per-case basis at $46.83 per completed case. ODJFS will increase the county Medicaid Special Projects Enhanced Match budget by $11.71 monthly and the Medicaid Enhanced Federal budget by $35.12 per completed case, as reported by ODM.

For counties that may be experiencing a current budget shortfall requiring advance funding in order to begin processing cases, the JFS 02725 form may be used to request the federal portion of the allocation. Once the budgets are available in CFIS, counties may request funds through the normal draw process.

County employees will continue to use current Enhanced Medicaid coding. In order to claim expenditures for the new allocation, counties will move expenditures (the 25% match) from Enhanced Medicaid to Medicaid Special Projects Enhanced Match through the post-allocated adjustment (PAA) process. BCFTA will establish PAA coding and notify counties once budgets have been established.

For questions regarding coding please contact your ODJFS Fiscal Supervisor/BCFTA at (614) 752-9194.
To: All Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Child Support Training Allocation

The Ohio Department of Job and Family Services (ODJFS) is issuing a Child Support Training allocation to assist Child Support Enforcement Agencies (CSEAs) in providing training to county CSEA employees.

This allocation is one-hundred percent federal funding. The Catalogue of Federal Domestic Assistance (CFDA) number for this funding is 93.563.

The allocation will be based on full-time equivalents (FTE) reported to the Office of Child Support (OCS) for federal fiscal year (FFY) 2014. ODJFS will allocate to each CSEA $1,000 or $1,000 multiplied by 5% of their FTE positions, whichever is greater. The calculation includes CSEA only FTE. It does not include FTE under a cooperative agreement.

Allowable training and training related expenditures include:

- Tuition/fees for in-state child support related training;
- In-state training related mileage reimbursement;
- Lodging and meals; and
- Training materials, including books.

Out-of-state training expenses are not allowable.

ODJFS will issue coding for the Child Support Training allocation via a Bureau of County Finance and Technical Assistance (BCFTA) update. CSEAs will have from January 1, 2015, until December 31, 2015, to incur training and/or training related expenses. Funds must be liquidated by March 31, 2016.

For questions regarding funding and allowable activities please contact the Office of Child Support. For questions regarding coding please contact your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614)752-9194.
In accordance with Section 751.140 of House Bill 483 of the 130th General Assembly, the Ohio Department of Job and Family Services (ODJFS) is issuing funding to a limited number of competitively selected counties to encourage and support new innovations in APS programming. This funding will give County Department of Job and Family Services (CDJFS) agencies the opportunity to test new approaches and models that encourage multidisciplinary collaboration and to enhance the current system capacity to meet core APS requirements.

ODJFS will issue the APS Innovation Fund allocation as an advance to any CDJFS with a proposal that has been approved by the Office for Children and Families (OCF). There are two types of awards a CDJFS may receive:

1. APS Capacity Building Grant (up to $35,000 per application)
2. APS Innovation Grant (up to $150,000 per application)

A CDJFS may apply for, and is eligible to be competitively selected for, one or both awards under the APS Innovation Fund allocation. Information regarding the application process and guidelines can be found at: [http://www.healthtransformation.ohio.gov/CurrentInitiatives/SupportHumanServicesInnovation2.aspx](http://www.healthtransformation.ohio.gov/CurrentInitiatives/SupportHumanServicesInnovation2.aspx)

ODJFS will communicate expenditure coding to CDJFS who have been competitively selected to receive the APS Innovation Fund allocation via a County Finance Information System Alert. Funds must be reported and liquidated by December 31, 2015. Funds not fully liquidated by December 31, 2015 will return to ODJFS as part of the October - December 2015 quarterly reconciliation.

Please contact the County Finance Information System (CFIS) HelpDesk in the Bureau of County Finance and Technical Assistance for questions regarding coding.
To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: The Ohio Works First Employment Incentive Pilot Program Allocation

In accordance with House Bill 483 of the 130th General Assembly, the Ohio Department of Job and Family Services (ODJFS) is issuing $250,000 in TANF funding to a select group of counties participating in the Ohio Works First (OWF) Employment Incentive Pilot Program. The intent of the pilot program is to provide a cash incentive payment to caseworkers that help participants find employment which results in the participant being ineligible for OWF for at least six months due to an increase in earned income.

ODJFS will allocate $50,000 to each of the five selected county agencies for state fiscal year 2015 for the purpose of paying cash incentives to employees. The incentive payments are set at $300 for assisting a single parent household and $600 for assisting a two-parent household.

Funds must be reported and liquidated by December 31, 2015. ODJFS will communicate expenditure coding for the OWF Employment Incentive Pilot Program via a County Finance Information System (CFIS) Alert.

For questions regarding allowable activities please refer to CAMTL 94 for program information. For question regarding coding, please contact the Bureau of County Finance and Technical Assistance at CFIS_HELP_Desk@jfs.ohio.gov.
FAPL 57 (Workforce Innovation and Opportunity Act (WIOA) Transitional Funding)

Fiscal Administrative Procedure Letter (FAPL) No. 57

December 22, 2014

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Workforce Innovation and Opportunity Act (WIOA) Transitional Funding

In accordance with the U.S. Department of Labor’s (DOL) Training and Employment Guidance Letter (TEGL) No. 12-14, the Ohio Department of Job and Family Services (ODJFS) is issuing funding to assist local Workforce Investment Act (WIA) areas with the transition to WIOA. The TEGL allows states to spend up to two per cent of PY2014 and FY2015 WIA formula funds to plan and implement WIOA transitional activities. ODJFS is issuing one per cent of this funding to WIA local areas.

ODJFS will use the WIA formulary methodology as described in Administrative Code rule 5101:9-31-02 to distribute the WIOA Transition Allocation. In general, the transitional activities for WIOA in the TEGL fall primarily under the current WIA administration guidelines. Therefore local WIA areas may code or re-code current administrative expenditures to this allocation.

Although the high priority activities listed in the TEGL generally meet the WIA definition of administrative costs and may be re-coded to the WIOA Transitional Funding from the area’s WIA administrative expenses, all costs charged to WIOA Transitional Funding are categorized as program expenses by definition, regardless of the origin or nature of the costs, and will not count against the area’s 10 percent limit on WIA administrative expenditures.

ODJFS will issue coding for the allocation via a Bureau of County Finance and Technical Assistance (BCFTA) update. ODJFS will communicate the availability and liquidation period for this allocation through the county finance information system (CFIS). Funds must be expended by the end of the grant availability period.

For questions regarding this funding, reporting and allowable activities please contact the Office of Workforce Development: WIAQNA@JFS.OHIO.GOV. For questions regarding coding please contact your ODJFS Fiscal Supervisor or call BCFTA at (614)752-9194.
FAPL 56A (Efficiency and Innovation Fund Update)

Fiscal Administrative Procedure Letter (FAPL) No. 56A

December 16, 2015

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Efficiency and Innovation Fund Update

The Ohio Department of Job and Family Services (ODJFS) issued FAPL 56 providing information on the issuance of the Efficiency and Innovation Allocation. The purpose of this FAPL is to extend the funding availability and liquidation dates for this funding. Funds must be expended by June 30, 2016. Funds must be disbursed and reported no later than September 30, 2016.

Counties that have not liquidated the Efficiency and Innovation funds by September 30, 2016 must return them to ODJFS via check.

Please contact the Office of Families and Children for questions regarding funding and allowable activities for the Efficiency and Innovation Allocation. Please contact the County of Finance Information System (CFIS) HelpDesk in the Bureau of County Finance and Technical Assistance for questions regarding coding and the return of funds.
FAPL 56 (Efficiency and Innovation Fund)
Fiscal Administrative Procedure Letter (FAPL) No. 56
December 12, 2014

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Efficiency and Innovation Fund

In accordance with Section 751.140 of House Bill 483 of the 130th General Assembly, the Ohio Department of Job and Family Services (ODJFS) is issuing funding to select counties for activities that will positively impact Ohio's Child Welfare System. This funding will allow Public Children Services Agencies (PCSAs) to apply unique approaches to manage and affect outcomes for the children and families in which they serve. PCSAs will submit proposals for consideration to ODJFS no later than November 7, 2014 as instructed in the October 21, 2014 letter from the Director of ODJFS.

ODJFS will issue the funding as an advance to PCSAs upon the proposal's approval. The Efficiency and Innovation Fund Allocation will be a one-time allocation that consists of no more than $250,000.00 in state funds per approved proposal. ODJFS will communicate expenditure coding for the Efficiency and Innovation Fund allocation via a County Finance Information System Alert.

Funds must be reported and liquidated by December 31, 2015. Funds not fully liquidated by December 31, 2015 will return to ODJFS as part of the October - December 2015 quarterly reconciliation.

Please contact the Office of Families and Children for questions regarding funding and allowable activities. Please contact the County Finance Information System (CFIS) HelpDesk in the Bureau of County Finance and Technical Assistance for questions regarding coding.
FAPL 55 (TANF Work Expense Allowance Allocation)

Fiscal Administrative Procedure Letter (FAPL) No. 55

September 15, 2014

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Temporary Assistance for Needy Families (TANF) Work Expense Allowance Allocation

Currently, work allowance expenses paid to a TANF recipient through the client registry information system-enhanced (CRISe) are deducted by ODJFS from a county's TANF Regular allocation on a quarterly basis. This often results in counties being overdrawn on the allocation at some point during the year.

Effective with FFY15, the Ohio Department of Job and Family Services (ODJFS) will create a separate allocation for these expenses. The new allocation amount will be a deduction from the TANF Regular allocation and will impact the total amount of TANF funding allocated to each county. ODJFS will issue the TANF Regular allocation as two allocations: TANF Regular and TANF Work Expense Allowance. The amount of the TANF Work Expense Allowance allocation will be based on the greater of the average of the county's last two years reported work allowance expenses or the total of the county's last four completed quarters' reported expenses.

ODJFS will reduce each county's TANF Work Expense Allowance allocation by their TANF Work Expense Allowance expenses as reported in CRISe each quarter. ODJFS will move additional funding, as necessary, from the TANF Regular allocation to the TANF Work Expense Allowance allocation. A county may also request additional funds be moved from TANF Regular to TANF Work Expense Allowance at any time during the fiscal year. Once ODJFS receives the final expense report for the fiscal year, ODJFS will move any remaining TANF Work Expense Allowance allocation back to the TANF Regular allocation.

For question regarding this funding, please contact your ODJFS Fiscal Supervisor/BCFTA at (614) 752-9194.
FAPL 54 (Chafee State Match Allocation)
Fiscal Administrative Procedure Letter (FAPL) No. 54
September 3, 2014

To: Fiscal Administrative Procedure Manual Holders
From: Cynthia C. Dungey, Director
Subject: Chafee State Match Allocation

In accordance with Amended Substitute House Bill 483 of the 130th General Assembly, the Ohio Department of Job and Family Services (ODJFS) is issuing state funding to Public Children Services Agencies (PCSAs) to be used as a match for eligible federal Title IV-E Chafee expenditures.

ODJFS will follow the methodology set forth in rule 5101:9-6-35 of the Administrative Code to distribute Chafee State Match Allocation funding. PCSA’s may only use the allocation to cover the 20% local a match requirement for federal Chafee.

ODJFS will issue coding for the Chafee State Match Allocation via a Bureau of County Finance and Technical Assistance (BCFTA) update. Funds must reported and liquidated by September 30, 2015.

Please contact the Office of Families and Children for questions regarding funding and allowable activities. Please contact your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance for questions regarding coding at (614)752-9194.
FAPL 53 (ESSA State Match Allocation)

Fiscal Administrative Procedure Letter (FAPL) No. 53

September 3, 2014

To: Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: ESSA State Match Allocation

In accordance with Amended Substitute House Bill 483 of the 130th General Assembly, the Ohio Department of Job and Family Services (ODJFS) is issuing state funding to Public Children Services Agencies (PCSA) to be used as a match for eligible federal Title IV-B ESSA expenditures.

ODJFS will follow the methodology set forth in rule 5101:9-6-36 and 5101:9-6-37 of the Administrative Code to distribute ESSA State Match Allocation funding. PCSA's may only use the allocation to cover the 25% local match requirement.

ODJFS will issue coding for the ESSA State Match Allocation via a Bureau of County Finance and Technical Assistance (BCFTA) update. Funds must be reported and liquidated by September 30, 2015.

Please contact the Office of Families and Children for questions regarding funding and allowable activities. Please contact your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance for questions regarding coding at (614)752-9194.
The Ohio Department of Job and Family Services (ODJFS) is issuing Industry Workforce Alliance (IWA) funding to assist selected Workforce Investment Act (WIA) local areas in establishing industry sector alliances with local partners and employers. The Catalogue of Federal Domestic Assistance (CFDA) number for this funding is 17.267.

The funding will give local WIA areas the ability to work with partners and employers in planning, managing, and developing career pathway systems.

Allowable expenditures include time spent:

- Developing curriculum for career pathway system;
- Collaborating with local sector partners and employers;
- Reporting, tracking resources and expenses for the IWA; and
- Other project-related activities approved by OWD.
- Other related activities listed in the subgrant agreements.

Participating local WIA areas shall claim staff time through the cost allocation processes as detailed in rule 5101:9-7-20 or 5101:9-31-17 of the Administrative Code.

ODJFS will issue coding for the allocation via a Bureau of County Finance and Technical Assistance (BCFTA) update. ODJFS will communicate the availability and liquidation period for this allocation through the county finance information system (CFIS). Funds must be expended by the end of the grant availability period.

For questions regarding funding and allowable activities please contact the Office of Workforce Development: WIAQNA@JFS.OHIO.GOV. For questions regarding coding please contact your ODJFS Fiscal Supervisor or call BCFTA at (614)752-9194.
FAPL 51 (Child Support Training Allocation)

Fiscal Administrative Procedure Letter (FAPL) No. 51

April 16, 2014

To: All Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Child Support Training Allocation

The Ohio Department of Job and Family Services (ODJFS) is issuing a Child Support Training allocation to assist Child Support Enforcement Agencies (CSEAs) in providing training to county CSEA employees.

This allocation is one-hundred percent federal funding. The Catalogue of Federal Domestic Assistance (CFDA) number for this funding is 93.563.

The allocation will be based on full-time equivalents (FTE) reported to the Office of Child support (OCS) for federal fiscal year (FFY) 2013. ODJFS will allocate to each child CSEA $1,000 or $1,000 multiplied by 5% of their FTE positions, whichever is greater. The calculation includes CSEA only FTE's. It does not include FTE's under a cooperative agreement.

Allowable training and training related expenditures include:

• Tuition/fees for in-state child support related training;
• In-state training related mileage reimbursement;
• Lodging and meals; and
• Training materials, including books.

Out-of-state training expenses are not allowable.

ODJFS will issue coding for the Child Support Training allocation via a Bureau of County Finance and Technical Assistance (BCFTA) update. CSEAs will have from April 1, 2014, until December 31, 2014, to incur training and/or training related expenses. Funds must be liquidated by March 31, 2015.

For questions regarding funding and allowable activities please contact the Office of Child Support. For questions regarding coding please contact your ODJFS Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614)752-9194.
FAPL 50 (Fraud Awareness Allocation)

Fiscal Administrative Procedure Letter (FAPL) No. 50

April 7, 2014

To: All Fiscal Administrative Procedure Manual Holders

From: Cynthia C. Dungey, Director

Subject: Fraud Awareness Allocation

The Ohio Department of Job and Family Services (ODJFS) is issuing state funding to the County Departments of Jobs and Family Services (CDJFS) to promote fraud awareness in Ohio. ODJFS has designated the month of May as Public Assistance Fraud Awareness month in Ohio. The theme for the Fraud Awareness campaign is "Fraud Costs All of Us."

ODJFS will allocate up to $2,000 to any CDJFS with a local fraud awareness initiative that has been approved by the Office of Fiscal and Monitoring Services (OFMS) Bureau of Program Integrity (BPI).

ODJFS will issue coding for the Fraud Awareness allocation and further information regarding expenditure reporting via a Bureau of County Finance and Technical Assistance (BCFTA) update. Funds must be obligated by June 30, 2014, reported and liquidated by September 30, 2014.

For questions regarding allowable activities please refer to the OFMS BPI memo "County Agency Initiatives for Fraud Awareness Month." For questions regarding coding contact your ODJFS Fiscal Supervisor or BCFTA Help Desk at (614)752-9194.
The Ohio Department of Job and Family Services (ODJFS) is issuing funding to support new county collaborations and shared services that serve Food Assistance Employment and Training (FAET) participants. ODJFS will allocate funding to any collaboration with a new shared services model that has been approved by the Office of Family Assistance.

The FAET Shared Services Allocation consists of fifty per cent state funds and fifty per cent federal funds. The Catalogue of Federal Domestic Assistance (CFDA) number for this funding is 10.561.

ODJFS will issue coding for the allocation via a Bureau County Finance and Technical Assistance (BCFTA) update. Services must be completed by September 30, 2014 and expenditures reported and liquidated by December 31, 2014.

For questions regarding the allowable activities please refer to Office of Family Assistance (OFA) Letter #129 for all relevant program information. For question regarding coding please contact your ODJFS Fiscal Supervisor/BCFTA at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is issuing $30,000 in Workforce Innovation funds to enable areas to participate in the eOMJ Virtual One-Stop pilot project. The Catalogue of Federal Domestic Assistance (CFDA) number for this funding is 17.283.

The funding will give local WIA areas the opportunity to test the new eOMJ system. State Workforce Innovation funds allocated for the pilot project will be used to cover the cost of participating in the pilot, including travel to attend training in Columbus. ODJFS is issuing funding to the following local areas:

- Area 6 - Stark County
- Area 7 - Clark County
- Area 9 - Lucas County
- Area 16 - Belmont County

For questions regarding funding and allowable activities please contact the Office of Workforce Development: WIAQNA@JFS.OHIO.GOV. For questions regarding coding please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614)752-9194.
To: Fiscal Administrative Procedure Manual Holders  
From: Michael B. Colbert, Director  
Subject: Workforce Investment Act (WIA) Quarterly Financial Statement Update  

The Ohio Department of Job and Family Services (ODJFS) has updated the instructions for completing the WIA Quarterly Financial Statement as a result of the implementation of the new WIA County Finance Information System (CFIS) web reporting system.

The WIA Quarterly Financial Statement represents the cash balances of the WIA fiscal agent's WIA funds.

- **Section A: Fund Statement** - In this section, the beginning and ending balances represent the balances of the fiscal agent's WIA funds.
- **Section B: Accruals and Obligations (Non-Cash Activity)** - This section includes all non-cash activities. Random Moment Sampling (RMS) expenditures disbursed from the Public Assistance (PA) fund for which reimbursement to the PA fund has not occurred (formerly known as RMS Cost Transfers) are now reported as accruals.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

FAPL 46 (OhioMeansJobs {OMJ} Branding)  
September 19, 2013

Fiscal Administrative Procedure Letter (FAPL) No. 46

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: OhioMeansJobs (OMJ) Branding

Amended Substitute House Bill 1 of the 130th General Assembly establishes OhioMeansJobs (OMJ) as the official brand for Ohio’s One-Stop system and requires local areas to rename local One-Stop centers to OhioMeansJobs Centers. The Ohio Department of Job and Family Services (ODJFS) is issuing $600,000 in state level WIA discretionary funds to help local areas implement the new OMJ branding requirements.

The OhioMeansJobs brand and the new one-stop center name will replace existing names and brands.

Statewide branding funds allocated to implement the OhioMeansJobs brand must be used for the following outreach materials and activities:

- Business cards;
- Phone Systems;
- Signage;
- Social networking; and
- Website development.

If a local area has not exhausted the funds on the mandated activities listed above, funds may be used for other materials and outreach activities including, but not limited to:

- Brochures;
- Posters;
- Screen savers; and
- Stationery.

Statewide branding funds may be used for branded outreach activities after the materials and activities mentioned above have been secured.

The One-Stop center name change and branding of all outreach materials must be completed within six months of the ODJFS policy guidance. ODJFS will issue coding for the allocation via Bureau of County Finance and Technical Assistance (BCFTA) update. Funding is available from September 1, 2013 to June 30, 2014.

For questions regarding funding and allowable activities please contact the Office of Workforce Development: WIAQNA@JFS.OHIO.GOV. For questions regarding coding please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614)752-9194.
Fiscal Administrative Procedure Letter (FAPL) No. 45

July 3, 2013

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Redistribution of Allocations for TANF Summer Youth Funding

Beginning in SFY14, the Ohio Department of Job and Family Services (ODJFS) will grant the CDJFS a redistribution opportunity for TANF Summer Youth funding as described in Administrative Code Rule 5101:9-6-08.10.

A CDJFS may request additional funds or release excess funds by submitting the redistribution form indicating the amount requesting/releasing in accordance with the redistribution process outlined in Administrative Code Rule 5101:9-6-02. The CDJFS must submit redistribution forms to ODJFS no later than July 15th. This redistribution process is only for TANF Summer Youth.

- A CDJFS may also request additional funds or release excess funds through the "Inter-County Adjustment of Allocations" process described in Administrative Code Rule 5101:9-6-82 through the end of the funding period.

Completed requests are submitted electronically to CFIS_HELP_DESK@jfs.ohio.gov or FAX to 614-728-3330.

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614)752-9194.
FAPL 44 (Medicaid Integrated Eligibility Project)
Fiscal Administrative Procedure Letter (FAPL) No. 44
June 6, 2013

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Medicaid Integrated Eligibility Project

Beginning July 1, 2013, the Office of Medicaid Assistance (OMA) will officially become an independent state agency, the Ohio department of Medicaid (MCD). However, MCD and the Ohio Department of Job and Family Services (ODJFS) will still partner on the Medicaid Integrated Eligibility project to create a fully integrated system of care that provides comprehensive service to those receiving Medicaid benefits.

As a result, select counties have been asked to assist MCD and ODJFS with the development of the new system. Counties selected to participate will be reimbursed for staff time and travel costs. The purpose of this FAPL is to advise participating counties on how to allocate staff costs for proper reimbursement.

Staff time will be claimed as follows:

It is expected that staff participating in this project are not random moment sampling (RMS) participants at the county level. Counties will claim payroll related costs associated with these non-RMS staff time by submitting actual costs to the cost pool to which they are currently assigned. The staff time costs will be allocated to allowable funding sources as distributed by the RMS process. The county will then invoice MCD for actual costs. When the county agency receives the reimbursement from MCD, the county will code the staff time reimbursement to the cost pool as a receipt which will then be redistributed, according to the RMS statistics, thereby fully reimbursing all original funding sources.

Travel costs associated with this activity will be claimed as follows:

Travel costs will be claimed as local expenditures. When the county agency receives the reimbursement from MCD, the county will code the travel cost portion as a reimbursement to the local expenditure.

Counties should direct inquiries related to the allocation of costs for RMS participants to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.
May 6, 2013

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Family Service Agency Budget Allocation Transfer Request

The Ohio Department of Job and Family Services (ODJFS) has developed a form for family service agencies to request either the allowable transfer of program funds within their allocation budgets or additional allocation budgets for their pass-through allocations by submitting the Family Service Agency Budget Allocation Transfer Request (JFS 02725). Only the amount attributable to the program allocation can be transferred and agencies cannot use this form for transfers between administrative and program nor between county agencies. Completed requests are submitted electronically to CFIS_HELP_DESK@jfs.ohio.gov or via FAX to 614-728-3330.

A workforce area or public children services agency will continue requesting the transfer of administration allocations to program allocations using the revised JFS 01159.

Forms are accessible at http://innerapp.odjfs.state.oh.us/forms/inner.asp (accessible by state and county only) and http://www.odjfs.state.oh.us/forms/inter.asp (accessible by public, state and county).

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.
FAPL 42 (Supplemental Child Support Funding)

Fiscal Administrative Procedure Letter (FAPL) No. 42

April 10, 2013

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Supplemental Child Support Funding

The Ohio Department of Job and Family Services (ODJFS) is issuing a one-time supplemental Child Support allocation to assist the county Child Support Enforcement Agencies (CSEAs) in meeting the required match for Title IV-D expenditures. This funding is issued in response to the reduction in agencies’ child support incentive during the April through June 2013 quarter.

ODJFS will follow the child support incentive methodology set forth in rule 5101:9-6-30 "Child Support Performance Incentive Payments" and allowable expenditures are in accordance with rule 5101:9-6-80 "State Child Support Allocations."

Agencies may:

- Use funds as match for IV-D expenditures; or
- Recode expenditures claimed to child support incentives during this SFY.

ODJFS will issue coding for the Supplemental Child Support allocation and further information regarding expenditure reporting via a Bureau of County Finance and Technical Assistance (BCFTA) Update.
The Ohio Department of Job and Family Services (ODJFS) is issuing one-time supplemental TANF funding to assist county departments of job and family services (CDJFS) with meeting and sustaining their required work participation rate and improving the opportunity for self-sufficiency for TANF recipients.

ODJFS will follow the methodology set forth in rule 5101:9-6-08 of the Administrative Code, currently used to allocate funding for the TANF regular allocations. Funding will be available as follows:

**Federal Fiscal Year (FFY) 2012**

Counties may use the Supplemental TANF allocation for FFY 12 TANF Regular and TANF Administration expenditures. A CDJFS may move expenditures from the current grant to the Supplemental TANF grant. Counties have until December 31, 2012 to make adjustments for FFY 12 TANF expenditures.

**FFY 2013**

Counties may also use the Supplemental TANF allocation for FFY 13 TANF Regular and TANF Administration expenditures. Counties will have until December 31, 2013 to liquidate their remaining allocation.

ODJFS will issue coding for the Supplemental TANF allocation and further information regarding FFY13 expenditure reporting via a Bureau of County Finance and Technical Assistance (BCFTA) Update.
FAPL 40 (June 2012 Severe Weather Relief)

Fiscal Administrative Procedure Letter (FAPL) No. 40

July 18, 2012

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: June 2012 Severe Weather Relief

Following the storms and massive power outages which impacted the state on June 29, 2012, Governor Kasich declared a state of emergency in Ohio. The Ohio Department of Job and Family Services (ODJFS) is providing assistance to the 45 counties impacted through the County Departments of Job and Family Services (CDJFS) for victims of the storms. In addition to regular temporary assistance for needy families (TANF) funding, catalog of federal domestic assistance (CFDA) number 93.558, a separate allocation consisting of state funds will be made available.

The Office of Families and Children has issued a separate memo (Family Assistance Letter No. 116) for this assistance. Please reference this letter for detailed requirements on eligibility, reporting, tracking and funding.

The CDJFS will use the following coding to report expenditures:

**TANF Funding** (Availability July 2012 - June 30, 2013)

Dept: JFS850002  
Fund: 3V60  
Grant: JFSFTF12  
ALI: 600689  
Program: 7626B  
Bud Ref: JFSCATFD  
Acct: 550301  
RCF: JFSDONTRPT

**Non-TANF Funding** (Availability July 2012 - June 30, 2013)

Dept: JFS850002  
Fund: 5DM0  
Grant: JFSSSF13  
ALI: 600633  
Program: 7626B  
Bud Ref: JFSCASNT  
Acct: 550301  
RCF: JFSDONTRPT

Questions regarding these funds may be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.
Beginning in state fiscal year (SFY) 13, the Ohio Department of Job and Family Services (ODJFS) will implement a State Adoption Incentive program to provide incentive payments to county agencies that transition more children out of foster care into a permanent adoptive home.

The purpose of this FAPL is to explain how ODJFS calculates incentive payments to county agencies.

**Baseline Calculations**

The Office of Families and Children (OFC) will use the average number of finalized adoptions over the past three years per county agency to establish each county agency's baseline (see attachment).

On the first business day after July 31, 2012 the OFC will pull data from the Statewide Automated Child Welfare Information System (SACWIS) for each county agency that identifies the number of finalized adoptions at the completion of the state fiscal year. This data will be compared to the established baseline. Any county exceeding its baseline will receive an incentive payment for each finalized adoption over the baseline amount.

For each finalized adoption county agencies will receive:

- An incentive payment for the target population (age 9 to 17) at $6,500 per child; and
- An incentive payment for children under age 9 at $3,250 per child.

The maximum amount of state funds to be paid for incentives is $1.5 million.

**Distribution Methodology**

OFC will calculate the incentive payment amounts by August 15th of each year. Incentive funds equal to the calculated incentive payment amount will be distributed electronically to county agencies by the end of August.

County agencies shall reinvest adoption incentive payments to support adoption activities during the year.

For questions regarding funding and allowable activity please contact Dan.Shook@jfs.ohio.gov. For questions regarding coding please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Attachments (1) - County Baseline Calculations
The Ohio Department of Job and Family Services (ODJFS) set aside $250,000 of state funds to establish the "Connecting the Dots" program which provides additional support for transitioning/emancipating youth.

Public children services agencies (PCSAs) in five counties have been awarded the following funding to pilot the program:

- Cuyahoga $55,000
- Hamilton $55,000
- Lake $30,000
- Montgomery $55,000
- Summit $55,000

Funding may be spent on expenditures that benefit transitioning/emancipating youth to include but not be limited to:

- Mentoring activities;
- Training;
- Facilitators for meetings;
- Stipends and travel costs for youth to attend focus groups;
- Equipment to include up to 4 IPADS in each pilot site; or
- Youth baskets containing items such as bedding, personal hygiene items and any other personal items deemed necessary to support the youth at emancipation.

ODJFS will issue coding for the allocation via a Bureau of County Finance and Technical Assistance (BCFTA) update. Funds must be obligated by June 30, 2012 and reported and liquidated by September 30, 2012. PCSAs may recode any expenditure claimed in SFY 2012 that meets the above criteria to the Connecting the Dots allocation.

For questions regarding funding and allowable activity please contact Dan.Shook@jfs.ohio.gov. For questions regarding coding please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
Following the tornado which impacted the state on March 2, 2012, Governor Kasich issued a disaster declaration for Clermont County. The Ohio Department of Job and Family Services (ODJFS) is providing assistance through the Clermont County Department of Job and Family Services (CDJFS) to victims of the severe weather.

Clermont County will be allocated $200,000 from the State’s TANF Maintenance of Effort (MOE) funding to provide disaster assistance to eligible families.

In addition to TANF MOE funding, a separate allocation consisting of state funds will be made available to serve elderly or disabled individuals who were impacted by this weather. Clermont County will be allocated $40,000.

Clermont County CDJFS will use the following expenditure coding and report expenditures of the JFS 02827:

159-515003 ADA-Adult Disaster Assistance will be used for services to the elderly or disabled.

158-515003 TANF - Disaster Related Emergency Assistance for services to eligible families.

The Office of Families and Children has issued a separate memo (Family Assistance Letter No. 112) for this program. Please reference this letter for detailed requirements on eligibility, reporting, tracking and funding.

Questions regarding these funds may be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.
FAPL 36 (Prior Approval Requests of Noncompetitive Procurements)

Fiscal Administrative Procedure Letter (FAPL) No. 36

March 8, 2012

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Prior Approval Requests of Noncompetitive Procurements

This FAPL supersedes FAPL No. 2 "County Procurement Guidelines Using Federal Money in Whole or in Part, and Utilizing the Ohio Cooperative Purchasing Program by Counties" and No. 27 "Updated County Procurement Guidelines." The additional guidance included in FAPLs No. 2 and No. 27 will be issued as technical assistance.

Paragraph (C) of Administrative Code rule 5101:9-4-07.1 "Procurement Methods" describes the following circumstances in which noncompetitive procurement is permitted:

- Sole Source Procurements
- Public Exigency or Emergency Procurements
- Failed Procurements
- Purchases for technical equipment or services where prices are established by law
- With the Approval of the Awarding Agency

Although the first four noncompetitive procurement methods listed above do not require prior approval, ODJFS will accept requests for "prior approval" when the county is unsure whether competition is inadequate and/or wants ODJFS to render an opinion regarding their procurement efforts.

For the purposes of obtaining "approval of the awarding agency," ODJFS is considered the awarding agency [see, 7 CFR 3016.3; 29 CFR 97.3; or 45 CFR 92.3]; therefore, the county must obtain PRIOR approval of the proposed noncompetitive procurement from ODJFS. Such prior approval will only be given in instances of compelling and substantial business reasons for a county. Failure to adequately plan for a needed procurement will not be considered a compelling and substantial business reason.

The procedure for consideration of requests for prior approval of noncompetitive procurement from ODJFS is as follows:

The county shall submit a detailed request to ODJFS thoroughly describing the county's desired purchase, the complete circumstances surrounding the proposed purchase, the county's compelling and substantial business reason for requesting the prior approval of a noncompetitive procurement, a cost analysis, and any other details relevant to the ODJFS decision on the request. ODJFS may request clarification or additional required information in its consideration of any such request.

Once all required information has been received by and any clarifications provided to ODJFS, ODJFS shall have thirty (30) business days to approve or deny a request.

Requests must be submitted by email to the following address:

OCA_PURCHASING_REQUEST@jfs.ohio.gov

Subject line should read: "Prior Approval Request - (County Name)" and preferably be submitted to ODJFS at least six months in advance.

Questions regarding this FAPL should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.
FAPL 35 (Update on NEG OJT Outreach Project)

Fiscal Administrative Procedure Letter (FAPL) No. 35

January 23, 2012

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Update on National Emergency Grant (NEG) On-the-Job Training (OJT) Outreach Project

Fiscal Administrative Procedure Letter (FAPL) 35 supersedes FAPL 33 regarding the availability of NEG OJT Outreach Project funding. The purpose of this FAPL is to extend the funding availability and liquidation date for these funds through the quarter ending June 30, 2012. As a reminder:

OJT NEG outreach funding may be spent on:

- Media buys in newspapers, on radio, television, billboards, etc.
- Targeted mailings
- Brochures, fliers, or other hard-copy materials and hand-outs
- Creation of on-line resources or social media promoting OJT
- OJT Peer-to-Peer Coaching Sessions and shadowing visits
- Workshops in the "OJT Sales Training" series
- Other OWD approved OJT NEG outreach activities

OJT NEG outreach funding may not be spent on:

- Give-away items such as pens, coffee mugs, flash drives, etc.
- Food
- Staff time

For questions regarding allowable outreach activities and additional funding, please send e-mails to NEG@jfs.ohio.gov. For questions regarding coding, please contact your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.
To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Abnormal or Mass Severance Pay


All costs associated with abnormal/mass severance pay, as defined in the Implementation Guide for OMB Circular A-87 (ASMB C-10), are unallowable costs unless they have been approved by the U.S. Department of Health and Human Services (DHHS). As stated in FAPL 17, DHHS initially denied counties' requests for federal financial participation (FFP); however, ODJFS continued discussions with DHHS and has been successful in obtaining conditional approval to claim FFP for such costs on behalf of county family services agencies.

DHHS reviews requests for approval to claim FFP for mass/abnormal severance on a case by case basis and requires a review and recommendation from ODJFS, as the grantee, prior to any submission for approval.

Federal Requirements

In accordance with 2 CFR 225 (formally OMB Circular A-87) Appendix B, Chapter 8 (g) entitled "Severance Pay," severance payments associated with "normal turnover" may be charged to federally-funded programs. DHHS, our cognizant Federal agency, has advised ODJFS that "normal turnover" is considered the retirements/resignations/terminations that occur during normal daily operations; and, "abnormal or mass severance pay" is associated with reductions due to program cutbacks or elimination/reductions in the government workforce/buy-outs/etc. DHHS has clarified that they consider employer-initiated reductions of the workforce (i.e. layoffs) to be abnormal or mass severance pay. Severance payments associated with all "abnormal or mass severance pay" must be considered on a case-by-case basis and are allowable only if approved by the cognizant Federal agency. Although severance pay associated with a buy-out (or other incentive offered to employees to retire or leave public service) is subject to a higher level of scrutiny than layoffs, all requests to claim FFP for any costs characterized as abnormal or mass severance pay must be approved by DHHS.

The Implementation Guide for OMB Circular A-87 (ASMB C-10) lists the following as costs associated with abnormal or mass severance:

- Lump-sum payment that may be linked to years of service;
- Increased pension benefits such as granting additional years or eliminating penalties for early retirement;
- Payments of unused leave; and
- The cost of any other incentive offered to employees as an incentive to leave government service, such as buy-outs.

If DHHS approves the use of federal funds for abnormal/mass severance pay costs, they may also establish stipulations surrounding that approval. These stipulations may include additional audit requirements and monitoring reports to insure the county is experiencing savings in excess of one-time costs.

All requests to claim costs associated with abnormal/mass severance pay must be accompanied by a recommendation from ODJFS. DHHS will not accept requests directly from a county agency. Requests for approval to claim FFP for costs associated with abnormal/mass severance pay are sent to:

- Ohio Department of Job and Family Services
- Office of Fiscal and Monitoring Services
- Bureau of County Finance and Technical Assistance
Early Retirement Incentive Plans
(or other plans that offer an incentive to employees to leave government service)

Submittal of Requests
Information submitted to ODJFS with a request for FFP for early retirement plans must include the following:

- The plan name.
- The reasons the county family services agencies is considering a voluntary early retirement plan. If the reason for the plan involves the closing of federal programs/dollars, list the programs and which title, etc.
- The enabling resolution and governing law.
- The time period during which the county family services agency plans to offer voluntary early retirement.
- The terms of the plan, including policies concerning rehiring and forfeiture of voluntary early retirement or other severance payments if rehiring policies are not followed. Employee eligibility requirements, including a statement that the early retirement incentive (ERI) will be implemented county-wide or the reason the plan will not be implemented county-wide.
- An analysis of the effect downsizing will have on the operation, continuity, and effectiveness of service delivery, or programs.
- An estimate of the total number of employees in the county family services agency expected to retire early during the period covered by the request.
- The estimated savings, in total and in federal dollars, for the estimated number of employees expected to participate in the ERI.
- The estimated costs, in total and in federal dollars, for the estimated number of employees expected to participate in the ERI.

If DHHS and ODJFS approve the ERI plan for FFP, and changes occur in the plan, the county family services agency must submit a revised ERI plan to be approved before submitting the costs for FFP. The revised ERI plan will be considered in its entirety by DHHS and ODJFS.

DHHS or ODJFS may terminate FFP approval for an ERI if it determines the county family services agency is no longer operating in accordance with the plan that formed the basis for the original approval. DHHS or ODJFS may amend, limit, or terminate FFP for an ERI to ensure voluntary early retirement authority regulations are being properly followed.

Additional guidance and details regarding the submittal of claims for FFP are found in Part 3 of the ASMC C-10.

Approval and Submittal of Costs
ODJFS requires the county to enter into a reimbursement agreement before approval can be granted to claim FFP for these costs. Upon conditional approval by DHHS, ODJFS will prepare the reimbursement agreement and forward to the county for execution.

The approval of costs associated with mass/abnormal severance (buyout programs) is based on estimated costs which are subject to adjustment. Once DHHS approval has been obtained and all reimbursement agreements have been signed, ODJFS will work with the county agencies on a case by case basis regarding the allocation of the actual costs. In most cases, costs will be claimed as shared costs and be proportionately distributed across all funding sources received by the agency, using cost allocation methodology and statistics in place prior to the incurrence of any costs.

Monitoring and Reporting
To ensure the federal government achieves savings as a result of participating in the costs of these programs, each county family service agency claiming these costs will be required to complete and submit a worksheet.
to ODJFS within 45 days after the end of the federal fiscal year (FFY). The category used for monitoring will be "state agency costs" as defined by 45 C.F.R. Part 95.505.

ODJFS will review and forward these worksheets to DHHS until such time that DHHS notifies ODJFS the annual report is no longer necessary.

In addition, ODJFS is required to conduct a review of the final compliance with these provisions during the regular course of subrecipient monitoring reviews or any other audits/reviews.

If the buyout program fails to achieve savings at least equal to the cost to federal programs, the county family services agencies will be required to submit a cash refund to ODJFS.

**Lay-offs**

(or other reductions in the workforce)

**Submittal of Requests**

Information submitted to ODJFS with a request for FFP for costs associated with other reductions in the workforce (i.e. layoffs) must include the following:

- A detailed reason for the reduction.
- An analysis of the effect downsizing will have on the operation, continuity, and effectiveness of service delivery, programs.
- An estimate of the total number of employees in the county family services agency expected to be laid-off during the period covered by the request.
- The estimated costs, in total and in federal dollars, for the estimated number of employees expected to be laid-off (projected payout of unused leave and unemployment benefits.)
- The estimated savings, in total and in federal dollars, for the estimated number of employees expected to be laid off.

**Approval and Submittal of Lay-off Costs**

Once DHHS approval has been obtained, ODJFS will work with the county agencies on a case by case basis regarding the allocation of the actual costs. In most cases, costs will be claimed as shared costs (using the statistics for the quarter prior to the lay-off) and be proportionately distributed across all funding sources received by the agency.

**Monitoring and Reporting of Lay-off Costs**

Any costs claimed for FFP are subject to audits and monitoring reviews to assure that costs are claimed in accordance with program regulations, as well as being allowable, allocable, and reasonable as outlined in 2 CFR 225. ODJFS may conduct a review of the final compliance with these provisions during the regular course of subrecipient monitoring reviews or any other audits/reviews.

Please contact your ODJFS Fiscal Analyst or call the Bureau of County Finance and Technical Assistance at (614) 752-9194 if you need additional guidance.

**Attachments (2)** - [ODJFS Reimbursement Agreement](#)  
[Worksheet](#) (Annual Reporting)
FAPL 33 (NEG OJT Outreach Project)

Fiscal Administrative Procedure Letter (FAPL) No. 33

October 11, 2011

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: National Emergency Grant (NEG) On-the-Job Training (OJT) Outreach Project

The Ohio Department of Job and Family Services (ODJFS) is allocating OJT NEG (OH-21) funds to each of Ohio's workforce investment areas to conduct OJT outreach. The purpose of the allocation is to raise awareness of OJT among employers and job seekers, and generate greater usage of OJT services. ODJFS will initially issue $22,000 in OJT NEG funding to Area 7 and $2,000 in OJT NEG funding to each of the other workforce areas. ODJFS will issue revised allocation letters should additional funding become available.

OJT NEG outreach funding may be spent on:

- Media buys in newspapers, on radio, television, billboards, etc.
- Targeted mailings
- Brochures, fliers, or other hard-copy materials and hand-outs
- Creation of on-line resources or social media promoting OJT
- OJT Peer-to-Peer Coaching Sessions and shadowing visits
- Workshops in the "OJT Sales Training" series
- Other OWD approved OJT NEG outreach activities

OJT NEG outreach funding may not be spent on:

- Give-away items such as pens, coffee mugs, flash drives, etc.
- Food
- Staff time

ODJFS will issue coding for the allocation via BCFTA update. Funding is available from September 1, 2011 to December 31, 2011. Outreach funds must be liquidated by the close of the quarter ending December 31, 2011, to ensure the full benefit from the outreach efforts is realized by the grant.

For questions regarding allowable outreach activities and additional funding, please send e-mails to NEG@jfs.ohio.gov. For questions regarding coding, please contact your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.
FAPL 32 (Symposium on Meaningful Visitation)
Fiscal Administrative Procedure Letter (FAPL) No. 32
September 15, 2011

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: Symposium on Meaningful Visitation

The Ohio Department of Job and Family Services (ODJFS) set aside $10,000 to supplement the travel expenses of local agencies attending the Symposium on Meaningful Visitation, September 29, 2011 located at:

Crowne Plaza North
6500 Doubletree Avenue
Columbus, Ohio 43329

Travel expenses covered are travel mileage to and from the symposium at $0.45 per mile. County agencies may seek reimbursement from ODJFS for staff to travel to and from the symposium when the county has reported expenditures on the JFS 02820 "Children Services Quarterly Financial Statement" and the county has submitted invoices and supporting documentation to:

Bureau of Fiscal Accountability
Office of Families and Children
Ohio Department of Job and Family Services
50 W. Town Street, 6th Floor
Columbus, Ohio 43215

ODJFS will issue coding for the allocation via BCFTA update. Funding is limited and will be disbursed on a first-come, first-served basis. Any requests for reimbursement must be received by June 30, 2012. Requests received after June 30, 2012 will not be eligible for reimbursement.

For questions regarding the symposium, please contact Kristen Burgess at Kristen.Burgess @jfs.ohio.gov. For questions regarding coding, please contact your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
In FAPL No. 28, issued January 2011, ODJFS communicated the deadline for a CDJFS to request a transfer from the Title XX TANF Transfer Allocation to the TANF Regular Allocation following the grant’s October-December liquidation period. Due to the new quarterly reconciliation schedule, the date is being changed from January 31st to January 18th. This process will continue for subsequent years until further notification from ODJFS.

A CDJFS requesting the transfer must send a letter from its agency director indicating the grant number and the amount of the transfer to the following address no later than January 18th:

Eric Mency, Bureau Chief
Ohio Department of Job and Family Services
Office of Fiscal and Monitoring Services
Bureau of County Finance and Technical Assistance
Rhodes State Office Tower-37th Floor
30 East Broad Street
Columbus, Ohio 43215-3414

As in the past when requests are received prior to the end of the liquidation period, ODJFS will complete the transaction and new allocation balances will be available, through the County Finance Information System (CFIS), for download into the county system. When requests are received during the grant reconciliation process, ODJFS will complete the transaction and new allocation balances will be reflected in reconciliation reports. Questions may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
Fiscal Administrative Procedure Letter (FAPL) No. 30

February 16, 2011

To: Fiscal Administrative Procedure Manual Holders
From: Michael B. Colbert, Director
Subject: 2009 Supplemental Nutrition Assistance Program (SNAP) High Performance Bonus

Ohio earned a "High Performance Bonus" of $4,875,956 from the United States Department of Agriculture for its Food Assistance payment accuracy rate for FFY 2009.

ODJFS will utilize $3,049,440 for internal investment activities and will release the remaining $1,826,516 of the award to the county departments of job and family services (CDJFS).

ODJFS will follow the methodology set forth in rules 5101:9-6-05 and 5101:9-6-09 of the Administrative Code, currently used to allocate funding for the Income Maintenance and Food Assistance Employment and Training allocations, to distribute the bonus. Funding will be distributed by electronic funds transfer to the county treasurer. Agencies should code bonus funds received as follows:

Project Code:  910
Description: Received Outside System

Account Code: 470950
Description: Deposits - State

The CDJFS may use the SNAP bonus as local dollars to cover ceiling excess in any allocation currently distributed to the CDJFS. The SNAP bonus may be used as state/local match or for expenditures normally reported to other funding sources, as determined at the local level, by using CFIS coding currently in place.

Questions may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
On September 22, 2010 Governor Strickland issued a disaster declaration for Athens, Meigs, and Perry Counties. The Ohio Department of Job and Family Services (ODJFS) is providing assistance through county departments of job and family services (CDJFS) to victims of the severe weather, which impacted these counties on September 16, 2010. The funding outlined below will be available for draw requests as of September 24, 2010.

Athens County will be allocated $100,000 and Meigs and Perry Counties $50,000 each from the State's TANF Maintenance of Effort (MOE) funding to provide disaster assistance to eligible families. Counties may supplement funds from their regular TANF allocation as long as the county PRC plan reflects the program accurately.

In addition to TANF MOE funding, a separate allocation consisting of state funds will be made available to serve elderly or disabled TANF eligible individuals who were impacted by this weather. Athens County will be allocated $20,000 and Meigs and Perry Counties $10,000 each.

The Office of Families and Children has issued a separate memo (Family Assistance Letter No. 96) for this program. Please reference this letter for detailed requirements on eligibility, reporting, tracking and funding.

Questions regarding these funds may be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.
FAPL 28 (Title XX TANF Transfer)
Fiscal Administrative Procedure Letter (FAPL) No. 28

October 13, 2010

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Title XX TANF Transfer

As outlined in FAPL No. 26, issued July 2010, ODJFS established the Title XX TANF Transfer Allocation for SFY 11. The deadline for a CDJFS to send letters from its agency director indicating the amount it wants to transfer from the Title XX TANF Transfer Allocation to the TANF Regular Allocation is being changed. Letters must be sent by the following dates:

- **FFY 10 grant portion no later than January 31, 2011**
- **FFY 11 grant portion no later than January 31, 2012**

Letters must be sent to the following address:

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Eric Mency, Bureau Chief
Ohio Department of Job and Family Services
Office of Fiscal and Monitoring Services
Bureau of County Finance and Technical Assistance
Rhodes State Office Tower-37th Floor
30 East Broad Street
Columbus, Ohio 43215-3414
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When requests are received prior to the end of the liquidation period, ODJFS will complete the transaction and new allocation balances will be available, through the County Finance Information System (CFIS), for download into the county system. When requests are received during the grant reconciliation process, ODJFS will complete the transaction and new allocation balances will be reflected in reconciliation reports. Questions may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPL 27 (Updated County Procurement Guidelines)

Fiscal Administrative Procedure Letter (FAPL) No. 27

September 16, 2010

To: All Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Updated County Procurement Guidelines

FAPL No. 27 supersedes sections (C)(3) and (D) of FAPL No. 2 regarding the current methods for the submission of "Prior Approval Requests of Noncompetitive Procurements" and in the guidance of "Failed Competitive Procurements."

Prior Approval Requests of Noncompetitive Procurements

Requests are to be submitted using one of the following methods:

1. When sending via U.S. postal mail or courier service, requests must be addressed to:
   - Ohio Department of Job and Family Services
     Office of Legal and Acquisition Services
     Deputy Director for Contracts and Acquisitions
     30 East Broad Street, 31st Floor
     Columbus, Ohio 43215-3414
   
   with a copy to:
   - Ohio Department of Job and Family Services
     Office of Legal and Acquisition Services
     Chief Legal Counsel
     30 East Broad Street, 31st Floor
     Columbus, Ohio 43215-3414

2. When sending via email, requests must be emailed to the following address:
   OCA_PURCHASING_REQUEST@jfs.ohio.gov
   Subject line should read: Prior Approval Request - (County Name)

In order to be approved by the Ohio Department of Job and Family Services (ODJFS), any such request for prior approval must meet the noncompetitive procurement requirements found in the applicable federal regulations.

Failed Competitive Procurements

"After solicitation of a number of sources, competition is determined inadequate." After the county has adequately and completely conducted a competitive procurement process, and the result of that procurement is inadequate for the needs of the county, the county may proceed without prior approval. (The competitive procurement requirement must be in accordance with rule 5101:9-4-07 of the Administrative Code, "Procurement Requirements.")

ODJFS will accept requests for "prior approval" when the county is unsure whether competition is inadequate and/or wants ODJFS to render an opinion regarding their procurement efforts.

Questions regarding this FAPL should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at 614-752-9194.
FAPL 26 (Title XX TANF Transfer)

Fiscal Administrative Procedure Letter (FAPL) No. 26

July 23, 2010

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Title XX TANF Transfer

In accordance with Administrative Code Rule 5101:9-6-12.1, ODJFS will establish the Title XX TANF Transfer Allocation for SFY 11. A CDJFS may elect to use all or a portion of these funds as regular TANF funding. A CDJFS may initiate a transfer of funding by sending a letter from its agency director indicating the amount it wants to transfer from the Title XX TANF Transfer Allocation to the TANF Regular Allocation as outlined in Administrative Code Rule 5101:9-6-08. Letters should be sent to the following address no later than June 30, 2011:

Eric Mency, Bureau Chief
Ohio Department of Job and Family Services
Office of Fiscal and Monitoring Services
Bureau of County Finance and Technical Assistance
Rhodes State Office Tower-30th Floor
30 East Broad Street
Columbus, Ohio 43215-3414

ODJFS will complete the transaction and new allocation balances will be available, through the County Finance Information System (CFIS), for download into the county system. Questions may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
United States Department of Agriculture, Food and Nutrition Services (FNS), has approved Ohio Department of Job and Family Services (ODJFS) to use state funds set aside as food assistance payment accuracy re-investment funding for the limited purpose of supplementing the travel expenses of county agencies attending the FNS Big Ten Annual Conference in July 2010.

ODJFS Office of Families and Children issued a survey to all County Departments of Job and Family Services (CDJFS) regarding the county agency's ability to utilize these funds for that purpose. ODJFS will distribute these funds equally among the CDJFSs who returned the survey to ODJFS by June 4, 2010 conveying their intention to send staff to the Conference. The CDJFS may use the allocation to cover the costs of lodging, mileage, meals, registration, and incidentals such as parking incurred by local agency staff attending the Conference. ODJFS will issue coding for the allocation via BCFTA update.

Questions may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPL 24 (Federal Food Assistance Stimulus)

Fiscal Administrative Procedure Letter (FAPL) No. 24

April 7, 2010

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Federal Food Assistance Stimulus

In April 2009, the American Recovery and Reinvestment Act of 2009 (ARRA) increased benefits to recipients in the Supplemental Nutrition Assistance Program (SNAP) nationwide. The U.S. Food and Nutrition Service (FNS) allocated a portion of $146 million to State agencies for federal fiscal year (FFY) 2010. These funds are to be used for costs associated with carrying out the change in benefits required by the ARRA and for administering SNAP. In accordance with the intent of the ARRA, funds must be spent expeditiously and effectively, with full transparency and accountability.

The Ohio Department of Job and Family Services (ODJFS) is implementing the federal guidance regarding the disbursement and use of funds subsidized by the ARRA. These funds will be used to supplement current allotments for Ohio’s Food Assistance Program, reimbursing the county department of job and family services (CDJFS) for administrative costs associated with ensuring compliance with SNAP, formerly known as the Food Stamp Program. The ARRA grant is made up of 100% federal funds and there is no matching requirement. The supplemental funding is available for food assistance in accordance with Food Assistance Program requirements. The CFDA number is 10.561.

ODJFS applied the allocation methodology currently used to allocate the TANF allocation, minus the nine percent cap provision to distribute the ARRA SNAP grant received by Ohio. This methodology is detailed in Ohio Administrative Code rule 5101:9-6-08.

To utilize the FFY 10 Food Assistance Stimulus funding, the CDJFS will perform a Post Allocated Adjustment (PAA) moving expenditures from the Federal Food Stamp and IM allocations to the Federal Food Assistance Stimulus FFY 10 grant, restoring the state or local match portion of the transaction. The stimulus money may be used for expenditures incurred from October 1, 2009 through September 30, 2010.

Funds provided must be expended in accordance with all applicable federal statutes, regulations, policies, and guidance, including those of the ARRA and the Food and Nutrition Act of 2008.

Continuous monitoring will be conducted to ensure all financial and program provisions are being met. Written communication regarding this monitoring will be sent to the monitored party and to the program and fiscal offices of ODJFS. This communication will be used to offer technical assistance and require corrective action as needed.

For additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
Fiscal Administrative Procedure Letter (FAPL) No. 23
March 11, 2010
To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Title IV-E Foster Care Expenditure Report (JFS 04280)

The Title IV-E Foster Care Expenditure Report (JFS 04280) has been transferred from the Office of Fiscal and Monitoring Services to the Office of Families and Children. Effective with the quarter ending March 31, 2010, the report should be submitted to: JFS04280@jfs.ohio.gov.

Inquiries may be directed to:
Office of Families and Children
Fiscal Accountability
Title IV-E Administration Unit
P.O. Box 182709
Columbus, Ohio 43218-2709

Instructions:

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FAPL 22
Fiscal Administrative Procedure Letter (FAPL) No. 22

November 23, 2009

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Ensuring County and Local Area Compliance with Cash Management Principles

Federal regulations, at 45 C.F.R. 92.20, require grantees to monitor cash draws by their subgrantees to "assure that they conform substantially to the same standards of timing and amount as apply to advances to the grantees." In accordance with the federal requirement that grantees must limit the amount of funds drawn down to the minimum required to meet actual and immediate cash needs, ODJFS established case management and reporting standards for county family services agencies and local WIA areas in the following OAC rules:

- **Public Childrens Service Agencies**
  - 5101:9-7-01

- **Child Support Enforcement Agencies**
  - 5101:9-7-02

- **Public Assistance Agencies**
  - 5101:9-7-03

- **Workforce Investment Areas**
  - 5101:9-7-04

ODJFS Office of Fiscal and Monitoring Services (OFMS) monitors compliance with these standards and provides technical assistance to assist agencies/areas in improving their cash management and reporting practices.

Effective immediately, ODJFS fiscal supervisors may schedule an on-site visit for any agency with excess cash on hand and will review the following in more detail:

- Any documentation sent per the financing and cash management rule for the applicable agency explaining circumstances for non-compliance;
- The status of any funds transfers made in current and prior years;
- The existence of any ceiling excess;
- A comparison of non-reimbursable expenditures reported versus non-reimbursable receipts reported; and
- Any past annual reconciliation results and any patterns of under-reporting of expenditures or of a negative or excess cash balance, including any outstanding debt due ODJFS.

After review of the factors listed above, ODJFS will notify those counties that are over-advanced/under-reported, and request documentation of the steps that will be implemented to correct the identified issues, and ensure future compliance. The documentation shall include the following:

- Reason for excess cash on hand;
- Steps the agency will take to resolve the issue;
- Steps that will be taken to avoid a reoccurrence in the future; and
- Timeframes for resolution of all issues, including a statement and timeframe regarding when expenditures will be reported for cash drawn to date.

ODJFS fiscal supervisors will review all proposed documentation, and will work with the agencies to reach a mutually acceptable resolution of all issues.

In addition to the above actions, the OFMS Monitoring Services Division may conduct additional monitoring of the agency, including an in-depth analysis of the agency's cash management practices and current cash position.
If a county agency or local area fails to fully implement the agreed upon compliance plan or, if, as a result of the financial review or monitoring processes, ODJFS determines the agency or area is financially or administratively challenged, ODJFS may, in accordance with 45 C.F.R. 92.12 or 29 C.F.R. 97.12, designate the agency or area as a high risk subgrantee. In such instances, the OFMS Deputy Director may implement any of the special conditions specified in 45 C.F.R. 92.12, 29 C.F.R. 97.12, and O.R.C. 5101.24 and outlined in FAPL No. 16, ODJFS Subrecipient Monitoring and Risk Assessment, including approval of a temporary withholding of requested draws for additional funds. If a temporary hold is implemented in accordance with O.R.C. 5101.244, OFMS will notify the county agency or area of the action in writing. Copies of the notification will be sent to the county director, county auditor, and county commissioners.

The temporary hold may remain in place until the agency or area complies with Ohio Administrative Code rules governing cash management and reporting practices by reporting expenditures, sufficient to justify the amount of cash drawn in the current fiscal year, into the County Finance Information System (CFIS). Notwithstanding the foregoing, the hold may continue at the discretion of the OFMS Deputy Director until such time as the agency or area is no longer considered to be in high risk status.

For additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPL 21
Fiscal Administrative Procedure Letter (FAPL) No. 21

December 2, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Child Support Performance Incentives


For federal fiscal year (FFY) 2009 and the first month of FFY 2010, the Ohio Department of Job and Family Services (ODJFS) issued the federal financial participation (FFP) of Title IV-D expenditures paid for with child support incentives as a reimbursement to the child support enforcement agency (CSEA).

Effective November 1, 2009, and subject to the availability of funding, a CSEA intending to use child support incentives as the nonfederal share may draw down the FFP in advance. ODJFS is in the process of amending "Child Support Performance Incentive Payments", rule 5101:9-6-30 of the Administrative Code to reflect this change in funding practice.

Should you have questions regarding this FAPL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.
Fiscal Administrative Procedure Letter (FAPL) No. 20

November 4, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Supplemental Nutrition Assistance Program (SNAP) Performance Bonus

Ohio earned a "High Performance Bonus" from the United States Department of Agriculture for significantly improving our Food Assistance payment accuracy rate from FFY 2007 to FFY 2008. Our final FFY 2008 rate was 4.29 percent, a full 4.88 points lower than our FFY 2007 error rate of 9.17 percent, which resulted in Ohio receiving a bonus of $5,100,407.

ODJFS will use 2.1 million dollars of the bonus to assist in the development of such projects as a Web-based client application and change reporting process through E-Gateway; creation of a CRIS-E universal security profile to allow efficient access to county caseloads; enhancement to CRIS-E buy-in budgeting to assist with our Food Assistance Error Reduction Project; or system upgrades that will make it easier to track our National Voter Registration Act work. ODJFS will pass the remaining $3,000,407 of the award to the county departments of job and family services (CDJFS).

ODJFS will follow the methodology set forth in rules 5101: 9-6-05 and 5101:9-6-09 of the Administrative Code, currently used to allocate funding for the Income Maintenance and Food Assistance Employment and Training allocations, to distribute the bonus. Funding will be distributed by electronic funds transfer to the county treasurer no later than October 31, 2009. Agencies should code bonus funds received as follows:

Project Code: 910
Description: Received Outside System

Account Code: 470950
Description: Deposits - State

The CDJFS may use the SNAP bonus as local dollars to cover ceiling excess in any allocation currently distributed to the CDJFS. The SNAP bonus may be used as state/local match or for expenditures normally reported to other funding sources, as determined at the local level, by using CFIS coding currently in place.

Questions may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPL 19
Fiscal Administrative Procedure Letter (FAPL) No. 19
November 4, 2009
To: All Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Transfer of Juvenile Court Random Moment Sample Forms

Effective July 1, 2009, activities previously captured in the juvenile court random moment sample time studies will be captured through provisions outlined in the sub-grant agreement (FAPMTL 105). Juvenile court random moment sample forms have been transferred from the Office of Fiscal and Monitoring Services to the Office of Families and Children. The following forms are being moved from the Fiscal Administrative Procedure Manual (FAPM) to the Families and Children Adult Services Manual (FCASM):

- JFS 01794 Juvenile Court Random Moment Sample Observation Form (Rev. 9/2006)
- JFS 01794I Juvenile Court Random Moment Sample Time Study Instructions, Activity Codes and Definitions (4/2004)
- JFS 01797 Juvenile Court Social Services Random Moment Allocation Quarterly Billing (Rev. 11/2007)

Please direct your questions regarding these transferred forms to:

Ohio Department of Job and Family Services
Office of Families and Children
Bureau of Administration and Fiscal Accountability
Title IV-E Administration Unit
P.O. Box 182709
Columbus, Ohio 43218-2709
614-752-0240

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Fiscal Administrative Procedure Letter (FAPL) No. 18

October 8, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Title XX TANF Transfer

In accordance with Administrative Code Rule 5101:9-6-12.1, ODJFS will establish the Title XX TANF Transfer Allocation for SFY 10. A CDJFS may elect to use all or a portion of these funds as regular TANF funding. A CDJFS may initiate a transfer of funding by sending a letter from its agency director indicating the amount it wants to transfer from the Title XX TANF Transfer allocation to the TANF Regular allocation as outlined in Administrative Code Rule 5101:9-6-08. Letters should be sent to the following address no later than the last day of the SFY, June 30:

Tammy Brown, Bureau Chief
Ohio Department of Job and Family Services
Office of Fiscal and Monitoring Services
Bureau of County Finance and Technical Assistance
Rhodes State Office Tower-30th Floor
30 East Broad Street
Columbus, Ohio 43215-3414

ODJFS will complete the transaction and new allocation balances will be available, through the County Finance Information System (CFIS), for download into the county system. Questions may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) is communicating the federal guidance and response recently received regarding prior approval to claim Federal financial participation (FFP) for costs associated with mass severance pay.

In accordance with 2 C.F.R. part 225 (formally OMB Circular A-87) Appendix B, Chapter 8 (g) titled "Severance Pay," severance payments may only be charged to federally-funded programs when associated with "normal turnover," and not as "abnormal or mass severance pay." This section states that "abnormal or mass severance pay will be considered on a case-by-case basis and is allowable only if approved by the cognizant Federal agency." The United States Department of Health and Human Services (HHS), our cognizant Federal agency, advised ODJFS "normal turnover" is considered the retirements/resignations/terminations that occur during normal daily operations, and "abnormal or mass severance pay" is associated with reductions due to program cutbacks or elimination/reductions in the government workforce/buy-outs/etc.

ODJFS has supported and endorsed county requests to claim FFP for a portion of the costs associated with mass severance, and forwarded two such plans to DHHS for approval. DHHS has returned those plans to ODJFS with the following statement:

"Requests from individual county service agencies for approval of the use of federal funds for mass severance pay or ERIP will not be approved by HHS."

In accordance with the HHS Implementation Guide for OMB Circular A-87 (ASMB C-10), costs associated with mass severance include all of the following:

- Lump-sum payment that may be linked to years of service;
- Increased pension benefits such as granting additional years or eliminating penalties for early retirement;
- Payments of unused leave; and
- The cost of any other incentive offered to employees as an incentive to leave government service, such as buy-outs.

Local family service agencies are hereby notified that since 2 C.F.R. part 225 Appendix B requires the cognizant Federal agency (and not the awarding agency) to approve such costs and ODJFS is unable to obtain approval from its cognizant Federal agency, no costs associated with mass severance are eligible for FFP reimbursement. Buy-outs, voluntary separation plans, etc. may only be paid for with local dollars.

Should local areas have additional questions, please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPL 16
Fiscal Administrative Procedure Letter (FAPL) No. 16
September 30, 2009

To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: ODJFS Subrecipient Monitoring and Risk Assessment

OMB Circular A-133 requires a recipient of federal funds to monitor its subrecipients’ compliance with 2 C.F.R. part 225 (OMB Circular A-87) and other applicable federal regulations. The ODJFS Office of Fiscal and Monitoring Services (OFMS) monitors county family services agency and local WIA area subrecipients through a combination of the following activities:

- Reviewing financial and performance reports;
- Performing site visits to review financial and programmatic records and observe operations; and
- Maintaining regular contact and appropriate inquiries concerning local activities.

One component of the monitoring activities is a risk assessment. It is the goal of ODJFS to assess all local areas and the individual family services agencies, and to use this data to plan monitoring efforts, provide technical assistance, and develop policy and training. The risk assessment is also used to identify counties and agencies that may be financially or administratively challenged, and therefore, may present a higher risk.

A high-risk organization is one whose management practices raise serious questions about its ability to assure proper programmatic use and financial stewardship of subaward funds. Federal regulations, in 45 C.F.R. 92.12 and 29 C.F.R. 97.12, outline special conditions for "high-risk" grantees or subgrantees. As a subgrantee, a county family services agency or local area may be considered "high-risk" for any of the following reasons:

- History of unsatisfactory performance;
- Not financially stable;
- Not meeting required management standards;
- Not conformed to terms and conditions of previous awards; or
- Otherwise not responsible.

45 CFR 92.12 also lays out special conditions and/or restrictions that may be applied to high-risk organizations, including:

- Payment on a reimbursement basis;
- Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period;
- Requiring additional, more detailed financial reports;
- Additional project monitoring;
- Requiring the grantee or subgrantee to obtain technical or management assistance; or
- Establishing additional prior approvals.

As a grantee of the federal award, ODJFS has a responsibility to ensure that the subgrantee agencies are in compliance with federal law. As such, increased monitoring by the OFMS Monitoring Services Division of subgrantees that are found to be high risk may be necessary.

ODJFS, as the pass-through agency for local family services agencies and WIA areas, is required to take immediate action to address noncompliance issues identified through subrecipient risk assessment and monitoring. ODJFS may require additional compliance testing or improvement plans. Any such action taken by ODJFS does not preclude other actions ODJFS may take under Section 5101.24 of the Revised Code.

For additional questions, please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPL 15

Fiscal Administrative Procedure Letter (FAPL) No. 15

May 28, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Federal Food Assistance Stimulus

In April 2009, the American Recovery and Reinvestment Act of 2009 (ARRA) increased benefits to recipients in the Supplemental Nutrition Assistance Program (SNAP) nationwide. The U.S. Food and Nutrition Service (FNS) allocated a portion of $145 million to State agencies for fiscal year (FY) 2009. These funds are to be used for costs associated with carrying out the change in benefits required by the ARRA and for administering SNAP. In accordance with the intent of the Recovery Act, funds must be spent expeditiously and effectively, with full transparency and accountability.

The Ohio Department of Job and Family Services (ODJFS) is implementing the federal guidance regarding the disbursement and use of funds subsidized by the ARRA. These funds will be used to supplement current allotments for Ohio’s Food Assistance Program, reimbursing the county department of job and family services (CDJFS) for administrative costs associated with ensuring compliance with SNAP, formerly known as the Food Stamp Program. The ARRA grant is made up of 100% federal funds and there is no matching requirement. The supplemental funding is available for food assistance in accordance with Food Assistance Program requirements. The CFDA number is 10.561.

ODJFS applied the allocation methodology currently used to allocate the TANF allocation, minus the nine percent cap provision to distribute the $5.5 million ARRA SNAP grant received by Ohio. This methodology is detailed in Ohio Administrative Code 5101:9-6-08.

The ARRA grant will be established and maintained in the County Finance Information System (CFIS). ODJFS will perform a coding adjustment against applicable expenditures, thus restoring the state or local match portion of the transaction. The stimulus money may be used for expenditures beginning with April 1, 2009 through September 30, 2009. Unless the director of a CDJFS submits a request to utilize the stimulus money for expenditures during the last quarter of SFY 09, ODJFS will make the coding adjustment against expenditures reported during the first quarter of SFY 10.

A CDJFS director requesting to utilize the ARRA SNAP funding for expenditures in SFY09 will send a written request to:

Tammy Brown, Bureau Chief
Ohio Department of Job and Family Services
Office of Fiscal and Monitoring Services
Bureau of County Finance and Technical Assistance
Rhodes State Office Tower-30th Floor
30 East Broad Street
Columbus, Ohio 43215-3414

Requests for release of monies for SFY09 expenditures must be postmarked no later than June 15, 2009.

Funds provided must be expended in accordance with all applicable federal statutes, regulations, policies, and guidance, including those of the ARRA of 2009 and the Food and Nutrition Act of 2008.

Continuous monitoring will be conducted to ensure all financial and program provisions are being met. Written communication regarding this monitoring will be sent to the monitored party and to the program and fiscal offices of ODJFS. This communication will be used to offer technical assistance and require corrective action as needed.
For additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPL 14

Fiscal Administrative Procedure Letter (FAPL) No. 14

May 14, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director


The American Recovery and Reinvestment Act (ARRA) temporarily reverses a provision in the Deficit Reduction Act of 2005 that ended the practice of providing federal matching funds for the state expenditure of incentive payments. The new ARRA provision is effective October 1, 2008 through September 30, 2010. ODJFS will receive the additional match funding based on incentive funds used during federal fiscal year (FFY) 2009 and FFY 2010 (October 1, 2008 through September 30, 2010), including incentives earned and not spent in prior years. Incentive payments expended during FFY 2008 (October 1, 2007 through September 30, 2008) are not eligible for additional federal funds.

First quarter FFY 2009

The quarter ending December 31, 2008 - the federal Office of Child Support Enforcement (OCSE) will compute the federal financial participation (FFP) share at sixty-six percent and issue an award in that amount to ODJFS in the quarter following the reporting quarter.

- ODJFS will distribute the federal match of sixty-six percent to the CSEA as a child support incentive reimbursement to each CSEA that reported using incentives to pay IV-D expenditures during the quarter ending December 31, 2008.
- The CSEA may use this funding for local match purposes in order to claim FFP for IV-D expenditures using the County Finance Information System (CFIS) coding established for this purpose.

Second quarter FFY 2009

The quarter ending March 31, 2009 - ODJFS will compute the FFP share of IV-D expenditures reported as paid for by child support incentives during the January through March quarter.

- ODJFS will distribute the federal match of sixty-six percent share to the CSEA upon receipt of the grant award from OCSE.
- The CSEA may use this funding for local match purposes in order to claim FFP for IV-D expenditures using CFIS coding established for this purpose.

Third quarter FFY 2009 through fourth quarter FFY 2010

Effective April 1, 2009 - September 30, 2010, a CSEA may use incentive funds for the local match and may use incentives accumulated at the county level as match by using the CFIS coding established for this purpose.

New CFIS coding for the use of incentives during the remainder of FFY 2009 and FFY 2010 will be communicated by the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance.

ODJFS will continue to send new child support incentive payments to the CSEA on a monthly basis.

The requirements of Section 458(f) of the Social Security Act and 45 CFR 305.35 regarding reinvestment of incentive funds remains in effect. All funding returned to the CSEA from the ARRA provision shall be used for the purpose of carrying out child support enforcement program activities under Title IV-D of the Social Security Act.

Continuous monitoring will be conducted to ensure compliance with financial and program provisions. Written communication regarding this monitoring will be sent to the monitored party, program office and fiscal office of ODJFS. This communication will be used to offer technical assistance and require corrective action as needed.
Should you have questions regarding this FAPL, please contact your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.
Fiscal Administrative Procedure Letter (FAPL) No. 13

April 17, 2009

To: Fiscal Administrative Procedure Manual Holders

From: Douglas E. Lumpkin, Director

Subject: AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) PROVISIONS FOR WORKFORCE INVESTMENT ACT

The Ohio Department of Job and Family Services (ODJFS) is implementing federal guidance regarding the disbursement and use of funds subsidized by the American Recovery and Reinvestment Act of 2009 (ARRA). These funds will be used to supplement Program Year (PY) 2008 allotments for WIA Title I Adult, Dislocated Worker and Youth Activities Programs, and Employment Service (ES) activities, as required by the Wagner-Peyser Act (as amended) and to provide Reemployment Service (RES) funding.

ARRA grants will be set up and maintained in the County Finance Information System (CFIS). Local areas will be notified of CFIS coding and the amount they will receive in separate allocation letters. The allocation methodology will be consistent with the standard formulary grant allocations outlined in OAC 5101:9-31-02, using the most current data available. Administrative rules will be provided in the near future with more specific information and further guidance.

ARRA emphasizes transparency and frequent communication between local areas and communities about services and funding provisions. Accordingly, ODJFS is developing reporting guidelines that will minimize any new collection burdens, yet, provide timely and accurate accounting of system performance and outcomes.

General Guidelines

In accordance with the intent of the Recovery Act, funds must be spent expeditiously and effectively, with full transparency and accountability. Stimulus funds will provide an opportunity for the workforce system to accelerate its transformational efforts and demonstrate its full capacity to innovate and implement effective One-Stop service delivery strategies. As local areas plan how their One-Stop systems will make immediate use of the Recovery Act funds, ODJFS encourages local areas to expand how the funds can be implemented and utilized to achieve a new level of success in communities and the public workforce system. Successful implementation of the Recovery Act includes not only quick and effective provision of services and training for workers in need, but also leverages changes in the system's basic operations. The One-Stop system has an opportunity to emerge as a strong, invigorated, innovative public workforce system capable of helping enable future economic growth and advancing shared prosperity for all Ohioans.

Funds provided must be expended in accordance with all applicable federal statutes, regulations, policies, and guidance, including those of the ARRA of 2009 and the Workforce Investment Act of 1998. In addition, ARRA funds must be spent in accordance with the approved WIA State Plan, including approved Plan amendments. ARRA funding shall be spent concurrently with other WIA and Wagner-Peyser funding to improve the effectiveness of the One-Stop system and is not intended to replace existing WIA Title I formula funds, or state/local funding currently dedicated to workforce development and summer jobs. Local areas are encouraged to expend all ARRA funding or risk the loss of unexpended funds per ARRA guidelines.

Continuous monitoring will be conducted to ensure all financial and program provisions are being met. Written communication regarding this monitoring will be sent to the monitored party and to the program and fiscal offices of ODJFS. This communication will be used to offer technical assistance and require corrective action as needed.

The following lays out guidance specific to program areas:

Grant funding for Adult Services

- Period of Availability
  Funds are available to WIA Area Subrecipients for allowable expenditures from February 17, 2009 through June 30, 2010.
Use of funds
ARRA Adult grants are available for employment and training services to adults through the One-Stop system in accordance with WIA formula subgrant requirements.

- Local areas may use up to 10% of the Adult ARRA funds for local administration.
- Local areas may use up to 20% of the Adult ARRA funding for incumbent worker training.
- ODJFS will issue program policy which details additional program requirements for the use of ARRA funds.
- ODJFS will issue an ARRA Expenditure, Recapture and Redistribution Policy which applies to these funds.

Distinction between Adult ARRA funds and Adult Title I funding
Per DOL TEGL 14-08, some waivers granted by the U.S. Department of Labor and currently in effect for WIA Title I funding do not apply to ARRA funding:

- Local areas may only transfer 30 percent of their ARRA funding between the adult and dislocated worker programs rather than 50 percent allowed for WIA Title I funding in 5101:9-31-02 of the Ohio Administrative Code. Therefore, a local area may code a portion equal to or less than 30 percent of the allocated WIA Adult grant for expenditures that are allowable under the WIA dislocated worker grant. Local areas electing to charge the ARRA adult grant for dislocated worker activities shall use the county finance information system (CFIS) transfer coding established for this purpose:
  - Stimulus Dislocated Worker Under Adult JFSFWCS9
- Local areas may not use ARRA funding for the capitalization of small businesses, however ARRA funds can be used to pay for entrepreneurial training.

Random Moment Sampling (RMS)
- New program codes have been established for each RMS observation form as follows:
  - WIA Stimulus (WI) JFSSWW402
  - WIA Stimulus (IM) JFSSAI402
  - WIA Stimulus (SS) JFSSAS402
- Current activity codes will be used with appropriate stimulus program codes when a worker is performing an activity related to ARRA funding.

Grant Funding for Dislocated Worker Services

Period of Availability
- Funds are available to WIA Area Subrecipients for allowable expenditures from February 17, 2009 through June 30, 2010.

Use of funds
- ARRA Dislocated Worker funds are available for employment and training services to eligible adults through the One-Stop system in accordance with WIA formula grant requirements.
- Local areas may use up to 10% of the Dislocated Worker ARRA funds for local administration.
- Local areas may use up to 20% of the Dislocated Worker ARRA funding for incumbent worker training.
- ODJFS will issue program policy which details additional program requirements for the use of ARRA funds.
- ODJFS will issue an ARRA Expenditure, Recapture and Redistribution Policy which applies to these funds.

Distinction between Dislocated Worker ARRA funds and Title I Dislocated Worker funding
Per DOL TEGL 14-08, some waivers granted by the U.S. Department of Labor and currently in effect for WIA Title I funding do not apply to ARRA funding:

- Local areas may only transfer 30 percent of their ARRA funding between the adult and dislocated worker programs rather than 50 percent allowed for WIA Title I funding in 5101:9-31-02 of the Ohio Administrative Code. Therefore, a local area may code a portion equal to or less than 30 percent of the allocated WIA Adult grant for expenditures that are allowable under the WIA dislocated worker grant. Local areas electing to charge the ARRA adult grant for dislocated worker activities shall use the county finance information system (CFIS) transfer coding established for this purpose:
  
  Stimulus Adult Under Dislocated Worker JFSFWBS9

- Local areas may not use ARRA funding for the capitalization of small businesses, however ARRA funds can be used to pay for entrepreneurial training.

Random Moment Sampling (RMS) Coding

- New program codes have been established for each RMS observation form as follows:

  | WIA Stimulus          | JFSSWW402 |
  | (WI)                  |           |
  | WIA Stimulus          | JFSSAI402 |
  | (IM)                  |           |
  | WIA Stimulus          | JFSSAS402 |
  | (SS)                  |           |

- Current activity codes will be used with appropriate program codes when a worker is performing an activity related to ARRA funding.

Grant Funding for Youth Activities -

Period of Availability

- Funds are available to WIA Area Subrecipients for allowable expenditures from February 17, 2009 through June 30, 2010.

Use of funds

- ARRA Youth grants are available for any youth activities allowable under WIA. In addition, ARRA has expanded the age eligibility to include youth age 22-24.
- Local areas must utilize a minimum of 30 percent of ARRA funding to service out-of-school youth.
- The Summer Youth Employment Opportunity period is defined May 1 through September 30.
- Local areas may use up to 10% of the Youth ARRA funds for local administration.
- ODJFS will issue program policy which details additional program requirements for the use of ARRA funds.
- ODJFS will issue an ARRA Expenditure, Recapture and Redistribution Policy which applies to these funds.

Distinction between Youth stimulus funds and regular funding

- ARRA may serve an expanded youth population which includes 22-24 year olds.

Random Moment Sampling (RMS) Coding

- New program codes have been established for each RMS observation form as follows:

  WIA Stimulus (WI) JFSSWW402
In addition to current activity codes, which may be used with appropriate program codes, when a worker is performing an activity related to ARRA funding, ODJFS has established the following new codes:

<table>
<thead>
<tr>
<th>WIA Youth Ages</th>
<th>In School</th>
<th>JFSSWW409</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WIA Youth Ages</th>
<th>Out of School</th>
<th>JFSSWW410</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Requirements for ARRA grants**

The following information is specific to usage of ARRA funds and is in addition to any existing terms and conditions:

- **Limit on Funds**: None of the funds appropriated or otherwise made available in the ARRA may be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

- **Wage Rate Requirements**: Subject to further clarification issued by the Office of Management and Budget and notwithstanding any other provision of law and in a manner consistent with other provisions of ARRA, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Grantor pursuant to this award shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code. (ARRA Sec. 1606).

- **Whistleblower Protection**: Each sub-recipient awarded funds made available under the ARRA shall promptly refer to the Grantor Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. (ARRA Sec. 1553).

- **Buy American - Use of American Iron, Steel, and Manufactured Goods**: None of the funds appropriated or otherwise made available by the ARRA may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States. See ARRA Section 1605 - Buy American Requirements.

**NOTE**: WIA Title I prohibition on construction, in accordance with 20 CFR 667.260, remains applicable to subrecipients.

Further information will be forthcoming in the form of allocation letters, rules, and administrative policy providing direction and guidance for administration of funds and reporting requirements. In the interim, should...
local areas have additional questions please contact your ODJFS Fiscal Supervisor or call the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPL 12
Fiscal Administrative Procedure Letter (FAPL) No. 12
March 23, 2009
To: Fiscal Administrative Procedure Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Quarterly Report Of Full Time Equivalent Positions For All Agency Types (JFS 04290)

The Ohio Department of Job and Family Services (ODJFS) must obtain full time equivalent (FTE) position information for county family services agencies and Workforce Investment Act (WIA) areas. The purpose of the JFS 04290 information is to report FTE information for the major program area categories and ODJFS acknowledged CDJFS human services functions or programs.

All agency types will submit FTE information via the Quarterly Information Consolidation Plus (QuIC+) system based on the "Instructions For Completing Quarterly Report Of Full Time Equivalent Positions For All Agency Types" (JFS 04290-I).

The reporting instructions (JFS 04290-I) and a facsimile of the form (JFS 04290) are accessible through ODJFS Forms Central at http://www.odjfs.state.oh.us/forms/inter.asp.

The "Quarterly Report of Stand Alone CSEA, PCSA, and WIA Full Time Equivalent (FTE) Positions" (JFS 04291) is obsolete.

Questions can be directed to the Bureau of County Finance and Technical Assistance at (614) 752-9194 or submitted to:

Ohio Department of Job and Family Services
Office of Fiscal Services
Bureau of County Finance and Technical Assistance
30 East Broad Street, 30th Floor
Columbus, Ohio 43215-3414
FAPL 11
Fiscal Administrative Procedure Letter (FAPL) No. 11

July 17, 2008

To: Fiscal Administrative Procedure Manual Holders

From: Helen E. Jones-Kelley, Director

Subject: TANF TO CHILD CARE 2 REALLOCATION

During each of the past three state fiscal years, upon request from the County Departments of Job and Family Services (CDJFS), the Ohio Department of Job and Family Services (ODJFS) reallocated up to ten million dollars ($10,000,000) from the regular Temporary Assistance for Needy Families (TANF) allocation to the Child Care 2 allocation. This reallocation is approved for SFY 2009 in response to counties' projections that childcare administrative expenditures will again exceed current childcare administrative funding. The basis for the reallocation will be the written request of a proposed reallocation. The regular TANF allocation is reduced and the Child Care 2 allocation is increased.

A letter from the CDJFS agency director requesting the proposed reallocation must be sent to ODJFS by December 31, 2008. Proposed reallocation amounts will be proportionately reduced when total requests for reallocation exceed the ten million dollar ($10,000,000) ceiling.

All requests shall be sent to:

Tammy Brown, Bureau Chief
Ohio Department of Job and Family Services
Bureau of County Finance and Technical Assistance
Rhodes State Office Tower-30th Floor
30 East Broad Street
Columbus, Ohio 43215-3414

When funds are transferred from TANF to Child Care 2 and the CDJFS has not exceeded Child Care 2 by the amount transferred, the remaining funds may be restored back to TANF. A CDJFS wishing to transfer Child Care 2 funds back to TANF regular must send a letter from the agency director requesting the proposed reallocation amount by March 31, 2009.

Questions regarding this fiscal administrative procedure letter may be directed to your ODJFS fiscal supervisor or to the Office of Fiscal Services, Bureau of County Finance and Technical Assistance at (614) 752-9194.
To accurately allocate costs, the Ohio Department of Job and Family Services (ODJFS) must obtain full time equivalent (FTE) position information for all local family services agencies and WIA areas. The JFS 04291 will be used by a stand alone child support enforcement agency (CSEA), stand alone public children services agency (PCSA), and workforce investment area (WIA) to report FTE information to ODJFS. The county department of job and family services (CDJFS) will continue using the Quarterly Report Of CDJFS Full Time Equivalent (FTE) Positions (JFS 04290).

The JFS 04291 is due on the last working day of the month following the report quarter. For example, the April-June quarterly report is due the last working day in July. Information reported for the April-June quarter is to reflect payroll periods charged to that quarter.

The completed JFS 04291 is submitted to:

Ohio Department of Job and Family Services
Office of Fiscal Services
Bureau of County Finance and Technical Assistance
30 East Broad Street, 30th Floor
Columbus, Ohio 43215-3414
Fax: 614-728-3330

Questions can be directed to your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: All Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Title IV-B Administrative Costs

In accordance with the Child and Family Services Improvement Act of 2006, the Ohio Department of Job and Family Services is notifying county public children services agencies (PCSAs) of the requirement that no more than 10% of Title IV-B Part I expenditures are to be spent for administrative costs. Administrative activities under Title IV-B Part I include all of the following: procurement, payroll management, personnel functions (other than the portion of the salaries of supervisors attributable to time spent directly supervising the provision of services by caseworkers), management, maintenance and operation of space and property, data processing and computer services, accounting, budgeting, auditing, and travel expenses (except those related to the provision of services by caseworkers or the oversight of programs funded under this award).

Ten percent of the October '07 through June '08 portion of the Title IV-B Part I grant received by ODJFS was set aside for administration. That entire amount was issued to the PCSAs as a separate administrative allocation. The individual PCSA's Title IV-B administration allocation was calculated using the same methodology as the regular Title IV-B allocation. State-level Title IV-B non-administrative expenditures were deducted from the remaining ninety percent of the October '07 through June '08 portion of the ODJFS Title IV-B Part I grant and the balance issued to each PCSA as a regular Title IV-B allocation.

In order for a PCSA to determine appropriate charges to this Title IV-B administrative allocation, additional data will be gathered by the ODJFS Office of Children and Families (OCF) via the JFS 04281 "Children Services Quarterly Statistical Report." The PCSA will report the number of child welfare caseworkers and their immediate supervisors, along with the total number of staff in the social services cost pool. A revised form and instructions, including calculation details, will be issued by OCF.

From these numbers, as part of the Social Services Random Moment Sample reconciliation process, ODJFS will determine the proportionate amount of quarterly social services expenditures that may be charged to the Title IV-B Part I allocation, and the proportionate amount of quarterly social services expenditure that may be charged to the Title IV-B Part I administration allocation. These amounts will appear as funding options on the SSRMS Certification Sheet.

Although ODJFS recognizes that a portion of a combined county agency's shared costs are also legitimate Title IV-B Part I administrative expenditures, due to the small dollar amount represented by this 10% cap, ODJFS is not developing a methodology for determining eligible Title IV-B Part 1 expenditures from the shared cost pool. If a need for this additional methodology is determined to be necessary in the future, ODJFS will revise the methodology to include a proportionate amount from the shared cost pool. Until such time, the amount of Title IV-B funds that may be expended for administration for a combined agency will be limited to a portion of expenditures in the social services cost pool.

The Title IV-B administration allocation represents the maximum that a PCSA may spend on administration. However, it is not mandatory that the PCSA utilize this allocation for administrative expenditures. A PCSA may instead request that some or all of its Title IV-B Part I administration allocation be made available as a regular Title IV-B allocation and may charge its administrative expenditures to other available state or local funding. A PCSA may request this transfer by submitting the JFS 01159 "Transfer of Administration Allocation to Program Allocation," which has been revised and included as an attachment to this procedure letter.

Please direct inquiries to your ODJFS Fiscal Supervisor/Bureau of County Finance and Technical Assistance at (614) 752-9194.

Attachment:
Click here to view the JFS 01159
To: All Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Rescission of Rule 5101-5-10 of the Ohio Administrative Code - Asset Reimbursement Methods

Rule 5101-5-10 is being rescinded with the issuance of this Fiscal Administrative Procedure Letter. Rule 5101:9-4-10 "Asset Reimbursement Methods" is forthcoming and will be placed on the Ohio Department of Job and Family Services (ODJFS) policy clearance site for review and will contain, but not be limited to, the following revisions:

- The threshold for capitalization is the lesser of $5,000 or the amount used by the local government for financial reporting, whichever is more restrictive.
- Computer software must be capitalized when it has a useful life of more than one year and acquisition cost that exceeds the lesser of $5000 or the capitalization threshold used by the county for financial purposes.
- Local agencies will be required to establish a capitalization policy that sets the useful life of capitalized equipment purchases in accordance with 2 CFR 225 (formerly OMB Circular A-87) standards of reasonableness.

Questions regarding Asset Reimbursement Methods should be directed to the ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 466-5854.
Fiscal Administrative Procedure Letter (FAPL) No. 7

September 18, 2007

To: Fiscal Administrative Procedure Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: TANF TO CHILD CARE 2 REALLOCATION

During State Fiscal Years (SFY) 2006 and 2007, the Ohio Department of Job and Family Services (ODJFS) reallocated up to ten million dollars ($10,000,000) from the regular Temporary Assistance for Needy Families (TANF) allocation to Child Care 2 allocation. This reallocation is approved for SFY 08 in response to counties' projections that childcare administrative expenditures will again exceed current childcare administrative funding. The basis for the reallocation will be the written request of a proposed reallocation. The regular TANF allocation is reduced and the Child Care 2 allocation is increased.

County Departments of Job and Family Services (CDJFS) that wish to transfer TANF regular funds to Child Care 2 must send a letter requesting the proposed reallocation amount from the agency director by December 31, 2007.

In the event that funds are moved to Child Care 2 from TANF and the CDJFS does not exceed Child Care 2 by the amount designated, funds may be restored to TANF. County Departments of Job and Family Services that wish to transfer Child Care 2 funds back to TANF regular funds must send a letter requesting the proposed reallocation amount from the agency director by March 31, 2008.

All requests shall be sent to:

Tammy Brown, Bureau Chief
Ohio Department of Job and Family Services
Bureau of County Finance and Technical Assistance
Rhodes State Office Tower-37th Floor
30 East Broad Street
Columbus, Ohio 43215-3414

Should total requests for reallocation exceed the ten million dollar ($10,000,000) ceiling, the proposed reallocation amounts will be reduced. Any possible reductions in the proposed reallocation amounts having impact to CDJFS will be reviewed. ODJFS may solicit input from the counties in the development of the criteria for determining reallocation formulas, should such reductions prove necessary.

Questions regarding this fiscal administrative procedure letter may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
Fiscal Administrative Procedure Letter (FAPL) No. 6

August 31, 2007

To: All Fiscal Administrative Procedure Manual Holders

From: Helen E. Jones-Kelley, Director

Subject: Temporary Assistance for Needy Families (TANF) Incentives

The Ohio Department of Job and Family Services (ODJFS) is providing additional clarification and response to inquiries regarding TANF incentives.

ODJFS, in response to inquiries, has reviewed and determined the following:

• 2004 TANF High Performance incentives and 2005 TANF High Performance incentives will expire 06/30/07, with liquidation permitted through 09/30/07, consistent with APL 286 dated 03/27/06. Coding will remain the same as current for the liquidation period.

• "Regular" TANF incentives (also called TANF Performance Incentives) issued for caseload reductions and administrative savings, must be spent by 06/30/07, with liquidation permitted through 09/30/07. New coding will be established for the liquidation. Fifty-five retroactive codes will be created.

• For all TANF incentives that are expiring, expenditures must be for goods or services received on or before 06/30/07. As in the past, local agencies may make coding adjustments during the state fiscal year closeout to reclassify eligible SFY 2007 TANF expenditures to use these incentives to the extent possible. In no case may TANF High Performance or regular TANF incentives (TANF Performance Incentives) be used for expenditures made after 06/30/07. Balances of TANF incentives for the recovery of erroneous payments in accordance with rule 5101:9-10-49 of the Ohio Administrative Code received prior to SFY 07, will also expire 06/30/07, with liquidation permitted through 09/30/07.

• TANF incentives for the recovery of erroneous payments received in SFY 07, will be issued as an allocation for SFY 08. An amended rule 5101:9-10-49 of the Ohio Administrative Code is forthcoming and will address the details of the remaining TANF incentives.

Questions regarding these allocations may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
Fiscal Administrative Procedure Letter (FAPL) No. 5

August 31, 2007

To: Fiscal Administrative Procedure Manual Holders

From: Helen E. Jones-Kelley, Director

Subject: SFY 07 Child Support Incentives Balance

This letter provides information and guidance regarding the use of child support incentives through September 30, 2007 and beyond. Additional technical assistance will be provided at the quarterly regional fiscal meetings.

An amended 5101:9-6-80 "State Child Support Allocations" will detail the allocation of the additional 17.2 million dollars appropriated in the Amended Substitute House Bill 119 of the 127th General Assembly. In addition, an amended rule 5101:9-6-30 "Child Support Performance Incentive Payments" will provide details for the child support incentives that will be available for distribution in January 2008.

Effective with the last SFY 07 distribution of funds to CSEA, ODJFS will issue the balance of the child support incentive allocation to each CSEA. This amount represents all incentives the CSEA will receive until January 2008.

- Effective on July 1, 2007, the 34% local share of all CSEA Title IV-D expenditures will be coded to the Child Support State Match Allocation (funding source 4000). This funding source will be linked to the new OCS Incentive Match Reduction Allocation (funding source 5500).
- As part of the first SFY 08 quarterly reconciliation process, if a CSEA wishes to use all or a portion of its remaining incentives as local match, the CSEA may certify all or part of the expenditure amounts that were coded to the Child Support State Match/OCS Incentive Match Reduction Allocation to be moved to funding source 5001 identified as "CSEA Incentives July-Sept 07". There is no allocation amount, financial coding or RMS coding associated with this funding source. It represents incentive dollars that have already been received by the CSEA.
- The CSEA may certify an amount to be moved to funding source 5001 by returning the certification sheet attached as an addendum to this letter in accordance with the instructions on the sheet.
- The 34% local share of IV-D expenditures incurred on or after October 1, 2007 will continue to be charged to funding source 4000, which is linked to funding source 5500.
- Beginning October 1, 2007, any expenditure coded to incentive money will be coded to a non-reimbursable funding source 9999, identified as "Federal Incentive Expenditures." The CSEA will code expenditures to this funding source in order to document the liquidation of its incentives.

Effective January 1, 2008, child support incentives will be issued monthly via electronic funds transfer (EFT) to the CSEA and expenditures will be reported to funding source 9999.

Questions may be directed to your ODJFS fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

FAPL 5 Attachment:

Click here to view the FAPL 5 attachment
To: Fiscal Administrative Procedure Manual Holders
County Departments of Job and Family Services
Child Support Enforcement Agencies
Public Children Services Agencies
Ohio Job and Family Services Directors Association
Ohio CSEA Directors Association
Public Children Services Agencies of Ohio
WIA Fiscal Agents

From: Helen E. Jones-Kelley, Director

Subject: Ohio Job and Family Services Directors' Association (OJFSDA) Annual Conference

The Ohio Department of Job and Family Services has set-aside $365,000 of state funds to supplement the travel expenses of local agencies attending the Ohio Job and Family Services Directors' Association Annual Conference on May 15-17, 2007.

These funds will be issued as an allocation to each CDJFS, separated PCSA, separated CSEA, and WIA area as follows:

- Each CDJFS that is a stand-alone public assistance agency will receive $1,290.
- Each CDJFS that is combined with a CSEA or a PCSA ("double-combined") will receive $2,575 (slight differences may occur due to rounding).
- Each CDJFS that is combined with a CSEA and a PCSA ("triple-combined") will receive $3,869 (slight differences may occur due to rounding).
- Each separated CSEA, separated PCSA, and WIA area will receive $1,285.

The allocation may be used to cover the costs of lodging, mileage, and incidentals such as parking incurred by local agency staff attending the conference. The allocation may not be used to cover the cost of registration or meals. The following codes should be used to report expenditures and request cash draws:

- Title: OJFSDA Conference
- Financial program code: 799-20
- Use with classification code 20, Operations
- Line code: 2-8000
- This line code maps to a new funding source 8000, OJFSDA Conference

To utilize this allocation, each WIA Area, CDJFS, and separated CSEA must submit a revised Cash Flow Forecast. These codes are valid 5/1/07 through 6/30/07.

Please direct any questions about this allocation to your ODJFS fiscal supervisor in the Bureau of County Finance and Technical Assistance at (614) 752-9194.
Fiscal Administrative Procedure Letter (FAPL) No. 3

December 14, 2006

To: Fiscal Administrative Procedure Manual Holders
   County Departments of Job and Family Services

From: Barbara E. Riley, Director

Subject: Summit County Hmong Refugees


Because Summit County has resettled all 44 of the Hmong refugees, ODJFS is issuing a one-time addition to the Refugee Social Services Allocation for Summit County to provide job-development, job referral and orientation, English language training, child care, transportation and interpretation services to Hmong refugees as outlined in 45 CFR 400.154, 45 CFR 400.155 and 45 CFR 400.43 for eligibility.

Any funds remaining at the end of state fiscal year (SFY) 2007 will be carried forward to SFY 2008. The liquidation period for these set-aside funds ends September 30, 2008. Activities for this allocation must be reported on the JFS 02827 report using the following coding:

<table>
<thead>
<tr>
<th>Description</th>
<th>Program</th>
<th>Class</th>
<th>Line</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-Parent OWF Assis</td>
<td>803</td>
<td>53</td>
<td>2-2305</td>
<td>1700</td>
</tr>
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</table>

Please direct any inquiries to your ODJFS Fiscal Supervisor.
FAPL 2

Fiscal Administrative Procedure Letter (FAPL) No. 2

December 6, 2006

To: Fiscal Administrative Procedure Manual Holders
County Departments of Job and Family Services
County Child Support Enforcement Agencies
County Public Childrens Services Agencies
Workforce Development Agencies

From: Barbara E. Riley, Director

Subject: County Procurement Guidelines Using Federal Money in Whole or in Part, and Utilizing the Ohio Cooperative Purchasing Program by Counties

This FAPL is being issued to provide guidance to counties around the issues related to the purchase of goods and/or services using federal money obtained through the Ohio Department of Job and Family Services (ODJFS). This is a guidance document only. It should not be used as a substitute for seeking and obtaining legal counsel at the county level. Moreover, it cannot and does not purport to alter the requirements imposed on counties by federal and state law. In any instance of conflict with provisions of law, the applicable statutes and rules are determinative of the obligations of the counties, and this guidance document will not excuse any failure to comply with such laws.

The primary focus of this guidance is on purchases made utilizing any of the state contracting vehicles available to counties through the Ohio Cooperative Purchasing Program administered by the Ohio Department of Administrative Services (DAS) (in conjunction with the Ohio Office of Information Technology (OIT)).

I. Competitive Procurement

The baseline, guiding principle that should be followed whenever possible in the purchase of goods or services using any federal money is:

**All procurement transactions will be conducted in a manner providing full and open competition...**

This principle appears in each of the applicable federal regulations governing "procurements" using the monies distributed to counties by ODJFS [see, 7 CFR 3016.36(c)(1); 29 CFR 97.36(c)(1); and 45 CFR 92.36(c)(1)]. The Acquisition Standards and Guidelines contained in OAC 5101:9-4-07 adhere to this principle as well.

**The following categories of purchase procedures can be considered to be "competitive" for purposes of applicable federal law if the appropriate steps are followed for each.**

A. **Open Market Competitions**

Adequately publicized procurement opportunities that are open to competition by any interested party and that follow the standards identified in federal, state and local law will be considered to be competitive. Depending on the size, complexity and nature of the desired purchase, any number of procurement processes might be used, including: Requests for Proposals, Requests for Competitive/Sealed Bids, Requests for Quotes, etc. Any of these open market competitions must follow the federal standards set forth in the applicable regulations, as well as any state or local legal requirements that are at least as restrictive as the federal standards. Assuming the rules of law are followed governing the source of federal funds to be used, such purchases meet the federal definition of "competitive" and are thereby appropriate expenditures of federal funds.

When in doubt, a full and open competitive process will be best.

B. **State Term Contracts (MACs and GDCs)**
The term "State Term Contracts" is used to generally describe types of contracts that are procured by DAS or the OIT through a full and open competitive process. DAS/OIT will conduct a Request for Proposals process or an Invitation to Bid (i.e., competitive sealed bid) process to establish vendors and products that are more efficiently and easily accessed by Ohio governmental entities. Types of State Term Contracts are "Multiple Award Contracts" (MACs) or "General Distribution Contracts" (GDCs).

Such contracts are made available to any State of Ohio political subdivision that chooses to join the State of Ohio Cooperative Purchasing Program. Because the original competitive procedure that "prequalifies" a State Term Contract vendor is full and open, counties may access a State Term Contract and purchase available goods and services from a prequalified vendor through the Cooperative Purchasing Program. Any such purchases are "competitive" for purposes of compliance with applicable federal procurement regulations.

PLEASE NOTE: STATE TERM CONTRACTS ARE LIMITED TO MACs AND GDCs ONLY. "STATE TERM SCHEDULES" ("STSs" described in the next section) ARE NOT A TYPE OF STATE TERM CONTRACT.

C. State Term Schedules (STSs)

"State Term Schedules" are noncompetitive schedules of products or services made available to counties through the Cooperative Purchasing Program at rates not to exceed the maximum amounts listed within each schedule. Any vendor that so chooses may obtain a schedule if that vendor has either a current General Services Administration Contract with the federal government or a recently awarded competitive contract with another state. Neither of those two prerequisite factors qualify an STS as "competitive" for purposes of federal procurement regulations.

However, STSs are efficient contracting vehicles for counties to utilize for the purchase of goods and/or services. Therefore, ODJFS has prepared the following tables to define procedures that, if followed, should allow a county to access an STS by utilizing a process that will be "competitive." In effect, the county could treat the STS as a prequalified vendor list when these procedures are followed. The legal citations provided in the following tables indicate either the source of the particular requirement/restriction or the regulation that the requirement/restriction is meant to address.

For counties using any federal money to avail themselves of the state term schedule contract vehicles while still complying with federal requirements regarding "competition," the requirements of the applicable federal regulations governing the source of federal funding used must be followed. Those procurement requirements are found in 7 CFR 3016.36 for Food and Nutrition Services funding from the Department of Agriculture, 29 CFR 97.36 for Department of Labor funding, and 45 CFR 92.36 for funding from the US Department of Health and Human Services. The requirements in these sections are virtually identical, but there are some small differences to note again depending upon the source of funding. In addition, counties must comply with OAC 5101:9-4-07.

The following table lists the affirmative requirements that must be present for a county to use a state term schedule as a prequalified vendor list. While not an exhaustive listing, many of the key requirements are listed below.

<table>
<thead>
<tr>
<th>#</th>
<th>Affirmative Requirements for Using a State Term Schedule as a Prequalified Vendor List:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Be guided by the basic principle, &quot;All procurement transactions will be conducted in a manner providing full and open competition consistent with the [applicable federal] standards.&quot;</td>
</tr>
</tbody>
</table>

Legal Citations

7 CFR 3016.36(c)(1)
29 CFR 97.36(c)(1)
45 CFR 92.36(c)(1)
2 Verify that the applicable STS includes enough qualified sources to ensure maximum open and free competition.

3 Follow their own procurement standards which reflect applicable state laws, provided that the procurements conform to applicable federal law and the standards in 45 CFR 92.36.

4 Maintain a contract administration system which ensures contractors perform according to their contracts.

5 Maintain a written code of standards or conduct regarding award and administration of contracts.

6 Maintain sufficient records to demonstrate the details and justification for the ultimate selection.

7 Conduct a cost or price analysis in every instance.

8 Ensure that all contracts contain the provisions found in the federal regulations applicable to the source of funding to be spent.

9 Articulate a protest procedure for interested vendors.
10 Make generally available to any vendor the procurement opportunity by at least posting the opportunity on the county's website.

11 Clearly identify that one requirement of the procurement opportunity is that the vendor have a valid Ohio STS.

12 Provide clear notice of any prospective vendor's ability to obtain a STS, and provide directions on how to obtain a STS. (A hyperlink to the DAS state contracting vehicles site should be sufficient.)
Provide specific notice to **ALL** vendors having an STS in the category from which the county is interested in obtaining good or services unless providing notice to all vendors is impractical. If fewer than all vendors are provided notice due to impracticality, an adequate number of vendors must be notified to allow sufficient competition (An e-mail with the hyperlink to the opportunity and some explanation sent to the vendor's contact person listed on the STS should be sufficient.)

Comply with the guidelines governing the types of competitive procurements identified in the federal regulations and the procedural steps for each of them found in the applicable rule. Some especially important factors are:

a. "Procurement by small purchase procedures"
   (1) Simple and informal;
   (2) Under $100,000. (*Important: This is a maximum price ceiling for small purchases. It may be more appropriate to utilize one of the other competitive procurement processes for purchases under $100,000 when circumstances merit.); and
   (3) Price or quotations required "from an adequate number of qualified sources." ODJFS requires at least three valid price or rate quotations be obtained from qualified sources.

b. "Procurement by sealed bids"
   (1) Firm fixed-price contract;
   (2) Awarded to the responsible bidder whose price is lowest. The procurement must be "principally" based in price [7 CFR 3016.36(d)(2)(i)(C); 29 CFR 97.36(d)(2)(i)(C); 45 CFR 92.36(d)(2)(i)(C)] but elements of technical merits may be assessed to determine "responsibility;" and
   (3) Two or more responsible bidders. Complete evaluation must be made of at least two sealed bids. If more than one bid is received, but only one bid is completely evaluated on its technical and price merits, that is insufficient.

c. "Procurement by competitive proposals"
   (1) More than one source must submit a proposal;
   (2) Firm fixed price or cost reimbursement contract; and
   (3) Award made to the "responsible firm whose proposal is most advantageous to the program, with price and other
factors considered” [7 CFR 3016.36(d)(3)(iv); 29 CFR 97.36(d)(3)(iv); 45 CFR 92.36(d)(3)(iv)].

15 Completely, adequately and realistically describe all procurement opportunities in the posted announcement.

16 Publicize and identify all evaluation factors, their relative importance, and the selection procedures for the procurement opportunity.

17 Make available to ODJFS upon request the technical specifications on proposed procurements.

18 Comply with the bonding requirements for construction or facility improvement projects.

19 Comply with any additional requirements of the Cooperative Purchasing Program administered by the Ohio Department of Administrative Services and the Ohio Office of Information Technology.

Additionally, there are some key prohibitions.

# Prohibitions: "Counties shall NOT..."

Legal Citations

1 Simply select one vendor from an STS and negotiate with that vendor alone.

2 Limit competition by providing for in-State or local geographic preferences.

3 Limit competition in any of the enumerated ways described in the applicable rules, including the catch all: "any arbitrary
II. **Noncompetitive Procurements**

In certain limited circumstances, federal regulations will allow procurement by "noncompetitive proposals." These types of purchases are to be extraordinary if not rare. They are the exception, not the rule. As such, noncompetitive purchases will be closely scrutinized for strict compliance to the federal rules.

The applicable regulations for these types of procurements are found at 7 CFR 3016.36(d)(4); 29 CFR 97.36(d)(4); 45 CFR 92.36(d)(4); and OAC 5101:9-4-07(E). In all instances of procurement by noncompetitive proposal, a cost analysis is required.

A. **Sole Source**

"The item is available only from a single source." This type of noncompetitive proposal is typically found in instances of proprietary products. It truly means only one source exists for the good or service that is being sought. It does NOT mean obvious business justifications or long-term relationships with a particular vendor.

If what is needed requires the Dalai Lama to provide it, there is only one Dalai Lama. This is a "sole source."

B. **Emergencies**

"The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation." This is typically reserved for emergencies caused by natural disasters.

C. **Prior Approval**

"The awarding agency authorizes noncompetitive proposals." For purposes of this regulation as it applies to this guidance document, the "awarding agency" is ODJFS (see, 7 CFR 3016.3; 29 CFR 97.3; or 45 CFR 92.3).

For this type of noncompetitive proposal, the county must obtain PRIOR approval of the proposed noncompetitive procurement from ODJFS. Such prior approval will only be given in instances of compelling and substantial business reasons for a county. Failure to adequately plan for a needed procurement will not be considered a compelling and substantial business reason.

The procedures for consideration of requests for prior approval of noncompetitive proposal from ODJFS are as follows:

1. The county shall submit a detailed request to ODJFS thoroughly describing the county's desired purchase, the complete circumstances surrounding the proposed purchase, the county's compelling and substantial business reason for requesting the prior approval of a noncompetitive proposal, a cost analysis, and any other details relevant to the ODJFS decision on the request. ODJFS may request clarification or additional required information in its consideration of any such request.

2. Once all required information has been received by and any clarifications provided to ODJFS, ODJFS shall have thirty (30) business days to approve or deny a request.

3. Requests must be addressed to:
   
   Ohio Department of Job and Family Services
   Deputy Director for Contracts and Acquisitions
   30 East Broad Street, 31st Floor
   Columbus, Ohio 43215-3414
with a copy to:
Ohio Department of Job and Family Services
Assistant Director for Operations
30 East Broad Street, 32nd Floor
Columbus, Ohio 43215-3414

If approved by ODJFS, any such request for prior approval will meet the procurement requirements found in the applicable federal regulations.

D. **Failed Competitive Procurements**
"After solicitation of a number of sources, competition is determined inadequate." This is reserved for instances where a county has fully completed a legitimate and reasonable competitive procurement process and the result of that procurement is inadequate for the needs of the county. It is suggested that the competitive procurement process be attempted at least twice, both of which had unacceptable results. However, if after one attempt the county is confident that it has fully completed a legitimate and reasonable competitive procurement, a second attempt is not necessary. If a county is unsure, but wishes to proceed without attempting a second procurement, the county may submit a "prior approval" request pursuant to section II C.

Questions regarding this FAPL may be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.
FAPL 1

Fiscal Administrative Procedure Letter (FAPL) No. 1

December 20, 2006

To: Fiscal Administrative Procedure Manual Holders
    County Departments of Job and Family Services' Directors

From: Barbara E. Riley, Director

Subject: TANF TO CHILD CARE 2 REALLOCATION

In accordance with Ohio Administrative Code rule 5101:9-6-02 (County Allocation Process), paragraph (D)(2) and as outlined in Administrative Procedure Letter 283, the Ohio Department of Job and Family Services (ODJFS) reallocated up to ten million dollars \(\$10,000,000\) from the regular Temporary Assistance for Needy Families (TANF) allocation to Child Care 2 allocation in state fiscal year (SFY) 2006. This reallocation is approved for SFY 07, in response to counties' projections that child care administrative expenditures will again exceed current child care administrative funding. The basis for the reallocation will be the written request of a proposed reallocation. The regular TANF allocation is reduced and the Child Care 2 allocation is increased.

If funds are moved to Child Care 2 from TANF, and CDJFS does not exceed Child Care 2, by the amount designated, funds may be restored to TANF.

County Departments of Job and Family Services that wish to transfer TANF regular funds to the special allocation for Child Care 2 must send a letter requesting the proposed reallocation amount from the agency director by December 31, 2006.

County Departments of Job and Family Services that wish to transfer Child Care 2 funds back to TANF regular funds must send a letter requesting the proposed reallocation amount from the agency director by March 31, 2007. All requests shall be sent to:

Franklin D. Blair II, Bureau Chief
Ohio Department of Job and Family Services
Bureau of County Finance and Technical Assistance
Rhodes State Office Tower-37th Floor
30 East Broad Street
Columbus, Ohio 43215-3414

In the event total requests for reallocation exceed the ten million dollar \(\$10,000,000\) ceiling, the proposed reallocation amounts will be reduced. Any possible reductions in the proposed reallocation amounts having impact to CDJFS are being reviewed and scrutinized. ODJFS may solicit the input of the counties in the development of the criteria for determining reallocation formulas, should such reductions prove necessary.

Questions regarding this administrative procedure letter may be directed to your ODJFS fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
FAPM Introduction

I. PURPOSE
The purpose of the Fiscal Administrative Procedure Manual (FAPM) is to house the Ohio Administrative Code Rules that outline fiscal policy regarding the administrative functions and requirements of workforce development agencies as defined in ORC 6301.01 and county family services agencies as defined in ORC 307.981. The FAPM is a management tool designed for ODJFS, WIA areas and counties. The FAPM does not provide non-fiscal, program-specific information. Such information is located in other ODJFS manuals.

II. FRAMEWORK
The Administrative Code Rules contained in the FAPM have as their base:
- The Code of Federal Regulations (CFR)
- The Ohio Revised Code (ORC)
- Relevant court decisions
- Opinions of the Attorney General

III. CONTENT
FAPM policies and procedures are arranged by the following chapters:
- Chapter 1 - County Organization and Fiscal Administration
- Chapter 2 - RESERVED
- Chapter 3 - Workforce Investment Act Administration
- Chapter 4 - Acquisition Standards and Guidelines
- Chapter 5 - Program Reports, Statistics and Requirements
- Chapter 6 - County Funding Sources
- Chapter 7 - Fiscal Reimbursement and Reporting
- Chapter 8 - Performance Standards, Performance Allocations, and Sanctions

IV. UPDATING FISCAL POLICIES AND PROCEDURES
Fiscal policies and procedures are updated in one of the following ways:
- Fiscal Administrative Procedure Manual Transmittal Letters (FAPMTL): These communicate permanent fiscal policy changes in the form of new, amended or rescinded Administrative Code Rules.
- Fiscal Administrative Procedure Letters (FAPL): These communicate temporary policy information and/or clarify existing policy. FAPLs may be used to relay important information quickly, to be followed by a FAPMTL in the future.

V. REFERENCE SECTIONS WITHIN THE FAPM
Four additional sections exist as references:
1. An appendix containing all fiscal-related forms and reports.
2. Archived APMTLs.
3. Archived APLs.

VI. QUESTIONS REGARDING FAPM CONTENT
The Fiscal Policy Section maintains the FAPM by working with the Office of Fiscal Services and the various program areas. Please contact fiscal supervisors with any questions or concerns regarding FAPM content.
Chapter 1  Introduction to County Organization and Fiscal Administration
The Ohio department of job and family services (ODJFS) currently allocates costs in accordance with the ODJFS federally approved cost allocation plan (CAP). This annual plan is submitted to the United States department of health and human services and defines the method used by ODJFS to distribute and report costs to the various job and family services programs Ohio administers. Costs are placed in one of the six cost categories in paragraph (B) of this rule based on the activity to which they relate. Costs of similar functions in like circumstances must be treated consistently in making this assignment. General cost principles based on 2 C.F.R. part 225 are found in rule 5101:9-1-15 of the Administrative Code.

(B) The following cost structures are contained in the ODJFS CAP and must be used by the county family services agency for state and federal reporting purposes. Each county agency shall consistently apply costs within the following six cost structures based on the activity performed:

1. Income maintenance cost category includes direct income maintenance and Workforce Investment Act (WIA) costs and income maintenance related and WIA combined costs. In a county department of job and family services (CDJFS) that does not have staff who work solely on Workforce Investment Act (WIA) activities, this cost category may also include WIA costs.

2. Social services cost category includes direct social services and WIA costs and social services related and WIA administrative costs. In a CDJFS that does not have staff who work solely on WIA activities, this cost category may also include WIA costs.

3. Child support cost category includes direct child support costs and child support administrative costs.

4. WIA cost category includes direct WIA and WIA related costs when staff work solely on WIA program activities.

5. ODJFS acknowledged county department of job and family services (CDJFS) function/program cost category includes direct or shared ODJFS acknowledged CDJFS function/program costs of programs assigned by the county board of county commissioners to be administered by the county agency. Some examples of this cost structure may be costs related to the women, infants and children program (WIC), and area agency on aging.


(C) The county agency shall determine all direct, administrative and shared costs within the categories outlined in paragraph (B) of this rule to specific programs and grants in accordance with Chapter 5101:9-1 of the Administrative Code.
In accordance with the Ohio department of job and family services (ODJFS) federally approved cost allocation plan, "direct costs" are those costs that benefit and can be identified specifically to a particular program. Expenditures reported as direct costs are chargeable solely to the applicable state or federal programs in accordance with benefits received.

"Direct income maintenance (IM) costs" are costs for contracts or purchased services that benefit a particular IM program including temporary assistance to needy families (TANF), medicaid, food assistance (FA), food assistance employment and training (FAET), healthchek, income maintenance (IM) case management, at risk pregnancy case management transportation, and workforce development and can be directly allocated to activities associated with those specific programs. Direct IM costs also include costs of equipment that have received prior federal approval to be direct charged to particular IM programs.

"Direct social services (SS) costs" are costs for contracts or purchased services that benefit and can be identified with a particular SS program including TANF, workforce development, refugee resettlement, childcare, enhanced medicaid transportation, or specific components/activities of the Title XX program; and can be directly allocated to activities associated with those specific programs. Direct SS costs also include costs of equipment that have received prior federal approval to be direct charged to a particular SS program or Title XX activity.

"Direct child support costs (CS)" are costs of contracts or purchased services that benefit and can be identified with and directly charged to a specific activity within a specific child support program area and can be directly allocated to activities associated with those specific programs. Direct CS costs also include costs of equipment that have received prior federal approval to be direct charged to a particular CS program.

"Direct workforce development (WFD) costs" are costs of contracts and purchased services that benefit and can be identified with a particular Workforce Investment Act (WIA) program and can be directly allocated to activities associated with those specific programs. Direct WFD costs are also costs of equipment that have received prior federal approval to be direct charged to a particular WFD program.

"Direct child welfare (CW) costs" are costs of contracts, purchased services and maintenance costs that can be identified with a specific child welfare program including Title IV-B, state child protective allocation (SCPA), independent living (IL), TANF, post adoption assistance, Title XX related to children, and post adoption special service subsidies (PASSS).

"Direct foster care and adoption assistance costs" are defined as contractually purchased services excluded from the SS administrative cost pool. These costs are for services incurred solely for allowable IV-E activities.

"Direct ODJFS acknowledged county department of job and family services (CDJFS) function/program costs" are administrative or operating costs related to a specific ODJFS acknowledged CDJFS function/program administered by other state or local agencies but completed by staff in a public assistance agency. These direct ODJFS acknowledged function/program costs are considered non-reimbursable for ODJFS cost purposes including women, infants and children program as authorized by the Ohio department of health (ODH), county operated nursing facility, local area agency for aging, and local emergency assistance (AE) programs. A direct ODJFS acknowledged CDJFS function/program cost is the cost of salaries of direct service employees that are dedicated to a specific ODJFS acknowledged CDJFS function/program administered by another agency.
Certification: CERTIFIED ELECTRONICALLY
Date: 11/25/2013
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 329.04, 5101.02
Prior Effective Dates: 8/24/81, 7/9/82, 1/1/86 (Emer.), 4/1/86, 1/10/87, 8/6/87, 4/21/88 (Emer.), 7/1/88, 7/25/88, 1/7/89, 7/8/89, 12/30/89, 7/28/96, 12/4/03, 5/15/08
Administrative/operational costs are the costs incurred in the effective and efficient management of a federal grants program. Examples of administrative costs include, but are not limited to:

1. Costs not associated with providing program services to individuals, including staff performing administration and coordination functions;
2. Preparation of program plans and budgets; and
3. Costs for goods and services required for administration, including costs for supplies, equipment, travel, postage, utilities, office space rental, and maintenance, provided such costs are not classified as administrative costs for providing program services.

Administrative/operational costs are incurred for a common purpose benefiting more than one program.

Administrative/operational costs do not include costs that can be assigned to a specific program; e.g., TANF administration, Workforce Investment Act (WIA) administration.

The general principles and standards for determining costs for federal awards carried out through grants, cost reimbursement contracts, and other agreements with state and local government agencies, found in 2 C.F.R. part 225 and described in rule 5101:9-1-15 of the Administrative Code, apply to the allowability for charging administrative/operational costs to these federal programs. Examples of administrative costs include, but are not limited to:

a. Costs not associated with providing program services to individuals, including staff performing administration and coordination functions;

b. Preparation of program plans and budgets; and

c. Costs for goods and services required for administration, including costs for supplies, equipment, travel, postage, utilities, office space rental, and maintenance, provided such costs are not classified as administrative costs for providing program services.

Shared administrative costs.

1. Shared administrative costs are incurred for a common purpose benefiting more than one major function and are not readily assignable to specific programs or cost pools.

2. In a county department of job and family services (CDJFS) or a combined agency, staff are identified with one or more programs and the information is imported to the Ohio department of job and family services (ODJFS) via the county finance information system (CFIS).

Administrative costs associated with the major program area categories and ODJFS acknowledged CDJFS function or program cost category are grouped into cost pools. Cost pools are based on the program activity to which they relate. Expenditures reported through cost pools represent operating costs of the local agency. Administrative costs linked to direct casework activity are measured and allocated to various federal funding sources and programs through the random moment sample (RMS) time study.

1. Income maintenance administrative costs.

a. "Income maintenance (IM) administrative costs" are costs that benefit one or more IM programs. The IM cost pool consists of costs relating to the administration of various IM
programs and may include work activities under prevention, retention, and contingency (PRC), Ohio works first (OWF), or food stamp assistance employment and training (FSET) (FAET). In a CDJFS, this cost category may also include WIA costs.

(i) This cost pool includes staff identified to IM through the shared costs distribution, the IM administrator, and staff performing IM functions when IM activities are performed under the direction of the IM administrator. This cost pool also includes staff performing both IM and WIA functions, as well as administrators who supervise the staff performing both IM and WIA functions.

(ii) The Ohio department of job and family services (ODJFS) acknowledged county department of job and family services (CDJFS) function or program cost category includes direct or shared ODJFS acknowledged CDJFS functions or program costs for IM programs assigned by the board of county commissioners to be administered by the county agency. Examples include, but are not limited to:

(a) Local area agency on aging;
(b) Local family emergency assistance (FEA); and
(c) Women, infants and children program.

(b) The local agency shall report IM administrative costs on the JFS 02827 "Monthly Financial Statement-Public Assistance Fund Certification Sheet" (rev. 11/2000) "Public Assistance (PA) Quarterly Financial Statement" in accordance with rule 5101:9-7-29 of the Administrative Code and allocated by the process described in paragraphs (C)(1)(b)(i) to (C)(1)(b)(iii) of this rule.

(i) In a CDJFS or a combined agency, staff are identified with one or more programs and reported on the JFS 04290 "Quarterly Report of CDJFS Full Time Equivalent (FTE) Positions" (rev. 11/2006) the information is imported to ODJFS via the quarterly report of full time equivalent (FTE) positions in CFIS as IM combined.

(ii) Administrative costs associated with the IM program area are placed in the IM cost pool along with the IM portion of shared costs in accordance with rule 5101:9-1-05 of the Administrative Code. Administrative costs associated with the workforce program area may be placed in the IM cost pool along with the workforce portion of shared costs in accordance with rule 5101:9-1-05 of the Administrative Code.

(iii) Administrative costs are distributed based on percentages derived from the results of the RMS in accordance with rule 5101:9-7-20 of the Administrative Code.

(2) Social service administrative costs.

(a) "Social service (SS) administrative costs" are costs that benefit one or more SS programs. The SS cost pool consists of costs relating to the administration of various SS programs, including work activities under PRC, OWF, FSET, and specific IM or WIA programs, if these programs are performed by SS staff.

(i) This cost pool includes staff identified to SS through the shared costs distribution, the SS administrator, and staff performing SS functions when SS activities are performed under the direction of the SS administrator. This cost pool also includes staff performing both SS and WIA functions, as well as administrators who supervise the staff performing both SS and WIA functions.

(ii) The ODJFS acknowledged CDJFS function or program cost category includes direct or shared ODJFS acknowledged CDJFS function or program costs for programs assigned by the board of county commissioners to be administered by the county agency.

(b) The local agency shall report SS administrative costs on the JFS 02827 in accordance with rule 5101:9-7-29 of the Administrative Code and allocated by the process described in paragraphs (C)(2)(b)(i) to (C)(2)(b)(iii) of this rule.
In a CDJFS or a combined agency, staff are identified with one or more programs and reported as direct or apportioned direct SS on the JFS 04290 “Quarterly Report of CDJFS Full Time Equivalent (FTE) Positions” (rev. 11/2006) and the information imported to ODJFS via the quarterly report of FTE positions in CFIS.

Administrative costs associated with the SS program area are placed in the SS cost pool along with the SS portion of shared costs in accordance with rule 5101:9-1-05 of the Administrative Code. Administrative costs associated with the workforce program area may be placed in the SS cost pool along with the workforce portion of shared costs in accordance with rule 5101:9-1-05 of the Administrative Code.

Administrative costs are distributed based on percentages derived from the results of the RMS in accordance with rule 5101:9-7-20 of the Administrative Code.

**Workforce administrative costs.**

(a) "Workforce administrative costs" are costs that directly benefit one or more WIA programs. These costs include staff identified to workforce through the shared costs distribution; the workforce administrator, if the administrator only supervises staff who solely perform workforce activities, and staff performing workforce functions, if the staff performs solely workforce activities.

(b) The local agency shall report workforce administrative costs on the JFS 02827 in accordance with rule 5101:9-7-29 of the Administrative Code and allocated by the process described in paragraphs (C)(3)(b)(i) to (C)(3)(b)(iii) of this rule.

(i) In a CDJFS or a combined agency, workforce staff are identified with one or more programs by the quarterly report of FTE positions and the information imported to ODJFS via the quarterly report of FTE positions in CFIS.

(ii) In a CDJFS without staff who work solely on WIA activities, administrative costs associated with the workforce program area are placed in the IM or SS cost pool along with the workforce portion of shared costs in accordance with rule 5101:9-1-05 of the Administrative Code. Administrative costs are distributed based on percentages derived from the income maintenance random moment sample (IMRMS) or social service random moment sample (SSRMS) results in accordance with rule 5101:9-7-20 of the Administrative Code.

(iii) In a CDJFS with staff who work solely on WIA activities, administrative costs associated with the workforce program areas and the staff dedicated to the WIA programs are placed in the WIA cost pool along with the workforce portion of shared costs in accordance with rule 5101:9-1-05 of the Administrative Code. Administrative costs are distributed based on percentages derived from the workforce random moment sample (WFRMS) results in accordance with rule 5101:9-7-20 of the Administrative Code. Any staff who work on both IM and WIA activities, as well as the administrators who supervise those staff, are placed in the IM or SS cost pool.

**Child support administrative costs.**

(a) "Child support (CS) administrative costs" are all CS expenditures with the exception of direct Title IV-D or non-IV-D costs, shared costs, and countywide central service plan payments. The CS cost pool consists of costs relating to the administration of the CS program.

(i) This cost pool includes salaries, benefit related compensation, and operation costs of all employees assigned to CS functions, as well as administrative contracts related to various CS program functions.

(ii) Administrative costs included in this cost pool are for administrative activities related to location of absent parents and putative fathers; paternity establishment;
support order establishment, modifications, and enforcement; and distribution and disbursement of support collections.

(b) The local agency shall report CS administrative costs on the JFS 02750 "County Monthly Financial Statement" "Child Support Enforcement Agency (CSEA) Quarterly Financial Statement" in accordance with rules 5101:9-7-29 and 5101:9-6-83 of the Administrative Code and allocated by the process described in paragraphs (C)(3)(b)(i) (C)(4)(b)(i) to (C)(3)(b)(iii) (C)(4)(b)(iii) of this rule.

(i) In combined agencies, CS staff are identified with one or more programs and reported as CS on the JFS 04290 "Quarterly Report of CDJFS Full Time Equivalent (FTE) Positions" (rev. 11/2006) the information is imported to ODJFS via the quarterly report of FTE positions in CFIS as CS.

(ii) Administrative costs associated with the CS program area are placed in the CS cost pool along with the CS portion of shared costs in accordance with rule 5101:9-1-05 of the Administrative Code.

(iii) Administrative costs are distributed based on percentages derived from the results of the RMS in accordance with rule 5101:9-7-23 of the Administrative Code.

(D) In a CDJFS, All IM all administrative costs in the SS, IM, or WIA cost pools, including ODJFS acknowledged CDJFS function or program expenditures, are made from the public assistance (PA) fund. If a separate fund exists for an ODJFS acknowledged CDJFS function or program, costs identified to the ODJFS acknowledged function or program must be reimbursed to the PA fund from the separate fund. The amount to be reimbursed to the PA fund is dependent upon the RMS and the amount identified on the operating expenditure reports.

(E) Single- or multi-purpose contracts for administrative services may be included in the IM cost pool, SS cost pool, CS cost pool, WIA cost pool or the shared cost pool, if the costs of the contract are not assignable to a particular cost objective in accordance with relative benefits received. Examples of administrative contracts that may be appropriately charged to a shared cost pool include, but are not limited to, building maintenance, human resource services, or any service that indirectly benefits more than one of the major program areas. All single-purpose and multi-purpose contracts with service providers or for case management activities shall be charged directly to the benefiting program funding sources. They may not be included in cost pool expenditures, which are allocated based on time study results.

Effective:
Certification
Date
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 329.04, 5101.02
Prior Effective Dates: 8/24/81, 6/20/82, 7/9/82, 1/17/83, 1/1/86 (Emer), 4/1/86, 1/10/87, 8/6/87, 4/21/88 (Emer), 7/1/88, 7/25/88, 1/7/89, 7/8/89, 12/30/89, 7/28/96, 6/15/98, 1/31/04, 1/23/09
Shared costs are indirect costs incurred for a common purpose that benefit two or more major program areas or Ohio department of job and family services (ODJFS) acknowledged functions/programs and are not readily assignable, without effort disproportionate to the results achieved, to a specific program or specific program area cost pool. Costs designated as shared costs are placed in the shared cost pool.

1. When employee activities benefit two or more major program areas, costs associated with that employee are reported in the shared cost pool. Examples of staff who are appropriately charged to the shared cost pool include the director, the director's immediate staff, and other staff who support the general administration of the agency, such as personnel, fiscal, security, or centralized purchasing, assuming the costs associated with those staff are not readily assignable to a specific program or program area cost pool. Staff categorized as shared do not participate in any ODJFS random moment sample (RMS) observations.

2. Shared costs are identified in combined and stand alone county department of job and family services (CDJFS). Shared costs include local agency functions.

Administrative contract costs are included in the shared cost pool if they are not assignable to a particular program in accordance with relative benefits received. Examples of administrative contracts appropriately charged to a shared cost pool include, but are not limited to, building maintenance, human resource services, or any service that indirectly benefits more than one federal program operated by the local agency.

Shared costs in the shared cost pool are allocated to the ODJFS cost categories in a two phase process:

1. In the first phase, shared costs are allocated to individual program areas within the CDJFS, based on the average number of full-time equivalent (FTE) positions reported on the JFS04290 "Quarterly Report of CDJFS Full Time Equivalent Positions" (rev. 11/2006) imported to ODJFS in the county finance information system (CFIS). The major program areas are income maintenance (IM), social services (SS), Workforce Investment Act (WIA), and/or child support (CS). Costs associated with WIA may be combined with IM or SS or may be considered a major program area if all workforce staff in a CDJFS work solely on workforce programs.

2. In the second phase, shared costs are further distributed to various programs within each major program area.

   a. The IM portion of shared costs identified in phase one is added to the IM combined administrative costs to create an IM administrative cost pool. These costs are then distributed to the IM related programs based on percentages derived from the income maintenance random moment sample observations. In a CDJFS that does not have staff who work solely on WIA activities, the WIA portion of shared costs identified in phase one is added to the IM cost pool.

   b. Any SS portion of shared costs identified in phase one is added to the SS administrative costs to create a SS administrative cost pool. These costs are then distributed to the SS related programs based on percentages derived from the social services random moment sample observations. In a CDJFS that does not have staff who work solely on WIA activities, the WIA portion of shared costs identified in phase one is added to the SS cost pool.

   c. Any CS portion of shared costs identified in phase one is added to the CS administrative costs to create a CS administrative cost pool. Costs are distributed between Title IV-D and non-IV-D activities based on percentages derived from the
quarterly results of the child support random moment sample observations. These costs
are then distributed to the CS related programs based on percentages derived from the
child support random moment sample observations.

(d) In a CDJFS with staff who work solely on WIA activities, the WIA portion of shared costs
identified in phase one is added to the WIA administrative costs to create a WIA cost
pool. These costs are then distributed to the WIA related programs based on
percentages derived from the workforce random moment sample observations.

(C) ODJFS acknowledged CDJFS shared costs are paid from the public assistance (PA) fund. The
individual CDJFS function/program funds shall reimburse the PA fund for the portion of the shared
costs that is attributable to its major program areas, as identified through the process described in
paragraph (B) of this rule. The transfer between funds shall be identified through the expenditure
reporting process.

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Certification
Date
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7/25/88, 7/8/89, 7/28/96, 6/15/98, 1/31/04, 1/13/09
"Countywide central service costs" are allowable costs of services provided by a governmental unit on a centralized basis to its departments and agencies. Countywide central service costs include costs that are incurred by other county agencies such as the county auditor, county prosecutor, or county treasurer, for the benefit of the county family services agency, and the cost of other central services allocated to the county family services agency. Countywide central service costs fall into one of the two following categories:

1. "Billed central services" means central services that are billed to benefitting agencies and/or programs on an individual fee for service or similar basis.

2. "Allocated central services" means central services that benefit agencies but are not billed to the agencies on a fee for service or similar basis.

County governments claiming countywide central service costs under federal awards must develop a cost allocation plan that identifies, accumulates and allocates the countywide central service costs. Any county governments must address any central service cost that benefits all county government branches, whether treated as a direct billed charge to the county family services agency (CFSA) or as an indirect allocated charge supporting the county family services agency, must be addressed in the cost allocation plan. This plan, prepared by the board of county commissioners, is referred to as the countywide central service cost allocation plan. The county must submit the countywide central service cost allocation plan to the Ohio department of job and family services (ODJFS) either by or on behalf of the county family services agency CFSA claiming reimbursement no later than December thirty-first of the calendar year for which it is used as the basis of claim.

Countywide CFSA shall report countywide central service costs on a cash basis and must be paid and reported for reimbursement within the first quarter following the end of the state fiscal year to which they are assigned.

Countywide CFSA report countywide central service costs as shared or as income maintenance administrative, social services administrative (adult social services and/or child related social services), Workforce Investment Act (WIA), and child support administrative expenditures as identified in the plan and as applicable to the county family services agency CFSA. Countywide CFSA report countywide central service expenditures must be reported on the monthly financial statement appropriate for the agency type. Central cost in accordance with rule 5101:9-7-29 of the Administrative Code. Service costs relating to disability medical assistance and disability financial assistance are reported separately.
The Ohio department of job and family services (ODJFS) currently recognizes, for federally-approved cost allocation purposes and reimbursement, the following county agency organizational structures:

1. County department of job and family services (CDJFS);
2. Child support enforcement agency (CSEA);
3. Public children services agency (PCSA);
4. Workforce development agency (WDA); or
5. Any combination of a CDJFS and one or more county organizational structures included in this paragraph; or
6. A joint county CDJFS pursuant to rule 5101:9-1-16.1 of the Administrative Code.

The board of county commissioners may, in accordance with sections 307.981, and 330.04, and 329.40 of the Revised Code, designate a private or government entity to serve as a CDJFS, CSEA, PCSA, WDA, or combined or joint county organizational structure. The various programs ODJFS administers are operated under any one of these county agency organizational structures based on the determination and resolution of the local board of county commissioners.

The CDJFS has or may have the responsibility of administering the following programs and related activities. While ODJFS is required to assure that statewide mandated services are available in all eighty-eight counties, there may be local flexibility with respect to the Title XX and prevention, retention and contingency (PRC) plans filed by each county:

1. Income maintenance (IM) programs and activities that include:
   a. Title XIX medicaid administration and related programs;
   b. Food assistance (FA) administration and employment training;
   c. Disability assistance (DA); and
   d. Other income support programs administered by ODJFS and governed by the department of health and human services (DHHS) and the United States department of agriculture (USDA).

2. Family and adult social services (FASS) that include:
   a. Title XX social services block grant;
   b. Adult protective services (APS);
   c. Child care; and
   d. Other adult and family support programs administered by ODJFS.

3. Temporary assistance for needy families (TANF) activities that include:
   a. Ohio works first (OWF) work activities;
   b. PRC;
   c. Training; and
   d. Other approved TANF allowable programs and activities.

4. FA employment and training (FAET) activities related to job education and training opportunities for FA clients;
(5) CSEA programs and activities where the board of county commissioners has designated the CDJFS as the local agency assigned the child support program functions;

(6) PCSA programs and activities where the board of county commissioners has designated the CDJFS as the local agency assigned the children services program functions; and,

(7) Workforce Investment Act (WIA) programs and activities where the board of county commissioners has designated the CDJFS as the local agency assigned workforce development program functions.

(D) The CSEA has the responsibility of administering the programs and activities related to Title IV-D child support program, which includes paternity establishment, child and medical support establishment and enforcement, child, medical and spousal support payment collection. The CSEA is also responsible for non-IV-D related activities funded by other federal, state and local grants such as: Title XIX, as it relates to support enforcement; TANF Title IV-A activities; Title IV-E, as it relates to paternity establishment, support order establishment activities; and special enforcement/employment projects in conjunction with OWF work activities.

(E) The PCSA has the responsibility of administering children services activities for neglected, abused and dependent children. The PCSA is responsible for activities such as foster care and adoption assistance, group homes, child endangerment, independent living, Title IV-E foster care and adoption, Title IV-B federal child welfare subsidy, emergency services assistance, state child protective services, and Title XIX medicaid activities related to children in custody of the PCSA. Although the PCSA is not responsible for administration of the Title XX program, the PCSA may administer Title XX activities in accordance with the county's approved Title XX plan and through an agreement with the local CDJFS.

(F) The WDA has the responsibility of providing workforce development activities, as authorized by the Workforce Investment Act of 1998. The workforce development system is designed to meet the needs of employers, job seekers, and current workers in career advancement through increasing employment, job retention, earning, and occupational skill attainment.

(G) The following functions/programs are included in the state cost allocation plan as functions that may be supervised by the CDJFS. These acknowledged functions/programs may be added under the supervision of the CDJFS by the board of county commissioners. The board or CDJFS must notify ODJFS by resolution of intent preferably at the beginning of the quarter, but no less than thirty days prior to the transfer of the acknowledged function/program to the CDJFS. The notification of intent shall be submitted to the ODJFS fiscal supervisor. The fiscal supervisor must notify the ODJFS office of fiscal and monitoring services, and if applicable, the appropriate ODJFS program area.

   (1) Workforce development agency as authorized by the Workforce Investment Act of 1998;
   (2) Women, infants and children (WIC) program as authorized by the Ohio department of health;
   (3) County operated nursing facility;
   (4) Local area agency for aging as authorized by the Ohio department of aging. (This agency may include the passport program by being a passport provider.);
   (5) Local emergency assistance (EA) program, authorized by the board of county commissioners, which primarily benefits recipients of ODJFS administered programs;
   (6) County operated children's home; and
   (7) County tuberculosis (TB) control department.

(H) The functions/programs listed in paragraph (G) of this rule may be placed under the supervision of the CDJFS director, income maintenance administrator, or social services administrator. These areas may not be supervised by the child support administrator or public children services administrator, if other than the social services administrator in combined agencies.

(I) The functions/programs listed in paragraph (G) of this rule are currently recognized under the supervision of the CDJFS for the purpose of reimbursement of allowable and reasonable costs. The costs of an ODJFS acknowledged function/program may appear in only one cost center. That is, in
agreement with the administrative arrangement, costs may appear in only the income maintenance, social services, or ODJFS acknowledged function/program cost category.

(J) The board of county commissioners may add any job and family services function under the supervision of the CDJFS. To add a function/program other than those listed in paragraph (G) of this rule under the supervision of the CDJFS, the board of county commissioners must notify ODJFS by resolution of intent, three months prior to the transfer to the CDJFS. The notification of intent to transfer an additional function/program to the CDJFS shall be submitted to the ODJFS fiscal supervisor. The fiscal supervisor must notify the ODJFS office of fiscal and monitoring services, and, if applicable, the appropriate ODJFS program area.

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Joint County Department of Job and Family Services

**FAPMTL 254**

**Effective Date: September 27, 2012**

(A) As outlined in section 329.40 of the Revised Code, a board of county commissioners (BOCC), by entering into a written agreement, may form a joint county department of job and family services (CDJFS) to perform the duties, provide the services, and operate the programs required under this chapter.

(B) Each board of county commissioners entering into the agreement shall provide written notice of their intent to form a joint CDJFS to the director of the Ohio department of job and family services (ODJFS).

1. Notification shall include a copy of the BOCC resolution of intent to form a joint CDJFS.

2. The notification shall be received by ODJFS no less than ninety days before the agreement’s effective date.

3. The agreement shall take effect not earlier than the first day of the calendar quarter following the ninety-day notice period.

(C) The boards of county commissioners of the counties forming the joint county department shall collectively constitute the board of directors of the joint CDJFS.

(D) On the effective date of the agreement, the board of directors shall take control of and manage the joint county department subject to this chapter and all other sections of the Revised Code governing the authority and responsibilities of a single board of county commissioners in the operation of a single county department of job and family services.

(E) All rules, regulations and policies that govern a CDJFS shall also be applicable to a joint CDJFS.

Effective: 09/27/2012

Certification: CERTIFIED ELECTRONICALLY

Date: 09/17/2012

Promulgated Under: 111.15

Statutory Authority: 5101.02

Rule Amplifies: 329.01, 329.02, 329.04, 329.40
FAPMTL 286

Effective Date: April 1, 2014

Most current prior effective date: August 15, 2008

(A) The board of county commissioners (BOCC) may initiate a change to the organizational structure of a county family services agency (CFSA). The new organizational structure must be in accordance with rule 5101:9-1-16 of the Administrative Code.

(1) The BOCC may merge or combine CFSAs and/or add the workforce development function; or

(2) The BOCC may separate a CFSA or workforce development function from a combined agency and create a stand alone agency.

(B) Notification of change.

The CFSA shall provide written notice of the intent to change the organizational structure to ODJFS. The notification of intent to change any organizational structure of the agency shall be submitted by the CFSA to the county's assigned ODJFS fiscal supervisor. The ODJFS fiscal supervisor will provide the notification to the ODJFS office of fiscal and monitoring services and, if applicable, the appropriate ODJFS program area.

(1) Notification shall include a copy of the BOCC resolution of intent to change the county agency’s organizational structure.

(2) The notification shall be received by ODJFS no less than ninety days before the proposed organizational change date.

(3) The organizational change shall take effect no earlier than the first day of the quarter following the ninety-day notice period.

(C) Cost allocation.

Agencies shall develop an action plan outlining the changes necessary to remain in compliance with the ODJFS federally approved cost allocation plan (CAP). Final plans must be submitted by the CFSA to the county's assigned ODJFS fiscal supervisor no later than sixty days before the organizational change date. Plans shall include information and timelines regarding necessary changes to the random moment sample (RMS) time study and associated cost pools to ensure compliance with rules 5101:9-1-04, 5101:9-1-05, 5101:9-7-20 and 5101:9-7-23 of the Administrative Code and ODJFS CAP as follows:

(1) Combined agencies.

Newly combined agencies shall meet RMS compliance by establishing appropriate cost pools to ensure proper cost distribution. A combined family services agency (CFSA) is any combination of a county department of job and family services (CDJFS) and one or more county organizational structures listed below. All combined CFSAs have a minimum of three cost pools including shared, income maintenance (IM), and social services (SS) and are required to participate in the IMRMS and the SSRMS.

(a) CDJFS workers in a combined agency are required to participate in the IMRMS and the SSRMS.

(b) Workforce investment act (WIA) workers in a workforce development area (WDA) combining with a CDJFS are required to participate in the IMRMS or the SSRMS. If the agency has staff solely working on WIA activities, they may establish a workforce cost pool and participate in the workforce RMS.

(c) Child welfare workers in a public children services agency (PCSA) combining with a county department of job and family services (CDJFS) are required to participate in the SSRMS.
Child support workers in a child support enforcement agency (CSEA) combining with a CDJFS are required to participate in the CSRMS.

Shared costs are indirect costs incurred for a common purpose and benefit more than one cost pool. Combined agencies shall place shared costs in the shared cost pool and shall develop a system for the transfer process from the public children services agency (PCSA) fund or the child support enforcement agency (CSEA) administrative fund to the public assistance (PA) fund.

(2) Stand alone agencies.

Newly designated stand alone agencies shall meet RMS compliance and establish appropriate cost pools to ensure proper cost distribution.

(a) Stand alone public assistance agencies will have shared, IM, and SS cost pools and are required to participate in the SS RMS and IM RMS.

(b) Stand alone WDA shall reference rule 5101:9-31-17 of the Administrative Code to determine cost allocation requirements. If the stand alone WDA allocates costs by RMS, staff are required to participate in the workforce RMS.

(c) Stand alone PCSAs are required to participate in the child welfare RMS.

(d) Stand alone CSEAs are required to participate in the child support RMS.

(3) The RMS coordinator will create and submit rosters to ODJFS fifteen days prior to the beginning of the RMS reporting period which impacts the quarter of the organizational change. The RMS coordinator will also generate RMS samples for all affected subsets of the new organizational structure.

(4) Prior to the effective change date, CFSA will accumulate and calculate full-time equivalent (FTE) data and enter the FTE data via the county finance information system (CFIS) for the FTE period used to allocate costs for the quarter of the new organizational structure. Data from the first quarter of the new organizational structure will be utilized to distribute shared costs for both the initial and subsequent quarter.

(D) Reporting compliance.

At the end of the first quarter of the organizational change, the CFSA shall meet reporting requirements in accordance with rule 5101:9-7-29 of the Administrative Code.

(1) Newly merged agencies shall meet financial reporting requirements by certifying cash balances, reporting combined administrative costs and reconciling administrative costs in accordance with rule 5101:9-7-29 of the Administrative Code as follows:

(a) In a combined CDJFS/PCSA:

(i) The CDJFS shall certify the receipt of revenues and disbursements from the public assistance fund on the JFS 02827 "Public Assistance (PA) Quarterly Financial Statement."

(ii) The CDJFS/PCSA shall certify transactions related to social services administration costs and applicable shared costs in CFIS on the JFS 02827.

(iii) The PCSA shall certify social services costs, revenues and disbursements on the JFS 02820 "Children Services Quarterly Financial Statement."

(b) In a combined CDJFS/CSEA:

(i) The CDJFS shall certify the receipt of revenues and disbursements from the public assistance fund on the JFS 02827.

(ii) The CDJFS/CSEA shall certify transactions related to applicable shared costs on the JFS 02827.
(iii) The CSEA shall continue to certify child support administrative costs in CFIS and the receipt of revenues and disbursements on the JFS 02750 "Child Support Enforcement Agency (CSEA) Quarterly Financial Statement."

(2) Newly designated stand alone agencies shall also meet financial reporting requirements by certifying cash balances, reporting administrative costs and reconciling administrative costs in accordance with rule 5101:9-7-29 of the Administrative Code as follows:

(a) A stand alone CDJFS shall certify the receipt and disbursements from the public assistance fund on the JFS 02827.

(b) A stand alone PCSA shall certify SS administrative costs and applicable county wide indirect costs on the JFS 02820.

(c) A stand alone CSEA shall certify child support administrative costs and applicable county wide indirect costs on the JFS 02750.

(d) A stand alone workforce development agency shall certify workforce development fund revenues and disbursements and WIA area accruals and obligations on the JFS 01992 "Workforce Investment Act (WIA) Quarterly Financial Statement."

Replaces: 5101:9-1-22
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Promulgated Under: 111.15
Statutory Authority: 307.981, 5101.02
Rule Amplifies: 307.981, 329.40, 5101.02
Prior Effective Dates: 8/15/08


FAPMTL 363

Effective Date: December 3, 2016

Most Current Prior Effective Date: October 3, 2011

(A) General purpose.

(1) Each County family services agency (CFSA) and local workforce development agencies (WDA) board (LWDB), as a subrecipient of the Ohio department of job and family services (ODJFS), are required to monitor their subrecipients. This rule establishes minimal standard monitoring requirements for CFSAs and WDAs LWDBs. This rule does not negate federal, state, or local requirements of the Workforce Innovation and Opportunity Act or other specific federal programs.

(2) These standards follow the requirements set forth in the office of management and budget (OMB) circular A-133, the OMB circular A-133 compliance supplement, part 3, 2 C.F.R. part 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" and other applicable federal principles.

(3) Subrecipient monitoring may include, but is not limited to, formal audits, agreed upon procedures, engagements, on-site reviews, training and technical assistance on program related matters.

(4) Subrecipient monitoring need not test for all areas of compliance, but serves to provide reasonable assurance that:

(a) Federal awards are used for authorized purposes in compliance with laws, federal statutes, regulations, and the terms and conditions of the subawards provisions of contracts or grant agreements; and

(b) Performance goals are achieved.

(B) Definitions.

As used in For the purpose of this rule, the following definitions apply:

(1) "Compliance requirements" include, but are not limited to, compliance requirements listed in the OMB circular A-133, the OMB circular A-133 compliance supplement, part 3, and applicable state and federal laws referenced in the subgrant agreement between ODJFS and each CFSA or WDA, or communicated by ODJFS to a CFSA or WDA pursuant to such subgrant agreements. Examples include, but are not limited to:

(a) Activities allowed or disallowed;

(b) Allowable costs/cost principles;

(c) Cash management;

(d) Eligibility; and

(e) Reporting.

(1) "Contract" means a legal instrument by which a CFSA or LWDB purchases property or services needed to carry out the project or program under a federal award. The term as used in this rule does not include a legal instrument when the substance of the transaction meets the definition of a federal award or subaward.

(2) "Contractor" means an entity that receives a contract as defined in this rule.

(3) "Corrective action" means action taken by the auditee that:

(a) Corrects identified deficiencies;

(b) Produces recommended improvements; or
(c) Demonstrates that audit findings are either invalid or do not warrant auditee action.

(2)(4) "Federal program award" means all the federal financial assistance that the CFSA or LWDB receives directly from the federal awarding agency or ODJFS. All federal awards issued to a non-federal entity CFSA or LWDB are assigned a single number in the catalog of federal domestic assistance (CFDA).

(3)(5) "Improvement plan" means a written statement of action to be taken by the subrecipient to correct identified deficiencies, produce the recommended improvements, or demonstrate whether the reviewer's findings either are invalid or do not warrant corrective action. "Federal award date" means the date when the federal award is signed by the authorized official of the federal awarding agency.

(4)(6) "Internal control" means a process affected implemented by the CFSA or LWDB, an entity's management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

(a) Effectiveness and efficiency of operations;
(b) Reliability of financial reporting for internal and external use; and
(c) Compliance-Evaluating and monitoring compliance with applicable laws and regulations.

(5)(7) "Pass-through entity" means a non-federal entity that provides a federal subaward to a subrecipient to carry out part of a federal program. Pass-through entities identify the federal awards to subrecipients, inform subrecipients of federal, state, and local compliance requirements, monitor subrecipient activities, and ensure subrecipients have single audits if required. Pass-through entities also provide technical assistance and training, issue management decisions as to audit findings and ensure corrective action is taken by subrecipients if there are audit findings against the subrecipients' grants.

(6)(8) "Single audit" means an audit that includes both the entity's financial statements and the federal awards as described in 2 C.F.R. part 200 for entities which expend seven hundred fifty thousand dollars or more during the entity's fiscal year in federal awards or subawards the OMB circular A-133, compliance supplement, part 3, subpart e.

(9) "Subaward" means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of a legal agreement, including an agreement that the pass-through entity considers a contract.

(7)(10) "Subgrant agreement" is the means grant agreement or legal instrument by which a CFSA or LWDB issues a subaward grant award of federal financial assistance is issued to a subrecipient. Subgrant agreements generally identify a federal award to a subrecipient that includes a CFDA number, a program name, an award year, the federal awards entity, and the program services and requirements. A subgrant agreement may contain identifying information for multiple grant awards being passed through to the same subrecipient. For each grant award passed through to a subrecipient, there will be a subgrant agreement and this subgrant agreement should be considered as an important tool for monitoring subrecipient activities.

(8)(11) "Subrecipient" means a non-federal entity that expends receives a federal award received from a pass-through entity to carry out any part of a federal program, but does not include an individual who is a beneficiary of such a program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

(9) "Vendor" means a dealer, distributor, merchant, or other seller providing goods or services required for the conduct of a federal program. These goods or services may be for use by a CFSA, WDA, or the beneficiaries of the federal program.

(C) Subrecipient versus vendor contractor relationship.
The CFSA or LWDB may enter into a contractual relationship to obtain goods or services for the administration of a federal program or may enter into subgrant agreements to make an award of federal financial assistance to an entity to administer a federal program. While contracts require contract monitoring, such monitoring is beyond the scope of this rule, which addresses subrecipient monitoring pursuant to subgrant agreements.

The substance of the relationship is more important than the form of the agreement when making the determination of whether a subrecipient or contractor relationship exists. The CFSA or LWDB shall apply the following guidelines to determine whether an agreement establishes a subrecipient relationship or a contractor relationship. It is not expected that all of the characteristics will be present and judgment should be used in determining whether the relationship between the parties is that of a subgrant agreement or that of a procurement contract. The distinguishing characteristics are as follows:

(1) (a) Subrecipient characteristics:

(a)(i) Determines who is eligible to receive federal financial assistance;

(b)(ii) Measures performance against the objectives of the federal program and has its performance measured in relation to whether objectives of a federal program were met;

(c)(iii) Has responsibility for programmatic decision making and is adhering to the requirements of the federal program;

(d)(iv) Has responsibility of adhering to the requirements of the applicable federal program as specified in the federal award; and

(d)(v) Uses in accordance with its agreement, uses the federal funds to implement a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the CFSA or LWDB program of a pass-through entity;

(e) Administers the grant from award to closeout;

(f) Develops policies and systems to ensure effective management of federal funds and compliance with federal, state, and local laws and regulations; and

(g) Ensures an established budget of costs exists to operate the program and a method of monitoring actual costs against the budget.

(2) (b) Vendor Contractor characteristics:

(a)(i) Provides services or goods within normal business operations;

(b)(ii) Provides similar or same goods or services to many different purchasers;

(c)(iii) Normally Operates in a competitive environment;

(d)(iv) Provides goods or services ancillary to the operation of a federally funded program; and

(e)(v) Is not subject to compliance requirements of the federal programs as a result of the agreement; and, though similar requirements may apply for other reasons.

(f) Is not responsible for program compliance but transactions must be structured to allow the pass-through entity to assure compliance.

The CFSA or WDA may enter into contracts with vendors to obtain goods or services for the administration of a federal program or may enter into subgrant agreements to make an award of federal financial assistance to an entity to administer a federal program. While contracts with vendors require contract monitoring, such monitoring is beyond the scope of this rule, which addresses subrecipient monitoring pursuant to subgrant agreements. The substance of the relationship is more important than the form of the agreement when making the determination of whether a subrecipient or vendor relationship exists. The CFSA or WDA shall apply the following guidelines to determine whether
an agreement establishes a subrecipient relationship or a vendor relationship. It is not expected that all of the characteristics will be present and judgment should be used in determining whether the relationship between the parties is that of a pass-through entity and a subrecipient or that of a purchaser and a vendor. The distinguishing characteristics are as follows:

(D) Subgrant agreement requirements.

Each subgrant agreement shall outline, as appropriate, the scope of work, budget, performance requirements, the program authorizing legislation, and the program regulations.

(1) Subgrant agreements must include basic requirements addressing, at a minimum, administrative requirements. Those administrative requirements include:

   (a) Financial management and procurement;
   (b) Financial and program reports;
   (c) Records retention;
   (d) Cost allocation;
   (e) Payment;
   (f) Matching;
   (g) Period of availability; performance and closeout;
   (h) Program income;
   (i) Real property;
   (j) Equipment and supplies;
   (k) Monitoring and audits; and
   (l) Other additional requirements to meet federal compliance.

(2) In accordance with those requirements, all subgrant agreements shall contain the following:

   (a) Applicable CFDA title and number, award name, and name of federal agency; Federal award identification which includes:

      (i) Subrecipient’s name;
      (ii) Subrecipient’s unique entity identifier;
      (iii) Federal award identification number (FAIN);
      (iv) Federal award date of award to the recipient by the federal agency;
      (v) Subgrant agreement period of performance start and end date;
      (vi) Amount of federal funds obligated by this action by the pass-through entity to the subrecipient;
      (vii) Total amount of federal funds obligated to the subrecipient by the pass-through entity including the current obligation;
      (viii) Total amount of the federal award committed to the subrecipient by the pass-through entity;
      (ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
      (x) Name of federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity;
      (xi) CFDA number and name; the pass-through entity must identify the dollar amount made available under each federal award and the CFDA number at time of disbursement;
Identification of whether the award is research and development; and
Indirect cost rate for the federal award or other approved allocation methodology as detailed in 2 C.F.R. part 200.414.

Notice of all requirements imposed by the pass-through entity on the subrecipient so that the subaward is used in accordance with federal statutes, regulations and terms and conditions of the federal award, any significant applicable compliance requirements, including OMB circular A-133 audit requirements, arranging the audit, and submission of the final audit report to the CFSA or WDA; and

If any of the data elements above change, the changes must be included in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the federal award and subaward including any FAIN or allocation amounts. Notice that the CFSA or WDA will perform an annual risk assessment to determine the appropriate level of monitoring of the subrecipient.

Risk assessment.

On an annual basis, the CFSA or WDALWDB shall determine the appropriate degree and method for the monitoring of each subrecipient by performing a risk assessment review. This risk assessment is performed to determine the appropriate degree and method for the monitoring of each subrecipient and to ensure adequate monitoring is performed and resources and personnel are used efficiently.

The extent and frequency of subrecipient monitoring will depend on several factors, including:

(a) Amount of the award.
(b) Type of subrecipient organization.
(c) Subrecipient’s prior experience with the same or similar federal funds.
(d) Subrecipient’s prior monitoring results.
(e) Complexity of the program requirements.
(f) Subrecipient’s organizational stability.
(g) Subrecipient’s reporting history.
(h) Whether the subrecipient has new personnel or new or substantially changed systems.

Risk assessment review mechanisms shall be in place to identify the following:

(a) Where unallowable activities or costs could be charged.
(b) Changes to eligibility determination systems;
(c) The accuracy of underlying report source data and the validity of the reports;
(d) The level of management commitment and understanding of federal requirements and regulatory changes; and
(e) Various internal changes that may affect performance, such as:
   (i) Financial problems;
   (ii) Loss of essential personnel; and
   (iii) Rapid growth.
(3) The CFSA or WDALWDB shall conduct the subrecipient risk assessment review annually. The review shall occur within a reasonable time interval from the beginning of the provision of the service or the establishment of the subrecipient relationship in order to:

(a) Identify any existing risk factors during the early phase of the grant agreement; and

(b) Determine the level of monitoring that shall occur.

(F) Subrecipient monitoring.

Subrecipient monitoring requirements are established by ODJFS to provide reasonable assurance that:

- Federal award information and compliance requirements are identified to subrecipients;
- Subrecipient activities are monitored;
- Subrecipient audit findings are resolved;
- And the impact of any subrecipient non-compliance on the pass-through entity is evaluated.

(1) The CFSA or LWDB shall monitor the activities of the subrecipient as required by federal and state regulations to ensure that the federal award is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions; and that performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

(a) Review of financial and performance reports required by the pass-through entity.

(b) Follow-up to ensure that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.

(c) Issuance of management decisions as required by 2 C.F.R. part 200.521 management decision for audit findings pertaining to the federal award provided to the subrecipient from the pass-through entity.

(4)(2) Subrecipient monitoring tools may include, but are not be limited to, the following:

(a) Training and technical assistance on program-related materials;

(b) An on-site or desk review audit of the subrecipient's records to verify the services being provided are within the scope of the funding being received and the subrecipient has an effective means of determining recipients are eligible for the services being provided. Allowability of services and eligibility will be monitored by examining one or more of the following items:

(i) Program records to review brochures and/or materials disseminated to the public;

(ii) Program forms to ensure they capture accurate program services and eligibility requirements; and

(iii) Case files, completed applications, service delivery documentation, and other program records and forms to determine the subrecipient is appropriately assessing eligibility criteria and the service delivery documentation is valid.

(c) An on-site or desk review audit of the subrecipient's records in order to provide reasonable assurance the cost of goods, services, and property are allowable, in accordance with applicable federal regulations and expenditures appear to be within the budget submitted for approval by examining one or more of the following items:

(i) Purchasing records or invoices to ensure expenditures are allowable, necessary, and reasonable;

(ii) Monthly expenditure reports to compare with the annual budget amounts to determine an appropriate level of spending and expenditures being charged against the fund are supported by an approved budget;

(iii) Invoices and budgets, in order to provide reasonable assurance that costs and charges are within the scope of allowable federal costs. The reviewer may interview management personnel and review procedure manuals, inventory, and
audit reports to ensure the subrecipient has effective control over and accountability for all funds, property, and other assets;

(iv) Financial records to assure accounting records identify the source of funds and provide for accurate division of charges and costs between federal and non-federal activities;

(v) Subrecipient's procedure manual or other operating policies to determine the subrecipient has an effective means of communication, internal control, and guidance for its employees to reasonably guard against the misuse of funds;

(vi) Quarterly/annual inventory reports to determine the subrecipient has a method for safeguarding assets to assure they are used solely for authorized purposes; and

(vii) Audit reports to determine compliance with any existing corrective action plan.

(c)(d) An on-site or desk review audit of the subrecipient's records in order to provide reasonable assurance the recipient has acquired goods and services in accordance with applicable state and federal regulations by examining one or more of the following items:

(i) Subrecipient's procurement policy or manual to determine whether the policy represents an acceptable level of internal control and is in accordance with federal procurement requirements;

(ii) A sampling of various transactions to ensure the policy is being followed; and

(iii) Codes of conduct and other policies regarding standards of ethical behavior for making procurements to assure practice of acceptable procurement principles.

(d)(e) An on-site or desk review audit in order to provide reasonable assurance reports are supported by underlying accounting or performance records and are submitted in accordance with the provisions of the subgrant agreement by examining the following items:

(i) Pass-through entities' records to assure timely receipt of required reports; and

(ii) Supporting documentation, for a sampling of reports to assure the accuracy and completeness of data and information included in the reports.

(2)(3) In accordance with the CFSA or WDA LWDB annual risk assessment review, as described in paragraph (F)(E) of this rule, and audit requirements, as described in paragraph (B)(5)(8) of this rule, subrecipient monitoring may also include evaluation of the following elements, as applicable.

(a) Cash management, in which the reviewer will provide reasonable assurance federal funds are drawn down only for immediate needs. The reviewer will examine a sampling of expenditures and requests for federal funds to determine an appropriate amount of time elapsed between transfers of funds to the subrecipient.

(b) Program income, in which the reviewer will provide reasonable assurance income is correctly earned, recorded, and used in accordance with the program requirements. The reviewer will examine a sampling of the subrecipient's records to determine income is properly recorded as earned and deposited as collected.

(c) Audit requirements, in which the reviewer will provide reasonable assurance the subrecipient has obtained required audits and has submitted and is in compliance with any corrective action plan resulting from said audits. The reviewer will examine the audit report and any existing corrective action plan and obtain documentation of compliance with the existing corrective action plan.

(3)(4) The CFSA or WDALWDB shall provide reasonable assurance that the subrecipient obtained any required audits and takes appropriate corrective action on audit findings.
(4)(5) Once the subrecipient monitoring is concluded, findings will be completed by the reviewer and signed by the director of the CFSA or WDALWDB or its designee. A copy will be mailed to the subrecipient, identifying any deficiencies.

(a) Should the reviewer discover deficiencies or noncompliance issues that may result in the misuse of federal funds, immediate action to correct those issues will occur. The CFSA or WDALWDB is responsible for recovering the funds for payment of expenditures not in compliance with grant regulations.

(b) The subrecipient will have sixty days from the issuance of the monitoring findings to develop an improvement plan for correction or resolution of any deficiencies or noncompliance issues that do not result in ineligible spending of federal funds. Failure of the subrecipient to submit and implement an improvement plan will constitute grounds for contract or subgrant agreement termination.

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Rule Amplifies: 5101.02
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Federal and state acquisition requirements

(1) Each county family services agency (CFSA) and workforce development agency (WDA) shall ensure that all purchases of services, supplies, and equipment funded by state or federal funds received from the Ohio department of job and family services (ODJFS) meet applicable federal and state statutes, regulations, rules, and office of management and budget (OMB) circulars A-102 and A-133 and 2 C.F.R. 225 200 and 45 C.F.R. 75, as in effect December 19, 2014. These requirements include, but are not limited to, Chapter 125. of the Revised Code, this chapter, and:

(a) 7 C.F.R. 3016.36 for the expenditure of food and nutrition service funds;
(b) 29 C.F.R. 95 when not-for-profit organizations expend department of labor (DOL) funds; and
(c) 29 C.F.R. 97 when governments expend DOL funds;
(d) 45 C.F.R. 74 when not for profit organizations expend department of health and human services (HHS) funds; and
(e) 45 C.F.R. 92 when governments expend HHS funds.

(2) This chapter contains a number of provisions from the applicable federal rules, but not all such provisions.

Acquisition standards

(1) Development of written standards

Each CFSA and WDA shall develop written acquisition standards. These acquisition standards shall comply with all applicable federal and state acquisition statutes, regulations, rules, and circulars. The written standards shall also contain all relevant requirements of the provisions of this chapter, including the requirements listed in rule 5101:9-4-07 of the Administrative Code.

(2) Application of standards

(a) The CFSA and WDA shall follow its written acquisition standards whenever making any acquisition funded in whole or in part by state or federal funds the CFSA or WDA received from ODJFS or county funds that are used to match state or federal funds received from ODJFS.

(b) The acquisition standards referred to in this rule and the requirements contained in this chapter do not apply to those acquisitions made exclusively with county funds that are not used to match state or federal funds received from ODJFS.

(c) These acquisition standards are also applicable to any sub-grantee entity of the CFSA or WDA that is funded in whole or in part by state or federal funds received from ODJFS or county funds used to match these state or federal funds.

(c) The acquisition standards referred to in this rule and the requirements contained in this chapter do not apply to those acquisitions made exclusively with county funds that are not used to match state or federal funds received from ODJFS.

(3) Assurances

(a) Each CFSA and WDA is legally responsible to ensure that all acquisitions funded in whole or in part by state or federal funds the agency received from ODJFS or funds used...
as the local match for these funds meet the acquisition standards established under this chapter.

(b) Each CFSA and WDA shall ensure that all of its employees involved in procurement activities know and comply with these acquisition standards.

(c) Each CFSA and WDA shall ensure that any sub-grantee entity or vendor contractor funded in whole or in part by state or federal funds received from ODJFS or county funds used to match those state or federal funds is aware of the requirements contained in paragraph (A) of this rule. The agency shall ensure that any grant agreement or contract, specify that any acquisition shall conform to these requirements.

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Statutory Authority: 5101.02
Rule Amplifies: 125.04, 329.04, 307.86
Prior Effective Dates: 9/12/05, 1/22/10
The Each county family services agency (CFSA) and workforce development agency (WDA) shall maintain a written code of standards of conduct covering conflicts of interest that will govern the performance and governing the performance of their officers and employees engaged in awarding, recommending, approving, monitoring, administering contracts, other purchases of goods and services, and grants. The CFSA and WDA are responsible for the conduct of agents who are not CFSA and WDA employees. For the purpose of this rule, an "agent" is anyone that is acting on behalf of an agency in awarding, recommending, approving, monitoring, administering contracts, other purchases of goods and services, and grants. The CFSA and WDA shall also ensure that this code governs the conduct of such agents.

The CFSA and WDA shall provide a copy of the written code standards of conduct to each employee or agent engaged in awarding or administering contracts and shall ensure that such employees and agents receive sufficient training to understand how to apply the written code standards of conduct.

The CFSA's and WDA's written code of standards of conduct shall at a minimum comply with both of the following federal and state requirements:

1. All provisions included in 7 C.F.R. section 3016.36 (b)(3), 2 C.F.R. 200.318, 2 C.F.R. 400.2(b), 29 C.F.R. section 97.36 (b)(3), and 45 C.F.R. 92.36 (b)(3) 45 C.F.R. 75.327(c); and
2. Sections 102.03, 102.04, Chapter 102. and sections 187.01, 2921.42, and 2921.43 of the Revised Code.

In addition to meeting the requirements of state and federal law listed in paragraph (C) of this rule, the CFSA's and WDA's written code of standards of conduct shall, at a minimum, include all of the following requirements and prohibitions.

1. The CFSA and WDA employees or agents shall not solicit or accept gratuities, favors, or anything of value, as defined in section 102.01 of the Revised Code from anyone doing business with or seeking to do business with, or regulated by the agency, including:
   (a) Contractors and potential contractors;
   (b) Vendors and potential vendors; and
   (c) Grantees and potential grantees.
2. The CFSA and WDA employees or agents shall not participate in the following contract, purchase, or grant related activities if a real, potential, or apparent conflict of interest could arise:
   (a) Selections;
   (b) Award recommendations;
   (c) Approval;
   (d) Monitoring; and
   (e) Administering contract, purchase, or grant.
3. A conflict of interest could arise when the entities listed in paragraphs (D)(3)(a) to (D)(3)(c) of this rule have a financial, personal, or other interest in the individual or company selected for the award of a contract, purchase, or grant in the following instances:
   (a) The employee or agent or any member of his or her immediate family as defined in division (D) of section 102.01 of the Revised Code;
   (b) The partner or business associate of the employee or agent; or
(c) Any person or organization that employs or is about to employ the employee or agent, a member of his or her immediate family, his or her partner or business associates.

(4) The written code of standards of conduct shall ensure that each CFSA and WDA employee or agent engaged in awarding, recommending, approving, or administering a CFSA and WDA contract, purchase, or grant receives a copy of the Ohio ethics commission's Ohio ethics law (Chapter 102. of the Revised Code). The written code of standards of conduct shall advise such employees and agents on the following information:

(a) How to obtain educational information related to Ohio ethics law;
(b) The identification of the contact person in the CFSA, WDA, or the prosecuting attorney's office for any employee who is unsure as to whether any particular course of conduct violates the requirements of the CFSA's or WDA's standards of conduct or Ohio's ethics law; and
(c) Employees/agents may discuss concerns on the telephone or obtain an advisory opinion from the Ohio ethics commission. The advice should be obtained before the employee engages in the conduct.

(5) CFSA and WDA employees are prohibited from selling or attempting to sell any goods or services to the Ohio department of job and family services (ODJFS), a county department of job and family services (CDJFS), a public children's services agency (PCSA), a child support enforcement agency (CSEA), a WDA, or a one-stop agency with whom they are employed or otherwise affiliated.

(6) CFSA and WDA employees are prohibited from soliciting or accepting employment from anyone doing business with such agencies unless the employee completely withdraws, with the agency's approval, from the CFSA or WDA activities regarding the party offering employment.

(7) CFSA and WDA employees and the employee's immediate family members and business associates are prohibited from benefiting from any contract, purchase, or grant authorized or approved by the CFSA and WDA unless all criteria established by section 2921.42 of the Revised Code are met.

(8) CFSA and WDA employees are prohibited from voting, authorizing, recommending, or in any other way using his or her position to secure approval of a CFSA and WDA contract, purchase, or grant in which any of the following have any interest:

(a) Employee;
(b) A member of the employee's immediate family; or
(c) Anyone with whom the employee has a business or employment relationship.

(9) CFSA employees, WDA employees, and previous employees that have left public employment for twelve months or less shall not act in a representative capacity, in any manner, before a public agency on behalf of any contractor or other person on any matter in which the employee personally participated in any of the following activities:

(a) Decisions;
(b) Approvals or disapprovals;
(c) Recommendations; or
(d) Other substantial exercise of administrative discretion.

(10) Any contractor or grantee acting on behalf of the CFSA or WDA is prohibited from activities that could result in violations of this rule. A contractor, grantee, individual, company, or organization seeking a contract or grant or seeking to sell goods or services to a CFSA and WDA shall not:

(a) Promise or give to any CFSA and WDA employee anything of value, including employment or promise of employment within the scope of his or her job duties; nor
(b) Ask a CFSA and WDA employee to violate any of the code of standards of conduct requirements.

(11) A CFSA and WDA shall reserve the right to exercise civil remedies against a contractor that violates paragraph (D)(10) of this rule. Any contractor, sub-grantee, or potential contractor or potential sub-grantee who violates the requirements and prohibitions of paragraph (C)(2) or (D)(10) of this rule or section 102.03, 102.04, or 2921.42 of the Revised Code is subject to the following actions:

(a) The CFSA and WDA may refuse to enter into a contract;
(b) Contract termination; or
(c) Prosecution.

(12) Employees, contractors, and sub-grantees who violate section 102.03, 102.04, 2921.42, or 2921.43 of the Revised Code the prohibitions or requirements in paragraph (C)(2) of this rule may be prosecuted for criminal violations.

(13) The signature of any CFSA and WDA employee on the following documents shall be considered to be a certification that he or she has complied with the requirements and prohibitions of this rule:

(a) Requisitions;
(b) Invoices; and
(c) Documents requesting or approving the purchase of or payment for goods and services.

(E) When a CSFA or WDA employee, agent, or contractor violates the code of standards of conduct, the CFSA and WDA shall enforce the requirements contained in the agency's written code of standards governing the following:

(1) Penalties;
(2) Sanctions; and
(3) Disciplinary actions including suspensions and removal.

(F) All CFSA and WDA contracts and grants shall contain the following provisions:

(1) The contractor or grantee shall not promise or give to any CFSA or WDA anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties;

(2) The contractor or grantee agrees that it shall not solicit a CFSA or WDA employee to violate the county agency's code of standards of conduct or section 102.03, 102.04, 2921.42, or 2921.43 of the Revised Code prohibitions or requirements in paragraph (C)(2) of this rule; and

(3) The contractor or grantee shall not engage in direct or indirect conflicts of interest.

(G) The CFSA and WDA contract or grant shall also include the following:

(1) A certification by the contractor or grantee that it is in compliance with and will maintain compliance with the requirements described in of sections 102.03, 102.04, 2921.42, and 2921.43 of the Revised Code paragraph (C)(2) of this rule;

(2) Portions of the CFSA's and WDA's code of standards of conduct applicable to contractors and grantees; and

(3) A provision stating that the contractor or grantee shall promptly notify the CFSA and WDA of any newly arising conflicts of interest or potential violations of state ethics law.

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The county family services agency (CFSA) and workforce development agency (WDA) shall make efforts to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms when they are potential resources for supplies, equipment, construction, and services as established in 7 C.F.R. 3016.36, 45 C.F.R. 92.36, and 29 C.F.R. 97.362 C.F.R. Part 200.321. These efforts include:

(A) Placing qualified small and minority businesses, and women's business enterprises on solicitation lists, and assuring that those businesses are solicited whenever they are potential resources.

(B) Dividing total requirements into small tasks or quantities to permit maximum small and minority businesses and women's business enterprises participation when economically feasible. When tasks are divided to allow small businesses and women's business enterprises to compete, the separation cannot be done to avoid competitive bidding requirements.

(C) Establishing delivery schedules to encourage participation by small and minority businesses, and women's business enterprises where the requirement permits.

(D) Using the services and assistance of the small business administration, the office of minority business development agency of the U.S. department of commerce, the community services administration, and other entities, as appropriate.

(E) Requiring the prime contractor to take affirmative steps as listed in paragraphs (A) to (D) of this rule if any subcontracts are to be let.

(F) Encouraging small and minority-owned businesses and women's business enterprises to contract with consortiums of small business and minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.

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FAPMTL 325

Effective Date: July 6, 2015
Most Current Prior Effective Date: January 30, 2012

(A) General purpose and applicability

(1) County family services agencies (CFSAs) and local workforce innovation and opportunity act (WIOA) areas may enter into procurement contracts to acquire goods and services for the administration of a federal program. Where applicable, local WIOA areas shall include workforce development agencies (WDAs). This rule establishes general procurement and contract requirements for CFSAs and local WIOA areas. Specific methods of procurement are outlined in rule 5101:9-4-07.1 of the Administrative Code.

(2) Subgrant agreements funded in whole or in part with federal funds do not represent acquisitions and are not subject to the requirements contained in this rule providing that such relationships are documented between the entities. CFSAs and local WIOA areas shall inform sub-grantees of applicable procurement requirements in any contract or other applicable types of agreements used in awarding the contract or grant.

(3) Unless applicable local requirements are more restrictive, acquisitions that are made in whole or in part with federal funds, including instances where state or county funds are used as match for state/federal funds, CFSAs and local WIOA areas shall procure pursuant to rule 5101:9-4-02 of the Administrative Code and the federal requirements set forth in this rule.

(a) Pursuant to section 307.86 (D) of the Revised Code, acquisitions made under section 329.04 of the Revised Code are exempt from state competitive bidding requirements. However, acquisitions made under section 307.86 of the Revised Code are not exempt from applicable federal requirements, including those referenced in this rule.

(b) Acquisitions listed that are procured with federal block grants authorized by the Omnibus Budget Reconciliation Act of 1981 and the Child Care and Development Block Grant of 1990, as amended, are excluded from the requirements of this rule. However, CFSAs and local WIOA areas shall adhere to state and local standards of acquisition.

(B) General procurement requirements

The following are general procedural requirements applicable to all procurements unless deemed exempt:

(1) Contract cost and price analysis

(a) CFSAs and local WIOA areas shall perform a cost or price analysis in connection with every procurement action in excess of one hundred and fifty thousand dollars, including contract modification. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point the CFSA and local WIOA area must make independent estimates before receiving bids or proposals. The CFSA and local WIOA area must maintain written documentation to support any procurement action based on cost or price analysis.

(i) A cost analysis shall be performed when the bidder is required to submit elements of the estimated cost, (e.g., under professional consulting and architectural engineering services contracts.) A cost analysis is the verification of proposed cost data and projections of the data, and the evaluation of the specific elements of costs and profits. A cost analysis will be necessary when adequate price competition is lacking. A cost analysis will also be necessary for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of catalog or market price of
commercial product sold in substantial quantities to the general public; or based on prices set by law or regulation.

(ii) A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.

(b) CFSAs and local WIOA areas shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed; the risk borne by the contractor; the contractor's investment; the amount of subcontracting; the quality of its record of past performance; and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with federal cost principles. CFSA's and local WIOA areas may reference their own cost principles that comply with the applicable federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

(2) Competition

All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of 45 C.F.R. 75.327 to 75.335 (U.S. department of health and human services (HHS)), and 2 C.F.R. 200.319 (U.S. department of labor (DOL) and U.S. department of agriculture (USDA) food and nutrition service (FNS). In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(a) Placing unreasonable requirements on firms in order for them to qualify to do business;
(b) Requiring unnecessary experience and excessive bonding;
(c) Non-competitive pricing practices between firms or between affiliated companies;
(d) Non-competitive awards to consultants that are on retainer contracts;
(e) Organizational conflicts of interest;
(f) Specifying only a "brand name" product instead of allowing an "equivalent" product to be offered and describing the performance of other relevant requirements of procurement; and
(g) Any arbitrary action in the procurement process.

(3) Selection procedures

All CFSAs and local WIOA areas shall have written selection procedures for all procurement transactions.

(a) Written procedures must ensure that all solicitations:

(i) Incorporate a clear and accurate description of the technical requirements for the materials, products or services to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of technical requirements, a "brand name or equivalent" description
may be used as a means to define the performance or other salient requirements of procurement. The specific features of the brand name which must be met by bidders must be clearly stated.

(ii) Identify all requirements that the bidder must fulfill and all other factors to be used in evaluating bids or proposals.

(b) CFSAs and local WIOA areas shall ensure that all pre-qualified lists of persons, firms or products, which are used in acquiring goods and services, are current and include enough qualified sources to ensure maximum open and free competition. CFSAs and local WIOA areas must not preclude potential bidders from qualifying during the solicitation period.

(c) CFSAs and local WIOA area procedures shall include a review of proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, the CFSA and local WIOA area shall conduct an analysis of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach. Breaking out procurements should only be done to obtain a more economical price and shall not be done to avoid procedural requirements.

(4) Non-profit agencies for persons with severe disabilities

(a) If permissible under federal law for procurements involving federal funds, then before determining which method of procurement to use, CFSAs and local WIOA areas shall determine whether a product or service is on the procurement list for products and services provided by persons with severe disabilities as described in section 4115.33 of the Revised Code. If the product or service is on the procurement list and is available within the period required by that agency, the agency must procure the product or service at the price established by the state use committee from a qualified nonprofit agency.

(b) If the provision of the product or service cannot be made in either the time period required or in the amount specified by the agency, the CFSAs and local WIOA areas may pursue a method of procurement outlined in rule 5101:9-4-07.1 of the Administrative Code.

(5) Geographic preference

(a) For purchases made in whole or in part with federal funds, or with state or local funds required for match, CFSAs and local WIOA areas shall conduct procurement in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in paragraph (B) of this rule preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(b) When only state and/or local funds are used for a purchase, the board of county commissioners, by resolution, may adopt the model system of preferences for products mined or produced in Ohio and for Ohio-based contractors (formerly "Buy-Ohio"). The resolution shall specify the class or classes of contracts to which the system of preferences apply. While the system of preferences is in effect, no county officer or employee shall award a contract in violation of the preference system.

(6) Debarment and suspension

(a) CFSA and local WIOA area procedures shall include requirements to ensure that no contracts are entered into with or purchases made from a person or entity which is debarred or suspended or is otherwise ineligible for participation in federal assistance programs under executive orders 12549 and 12689, debarment and suspension, and
other applicable regulations and statutes, including 2 C.F.R. parts 180, 200, and 417, 29 C.F.R. part 98, and 45 C.F.R. part 75.

(b) CFSA and local WIOA area procedures shall also include provisions that purchases will be made in conformance with section 9.24 of the Revised Code which prohibits the awarding of contracts, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the auditor of state on or after January 1, 2001, if the finding for recovery is unresolved.

(7) Monitoring
CFSA and local WIOA areas shall maintain a contract administration system that ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(C) General contract requirements

CFSA and local WIOA area contracts shall contain the following provisions:

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. This applies to all contracts for more than the simplified threshold of one hundred and fifty thousand dollars.

(2) Termination for cause and for convenience by the CFSA and local WIOA area including the manner by which it will be effected and the basis for settlement. This applies to all contracts in excess of ten thousand dollars.

(3) Compliance with executive order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by executive order 11375 of October 13, 1967, and as supplemented in DOL regulations (41 C.F.R. chapter 60). This applies to all federally assisted construction contracts awarded in excess of ten thousand dollars by CFSA and local WIOA areas and their contractors or sub-grantees.


(5) Compliance with the Davis-Bacon Act as amended (40 U.S.C. 3141-3148) as supplemented by DOL regulations (29 C.F.R. part 5). This applies to all construction contracts in excess of two thousand dollars.

(6) Compliance with sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) as supplemented by DOL regulations (29 C.F.R. part 5).

(7) Compliance with "Rights to Inventions" clause 37 C.F.R. part 401 pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

(8) Access by the Ohio department of job and family services (ODJFS), the CFSA and the local WIOA area, the federal grantor agency, the comptroller general of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

(9) Compliance with all applicable standards, orders, or requirements issued pursuant to the Clean Air Act as amended (42 U.S.C. 7401-7671) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). This is applicable with any contract in excess of one hundred and fifty thousand dollars.

(10) Financial, programmatic, statistical, and recipient records and supporting documents must be retained for a minimum of three years after the submittal of the final expenditure report for the grant or as otherwise provided by any minimum retention requirements specified by applicable state or federal law. If any litigation, claim, negotiation, audit or other action involving the records
has started before the expiration of the three-year period, the records must be retained until the
completion of the action and resolution of all issues that arise from it, or until the end of the
regular three-year period, whichever is later.

(11) Certification that a contractor has not and will not use federal funds to pay for any lobbying
activities as defined in the Byrd Anti-lobbying Amendment (31 U.S.C. 1352). Certification is
required for contractors that apply or bid for an award of $100,000 or more.

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9/12/05, 10/30/06, 1/30/12
(A) General purpose

Unless applicable local requirements are more restrictive, county family services agencies (CFSAs) and local Workforce Innovation and Opportunity Act (WIOA) areas shall use one of the following procurement methods when acquiring goods and/or services paid for in whole or part with federal funds.

(B) Procurement methods

(1) Micro-purchases

(a) CFSAs or local WIOA areas may acquire by micro-purchase any supplies or services in which the aggregate dollar amount does not exceed the micro-purchase threshold of three thousand dollars (or two thousand dollars in the case of acquisitions for construction pursuant to the Davis-Bacon Act as supplemented by department of labor regulations in 29 C.F.R. part 5) as set by the federal acquisition regulation at 48 C.F.R. subpart 2.1.

(b) Micro purchases may be awarded without soliciting quotes for acquisitions of supplies or services if:

(i) Price is considered reasonable; and

(ii) To the extent practical, micro-purchases are distributed equitably among qualified suppliers.

(2) Small purchase procedure

(a) For purchases where price is the overriding factor and which involve standardized products or services (e.g., office equipment and supplies) and where the aggregate acquisition costs are greater than the micro-purchase threshold but do not exceed the small purchase threshold (currently set at one hundred fifty thousand dollars for purchases involving U.S. department of health and human services (HHS) and U.S. department of labor (DOL) funds and U.S. department of agriculture (USDA) food and nutrition service funds (FNS)), CFSAs and local WIOA areas may use relatively simple and informal procurement methods by obtaining price or rate quotations from an adequate number of qualified sources but not less than three sources, if available.

(b) For purchases where price is not the overriding factor but are relatively simple and straightforward purchases that are greater than the micro-purchase threshold but do not cost more than the small purchase threshold, and where relative quality and performance must be evaluated (e.g., consultant services), CFSAs and local WIOA areas shall seek proposals from an adequate number of qualified sources, but not less than three sources if available. CFSAs and local WIOA areas shall maintain a list of qualified sources from which to solicit proposals, and the list shall include qualified sources that have expressed an interest in providing products or services to the CFSA or local WIOA area. The CFSA and local WIOA area must identify and document the evaluation factors and their relative importance. Awards will be made to the responsible source whose proposal is most advantageous to the program, with price and other factors considered.

(3) Competitive sealed bidding

(a) CFSAs and local WIOA areas shall use competitive sealed bidding (formal advertising) under the following conditions:
A complete, comprehensive, and realistic specification or purchase description is available;

Two or more responsible bidders are willing and able to compete effectively for the business; and

The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(b) CFSAs and local WIOA areas shall adhere to the following procedural requirements in administering competitive sealed bidding (formal advertising):

(i) The invitation to bid (ITB) will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;

(ii) The ITB which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;

(iii) All bids will be publicly opened at the time and place prescribed in the ITB;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of and any or all bids may be rejected if there is a sound documented reason; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(4) Competitive proposals

(a) CFSAs and local WIOA areas shall use competitive proposals when the conditions are not appropriate for the use of competitive sealed bidding, micro-purchases, small purchases, or non-competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, either a fixed price or cost reimbursement type contract is awarded, and the following conditions are met:

(i) The complex and technical nature of the procurement cannot be described in bid specifications; and

(ii) It is logical to award a contract on factors other than price.

Evaluation factors other than price can only be used when they are clearly explained in the purchasing agency's request for proposal (RFP).

(b) CFSAs and local WIOA areas shall comply with the following procedural requirements in administering competitive proposal procurements, commensurate with the scope and complexity of the acquisition:

(i) Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical.

(ii) Proposals will be solicited from an adequate number of qualified sources.

(iii) CFSAs and local WIOA areas will have a method for conducting technical evaluations of the proposals received and for selecting awardees. A technical evaluation is a review to verify that the technical requirements contained in the request for proposals are met.

(iv) Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
CFSAs and local WIOA areas may use competitive proposal procedures for qualification based procurement of architectural/engineering (A/E) professional services whereby competitor's qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

If after solicitation of an adequate number of qualified sources, CFSAs or local WIOA areas determine that competition is inadequate resulting in a failed competitive procurement, CFSAs or local WIOA areas may use a small purchase procurement method as detailed in paragraph (B)(2) of this rule. In this instance, the CFSA or local WIOA area has completed a legitimate and reasonable competitive procurement.

(5) Noncompetitive procurement methods

(a) CFSAs and local WIOA areas may use noncompetitive procurement methods only when the award of a contract is infeasible under the micro-purchasing threshold, small purchase procedure, competitive sealed bidding or competitive proposals, and one of the following conditions applies:

(i) The item is available only from a sole source. This type of noncompetitive proposal means only one source exists for the goods or services being procured; an example being the procurement of proprietary products. Business justification or long-term relationships with a particular contractor does not constitute justification as sole source procurement. Sole source procurements do not require prior approval.

(ii) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. This type of noncompetitive procurement is mainly reserved for emergencies caused by natural disasters. Public exigency or emergency procurements do not require prior approval.

(iii) The federal awarding agency or ODJFS authorizes noncompetitive procurements.

(iv) The purchases are for equipment or services where the prices are established by law for technical equipment requiring standardization and interchangeability of parts with existing equipment.

(b) Noncompetitive proposals require the mutual discussion and arrangement of terms of a transaction or agreement for the purpose of arriving at a common understanding of contract essentials such as technical requirements, schedules, prices, and terms. From any noncompetitive proposal in excess of the small purchase threshold, written documentation must be included in the records to show why a noncompetitive proposal was used instead of competitive sealed bidding. Such justification must include the following items:

(i) Copies of the public advertisements;

(ii) A list of providers contacted;

(iii) Copies of all letters received from prospective bidders or respondents, including those indicating a bidder's lack of interest in competing for the contract;

(iv) Any other materials which would justify the agency's use of noncompetitive procurement methods; and

(v) Cost analysis, the projections of the data, and the evaluation of the specific elements of costs and profit. Independent estimates must be made before receiving bids or proposals.
Special circumstances

(1) State purchasing contracts

(a) Purchases may be made by CFSAs and local WIOA areas under state purchasing contracts. Because the state completes competitive procurement, purchases made through state purchasing contracts that meet all of the requirements contained in section 125.04 of the Revised Code are not subject to the requirements contained in paragraphs (B)(1) to (B)(4) of this rule.

(b) An agency cannot access state purchasing contracts when competitive bidding by the county has already occurred unless the state purchasing contract has the same terms, conditions, and specifications at a lower price.

(c) To participate in state purchasing contracts, a certified copy of a resolution by the board of county commissioners must be filed with the department of administrative services (DAS) office of state purchasing. The resolution must request that the agency be authorized to participate in the purchasing contracts, agree that the agency is bound by terms and conditions set by DAS, and agree that the agency will directly pay the contractor under each purchase contract.

(d) A CFSA or local WIOA area may also use the price contained in a state purchasing contract in other competitive selection procedures performed pursuant to this rule.

(2) State term schedules

State purchasing contracts are not to be confused with state term schedules, which are non-competitive schedules of products or services and shall be treated only as a pre-qualified vendor contractor list. State term schedules do not represent competitive procurement. Purchases made by a CFSA or local WIOA area using the state term schedule to obtain a pre-qualified vendor list must follow the requirements contained in paragraphs (B)(1) to (B)(4) of this rule.

(3) Foster care maintenance purchases and child welfare service purchases

(a) Purchases for foster care placement services that include public and private agency foster homes, group homes, children's residential centers, residential parenting facilities, adoption services and other services performed by a public children services agency (PCSA) in the discharge of its duties under Chapter 5153. of the Revised Code, including services on behalf of a child in the custody of a PCSA and purchases made pursuant to rule 5101:2-47-23.1 of the Administrative Code, will generally be considered to follow the small purchase procedures or noncompetitive proposals of this rule when they are purchased for individually specific cases. The need for these purchases shall be documented by the PCSA in records that support each case.

(b) When purchasing case specific services other than foster care placement and adoption services, and where there are contractors in close proximity providing substantially similar services, and who are equally qualified to meet the service need presented; the PCSA shall document that the process of awarding the contract was done in a manner that demonstrates that a cost comparison of the contractors has been performed.

(c) A PCSA may not establish an exclusive or preferential relationship with foster care maintenance providers, adoption services providers, or other service contractors to the exclusion of all other foster care maintenance providers, adoption service providers or service contractors, with the exception of those relationships resulting from the competitive means as described in this rule. In addition to following such procurement procedures, the PCSA shall also document the reasons for seeking an exclusive relationship with the foster care maintenance provider, adoption service provider, or service vendor. Such documentation shall include a demonstration that the foster care maintenance provider, adoption service provider, or service contractor is qualified to meet the needs of all children and families who will receive services from the provider or
vendor, and provide assurances that no child or family will be denied services due to the exclusive nature of the relationship with the foster care maintenance provider, adoption service provider, or service contractor.

(d) Procurements of goods and services made by a PCSA shall conform to the requirements of this rule. This includes the purchase of child welfare services that benefit children and families that are not purchased in response to a specific case need. Examples of such services include, but are not limited to, outreach and recruitment campaigns; promotional items; training for staff, adoptive families, and foster parents; master contracts for home studies from third parties; visitation center leases; child abuse prevention campaigns; and foster parent liability insurance master contracts.

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A public children services agency (PCSA) may claim costs for contractually purchased services incurred for allowable Title IV-E activities. Unlike other Title IV-E administration and training costs, which are claimed via random moment sample time study and calculated through a cost pool, Title IV-E contract costs are claimed as direct costs. All contract costs are established prior to contract execution.

A PCSA shall report the following types of Title IV-E contract costs as direct costs:

1. Recruitment, study and certification of persons desiring to be foster parents;
2. Recruitment, study, and supervision of persons desiring to be adoptive parents;
3. Training of PCSA staff and short-term training of current or prospective foster or adoptive parents;
4. Transportation of foster children (transportation of foster children is limited to transportation provided by those other than foster parents; the cost of transportation by foster care parents is included in the foster care maintenance payment);
5. Contracted services for eligibility determination; and
6. Services of a prosecutor or private counsel.

The Ohio department of job and family services (ODJFS) calculates federal financial participation (FFP) for each contract type on a county specific basis. ODJFS calculates the FFP quarterly. In some instances, the amount of the FFP paid will reflect apportionment of the amount paid to the vendor, provider, or PCSA sub-grantee by the applicable Title IV-E eligibility ratio prior to the computation of the actual federal share.

A PCSA shall report Title IV-E contract costs for reimbursement on the JFS 02820 "Children Services Quarterly Financial Statement" as described in rule 5101:9-7-29 of the Administrative Code. ODJFS will reimburse the PCSA based on the quarterly FFP.
(A) Each CFSA and WIA area shall develop a written policy for the reimbursement of the costs of CFSA and WIA area assets that complies with state, federal, and local requirements. The CFSA and WIA area shall follow the state and federal requirements unless local requirements are more restrictive. The policy shall:

1. Include asset classification standards and a useful life schedule;
2. Be consistent with the practices:
   (a) Reflected in capital asset accounting policies used in preparing financial statements under generally accepted accounting principles (GAAP); or
   (b) For entities producing cash-basis or other types of financial statements, the GAAP-based accounting policies used in establishing a reasonable useful life schedule for capital assets for use in establishing federal reimbursement claims; and
   (c) That meet requirements for reasonableness, allowability, and allocability as outlined in office of management and budget (OMB) 2 C.F.R. part 200, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards."

(B) A CFSA or a WIA area may adopt the written policy of the county auditor when the county auditor's policy is, at a minimum, as restrictive as the federal requirements. When a WIA area is composed of workforce development agencies from multiple counties, the WIA area shall follow the most restrictive of state, federal, and local requirements when seeking federal or state reimbursement for an asset.

(C) Expensing and depreciation are the methods of asset reimbursement that CFSA and WIA areas can utilize for claiming federal financial participation. A CFSA or WIA area's claim for reimbursement of capital assets must be based upon useful life and relative benefit to the federal program(s). Assets which are not capital assets may be expensed.

1. Capital asset means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized at five thousand dollars, unless the local area has a more restrictive capitalization threshold. Capital assets include:
   (a) Land, buildings (facilities), equipment, and intellectual property, including software, whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
   (b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life, not ordinary repairs and maintenance.

2. Equipment means tangible personal property, including information technology systems, having a useful life of more than one year and a per-unit acquisition cost which are capitalized at five thousand dollars, unless the local area has a more restrictive capitalization threshold.

3. Supplies mean all tangible personal property other than those defined as equipment. A computing device is a supply if the acquisition cost is less than five thousand dollars or the local area’s more restrictive capitalization threshold, regardless of the length of its useful life.

(D) Expensing.

1. An item with an acquisition cost of less than five thousand dollars is considered a supply and may be claimed as a direct or indirect cost (expense) and expensed during the accounting period. Unless local requirements are more restrictive, when seeking federal reimbursement for the costs of an asset with an acquisition cost of five thousand dollars or more, the cost shall be
recovered through depreciation as an indirect cost. The only exception to the capitalization threshold is established in paragraph (D)(2) of this rule and applies to equipment that will only benefit programs supported solely by United States department of labor (DOL) funds in WIA areas that are not covered by more restrictive local requirements.

(2) A local WIA area may direct charge equipment with an acquisition cost of more than five thousand dollars as an expense with prior written approval from the Ohio department of job and family services (ODJFS).

(a) A local area shall request such approval by submitting a completed JFS 01994 "Request for Approval to Direct Charge Workforce Investment Act (WIA) Area Funds for Equipment" (3/2009). The ODJFS review criteria include the following items:

(i) The existence of any local requirements, either at the WIA area or at the county level if the WIA area is acting on behalf of a county workforce development agency.

(ii) The purchase of the equipment must meet the standard federal guidelines of reasonableness and allowability.

(iii) The proposed methodology of allocating the costs between the adult, dislocated, and youth grants, and any administration costs must ensure the grants are charged in accordance with relative benefits received.

(iv) All supporting documentation required on the JFS 01994.

(3) ODJFS will provide additional guidance on a case-by-case basis for approved requests to expense and direct charge the cost of equipment, including timing of the direct charge and reporting of the expenditure.

(E) Depreciation.

Depreciation is the method for allocating the cost of fixed assets to periods benefitting from asset use. The CFSA or WIA area may be reimbursed for the use of its buildings, capital improvements, equipment, and software projects capitalized in accordance with generally accepted accounting principles (GAAP) provided they are used for allowable activities and properly allocated to the proper federal awards according to the ODJFS cost allocation plan (CAP) and federal cost principles established in 2 CFR 200. Actual reimbursement costs must be determined by calculating depreciation by applying the following rules.

(1) The calculation of depreciation must be based on the acquisition cost of the assets involved. Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. For an asset donated to the CFSA or WIA area by a third party, its fair market value at the time of the donation must be considered as the acquisition cost. Such assets may be depreciated or claimed as matching, where allowable, but not both. The calculation of depreciation shall exclude:

(a) The cost of land;

(b) Any portion of the cost of buildings and equipment borne or donated by the federal government irrespective of where the title was originally vested or where it is presently located;

(c) Any portion of the cost of buildings and equipment contributed by or for the CFSA or WIA area or where law or agreement prohibits recovery; and

(d) Any asset acquired solely for the performance of a non-federal award.

(2) In addition to the provisions in paragraph (A)(2) of this rule, in determining the useful life of assets that may be claimed for federal reimbursement, the following factors must be considered:

(a) Type of construction;

(b) Nature of the equipment used;
(c) Technological developments in the particular area;
(d) Historical usage data; and
(e) The renewal and replacement policies followed for the individual items or classes of assets involved.

(3) The straight-line method of depreciation is presumed to be the appropriate method of depreciation unless the CFSA or WIA area presents clear evidence indicating that the expected consumption of the asset will be significantly greater in the early portions than in the later portions of its useful life.

(4) The CFSA or WIA area may not change depreciation methods unless approved in advance by ODJFS. The CFSA or WIA area may not change an accounting estimate to shorten the useful life of a building being claimed for federal reimbursement unless approved in advance by ODJFS. The CFSA or WIA area shall submit all requests to change the method of depreciation to the ODJFS fiscal supervisor. All requests shall include no less than the following information:
   (a) The useful life of the item;
   (b) The history of the method of costing that has been used for the life of the asset; and
   (c) The reasoning behind the request to change the asset reimbursement method.

(5) The CFSA or WIA area has two options for cost recovery when the depreciation method is used for buildings.
   (a) The entire building (i.e., the shell and all components) may be treated as a single asset and depreciated over a single useful life; or
   (b) The building may be divided into multiple components and each component depreciated over its estimated useful life. The building components must be grouped into three general components of a building:
      (i) Building shell, including construction and design costs;
      (ii) Building services systems (e.g., elevators, HVAC and plumbing); and
      (iii) Fixed equipment (e.g. casework, fume hoods, etc.).

(6) The CFSA or WIA area may not depreciate any assets that have outlived their depreciable lives. However, other related costs such as maintenance and insurance may be allowable.

(7) The CFSA or WIA area must ensure that charges for depreciation are supported by adequate property records. The agency must:
   (a) Perform a physical inventory of assets at least once every two years to ensure that the assets exist and are usable, used, and needed; and
   (b) Maintain depreciation records indicating the amount of depreciation taken each period.

(8) When the CFSA or WIA area is converting to the depreciation method from the use allowance method, depreciation must be computed as if the asset had been depreciated over its entire life (i.e., from the date the asset was acquired and ready for use to the date of disposal or withdrawal from service). The total amount of use allowance and depreciation for an asset (including imputed depreciation applicable to periods prior to the conversion from the use allowance method as well as depreciation after the conversion) may not exceed the total acquisition cost of the asset.

(9) The CFSA or the WIA area shall report the appropriate amount in accordance with rule 5101:9-7-29 of the Administrative Code in order to receive reimbursement for assets by using the depreciation method.

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(A) The county family service agency (CFSA) and workforce development agency (WDA) shall follow federal, state, and local regulations when seeking federal financial participation (FFP) for the costs associated with the rental or lease of property and/or equipment. The costs must be necessary and reasonable for proper and efficient performance and administration of the specific program financing the cost and must be in compliance with 2 C.F.R. part 225 and generally accepted accounting principles (GAAP).

(B) Rental/lease costs of property and/or equipment are allowable to the extent that the rates are reasonable. In determining reasonability, the CFSA or WDA shall research rental/lease costs of comparable property, and/or equipment to ensure costs are allowable to the extent that the rates are reasonable and giving consideration is given to each of the following factors:

1. Available alternatives;
2. Comparable property, if available;
3. Area market conditions; and

4. The type, life expectancy, condition, and value of the property being leased.

CFSA and WDA shall review rental/lease agreements periodically to determine if circumstances have changed and other options are available.

(C) Specific requirements for special lease/rental agreement types

1. Sale and leaseback agreements.

A sale and leaseback agreement is one under which one party sells property to a buyer and the buyer immediately leases the property back to the seller. While it is acknowledged that an increase in rental costs may result from a change in ownership, the allowable claim to federal programs cannot exceed the amount allowable prior to the sale and leaseback arrangement. Rental/lease costs are allowable only up to the amount that would be allowed had the governmental unit/non-federal entity continued to own the property. Examples of the types of costs included in the calculation of allowable costs are provided in paragraph (C)(4) of this rule.

2. Less-than-arm's-length lease agreements. For this purpose, a less-than-arm's-length lease is when one party to the lease agreement is able to control or substantially influence the actions of the other. Rental/lease costs are allowable only up to the amount that would be allowed had the title to the property been vested in the governmental unit. Examples of the types of costs included in the calculation of allowable costs are provided in paragraph (C)(4) of this rule. Such leases include, but are not limited to, those between the following entities:

(a) Divisions of a governmental unit the non-federal entity;
(b) Governmental units The non-federal entity under common control through common officers, directors, or members, as in a lease between a county agency and a board of county commissioners; and
(c) To the extent otherwise allowable, a governmental unit The non-federal entity and a director, trustee, officer, or key personnel of the governmental unit non-federal entity or
his/her immediate family as defined in 2 CFR 200.465, either directly or through corporations, trusts, or similar arrangements in which they hold a controlling interest.

(3) Capital lease agreements.

A capital lease agreement is a lease that is required to be treated as a capital lease under generally accepted accounting principles (GAAP). A capital lease at its inception meets one or more of the following four criteria as detailed in "Financial Accounting Standards Board Statement 13":

(a) The following provisions of GAAP, as outlined in "Financial Accounting Standards Board Statement 13," must be used to determine whether a lease is a capital lease:

(a)(i) The CFSA or WDA obtains the title to the property/equipment by the end of the lease term; or

(b)(ii) The CFSA or WDA has an option to purchase the property/equipment at a bargain purchase price at the end of the lease term. A bargain purchase option only exists if the purchase price is significantly below market value; or

(c)(iii) The lease term (including initial term and renewal options) is equal to seventy-five per cent or more of the estimated useful economic life of the lease property/equipment. However, if the beginning of the lease term falls within the last twenty-five per cent of the total estimated useful life of the leased property including earlier years of use, this criterion shall not be used to determine classification of the lease; or

(d)(iv) The present value at the beginning of the lease term of the minimum lease payment, excluding that portion of the payments representing executory costs, equals or exceeds ninety per cent of the excess of the fair value of the leased property/equipment. The portion of the payments representing executory costs such as insurance, maintenance, and taxes including profit are excluded from the present value calculation. However, if the beginning of the lease term falls within the last twenty-five per cent of the total estimated useful life of the leased property including earlier years of use, this criterion shall not be used to determine classification of the lease. The portion of the payments representing executory costs such as insurance, maintenance, and taxes including profit are excluded from the present value calculation.

Rental/lease costs are allowable only up to the amount that would be allowed had the governmental unit purchased the property on the date the lease agreement was executed. Examples of the types of costs included in the calculation of allowable costs are provided in paragraph (C)(4) of this rule.

(v) However, if the beginning of the lease term falls within the last twenty-five per cent of the total estimated useful life of the leased property including earlier years of use, the criterion in paragraphs (C)(3)(a)(iii) and/or (C)(3)(a)(iv) of this rule shall not be used to determine classification of the lease.

(b) Rental/lease costs are allowable only up to the amount that would be allowed had the non-federal entity purchased the property on the date the lease agreement was executed. Examples of the types of costs included in the calculation of allowable costs are provided in paragraph (C)(4) of this rule.

(4) Calculation of allowable rental/lease costs under the special lease/rental types in this paragraph include expenses such as:

(a) Depreciation as defined in rule 5101:9-4-10 of the Administrative Code or use allowance;

(b) Maintenance costs of keeping the property in efficient operating condition. These costs are not allowable if included in the rental agreement or result in an increase in the property's permanent value;
(c) Taxes; and

(d) Insurance.

(D) The rental of any property owned by any individuals or entities affiliated with the non-federal entity, including commercial or residential real estate, for purposes such as the home office workspace is unallowable.

Effective: 02/21/2015
Certification: CERTIFIED ELECTRONICALLY
Date: 02/10/2015
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
Assets

Personal property acquired in whole or in part with federal funds must be disposed of in compliance with 2 C.F.R. part 225, 7 C.F.R. part 277, 29 C.F.R. part 97, and 45 C.F.R. part 92 and part 9575 and section 307.12 of the Revised Code in accordance with state and local requirements. The most restrictive regulations shall apply.

(A) The county agency must notify the board of county commissioners for disposal of an asset when one of the following apply:

(1) The loss of the asset was claimed for federal financial participation (FFP);
(2) The asset is not needed by the county agency for public use; or
(3) The asset is obsolete or unfit for the use for which the county agency acquired it.

(A) Unused supplies exceeding five thousand dollars in total aggregate value and/or equipment with a current per unit fair market value in excess of five thousand dollars no longer used for any federal award, may be used on other activities or sold. In either case, the federal government shall be compensated.

(1) The current market value or proceeds from the sale is multiplied by the non-federal entity's percentage of participation in the cost of the original purchase, equals the amount compensated to the federal government.

(2) If equipment or supplies are sold, the non-federal entity may deduct and retain from the federal share five hundred dollars or ten per cent of the proceeds, whichever is less, for its selling and handling expenses.

(B) Unused supplies with a total aggregate value of five thousand dollars or less, or items of equipment with a current per unit fair market value of five thousand dollars or less, may be retained, sold or otherwise disposed of with no further obligation to the federal awarding agency.

(C) For the purpose of this rule, the following definitions apply:

(1) "Personal property" means anything other than real property and includes: supplies, materials, computing devices and equipment.

(2) "Equipment" means tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or five thousand dollars.

(D) The county agency shall notify the board of county commissioners for disposal of personal property when one of the following apply:

(1) The loss of the personal property was claimed for federal financial participation (FFP);
(2) The personal property is not needed by the county agency for public use; or
(3) The personal property is obsolete or unfit for the use for which the county agency acquired it.

(E) Once the board of county commissioners is notified by the county agency, it is the board's responsibility to dispose of the personal property.

(F) In accordance with section 307.12 of the Revised Code, when the board of county commissioners finds, by resolution, that the county has an asset that is not needed for public use or is obsolete or unfit for the use for which it was acquired, disposal options include the following:

(1) An asset that has been determined to have no value may be discarded or salvaged;
(2) Scrap metal valued at or less than two thousand five hundred dollars may be discarded or salvaged;

(3)(2) An asset with a fair market value under two thousand five hundred dollars, as determined by the board, may be sold by private sale or internet auction, without advertisement or public notification;

(4)(3) An asset with a fair market value over two thousand five hundred dollars, as determined by the board, may be sold at public or internet auction or by sealed bid to the highest bidder; and

(5)(4) A vehicle valued at or less than four thousand five hundred dollars may be donated to a nonprofit organization exempt from federal income taxation for the purpose of meeting transportation needs of Ohio works first and/or prevention, retention, and contingency program participants.

(6)(5) When the county agency notifies the board that an asset is not of immediate need, the board may lease the asset to any municipal corporation, township, political subdivision of the state, or a county land reutilization corporation.

Effective: 12/10/2018
Certification: CERTIFIED ELECTRONICALLY
Date: 11/30/2018
Promulgated Under: 111.15
Statutory Authority: 5101.02, 307.12
Rule Amplifies: 5101.02, 307.12
Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly established the comprehensive case management employment program (CCMEP) as a collaborative Title IV-A program and workforce development activity designed to improve employment and education outcomes for low-income youth and young adults by assisting participants in overcoming barriers to employment and developing employment skills. This will be accomplished by integrating components of the Ohio works first (OWF) and the Workforce Innovation and Opportunity Act (WIOA) youth program to create a better-coordinated, person centered case management system.

Paragraph (F)(1) of Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly requires the board of commissioners in each county to designate a lead agency, either the county department of job and family services (CDJFS) or workforce development agency (WDA) that serves the county, to administer CCMEP. The board of county commissioners will designate the CDJFS as the lead agency when combined with the WDA. State law sets forth the requirement that the CCMEP lead agency is responsible for the proper management of program funds. CCMEP requires collaboration with other local participating agencies, the WIOA local workforce development board (LWDB) and the fiscal agent. State law does not supersede any federally mandated law, rules or duties and responsibilities.

The WIOA fiscal agent shall follow regulations regarding local fiscal agent responsibilities as set forth in 20 C.F.R. part 679.420 and rule 5101:9-7-05 of the Administrative Code. The Ohio department of job and family services (ODJFS) will continue existing sub-grant agreements with each WIOA fiscal agent to receive all CCMEP WIOA youth funds within its workforce area. If the lead agency within a county is a WDA, these agreements may be amended to include CCMEP temporary assistance for needy families (TANF) regular and CCMEP TANF administration funding.

The WIOA fiscal agent is responsible for the receipt, disbursement, accounting and reporting of all CCMEP funds awarded by ODJFS. Fiscal responsibilities for CCMEP include:

1. Fulfilling the responsibilities of a pass-through entity as defined in 2 C.F.R. part 200.331, the duties of a WIOA fiscal agent, and the terms and conditions in the ODJFS sub-grant agreement;

2. Ensuring a sub-grant agreement exists with each CCMEP lead agency within the local area;

3. Monitoring the area's sub-recipients, including the CCMEP lead agency;

4. If assigned by the workforce development board, procuring the CCMEP WIOA youth providers on the board's behalf.

ODJFS awards all CCMEP WIOA youth funds to the WIOA fiscal agent for each county.

When the lead agency is a WDA, ODJFS issues the CCMEP TANF regular and CCMEP TANF administration funds to the WIOA fiscal agent.

WIOA youth procurement shall be a collaborative effort with the LWDB, WIOA fiscal agent and lead agency. In accordance with WIOA section 107(d)(10)(B), the workforce development board (WDB) has responsibility for the competitive procurement of WIOA youth service providers, which includes those that are used to deliver CCMEP WIOA youth funded services.

In accordance with 20 C.F.R. part 679.420, the local board may assign the duty of procuring contracts to the fiscal agent.
(3) When a lead agency or WIOA fiscal agent expresses an interest in becoming a competitively procured youth provider, the lead agency or WIOA fiscal agent must separate itself from all aspects of the procurement process.

(G) Administration.

(1) CCMEP WIOA youth administration.
   (a) In accordance with 20 C.F.R. part 683.215, the definition of WIOA administration specifies that all costs incurred for functions and activities of sub-recipients and contractors are program costs, unless the sub-recipient or contractor is performing only administrative functions.
   (b) Sub-recipient and contractors performing program functions that are funded with CCMEP WIOA youth funds do not report administrative costs against the area's ten per cent administration expense limit.
   (c) At the discretion of the LWDB, a reasonable portion of CCMEP WIOA youth administration funds may be used to support the activities of the LWDB and WIOA fiscal agent.

(2) CCMEP TANF administration.
   (a) When a WDA serves as the lead agency, up to ten per cent of the CCMEP TANF administration allocation may be retained at the WIOA fiscal agent level for administration costs. The term "administrative costs" as defined in 45 C.F.R. part 263 means costs necessary for the proper administration of the TANF program or separate state programs, such as costs associated with eligibility determination activities.
   (b) Specific activities that are related to the general administration and coordination of the TANF program can be found in rule 5101:9-6-08.8 of the Administrative Code.

(H) The local area shall maintain documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit.

Effective: 07/01/2016
Certification: CERTIFIED ELECTRONICALLY
Date: 06/02/2016
Promulgated Under: 111.15
Statutory Authority: 5101.02, 6301.03
Rule Amplifies: 5101.02, 6301.03
Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly, effective July 1, 2016, the comprehensive case management and employment program (CCMEP) will be the statewide operational framework used to deliver integrated, comprehensive case management and employment services. The CCMEP is a Title IV-A program and workforce development activity that provides employment, training services and other supportive services to mandatory and voluntary program participants based upon a comprehensive assessment of an individual participant's employment and training needs.

Ohio law establishing CCMEP does not supersede any federally mandated law, rules or duties and responsibilities. Local WIOA areas shall adhere to requirements set forth in the WIOA guidelines.

Definitions.

(1) For the purpose of this rule, the term "lead agency" means the local participating agency designated by the board of county commissioners to administer CCMEP.

(2) For the purpose of this rule, the term "fiscal agent" has the same meaning as defined in rules 5101:9-7-05 and 5101:9-5-01 of the Administrative Code.

(3) For the purpose of this rule, the term "workforce development board (WDB) " means a local workforce innovation board established in each local area of the state and certified by the governor to set policy for the portion of the statewide workforce innovation system within the local area and implement WIOA as defined in 20 C.F.R. part 679.310.

The CCMEP assists eligible youth in overcoming barriers and preparing for employment using an intensive case management approach. Allowable services as defined in rule 5101:14-1-02 of the Administrative Code will be based on a comprehensive assessment of an individual's employment and training needs.

The Ohio department of job and family services (ODJFS) issues the CCMEP WIOA youth allocation and the CCMEP WIOA youth administration allocation to the WIOA fiscal agent.

(1) The WIOA fiscal agent issues the CCMEP WIOA youth allocation as follows:

(a) The WIOA fiscal agent may issue the entire WIOA youth allocation to the lead agency through a sub-grant agreement; or

(b) The WIOA fiscal agent may retain all or a portion of the WIOA youth allocation for the management of competitively procured youth providers.

(2) The WIOA fiscal agent issues the CCMEP youth administration allocation as follows:

(a) The WIOA fiscal agent may issue the entire amount to the lead agency through a sub-grant agreement, as program funding; or

(b) A local area may use a reasonable portion of the CCMEP WIOA youth funds for the administrative cost of carrying out CCMEP WIOA youth activities. These funds may be used for administrative costs to support activities of the local WDB and the WIOA fiscal agent as described in rule 5101:9-31-06 of the Administrative Code.

These allocations are composed of one hundred per cent federal funds. The catalog of federal domestic assistance (CFDA) number is 17.259. ODJFS authorizes the CCMEP WIOA youth funds on a program year (PY) basis.

ODJFS communicates the period of performance and liquidation period for these allocations through the county finance information system (CFIS). Funds must be expended by the period of performance and reported and disbursed no later than the end of the liquidation period.
ODJFS uses the methodology outlined in rule 5101:9-31-94 of the Administrative Code to distribute available CCMEP WIOA funds.

The lead agency shall charge costs associated with activities that provide program services as described in rules 5101:14-1-02 and 5101:14-1-05 of the Administrative Code.

In order to maximize CCMEP WIOA youth resources, WDBs and WIOA fiscal agents shall continue appropriate actions to minimize funding lapses at the end of the period of availability. In alignment with department of labor funding flexibility, WDBs and WIOA fiscal agents may adjust CCMEP WIOA youth funds awarded to lead agencies within its local workforce area.

The local area shall maintain documentation as described in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit.

Effective: 07/01/2016
Certification: CERTIFIED ELECTRONICALLY
Date: 06/02/2016
Promulgated Under: 111.15
Statutory Authority: 5101.02, 6301.03
Rule Amplifies: 5101.02, 6301.03
 Comprehensive Case Management and Employment Program (CCMEP) Temporary Assistance for Needy Families (TANF) Regular Allocation

FAPMTL 387

Effective Date: March 15, 2018

Most Current Prior Effective Date: July 1, 2016

(A) In accordance with Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly, effective July 1, 2016, the comprehensive case management and employment program (CCMEP) will be the statewide operational framework used to deliver integrated, comprehensive case management and employment services. The CCMEP is a Title IV-A program and workforce development activity that provides employment, training services and other supportive services to mandatory and voluntary program participants based upon a comprehensive assessment of an individual participant's employment and training needs.

(B) Ohio law establishing CCMEP does not supersede any federally mandated law, rules or duties and responsibilities. Counties shall adhere to requirements set forth in Title IV-A of the Social Security Act. The catalog of federal domestic assistance (CFDA) number for this allocation is 93.558.

(C) Definitions.

(1) For the purpose of this rule, the term "lead agency" has the same meaning as defined in rule 5101:9-5-02 of the Administrative Code.

(2) For the purpose of this rule, the term "fiscal agent" has the same meaning as defined in rules 5101:9-7-05 and 5101:9-5-01 of the Administrative Code.

(D) The CCMEP assists eligible youth in overcoming barriers and preparing for employment using an intensive case management approach. Allowable services as defined in rule 5101:14-1-02 of the Administrative Code will be based on a comprehensive assessment of an individual's employment and training needs.

(E) The Ohio department of job and family services (ODJFS) issues the CCMEP TANF regular allocation as follows:

(1) When a workforce development agency (WDA) that is not part of the CDJFS serves as the lead agency, the CCMEP TANF regular allocation is awarded to the Workforce Innovation and Opportunity Act (WIOA) fiscal agent.

(2) When a county department of job and family services (CDJFS) serves as lead agency, the CCMEP TANF regular allocation is awarded to the CDJFS through existing sub-grant agreements with ODJFS.

(F) ODJFS issues this allocation on a state/federal fiscal year (SFY) basis. ODJFS communicates the period of performance and liquidation periods through the county finance information system (CFIS). Funds must be expended by the period of performance and reported and disbursed no later than the end of the liquidation period.

(G) ODJFS uses the methodology outlined in rule 5101:9-6-08 of the Administrative Code to distribute available CCMEP TANF funds.

(H) The lead agency shall charge costs associated with activities that provide program services as described in rules 5101:14-1-02 and 5101:14-1-05 of the Administrative Code to the CCMEP TANF regular allocation.

(I) The lead agency shall claim costs through the random moment sample (RMS) process as described in rule 5101:9-7-20 of the Administrative Code. Shared costs shall be allocated and charged in accordance with the ODJFS cost allocation plan. The lead agency must report expenditures as described in rule 5101:9-7-29 of the Administrative Code.

(J) The lead agency is given the opportunity to request ODJFS to release/distribute unspent and un-obligated CCMEP TANF regular funding as follows:
(1) A lead agency may enter into an agreement with another lead agency to release and receive funds by means of an agreement between the boards of county commissioners through the inter-county adjustment of allocations process as outlined in rule 5101:9-6-82 of the Administrative Code; or

(2) The lead agency may request additional funds or release excess funds twice a year through the redistribution process as outlined in paragraph (H) of rule 5101:9-6-02 of the Administrative Code.

(K) A lead agency may move excess CCMEP TANF regular expenditures administration allocation to the CCMEP TANF administration regular allocation.

(L) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule. Notwithstanding the second sentence in paragraph (A)(2) in rule 5101:9-6-50 of the Administrative Code, CCMEP is a family services duty.

Effective: 3/15/2018
Certification: CERTIFIED ELECTRONICALLY
Date: 03/05/2018
Promulgated Under: 111.15
Statutory Authority: 5101.02, 6301.03
Rule Amplifies: 5101.02, 6301.03
Prior Effective Dates: 07/01/2016
In accordance with Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly, effective July 1, 2016, the comprehensive case management and employment program (CCMEP) will be the statewide operational framework used to deliver integrated, comprehensive case management and employment services. The CCMEP is a Title IV-A program and workforce development activity that provides employment, training services and other supportive services to mandatory and voluntary program participants based upon a comprehensive assessment of an individual participant's employment and training needs.

Ohio law establishing CCMEP does not supersede any federally mandated law, rules or duties and responsibilities. Counties shall adhere to requirements set forth in Title IV-A of the Social Security Act.

Definitions.

(1) For the purpose of this rule, the term "lead agency" has the same meaning as defined in rule 5101:9-5-02 of the Administrative Code.

(2) For the purpose of this rule, the term "fiscal agent" has the same meaning as defined in rules 5101:9-7-05 and 5101:9-5-01 of the Administrative Code.

The TANF administration allocation consists of federal funds. The catalog of federal domestic assistance (CFDA) number for this allocation is 93.558.

The Ohio department of job and family services (ODJFS) issues this allocation on a state fiscal year (SFY) basis. ODJFS communicates the period of performance and liquidation periods through the county finance information system (CFIS). Funds must be expended by the period of performance and reported and disbursed no later than the end of the liquidation period.

ODJFS distributes available funds for this allocation using the methodology in paragraph (D) of rule 5101:9-6-08 of the Administrative Code.

When a board of county commissioners designates a workforce development agency (WDA) that is not part of the CDJFS as the lead agency, ODJFS issues the CCMEP TANF administration allocation to the Workforce Innovation and Opportunity Act (WIOA) fiscal agent for that county. The WIOA fiscal agent may retain up to ten per cent of CCMEP TANF administration funds for the administrative costs of carrying out CCMEP TANF administration activities as described in rule 5101:14-1-05 of the Administrative Code. Allowable administrative cost may be found in rule 5101:9-6-08.8 of the Administrative Code.

The lead agency shall claim administrative costs through the random moment sample (RMS) process as described in rule 5101:9-7-20 of the Administrative Code. Shared costs shall be allocated and charged in accordance with the ODJFS cost allocation plan. The lead agency must report expenditures as described in rule 5101:9-7-29 of the Administrative Code.

A lead agency is given the opportunity to request ODJFS to release/distribute unspent and un-obligated CCMEP TANF administration funding as follows:

(1) A lead agency may enter into an agreement with another lead agency to release and receive funds by means of an agreement between the boards of county commissioners through the inter-county adjustment of allocations process as outlined in rule 5101:9-6-82 of the Administrative Code; or

(2) The lead agency may request additional funds or release excess funds twice a year through the redistribution process as outlined in paragraph (H) of rule 5101:9-6-02 of the Administrative Code.
The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule. Notwithstanding the second sentence in paragraph (A)(2) in rule 5101:9-6-50 of the Administrative Code, CCMEP is a family services duty.

Effective: 07/01/2016
Certification: CERTIFIED ELECTRONICALLY
Date: 06/02/2016
Promulgated Under: 111.15
Statutory Authority: 5101.02, 6301.03
Rule Amplifies: 5101.02, 6301.03
5101:9-5-65 is maintained in the Administrative Procedure eManual, located in the Local Administration collection.
Chapter 6  County Funding Sources
Section 5101.21 of the Revised Code requires each county to enter into a grant agreement with the Ohio department of job and family services (ODJFS) before federal awards are issued to the county. In addition to subawarding federal funding received by ODJFS, as grantee, ODJFS also administers federal awards to county family service agencies on behalf of the Ohio department of medicaid (ODM).

Definitions:

1. For the purposes of this rule, the term "departments" shall mean ODJFS and ODM as it relates to the three-way grant agreement.
2. For the purpose of this rule, the term "subgrant" shall mean an award for one or more family services duties of federal financial assistance that a federal agency provides in the form of money, or property in lieu of money, to the departments and that the departments award to a county grantee. For the purposes of this rule, the term "subgrant" may include state funds the departments award to a county grantee to match the federal financial assistance, but does not mean either of the following:
   a. Technical assistance that provides services instead of money; or,
   b. Other assistance provided in the form of revenue sharing, loans, loan guarantees, interest subsidies, or insurance.
3. For the purpose of this rule, the term "county subgrantee" shall have the same meaning as the term "county grantee," defined in section 5101.21 of the Revised Code as meaning all of the following:
   a. A board of county commissioners;
   b. A county children services board appointed under section 5153.03 of the Revised Code; and
   c. A county elected official that is a child support enforcement agency.
4. For the purpose of this rule, the term "allocation period" shall have the same meaning as the term "period of performance availability" as defined in Chapter 5101:9-7 of the Administrative Code as meaning:
   a. The funding period of performance for the allocation; and
   b. The liquidation period for the allocation.

Effective with the 2016/2017 biennium, ODJFS and ODM will jointly enter into a subgrant agreement with the county. The departments and the county subgrantee shall enter into subsequent agreements before the first day of each successive fiscal biennial period.

For subgrant agreements entered into by the board of county commissioners, if a subgrant agreement is not entered into by the first day of the biennial period, but is entered into before the last day of July, the ODJFS director, at the director's discretion, may establish a retroactive effective date of the first day of July. The director will consider a retroactive effective date only if the board of county commissioners submits a request for a retroactive date that satisfactorily documents good cause that the subgrant agreement was not entered into on or before the first day of July.

Conditions, requirements, and restrictions applicable to subgrant agreements include the following:

1. Revisions to subgrant agreements are not required for the purpose of adding new or amended conditions, requirements, or restrictions for a family services duty that are established by federal
or state law, state plan for receipt of federal financial participation, agreement between ODJFS, ODM and a federal agency, or an executive order issued by the governor;

(2) A requirement for a subgrant established by an Administrative Code rule adopted by the director of ODJFS is applicable to a subgrant agreement without having to be restated in the subgrant agreement; and

(3) A requirement established by a subgrant agreement is applicable to the subgrants that are the subject of that subgrant agreement without having to be restated in an Administrative Code rule.

(F) The conditions, requirements, and restrictions of the subgrant will be an addendum to the subgrant agreement. Rules establishing the methodology and reporting requirements of individual subgrants are adopted as internal management rules and included in Chapter 5101:9-6 of the Administrative Code.

(G) Subject to timely budget approval by the legislature, ODJFS will notify the county subgrantees of county allocation funding levels. Adjustments may be made to allocations if either of the following conditions are met:

(1) The departments may revise county allocations within the allocation period due to an increase or decrease in federal and/or state funds; or

(2) At the discretion of the department's director, ODJFS will distribute any additional funds that become available to county agencies requesting additional funds up to the maximum statewide amount available.

(H) A county subgrantee will be given the opportunity to request ODJFS to redistribute funds twice during the state fiscal year, during January and April, as follows:

(1) ODJFS will notify the county subgrantee of the remaining balance of each allocation. The county subgrantee may request additional funds or release excess funds by completing and returning the notice no later than the last day of January for the first redistribution and the last day of April for the second redistribution. ODJFS will redistribute released funds to counties demonstrating additional need, at the discretion of the director of ODJFS; or

(2) A county subgrantee may enter into an agreement to release and receive funds by means of an inter-county adjustment of allocations as outlined in rule 5101:9-6-82 of the Administrative Code.

(I) ODJFS will reconcile each allocation issued to the county subgrantee in accordance with the rules contained in Chapter 5101:9-7 of the Administrative Code.

(J) The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 04/20/2015
Certification: CERTIFIED ELECTRONICALLY
Date: 04/09/2015
Promulgated Under: 111.15
Statutory Authority: 5101.161, 5101.21, 5101.02
Rule Amplifies: 5101.161, 5101.21
Prior Effective Dates: 11/23/91, 9/28/92, 7/1/96, 1/26/98, 7/2/02 (Emer), 9/28/02, 2/20/04, 2/5/06, 7/13/07, 1/31/08, 11/8/09, 2/2/15
The Ohio department of job and family services (ODJFS) issues two separate IM allocations to the county department of job and family services (CDJFS) to meet federal matching fund requirements:

(A) An allocation for administrative expenditures incurred in the administration of disability financial assistance (DFA) and food assistance (FA); and

(B) An allocation for administrative expenditures incurred in the administration of the medical assistance (MA) program and the state children's health insurance program (SCHIP) issued on behalf of the Ohio department of medicaid.

The funding for each IM allocation consists of one hundred per cent state funds, and is in addition to the county mandated share required by section 5101.16 of the Revised Code and detailed in rule 5101:9-6-31 of the Administrative Code. Federal funds are passed through to the CDJFS as follows:

(1) Federal MA administration funding and federal FA administration funding are passed through to the CDJFS at the federal financial participation (FFP) rate of fifty per cent, or, if eligible, at seventy-five per cent in accordance with rule 5101:9-6-05.1 of the Administrative Code.

(2) Federal SCHIP funding is passed through to the CDJFS at the current Affordable Care Act's (ACA) enhanced federal MA percentages.

Federal MA administration funding, federal SCHIP administration funding and the federal FA administration funding are passed through to the CDJFS at the federal financial participation (FFP) rate of fifty per cent or, if eligible, at seventy-five per cent in accordance with rule 5101:9-6-05.1 of the Administrative Code.

ODJFS will communicate the funding and liquidation periods for these allocations through the county finance information system (CFIS). The CDJFS must expend funds by the end of the funding period and disburse and report expenditures no later than the end of the liquidation period.

ODJFS uses the following methodology to distribute available IM funds for both allocations. ODJFS allocates:

(1) Thirty per cent of the statewide allocations based on each county's population less than one hundred per cent of the federal poverty level utilizing the most recent calendar year (CY) data from the U.S. bureau of census.

(2) Thirty per cent of the statewide allocations based on each county's population less than two hundred per cent of the federal poverty level utilizing the most recently available CY data from the U.S. bureau of census.

(3) Thirty per cent of the statewide allocations based on each county's "adjusted recipients." The number of adjusted recipients is equal to the total of the categories of non-public assistance FA recipients, DFA recipients and disability medical assistance (DMA) recipients, adult medicaid recipients, healthy start recipients, SCHIP recipients, TANF-related medicaid recipients, and TANF recipients.

(4) Five per cent of the statewide allocations based upon the county's average unemployment rate as compared statewide in the same category, utilizing the most recently available report month.

(5) Five per cent of the statewide allocations based upon the county's poverty rate. A county's poverty rate is identified as the percentage of the county's population living at or below the federal poverty level.

Upon completion of the steps in paragraph (D) of this rule, the ODJFS utilizes a 0.30 per cent adjusting factor to increase or decrease the funding based upon the county difference to the statewide average per capita income.
ODJFS caps the formula-calculated allocation amounts at a four per cent increase and decrease from the previous SFY. If a decrease or increase in the statewide amount results in counties' allocations fluctuating more than four per cent, ODJFS will not apply the formula, but will decrease or increase each county's previous state fiscal year (SFY) allocation by the percentage of change to the statewide amount.

The CDJFS may code the following expenditures against this funding.

1. DFA may be coded at one hundred per cent of the total expended amount;
2. Nonfederal share of FA administration as contained in division 5101:4 of the Administrative Code may be coded at fifty per cent of the total expended amount including excess FA employment and training expenditures as detailed in rule 5101:9-6-09 of the Administrative Code;
3. Nonfederal share of MA may be coded against the IM allocation at fifty per cent of the total expended amount. Nonfederal share of MA includes:
   a. Non-emergency transportation (NET) administration as contained in rule 5160-24-04 of the Administrative Code;
   b. Managed health care program (MHCP) as contained in Chapter 5160-26 of the Administrative Code;
   c. Supplemental security income (SSI) administration as contained in rule 5101:1-5-60 of the Administrative Code; and
   d. Pregnancy related services and transportation (PRST) administration as contained in rule 5160-4-10 of the Administrative Code;
   e. Healthchek administration as contained in rule 5160-14-01 of the Administrative Code;
   f. Mental health and developmental disabilities administration.
4. Nonfederal share of enhanced MA may be coded against the IM allocation at twenty-five per cent in accordance with rule 5101:9-6-05.1 of the Administrative Code.
5. Nonfederal share of SCHIP may be coded against the IM allocation at fifty per cent of the total expended amount or, if eligible, at twenty-five per cent of the total expended amount in accordance with rule 5101:9-6-05.1 of the Administrative Code based on the ACA's enhanced federal MA percentages.

In the event that a CDJFS's IM allocations are exhausted prior to the end of the SFY, the CDJFS shall be required to provide local nonfederal funds to be used as MA, SCHIP and FA match.

A CDJFS may request to move funding between the IM DFA/FA allocation and the IM MA allocation. The CDJFS shall use the JFS 02725 "Family Service Agency Budget Allocation Transfer Request" (rev. 4/2013) to request the transfer of funding. The request must be submitted to ODJFS no later than the last day of the liquidation period for a closing grant.

The CDJFS may provide all or a portion of its IM allocations to the child support enforcement agency (CSEA) for use in meeting matching fund requirements for the Title IV-D program or to reimburse the county for administrative expenditures incurred in the administration of the child support program.

1. If the amount includes any portion of the IM MA allocation, a CDJFS must first submit a JFS 02725 to request a transfer of the IM MA amount to the IM DFA/FA allocation.
2. The CDJFS will submit draw requests and report the transferred amount as expenditures using codes established in CFIS for this purpose.
3. The CSEA will report receipt of the transferred amount using codes established in CFIS for this purpose.

A CDJFS and CSEA shall report expenditures as described in rule 5101:9-7-29 of the Administrative Code.
The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 07/01/2016
Certification: CERTIFIED ELECTRONICALLY
Date: 06/21/2016
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.54, 5162.03, 5115.03
Prior Effective Dates: 6/2/79, 7/1/80, 8/24/81, 7/1/83, 1/7/85 (Emer), 9/29/85, 10/1/85 (Emer), 12/22/85, 1/2/86, 7/1/87, 9/11/87, 10/6/87 (Emer), 12/24/87, 1/26/88 (Emer), 4/28/88, 1/7/89, 11/23/91, 2/22/93, 8/30/97, 1/26/98, 7/2/02 (Emer), 9/28/02, 2/20/04, 2/5/06, 10/24/08, 7/20/09, 12/18/09, 1/9/11, 10/15/11, 7/5/13, 1/20/15
(A) On behalf of the department of medicaid, the Ohio department of job and family services (ODJFS) issues the medicaid enhanced eligibility allocation to the county department of job and family services (CDJFS). This funding is provided to meet matching fund requirements for costs related to the implementation and operation of the integrated eligibility (IE) system.

(B) The funding for the medicaid enhanced eligibility allocation consists of one hundred per cent state funds, and is in addition to the county mandated share required by section 5101.16 of the Revised Code and detailed in rule 5101:9-6-31 of the Administrative Code.

Federal medicaid enhanced eligibility funding is passed through to the CDJFS at the federal financial participation (FFP) rate of seventy-five per cent.

(C) ODJFS will communicate the funding and liquidation periods for this allocation through the county finance information system (CFIS). The CDJFS must expend funds by the end of the funding period and disburse and report expenditures no later than the end of the liquidation period.

(D) ODJFS uses the same methodology to distribute available medicaid enhanced eligibility funds as for the income maintenance allocations outlined in rule 5101:9-6-05 of the Administrative Code.

(E) The CDJFS may code the following expenditures against this funding:

1. Eligibility determination activities including:
   a. Initial determination and redetermination of medicaid eligibility;
   b. Manual conversion of cases into the IE system and desk review of cases in preparation for conversion in the IE system; and
   c. Consumer inquiries and assistance with the dual application process (CRISe and the IE system); and
   d. Ongoing case maintenance activities (including receipt of data related to the ongoing eligibility and maintenance of eligibility, address changes, income changes, household composition changes, etc) to support IE system cases including intake activities related to renewals; but
   e. The CDJFS may not use this allocation when the work is exclusively in the CRISe system.

2. Operational readiness training and testing activities associated with the training of eligibility workers directly engaged in the operation of the IE system during the three months prior to the implementation date. Activities include:
   a. Policy training on new modified adjusted gross income (MAGI) rules;
   b. System training and testing on the (IE) system; and
   c. Business process training on eligibility determination and case maintenance in both CRISe and the (IE) system.
   d. The CDJFS may claim training and testing activities outside of the three month window at a fiftyseventy-five per cent federal participation rate for the entire grant availability period.

(F) The CDJFS shall direct charge contracts and purchased services, including initial travel and training costs, costs related to the implementation and operation of the integrated eligibility system to this allocation. The CDJFS shall capture administrative costs through the random moment sample (RMS) process as detailed in rule 5101:9-7-20 of the Administrative Code.
Allocation redistribution is pursuant to rule 5101:9-6-02 of the Administrative Code. CDJFS may move eligible expenditures in excess of this allocation to the county's income maintenance (IM) allocation by performing a coding adjustment. Twenty-five per cent will be charged to the county's IM allocation and seventy-five per cent will be charged to the federal medicaid pass-through funding. If a county exceeds the IM allocation, the CDJFS shall provide matching funds in order to qualify for federal pass-through funding.

The CDJFS shall report expenditures as described in rule 5101:9-7-29 of the Administrative Code.

The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 04/14/2014
Certification: CERTIFIED ELECTRONICALLY
Date: 04/02/2014
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
Prior Effective Dates: 10/7/13
The Ohio department of job and family services (ODJFS) issues the TANF regular allocation to the county department of job and family services (CDJFS) for costs incurred in providing direct program activities and services for the Ohio works first (OWF) program and the prevention, retention, and contingency (PRC) program.

This allocation consists of federal funds, and is in addition to the county mandated share as contained in rule 5101:9-6-31 of the Administrative Code. The catalog of federal domestic assistance (CFDA) number for this allocation is 93.558.

ODJFS issues this allocation on a federal fiscal year (FFY) basis. ODJFS communicates the period of availability and the liquidation periods through the county finance information system (CFIS). The CDJFS can incur services through the period of availability and disburse and report expenditures no later than the end of the liquidation period.

ODJFS utilizes the following methodology to distribute available funds for this allocation:

1. ODJFS allocates thirty per cent of the statewide allocation based upon each county’s population of less than one hundred per cent of the federal poverty level utilizing the most recent calendar year (CY) data from the United States bureau of census.

2. ODJFS allocates thirty per cent of the statewide allocation based on each county's population of less than two hundred per cent of the federal poverty level utilizing the most recently available CY data from the United States bureau of census.

3. ODJFS allocates thirty per cent of the statewide allocation based on each county's adjusted recipients. The number of adjusted recipients is equal to the total of the categories of non-public assistance food assistance recipients, disability assistance (DA) recipients and disability medical assistance (DMA) recipients, adult medicaid recipients, healthy start, children health insurance program (CHIP), TANF-related and medicaid recipients, and TANF recipients.

4. ODJFS allocates five per cent of the statewide allocation based on each county's average unemployment rate as compared statewide in the same category, utilizing the most recently available report month.

5. ODJFS allocates five per cent of the statewide allocation based on each county's poverty rate as compared statewide in the same category utilizing the most recently available report month. A county's poverty rate is identified as the percentage of the county's population living at or below the federal poverty level.

Upon completion of the steps in paragraph (D) of this rule, ODJFS uses a 0.3 per cent adjusting factor to increase or decrease the allocation based upon the county difference to the statewide average per capita income. ODJFS calculates the applied adjustment as follows:

1. Counties with higher per capita income than the statewide average will receive the adjustment as a decrease; and

2. Counties with a lower per capita income than the statewide average will receive the adjustment as an increase.

ODJFS caps the formula-calculated allocation amounts at a four per cent increase and decrease from the previous FFY. If a decrease or increase in the statewide allocation amount results in counties’ allocations fluctuating more than four per cent, ODJFS will not apply the formula, but will decrease or increase each county’s previous FFY allocation by the percentage of change to the statewide amount.

The CDJFS reports allowable costs associated with activities and contracts that provide program services to the TANF regular allocation. Applicable costs include the following:
(1) Case management;
(2) Screening and assessments;
(3) Providing diversion benefits and services;
(4) Providing program information to clients; and,
(5) Development of employability plans, work activities, work supports, and post employment services.

(H) Costs associated with TANF administration, as defined in 45 C.F.R. 263.0, shall not be charged to the TANF regular allocation. TANF administration costs shall instead be charged to the TANF administration allocation as contained in rule 5101:9-8-08.8 of the Administrative Code.

(I) The CDJFS shall claim non-administrative employee costs through the random moment sample (RMS) process as detailed in rule 5101:9-7-20 of the Administrative Code. The CDJFS reports direct expenditures as described in rule 5101:9-7-29 of the Administrative Code.

(J) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Replaces: 5101:9-6-08

Effective: 1/13/2018

Five Year Review (FYR) Dates: 01/13/2023

Certification: CERTIFIED ELECTRONICALLY

Date: 01/03/2018

Promulgated Under: 111.15

Statutory Authority: 5107.05

Rule Amplifies: 5107.05

The Ohio department of job and family services (ODJFS) issues the TANF IL allocation to provide funding to public children services agencies (PCSAs) to support the provision of IL services and assistance to the following:

1. Youths ages fourteen and older who are in the agency's custody;
2. Youths in the agency's custody under the age of fourteen who are likely to remain in agency custody until the age of eighteen; and
3. Adults age eighteen to twenty-one who have emancipated from the agency's care.

These TANF IL funds are made available to enhance current funding. Funds available through the Chafee IL program, the education and training voucher program, the Workforce Investment Act (WIA), the Workforce Innovation and Opportunity Act (WIOA) and other community resources must be utilized first for services allowable under these programs.

This allocation consists of one hundred per cent federal funds. The catalog of federal domestic assistance (CFDA) number is 93.558.

ODJFS issues this allocation on a state fiscal year (SFY) basis. ODJFS will communicate the period of performance and liquidation period through the county finance information system (CFIS). The PCSA must expend funds within the period of performance and report expenditures no later than the end of the liquidation period.

ODJFS uses the following methodology to distribute available funds:

1. ODJFS reviews the previously reported IL costs from each PCSA to determine allocation amounts. Even-numbered state fiscal year (SFY) allocations will correspond with IL costs reported in the first SFY of the last biennium in which IL costs were reported. Odd-numbered SFY allocations will correspond with IL costs reported in the second SFY of the last biennium in which IL costs were reported.

2. ODJFS allocates a base of two thousand five hundred dollars to each PCSA. PCSAs that reported no IL costs within the corresponding SFY will receive only the base allotment.

3. ODJFS will proportionately allocate the remaining available funds to each PCSA that based on the average of the PCSA's last two years reported TANF IL expenditures. PCSAs with no reported TANF IL costs within this time period will receive only the base allotment costs in the corresponding SFY. Each such allocation is based upon the ratio of the PCSA's reported IL costs in the corresponding year as compared to the total of all PCSAs' reported IL costs in the corresponding year.

The PCSA shall utilize the TANF IL allocation to enhance efforts to enable youths who have or who will emancipate from foster care to have the skills and support necessary to help them achieve self-sufficiency and lead productive lives in the community. Funds are targeted for services to prevent and reduce the incidence of out-of-wedlock pregnancies. Services are available to any youth eligible to receive IL services in accordance with rules 5101:2-42-19 and 5101:2-42-19.2 of the Administrative Code. To receive assistance to fulfill this purpose, eligibility is not limited to youths or young adults who have a minor child or meet two hundred per cent poverty requirements.

The PCSA shall use TANF IL funds for the purchase of services or payment to contractors in compliance with all federal and state procurement laws and regulations on behalf of a youth or young adult, or for the direct payment of nominal cash or non-cash incentives to encourage and reward specific behavioral outcomes and that fall within the following guidelines:
Expenditures for youths in the custody of the PCSA must be consistent with the youth's life skills assessment and written IL plan and be in compliance with rule 5101:2-42-19 of the Administrative Code; or

Expenditures for young adults who have emancipated from foster care must be consistent with the written IL plan with the PCSA that held prior custody; and the plan must be developed in accordance with rule 5101:2-42-19.2 of the Administrative Code.

PCSAs shall not use TANF IL funds for the following:

1. To support staff salaries or to pay contractors for room and board for youths in the PCSA's custody;
2. Services and payments that are assistance as defined in 45 C.F.R. 260.31 (a);
3. Medical services;
4. Juvenile justice services;
5. Title IV-D child support;
6. Title IV-E services;
7. Foster care maintenance;
8. Construction or purchases of buildings or facilities;
9. Purchase of real property;
10. Public education; or
11. To provide cost sharing or matching requirement of another federal program.

PCSAs shall report allowable costs as described in rule 5101:9-7-29 of the Administrative Code and will be reimbursed at a rate of one hundred per cent of the amount reported up to the PCSA's allocation amount.

The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 04/16/2017
Certification: CERTIFIED ELECTRONICALLY
Date: 04/06/2017
Promulgated Under: 111.15
Statutory Authority: 5101.801
Rule Amplifies: 5101.801
Prior Effective Dates: 9/28/06, 11/16/07, 9/11/11, 4/20/15
**Temporary Assistance for Needy Families (TANF) Administration Allocation**

**FAPMLT 382**

**Effective Date:** January 13, 2018

**Most Current Prior Effective Date:** November 16, 2012

(A) The Ohio department of job and family services (ODJFS) issues the TANF administration allocation to the county department of job and family services (CDJFS) for administrative costs incurred in providing program activities and services for the Ohio works first (OWF) and the prevention, retention and contingency (PRC) program.

(B) The catalog of federal domestic assistance (CFDA) number for this allocation is 93.558.

(C) ODJFS issues the TANF administration allocation on a federal fiscal year (FFY) basis. ODJFS communicates the period of availability and the liquidation period for this allocation through the county finance information system (CFIS). The CDJFS can incur services through the period of availability and disburse and report expenditures no later than the end of the liquidation period.

(D) ODJFS will distribute available funds for this allocation using the same methodology as contained in paragraph (D) of rule 5101:9-6-08 of the Administrative Code.

(E) In accordance with 45 C.F.R. 263.13, a state may not spend more than fifteen percent of federal TANF funds on administrative costs. The term "administrative costs" as defined in 45 C.F.R. 263.0 means costs necessary for the proper administration of the TANF program or separate state programs. Activities related to the general administration and coordination of these programs, including contract costs and costs of overhead shall be properly charged against this allocation and include the following:

1. Salaries and benefits of staff performing administrative and coordination functions;
2. Costs associated with eligibility determination activities;
3. Preparation of program plans, budgets, reports and schedules, and the monitoring of program and projects;
4. Fraud and abuse units;
5. Services related to accounting, litigation, audits, management property, payroll, personnel, procurement, and public relations;
6. Costs of goods and services and travel costs required for official business and the administration of the program unless excluded under paragraph (A) of this rule; and,
7. Management information systems not related to the tracking and monitoring of the program.

(F) Federal regulations exclude expenditures on information technology and computerization needed for tracking and monitoring required for, or under, Title IV-A of the Social Security Act of 1935, as amended, from the fifteen per cent cap.

1. This exclusion covers the costs for salaries and benefits of staff who develop, maintain, support or operate the portions of information technology or computer systems used for the tracking and monitoring.
2. The exclusion also covers the costs of contracts for development, maintenance, support, or operation of those portions of information technology or computer systems used for the tracking or monitoring.

(G) The federal TANF definition of "administrative costs" specifically excludes the direct costs associated with activities and contracts that provide program services. Costs associated with TANF administration shall not be charged to the TANF regular allocation as contained in rule 5101:9-6-08 of the Administrative Code.

(H) The CDJFS claims administrative costs through the random moment sample (RMS) process as described in rule 5101:9-7-20 of the Administrative Code. The CDJFS reports direct expenditures described in rule 5101:9-7-29 of the Administrative Code.
The CDJFS may request to transfer available TANF administration funding to the TANF regular allocation to be used as described in paragraphs (G) and (H) of rule 5101:9-6-08 of the Administrative Code.

Allocation redistribution is available pursuant to rule 5101:9-6-02 of the Administrative Code. The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Replaces: 5101:9-6-08.8
Effective: 1/13/2018
Five Year Review (FYR) Dates: 01/13/2023
Certification: CERTIFIED ELECTRONICALLY
Date: 01/03/2018
Promulgated Under: 111.15
Statutory Authority: 5107.05
Rule Amplifies: 5107.05
Prior Effective Dates: 10/01/2009 (Emer.), 12/30/2009, 08/24/2012 (Emer.), 11/16/2012
A. The supplemental nutrition assistance program (SNAP) employment and training grant reimburses the county department of job and family services (CDJFS) for costs associated with ensuring compliance with federal SNAP regulations. The Ohio department of job and family services (ODJFS) distributes this grant to each CDJFS through a food assistance employment and training allocation.

B. ODJFS issues the food assistance employment and training allocations on a federal fiscal year (FFY) basis. ODJFS will communicate the funding and liquidation periods for this allocation through the county finance information system (CFIS). The CDJFS must expend funds by the end of the funding period and disburse and report expenditures no later than the end of the liquidation period.

C. The food assistance employment and training allocation consists of one hundred per cent federal funds. This allocation is under the authority of 7 C.F.R. parts 272 and 273 promulgated by the United States department of agriculture. The catalog of federal domestic assistance (CFDA) number for this allocation is 10.561.

D. The following methodology is used to distribute available funds for this allocation.

1. Thirty per cent is based on county population less than one hundred per cent of the federal poverty level utilizing the most recent calendar year (CY) data from the United States bureau of census.

2. Thirty per cent is based on county population less than two hundred per cent of the federal poverty level utilizing the most recently available CY data from the United States bureau of census.

3. Thirty per cent is based upon the county's adjusted recipients. The number of adjusted recipients is equal to the total of the categories of non-public assistance food assistance recipients, disability financial assistance (DFA) recipients and disability medical assistance (DMA) recipients, adult medicaid recipients, healthy start recipients, children health insurance program (CHIP) recipients, temporary assistance for needy families (TANF) related medicaid recipients, and TANF recipients.

4. Five per cent is based upon the county's average unemployment rate as compared statewide in the same category, utilizing the most recently available report month.

5. Five per cent is based upon the county's poverty rate. A county's poverty rate is identified as the percentage of the county's population living at or below the federal poverty level.

E. Upon completion of the steps in paragraph (D) of this rule, a 0.3 per cent adjusting factor is used to increase or decrease the allocation based upon the county difference to the statewide average per capita income. ODJFS will calculate the applied adjustment as follows:

1. Counties with a higher per capita income than the statewide average will receive the adjustment as a decrease; and

2. Counties with a lower per capita income than the statewide average will receive the adjustment as an increase.

F. ODJFS caps the formula-calculated allocation amounts at a four per cent increase and decrease from the previous FFY. If a decrease or increase in the statewide amount results in counties' allocations fluctuating more than four per cent, ODJFS will not apply the formula, but will decrease or increase each county's previous FFY allocation by the percentage of change to the statewide amount.

G. Expenditures that may be properly charged against this allocation include administrative, direct delivery, contracted, and purchased services costs for the food assistance employment and training program as detailed in rules 5101:4-3-29 to 5101:4-3-38 of the Administrative Code.
Allocation redistribution is pursuant to rule 5101:9-6-02 of the Administrative Code. Any CDJFS may redistribute any excess expenditures as follows: of the SNAP employment and training grant to the FAET operating allocation as outlined in rule 5101:9-6-09.3 of the Administrative Code.

(1) CDJFS expenditures in excess of the SNAP employment and training grant will go to the FAET operating allocation as outlined in rule 5101:9-6-09.3 of the Administrative Code.

(2) CDJFS expenditures in excess of the FAET operating allocation will follow the same allocation methodology as regular food assistance administration costs. Fifty per cent of the excess will be charged to the county's income maintenance (IM) control grant and fifty per cent will be charged to federal SNAP administration pass-through funding. If a county exceeds its IM grant, the CDJFS shall provide matching funds in order to qualify for federal administration pass-through funding.

(I) CDJFS expenditures must be reported on the JFS 02827 "Public Assistance Quarterly Financial Statement" as described in rule 5101:9-7-29 of the Administrative Code.

(J) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 07/01/2016
Certification: CERTIFIED ELECTRONICALLY
Date: 06/21/2016
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.161, 5101.21
Prior Effective Dates: 11/23/91, 4/14/97, 7/2/02 (Emer.), 9/28/02, 4/22/04, 2/5/06, 10/24/08, 10/1/09, 8/24/12, (Emer.), 11/16/12, 3/16/13
FAPMTL 331

Effective Date: July 5, 2015

Most Current Prior Effective Date: May 1, 2010

(A) The Ohio department of job and family services (ODJFS) issues funding to select county departments of job and family services (CDJFS) for reimbursement of approved costs associated with travel expenses for food and nutrition services (FNS) meetings.

(B) FNS state exchange funding consists of one hundred per cent federal funding from the U.S. department of agriculture (USDA) FNS state exchange grant.

(C) The catalog of federal domestic assistance (CFDA) number is 10.561.

(D) FNS state exchange activities
The CDJFS may submit the following staff travel expenses for reimbursement for attending any of the following conferences and/or meetings:

(1) FNS regional conferences;
(2) Meetings in other regions to view innovative approaches to the supplemental nutrition assistance program (SNAP);
(3) Regional training advisory committee (RTRAC) meetings and conferences;
(4) FNS "Big Ten Urban 14" meetings and conferences;
(5) FNS "Big Ten" steering committee and board meetings and conferences; and
(6) FNS "Big Ten" annual conference.

(E) Reimbursement

(1) ODJFS office of family assistance (OFA) notifies all CDJFS identified as eligible for full or partial reimbursement.

(2) The CDJFS submits requests for reimbursement through the designated FNS steering committee member for approval or denial. The designated steering committee member submits approved estimates to FNS and FNS authorizes a state exchange grant for all approved amounts.

(3) Once FNS approves the estimate and authorizes the funding the CDJFS submits documentation of eligible expenditures (i.e., copies of receipts, etc.) to OFA for approval.

(4) Upon approval, ODJFS issues an allocation making the funds available to the CDJFS.

(F) The CDJFS must report expenditures as described in rule 5101:9-7-29 of the Administrative Code.

(G) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Replaces: 5101:9-6-09.1

Effective: 07/05/2015

Certification: CERTIFIED ELECTRONICALLY

Date: 06/24/2015

Promulgated Under: 111.15

Statutory Authority: 5101.02

Rule Amplifies: 5101.02

Prior Effective Dates: 5/1/10
FAPMTL 365

Effective Date: December 20, 2016

Most Current Prior Effective Date: March 16, 2013

(A) The Ohio department of job and family services (ODJFS) issues the FAET operating allocation to reimburse the county department of job and family services (CDJFS) for FAET related expenses once a county has exhausted the regular FAET funding outlined in rule 5101:9-6-09 of the Administrative Code.

(B) ODJFS issues the FAET operating allocation on a federal fiscal year (FFY) basis. ODJFS will communicate the funding and liquidation periods for this allocation through the county finance information system (CFIS). The CDJFS must expend funds by the end of the funding period and disburse and report expenditures no later than the end of the liquidation period.

(C) The FAET operating allocation consists of fifty per cent state and fifty per cent federal funds and requires a fifty per cent state/local match. The catalogue of federal domestic assistance (CFDA) number for the federal portion of this allocation is 10.561.

(D) ODJFS distributes the FAET operating allocation utilizing the same methodology utilized for the regular FAET allocation as outlined in rule 5101:9-6-09 of the Administrative Code.

(E) The CDJFS may move excess expenditures from the FAET allocation to the FAET operating allocation by performing the following post allocation adjustments:

(1) Move fifty per cent of the ceiling excess to the FAET operating allocation.

(2) Move fifty per cent of the ceiling excess to the FA income maintenance allocation as outlined in rule 5101:9-6-02 of the Administrative Code.

(F) CDJFS expenditures must be reported on the JFS 02827 "Public Assistance Quarterly Financial Statement" as described in rule 5101:9-7-29 of the Administrative Code.

(G) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.
The Ohio department of job and family services (ODJFS) issues the FAET participant allowance allocation to reimburse the county job and family services (CDJFS) for eligible expenditures incurred by recipients participating in the FAET program as outlined in rule 5101:4-3-32 of the Administrative Code.

ODJFS issues the FAET participant allowance allocation on a federal fiscal year (FFY) basis. ODJFS will communicate the funding and liquidation periods for this allocation through the county finance information system (CFIS). The CDJFS must expend funds by the end of the funding period and disburse and report expenditures no later than the end of the liquidation period.

The FAET participant allowance allocation consists of fifty per cent state and fifty per cent federal funds. The catalogue of federal domestic assistance (CFDA) number for the federal portion of this allocation is 10.561.

ODJFS distributes the FAET participant allowance allocation utilizing the same methodology utilized for the regular FAET allocation outlined in rule 5101:9-6-09 of the Administrative Code.

The total FAET participant allowance allocation covers expenditures reported in:

1. CFIS and;
2. Client registry information system enhanced (CRIS-E) and/or Ohio benefits (OB).

The CDJFS shall reimburse ODJFS for expenditures in excess of their total available FAET participant allowance allocation.

The CDJFS must report participant allowance expenses not captured in client registry information system-enhanced (CRIS-E) and/or OB on the JFS 02827 "Public Assistance Quarterly Financial Statement" as described in rule 5101:9-7-29 of the Administrative Code. The following are allowable activities for the FAET participant allowance:

1. Transportation (bus passes, mileage reimbursement, transportation contracts with taxi/transportation companies);
2. Tuition/fees, training materials, books, registration fees;
3. Clothing for job interviews, uniforms;
4. Licensing/bonding fees, fingerprinting, background checks; and
5. Other services that are necessary for FAET participation.

FAET participant allowance expenses are not eligible for reimbursement using regular FAET or FAET operating funding as outlined in rule 5101:9-6-09 or 5101:9-6-09.3 of the Administrative Code.

The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 6/1/2018
Certification: CERTIFIED ELECTRONICALLY
Date: 05/21/2018
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.161, 5101.21
Prior Effective Dates: 03/16/2013
(A) The Ohio department of job and family services (ODJFS) issues the state social services operating allocation to the county department of job and family services (CDJFS) for expenditures incurred in the operation of social services programs.

(B) This allocation consists of one hundred per cent state funds.

(C) ODJFS issues this allocation to use for state goods or services performed on a state fiscal year (SFY) basis July first through June thirtieth. All expenditures incurred during the SFY must be liquidated no later than the end of the three-month liquidation period of July first through September thirtieth. ODJFS will communicate the period of performance and liquidation period for this allocation through the county finance information system (CFIS). The CDJFS must expend funds by the end of the period of performance and disburse and report expenditures no later than the end of the liquidation period.

(D) ODJFS utilizes the following methodology to distribute the state social services operating allocation. All figures are based upon the most recently available U.S. census bureau data available funds for this allocation.

(1) When the statewide allocation is within four per cent of the final amount distributed in the preceding year, ODJFS uses the formula in this paragraph to determine each county's share. Formula ODJFS caps increases and decreases at the county level for the state social services operating allocation are capped at four per cent of the preceding SFY's allocation amount in each county's allocation amount at four per cent of the county's preceding year's allocation. ODJFS proportionately distributes county increases of more than four per cent to counties experiencing more than a four per cent decrease. The formula for determining how to allocate the statewide allocation is as follows:

(a) Fifty per cent is based on the county's population at or below one hundred fifty per cent of the federal poverty level as compared statewide in the same category.

(b) Twenty per cent is based on the county's population at or below eighteen years of age and at or below two hundred per cent of the federal poverty level as compared statewide in the corresponding categories.

(c) Twenty per cent is based on the county's population at or over fifty-five years of age and at or below two hundred per cent of the federal poverty level as compared statewide in the corresponding categories.

(d) Ten per cent is based on the county's average unemployment rate as compared to the average unemployment rate for all eligible counties, utilizing figures from ODJFS for the most recently available federal fiscal year (FFY).

(2) When there is more than a four per cent increase or decrease in the statewide allocation amount, each county's preceding SFY allocation will be increased or decreased by the percentage of change to the statewide allocation amount.

(E) The CDJFS may utilize the state social services operating allocation as follows:

(1) Expenditures must be for services identified in the county's profile section of the comprehensive Title XX social services plan (CSSP) related to services defined in the approved county social services plan/profile. The CDJFS may claim expenditures against this allocation for any direct or purchased services costs as defined in the "State of Ohio Comprehensive Title XX Social Services Plan" and specifically included in the county's title XX county profile; and

(2) As outlined in Section 309.50.20 of Amended Substitute House Bill 153 of the 129th General Assembly, the CDJFS may elect to transfer a portion of its state social services operating
allocation to the county's family and children first council via transfer to a flexible funding pool, as outlined in Section 309.50.20 of Amended Substitute House Bill 153 of the 129th General Assembly, using the codes established by ODJFS for this purpose.

(F) Allocation redistribution procedures are contained in rule 5101:9-6-02 of the Administrative Code. In addition, the CDJFS shall take the following steps to recognize draws and expenditures in excess of the state social services operating allocation:

(1) The CDJFS applies any remaining draws and may move expenditures to the federal social services allocation as detailed in rule 5101:9-6-12 of the Administrative Code.

(2) The county is responsible for excess expenditures remaining after paragraph (F)(1) of this rule. CDJFS may move excess expenditures to the child, family, and community protective services allocation as detailed in rule 5101:9-6-12.4 of the Administrative Code.

(G) The CDJFS shall report expenditures on the JFS-02827 "Public Assistance Quarterly Financial Statement" as described in rule 5101:9-7-29 of the Administrative Code.

(H) Allocation redistribution procedures are contained in rule 5101:9-6-02 of the Administrative Code. The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 11/10/2016
Certification: CERTIFIED ELECTRONICALLY
Date: 10/27/2016
Promulgated Under: 111.15
Statutory Authority: 5101.46
Rule Amplifies: 5101.46
FAPMTL 376

Effective Date: August 24, 2017
Most Current Prior Effective Date: September 12, 2014

(A) The Ohio department of job and family services (ODJFS) allocates funding to the county department of job and family services (CDJFS) for the non-administrative costs of providing publicly funded child care.

(B) This allocation consists of federal funds. The catalog of federal domestic assistance (CFDA) number for this allocation is 93.575.

(C) ODJFS issues this allocation on a federal fiscal year (FFY) basis. ODJFS will communicate the funding and liquidation periods through the county finance information system (CFIS). The CDJFS must expend funds by the end of the funding period and disburse and report expenditures no later than the end of the liquidation period.

(D) ODJFS utilizes the following methodology to distribute available funds for this allocation:

1. ODJFS allocates thirty per cent of the statewide allocation based on each county's population of children from birth to fourteen years of age that are at or below one hundred per cent of the federal poverty level as compared to the statewide total population of children in the same category, utilizing the most recent available U.S. bureau of census figures.

2. ODJFS allocates thirty per cent of the statewide allocation based on each county's number of temporary assistance for needy families (TANF) children from birth to fourteen years of age as compared to the statewide total number of children in the same category, utilizing the most recent available state fiscal year (SFY) data from "Client Registry Information System-Enhanced" (CRIS-E).

3. ODJFS allocates thirty per cent of the statewide allocation based on each county's number of children determined eligible for publicly funded child care as compared to the statewide total number of children in the same category, utilizing the most recent available SFY data from the "Child Care Information Data System" (CCIDS)/centralized payments invoice screen.

4. ODJFS allocates ten per cent of the statewide allocation based on each county's number of licensed type B homes as compared to the statewide total in the same category, utilizing the most recent available SFY data from the CCIDS/centralized payments invoice screen.

(E) The CDJFS may report the following allowable child care related expenditures:

1. Shared costs (as allocated in accordance with the ODJFS cost allocation plan);

2. Eligibility determination and re-determination;

3. Preparation and participation in judicial hearings;

4. Recruitment, inspection, reviews, and supervision of child care placements;

5. Information and referral;

6. Training;

7. Provider monitoring activities;

8. Establishment and maintenance of computerized childcare information systems; and

9. Establishing and operating a certificate program;

10. Eligibility determination and re-determination;

11. Preparation / participation in judicial hearings;

12. Child care placement;

13. Recruitment, licensing, inspection of child care providers;
(8) Training for lead agency or sub-recipient staff on billing and claims processes associated with the subsidy program;

(9) Reviews and supervision of child care placements;

(10) Activities associated with payment rate setting;

(11) Resource and referral services; and

(12) Training for child care staff.

(9) Arrangement, placement, and reporting child care.

(F) The CDJFS claims non-administrative employee costs through the random moment sample (RMS) process as described in rule 5101:9-7-20 of the Administrative Code. The CDJFS reports direct expenditures as described in rule 5101:9-7-29 of the Administrative Code.

(G) Child care provider contracts/purchased services are funded outside of the county allocation process.

(G) The CDJFS may request to transfer available child care administration funding to the child care non-administration allocation to be used as stated in paragraph (E) of this rule.

(H) A CDJFS may also move any excess child care non-administration expenditures as follows:

(1) The CDJFS may move excess expenditures to the child care administration allocation;

(2) The CDJFS may move excess expenditures associated with child care eligibility determinations and other direct expenditures identified as TANF administrative activities as defined in rule 5101:9-6-08.8 of the Administrative Code, to the TANF administration allocation; or,

(3) The CDJFS may move excess expenditures associated with activities categorized as non-administration, as described in rule 5101:9-6-08 of the Administrative Code to the TANF regular allocation.

(I) Allocation redistribution is pursuant to rule 5101:9-6-02 of the Administrative Code. The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 08/24/2017

Five Year Review (FYR) Dates: 06/08/2017 and 08/24/2022

Certification: CERTIFIED ELECTRONICALLY

Date: 08/14/2017

Promulgated Under: 111.15

Statutory Authority: 5104.42, 5101.02

Rule Amplifies: 5104.42

Prior Effective Dates: 12/20/91, 1/2/96 (Emer), 7/1/96, 11/17/96, 2/17/97, 11/1/97, 1/26/98, 12/11/03, 2/5/06, 9/28/08, 10/1/09 (Emer), 12/30/09, 5/27/10, 7/19/12, 9/12/14
The Ohio department of job and family services (ODJFS) allocates funding to the county department of job and services (CDJFS) for the administrative costs of providing publicly funded child care.

The catalog of federal domestic assistance (CFDA) number for this allocation is 93.575.

ODJFS issues this allocation on a federal fiscal year (FFY) basis. ODJFS will communicate the funding and liquidation periods through the county finance information system (CFIS). The CDJFS must expend funds by the end of the funding period and disburse and report expenditures no later than the end of the liquidation period.

ODJFS issues available funds for this allocation using the same methodology as contained in paragraph (D) of rule 5101:9-6-11 of the Administrative Code.

The term "administrative costs" means costs necessary for the proper administration of the child care program in accordance with 45 C.F.R. 98.52 (October 1, 2013) 45 C.F.R. 98.54 (September 30, 2016). These activities may include:

1. Salaries and related costs of staff engaged in administration and implementation of the program;
2. Travel costs incurred for official business in carrying out the program;
3. Administrative services, including accounting services performed by grantees or subgrantees or under agreements with third parties and;
4. Indirect administrative costs associated with providing program services, such as costs for supplies, equipment, travel, postage, utilities, rental and maintenance of office space associated with child care administration and child care non-administration, in accordance with the ODJFS cost allocation plan;

The CDJFS direct charges contract costs related to the general administration and coordination of the programs to this allocation. The CDJFS claims administrative costs through the random moment sample (RMS) process as described in rule 5101:9-7-20 of the Administrative Code. The CDJFS reports direct expenditures as described in rule 5101:9-7-29 of the Administrative Code.

Allocation redistribution is pursuant to rule 5101:9-6-02 of the Administrative Code. The CDJFS may apply child care administrative expenditures in excess of the child care administration allocation to TANF administration funding as outlined in rule 5101:9-6-08.8 of the Administrative Code.

The CDJFS may request to transfer available child care administration funding to the child care non-administration allocation to be used as stated in paragraph (E) of rule 5101:9-6-11 of the Administrative Code.

The CDJFS may apply child care administrative expenditures in excess of the child care administration allocation to TANF administration funding as outlined in rule 5101:9-6-08.8 of the Administrative Code.

Allocation redistribution is pursuant to rule 5101:9-6-02 of the Administrative Code. The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 08/24/2017

Five Year Review (FYR) Dates: 06/08/2017 and 08/24/2022

Certification: CERTIFIED ELECTRONICALLY

Date: 08/14/2017

Promulgated Under: 111.15
**FAPMTL 323**

**Effective Date: May 18, 2015**

**Most Current Prior Effective Date: April 9, 2010**

(A) The Ohio department of job and family services (ODJFS) issues the Title XX federal social services allocation to the county department of job and family services (CDJFS) for expenditures incurred in the operation of social services programs.

(B) This allocation consists of federal funds issued under Title XX of the Social Security Act. The catalog of federal domestic assistance (CFDA) number for this allocation is 93.667.

(C) ODJFS issues this allocation on a federal fiscal year (FFY) basis. ODJFS will communicate the period of performance and liquidation period for this allocation through the county finance information system (CFIS). The CDJFS must expend funds by the end of the period of performance and disburse and report expenditures no later than the end of the liquidation period.

(D) **Methodology**

ODJFS uses the following methodology to distribute available funds for this allocation.

(1) When the statewide allocation is the same as the preceding year, or has a decrease less than four per cent, ODJFS calculates each county allocation amount by applying the formula listed in paragraph (D)(4) of this rule. ODJFS caps increases and decreases in each county's allocation amount at four per cent of the county's preceding year's allocation. ODJFS proportionately distributes county increases of more than four per cent to counties experiencing more than a four per cent decrease.

(2) When the statewide allocation amount increases from the preceding year:

(a) First, ODJFS distributes to each CDJFS the same allocation amount received in the preceding year.

(b) Once the distribution of initial allocation amounts is complete, ODJFS distributes the statewide increase to the CDJFS by applying the formula listed in paragraph (D)(4) of this rule.

(3) When there is more than a four per cent decrease in the statewide allocation amount from the preceding year, ODJFS does not apply the formula in paragraph (D)(4) of this rule, but decreases each CDJFS’s preceding SFY allocation by the percentage of change to the statewide allocation amount.

(4) The formula is as follows:

(a) ODJFS distributes five per cent of the statewide allocation to each CDJFS based on each county's population.

(b) ODJFS distributes five per cent of the statewide allocation to the CDJFS based on each county's property tax wealth factors, as measured by the total of the most recent real estate, public utility, and tangible personal property tax values reported by the Ohio department of taxation and as inversely compared statewide.

(c) ODJFS allocates the remaining balance to the CDJFS using the following methodology:

(i) Fifty per cent is based on the county's population at or below one hundred fifty per cent of the federal poverty level as compared statewide in the same category.

(ii) Twenty per cent is based on the county's population at or below eighteen years of age and at or below two hundred per cent of the federal poverty level as compared statewide in the corresponding categories.
(iii) Twenty per cent is based on the county's population at or over fifty-five years of age and at or below the two hundred per cent of the federal poverty level as compared statewide in the corresponding categories.

(iv) Ten per cent is based on the county's average unemployment rate as compared to the average unemployment rate for all eligible counties, utilizing figures from the ODJFS for the most recently available FFY.

(E) The CDJFS may claim expenditures against this allocation for any direct or purchased services costs as defined in the "State of Ohio Comprehensive Title XX Social Services Plan" and specifically included in the county's "Title XX County Profile."

(F) County agency expenditures must be reported as described in rule 5101:9-7-29 of the Administrative Code.

(G) A CDJFS may move any Title XX expenditures as follows:

1. The CDJFS may move expenditures to the social services operating allocation.

2. The CDJFS may move excess expenditures associated with programs and services to children and/or their families whose income is less than two hundred per cent of the federal poverty level to the Title XX TANF transfer allocation. Programs and services must be included in the county Title XX profile.

3. The CDJFS may move excess expenditures associated with the delivery of protective services to adults age sixty and over to the APS allocation.

(H) Allocation redistribution is pursuant to rule 5101:9-6-02 of the Administrative Code. The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Replaces: 5101:9-6-12

Effective: 05/18/2015

Certification: CERTIFIED ELECTRONICALLY

Date: 05/05/2015

Promulgated Under: 111.15

Statutory Authority: 5101.02, 5101.46

Rule Amplifies: 5101.46

FAPMTL 340

Effective Date: September 30, 2015
Most Current Prior Effective Date: April 9, 2010

(A) The Ohio department of job and family services (ODJFS) issues the Title XX TANF transfer allocation to the county department of job and family services (CDJFS) to support programs and services to children and/or their families whose income is less than two hundred per cent of the federal poverty level (FPL).

(B) ODJFS communicates the period of performance and liquidation period for this allocation through the county finance information system (CFIS). Funds must be expended by the period of availability and reported no later than the end of the liquidation period.

(C) The Title XX TANF transfer allocation consists of one hundred per cent federal funds. The catalog of federal domestic assistance (CFDA) number for this allocation is 93.558. In accordance with CFDA number 93.558, expenditures for money transferred out of TANF and into Title XX shall be shown as expenditures for the Title XX program and reported under CDFA number 93.667 on the county's schedule of expenditures of federal awards.

(D) Methodology

ODJFS uses the following methodology to distribute the Title XX TANF transfer allocation.

(1) When the statewide allocation is the same as the preceding year, or has a decrease of less than four per cent, ODJFS calculates each county allocation amount by applying the formula listed in paragraph (D)(4) of this rule. ODJFS caps increases and decreases in each county's Title XX TANF transfer allocation at four per cent of the county's preceding year's allocation. ODJFS proportionately distributes county increases of more than four per cent to counties experiencing more than a four per cent decrease.

(2) When the statewide allocation amount increases from the preceding year:

(a) ODJFS distributes to each CDJFS the same allocation amount received in the preceding year.

(b) Once the distribution of initial allocation amounts is complete, ODJFS distributes the statewide increase amount to the CDJFS by applying the formula listed in paragraph (D)(4) of this rule.

(3) When there is more than a four per cent decrease in the statewide allocation amount from the preceding year, ODJFS does not apply the formula in paragraph (D)(4) of this rule, but decreases each CDJFS's preceding grant by the percentage of change to the statewide allocation amount.

(4) The formula is as follows:

(a) ODJFS distributes five per cent of the statewide allocation to each CDJFS based on each county's population.

(b) ODJFS distributes five per cent of the statewide allocation to the CDJFS based on each county's property tax wealth factors, as measured by the total of the most recent real estate, public utility, and tangible personal property tax values reported by the Ohio department of taxation and as inversely compared statewide.

(c) ODJFS allocates the remaining balance to the CDJFS using the following methodology:

(i) Fifty per cent is based on the county's population at or below one hundred fifty per cent of the federal poverty level as compared statewide in the same category.
(ii) Forty per cent is based on the county's population at or below eighteen years of age and at or below two hundred per cent of the federal poverty level as compared statewide in the corresponding categories.

(iii) Ten per cent is based on the county's average unemployment rate as compared to the average unemployment rate for all eligible counties, utilizing figures from the ODJFS for the most recently available federal fiscal year (FFY).

(E) The CDJFS may move eligible expenditures as follows:

1. The CDJFS may move eligible expenditures to the Title XX federal social services allocation as detailed in rule 5101:9-6-12 of the Administrative Code.

2. The CDJFS may move eligible expenditures to the state social services operating allocation as detailed in rule 5101:9-6-10 of the Administrative Code.

3. The CDJFS may move eligible expenditures associated with allowable TANF services for children and/or families whose income is less than two hundred per cent of the federal poverty level to the TANF regular or TANF administrative allocation as detailed in rules 5101:9-6-08 and 5101:9-6-08.8 of the Administrative Code.

4. Any excess expenditures remaining after paragraph (E)(1) and (E)(2) of this rule are the responsibility of the county agency.

(F) A CDJFS may elect to use all or a portion of these funds as regular TANF funding. A CDJFS shall use the JFS 02725 "Family Service Agency Budget Allocation Transfer Request" (rev. 4/2013) to request the transfer of funding. The request for each fiscal year must be submitted by January eighteenth, following the allocation's October-December liquidation period.

(G) Allocation redistribution procedures are contained in rule 5101:9-6-02 of the Administrative Code. The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Replaces: 5101:9-6-12.1
Effective: 09/30/2015
Certification: CERTIFIED ELECTRONICALLY
Date: 09/17/2015
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
Prior Effective Dates: 9/12/05, 8/8/08, 4/9/10
The Ohio department of job and family services (ODJFS) issues the child, family, and adult community and protective services allocation to provide funding to the county department of job and family services agencies (CDJFS) to enhance the administration of family and social services duties. Each CDJFS shall use the funds in accordance with the written plan of cooperation between the board of county commissioners (BOCC), the CDJFS and the workforce development (WFD) agency as required in section 307.983 of the Revised Code.

The child, family, and adult community and protective services allocation consists of one hundred per cent state funds issued for the state fiscal year (SFY), July first through June thirtieth. All expenditures incurred during the SFY must be liquidated no later than the end of the three-month liquidation period of July first to September thirtieth.

Methodology

ODJFS distributes five per cent of the child, family, and adult community and protective services appropriation to each CDJFS based on county population. ODJFS also distributes five per cent of the appropriation to each CDJFS based on each county's property tax wealth factors, as measured by the total of the most recent real estate, public utility, and tangible personal property tax values reported by the Ohio department of taxation and as inversely compared statewide.

ODJFS distributes five per cent of the child, family, and community protective services allocation to each CDJFS based on county population. ODJFS also distributes five per cent of the allocation to each CDJFS based on each county's property tax wealth factors, as measured by the total of the most recent real estate, public utility, and tangible personal property tax values reported by the Ohio department of taxation and as inversely compared statewide.

The remaining ninety per cent of the appropriated amount will be distributed as follows:

(a) Fifty per cent is based on the county's population at or below one hundred fifty per cent of the federal poverty level as compared statewide in the same category;

(b) Twenty per cent is based on the county's population at or below eighteen years of age and at or below two hundred per cent of the federal poverty level as compared statewide in the corresponding categories;

(c) Twenty per cent is based on the county's population at or over fifty-five years of age and at or below two hundred per cent of the federal poverty level as compared statewide in the corresponding categories; and,

(d) Ten per cent is based on the county's average unemployment rate as compared to the average unemployment rate for all eligible counties, utilizing figures from ODJFS for the most recently available federal fiscal year (FFY).

Population figures are based upon the most recently available United States bureau of census data.

When there is more than a four per cent decrease in the statewide appropriation amount from the preceding year, ODJFS does not apply the formula in paragraphs (C) and (C)(1) of this rule, but decreases each CDJFS's preceding SFY allocation by the percentage of change to the statewide allocation amount.

When the statewide appropriation is the same as the preceding year, county allocation amounts are calculated by applying the formula listed in paragraphs (C) and (C)(1) of this rule. Increases in each county's allocation are capped at four per cent of the county's preceding SFY's allocation amount. Individual county increases of more than four per cent are proportionately distributed county increases of more than four per cent to counties experiencing more than a four per cent decrease.
(4) When the statewide appropriation amount increases from the preceding year, the net gain is distributed to the CDJFS by applying the formula listed in paragraphs (C) and (C)(1) of this rule:

(a) First, ODJFS distributes to each CDJFS the same allocation amount received in the preceding year.

(b) Once the distribution of initial allocation amounts is complete, ODJFS distributes the statewide increase to the CDJFS by applying the formula listed in paragraph (C)(1) of this rule.

(D) The CDJFS shall utilize the child, family, and adult community and protective services allocation for any of the following purposes listed in paragraphs (D)(1) to (D)(4) of this rule, or may use the funding as state or local match for costs associated with these purposes.

A combined CDJFS may use all or a portion of its allocation to support its child support enforcement agency (CSEA) or public children services agency (PCSA) activities. A CDJFS may also provide all or a portion of its allocation to a stand alone CSEA or PCSA through an interagency agreement. County agencies shall use the funding to provide services for any of the purposes listed in paragraphs (D)(1) to (D)(4) of this rule, or use the funding as state or local match for costs associated with these purposes.

1. To assist individuals to achieve or maintain self-sufficiency, including by reducing or preventing dependency among individuals with family income not exceeding two hundred per cent of the federal poverty guidelines;

2. To provide outreach and referral services regarding home and community-based services to individuals at risk of placement in a group home or institution, regardless of the individual's family income and without need for a written application;

3. To provide outreach, referral, application assistance, and other services to assist individuals to receive assistance, benefits, or services under medicaid; Title IV-A programs, as defined in section 5101.80 of the Revised Code; food assistance issued under the supplemental nutrition assistance program (SNAP); and other public assistance (PA) programs;

4. To provide protective services to a child or adult as part of a response to a report of abuse, neglect, or exploitation without regard to income or need for a written application, including through the differential response program developed under Section 309.50.10 of Amended House Bill 64 of the 131st General Assembly.

(E) ODJFS will establish the allocation as the community and protective services allocation and separate financial sub codes for each program in the county finance information system (CFIS). To utilize the funding, a CDJFS will submit draw requests and report expenditures for this allocation using CFIS codes established for this purpose. County family services agencies shall report expenditures on the quarterly financial reports as contained in rule 5101:9-7-29 of the Administrative Code as follows:

1. The CDJFS shall report expenditures on the JFS 02827 "Public Assistance Quarterly Financial Statement";

2. The CSEA shall report expenditures on the JFS 02750 "Child Support Quarterly Financial Statement";

3. The PCSA shall report expenditures on the JFS 02820 "Children Services Quarterly Financial Statement".

(F) As outlined in Section 309.50.20 of Amended Substitute House Bill 153 of the 129th General Assembly, a CDJFS may also elect to transfer all or a portion of its community and protective
services allocation to the county's family and children first council via transfer to a flexible funding pool, using the codes established by ODJFS for this purpose.

(G) ODJFS will reconcile the child, family, and adult community and protective services allocation with grants listed in paragraph (D) of this rule for quarterly cash on hand reports and quarterly and annual reconciliation reports. County family services agencies must report expenditures as described in rule 5101:9-7-29 of the Administrative Code.

(H) This allocation is based on appropriations by the Ohio general assembly.

(I) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 12/10/2015
Certification: CERTIFIED ELECTRONICALLY
Date: 11/25/2015
Promulgated Under: 111.15
Statutory Authority: 5101.46, 5101.10
Rule Amplifies: 5101.46, 5101.10
Prior Effective Dates: 9/27/09, 6/18/10, 10/1/11
(A) In the event a disaster or state of emergency is declared by the governor, the Ohio department of job and family services (ODJFS) may provide supplemental funding based on availability for disaster-related PRC assistance and services through the PRC program.

(B) The funding source for the disaster relief PRC assistance allocation is the federal temporary assistance for needy families (TANF) block grant. The catalogue of federal domestic assistance (CFDA) number is 93.558. These funds are in addition to the county's current TANF regular allocation as outlined in rule 5101:9-6-08 of the Administrative Code.

(C) Counties may be required to amend or revise the county PRC statement of policies to access these additional funds if their current policies do not reflect the inclusion of disaster assistance procedures. A revision of the county statement of policies will also be required if the county chooses to adopt a different income eligibility limit (or no limit) or benefit level than originally stated in the current PRC statement of policies. The effective date of the amended/revised PRC statement of policies must be on or after the date that the county has been declared to be under a state of emergency by the governor. In order to qualify for PRC services, there are certain conditions that must be met, including evidence of economic need. It is recommended that counties adopt two hundred per cent of the federal poverty level (FPL). There may be instances where a standard of need that exceeds two hundred per cent of the FPL might be appropriate, but such a determination should be accompanied by a logical explanation or justification explaining why the selected standard of need is appropriate and reasonable in those circumstances.

(D) ODJFS makes funds available only to those county departments of job and family services (CDJFS) in counties that have been declared to be under a state of emergency by the governor. ODJFS generally limits availability of funding to a thirty day period after the issuance of the executive order. ODJFS will notify the CDJFS through the county finance information system (CFIS) upon declaration of a disaster.

(E) ODJFS issues disaster PRC assistance funding only for declared disaster or state of emergency situations such as hurricanes, tornadoes, storms, floods, high water, wind-driven water, tidal waves, earthquakes, droughts, blizzards, pestilence, famine, fire, explosion, building collapse, transportation wreck, or any other situation which may cause human suffering or creates human needs which victims cannot alleviate without assistance.

The CDJFS shall only claim expenditures to this TANF allocation for nonrecurring, time-limited emergency disaster relief efforts for eligible PRC families. Recipients must reside in one of the counties declared under a state of emergency, and must have been adversely affected by the emergency condition.

(F) County agencies shall report expenditures as described in rule 5101:9-7-29 of the Administrative Code.

(G) The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.
The Ohio department of job and family services (ODJFS) issues the APS allocation to reimburse the county for the delivery of protective services to adults age sixty and over.

This allocation consists of one hundred per cent state funds subject to approval by the general assembly.

ODJFS issues this allocation for the state fiscal year (SFY), July first through June thirtieth with a three-month liquidation period of July first to September thirtieth.

ODJFS will issue thirty thousand dollars to distribute the statewide amount evenly to each county department of job and family services (CDJFS) for the administration of the adult protective services program. Where a CDJFS encompasses multiple counties, each CDJFS will receive an amount equal to thirty thousand dollars the standard allocation amount for each county represented under the CDJFS.

The county may charge the following expenditures against this allocation:

1. APS allowable expenditures under Title XX of the Social Security Act, 88 Stat. 2337 (1974), 42 U.S.C.A. 1397, as amended for individuals age sixty or over as listed in the county social services plan/profile.

2. Non-Title XX APS expenditures for individuals age sixty or over as contained in rule 5101:2-20-01 Chapter 5101:2-20 of the Administrative Code.

3. APS allowable expenditures under Title XX for individuals age sixty or over but not listed in the county social services plan/profile.

County agencies report expenditures as outlined in rule 5101:9-7-29 of the Administrative Code. Contract or vendor agreement purchased service expenditures must be liquidated and reported as actual expenditures no later than three months after the last day of the SFY allocation period.

ODJFS follows the redistribution process for excess expenditures as outlined in rule 5101:9-6-02 of the Administrative Code. In addition, ODJFS takes the following steps to recognize allowable Title XX expenditures, which are contained in the county social services plan/profile, in excess of the county's allocation:

1. Any allowable Title XX expenditures remaining, which are included in the county social services plan/profile, are applied to the federal social services allocation as detailed in rule 5101:9-6-12 of the Administrative Code or the social services operating allocation as detailed in rule 5101:9-6-10 of the Administrative Code.

2. Any excess expenditures remaining after the completion of the process identified in paragraph (G)(1) of this rule are the responsibility of the county agency.

The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.
Promulgated Under: 111.15
Statutory Authority: 5101.72
Rule Amplifies: 5101.46
Prior Effective Dates: 10/28/89, 11/23/91, 2/17/97, 1/26/98, 7/2/02 (Emer), 9/28/02, 4/22/04, 2/5/06, 3/24/08, 6/1/13, 8/1/15
The Ohio department of job and family services (ODJFS) issues funding to county departments of job and family services (CDJFS) to support the cost of providing adult services and family services (ASFS) training at designated regional training centers (RTCs). In counties where the RTC is functioning as a separate entity from the CDJFS, the CDJFS will receive training funding via an agreement with the ODJFS office for families and children (OFC). This rule does not apply to counties where the RTC functions as a separate entity from the CDJFS receives training funding via an agreement with the ODJFS office of families and children (OFC).

ODJFS issues funding on a federal fiscal year (FFY) basis. The catalog of federal domestic assistance (CFDA) number for this subsidy is 93.667.

Counties that serve as regional training centers (RTCs) have the responsibility of addressing statewide ASFS needs identified by county staff in the areas served by each RTC. Trainees may include CDJFS and public children services agency (PCSA) staff and community partners who provide ASFS services or perform ASFS duties. RTCs shall work in a collaborative manner to maximize efficiency and available training resources.

Each RTC shall submit a quarterly report to ODJFS and the statewide training coordinator that includes the number of training events offered, the number of participants in attendance, the location of the training event, and the title/course number of the workshop(s) offered.

Each RTC shall submit a quarterly calendar of course offerings to ODJFS and the statewide training coordinator (according to a prescribed schedule) and to the OFC in a format designated by ODJFS.

The ODJFS issues an operating allocation and a cost of instruction allocation to each RTC to support ASFS training costs.

Operating allocation:
(a) ODJFS issues operating funding to counties that serve as RTCs as a general supplement to the social services allocation. The county serving as a RTC is compensated by operating funding for manpower costs associated with its procurement and provision of ASFS training.
(b) The CDJFS may claim employee costs incurred with the procurement and delivery of ASFS training through the random moment sample (RMS) process as detailed in rule 5101:9-7-20 of the Administrative Code. The county shall not be permitted to direct charge such manpower costs to this funding.

Cost of instruction allocation:
(a) ODJFS issues the cost of instruction funding as a separate allocation. Allowable costs for this allocation include supplies that will be directly consumed in the delivery of training and equipment pre-approved by ODJFS.
(b) The CDJFS shall report expenditures on the JFS 02827 "Public Assistance Local Agency Quarterly Financial Statement" as described in rule 5101:9-7-29 of the Administrative Code.

The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.
The Ohio department of job and family services (ODJFS) issues the refugee targeted assistance program allocation to the county department of job and family services (CDJFS) for expenditures incurred in providing employment-related services and various state approved social services to eligible refugees in Franklin county as detailed in rule 5101:1-2-40.5 of the Administrative Code provides employment-related services and various state-approved social services that facilitate community adjustment for eligible refugees in Franklin county.

This allocation consists of one hundred per cent federal funds. The catalog of federal domestic assistance (CFDA) number for this allocation is 93.584.

This allocation is issued in accordance with rule 5101:9-6-02 of the Administrative Code. ODJFS communicates the period of performance and liquidation period for this allocation through the county finance information system (CFIS). The CDJFS must expend funds by the end of the period of performance and disburse and report expenditures no later than the end of the liquidation period.

The CDJFS county department of job and family services (CDJFS) shall report may charge allowable expenditures on the JFS 02827 "Monthly Financial Statement Public Assistance Fund Certification Sheet" as described in rule 5101:9-7-29 of the Administrative Code. The funding period and liquidation periods for this allocation will be communicated by the Ohio department of job and family services (ODJFS) through the county finance information system (CFIS). Funds must be expended by the funding period and reported no later than the end of the liquidation period.

The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.
Refugee Cash and Medical Assistance Allocation.

Effective Date: February 28, 2017
Most Current Prior Effective Date: January 30, 2012

(A) The Ohio department of job and family services (ODJFS) issues to the county department of job and family services agency (CDJFS) the refugee cash and medical assistance allocation for activities related to the administration, eligibility activities and coordination of the following programs:

(1) Refugee cash assistance (RCA) program as outlined in rule 5101:1-2-40.1 of the Administrative Code; and


(B) This allocation consists of one hundred per cent federal funds. The catalog of federal domestic assistance (CFDA) number for this allocation is 93.566.

(C) ODJFS issues the refugee cash and medical assistance allocation in accordance with rule 5101:9-6-02 of the Administrative Code.

(D) The CDJFS may charge allowable expenditures against this allocation as follows:

(1) A CDJFS shall capture administrative expenditures through the random moment sample (RMS) process as described in rule 5101:9-7-20 of the Administrative Code.

(2) A CDJFS shall report contracts and purchased services expenditures related to medical transportation for RMA patients using financial codes established for this purpose. The CDJFS shall report expenditures on the JFS 02827 "Public Assistance Quarterly Financial Statement" as described in rule 5101:9-7-29 of the Administrative Code.

(E) The funding period and liquidation period for this allocation will be communicated by ODJFS through the county finance information system (CFIS). Funds must be expended by the end of the funding period and disbursed and reported no later than the end of the liquidation period.

(F) The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 02/28/2017
Certification: CERTIFIED ELECTRONICALLY
Date: 02/15/2017
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02, 5101.49
Prior Effective Dates: 1/30/12
FAPMTL 377

Effective Date: November 2, 2017

Most Current Prior Effective Date: July 7, 2017

(A) The Ohio department of job and family services (ODJFS) issues the SCPA to meet expenses of the children services program, including costs for the care of a child who resides with a caretaker relative and other services a public children services agency (PCSA) considers necessary to protect children from abuse, neglect, or dependency.

(B) This allocation consists of state funds including the funding formerly known as the "Fiesel" allocation. The PCSA shall deposit this allocation in the county's children services fund.

(C) ODJFS issues the SCPA for associated staff costs, goods or services performed for the state fiscal year (SFY), July first through June thirtieth. All expenditures incurred during the SFY must be liquidated no later than the end of the three-month liquidation period of July first through September thirtieth. The PCSA shall return funds that are not fully liquidated by September thirtieth to ODJFS during the allocation's grant reconciliation period.

(D) ODJFS uses the following methodology to distribute available funds for this allocation in accordance with section 5101.14 of the Revised Code:

1. ODJFS allocates a base of one hundred thousand dollars to each PCSA. Where a PCSA encompasses multiple counties, each PCSA will receive an amount equal to one hundred thousand dollars for each county represented under the PCSA.

2. ODJFS allocates the remaining balance in accordance with section 5101.14 of the Revised Code as follows:

   (a) If the amount of available funds is equal to the amount appropriated for the immediately preceding fiscal year, each county shall receive an amount equal to the amount it received in the immediately preceding fiscal year exclusive of any releases from or additions to the allocation or any sanctions.

   (b) If the amount of available funds is less than the amount initially appropriated for the immediately preceding fiscal year, each county shall receive an amount equal to the percentage of funding it received in the immediately preceding fiscal year, exclusive of any releases from or additions to the allocation or any sanctions.

   (c) If the amount of available funds is more than the amount initially appropriated for the immediately preceding fiscal year, each county shall receive an amount equal to the amount it received in the preceding year as a base allocation. ODJFS will allocate the amount exceeding the amount initially appropriated in the immediately preceding fiscal year as follows:

      (i) Twelve per cent is divided equally among all counties.

      (ii) Forty-eight per cent is distributed based on the total number of county residents under the age of eighteen as compared to the total statewide residents under the age of eighteen for the most recent calendar year available.

      (iii) Forty per cent is distributed based on the number of county residents with incomes under the federal poverty level as compared to the statewide total of residents with incomes under the federal poverty level for the most recent calendar year available.

(E) ODJFS sends an advance of this allocation to the PCSA within thirty days after the beginning of each calendar year quarter.

(F) SCPA incentive fund
This incentive is not considered "available funds" under paragraph (D) of this rule or section 5101.14 of the Revised Code. County agencies will be able to earn incentive funds by achieving established benchmarks for visitation with children and visitation with parents during the second and third quarters of SFY 2016.

(G) ODJFS utilizes the following methodology to distribute available incentive funds for this allocation:

(1) ODJFS determines the quarterly ratings from SACWIS data and calculates ratings on the first day of the second month following the quarter end.

(2) ODJFS provides monthly and quarterly reports that list each county's rating during the quarter and at the quarter's end.

(3) County agencies receiving a ninety per cent or higher rating in both categories listed in paragraph (F) of this rule receive a hundred per cent of the calculated incentive amount.

(4) ODJFS awards any balance in the SCPA fund in the fourth quarter to agencies that demonstrate the greatest improvement.

(H)(F) The PCSA may charge allowable expenditures against this allocation as follows:

(1) A PCSA shall report direct expenditures as described in rule 5101:9-7-29 of the Administrative Code;

(2) A PCSA may claim reimbursement of administrative costs and/or cover state or local match requirements through the social services random moment sample (SSRMS) reconciliation/certification of funds process; or,

(3) A PCSA may also elect to transfer all or a portion of its SCPA to the county's family and children first council via transfer to a flexible funding pool, using codes established by ODJFS.

(I)(G) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 11/2/2017

Five Year Review (FYR) Dates: 12/31/2020

Certification: CERTIFIED ELECTRONICALLY

Date: 10/23/2017

Promulgated Under: 111.15

Statutory Authority: 5101.14

Rule Amplifies: 5101.14

The Ohio department of job and family services (ODJFS) issues funding to public children services agencies (PCSAs) for the administration of the "ProtectOhio" child welfare demonstration project. "ProtectOhio" is designed to reduce the number of children in foster care, decrease the amount of time children remain in foster care, and promote adoptions by allowing greater flexibility in spending federal funds appropriated under Title IV-E of the Social Security Act (SSA) of 1935.

Title IV-E funds

(1) The United States department of health and human services (HHS) waives various provisions of the SSA and the Code of Federal Regulations (C.F.R.) to permit approved waiver counties participating in the demonstration project to expend Title IV-E foster care maintenance (FCM) funds on services and children that are not otherwise allowable or eligible under Title IV-E. The catalog of federal domestic assistance (CFDA) number is 93.658.

(2) ODJFS advances Title IV-E FCM funds as a capitation rather than a reimbursement under "ProtectOhio." ODJFS multiplies the following two variables to determine the initial aggregate payment that is made to each approved waiver county for the federal fiscal year (FFY):
   (a) Projected number of placement days; and
   (b) Inflation adjusted per diem cost.

(3) ODJFS issues annual capitation payments in monthly installments.

Match requirement

(1) Each PCSA that is an approved waiver county shall provide the match requirement for the capitation payment that it will receive during the demonstration project.

(2) The PCSA shall act to reserve the match requirement for each capitation payment within ten business days of the deposit of the payment into the county children services fund by the county auditor.

(3) A PCSA's failure to fully reserve its match requirement within the prescribed ten business day period shall not be a violation of this policy when the following criteria has been met:
   (a) The PCSA demonstrates that the failure was solely attributable to timing issues associated with the disbursement of county tax revenues due to the PCSA; and
   (b) The PCSA shows that it has fully met its match requirement by the close of each demonstration budget year.

(4) Nothing in this rule shall prohibit a PCSA from advance reserving its match requirement for projected capitation payments.

(5) Capitation funds expended require a corresponding expenditure of the associated match.

Reporting

(1) A PCSA shall charge allowable revenues and expenditures as follows:
   (a) A PCSA shall report revenues and expenditures, including actual FCM payments, relating to the demonstration project as described in rule 5101:9-7-29 of the Administrative Code.
   (b) A PCSA shall claim reimbursement of administrative costs through the social services random moment sample (SSRMS)/certification of funds (COF) process.

(2) At the completion of the FFY, ODJFS performs a reconciliation of the projected number of placement days to the actual number of placement days experienced by the control counties.
This reconciliation may result in increased or decreased payments to approved waiver counties participating in the demonstration project.

(E) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Replaces: 5101:9-6-25
Effective: 12/19/2016
Five Year Review (FYR) Dates: 12/19/2021
Certification: CERTIFIED ELECTRONICALLY
Date: 12/09/2016
Promulgated Under: 119.03
Statutory Authority: 5101.142
Rule Amplifies: 5101.141
Prior Effective Dates: 1/26/98, 3/2/98, 7/2/02 (Emer), 9/28/02, 4/22/04, 12/1/05, 2/13/11, 7/7/16
The Ohio department of job and family services (ODJFS) provides federal funding to public children services agencies (PCSA) and adoptive parents pursuant to Title IV-E of the federal Social Security Act.

ODJFS issues Title IV-E funding to provide federal financial participation (FFP) for administration and training payments, foster care maintenance (FCM) payments, and adoption assistance (AA) payments. The county must provide state allocated general revenue funds or local funds for the nonfederal share. When the nonfederal share includes donated funds, rule 5101:9-7-50 of the Administrative Code must be followed.

The catalog of federal domestic assistance (CFDA) numbers for Title IV-E funding are 93.658 and 93.659.

1. Administration and training costs outlined in paragraph (D) of this rule are reported as a combination of CFDA numbers 93.658 and 93.659;
2. FCM costs outlined in paragraph (E) of this rule are reported under CFDA 93.658; and
3. AA costs outlined in paragraph (F) of this rule are reported under CFDA 93.659.

Administration and training-reimbursement costs.

1. Any administrative or training cost charged to the Title IV-E program may not be charged concurrently to another federal program. The results of the social services random moment sampling (SSRMS) and the statewide percentage of Title IV-E eligible children are statistically applied to the statewide social services cost pool to derive the cost of reimbursable Title IV-E activities for the statewide Title IV-E administration and training claim to the federal government. Costs are claimed separately for FCM based on the statewide automated child welfare information system (SACWIS) population data.

2. The following variables are used to determine the administration and training costs reimbursement:
   a. Applicable activity code information from the SSRMS RMS and/or income maintenance random moment sample time study;
   b. Cost data from the JFS 02820 "Children Services Quarterly Financial Statement" or the JFS 02827 "Public Assistance (PA) Quarterly Financial Statement";
   c. Population data from SACWIS;
   d. Calculations performed by ODJFS during the quarterly SSRMS reconciliation process, which consider the following factors:
      i. The size of costs associated with each county's social services cost pool as reported on the JFS 02820 or the JFS 02827;
      ii. A percentage of Title IV-E eligible activities as determined through data obtained from SACWIS; and
      iii. The number of FCM and AA Title IV-E children served in each county relative to the number of children in substitute care and paid adoptive placement in the county as reported in SACWIS.

3. The Title IV-E administration and training funding is distributed as a reimbursement to the PCSA quarterly, as derived from the results of the quarterly SSRMS Title IV-E administration and training claim calculations. The FFP rate is fifty per cent for administrative costs.
FCM reimbursements.

1. FCM reimbursements are provided to cover the costs of a child's daily needs that are incurred by the agency.

2. The federal foster care maintenance reimbursement amount for allowable FCM costs on behalf of Title IV-E eligible children is established by the federal department of health and human services every October first.

3. FCM reimbursements may be made to Title IV-E agencies on behalf of adjudicated children if an agreement exists between the Title IV-E agency or the board of county commissioners and ODJFS. FCM reimbursements may be made only if the eligible child is placed in a licensed/certified/approved foster care facility as required by rule 5101:2-47-16 of the Administrative Code.

4. FCM reimbursements are established pursuant to rules 5101:2-47-11 and 5101:2-47-17 of the Administrative Code and exist for the following types of care:
   a. Public foster homes, relative homes, and pre-finalized adoptive homes; and
   b. Group homes, maternity homes, and children's residential centers; purchased foster care.

5. Agencies initiate FCM reimbursements by using one of the following:
   a. SACWIS; or
   b. An advance from ODJFS to counties participating in "ProtectOhio" as explained in rule 5101:9-6-25 of the Administrative Code.

AA payments.

1. AA payments are provided on behalf of special needs children who are in adoptive placement or who are living with parents who have legally adopted them. The AA payment rate is determined on an individual basis for each child. The maximum amount of AA payment eligible for FFP cannot exceed the cost of the FCM payment that would be made if the child had remained in foster care.

2. ODJFS provides the nonfederal share of the monthly AA payments and state adoption maintenance subsidy (SAMS) payments up to the maximum level of payments as determined by ODJFS for a Title IV-E only child and for a child determined to be dual eligible for Title IV-E and SAMS on or before January 12, 1992. The county agency is responsible for the nonfederal share of any amount in excess of these amounts up to the maximum amount eligible for FFP.

3. ODJFS issues the federal and state shares of AA payments on behalf of Title IV-E eligible children in a warrant payable to the adoptive parents or the county agency that has/had custody of the child. The determination of payee is made at the local level and specified in SACWIS. ODJFS issues the federal and state shares of AA payments via SACWIS in a warrant payable to the adoptive parents or the county agency that has custody of the child.

Agencies initiate FCM reimbursements and AA payments by using one of the following:

1. SACWIS; or

2. An advance from ODJFS to counties participating in "ProtectOhio" as explained in rule 5101:9-6-25 of the Administrative Code.

The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 12/23/2016
Certification: CERTIFIED ELECTRONICALLY
Date: 12/13/2016
Promulgated Under: 111.15
Statutory Authority: 5101.141

Rule Amplifies: 5101.141

Prior Effective Dates: 7/24/83, 7/15/84, 11/1/85 (Emer), 4/1/86, 8/22/86, 9/1/86, 1/1/87 (Emer), 4/1/87, 7/11/88, 3/12/90, 5/11/90, 3/20/93, 7/1/94, 4/3/98, 7/2/02 (Emer), 9/28/02, 2/20/04, 2/9/09, 9/1/09, 6/30/10, 11/14/11
The Ohio department of job and family services (ODJFS) issues performance incentive payments to child support enforcement agencies (CSEA) to provide additional funding for the Title IV-D program.

Federal child support incentive distribution.

(1) The United States department of health and human services (HHS) distributes to the ODJFS an estimated annual incentive payment amount at the beginning of each federal fiscal year. Following the end of each fiscal year ODJFS submits required expenditure and performance data to HHS. Using this data, HHS calculates the actual annual incentive payment amount earned by the state. Actual payment amounts are contingent on data being determined to be complete and reliable by federal auditors. The final reconciled amount includes necessary adjustments resulting from previous incentive overpayments or underpayments to ODJFS from the federal government pursuant to the processes described at 45 C.F.R. 305, as in effect December 19, 2014.

(2) ODJFS distributes incentive payments to the CSEA each month based on the estimated annual incentive payment amount Ohio receives from HHS during the federal fiscal year (FFY).

(a) ODJFS retains funds from the federal incentives in accordance with rule 5101:12-1-54 of the Administrative Code.

(b) ODJFS distributes estimated incentive payments to the CSEA in accordance with rule 5101:12-1-54.1 of the Administrative Code.

(3) The actual amount of incentives is determined during the annual incentive reconciliation process at the end of the calendar year. ODJFS performs a comparison between the estimated annual incentive payment amounts and the actual federal incentives earned by the state at the end of the calendar year.

(a) ODJFS adjusts the CSEA incentive payment if the estimated amount exceeds the actual amount earned by the state and a deficiency exists.

(b) ODJFS makes a one-time payment to the CSEA through the administrative advance process if the actual amount earned exceeds the estimated amount and a surplus exists.

Federal child support incentive use.

(1) The CSEA shall spend funds only for allowable Title IV-D expenditures, in accordance with section 5101.23 of the Revised Code and 45 C.F.R. 305.35, as in effect December 9, 2014. A request to spend incentives on activities not eligible for funding under the Title IV-D program may be submitted to ODJFS. ODJFS will review the request and may submit the proposal, as appropriate, to HHS for approval.

(2) The CSEA shall not use federal child support incentives:

(a) To earn additional federal funds; or

(b) As the nonfederal share/child support match requirement. The CSEA must expend all incentive funds at one-hundred percent on allowable IV-D activities.

(3) The CSEA shall report Title IV-D expenditures paid with incentives in accordance with rule 5101:9-7-29 of the Administrative Code using coding established by ODJFS for that purpose.

Replaces: 5101:9-6-30

Effective:

Five Year Review (FYR) Dates:
Certification

Date

Promulgated Under: 119.03
Statutory Authority: 3125.25

Rule Amplifies: 3125.03, 3125.11, 3125.21, 3125.25
Prior Effective Dates: 3/19/07, 3/1/08, 10/26/09, 3/28/10, 7/7/11
Each board of county commissioners is required by section 5101.16 of the Revised Code to pay the county share of public assistance (PA) net expenditures, which are currently defined as:

1. Temporary assistance for needy families (TANF) including:
   (a) Ohio works first (OWF) benefit payments and county administration of OWF; and
   (b) Prevention, retention and contingency (PRC) and county administration of PRC;
2. Disability financial assistance (DFA), and county administration of DFA;
3. County administration of food assistance; and
4. County administration of medicaid.

The Ohio department of job and family services (ODJFS) shall certify to the county board of commissioners of each county the amount required in the following state fiscal year (SFY) to meet the county share of PA expenditures as determined in paragraph (C) of this rule. This amount is the "mandated share."

Except as provided in paragraph (D) of this rule, the county's total mandated share of PA expenditures is limited to a maximum of one hundred five per cent of the county's preceding SFY mandated share. County PA expenditures that exceed maximum allowable reimbursement amounts shall not be credited to a county's share of PA expenditures.

The county mandated share of PA expenditures is a sum of all of the calculations in paragraphs (C)(1) to (C)(3) of this rule:

1. OWF and PRC programs: seventy-five per cent of the actual amount of the county share of program and administrative expenditures for federal fiscal year (FFY) 1994 aid to dependent children (ADC), family emergency assistance (FEA), and job opportunities and basic skills training (JOBS) pass through programs.
2. Disability programs: an amount equal to twenty-five per cent of the county's total expenditures for DFA benefits, and county administration of DFA as determined allowable by ODJFS during the SFY that ended in the previous calendar year.
3. Food assistance and medicaid: the amount that is a maximum of ten per cent, or other percentage as determined in paragraphs (C)(3)(a) to (C)(3)(c) of this rule, of the county's total expenditures for county administration of food assistance and medicaid during the SFY ending in the previous calendar year that ODJFS determines are allowable, less the amount of federal reimbursement credited to the county under paragraph (C)(4) of this rule.
   (a) If the per capita tax duplicate of a county is less than the per capita tax duplicate of the state as a whole and paragraph (C)(3)(b) of this rule does not apply to the county, the percentage to be used for paragraph (C)(3) of this rule is the product of ten multiplied by a fraction of which the numerator is the per capita tax duplicate of the county and the denominator is the per capita tax duplicate of the state as a whole. ODJFS shall compute the per capita tax duplicate for the state and for each county by dividing the tax duplicate provided by the Ohio department of development (ODOD) for the most recent available year by the current estimate of population prepared by ODOD.
   (b) If the percentage of families in a county with an annual income of less than three thousand dollars is greater than the percentage of such families in the state, and paragraph (C)(3)(a) of this rule does not apply to the county, the percentage to be used for paragraph (C)(3) of this rule is the product of these, multiplied by a fraction of which the numerator is the percentage of families in the state with an annual income of less
than three thousand dollars a year and the denominator is the percentage of such families in the county.

ODJFS shall compute the percentage of families with an annual income of less than three thousand dollars for the state and for each county by multiplying the most recent estimate of such families published by the ODOD, by a fraction, the numerator of which is the estimate of the average annual personal income published by the bureau of economic analysis of the United States department of commerce for the year on which the census estimate is based and the denominator of which is the most recent such estimate published by the bureau.

(c) If the per capita tax duplicate of a county is less than the per capita tax duplicate of the state as a whole and the percentage of families in the county with an annual income of less than three thousand dollars is greater than the percentage of such families in the state, the percentage to be used shall be determined as follows:

(i) Multiply ten by the fraction determined under paragraph (C)(3)(a) of this rule; and

(ii) Multiply the product determined under paragraph (C)(3)(c)(i) of this rule by the fraction determined under paragraph (C)(3)(b) of this rule.

(d) ODJFS shall determine, for each county, the percentage of families in the county with an annual income of less than three thousand dollars, no later than the first day of the SFY of the year preceding the SFY for which the percentage is used.

(4) ODJFS shall credit to a county the full amount of federal reimbursement ODJFS receives from the United States department of agriculture and department of health and human services for the county's expenditures for administration of food assistance and medicaid that ODJFS determines are allowable administrative expenditures.

(D) A county's share of PA expenditures determined under paragraph (C) of this rule may increase pursuant to sanction under section 5101.24 of the Revised Code.

(E) Each January, the board of county commissioners will appropriate, as required by section 5101.16 of the Revised Code, the amount certified by ODJFS as the SFY county share of PA expenditures and an additional five per cent of that amount for transfer to the PA fund. The appropriation of an extra five per cent will allow for any increase that may occur with the next SFY calculated share.

After a notice and certification from ODJFS for the next SFY is received, the board may re-appropriate, for any purpose the board determines necessary, the amount appropriated in January that exceeds the total of the amount certified by ODJFS for the last six months of the current SFY and the first six months of the following SFY.

(F) ODJFS shall identify annual budgets and mandated share requirements for each local agency by calculating the county share based on the current PA expenditures reflected on the quarterly PA fund reconciliation report and cash benefit payments to participants. The computation of county share report must show the actual computation based on current SFY expenditures. ODJFS shall distribute the computation of county share report each quartermwise per year. The final SFY computation of county share report must indicate the county mandated share that will be assessed by ODJFS in the next SFY, up to a maximum ten per cent increase per SFY.

(G) ODJFS calculates and enters in the statewide financial system the mandated share (MS) budgeted amount for the applicable programs. In the event that the calculated MS budgetamount for any program is a negative number, ODJFS will enter the MS budget as zero in the county finance information system (CFIS).

(1) Medicaid as medicaid MS; ODJFS enters the medicaid MS as a separate allocationamount;

(2) Food assistance as food assistance MS; ODJFS enters the food assistance MS as a separate allocationamount;

(3) DFA as DFA MS; ODJFS enters the DFA MS as a separate allocationamount; and
(4) TANF as TANF MS; ODJFS calculates the TANF MS and enters one-half of the amount into the medicaid MS budget and one-half of the amount into the food assistance MS budget. The CDJFS may move all or a portion of the calculated TANF MS under the TANF MS allocation by submitting a request to ODJFS at any time during the state fiscal year.

(H) At the end of each month, the quarterly information consolidated plus (QuIC+) county finance information system (CFIS) must adjust the county reported expenditures and apply a portion of the monthly medicaid, food assistance, DFA, and/or TANF expenditures to the mandated share budget. The total of the monthly expenditures applied to mandated share must be at least one-twelfth of the annual mandated share budget. Adjustment detail must be available on the post allocation adjustment report within the QuIC+ system CFS mandated share report.

(2) Post allocation adjustments to reported expenditures must result in an automatic adjustment to the MS budget.

(3) In the event that the mandated share adjustments result in a negative balance on the expenditure report (reported expenditures are less than one-twelfth of the mandated share budget balance), the amount must be adjusted on the monthly over/under report and will be reconciled during quarterly and annual closeout.

(I) As required by section 5101.16 of the Revised Code, the board of county commissioners will transfer each month an amount equal to or greater than the sum of one-twelfth of the amount of funds certified as the mandated county share of PA expenditures for that SFY to the county PA fund. The one-twelfth mandated county share of PA expenditures amount is identified in the state reporting system. If the transfer schedule includes an amount other than one-twelfth per month, the aggregate amount transferred for the SFY must equal the county mandated share.

Effective: 04/17/2014
R.C. 119.032 review dates: 01/29/2014 and 04/01/2019
Certification: CERTIFIED ELECTRONICALLY
Date: 04/07/2014
Promulgated Under: 111.15
Statutory Authority: 5101.16
Rule Amplifies: 5101.16, 5101.161
The Ohio department of job and family services (ODJFS) reimburses public children services agencies (PCSAs) for delivery of independent living services to eligible youth as described in rules 5101:2-42-19 and 5101:2-42-19.2 of the Administrative Code. The catalog of federal domestic assistance (CFDA) number is 93.674. ODJFS communicates the funding period of performance and liquidation period for this allocation through the county finance information system (CFIS). The PCSA can incur services through the funding period and disburse and report expenditures no later than the end of the liquidation period.

ODJFS uses the following methodology to distribute available funds:

1. ODJFS allocates a base amount of five thousand dollars to each PCSA.
2. ODJFS allocates the remaining balance to PCSAs based on the number of children within the county fourteen years of age and older who are in substitute care as compared to the statewide number of children in the same category as reported by the PCSA in the statewide automated child welfare information system (SACWIS) for the preceding state fiscal year (SFY).

ODJFS reimburses expenditures with eighty per cent federal Chafee funds. The PCSA must use eligible state funding or provide local funds at a twenty per cent match rate for the nonfederal share. A PCSA may move the twenty per cent local match to the state child protective allocation (SCPA) through the local certification of funds process.

Reimbursable services under this allocation are identified in the following rules:

a. Rule 5101:2-42-19 of the Administrative Code for independent living services for a youth still in the custody of an agency; and
b. Rule 5101:2-42-19.2 of the Administrative Code for youth who have emancipated and requested independent living services.

The PCSA shall not use more than thirty per cent of these funds for room and board of the emancipated population.

PCSAs shall report expenditures as described in rule 5101:9-7-29 of the Administrative Code. The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this allocation.
(A) The Ohio department of job and family services issues state funding to public children services agencies (PCSAs) to use as match for eligible federal Title IV-E Chafee expenditures.

(B) This allocation consists of one hundred per cent state funds.

(C) ODJFS communicates the funding period of performance and liquidation period for this allocation will be communicated by ODJFS through the county finance information system (CFIS). The PCSA can incur services through the funding period and must disburse and report expenditures no later than the end of the liquidation period.

(D) ODJFS uses the same methodology to distribute Chafee state match funds as described in rule 5101:9-6-35 of the Administrative Code.

(E) The PCSA shall utilize this allocation to cover the twenty per cent local match requirement for federal Chafee.

(F) PCSAs shall report allowable costs as described in rule 5101:9-7-29 of the Administrative Code.

(G) The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 8/24/2018
Certification: CERTIFIED ELECTRONICALLY
Date: 08/14/2018
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
Prior Effective Dates: 09/11/2015
FAPMTL 390

Effective Date: March 31, 2018

Most Current Prior Effective Date: March 21, 2013

(A) The Ohio department of job and family services (ODJFS) issues federal Title IV-B, subpart 2 funding to the public children services agency (PCSA) agencies (PCSAs) for the purpose of preserving the family unit in crisis. ODJFS issues preservation funding as two separate allocations; one for direct services and one for administrative costs. Each allocation consists of federal Title IV-B, subpart 2 funds. The catalog of federal domestic assistance (CFDA) number for these allocations is 93.556.

(B) ODJFS communicates the grant availability funding period and liquidation period for these allocations through the county finance information system (CFIS). The PCSA can incur ESAA preservation services through the Funds must be expended by the grant availability funding period and reported disburse and report expenditures no later than the end of the liquidation period. Expenditures in excess of the allocation amount are the responsibility of the county agency.

(C) Methodology

The methodology used to distribute available funds is as follows:

1. ODJFS allocates Fortyforty per cent of the statewide funding allocation is distributed evenly among all PCSAs; and
2. ODJFS allocates Sixtysixty per cent of the statewide funding allocation is distributed to PCSAs based on each county’s population the number of children below less than one hundred per cent of the federal poverty level in each county as compared to the statewide in the same category total number of children below the federal poverty level, utilizing the most recent available calendar year data from the available U.S. bureau of census figures.

(D) Reimbursement

1. Expenditures are reimbursed ODJFS reimburses the PCSAs for allowable direct and administrative ESAA preservation expenditures with seventy-five per cent federal Title IV-B, subpart 2 funds. The PCSA shall use eligible state funding or provide local funds at a twenty-five per cent match rate for the nonfederal share.
2. When the nonfederal share includes donated funds, rule 5101:9-7-50 of the Administrative Code shall be followed.

(E) ESAA family preservation allocation

1. The emergency services assistance allocation (ESAA) for family preservation reimburses the PCSA can claim allowable expenditures for the direct cost of providing direct ESAA preservation emergency support services for children and/or families in order to preserve the family unit in crisis as described in rule 5101:2-40-02 of the Administrative Code.
2. PCSAs shall report direct emergency ESAA services service assistance expenditures for family preservation support services on the JFS 02820 "Children Services Quarterly Financial Statement" and/or JFS 02827 "Public Assistance (PA) Quarterly Financial Statement" as described in rule 5101:9-7-29 of the Administrative Code.

(F) ESAA family preservation operating allocation

The ESAA for family preservation operating allocation reimburses the PCSA for the administrative costs of providing emergency support services assistance for children and/or families in order to preserve the family unit in crisis.

1. A PCSA shall may claim reimbursement of non-allocated administrative costs for ESAA family preservation through the social services random moment sample (SSRMS) reconciliation/certification of funds (COF) process.
A PCSA may also request to transfer the operating allocation to the direct services allocation to be used as stated in paragraph (E)(1) of this rule. A PCSA may request this transfer by submitting a JFS 01159 "Transfer of Administration Allocation to Program Allocation" budget transfer request in CFIS to ODJFS prior to the end of the liquidation period of availability.

The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 3/31/2018
Certification: CERTIFIED ELECTRONICALLY
Date: 03/21/2018
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
FAPMTL 390

Effective Date: March 31, 2018

Most Current Prior Effective Date: March 21, 2013

(A) The Ohio department of job and family services (ODJFS) issues federal Title IV-B, subpart 2 funding to the public children services agency (PCSA) agencies (PCSAs) for the purpose of reunification of to reunify the family unit in crisis. ODJFS issues reunification funding as two separate allocations; one for direct services and one for administrative costs. The catalog of federal domestic assistance (CFDA) number is 93.556.

(B) ODJFS communicates the grant-availability funding period and liquidation period for these allocations through the county finance information system (CFIS). The PCSA can incur ESAA reunification services through the Funds must be expended within the grant availability funding period and disburse and report expenditures reported no later than the end of the liquidation period. Expenditures in excess of the allocation amount are the responsibility of the county agency.

(C) Methodology

The methodology used to distribute available funds is as follows:

(1) ODJFS allocates Forty forty per cent of the statewide funding allocation is distributed evenly equally among all PCSAs; and

(2) ODJFS allocates Sixty sixty per cent of the statewide allocation funding is distributed to PCSAs based upon the number on each county’s population of children below less than one hundred per cent of the federal poverty level in each county as compared to the statewide total number of children below the federal poverty level in the same category, utilizing the most recent available calendar year data from the U.S. bureau of census figures.

(D) Reimbursement

(1) Expenditures are reimbursed ODJFS reimburses the PCSA for allowable direct and administrative ESAA reunification expenditures with seventy-five per cent federal Title IV-B, subpart 2 funds. The PCSA shall use eligible state funding or provide local funds at a twenty-five per cent match rate for the nonfederal share.

(2) When the nonfederal share includes donated funds, rule 5101:9-7-50 of the Administrative Code shall be followed.

(E) ESAA reunification allocation

(1) The emergency services assistance allocation (ESAA) for family reunification allocation reimburses the PCSA can claim allowable expenditures for the direct cost of providing emergency support time-limited reunification services and activities provided during the fifteen month period that begins on the date the child is considered to have entered care for children and/or families in order to facilitate safe and timely family reunification as described in rule rules 5101:2-1-01 and 5101:2-40-02 of the Administrative Code.

(2) PCSAs shall report direct ESAA emergency services assistance expenditures for family reunification support services on the JFS 02820 “Children Services Quarterly Financial Statement and/or the JFS 02827 “Public Assistance (PA) Quarterly Financial Statement” as described in rule 5101:9-7-29 of the Administrative Code.

(F) ESAA family reunification operating allocation

The ESAA family reunification operating allocation reimburses the PCSA for the administrative costs of providing emergency support services assistance for children and/or families in order to facilitate safe and timely family reunification.
A PCSA may claim reimbursement of non-allocated administrative costs for ESAA family reunification through the social services random moment sample (SSRMS) reconciliation/certification of funds (COF) process.

A PCSA may also request to transfer the operating allocation to the direct services allocation to be used as stated in paragraph (E)(1) of this rule. A PCSA may request this transfer by submitting a budget transfer request in CFIS JFS 01159 "Transfer of Administration Allocation to Program Allocation" as described in rule 5101:9-6-36 of the Administrative Code to ODJFS prior to the end of the liquidation period.

The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 3/31/2018
Certification: CERTIFIED ELECTRONICALLY
Date: 03/21/2018
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
FAPMTL 390

Effective Date: March 31, 2018

Most Current Prior Effective Date: September 11, 2015

(A) The Ohio department of job and family services issues state funding to public children services agencies (PCSAs) to use as match for eligible federal allowable Title IV-B subpart 2 emergency services assistance allocation (ESAA) expenditures.

(B) This allocation consists of one hundred per cent state funds.

(C) ODJFS communicates the funding period of performance and liquidation period for this allocation will be communicated by ODJFS through the county finance information system (CFIS). The PCSA can incur services through the funding. Funds must be expended by the end of the period of performance and disbursed and reported no later than the end of the liquidation period.

(D) ODJFS uses the same methodology to distribute ESAA state match funds as described in rules 5101:9-6-36 and 5101:9-6-36.1 of the Administrative Code.

(E) The PCSA shall utilize this allocation to cover the twenty-five per cent local match requirement.

(F) PCSAs shall report allowable costs as described in rule 5101:9-7-29 of the Administrative Code.

(G) The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 3/31/2018
Certification: CERTIFIED ELECTRONICALLY
Date: 03/21/2018
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
Prior Effective Dates: 09/11/2015
FAPMTL 385

Effective Date: December 27, 2012

Most Current Prior Effective Date: December 27, 2012

(A) The Ohio department of job and family services (ODJFS) issues the federal Title IV-B allocation subpart 1 to public children services agencies (PCSAs) for expenditures incurred in the delivery of children services to ensure that all children are raised in safe, loving families. ODJFS issues Title IV-B funding in two separate allocations; one for direct services and one for administrative costs.

(B) These allocations consist of federal funds. The catalog of federal domestic assistance (CFDA) number is 93.645.

(C) ODJFS communicates the grant availability and liquidation period through the county finance information system (CFIS). The PCSA can incur services through the funding. Funds must be expended within the grant availability period and reported disburse and report expenditures no later than the end of the liquidation period. Expenditures in excess of the allocation amount are the responsibility of the county agency.

(D) Methodology

ODJFS uses the following methodology to distribute available funds:

(1) ODJFS allocates Forty per cent of the statewide allocation equally among all PCSAs; and

(2) ODJFS allocates Sixty per cent is distributed of the statewide allocation based upon the number of children below one hundred per cent of the federal poverty level as compared to the statewide number of children below the federal poverty level in the same category, utilizing the most recent available calendar year data from the United States bureau of census figures.

(E) Reimbursement

(1) Except as provided to paragraph (E)(2) of this rule expenditures ODJFS reimburses expenditures with seventy-five per cent federal Title IV-B subpart 1 funds. The county must use eligible state funding or provide local funds at a twenty-five per cent match rate for the nonfederal share.

(2) In federal fiscal year (FFY) 2013, expenditures are reimbursed with seventy-four per cent federal Title IV-B subpart 1 funds. The county must use eligible state funding or provide local funds at a twenty-six per cent match rate for the nonfederal share.

(3) When the federal share includes donated funds, rule 5101:9-7-50 of the Administrative Code shall be followed.

(4) Current period Title IV-B expenditures cannot exceed the amount claimed to the federal government in FFY 2005. Therefore, the reimbursement for foster care maintenance and adoption assistance payments are limited to the county claim for FFY 2005.

(F) Direct service costs

The Title IV-B allocation reimburses the PCSA for the direct cost of providing services for children/families in order to ensure that all children are raised in safe, loving families.

(1) The PCSA can charge expenditures outlined in the Ohio child and family services plan against this allocation.

(2) PCSAs shall report direct service expenditures on the JFS 02820 "Children Services Quarterly Financial Statement" and/or the JFS 02827 "Public Assistance (PA) Quarterly Financial Statement" as described in rule 5101:9-7-29 of the Administrative Code.

(G) Administrative costs
The Title IV-B subpart 1 administrative allocation reimburses the PCSA for the administrative costs related to the delivery of services for children and/or families in order to ensure that all children are raised in safe, loving families.

(1) A PCSA shall claim reimbursement of administrative costs for Title IV-B through the social services random moment sample (SSRMS) reconciliation/certification of funds process.

(2) A PSCAPCSA shall also request to transfer the IV-B administration allocation to the direct services allocation to be used as stated in paragraph (G)(F) of this rule. A PSCAPCSA may request this transfer by submitting a JFS 01159 "Transfer of Administration Allocation to Program Allocation" as described in rule 5101:9-6-36 of the Administrative Code to ODJFS prior to end of period of availability the liquidation period.

(H) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 5/10/2018

Five Year Review (FYR) Dates: 2/23/2018 and 05/10/2023

Certification: CERTIFIED ELECTRONICALLY

Date: 04/30/2018

Promulgated Under: 111.15

Statutory Authority: 5103.07

Rule Amplifies: 5103.07

FAPMTL 391

Effective Date: April 7, 2018

Most Current Prior Effective Date: March 21, 2013

(A) The Ohio department of job and family services (ODJFS) issues federal Title IV-B, subpart 2, funding to assist public children services agencies (PCSAs) in meeting federal performance standards related to caseworker visitations of children in substitute care. ODJFS issues caseworker visits funding in two separate allocations; one for direct services and one for administrative costs. These allocations consist of federal funds. The catalog of federal domestic assistance (CFDA) number is 93.556.

(B) ODJFS communicates the grant availability funding and liquidation periods for these allocations through the county finance information system (CFIS). The PCSA can incur caseworker services through the Funds must be expended by the grant availability funding period and reported disburse and report expenditures no later than the end of the liquidation period. Expenditures in excess of the allocation amount are the responsibility of the county agency.

(C) Methodology

ODJFS uses the following methodology to distribute available funds:

PCSAs will receive their ODJFS allocates portion of the total caseworker visits allocation based on the number of unduplicated children in substitute care by county divided by the total number of unduplicated children in substitute care in Ohio, based on the previous calendar year (CY).

(D) Reimbursement

(1) ODJFS reimburses the PCSA for allowable direct and administrative caseworker Expenditures expenditures are reimbursed with seventy-five per cent federal Title IV-B subpart 2 funds. The PCSA county must shall use eligible state funding or provide local funds at twenty-five per cent match rate for the nonfederal share.

(2) When the nonfederal share includes donated funds, rule 5101:9-7-50 of the Administrative Code shall be followed.

(E) Caseworker visits allocation

The caseworker visits allocation reimburses the PCSA for the direct cost of caseworker visits to children who are in the agency's custody as described in rule 5101:2-42-65 of the Administrative Code.

(1) The PCSA can charge expenditures against this allocation for activities that are designed to improve:

(a) Caseworker retention;
(b) Caseworker recruitment;
(c) Caseworker training; and
(d) Caseworker's ability to access the benefits of technology.

(2) The PCSA can claim allowable expenditures for providing direct caseworker services as described in rule 5101:2-42-65 of the Administrative Code.

(2) PCSAs shall report direct caseworker service expenditures on the JFS 02820 “Children Services Quarterly Financial Statement” and/or the JFS 02827 “Public Assistance (PA) Quarterly Financial Statement” as described in rule 5101:9-7-29 of the Administrative Code.

(F) Caseworker administrative allocation

The caseworker visits administrative allocation reimburses the PCSA for the administrative costs related to caseworker visits to children who are in the agency's custody.
A PCSA may claim reimbursement of administrative costs for caseworker visits through the social services random moment sample (SSRMS) reconciliation/certification of funds (COF) process.

A PCSA may also request to transfer the caseworker visits administration allocation to the caseworker visits direct services allocation to be used as stated in paragraph (E) of this rule. A PCSA may request this transfer by submitting a JFS 01159 "Transfer of Administration Allocation to Program Allocation" as described in rule 5101:9-6-36 of the Administrative Code budget transfer request in CFIS to ODJFS prior to the end of the liquidation period of availability.

The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 4/7/2018
Certification: CERTIFIED ELECTRONICALLY
Date: 03/28/2018
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
Prior Effective Dates: 12/01/2007, 06/01/2010, 03/21/2013
(A) The Ohio department of job and family services (ODJFS), as a recipient of federal funding, functions as a "pass-through entity" for "pass-through funding" to CFSAs as defined in section 307.981 of the Revised Code.

(B) Funding

"Federal financial participation" (FFP) means the federal government's share of allowable expenditures. FFP is available as pass-through funding for allowable expenditures for services and activities properly attributable to the programs outlined in paragraph (C) of this rule. The CFSA may access the FFP for allowable expenditures via the county draw and expenditure reporting process in the county finance and information system (CFIS). The CFSA is eligible for the FFP or state-funded match of allowable costs, up to the maximum amount of funds available, for the following types of funding:

1. Public assistance (PA) agency
   (a) The food assistance (FA) program, administered by United States department of agriculture (USDA), food and nutrition services (FNS) under the authority of 7 C.F.R. part 277.4, assists low-income households to purchase food. The matching requirement for the FA program is fifty per cent. The catalog of federal domestic assistance (CFDA) number for this allocation is 10.561.
   (b) The medical assistance program, administered by the U.S. department of health and human services (HHS) centers for medicare and medicaid services (CMS). The catalog of federal domestic assistance (CFDA) number for this funding is 93.778.
   (c) The state children's insurance program (SCHIP), administered by U.S. HHS CMS under the authority of Title XIX of the Social Security Act. The catalog of federal domestic assistance (CFDA) number for this funding is 93.767.
   (d) Medicaid at-risk pregnancy (ARP) transportation, medicaid healthchek, and medicaid non-emergency transportation (NET) as described in rule 5101:9-6-44.1 of the Administrative Code.

2. Child support enforcement agency (CSEA) Title IV-D funding as described in paragraph (C) (1) of rule 5101:9-6-90 of the Administrative Code.

3. Public children services agency (PCSA)
   (a) Medicaid child welfare related. The CFDA number for this funding is 93.778.
   (b) Title IV-E funding as described in rule 5101:9-6-28 of the Revised Code.

(C) ODJFS utilizes the following methodology to distribute funds for pass-through allocations:

1. ODJFS allocates initial pass-through funding to the CFSA based on the greater of:
   (a) The average of the CFSA's last two years reported expenditures; or
   (b) The total of the CFSA's last four completed quarters' reported expenditures.

   A CFSA with no reported expenditures over either time period will receive a minimum budget.

2. The CFSA may submit an FFP allocation increase request in CFIS and ODJFS will review the request and:
   (a) Approve the request; and/or
(b) Request justification from the CFSA for an estimate of current quarter expenditures; and/or
(c) Deny the request.

(3) Funding is based on reported expenditures and any unspent budget may be adjusted at the discretion of ODJFS to meet current statewide funding.

(D) The grant availability for pass-through funding is communicated by ODJFS through the county finance information system (CFIS).

(E) The CFSA may access federal pass-through funding and state allocations using CFIS expenditures reporting and draw request processes or via quarterly reimbursement.

(F) The CFSA shall report revenues and expenditures for the pass-through funding as described in rule 5101:9-7-29 of the Administrative Code.

Replaces: 5101:9-6-44
Effective: 4/2/2018
Certification: CERTIFIED ELECTRONICALLY
Date: 03/21/2018
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
(A) The Ohio department of medicaid, through the Ohio department of job and family services (ODJFS), provides funding to the county departments of job and family services (CDJFS) for direct delivery transportation costs, contracts and purchased services for transportation assistance for medicaid eligible consumers.

(B) The CDJFS receives funding for the following pass-throughs:

1. Non-emergency transportation (NET) services as detailed in division 5101:3 rule 5160-24-01 of the Administrative Code;
2. Pregnancy related services funding as detailed in rule 5101:3-4-10 of the Administrative Code;
3. Healthchek funding as detailed in division 5101:3 rule 5160-14-01 of the Administrative Code.

(C) Funding is issued using the same methodology as contained in paragraph (C) of rule 5101:9-6-44 of the Administrative Code.

(D) The catalogue of federal domestic assistance (CFDA) number for this funding is 93.778 which further describes allowable activities.

(E) Federal financial participation (FFP) for the pass-through allocations listed in paragraph (B) of this rule is fifty per cent. ODJFS contributes the fifty per cent non-federal share of county-reported expenses and reimburses the CDJFS at one-hundred per cent.

(F) The CDJFS may request an increase to their funding by submitting the JFS 02725 "Family Services Agency Budget Allocation Transfer Request" (rev. 4/2013). The request must be submitted to ODJFS no later than the last day of the liquidation period for a closing grant.

(G) The CDJFS draws funds and reports expenditures for direct costs associated with activities outlined in paragraph (B) of this rule on the JFS 02827 "Public Assistance Quarterly Financial Statement" as detailed in rule 5101:9-7-29 of the Administrative Code. ODJFS contributes the non-federal share of county-reported expenses and reimburses the CDJFS at one-hundred per cent.

(H) The CDJFS may claim administrative costs for the programs outlined in paragraph (B) of this rule as detailed in rule 5101:9-6-05 of the Administrative Code.
A. Definitions:

(1) "County family services agency" (CFSA) means the county department of job and family services (CDJFS), the public children services agency (PCSA), and the child support enforcement agency (CSEA) or as described in section 329.40 of the Revised Code, a joint CDJFS formed by entering into a written agreement between boards of county commissioners.

(2) "Family services duty" means a duty state law requires or allows a county family services agency to perform including all financial and administrative functions associated with the performance of those duties. The term "family services duty" does not include duties or activities funded by the Workforce Investment Act of 1998 (WIA), Chapter 4141 of the Revised Code, the Wagner-Peyser Act, or any other funds for which the United States department of labor is responsible for direct or indirect oversight. The term "financial assistance" does not include technical assistance provided by ODJFS to the board of county commissioners or to any county family services agency.

(3) "Financial assistance" means all cash, reimbursements, allocations of funds, cash draws, and property that is provided by ODJFS to a county family services agency. All requirements in this rule related to "financial assistance" also apply to local public money, as defined in section 117.01 of the Revised Code, used by the county to match state or federal funds. The term "financial assistance" does not include technical assistance provided by ODJFS to the board of county commissioners or to any county family services agency.

B. ODJFS receives federal grant awards from various federal agencies. These federal grant awards require ODJFS, as a condition of receiving federal funds, to comply with the terms and conditions of the grant awards including the program and fiscal requirements of the program for which the grants provide federal funds. When a county family services agency receives financial assistance from ODJFS that includes funds from a federal grant, the accountability for and use of the financial assistance by the county family services agency must comply with all federal terms, conditions, regulations, and restrictions that apply to the use of financial assistance awarded to ODJFS through grants from a federal agency.

C. Each county family services agency shall administer all family service duties in accordance with the requirements of division (C) of section 5101.21 of the Revised Code.

D. Each county family services agency is responsible for using the financial assistance provided by ODJFS for the performance of family services duties in accordance with the requirements of the federal grant award, state law, and any of the following that concern the family services duties: state plans for receipt of federal financial participation, grant agreements between ODJFS and a federal agency, and executive orders issued by the governor.

E. Each county family services agency shall monitor each private and government entity that receives financial assistance from the county agency to ensure that family services duties, including expenditures, cash management, and reporting, are in compliance with state, federal, and local requirements. If a private or government entity is not performing family services duties in accordance with state, federal, and local requirements, the county family services agency shall require the entity to promptly comply with a corrective action plan approved by the county agency. Except when ODJFS certifies a claim to the attorney general in accordance with section 5101.1410 of the Revised Code, the county family service agency shall take prompt action to recover any financial assistance that is not expended in accordance with state, federal, and local requirements.
(F) After the end of the state fiscal year and at such other times ODJFS determines to be appropriate, ODJFS may reconcile costs claimed by county family services agency expenditures with financial assistance provided to the county family services agency by ODJFS. ODJFS may also adjust, offset, withhold, or reduce financial assistance as necessary to recover the amount of excess financial assistance. If ODJFS determines that the amount of financial assistance provided by ODJFS exceeds the allowable amount of county family services agency expenditures costs claimed to federal programs, ODJFS may require the county family services agency to make one or more payments to ODJFS for the amount determined by ODJFS.

(G) A county family service agency shall promptly reimburse ODJFS the amount that represents the amount the county agency is responsible for, pursuant to action ODJFS takes under division (C) of section 5101.24 of the Revised Code, of funds ODJFS pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty.

(H) Financial assistance provided by ODJFS to a county family services agency is subject to the availability of state and federal funds and appropriations by the general assembly. If at any time the ODJFS director determines that state or federal funds are insufficient to sustain the financial assistance for county family services agencies, the ODJFS director may reduce, suspend, or terminate the financial assistance.

Replaces: 5101:9-6-51
Effective: 4/2/2018
Certification: CERTIFIED ELECTRONICALLY
Date: 03/20/2018
Promulgated Under: 111.15
Statutory Authority: 5101.21
Rule Amplifies: 5101.21
The Ohio department of job and family services (ODJFS) issues NDWG allocations to local workforce development boards (LWDBs) to provide assistance in response to large, unexpected economic events which cause significant job losses as described in section 170 of the WIOA, 20 C.F.R. part 687.

NDWG funds assist LWDBs in temporarily expanding the capacity to serve dislocated workers, including military services members, and meeting the increased demand for employment and training services, with the goal of quickly reemploying laid-off workers and enhancing their employability and earnings.

Disaster NDWGs provide funding to create temporary employment opportunities to assist with clean-up and recovery efforts, when an area impacted by disaster is declared eligible for public assistance by the federal emergency management agency (FEMA) or otherwise recognized by a federal agency with authority or jurisdiction over the federal response to the emergency or disaster.

NDWG funds are available in response to significant dislocation events that create a sudden need for assistance, which exceeds the on-going operations of the formula-funded dislocated worker program, including discretionary resources reserved at the state level.

The catalog of federal domestic assistance (CFDA) is 17.277.

ODJFS will communicate the grant availability and liquidation periods for this allocation through the county finance information system (CFIS). Funds must be expended within the period of performance and disbursed and reported no later than the end of the liquidation period.

ODJFS negotiates the scope of services to be provided with an NDWG with the United States department of labor (DOL). The services are based on the needs of the targeted population covered by the NDWG, information provided by the local area where the event(s) occurred, and other relevant circumstances. NDWG funds are generally used for the following services:

- Career and training services as defined in sections 134(c)(2) and (c)(3) of WIOA;
- Supportive and enhanced career pathway services to help workers participate in the activities provided for in the grant;
- Needs related payments (NRP) provided as financial assistance in support of other employment and training assistance for dislocated workers to participate in training services; and
- Disaster projects and short term relief employment.

Local areas that have identified the need for NDWG assistance must submit a formal request to ODJFS in accordance with the following procedures:

- Requests can be submitted at any time during the program year (PY).
- Requests must be developed by or in conjunction with the LWDB and chief elected official(s) of the local area(s) in which the proposed project is to operate.

Local areas must apply and receive approval from the office of workforce development (OWD) to receive funding.

- Upon approval of the formal request each local area will receive a commitment of funding for planning purposes as well as an allocation, which may be less than the commitment.
- Local areas must expend seventy per cent or more of the current allocation before requesting additional funds from their total commitment; and upon expenditure of seventy per cent of the current allocation, a local area may request additional funding by submitting documentation to ODJFS of the following:
(a) Total expenditures;
(b) An estimate of additional funding needs to the end of the grant period; and
(c) An explanation of how the additional funds will be spent.

(3) ODJFS will review the information in order to determine the increased allocation amount.

(4) As participating areas request additional funding, ODJFS may have a need to revise the commitments of funding for other workforce areas in order to maximize utilization of Ohio's NDWG resources. ODJFS submits all NDWG applications to DOL on behalf of one or more LWDB.

(5) LWDBs may contact ODJFS if NDWG funds are not available to serve impacted workers. At that time, ODJFS will assess all available resources, and in coordination with the LWDB, determine how best to support the workers with statewide discretionary or rapid response funds.

(G) A local area that receives an NDWG allocation shall report expenditures as described in rule 5101:9-7-29 of the Administrative Code.

(H) Local areas, project operators, and subrecipients of NDWG funds shall adhere to all federal, state, and local rules, laws, and regulations and other limitations or provisions identified by ODJFS. Specific regulations are defined in the office of budget and management (OMB) circular 2 C.F.R. part 200.

(I) The WIOA local area shall maintain documentation as described in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by the ODJFS office of fiscal and monitoring services (OFMS) and the Ohio auditor of state (AOS).

Replaces: 5101:9-6-53

Effective: 05/14/2016

Certification: CERTIFIED ELECTRONICALLY

Date: 05/04/2016

Promulgated Under: 111.15

Statutory Authority: 5101.02, 6301.03

Rule Amplifies: 5101.02, 6301.03

Prior Effective Dates: 6/5/05, 10/15/06, 7/1/10, 12/1/10
The Ohio department of job and family services (ODJFS) issues the state adoption incentive allocation to public children services agencies (PCSAs) to support adoption activities.

This allocation consists of one hundred per cent state funds. The maximum amount of state funds allocated for incentives is one and a half million dollars.

ODJFS communicates the funding period of performance and liquidation periods through the county finance information system (CFIS). The PCSA can incur services through county must expend funds by the end of the funding period of performance and disburse and report expenditures no later than the end of the liquidation period.

ODJFS uses the following methodology to distribute available funds for this allocation:

1. The office of families and children (OFC) pulls finalized adoption data from the statewide automated child welfare information system (SACWIS) for each county on the first business day after July thirty-first.
2. OFC uses the average number of finalized adoptions over a prior three year period to determine the baseline for each county.
3. For each finalized adoption over a county's established baseline, ODJFS issues:
   a. An incentive payment for the target population ages nine to seventeen at six thousand five hundred dollars per child; and
   b. An incentive payment for children under age nine at three thousand two hundred fifty dollars per child.
4. If incentive amounts achieved in paragraph (D)(3) of this rule are less than one and a half million dollars, ODJFS distributes the remaining funds as additional incentives as follows:
   a. ODJFS pulls data from SACWIS for the prior state fiscal year (SFY) to identify the total population of children available for adoption during the year for each county agency. "Available for adoption" means any child in permanent custody at any point during the SFY;
   b. ODJFS divides the total number of children finalized during the SFY by the total population of children available for adoption during the same SFY for each county agency to arrive at a county specific percentage;
      i. ODJFS sums all county percentages as described in paragraph (D)(4)(b) of this rule to arrive at an aggregate statewide figure;
      ii. ODJFS divides each county's specific percentage by the total aggregate statewide figure to arrive at a county percentage to the total; and
      iii. ODJFS multiplies the remaining balance of funds by each county's percentage to arrive at an additional allocation amount per county.

ODJFS issues this allocation as an advance to the PCSA by the end of August of each year. ODJFS will recapture unspent funds as part of the quarterly reconciliation.

Beginning with SFY 2017, incentive funds must be expended at one hundred per cent of the adoption incentive allocation achieved and will not be used to draw down additional Title IV-E adoption administrative funds.

PCSAs shall reinvest adoption incentive payments to support adoption activities during the SFY.
The PCSA shall report allowable expenditures as described in rule 5101:9-7-29 of the Administrative Code.

The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 7/13/2018
Certification: CERTIFIED ELECTRONICALLY
Date: 07/03/2018
Promulgated Under: 111.15
Statutory Authority: 5101.02, 5101.10
Rule Amplifies: 5101.02, 5101.10
Prior Effective Dates: 09/25/2015, 07/24/2016
FAPMTL 344

Effective Date: April 4, 2016

Most Current Prior Effective Date: April 4, 2015

(A) The Ohio department of job and family services (ODJFS) issues the fraud awareness allocation to select county departments of job and family services (CDJFS) to promote fraud awareness month programs, campaigns, activities and events. May is designated as fraud awareness month.

(B) ODJFS may issue funding up to two thousand dollars per county to support fraud awareness initiatives. Counties eligible for this funding are those with an ODJFS approved local fraud awareness initiative. ODJFS will notify counties in writing if approved for funding.

(C) This allocation is one hundred per cent state federal funding. The catalog of federal domestic assistance (CFDA) number for this allocation is 93.558. Funds must be obligated by June thirtieth and liquidated by September thirtieth.

(D) Fraud awareness initiative funds must be used to purchase promotional items which may include, but are not limited to:

1. Promotional signs such as billboards, banners, posters, city bus placards, and bus stop bench advertisements;
2. Marketing items such as pens, cups, bookmarks, post-it notes, magnets, reusable grocery bags, bumper stickers, etc. for distribution to the public; and
3. Media publicity such as radio and television public service announcements.

(E) Fraud awareness initiative funds cannot be used for:

1. Purchasing items intended for human consumption;
2. Hosting staff;
3. Parties; or
4. Other uses of funds prohibited by Ohio ethics law, Chapter 102. of the Revised Code, and other relevant policies.

(F) The CDJFS shall include the following information on all printed or promotional items:

1. The ODJFS fraud logo; and
2. Information for reporting fraud:
   a. Using the ODJFS report fraud website, http://jfs.ohio.gov/fraud; or
   b. Using the CDJFS contact information, including county name, phone number, or website.

(G) The CDJFS shall report expenditures through the county finance information system (CFIS), using coding established for this allocation, as described in rule 5101:9-7-29 of the Administrative Code.

(H) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 04/04/2016
Certification: CERTIFIED ELECTRONICALLY
Date: 03/11/2016
Promulgated Under: 111.15
Statutory Authority: 5107.05
Rule Amplifies: 5101.02, 5107.05, 5101.183
Prior Effective Dates: 4/4/15
The Ohio department of job and family services (ODJFS) issues state child support allocations to assist in provision of the non-federal share of allowable administrative program expenditures incurred in administration of the Title IV-D program. Additional non-federal share of funds is supplied by funds appropriated by the county commissioners from the county general fund or non Title IV-D program income and non Title IV-D fees.

State child support allocations are distributed to the child support enforcement agency (CSEA) designated by the board of county commissioners pursuant to sections 329.40 and 3125.10 of the Revised Code. Failure to comply with the requirement of operating a single Title IV-D child support enforcement agency will result in the county not receiving state child support allocations.

ODJFS issues state child support allocations on a state fiscal year (SFY) basis. ODJFS communicates the funding and liquidation period for this allocation through the county finance information system (CFIS). The CSEA must expend funds by the end of the funding period and disburse and report expenditures no later than the end of the liquidation period.

Methodology.

State child support funding shall be allocated using the following methodology:

1. Ten per cent of the statewide amount shall be allocated evenly among all counties as a base amount;

2. The remaining ninety percent of the statewide amount shall be allocated based on the ratio of county performance for each category in this paragraph compared to the statewide performance for the same category, as reported on the most recent OCSE-157, "Child Support Enforcement Annual Data Report" (OCSE-157).


   a. Twenty per cent shall be allocated to each county based upon their percentage of children with paternity established, derived by dividing the number of the county's children with paternity established by the statewide number of children with paternity established, as reported on line six of the OCSE-157 for the most recent federal fiscal year (FFY);

   b. Twenty per cent shall be allocated to each county based upon their percentage of cases with a support order established, derived by dividing the number of the county's cases with a support order established by the statewide number of cases with a support order established, as reported on line two of the OCSE-157 for the most recent FFY;

   c. Thirty-five per cent shall be allocated to each county based upon their percentage of dollars allocated to current support, derived by dividing the amount of dollars allocated to current support on the county's cases by the amount of dollars allocated to current support statewide, as reported on line twenty-five of the OCSE-157 for the most recent FFY; and

   d. Fifteen per cent shall be allocated to each county based upon their percentage of cases with an allocation to arrearages, derived by dividing the number of the county's cases with an allocation to arrearages by the statewide number of cases with an allocation to arrearages, as reported on line twenty-nine of the OCSE-157 for the most recent FFY.

3. Where a CSEA encompasses multiple counties, the CSEA receives the allocations for each county represented under the CSEA.
ODJFS caps the allocation amounts as follows:

1. Effective in SFY 2019, the maximum increase or decrease in a county allocation will be limited to twenty per cent of the difference between the new earned allocation as compared to the prior state fiscal year allocation;

2. Effective in SFY 2020, the maximum increase or decrease in a county allocation will be limited to forty per cent of the difference between the earned allocation as compared to the prior state fiscal year allocation;

3. Effective in SFY 2021, the maximum increase or decrease in a county allocation will be limited to sixty per cent of the difference between the earned allocation as compared to the prior state fiscal year allocation;

4. Effective in SFY 2022, the maximum increase or decrease in a county allocation will be limited to eighty per cent of the difference between the earned allocation as compared to the prior state fiscal year allocation; and

5. Effective in SFY 2023, there shall be no maximum increase or decrease in a county allocation under paragraph (D) of this rule.

The CSEA shall certify expenditures as described in rule 5101:9-7-29 of the Administrative Code.

The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.
The inter-county adjustment of allocations is a process for county family services agencies (CFSAs), as defined in rule 5101:9-6-50 of the Administrative Code, to facilitate inter-county allocation requests for additional and/or release of funds.

Subject to the requirement of this rule, the Ohio department of job and family services (ODJFS) will execute the request to adjust allocated funds based on the completion, acceptance, and submission of the inter-county transfer budget request in the county finance information system (CFIS). Proposed transactions and final agreements regarding the adjustment of funds will be initiated and entered into by the agencies involved. ODJFS will not be a party to or participate in any proposed or final inter-county adjustment agreements with any CFSA. However, in the event there are funding problems with one or more of the funds, the director of ODJFS may limit fund sources, either partially or totally, that are available for an exchange of allocation amounts between counties.

ODJFS notifies the CFSA of county allocation funding levels through subgrant notices issued through CFIS. The allocation amounts listed in the CFIS notice, less any draws against the allocation amounts, will be the maximum amount eligible for the inter-county adjustment of allocated funds.

If funding level reductions or increases occur during the funding period, allocation dollar amount changes will be made proportionate to the certified allocation dollar amounts that ODJFS has on record as of the effective date for the announced funding level change. The funding period is the period in which services are performed and/or provided. Pending adjustments will not be a factor in the calculation.

Inter-county agreements can only be made between similar CFSAs. Agreements involving public assistance (PA) funds can only be made between county departments of job and family services (CDJFSs). Agreements involving public children service agency (PCSA) funds can only be made between PCSAs. Agreements involving child support enforcement agency (CSEA) funds can only be made between CSEAs.

When two CFSAs agree to an inter-county transfer of funding, each CFSA shall complete the inter-county transfer budget request in CFIS which shall serve as the agreement between the county directors involved in the transaction.

The director of the CFSA or another designee releasing funds is certifying the following when submitting an inter-county transfer budget request in CFIS:

- Sufficient funding levels remain to provide mandated services for the remainder of the funding period;
- If the funding source is temporary assistance for needy families (TANF), Ohio works first (OWF), medicaid, or food assistance (FA) funding, all mandated services for the remainder of the state fiscal year (SFY) will be provided, regardless of funding; and
- The fund release does not leave the county with an amount below the previous SFY expenditure level.

A resolution passed by the board of county commissioners of each county shall be attached to the inter-county transfer budget request in CFIS.

The board of county commissioners may pass a resolution:

- Assigning authority to the director of the CFSA to serve as their designee on behalf of the county for a specific period of time to release and/or accept funds;
- Assigning authority to another party to serve as designee on behalf of the county for a specific period of time to release and/or accept funds; or
(c) Agreeing to enter in the inter-county adjustment agreement with a specific county with specific amounts.

(4) The submittal of the inter-county transfer budget request in CFIS will serve as a request for allocated funds adjustment and must be received by ODJFS no later than the last date of the liquidation period of the funds being transferred.

(G) Upon the timely receipt of a properly completed inter-county transfer budget request in CFIS and county commissioner resolution(s), ODJFS will execute the requested adjustment of funds from the counties involved in the transaction.

(1) ODJFS will reduce the allocation for funds as specified on the inter-county transfer budget request in CFIS;

(2) ODJFS will increase the allocation for funds as specified on the inter-county transfer budget request in CFIS; and

(3) Upon completion of the fund-adjustment, ODJFS will notify the CFSA that revised subgrant notices are available in CFIS.

(H) The approval by ODJFS to adjust the allocation of a CFSA pursuant to this rule is for the funding and liquidation period during the fiscal year in which it is made and does not obligate ODJFS to any future allocation increase to the CFSA.

(I) Nothing in this rule should be interpreted or construed to replace, amend, or supersede the requirements of rule 5101:9-6-02 of the Administrative Code.

(J) The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Replaces: 5101:9-6-82

Effective: 4/1/2018

Certification: CERTIFIED ELECTRONICALLY

Date: 03/06/2018

Promulgated Under: 111.15

Statutory Authority: 5101.161, 5101.46, 5101.02

Rule Amplifies: 5162.03, 5101.02, 5101.16, 5101.161, 5101.46, 5101.54, 5107.05

Each child support enforcement agency (CSEA) shall create an administrative fund for the operation of a child support enforcement program.

The administrative fund shall be used for the deposit and disbursement of child support funds as follows:

1. Deposits include, but are not limited to:
   a. Federal, state, and local revenues including state and county general revenue funds and federal financial participation (FFP) funds;
   b. Federal incentives;
   c. Processing charges;
   d. Title IV-D application and other miscellaneous fees;
   e. Investment income;
   f. Unclaimed collections that have lost unclaimed status; and
   g. Fines that the CSEA has retained.

2. Disbursements include, but are not limited to:
   a. Allocated shared costs for combined agencies to public assistance (PA) fund;
   b. Countywide central service costs assigned to the CSEA;
   c. Title IV-D and non-Title IV-D operating expenditures; and
   d. Administrative expenses related to the operation of the child support program.

The CSEA shall report receipts and disbursements for the child support administrative fund in accordance with rule 5101:9-7-29 of the Administrative Code.
A) Purpose.

This rule describes the funding of the CSEA and the Title IV-D program administered by the Ohio department of job and family services (ODJFS).

Subject to the availability of federal funds and appropriations made by the Ohio general assembly, ODJFS will make state and federal funds available to the CSEA for allowable child support operating expenses.

B) Administrative fund.

In accordance with rule 5101:9-6-83 of the Administrative Code, each CSEA has an administrative fund for the operation of a child support enforcement program. The CSEA deposits all child support funding into the child support administrative fund in accordance with 2 C.F.R. 200 (12/2014), 45 C.F.R. 75 (12/2014), and 45 C.F.R. 304 (12/1996).

C) Funding.

The CSEA may use the following types of funding for Title IV-D expenditures:

1) Federal Title IV-D.

ODJFS issues funding for federal Title IV-D allowable costs at sixty-six per cent federal financial participation (FFP) rate as described in rule 5101:12-1-50 of the Administrative Code. FFP reimbursement is available for reasonable and necessary CSEA expenditures for Title IV-D services and activities properly attributable to the operation of the support enforcement program. The catalog of federal domestic assistance (CFDA), as in effect on the effective date of this rule, number for this funding source is 93.563.

2) Federal child support incentives.

ODJFS issues Ohio's federal incentive payments to the CSEA as described in rule 5101:9-6-30 of the Administrative Code. The CFDA number for these payments is 93.563.

3) Match.

The CSEA must use state and local funds for the thirty-four per cent nonfederal share of eligible costs; the difference between the percentage of FFP and one hundred per cent. The CSEA may use any of the following as the nonfederal share:

a) The state child support allocation as described in rule 5101:9-6-80 of the Administrative Code.

b) The child, family and community protective services allocation as described in rule 5101:9-6-12.4 of the Administrative Code.

c) The income maintenance allocation as described in rule 5101:9-6-05 of the Administrative Code.

d) Incentives earned on medical support payments.

e) Funds appropriated by the county commissioners from the county general fund.

f) The following revenues received from non Title IV-D case activity:

i) Processing charges received from non income withholding collections on non Title IV-D cases;

ii) Interest; and

iii) Copying charges.
Public funds, other than those derived from private resources, under the following conditions:

(i) The funds must be appropriated directly to the CSEA;

(ii) The funds are from another public agency and are treated as follows:
   (a) Transferred to the CSEA and are under the CSEA's administrative control; or
   (b) Certified by the contributing public agency as representing expenditures under the ODJFS Title IV-D state plan, subject to the limitations of this rule.

(iii) The funds are not federal funds, unless authorized by federal law to be used to match other funds; or

(iv) The funds are not used to match other federal funds.

Program income.
The CSEA shall use revenues resulting from Title IV-D case activity for the operation of the child support program. Details regarding Title IV-D program income are available in rule 5101:12-1-53 of the Administrative Code.

(a) The CSEA deducts Title IV-D program income revenue from expenditures reported for federal reimbursement.

(b) The CSEA shall not use Title IV-D program income as any portion of the nonfederal share of program funding.

Non-allowable or non-reimbursable costs are not eligible for federal or state financial participation. These costs must be met through one hundred per cent local funds.

Draws and reporting.
The CSEA may access federal funds and its state allocation via cash draws through the county finance information system (CFIS).

(1) The CSEA shall determine the source of the state or local match and draw the funding accordingly.

(a) If the CSEA is using state funds for the match, the CSEA may draw the federal portion of sixty-six per cent and the state portion of thirty-four per cent of the total expenditures.
   (i) State funding available is limited to the state fiscal year (SFY) allocation for the CSEA.
   (ii) The SFY is July first through June thirtieth.

(b) If the CSEA is using local funds for the match, the CSEA shall only draw the federal portion of sixty-six per cent.

(2) The CSEA shall report expenditures as described in rule 5101:9-7-29 of the Administrative Code. The CSEA shall claim administrative costs through the random moment sample (RMS) process as described in rule 5101:9-7-23 of the Administrative Code.

Replaces: 5101:9-6-90
Effective: 07/01/2015
Five Year Review (FYR) Dates: 07/01/2020
Certification: CERTIFIED ELECTRONICALLY
Date: 06/15/2015
Promulgated Under: 119.03
Statutory Authority: 3125.25
Rule Amplifies: 307.981, 3125.03, 3125.19, 3125.21, 3125.25
Prior Effective Dates: 6/1/10
The Ohio department of job and family services (ODJFS) issues funding to child support enforcement agencies (CSEAs) for the administration of special project opportunities that further the national and state child support mission and goals.

Projects may be funded by federal or state funding. Opportunities for special projects may be made available to counties via the United States department of health and human services (HHS) office of child support enforcement (OCSE) or ODJFS office of child support (OCS).

Federal discretionary projects.

The United States department of health and human services (HHS) office of child support enforcement (OCSE) offers two types of discretionary project opportunities: Section 1115 of the Social Security Act, 42 U.S.C. 1315 (9/2014) demonstration grants and special improvement project (SIP) grants.

Upon HHS approval, ODJFS will allocate project funding to a participating CSEA. Each CSEA with an approved project shall utilize the funding in accordance with the grant award letter received from HHS. The catalog of federal domestic assistance (CFDA) number for this funding will be included in the federal grant award letter.

ODJFS may issue state or federal child support training funding to assist CSEAs in providing training for county CSEA employees. ODJFS will issue guidance on the utilization of any statewide initiatives.

ODJFS will communicate the type of funding used via allocation letters from the county finance information system (CFIS).

ODJFS will communicate the funding and liquidation periods for all funding through CFIS. The CSEA shall report receipts and disbursements as described in rule 5101:9-7-29 of the Administrative Code.

The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.
Chapter 7    Fiscal Reimbursement and Reporting
The following accounting procedures are necessary for state and local accountability in the allocation of state and federal funds.

(A) Financing

(1) Each county shall create and maintain a single PCSA fund into which funds shall be deposited monthly for the operation of children services programs.

(2) Available funds are limited by state appropriation and federal award.

(3) The Ohio department of job and family services (ODJFS) notifies the PCSA on an annual basis, of the amount of the state child protective allocation (SCPA) advance the agency will receive for each quarter.

(4) ODJFS reimburses the county for allowable expenditures when the quarterly reconciliation is finalized.

(5) Advances and reimbursements through the county finance information system (CFIS) are issued via electronic fund transfer (EFT).

(B) The PCSA shall use the JFS 02820 "Childrens Services Quarterly Financial Statement" as described in rule 5101:9-7-29 of the Administrative Code to report quarterly receipts and disbursements to the PCSA fund as described in rule 5101:9-7-29 of the Administrative Code.

(1) Receipts to, and expenditures from this fund may include: emergency services assistance, SCPA, Title IV-E, Title IV-B, medicaid, Title IV-A and kinship care, independent living, local, foster care maintenance, post adoption special services subsidy, basic child abuse and neglect, and other local/state/federal funds.

(2) A stand alone PCSA shall establish agreements with the county department of job and family services (CDJFS) for the cash transfer of eligible funds that are deposited exclusively to the public assistance (PA) fund.

(3) Grants, endowments, levy and other funds designated for children services shall be deposited into the PCSA fund as necessary.

(C) Expenditures shall be transacted as follows:

(1) A stand alone PCSA shall pay all expenses including administrative costs, foster care maintenance, contracts, and purchased services costs from the PCSA fund.

(2) A combined CDJFS/PCSA shall pay administrative costs for expenses allocated to PCSA operations from the PA fund and reimburse the PA fund from the PCSA fund. This reimbursement shall be reported on the JFS 02820 as described in rule 5101:9-7-29 of the Administrative Code. Expenses such as foster care maintenance, children services contracts, and applicable purchased services costs shall be paid from the PCSA fund.

(D) The PCSA shall maintain the completed expenditure documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and/or audit by the ODJFS office of fiscal and monitoring services and the Ohio auditor of state (AOS).
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02, 5101.144, 329.0
FAPMTL 384

**Effective Date: February 19, 2018**

**Most Current Prior Effective Date: October 8, 2012**

The following accounting procedures are necessary for local accountability in the reconciliation of state and federal funds.

(A) QUARTER-END REPORTING

1. The public children services agency (PCSA) is accountable for the children services fund as reconciled each quarter and shall review reports and make adjustments and/or corrections prior to the final approval and submission of financial data to the Ohio administrative knowledge system (OAKS) for the closing quarter. The PCSA has access to system reporting throughout the quarter in order to make ongoing adjustments/corrections.

2. The PCSA has access to reports based on financial data submitted in county finance information system (CFIS) in accordance with rule 5101:9-7-29 of the Administrative Code.
   a. Each quarter's over/under report is cumulative over the lifetime of the funding source.
   b. The PCSA is given five business days after the eighteenth day of the month following the last month of the quarter to review the reports for accuracy.

3. No later than five business days after the eighteenth day of the month following the last month of the quarter, the PCSA shall submit any final adjustments and/or revisions to OAKS.
   a. Once the five-day review period is complete, the Ohio department of job and family services (ODJFS) suspends reporting access to OAKS for the closing quarter in order to begin the quarter reconciliation process.
   b. The PCSA shall make any allowable changes that arise after the five-day review period to open grants in the current quarter.

(B) QUARTER RECONCILIATION

1. ODJFS notifies the PCSA when the quarter reconciliation process is completed. The PCSA shall review reports for accuracy and immediately notify ODJFS of any discrepancies.

2. (1) ODJFS reconciles any advanced funding the PCSA receives state child protective allocation (SCPA) at the end of the funding its period of availability. The period of availability includes the funding period and the liquidation period.

   (2) The funding period includes the period of availability and the liquidation period.

(C) QUARTER REIMBURSEMENT

1. ODJFS uses the allocated and approved financial data approved and submitted by the PCSA in accordance with rule 5101:9-7-29 of the Administrative Code to identify quarterly reimbursement amounts for allowable direct costs.

2. ODJFS uses allocated and approved financial data submitted by the PCSA to identify quarterly reimbursement amounts for title title IV-E administration and training expenditures identified via the SSRMS reconciliation/certification of funds process. Any PCSA that IV-E administration and training expenditures submits submits after the eighteenth day of the month following the last month of the quarter will be reimbursed on a delayed basis in the next quarter's reconciliation process.

3. ODJFS will forward the quarterly reimbursements to the PCSA by electronic funds transfer (EFT).
The PCSA shall retain reconciliation documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by ODJFS and the Ohio auditor of state.

Effective: 2/19/2018
Certification: CERTIFIED ELECTRONICALLY
Date: 02/09/2018
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02, 5101.144, 329.04
The following accounting procedures are necessary for local accountability in the allocation of federal and state funds.

(A) Financing.

The total cash payments made by the Ohio department of job and family services (ODJFS) to the CSEA administrative fund are disbursed weekly upon receipt of the CSEA cash draw request for funds. Available funds are limited by the state appropriations and federal grant awards. All payments are issued via electronic funds transfer (EFT).

(B) Cash management.

When a CSEA is funded on a reimbursement basis, program costs are paid by local funds before reimbursement is requested. When funds are drawn in advance, the CSEA shall follow procedures to minimize the time elapsing between the transfer of funds from the state and local disbursement. Disbursements to a CSEA administering federal programs shall cover allowable expenditures consistent with federal and state regulation.

(1) Requests for cash draws may be submitted weekly and are normally processed by ODJFS in six business days. In accordance with 31 C.F.R. part 205 and 45 C.F.R. parts 74 and 92, as in effect December 19, 2014, cash drawn in advance must be limited to the minimum amount needed for actual, immediate requirements. The CSEA shall have cash management procedures in place to ensure the time elapsing between the receipt of funds and the disbursement of funds does not exceed a ten-day average for all federal funding.

(2) Cash drawn shall be traceable to a level of program expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable rules and regulations. The accounting systems of the CSEA shall support internal controls necessary to insure federal grants and state funds remain separated on a grant, program, or project basis.

(C) Quarterly cash on hand.

(1) At the end of each quarter, ODJFS will calculate the CSEA reviews the county finance information system (CFIS) cash on hand report that calculates each CSEA's average days' cash on hand for all federal funding on an individual grant basis. This information is based on expenditures and cash draws reported in CFIS on the county finance information system (CFIS) over/under report. Expenditures on the CFIS over/under report reflect information as reported on the JFS 02750 "Child Support Enforcement Agency (CSEA) Quarterly Financial Statement" (rev. 10/2011) pursuant to in accordance with rule 5101:9-7-29 of the Administrative Code.

(2) The average days' cash on hand will be calculated in on an individual grant basis as follows:

(a) At the end of each quarter, ODJFS will calculate the excess cash on hand is calculated by deducting the reported expenditures over the lifetime of the funding source, up to the budgeted amount, from the total amount of cash draws over the lifetime of the funding source;

(b) ODJFS will then calculate the average expenditures is calculated by dividing the total reported expenditures by the number of calendar days the funding has been available; and

(c) ODJFS will then calculate the average days' cash on hand is calculated by dividing the excess cash on hand from paragraph (C)(2)(a) of this rule by the average daily expenditures in paragraph (C)(2)(b) of this rule.
(3) ODJFS will forward the results of monitor quarterly average days’ cash on hand results and notify the CSEA if the average days’ cash on hand calculation results in noncompliance of cash management requirements.

(a) If an event, beyond the reasonable control of the CSEA, results in noncompliance of the cash management requirements, the CSEA shall document the event and, upon request of ODJFS, provide the documentation to the ODJFS office of fiscal and monitoring services.

(b) If circumstances resulting in the noncompliance are caused by internal control deficiencies or operational processes, the CSEA shall document the steps implemented to avoid a recurrence and, upon request of ODJFS, provide the documentation to the ODJFS office of fiscal and monitoring services.

(c) ODJFS may take additional action to ensure the cash management practices of the CSEA are in compliance with paragraph (B)(1) of this rule.

(D) Quarterly interest calculation and reconciliation.

An interest liability accrues if federal funds are received prior to the day the funds are paid. A CSEA shall calculate and report earned interest quarterly as a receipt. Earned interest can only be used for the intended program and is held in the local account.

(1) ODJFS will complete the quarterly interest reconciliation using the "State Treasury Asset Reserve of Ohio" (STAR Ohio) interest rate published on the Ohio treasurer of state website, http://www.ohiotreasurer.org, and send the preliminary information to the CSEA.

(2) Interest on excess cash on hand shall be compounded daily and calculated by the CSEA using either the average monthly interest rate earned or STAR Ohio "State Treasury Asset Reserve of Ohio" (STAR Ohio).

(3) As part of the quarterly interest reconciliation, the CSEA may take into consideration the months in which the CSEA used local funds for program purposes other than for local match and therefore operated on a reimbursement basis, providing the CSEA requests funds timely as set forth in this rule. When the monthly interest liability is a negative number and the CSEA has documentation identifying the funds used as local funds, the resulting negative number may be used to offset any interest liability from other months during the quarter. The format of the quarterly reconciliation will include, at a minimum, the following:

(a) The monthly interest liability owed by the CSEA or the monthly offsetting interest liability based upon the CSEA using local funds for program purposes for each applicable federal program allocation.

(b) The total net interest liability owed by the CSEA or the total net offsetting interest liability based upon the CSEA using local funds for program purposes for each applicable federal program allocation for the quarter.

(c) The total net interest liability owed by the CSEA or the total net offsetting interest liability based upon the CSEA using local funds for program purposes for each applicable federal program allocation for the federal fiscal year (FFY). In accordance with 45 C.F.R. 92.24(i) 2 C.F.R. 75.305(b)(9), as in effect December 24, 2014, a CSEA, as subgrantee, may keep interest amounts up to one five hundred dollars per year for administrative expenses.

(4) For each applicable federal program allocation with a total net interest liability in excess of one five hundred dollars for each FFY, the CSEA shall report the net interest liability as a reduction to expenditures in the subsequent quarterly expenditure report.

The "net interest liability" is defined as a positive number calculated in the quarterly reconciliation.

(5) For each applicable federal program allocation with a negative total net offsetting interest liability (a negative number calculated in the quarterly reconciliation), no adjustment to program income
will be necessary. ODJFS shall not be liable to the CSEA for any interest liability based upon the CSEA using local funds for program purposes.

(6)(5) The CSEA shall maintain quarterly interest reconciliation documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by ODJFS and the Ohio auditor of state.

Effective: 03/23/2015
Five Year Review (FYR) Dates: 01/05/2015 and 03/23/2020
Certification: CERTIFIED ELECTRONICALLY
Date: 03/13/2015
Promulgated Under: 119.03
Statutory Authority: 3125.25, 5101.02
Rule Amplements: 3125.25, 5101.02
Prior Effective Dates: 1/1/86 (Emer), 4/1/86, 4/2/86 (Emer), 7/1/86, 4/1/87 (Emer), 6/12/87, 12/1/87, 9/1/89 (Emer), 11/30/89, 4/1/92, 1/1/93, 5/1/93, 7/1/93, 7/8/94, 10/30/94, 11/2/95, 1/1/96, 1/30/96, 4/1/96, 6/23/96, 7/1/96, 10/12/96, 4/1/97, 9/1/98, 2/1/99, 7/15/02, 9/28/02, 3/19/07, 9/3/09, 1/13/11, 9/22/11, 2/12/12
The following accounting procedures are necessary for state and local accountability in the reconciliation of federal and state funds.

(A) Quarter-end reporting.

(1) The CSEA is accountable for the child support fund as reconciled each quarter and shall review reports and make adjustments and/or corrections prior to the final approval and submission of financial data to the Ohio administrative knowledge system (OAKS) for the closing quarter. The CSEA has access to system reporting throughout the quarter in order to make ongoing adjustments/corrections.

(2) The CSEA will have access to reports based on financial data submitted in the county finance information system (CFIS) in accordance with rule 5101:9-7-29 of the Administrative Code.

(a) Each quarter’s over/under report is cumulative over the lifetime of the funding source.

(b) The CSEA is given five business days after the eighteenth day of the month following the last month of the quarter to review the reports for accuracy.

(3) No later than five business days after the eighteenth day of the month following the last month of the quarter, the CSEA shall submit any final adjustments and/or revisions to OAKS.

(a) Once the five-day review period is complete, the Ohio department of job and family services (ODJFS) suspends reporting access to CFIS for the closing quarter in order to begin the quarter reconciliation process.

(b) The CSEA shall make any allowable changes that arise after the five-day review period to open grants in the current quarter.

(B) Quarter reconciliation.

(1) ODJFS notifies the CSEA when the quarter reconciliation process is completed. The CSEA shall review the reports for accuracy and immediately notify ODJFS of any discrepancies.

(2) State funded allocations and federally funded subgrants are reconciled at the end of their period of availability. The period of availability includes the funding period and the liquidation period.

(3) ODJFS may make adjustments as necessary to fully reconcile federal grants and/or state allocations that are being closed.

(a) If reported expenditures and adjustments in all funding sources being closed exceeds cash drawn in all funding sources being closed, ODJFS may issue additional funds on closed grants.

(b) If the total of reported expenditures and adjustments in all funding sources being closed is less than cash drawn in all funding sources being closed, ODJFS may adjust draws in open available grants.

(C) The CSEA shall retain financial, programmatic, statistical, recipient records, and supporting documents in accordance with the records retention requirements outlined in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by ODJFS and the Ohio auditor of state.
Promulgated Under: 119.03
Statutory Authority: 3125.25
Rule Amplifies: 3125.25, 5101.02
The following accounting procedures are necessary for state and local accountability in the allocation of federal and state funds.

(A) Financing

The total cash payments to the public assistance (PA) fund are disbursed weekly to the county department of job and family services (CDJFS), upon receipt of the CDJFS draw request for funds. Available funds are limited by state appropriations and federal grant awards. All payments are issued via electronic funds transfer (EFT).

(B) Cash management

When a CDJFS is funded on a reimbursement basis, program costs are paid by local funds before reimbursement is requested. When funds are drawn in advance, the CDJFS shall follow procedures to minimize the time elapsing between the transfer of funds from the state and local disbursement. Disbursements to a CDJFS administering federal programs shall cover allowable expenditures consistent with federal and state regulations.

(1) Requests for cash draws may be submitted weekly and are processed by the Ohio department of job and family services (ODJFS) in six working days. In accordance with 45 C.F.R. part 75 and transmittal number TANF-ACF-PI-01-02 issued by the United States department of health and human services (DHHS), cash drawn in advance must be limited to the minimum amount needed for actual, immediate requirements. The CDJFS shall have cash management procedures in place to ensure the time elapsing between the receipt of funds and the disbursement of funds does not exceed a ten day average for all federal funding.

(2) Cash drawn shall be traceable to a level of program expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable rules and regulations. The accounting systems of the CDJFS shall support internal controls necessary to insure federal grants and state funds remain separated on a grant, program, or project basis.

(C) Quarterly cash on hand calculation

(1) The county finance information system (CFIS) calculates the average number of days' of cash on hand on an individual grant basis. This information is based on expenditures and cash draws reported in CFIS in accordance with rule 5101:9-7-29 of the Administrative Code and reflected in the CFIS over/under report. The average number of days' of cash on hand is calculated as follows:

   (a) The cash on hand amount is calculated by deducting the reported expenditures over the lifetime of the funding source, up to the budgeted amount from the total amount of cash draws over the lifetime of the funding source;

   (b) The daily average expenditure amount is calculated by dividing the total reported expenditures by the number of calendar days the funding has been available; and

   (c) The average number of days' of cash on hand is calculated by dividing the cash on hand from paragraph (C)(1)(a) of this rule by the average daily expenditures in paragraph (C)(1)(b) of this rule.

(2) At the end of each quarter, the CDJFS shall review the CFIS cash on hand report to ensure compliance with paragraph (B)(1) of this rule.

   (a) If an event, beyond the reasonable control of the CDJFS, results in noncompliance with the cash management requirements, the CDJFS shall document the event.
(b) If circumstances resulting in the noncompliance are caused by internal control
deficiencies or operational processes, the CDJFS shall document the steps implemented
to avoid a reoccurrence.

(3) Continued non-compliance may result in ODJFS restricting the agency's draws to ensure the
cash management practices of the CDJFS are in compliance with paragraph (B)(1) of this rule.

(D) Quarterly interest calculation and reconciliation liability

An interest liability accrues if federal funds are received prior to the day the funds are paid. A CDJFS
shall calculate and report earned interest quarterly as a receipt, in accordance with paragraph (D)(1) of
this rule. Earned interest can only be used for the intended program and held in the local account.

(1) For each applicable federal program allocation with a total net interest liability in excess of five
hundred dollars for each federal fiscal year (FFY), the CDJFS shall report the net interest liability
as a reduction to expenditures on the subsequent quarterly expenditure report.

(2) For each applicable federal program allocation with a negative total net offsetting interest
liability, no adjustment to program income will be necessary. The ODJFS will not be liable to the
CDJFS for any interest liability based upon the CDJFS using local funds for program purposes.

(3) The CDJFS shall maintain documentation in accordance with the records retention requirements
outlined in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to
inspection, monitoring, and audit by the ODJFS and the Ohio auditor of state.

Replaces: 5101:9-7-03
Effective: 12/10/2016
Certification: CERTIFIED ELECTRONICALLY
Date: 11/30/2016
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
Prior Effective Dates: 8/24/07, 9/12/09, 11/5/10, 12/18/11
The following accounting procedures are necessary for state and local accountability in the reconciliation of federal and state funds.

(A) Quarter-end reporting

(1) The county department of job and family services (CDJFS) is accountable for the PA fund as reconciled each quarter and should review reports and make adjustments and/or corrections prior to the upload of financial data to the Ohio administrative knowledge system (OAKS) for the last month of the closing quarter. The CDJFS has access to system reporting throughout the quarter in order to make ongoing adjustments/corrections.

(2) The Ohio department of job and family services (ODJFS) provides the CDJFS with a preliminary over/under report has access to reports based on financial data submitted in county finance information system (CFIS) in accordance with rule 5101:9-7-29 of the Administrative Code.
   (a) Each quarter's over/under report is cumulative over the lifetime of the funding source.
   (b) The CDJFS is given five business days after receipt of the ODJFS issued preliminary report the eighteenth day of the month following the last month of the quarter to review the report for accuracy.

(3) No later than five business days after receipt of the preliminary report the eighteenth day of the month following the last month of the quarter, the CDJFS may submit any final adjustments and/or revisions for upload into the county finance information system (CFIS) to OAKS.
   (a) Once the five-day review period is complete, ODJFS will eliminate reporting access to CFIS suspends reporting access to OAKS for the closing quarter in order to finalize the quarter reconciliation process.
   (b) The CDJFS shall make any allowable changes that arise after the five-day review period to open grants in the current quarter.

(B) Final quarter-end reports

ODJFS will notify the CDJFS when the final quarterly over/under report is available for viewing. The CDJFS shall review the report for accuracy and immediately notify ODJFS of any discrepancies. Any corrections and/or adjustments will be made in the current quarter.

(C) Quarter reconciliation

(1) The Ohio department of job and family services (ODJFS) notifies the CDJFS when the quarter reconciliation process is completed. The CDJFS shall review reports for accuracy and immediately notify ODJFS of any discrepancies.

(1)(2) ODJFS may make adjustments as necessary to fully reconcile federal grants and/or state allocations that are being closed.
(a) If the total of reported expenditures and adjustments in all funding sources being closed exceeds cash drawn in all funding sources being closed, ODJFS may issue additional funds on closed grants.

(b) If reported expenditures and adjustments in all funding sources being closed is less than cash drawn in all funding sources being closed, ODJFS may adjust draws in open available grants.

(D)(C) The CDJFS shall retain financial, programmatic, statistical, recipient records, and supporting documents in accordance with the records retention requirements outlined in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by ODJFS and the Ohio auditor of state.

Effective: 10/09/2012
Certification: CERTIFIED ELECTRONICALLY
Date: 09/28/2012
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
Prior Effective Dates: 8/24/07, 9/12/09, 7/1/11
The following accounting procedures are necessary for local accountability in the financing and cash management of federal and state funds.

(A) Financing.

The Ohio department of job and family services (ODJFS) notifies the local area fiscal agent at the beginning of the state fiscal year (SFY) of the amounts the local area is eligible to receive. The local area, through the area's designated fiscal agent, makes the WIA funding available to its subrecipients. The total cash payments to the WIOA local area are disbursed weekly to the area's designated fiscal agent, upon receipt of the draw request for funds. Each local area and subrecipients of the local area are required to establish and maintain a workforce development fund to be used for all deposits and disbursements of funds for all WIA/WIOA activities. Available funds are limited by state appropriation and federal award. All payments are issued via electronic funds transfer (EFT) to the fiscal agent.

1. Available funds are limited by state appropriation and federal award.
2. All payments are issued via electronic funds transfer (EFT).
3. All expenditures and reimbursements for activities funded under WIA are required to be made from the workforce development fund.

(B) Cash management.

When a local area is funded on a reimbursement basis, program costs are paid with local funds before reimbursement is requested. When funds are drawn in advance, the local area shall follow procedures to minimize the time elapsing between the transfer of funds from the state and local disbursement. Disbursements to a local area administering federal programs shall cover allowable expenditures consistent with federal and state regulations.

1. A local area may submit requests for cash draws weekly. Requests are processed by ODJFS within six working days. In accordance with the Cash Management Improvement Act and Title 29 C.F.R. part 97, section 2097.20, cash drawn in advance must be limited to the minimum amount needed for actual, immediate requirements. The local area shall have written cash management procedures in place to ensure the time elapsing between the receipt of funds and the disbursement of funds does not exceed a ten-day average for all federal grants. The local area shall monitor the cash management practices of the workforce development agencies to ensure they conform to the same standards.

2. Cash drawn shall be traceable to a level of program expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes, rules, and regulations. The accounting systems of the local area shall support internal controls necessary to insure the reporting of activity affiliated with federal grants and state funds remain separated on a grant, program, or project basis.

(C) Quarterly cash on hand calculation.

1. At the end of each quarter, ODJFS will calculate each local The county finance information system (CFIS) calculates the area's average number of days' days of cash on hand for all federal funding based on an individual grant basis. This information is based on expenditures and cash draws for the WIA data subset as they appear on the county finance information (CFIS) reported in CFIS in accordance with rule 5101:9-7-29 of the Administrative Code and reflected on the CFIS over/under report. The average number of days of cash on hand is calculated as follows:
The average days' cash on hand will be calculated on an individual grant basis as follows:

(a) At the end of each quarter, ODJFS will calculate the excess cash on hand amount by deducting the total reported expenditures over the lifetime of the funding source, up to the budgeted amount, from the total amount of cash draws over the lifetime of the funding source.

(b) ODJFS will then calculate the daily average expenditure amount is calculated by dividing the total reported expenditures by the number of calendar days the funding has been available; and

(c) Finally, ODJFS will calculate the average number of days' cash on hand is calculated by dividing the excess cash on hand from the amount calculated in paragraph (C)(2)(1)(a) of this rule by the average daily expenditures amount calculated in paragraph (C)(2)(1)(b) of this rule.

At the end of each quarter, the WIOA local area shall review the CFIS cash on hand report to ensure compliance with paragraph (B)(1) of this rule.

(a) If an event, beyond the reasonable control of the local area, results in non-compliance with the cash management requirements, the local area shall document the event.

(b) If circumstances resulting in the non-compliance are caused by internal control deficiencies or operational processes, the local area shall document the steps implemented to avoid a reoccurrence.

ODJFS will forward the results of the average days' cash on hand calculation to the local area for review. Continued non-compliance may result in ODJFS restricting the agency's draws to ensure the cash management practices are in compliance with paragraph (B)(1) of this rule.

(a) If an event, beyond the reasonable control of the local area, results in non-compliance with the cash management requirements, the local area shall document the event and upon request of ODJFS provide documentation to the ODJFS Office of Fiscal and Monitoring Services (OFMS).

(b) If circumstances resulting in the non-compliance are caused by internal control deficiencies or operational processes, the local area shall document the steps implemented to avoid a reoccurrence and upon request provide the documentation to the ODJFS OFMS.

(c) ODJFS may take additional action to ensure the cash management practices of the local area are in compliance with paragraph (B)(1) of this rule.

Quarterly interest calculation and reconciliation: liability/program income.

An interest liability accrues if federal funds are received prior to the day the funds are paid. In accordance with 2 C.F.R. 200.305 (b)(9), up to five hundred dollars per year of interest earned may be retained by the local area for administrative purposes. Any additional interest earned on WIOA funds must be treated as program income and must be used before the local area requests additional WIOA draws. Reported earned interest must be expended before the end of the quarter in which it was received. A local area shall calculate and report earned interest quarterly as a receipt in accordance with this rule. ODJFS will complete the quarterly interest reconciliation using the "State Treasury Asset Reserve of Ohio" (STAR Ohio) rate and send a preliminary spreadsheet to the local area. Earned interest can only be used for the intended program and shall be held in the local account.

(1) Interest on the cumulative amount of excess cash on hand shall be compounded daily and calculated by the local area using either the average monthly interest rate earned or the STAR Ohio interest rate published on the Ohio treasurer of state website at http://www.ohiotreasurer.org.

(2) As part of the quarterly interest reconciliation, the local area may take into consideration the months in which the local area used local funds for program purposes other than for local match.
and, therefore, operated on a reimbursement basis, provided the local area requests funds timely as set forth in this rule. When the monthly interest liability as calculated in paragraph (D)(1) of this rule is a negative number and when the local area has documentation identifying the funds used as local funds, the resulting negative number may be used to offset any interest liability from other months during the quarter. The format of the quarterly reconciliation will include, at a minimum, the following:

(a) The monthly interest liability owed by the local area or the monthly offsetting interest liability based upon the local area using local funds for program purposes for each applicable federal program allocation; and

(b) The total net interest liability owed by the local area or the total net offsetting interest liability based upon the local area using local funds for program purposes for each applicable federal program allocation for the quarter.

(3) The total net interest liability owed by the local area or the total net offsetting interest liability based upon the local area using local funds for program purposes for each applicable federal program allocation for the federal fiscal year (FFY). In accordance with 29 C.F.R. 97.21(i), a local area, as subgrantee, may keep interest amounts up to one hundred dollars per year for administrative expenses.

(4) For each applicable federal program allocation with a total net offsetting interest liability (a negative number calculated in the quarterly reconciliation), no adjustment to program income will be necessary. ODJFS shall not be liable to the local area for any interest liability based upon the local area using local funds for program purposes.

(E) Local area accruals and liquidations of accruals.

As expenditures are incurred, they become accrued expenses and shall be reported as accruals. At the time the accrual is liquidated (disbursed), the local area may draw down funds and shall report the disbursement of the accrual as expenditure for that quarter. All accruals shall be liquidated by the end of the period of availability.

(F) The local area shall maintain the completed quarterly interest reconciliation documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by ODJFS and the Ohio auditor of state.

Effective: 02/25/2017

Certification: CERTIFIED ELECTRONICALLY

Date: 02/14/2017

Promulgated Under: 111.15

Statutory Authority: 5101.02, 6301.03

Rule Amplifies: 5101.02, 6301.03

Prior Effective Dates: 8/31/07, 11/7/09, 12/1/10, 7/18/11, 12/2/11
The following accounting procedures are necessary for local accountability in the reconciliation of federal and state funds.

(A) Quarter-end reporting.

1. The local area is accountable for the workforce development fund as reconciled each quarter and should review reports and make adjustments and/or corrections prior to the upload of the financial data to the Ohio administrative knowledge system (OAKS) for the last month of the closing quarter. The local area has access to system reporting throughout the quarter in order to make ongoing adjustments/corrections.

2. The Ohio department of job and family services (ODJFS) provides the local area with a preliminary over/under report based on financial data submitted in the county finance information system (CFIS) in accordance with rule 5101:9-7-29 of the Administrative Code.
   a. Each quarter's over/under report is cumulative over the lifetime of the funding source.
   b. The local area is given five business days after receipt of the ODJFS issued preliminary report the eighteenth day of the month following the last month of the quarter to review the report for accuracy.

3. No later than five business days after the eighteenth day of the month following the last month of the quarter receipt of the preliminary report, the local area may submit any final adjustments and/or revisions for upload into the county finance information system (CFIS). Once the five-day review period is complete, ODJFS will suspend reporting access to CFIS for the closing quarter in order to reconcile the quarter. The local area shall make any allowable changes that arise after the five-day review period to open grants in the current quarter.

(B) Final quarter-end reports.

ODJFS will notify the local area when the final quarterly over/under report is available for viewing. The local area shall review the report for accuracy and immediately notify ODJFS of any discrepancies. Any corrections and/or adjustments will be made in the current quarter.

(B) Quarter reconciliation.

1. ODJFS notifies the local area when the quarter reconciliation process is completed. The local area shall review reports for accuracy and immediately notify ODJFS of any discrepancies.

2. State funded allocations and federally funded subgrants are reconciled at the end of their period of availability. The period of availability includes the funding period and the liquidation period.

3. ODJFS may make adjustments as necessary to fully reconcile federal grants and/or state allocations that are being closed.
   a. If reported expenditures and adjustments in all funding sources being closed exceeds the cash drawn in all funding sources being closed, ODJFS may issue additional funds on closed grants.
(b) If the total of reported expenditures and adjustments in all funding sources being closed is less than cash drawn in all funding sources being closed, ODJFS may adjust draws in open available grants.

(D)(C) The local area shall retain financial, programmatic, statistical, recipient records, and supporting documents in accordance with the records retention requirements outlined in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by ODJFS and the Ohio auditor of state.

Effective: 10/12/2012
Certification: CERTIFIED ELECTRONICALLY
Date: 10/02/2012
Promulgated Under: 111.15
Statutory Authority: 5101.02, 6301.03
Rule Amplifies: 5101.02, 6301.03
Prior Effective Dates: 8/31/07, 10/15/09, 7/18/11
FAPMTL 337

Effective Date: September 25, 2015

Most Current Prior Effective Date: October 28, 2012

A "WIAWIOA Fiscal Agent" is an entity designated by the chief elected official in accordance with section 417(d)(3)(B)(ii)(I) of WIAWIOA to assist in the administration of WIAWIOA grant funds under the direction of the local workforce investment development board. The WIAWIOA fiscal agent shall receive and manage all formula WIAWIOA funds for the area and other federal, state, or local funds allocated to the local workforce area.

The WIAWIOA fiscal agent is responsible for the receipt, disbursement, accounting and reporting of all funds related to WIAWIOA program operations including collection and disposition of program income generated by WIAWIOA program activities pursuant to federal regulations.

1) Subaward notification and advances

WIAWIOA fiscal agents are responsible for notifying local WIAWIOA sub-areas of subgrant awards, the catalogue of federal domestic assistance (CFDA) number of the subgrant, and respective grant availability period of performance of the funding. WIAWIOA fiscal agents are also responsible for ensuring processes are in place to minimize the time elapsing between receipt of WIAWIOA funds and disbursement in order to maintain cash balance.

(a) WIAWIOA fiscal agents shall maintain adequate systems of internal control over cash to ensure compliance with rules and regulations set forth in rule 5101:9-7-04 of the Administrative Code.

(b) WIAWIOA fiscal agents shall ensure processes are in place to approve draw requests from and issue funding to local sub-areas.

(c) WIAWIOA fiscal agents shall ensure processes are in place to amend budgets if necessary and shall communicate amendments to local sub-areas.

2) Reporting

WIAWIOA fiscal agents are responsible for establishing the reporting practices to be utilized by WIAWIOA sub-areas. The fiscal agent combines all local area financial data, which includes the compilation of all sub-area financial data, and performs area-wide state reporting via county finance information system (CFIS) web as described in rule 5101:9-7-29 of the Administrative Code.

(a) The local WIAWIOA area shall ensure its sub-areas utilize a unified financial reporting system for recording financial activity, generating and reporting financial statements, cash draws, and participant information.

(b) Fiscal agents are required to allocate costs in accordance with as described in rule 5101:9-7-20 of the Administrative Code. However, all WIAWIOA stand alone areas shall allocate their costs by the process contained as described in rule 5101:9-31-17 of the Administrative Code.

3) Reconciliation

Reconciliation involves the comparison and process of correction of local area financial data which includes the compilation of all sub-area financial data related to budgets, draws, net zero vouchers, expenditures and ceiling excess and effort reporting.

(a) The WIAWIOA local area shall establish a written reconciliation process which includes reconciling expenditures, receipts, accruals and obligations between sub-areas and the fiscal agent.

(i) The WIAWIOA local areas are required to complete the reconciliation process each quarter.
(ii) The WIAWIOA local area shall review and update, if necessary, their reconciliation process on an annual basis.

(b) The WIAWIOA fiscal agent shall ensure that the combined disbursements, receipts, accruals, obligations and cash balance of sub-areas match those reported on the local area's quarterly certification submitted to the Ohio department of job and family services (ODJFS).

(c) The WIAWIOA fiscal agent shall review CFIS web reports and make adjustments and/or corrections prior to the final approval of the financial data for the last month of the quarter. The WIAWIOA fiscal agent has access to system reporting throughout the quarter and can make ongoing adjustments/corrections as necessary.

(4) Monitoring

The WIAWIOA fiscal agent is responsible for overseeing and monitoring the WIAWIOA fiscal activities of their sub-areas, subrecipients and contractors.

(a) The WIAWIOA fiscal agent shall ensure expenditures are allocated against the appropriate cost categories and within cost limitations as specified in the WIAWIOA plan, state and federal statutes and regulations.

(b) The WIAWIOA fiscal agent shall communicate, in writing, to the local area and sub-areas all fiscal related audit findings including any appropriate corrective action steps necessary for compliance.

(c) The WIAWIOA fiscal agent shall provide technical assistance to local sub-areas regarding financial issues.

(C) The local area shall maintain documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by the ODJFS office of fiscal and monitoring services (OFMS) and the Ohio auditor of state (AOS).

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FAPMTL 360

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Most Current Prior Effective Date: March 30, 2012

(A) When a public assistance (PA) recipient has received a cash or benefit overpayment for general assistance (GA), disability financial assistance (DFA), temporary assistance for needy families (TANF) or aid to dependent children (ADC), family emergency assistance (FEA) medical, child care, medicaid, food assistance (FA), early learning initiative (ELI), employment retention incentive program (ERI) or prevention, retention and contingency (PRC), an erroneous payment is a benefit payment or portion of a payment that was issued in error to an assistance group. When it has been determined that an erroneous payment has occurred, the county department of job and family services (CDJFS) shall attempt to recover the funds. The CDJFS may recover erroneous payments through benefit reduction or through cash collections. Erroneous payments collected by the CDJFS may qualify for additional earnings on the payments. Earnings for recovery of erroneous payments do not apply to participant expense allowances or other support service cash benefits.

(B) As outlined in section 5107.76 of the Revised Code, a CDJFS is entitled to earnings for the recovery of erroneous payments. Earnings for recovery of erroneous payments do not apply to participant expense allowances or other support service cash benefits. The CDJFS may recover erroneous payments through benefit reduction or through cash collections.

(C) Earnings for recovery of erroneous payments apply to overpayments recovered through benefit reduction. Net overpayment amounts result in earnings when collected and appropriately reported. The CDJFS may verify earnings from collections amounts using its own county's "GRP670RA" report. This is a detailed report of all Ohio works first (OWF) and ADC erroneous payments collected through benefit reduction.

(D) The CDJFS reports erroneous payment collections that qualify for earnings and the Ohio department of job and family services (ODJFS) issues earnings as follows:

(1) **DFAD**isability financial assistance (DFA):
   (a) The CDJFS shall deposit DFA cash collections in the PA public assistance (PA) fund and report the collections on the JFS 02827 "Public Assistance Quarterly Statement" as outlined in rule 5101:9-7-29 of the Administrative Code.
   (b) After the close of each quarter, the ODJFS multiplies the reported amount by twenty-five per cent.
   (c) ODJFS issues the calculated amount as an electronic funds transfer (EFT) to the county.

(2) **TANFT**emporary assistance for needy families (TANF) or **OWFO**hio works first (OWF), defined as a cash benefit issued on or after October 1, 1996:
   (a) The CDJFS shall deposit these TANF or OWF cash collections in the PA fund and report the collections on the JFS 02827.
   (b) The CDJFS does not report other forms of collection, including benefit reductions or state tax offsets found on report "GRP670RB" in "Control-D" on the JFS 02827. The CDJFS may verify earnings from collections amounts using its own county's "GRP670RA" report.
   (c) After the close of each quarter, ODJFS multiplies the combined reported amounts from the JFS 02827 and the "Control-D" report by twenty-five per cent.
   (d) At the beginning of the federal fiscal year (FFY), ODJFS issues the calculated amount earned in the previous FFY as an allocation.
   (e) The CDJFS must use earnings for recovery of erroneous ADC aid to dependent children (ADC) payments that occurred after October 1, 1996 and TANF/OWF cash assistance payments only for TANF programs.
(3) ADC, defined as a cash benefit issued on or before September 30, 1996:

(a) The CDJFS shall deposit these ADC cash collections in the PA fund and report the collections on the JFS 02827.

(b) The CDJFS does not report other forms of collection, including benefit reductions and tax offsets as found on report "GRP670RB" in "Control-D" on the JFS 02827. The CDJFS may verify earnings from collections amounts using its own county's "GRP670RA" report.

(c) At the close of each quarter, ODJFS combines the reported amounts from the JFS 02827 and the "Control-D" report and multiplies that amount by the non-federal share percentage of 39.83 per cent to get the calculated non-federal share amount. The calculated non-federal share amount is also multiplied by the specific county participation mandated share rate. This result is subtracted from the fifty per cent non-federal share calculation.

(d) ODJFS issues the final calculated amount as an EFT to the county.

(4) Medicaid collections reported on or after July 1, 2004:

(a) The CDJFS shall deposit collections of erroneous payments in the PA fund and report the cash collections as earnings from medicaid collections on the JFS 02827.

(b) After the close of each quarter, ODJFS calculates the reported amounts and multiplies by the current non-federal share percentage, which changes every FFY, effective October first, and then multiplies the product of that calculation by fifty per cent.

(c) ODJFS issues the amount as an EFT to the county.

(5) Food assistance (FA):

(a) The CDJFS shall deposit cash collections of erroneous payments into the PA fund and report collections in the client information system enhanced (CRIS-E) and on the JFS 02827. The CDJFS does not report other forms of collections, including benefit reductions and treasury offset program (TOP) payments.

(b) The CDJFS does not report other forms of collections, including benefit reductions and treasury offset program (TOP) payments found on report "GBV030RB" in "Control-D" on the JFS 02827.

(c) At the end of each monthquarter, the CDJFS calculates ODJFS uses the amounts reported in CRIS-E to calculate the FA earnings from collections as outlined in rule 5101:4-8-23 of the Administrative Code. The CDJFS reports the receipt of the earnings on the JFS 02827 using codes established by ODJFS for this purpose.

(c) ODJFS issues the amount as an EFT to the county.

(E) In addition to collections that are eligible for earnings, the CDJFS shall also report the following erroneous payment collections as receipts on the JFS 02827:

1. Cancellations, collections, refunds, or other GA general assistance (GA) receipts;
2. Collections of erroneous payments for FEA family emergency assistance (FEA) medical;
3. Collections of ADC erroneous payments made prior to October 1, 1987;
4. Cancellations, collections, refunds, or other child care receipts;
5. Collections of erroneous payments of ELI early learning initiative (ELI) funds;
6. Collections of erroneous payments of ERI employment retention incentive (ERI) funds; and
7. Collections of PRC prevention, retention and contingency (PRC).

(F) The CDJFS will report collections of benefits that were issued in a previous fiscal year separately than the collections of benefits that were issued during the current SFY.
ODJFS will include the erroneous payment collections, as reported on the JFS 02827, on the over/under report and collect them as part of the quarterly close calculation.

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The county juvenile court and the board of county commissioners may enter into a subgrant agreement with ODJFS to administer Title IV-E of the Social Security Act, which allows the juvenile court to assume full responsibility for the placement and care of adjudicated unruly and delinquent children. The subgrant agreement enables these courts to receive Title IV-E reimbursement for allowable foster care maintenance (FCM), administration, and training costs as outlined in this rule.

In order to ensure the child's medicaid eligibility and the juvenile court's receipt of FCM reimbursement payments, a juvenile court that enters into a subgrant agreement with ODJFS shall contract with a public children services agency (PCSA) to conduct claims processing and data entry activity into the family and children services information system (FACSIS) or to the successor for the statewide automated child welfare information system (SACWIS) to ensure the child's medicaid eligibility and the juvenile court's receipt of FCM reimbursement payments when the PCSA begins to use SACWIS. The court may also contract with a PCSA to perform Title IV-E eligibility determinations.

Any contract or interagency agreement established between a juvenile court and a PCSA must specify the following:

1. Services to be performed by the contracting parties as described in paragraph (B) of this rule; and,
2. A specific and discrete rate of compensation that will be paid for the performance of these services on behalf of Title IV-E eligible children, such rate of compensation not being greater than what is also charged for children who are not eligible.

A PCSA shall report any income received a stand alone PCSA receives from the juvenile court as a result of such a contract shall be reported and coded appropriately on the JFS 02820 "Children Services Monthly Financial Statement" as described in rule 5101:9-7-29 of the Administrative Code (rev. 03/2004). Income that combined agencies receive from juvenile court shall be reported and coded appropriately on the JFS 02827 "Monthly Financial Statement" (rev. 11/2000).

In counties where the juvenile court enters into a Title IV-E subgrant agreement with ODJFS, a single warrant for all FCM payments shall be issued monthly to the county treasurer and shall include the reimbursement to the juvenile court for FCM costs. The PCSA receives a disbursement journal from ODJFS and must use the disbursement journal to sum the amount of the warrant owed to the juvenile court. The PCSA shall then request the county treasurer to transfer the proper amount of funds to the juvenile court for placement and care through a warrant, transfer or other county practice.

ODJFS issues a single warrant for all FCM payments each month to the county treasurer that includes the reimbursement to the juvenile court for FCM costs.

ODJFS provides the PCSA a disbursement journal to be used to determine the amount of the warrant owed to the juvenile court.

The PCSA shall then request that the county treasurer reimburse the amount owed to the juvenile court for placement and care through a warrant, transfer or other county practice.
Rule Amplifies: 5101.141
Prior Effective Dates: 5/1/06, 11/13/09
The income maintenance random moment sample (IMRMS), workforce random moment sample (WFRMS), social services random moment sample (SSRMS), and child welfare random moment sample (CWRMS) time studies are designed to measure activity regarding various programs. The child support random moment sample (RMS) (CSRMS) is described in rule 5101:9-7-23 of the Administrative Code.

Data collected from these time studies are used to calculate allocation statistics used to distribute cost pool expenditures to the appropriate programs. The percentages are used by the county family services agencies (CFSA) and workforce development agencies (WDA) to distribute administrative funds reported in accordance with rule 5101:9-7-29 of the Administrative Code.

The RMS sampling period offsets the financial reporting quarter by one month as follows:

(a) First period: December, January, February for the January through March reporting quarter;
(b) Second period: March, April, May for the April through June reporting quarter;
(c) Third period: June, July, August for the July through September reporting quarter; and
(d) Fourth period: September, October, November for the October through December reporting quarter.

Activities for each study are identified as follows:

(1) The IMRMS is designed to identify activities directly related to program functions benefiting one or more income maintenance programs; e.g., medicaid, food assistance, disability assistance. Additionally, social service and workforce investment activities may be included in the IMRMS if staff perform a combination of any two of those major program activities.

(2) The SSRMS is designed to identify activities directly related to program functions benefiting one or more social services programs; e.g., Title IV-E administration and training, Title XIX related to children. Additionally, income maintenance and workforce investment activities may be included in the SSRMS if staff perform a combination of any two of those major program activities.

(3) The WFRMS is designed to identify activities directly related to program functions benefiting programs associated with the Workforce Investment Act (WIA) one or more workforce investment programs; e.g., WIA adult, dislocated worker, and youth programs.

(a) A stand alone WDA shall reference rule 5101:9-31-17 of the Administrative Code to determine the cost allocation requirements. "Stand alone WDA" is defined as a workforce investment area that receive receiving only department of labor (DOL) funding from the Ohio department of job and family services (ODJFS) to administer their services. If the stand alone WDA allocates costs by RMS, staff participate in the WFRMS time study.

(b) A combined CFSA that has having staff who work solely on WIA workforce investment activities and have therefore established a WIA workforce investment cost pool shall participate in the WFRMS, rather than the IMRMS or SSRMS.

(4) Stand alone public children services agencies (PCSA) are required to participate in the CWRMS time study. The CWRMS is designed to identify activities directly related to program functions benefiting one or more children's services programs; e.g., Title IV-E administration and training.
Employees engaged in directly related program functions shall participate in the RMS time studies and cannot participate in more than one type of time study; i.e., IMRMS, SSRMS, CWRMS, or WFRMS.

Categories of positions generally excluded from the time study are:

1. Administrative.

2. Supervisory.

   CFSA or WDA may add a supervisor to the roster if the supervisor is providing direct services more than fifty per cent of the time. The agency shall retain documentation to support the inclusion of the position in the time study. The documentation shall include a copy of the position description signed by the current agency head. The agency is not required to maintain separate documentation if the position description includes, at a minimum:

   a. The directly related program activities or description of the direct services provided by the position; and

   b. The portion of time spent by the position on the program activities.

3. Administrative support.

   CFSA or WDA may add an employee assigned to an administrative support position to the roster if the administrative support position provides direct services more than fifty per cent of the time. The agency shall retain documentation to support the inclusion of the position in the time study. The documentation shall include a copy of the position description signed by the current agency head. The agency is not required to maintain separate documentation if the position description includes, at a minimum:

   a. The directly related program activities or description of the direct services provided by the position; and

   b. The portion of time spent by the position on the program activities.

(D) Roster completion.

A RMS coordinator and alternate coordinator(s) must be assigned to administer each time study. Additional alternates may be needed based on the location of the sample population, the sample size, available staff time, and/or other pertinent factors. CFSA and WDA must select at least one alternate to complete the RMS process in the coordinator's absence. The RMS coordinator may also be the coordinator for the random moment time study detailed in rule 5101:9-7-23 of the Administrative Code.

1. Coordinator and alternate(s) responsibilities include reviewing and maintaining the RMS roster in the webRMS system. The employee roster shall include, at a minimum:

   a. Position number: a unique identifier for each position to be used in the RMS.

   b. Employee name: the person filling the position.

   c. Position title: the county agency or stand alone WDA has the option of including the classification title or position title.

   d. Staff work schedule: the actual employee work schedule is used.

   e. E-mail addresses: the e-mail address of the employee and the employee's supervisor.

2. The RMS coordinator shall not include vacant positions on the RMS roster. If the vacancy is expected to remain unfilled through the majority of the next RMS observation period, the RMS coordinator shall remove the position from the RMS roster. Once the vacancy has been filled, the position shall be added back to the RMS roster by the RMS coordinator.

3. RMS coordinators shall complete all rosters in webRMS no later than five business days before the RMS sampling period begins.

4. ODJFS approves the sample for the period by using the sample set submitted by the RMS coordinator in webRMS.
Observation completion.

1. Roster members (employees) will receive an e-mail with a link to webRMS at the time of the observation moment.

2. The employee clicks on the webRMS link included in the e-mail to access the observation moment.
   a. The employee selects the appropriate program and activity code.
   b. The employee is required to complete the comment section. Comments shall demonstrate that the selected program and activity codes support the work being performed by the assigned position at the time of the observation.
      i. An employee working on a case shall include a case number or other unique identifier establishing case/client identity.
      ii. An employee not working on a case enters comments. The employee shall ensure that adequate backup documentation is available to verify the activity being performed.
      iii. An employee attending a meeting or training at the time of the observation moment shall enter the title/subject, location, and facilitator.
      iv. An employee on break, at lunch, on leave or on personal business at the time of the observation shall indicate the position was idle.

3. An employee receiving an observation moment will have twenty-four hours to respond, not including weekends or holidays.
   a. WebRMS generates a reminder e-mail notice to the employee and the employee's supervisor two hours after the moment has passed if the employee has not responded to the moment.
   b. WebRMS generates an additional reminder e-mail notice to the employee, the employee's supervisor, and RMS coordinator eighteen hours after the moment has passed if the employee has not responded to the moment.
   c. If an employee fails to respond within the twenty-four-hour period, the observation moment will expire and webRMS will not permit the employee to respond.

4. The RMS coordinator may select an alternate response option upon notification by the employee or the employee's supervisor that the employee is unable to respond to the observation moment via e-mail within the twenty-four-hour observation period. The RMS coordinator shall note the reason for the substitution and document the response in the comments section on behalf of the employee.

Observation moment expiration.

1. An observation moment expires when there is no response. Expired moments may occur for the following:
   a. A position currently in a time study is idle due to a short-term absence when the observation moment occurs and the position is not reassigned to an employee who is not currently in the time study;
   b. A position is idle due to a vacancy and the position is not reassigned to an employee not currently in the time study; or
   c. An employee fails to respond to an observation moment within the twenty-four-hour response period.

2. Once a moment expires, it becomes an invalid response and costs associated with that moment are distributed by the statistics derived from the valid responses.
In accordance with federally accepted timelines, the RMS coordinator shall review and approve by accepting all observation moment responses within forty-eight hours.

Number of observations.

The CFSA or WDA may opt to produce more than the minimum observations per employee, to a maximum of five thousand total observations. A CFSA or WDA electing to sample more than the minimum number of observations per period must request the desired number of samples in webRMS. Once the extra moments are approved by ODJFS, they must be completed for that period.

1. IMRMS.
   a. For the ten county agencies with the largest amount of IM cost pool expenditures: two thousand three hundred total observations.
   b. For the other county agencies: three hundred fifty-four total observations.

2. WFRMS.
   a. For each stand alone WDA or in a combined CFSA that has established a WIA workforce cost pool with more than ten participating positions, the sample size per reporting period is a minimum of three hundred fifty-four total observations.
   b. For each stand alone WDA or in a combined CFSA that has established a WIA workforce cost pool with ten or less participating positions, the sample size per reporting period is a minimum of thirty-three observations per participating position.

3. SSRMS and CWRMS.
   a. For county agencies with one to ten participating positions: thirty-three observations per position.
   b. For county agencies with eleven to seventy-four participating positions: three hundred fifty-four total observations.
   c. For county agencies with seventy-five or more participating positions: two thousand four hundred total observations.

Quality assurance.

To assure sampling accuracy and quality control, no less than four per cent of all RMS samples are selected as a control group. The webRMS system will flag the observation moment and send an e-mail notification to the supervisor. The supervisor may appoint a designee to complete this function. The supervisor's designee shall have sufficient knowledge of the programs and activities performed by the employee to determine the accuracy of the response. The supervisor/supervisor designee shall be responsible for validating the observation moment response. The supervisor/supervisor designee must validate the response within the same twenty-four-hour response period that is available to the employee. By validating the response, the supervisor/supervisor designee is verifying that the appropriate program and activity was selected by the employee. Once approved by the supervisor/supervisor designee, the response must be accepted by the RMS coordinator.

Absences and vacancies.

1. For the purposes of the RMS time study:
   a. A position is idle due to an absence when the employee assigned to the position is on paid or unpaid leave but intends to return to work in the future.
   b. A position is idle due to a vacancy when the employee assigned to the position has left the position and does not intend to return. This includes situations in which an employee is promoted, demoted, transferred to another position or is separated from the agency.

2. If a position is idle due to an absence or vacancy, the RMS coordinator may:
(a) Assign the position's duties to another employee or supervisor not currently in the time study. The RMS coordinator shall reassign the position to the new name and e-mail address of the employee or supervisor in webRMS. The newly assigned employee or supervisor will receive the remaining notifications for the observation moments for the position in the sample quarter.

(b) Assign the position's duties to an employee currently in the time study and the employee is also fulfilling his or her originally assigned duties. The position is still idle. The employee will only receive and respond to observation moments for his or her originally assigned position.

(c) Assign the position's duties to another employee currently in the time study but the employee is no longer fulfilling his or her originally assigned duties. The employee will begin to receive and complete the observation moments assigned to the new position. The RMS coordinator will remove the employee's name and e-mail address from the employee's former position in webRMS creating a vacancy in the employee's former position.

(d) Under no circumstances may an employee complete an observation moment for more than one position.

(J) The RMS coordinator must approve the RMS for the reporting period in webRMS within five working days after the last moment has expired.

(K) The CFSA or stand alone WDA shall retain documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code.

(L) ODJFS maintains RMS coding information in the webRMS system and on the ODJFS website.

(M) All CFSA or combined WDA shall allocate their costs in accordance with this rule unless ODJFS has approved an alternate cost allocation method. All cost allocation must be in accordance with 2.CFR 225 Appendix-B 45 C.F.R. 75.420, 45 C.F.R 75.430, and be approved by ODJFS.

Effective: 04/12/2015
Certification: CERTIFIED ELECTRONICALLY
Date: 04/02/2015
Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 329.04, 5101.02
The child support random moment sample (CSRMS) time study is designed to measure the activity of county child support enforcement agency (CSEA) staff related to child support program activities.

1. Data collected from the time study are used to calculate allocation statistics used to distribute cost pool expenditures to the appropriate programs. The percentages are used by the CSEA to distribute administrative funds reported in accordance with rule 5101:9-7-29 of the Administrative Code.

2. The CSRMS sampling period offsets the financial reporting quarter by one month as follows:
   (a) First period: December, January, February for the January through March reporting quarter;
   (b) Second period: March, April, May for the April through June reporting quarter;
   (c) Third period: June, July, August for the July through September reporting quarter; and
   (d) Fourth period: September, October, November for the October through December reporting quarter.

For purposes of this rule, CSEA shall be defined as any county CSEA organizational structure outlined in rule 5101:9-1-16 of the Administrative Code. The income maintenance, workforce, social services, and child welfare random moment sample (RMS) time studies are described in rule 5101:9-7-20 of the Administrative Code.

Employees engaged in directly related CSEA functions shall participate in the CSRMS time study and cannot participate in more than one type of time study, i.e., income maintenance, workforce, social services, or child welfare random moment sample.

Categories of positions generally excluded from the time study are:

1. Administrative.

2. Supervisory.

   A CSEA may add a supervisor to the roster if the supervisor is providing direct services more than fifty per cent of the time. The CSEA shall retain documentation to support the inclusion of the position in the time study. The documentation shall include a copy of the position description signed by the current CSEA head. The CSEA is not required to maintain separate documentation if the position description includes, at a minimum:
   (a) The directly related program activities or description of the direct services provided by the position; and
   (b) The portion of time spent by the position on the program activities.

3. Administrative support.

   A CSEA may add an employee assigned to an administrative support position to the roster if the administrative support position provides direct services more than fifty per cent of the time. The CSEA shall retain documentation to support the inclusion of the position in the time study. The documentation shall include a copy of the position description signed by the current CSEA head. The CSEA is not required to maintain separate documentation if the position description includes, at a minimum:
   (a) The directly related program activities or description of the direct services provided by the position; and
   (b) The portion of time spent by the position on the program activities.
Roster completion.

A CSRMS coordinator must be assigned to administer the time study. The CSEA must also select at least one alternate to complete the CSRMS process in the coordinator’s absence. Additional alternates may be needed based on the location of the sample population, the sample size, available staff time, and/or other pertinent factors. The CSRMS coordinator may also be the coordinator for the random moment time studies detailed in rule 5101:9-7-20 of the Administrative Code.

1. Coordinator and alternate(s) responsibilities include reviewing and maintaining the CSRMS roster in the webRMS system. The employee roster shall include, at a minimum:
   a. Position number: a unique identifier for each position to be used in the CSRMS.
   b. Employee name: the person filling the position.
   c. Position title: the CSEA has the option of including the classification title or position title.
   d. Staff work schedule: the actual employee work schedule is used.
   e. E-mail addresses: the e-mail address of the employee and the employee’s supervisor.

2. The CSRMS coordinator shall not include vacant positions on the CSRMS roster. If the vacancy is expected to remain unfilled through the majority of the next CSRMS observation period, the CSRMS coordinator shall remove the position from the CSRMS roster. Once the vacancy has been filled, the position shall be added back to the CSRMS roster by the CSRMS coordinator.

3. CSRMS coordinators shall complete all rosters in webRMS no later than five business days before the CSRMS sampling period begins.

4. The Ohio department of job and family services (ODJFS) approves the sample for the period by using the sample set submitted by the CSRMS coordinator in webRMS.

Observation completion.

1. Roster members (employees) will receive an e-mail from webRMS with a link to the random moment sample at the time of the observation moment.

2. The employee clicks on the webRMS link included in the e-mail to access the observation moment.
   a. The employee selects the appropriate program and activity code.
   b. The employee is required to complete the comment section. Comments must demonstrate that the program and activity codes support the work being performed by the assigned position at the time of the observation.
      i. An employee working on a case must include a case number or other unique identifier establishing case/client identity.
      ii. An employee not working on a case enters comments. The employee must ensure that adequate backup documentation is available to verify the activity being performed.
      iii. An employee attending a meeting or training at the time of the observation moment must enter the title/subject, location, and facilitator.
      iv. An employee on break, at lunch, on leave, or on personal business at the time of the observation must indicate the position was idle.

3. An employee receiving an observation moment will have twenty-four hours to respond, not including weekends or holidays.
   a. WebRMS generates a reminder e-mail notice to the employee and the employee’s supervisor two hours after the moment has passed if the employee has not responded to the moment.
(b) WebRMS generates an additional reminder e-mail notice to the employee, the employee's supervisor, and CSRMS coordinator eighteen hours after the moment has passed if the employee has not responded to the moment.

(c) If an employee fails to respond within the twenty-four-hour period, the observation moment will expire and webRMS will not permit the employee to respond.

(4) The CSRMS coordinator may select an alternate response option upon notification by the employee or the employee's supervisor that the employee is unable to respond to the observation moment via e-mail within the twenty-four-hour observation period. The CSRMS coordinator shall note the reason for the substitution and on behalf of the employee document the response in the comments section.

(F) Observation moment expiration.

(1) An observation moment expires when there is no response. Expired moments may occur for the following:

(a) A position currently in the time study is idle due to a short-term absence when the observation moment occurs and the position is not reassigned to an employee who is not currently in the time study;

(b) A position is idle due to a vacancy and the position is not reassigned to an employee not currently in the time study; or

(c) An employee fails to respond to an observation moment within the twenty-four-hour response period.

(2) Once a moment expires, it becomes an invalid response and costs associated with that moment are distributed by the statistics derived from the valid responses.

(3) In accordance with federally accepted timelines, the CSRMS coordinator shall review and approve by accepting all observation moment responses within forty-eight hours.

(G) Number of observations.

(1) For each CSEA with more than ten participating positions, the sample size per reporting period is a minimum of three hundred fifty-four total observations.

(2) A CSEA with ten or fewer participating positions must complete a minimum of thirty-three observations per participating position.

(3) The CSEA conducting the CSRMS may opt to produce more than the minimum observations per employee, to a maximum of five thousand total observations. A CSEA electing to sample more than the minimum number of observations per period must request the desired number of samples in webRMS. Once the extra moments are approved by ODJFS, they must be completed for that period.

(H) Quality assurance.

To assure sampling accuracy and quality control, no less than four per cent of all CSRMS samples are selected as a control group. WebRMS will flag the observation moment and send an e-mail notification to the supervisor. The supervisor may appoint a designee to complete this function. The supervisor's designee shall have sufficient knowledge of the programs and activities performed by the employee to determine the accuracy of the response. The supervisor/supervisor designee shall be responsible for validating the observation moment response. The supervisor/supervisor designee must validate the response within the same twenty-four-hour response period that is available to the employee. By validating the response, the supervisor/supervisor designee is verifying that the appropriate program and activity was selected by the employee. Once approved by the supervisor/supervisor designee, the response must be accepted by the CSRMS coordinator.

(I) Absences and vacancies.

(1) For the purposes of the CSRMS time study:
(a) A position is idle due to an absence when the employee assigned to that position is on paid or unpaid leave but intends to return to work in the future.

(b) A position is idle due to a vacancy when the employee assigned to the position has left the position and does not intend to return. This includes situations in which an employee is promoted, demoted, transferred to another position, or is separated from the CSEA.

(2) If a position is idle due to an absence or vacancy, the CSRMS coordinator may:

(a) Assign the position's duties to another employee or supervisor not currently in the time study. The CSRMS coordinator shall reassign the position to the new name and e-mail address of the employee or supervisor. The newly assigned employee or supervisor will receive the remaining notifications for the observation moments for the position in the sample quarter.

(b) Assign the position's duties to an employee currently in the time study and the employee is also fulfilling his or her originally assigned duties. The position is still idle. The employee will only receive and respond to observation moments for his or her originally assigned position.

(c) Assign the position's duties to another employee currently in the time study but the employee is no longer fulfilling his or her originally assigned duties. The employee will begin to receive and complete the observation moments assigned to the new position. The CSRMS coordinator will remove the employee's name and e-mail address from the employee's former position in webRMS, creating a vacancy in the employee's former position.

(d) Under no circumstances may an employee complete an observation moment for more than one position.

(J) The CSRMS coordinator must approve the CSRMS for the reporting period in webRMS within five working days after the last moment has expired.

(K) The CSEA shall retain documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code.

(L) ODJFS maintains RMS coding information in webRMS and on the ODJFS website.

Effective: 10/31/2016

Five Year Review (FYM) Dates: 08/10/2016 and 10/31/2021

Certification: CERTIFIED ELECTRONICALLY

Date: 10/18/2016

Promulgated Under: 119.03

Statutory Authority: 3125.25

Rule Ammends: 3125.25

Financial Reporting Requirements for County Family Services Agencies (CFSAs) and Workforce Innovation and Opportunity Act (WIOA) Local Areas

**FAPMTL 349**

**Effective Date: June 20, 2016**

**Most Current Prior Effective Date: December 23, 2013**

(A) **Financial data reporting.**

CFSA, as defined in section 307.981 of the Revised Code, and WIA WIOA local area, as defined in section 6301.01 of the Revised Code, report actual expenditures and revenues through a submission of financial data from the CFSA or WIA WIOA local area's financial reporting system into the county finance information system (CFIS). The CFSA and the WIA WIOA local area shall use financial codes established by the Ohio department of job and family services (ODJFS) bureau of county finance and technical assistance (BCFTA) to report these expenditures and revenues.

(1) The CFSA and WIA WIOA local area shall enter monthly financial data in CFIS no later than the eighteenth day of the month following the month of the transaction.

(2) Financial data includes expenditures, revenues, adjustments and/or corrections.

(3) BCFTA utilizes submitted financial data to complete all of the following:
   (a) Establish claims to applicable allocations;
   (b) Identify expenditures eligible for quarterly reimbursement to the public children services agencies (PCSAs);
   (c) Reconcile and monitor expenditures against draws; and
   (d) Report expenditures, accruals and obligations to the federal government.

(4) The CFSA and WIA WIOA local area shall allocate all reported expenditures in accordance with the federally approved ODJFS cost allocation plan.

(5) The CFSA and WIA WIOA local area shall upload final quarterly expenditures, and adjustments and/or corrections at the end of each quarter into CFIS by the eighteenth day of the month following the last month of the quarter; e.g., July eighteenth for the April through June time period.

(B) **Quarterly financial statements.**

The CFSA and WIA WIOA local area shall certify transactions and balances by submitting the following completed and approved quarterly financial statements.

(1) The PCSA shall certify social service costs, revenues, and disbursements on the JFS 02820 "Children Services Quarterly Financial Statement" (rev. 10/2011). Indirect costs are certified as follows:
   (a) A stand alone PCSA shall certify transactions related to social services administrative costs and applicable countywide indirect costs on the JFS 02820.
   (b) A combined county department of job and family services (CDJFS) and PCSA (CDJFS/PCSA) shall certify transactions related to social services administrative costs and applicable shared costs on the JFS 02827 "Public Assistance (PA) Quarterly Financial Statement" (rev. 10/2011).

(2) The CDJFS shall certify the receipt of revenues and disbursements from the public assistance fund on the JFS 02827.

(3) The child support enforcement agency (CSEA) shall certify the receipt of revenues and disbursements on the JFS 02750 "Child Support Enforcement Agency (CSEA) Quarterly Financial Statement" (rev. 10/2011). Indirect costs are certified as follows:
(a) A stand alone CSEA shall certify transactions related to child support administrative costs and applicable countywide indirect costs on the JFS 02750.

(b) A combined CDJFS/CSEA shall certify transactions related to applicable shared costs on the JFS 02827.

(4) The local WIA WIOA area shall certify workforce development fund revenues and disbursements and the WIA WIOA area accruals and obligations on the JFS 01992 "Workforce Investment Act (WIA) Workforce Innovation and Opportunity Act (WIOA) Quarterly Financial Statement" (rev. 12/2013) (rev. 2/2016).

(a) Accrued expenditures, as defined in 29 C.F.R. 97.3, and in effect July 1, 2015, represent charges incurred, but not yet paid, by the grantee in the reporting period, requiring the provision of funds for:
   (i) Goods and other tangible property received;
   (ii) Services performed by employees, contractors, subgrantees, subcontractors, or other payees; and
   (iii) Amounts owed under programs for which no current service or performance is required; e.g., annuities, insurance claims, and other benefit payments.

(b) Obligations, as defined in 29 C.F.R. 97.3, and in effect July 1, 2015, represent legal commitments incurred by the grantee which will result in expenditures in the current or future reporting period, including:
   (i) The amount of orders placed;
   (ii) Awarded contracts or subgrants;
   (iii) Goods and services received; and
   (iv) Similar transactions requiring payment.

(5) When a local WIOA area receives any public assistance funds, the WIOA fiscal agent shall:

(a) Establish a public assistance CPAI fund for the allocation. in accordance with section 5101.161 of the Revised Code: and

(b) Certify revenues and disbursements from the PA fund on the JFS 02828 "Public Assistance Quarterly Financial Statement For Workforce Innovation And Opportunity Act (WIOA) Areas" (rev. 5/2016).

(C) CFSA quarterly financial statement certification.

The CFSA shall adhere to the timeframes established in this rule for the submission of financial data. Failure to make timely submissions of financial data through CFIS may cause the CFSA reimbursement or draw request to be delayed.

(1) The quarterly financial statement is a summary of the information submitted via CFIS for each month in the quarter. Completion and certification of the quarterly financial statements is a cooperative effort between county auditors and the CFSA.

(a) The CFSA has access to quarterly financial data in CFIS following the eighteenth day of the month following the last month of each quarter.

(b) The CFSA is given five business days after the eighteenth day of the month following the last month of the quarter to review the financial data for accuracy. When reviewing the preliminary financial data, a CFSA shall:
   (i) Reconcile differences between the county auditor financial records and the financial data submitted via CFIS; and
   (ii) Approve and submit to OAKS any adjustments and/or corrections.
(2) BCFTA notifies the CFSA once the five-day review period is closed and BCFTA has suspended reporting access to CFIS. Upon notification, the CFSA shall print the quarterly financial statement to complete the certification.

(a) The CFSA director shall certify the accuracy of the receipt and disbursement amounts, then submit the quarterly financial statement to the county auditor for signature.

(b) County auditors shall certify the reported transactions and cash balances for each month within the quarter agree with the records of their office.

(c) The CFSA shall submit the completed quarterly financial statement to BCFTA no later than the tenth calendar day of the second month following the quarter the report represents.

   (i) November tenth for July through September reporting period;
   (ii) February tenth for October through December reporting period;
   (iii) May tenth for January through March reporting period; and
   (iv) August tenth for April through June reporting period.

(D) WIA WIOA quarterly financial statement certification.

The WIA WIOA local area shall adhere to the timeframes established in this rule for the submission of financial data. Failure to make timely submissions of the financial data, through CFIS, may cause the WIA WIOA draw request to be delayed.

(1) The local WIA WIOA area fiscal agent is responsible for the preparation of the quarterly financial statement statements for certification.

   (a) The local WIA WIOA area fiscal agent has access to quarterly financial data following the eighteenth day of the month following the last month of each quarter.

   (b) The local WIA WIOA area fiscal agent is given five business days after the eighteenth day of the month following the last month of the quarter to review the financial data for accuracy. When reviewing the quarterly financial data, a local WIAWIOA area fiscal agent shall:

      (i) Reconcile any differences between the local area's financial records and financial data submitted to BCFTA via CFIS; and
      (ii) Approve and submit to OAKS any adjustments and/or corrections.

(2) BCFTA notifies the local WIA WIOA area fiscal agent once the five-day review period is closed and BCFTA has suspended reporting access to CFIS. Upon notification, the local WIA WIOA area fiscal agent shall print the quarterly financial statement statement(s) to complete certification.

   (a) The local WIA WIOA area fiscal agent representative shall certify the accuracy and amount of receipts and disbursements, by signing, then submitting, the quarterly financial statement statements to the local workforce investment development board (WIB) (LWDB) director, or WIB LWDB designee for signature. The WIB WDB designee and the fiscal agent representative shall not be the same individual.

   (b) The WIB LWDB director or designee shall certify that the reported transactions and cash balances for each month within the quarter agree with the records of the local WIA WIOA area.

   (c) The local WIA WIOA area fiscal agent shall submit the completed quarterly financial statement statement(s) to BCFTA no later than the tenth calendar day of the second month following the quarter the report represents.

      (i) November tenth for July through September reporting period;
      (ii) February tenth for October through December reporting period;
(iii) May tenth for January through March reporting period; and
(iv) August tenth for April through June reporting period.

(E) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Codes are applicable to this rule.

Effective: 06/20/2016
Certification: CERTIFIED ELECTRONICALLY
Date: 06/10/2016
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Statutory Authority: 5101.02
Rule Amplifies: 329.04, 5101.02, 5101.161, Section 305.190 of Am.
Sub. HB 64 of the 131st General Assembly
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FAPMTL 316

Effective Date: March 30, 2015

Most Current Prior Effective Date: November 28, 2011

(A) Administration of the various family services programs is the joint financial responsibility of federal, state, and local governments. The percentage of FFP varies by program and is subject to change each federal fiscal year. State and local funds, known as the nonfederal share, must be used to supply the difference between the percentage of FFP and one hundred per cent. When there is no FFP availability, the state and county must supply the total funds. When there are no state funds involved, the county must supply the entire nonfederal share.

(B) The percentage of participation at the federal and state level is applicable only to allowable costs, up to the maximum amount of funds available. Nonallowable costs or nonreimbursable costs are not eligible for federal and/or state participation. These costs must be met through one hundred per cent local funds.

(C) FFP is available to the county family services agencies (CFSA) and workforce development agencies (WDA) for allowable/reimbursable costs. Paragraphs (D) to (I) of this rule contain matching funds requirements for the nonfederal share that must be followed in order to receive FFP if from sources other than state or county funds.

(D) Funds donated from public sources may be considered the nonfederal share in claiming FFP when the funds meet the following conditions:

(1) Funds must be:
   (a) Appropriated directly to the local agency, or
   (b) Transferred from another public agency to the local agency and under its administrative control, or
   (c) Certified by the contributing public agency as representing expenditures eligible for FFP;

(2) Funds must not be used to match other federal funds; and

(3) Funds must not be federal funds, except those authorized by federal law to be used to match other federal funds.

(E) Child support public matching funds requirements are contained in rules 5101:9-6-90 and 5101:12-1-50 of the Administrative Code.

(F) When a public entity wishes to contribute funds to a program, these donated public funds need not meet the requirements of paragraph (D)(1)(a) or (D)(1)(b) of this rule if the CFSA or WDA and provider agency enter into a written agreement. This written agreement is known as a memorandum of understanding (MOU). The MOU must contain the following terms:

(1) In lieu of transfer of funds, the provider agency will identify the specific amount of funds that the CFSA or WDA may use as the nonfederal share of program expenditures;

(2) The funds that the provider agency identifies for use as the nonfederal share of program expenditures are for services and activities that are not otherwise available on a nonreimbursable basis;

(3) The CFSA or WDA has the authority to determine the specific activities and services for which these funds will be used; and

(4) State or local funds identified for this purpose may not be used to match other federal funds.

(G) Funds donated from private sources may be considered the nonfederal share in claiming FFP when the funds meet the following three conditions:

(1) Funds must be transferred to the local agency and under its administrative control;
(2) Funds must be donated without any restriction which would require their use for particular individuals or at particular facilities or institutions; and
(3) Funds must not revert back to the donor's control.

(H) A CFSA or WDA receiving a provider-related donation can utilize FFP as long as the donation is not returned to the individual provider or related entity and:

(1) The amount of the payment received does not correlate to either the amount of the donation or to the difference between the amount of the donation and the amount of FFP received;
(2) No portion of the payment made under medicaid to the donor or any related entity varies based only on the amount of the total donation received; and
(3) The county agency receiving the donation does not provide for any payment, offset, or waiver that guarantees the return of any portion of the donation to the provider.

(I) Provider-related donations to the county agency must not exceed the following limitations:

(1) Five thousand dollars per year from an individual provider; and
(2) Fifty thousand dollars per year from any health care organization entity unless the entity has outstationed eligibility workers as outlined in rule 5101:1-38-045160:1-1-51.4 of the Administrative Code.

Effective: 03/30/2015
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Rule Amplifies: 5101.02
Prior Effective Dates: 9/28/02, 10/30/06, 11/28/11
Chapter 8   Performance Standards, Performance Allocations, and Standards Sanctions

Reserved
FAPMTL 304

Effective Date: December 22, 2014

Most Current Prior Effective Date: July 27, 2009

(A) Definitions.

The following definitions are applicable to this rule:

(1) "Local area" means the Ohio department of job and family services (ODJFS) subrecipient responsible for administering workforce investment activities as designated by the governor.

(2) "Recipient" means the Ohio department of job and family services (ODJFS).

(3) "Subrecipient" means local area to which a subgrant agreement is awarded and which is accountable for the use of the funds provided.

(4) "Agreement" means contract, subgrant agreement, memorandum of understanding (MOU), and/or interagency agreement.

(5) "Financial assistance" means all cash, reimbursements, allocations of funds, and cash draws provided by ODJFS to a local area. All requirements related to financial assistance shall also apply to public money used by the county to match state or federal funds.

(6) "Chief local elected officials," when used in reference to a local area, means the chief elected executive officer of a unit of general local government in a local area; and in a case in which a local area includes more than one unit of general local government, the individuals designated under the agreement that specifies the respective roles of the individual chief elected officials.

(7) "Fiscal agent" means an entity under the direction of the local workforce investment/development board that receives and manages all workforce investment funding as detailed in rule 5101:9-7-05 of the Administrative Code.

(B) The subrecipient shall enter into a subgrant agreement with ODJFS before receiving workforce investment funds. The subrecipient may only expend workforce investment funds on activities and in a manner consistent with the approved workforce investment local plan and subgrant agreement. The subrecipient shall ensure all workforce investment funds included in the subgrant agreement are used in accordance with the following:

(1) All U.S. department of labor (DOL) workforce investment provisions and all federal regulations, including 20 C.F.R. 652 as promulgated by DOL and any amendments thereto;

(2) The administrative requirements and procedures established under 29 C.F.R. 97 and 2 C.F.R. 200, as they relate to the application, acceptance, audit, and use of federal funds, except where such administrative requirements and procedures have been superseded or augmented by workforce investment legislation, state law, local regulations and laws, or other federal law;

(3) State and federal laws and regulations, including any applicable executive orders;

(4) The state plan for receipt of federal financial participation;

(5) The terms and conditions of the grant award; and

(6) Applicable grant agreements between ODJFS and federal agencies.

(C) The subrecipient shall make available for examination all records with respect to matters covered by this rule during normal business hours and as often as ODJFS may deem necessary. As the recipient of the federal grant and in accordance with state and federal regulations, ODJFS has the authority to:

(1) Examine all records of the subrecipient. Should records not meet the standards established by the generally accepted accounting practices, ODJFS reserves the right to withhold any or all of its funding to the subrecipient until such time as they do meet these standards;
(2) Examine all forms and documents used, including, but not limited to, purchase orders, supply requisitions, invoices, journal vouchers, travel vouchers, payroll checks, and other checks used by the subrecipient;

(3) Require the subrecipient to use any or all of ODJFS’ accounting or administrative procedures used in the planning, controlling, monitoring, procurement, and reporting of all fiscal matters;

(4) Dispatch auditors of its choosing to any site where any phase of the program is being conducted, controlled, or advanced in any way, tangible or intangible. Such sites may include the home office, any branch office or other locations of the subrecipient and its subrecipients, if such sites or the activities performed thereon have any relationship to the workforce investment program. The subrecipient’s agreements with lower-tier subrecipients must allow for the same level of access by ODJFS and its auditors as described in this paragraph;

(5) Conduct physical inspections and require such physical safeguarding devices as locks, alarms, safes, fire extinguishers, etc., to safeguard property and/or equipment; and

(6) Attend any and all of the subrecipient’s staff meetings, board of directors meetings, advisory committee meetings, and advisory board meetings if an item to be discussed relates to the operation of the local area.

(D) In the event that the federal government, directly or through its agencies, requires ODJFS to repay funds because of misfeasance, malfeasance, or nonfeasance by the subrecipient, the subrecipient shall be liable for any such funds that the federal government has ordered repaid. Disputes between ODJFS and the subrecipient shall be resolved according to section 5101.24 of the Revised Code. The subrecipient is the responsible entity or responsible county grantee for purposes of applying section 5101.24 of the Revised Code.

(E) The subrecipient shall be responsible for all workforce investment funds received including all associated actions.

(1) The subrecipient shall ensure that every officer, director, agent or employee authorized to act on behalf of the subrecipient in receiving or depositing funds into program accounts, or in issuing financial documents, checks, or other instruments of payment for payment of program costs shall be bonded so as to provide adequate protection against loss.

(2) The subrecipient shall ensure prompt payment relating to employment including, but not limited to, unemployment compensation contributions or reimbursements, insurance premiums, workers' compensation premiums, all income tax deductions, social security deductions, public employment retirement system contributions, and any and all other employer taxes and payroll deductions required by law or contract for all employees, trainees, work experience participants, and anyone receiving monetary benefits as a result of participation in workforce investment programs.

(3) The subrecipient shall establish such management and fiscal controls and reports as are necessary to maintain effective controls and safeguards to prevent abuses or misuse of funds and be in compliance with the subrecipient monitoring rule, 5101:9-1-88 of the Administrative Code, and prevent any misuse of funds by any entity with whom it subcontracts. All provider subcontracts entered into by the subrecipient are subject to review and shall be made available upon request by the recipient.

(4) The subrecipient shall appoint a fiscal agent that receives and manages all workforce investment funding. On behalf of the subrecipient the fiscal agent shall:

   (a) Establish and maintain separate accounting records for the management of the workforce investment funds in accordance with the rules of funding for workforce investment activities;

   (b) Utilize the county finance information system (CFIS) as a unified financial reporting system as set forth in 20 C.F.R. 667.300(b);
(c) Utilize the random moment sample (RMS) system for reporting staff and/or administrative costs as detailed in rule 5101:9-7-20 of the Administrative Code and ODJFS’ U.S. department of health and human services (DHHS) cost allocation plan in compliance with 2 C.F.R. part 200. All WIA stand alone areas shall allocate their costs in accordance with rule 5101:9-31-17 of the Administrative Code; and

(d) Implement fiscal practices in accordance with rules 5101:9-7-04, 5101:9-7-04.1, and 5101:9-7-05 of the Administrative Code.

(F) The subrecipient shall adhere to procurement requirements for all goods and services as outlined in rule 5101:9-4-07 of the Administrative Code, unless the local area requirements are more restrictive.

(G) Subrecipients shall not purchase personal property or equipment for administrative and/or programmatic purposes with federal funds without written approval from ODJFS if the purchase exceeds five thousand dollars. Purchase of real property or new construction is prohibited. The subrecipient shall not loan any workforce investment funds.

(H) The subrecipient may be reimbursed for necessary and reasonable indirect costs if:

1. The local area is included in a county-wide central cost allocation plan developed and maintained by the board of county commissioners (BOCC).

2. In the case of all other local areas, the subrecipient has obtained prior approval of an indirect cost allocation plan from a federal agency from which the subrecipient is receiving funds and that has been assigned responsibility by the U.S. office of management and budget (OMB) for approving the subrecipient’s indirect cost proposal. The subrecipients without a federal cognizant agency must receive approval of an indirect cost allocation plan from ODJFS before charging indirect costs.

(I) The subrecipient in administering its local area, shall comply with the standards of conduct for maintaining the integrity of the project and avoiding any conflict of interest in its administration including, but not limited to, federal workforce investment regulations and Ohio ethics law.

1. Every reasonable course of action will be taken by the subrecipient in order to maintain the integrity of all expenditures of public funds and to avoid any favoritism or questionable or improper conduct.

2. The local area will be administered in an impartial manner, free from personal, financial, or political gain. The subrecipient, its executive staff and employees, in administering any and all subgrants, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

3. Members of the subrecipient who are either executive agency lobbyists or who employ one must register and be in compliance with sections 121.61 to 121.69 of the Revised Code.

(J) The subrecipient shall retain all records in accordance with rule 5101:9-9-21 of the Administrative Code pertaining to this program for at least a period of three years or longer as required by local, state, and federal laws.

Replaces: 5101:9-31-01

Effective: 12/22/2014

Certification: CERTIFIED ELECTRONICALLY

Date: 12/12/2014

Promulgated Under: 111.15

Statutory Authority: 5101.02, 6301.03

Rule Amplifies: 5101.02, 6301.03

A. The Ohio department of job and family services (ODJFS) issues the Department of Labor (DOL) Workforce Investment Act (WIA) of 1998 formulary allocations to local areas to assist in the delivery of allowable workforce development activities related to youth, adults, and dislocated workers.

B. These allocations are composed of one hundred per cent federal funds.

C. ODJFS authorizes funds for expenditure to local areas on a WIA program year (PY) and/or a federal fiscal year (FFY) basis. PY funds are available July first through June thirtieth. FFY funds are available October first through September thirtieth.

   1. Youth funds are available on a PY basis.
   2. Adult and dislocated worker funds are available on a PY and FFY basis.
   3. PY funds are available for the original year of appropriation, plus one succeeding year. FFY funds are available for nine months following their October issuance, plus one additional program year.

D. Methodology.

   ODJFS uses the following formulas, as described in WIA sections 128 and 133, to allocate formulary funding for local areas. Statistics used to calculate funding are provided by Office of Workforce Development (OWD) as described in the state plan approved by the United States department of labor (DOL).

   1. Youth funding stream:
      
      a. ODJFS allocates one-third of the funds based on the relative number of unemployed individuals in areas of substantial unemployment in each local area compared to the total number of unemployed individuals in areas of substantial unemployment in the state.
      
      b. ODJFS allocates one-third of the funds based on the relative excess number of unemployed individuals in each local area compared to the total excess number of unemployed individuals in the state.
      
      c. ODJFS allocates one-third of the funds based on the relative number of disadvantaged youth in each local area compared to the total number of disadvantaged youth in the state.
      
      d. The catalog of federal domestic assistance (CFDA) number for this funding stream is 17.259.

   2. Adult funding stream:
      
      a. ODJFS allocates one-third of the funds based on the relative number of unemployed individuals in areas of substantial unemployment in each local area, compared to the total number of unemployed individuals in areas of substantial unemployment in the state.
      
      b. ODJFS allocates one-third of the funds based on the relative excess number of unemployed individuals in each local area compared to the total excess number of unemployed individuals in the state.
      
      c. ODJFS allocates one-third of the funds based on the relative number of disadvantaged adults in each local area compared to the total number of disadvantaged adults in the state.
      
      d. The CFDA number for this funding stream is 17.258.

   3. Dislocated worker funding stream:
(a) ODJFS may reserve up to twenty-five per cent of the funds available in the state's dislocated worker funding stream for statewide rapid response activities as described in 20 C.F.R. 665.310 through 665.330.

(b) ODJFS allocates the remaining funds based on a formula prescribed by the governor as designated in the state plan.

(c) The CFDA number for this funding stream is 17.278.

(4) Hold harmless provision for adult and youth funding streams.

(a) For the first two FFYs after the date on which a local area is designated under WIA section 116, ODJFS may elect to apply the "hold harmless" provision which states that the local area will not receive an allocation amount for a FFY that is less than ninety per cent of the average allocation of the local area for the two preceding FFYs.

(b) Effective at the end of the second full fiscal year after the date on which a local area is designated under section 116 of WIA, ODJFS must apply the hold harmless provision which states that the local area must not receive an allocation amount for a FFY that is less than ninety per cent of the average allocation percentage of the local area for the two preceding FFYs.

(c) ODJFS will calculate the amounts necessary for increasing allocations to local areas in accordance with the hold harmless provision by proportionately reducing the allocations made to other local areas.

(d) If the amount of WIA funds appropriated in a fiscal year are not sufficient to provide the amount specified in paragraph (b) of this rule to all local areas, ODJFS will ratably reduce the amounts allocated to each local area.

(5) Should DOL issue a rescission of funds, ODJFS will determine the level of adjustments needed to comply with the rescission.

(6) Local areas must maintain each funding stream separately.

(7) All funding is subject to OWD program policy regarding expenditure rates and recapture of unused funds.

(E) Allowable expenditures.

Allowable expenditures must comply with all requirements of the state and local area subgrant agreement, incorporated assurances, certifications, and 29 C.F.R. part 97. Allowable expenditures for these allocations include:

(1) Core services - eligibility determination, outreach, intake, worker profiling, orientation to information and services available, initial assessments, job search and placement assistance, career counseling, provision of employment statistics, labor market information, performance measure information, other information for employment and training purposes, assistance to establishing eligibility for welfare to work, social security, and follow-up services.

(2) Intensive services - comprehensive and specialized assessments, out-of-area job search, job search assistance, literacy activities related to basic workforce readiness, relocation assistance, internships, and work experience.

(3) Training services - occupational skills training, on-the-job training, programs that include cooperative education, training programs operated by private sector/industry, skill upgrading and retraining, entrepreneurial training, job readiness training, adult education and literacy activities provided in combination with these services, and customized training conducted with the commitment by an employer to hire upon successful completion in accordance with the language contained within the OWD program policy.

(4) Youth services - tutoring, study skills training, instruction leading to secondary school completion, drop-out prevention and attrition, alternative secondary school services, summer employment opportunities, supportive services, adult mentoring, up to twelve months follow-up
services, and counseling. A local area is required to use at least thirty percent of their youth funding to provide activities for out-of-school youth

(5) Incumbent worker training services, as defined by the WIA, policy, guidance, or directive.

(6) Supportive services including needs related payments as defined in WIA section 134(e)(2) and (3).

(F) Allocated funds may not be used on construction or purchase of facilities, buildings, or foreign travel.

(G) Transfer authority.

(1) Under WIA section 133, a local area may transfer, if approved by the governor, a percent of allocated funding between adult employment and training activities and dislocated worker employment and training activities. ODJFS may request a waiver to increase the allowable transfer percentage between the adult and dislocated worker funding streams. The percentage allowable may vary each fiscal year depending on DOL waiver approval.

(2) Local areas electing to use a percentage of the WIA adult grant for dislocated worker activities or a percentage of the dislocated worker grant for adult activities shall use the coding established in CFIS by ODJFS for this purpose.

(H) Administration.

A local area may use up to ten per cent of the allocation amounts for the administrative cost of carrying out the above WIA activities. These funds may be used for administrative costs as described in rule 5101:9-31-06 of the Administrative Code.

(I) Statewide activities.

(1) The governor may also set aside a portion of the funds from each funding stream as defined in federal legislation for statewide activities, including five per cent for administrative activities. These funds may be combined and spent on statewide employment and training activities for adults and dislocated workers, and statewide youth activities as described in 20 C.F.R. 665.200 and 665.210.

(2) ODJFS may periodically allocate statewide funding for special projects.

(3) Statewide funds are available for expenditure during the current PY and the two succeeding PYs.

(J) The local area shall maintain documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by the ODJFS office of fiscal and monitoring services (OFMS) and the Ohio auditor of state (AOS).

Replaces: 5101:9-31-02

Effective: 07/24/2014

Certification: CERTIFIED ELECTRONICALLY

Date: 07/14/2014

Promulgated Under: 111.15

Statutory Authority: 5101.02, 6301.03

Rule Amplifies: 5101.02, 6301.03

Prior Effective Dates: 7/2/02 (Emer), 9/28/02, 4/15/07, 7/13/09, 9/15/10, 12/1/2010
"Local area" means the subrecipient as designated by the governor responsible for administering WIA workforce investment activities as defined by department of labor (DOL) federal regulations. Local area is further defined in section 116 of the Workforce Investment Act (WIA) of 1998. For the purposes of this rule, "stand alone local areas" are defined as WIA areas local workforce development agencies (WDA) that receive only department of labor DOL funding from ODJFS to administer their workforce development services. This rule provides guidelines to assist WIA stand alone areas in the tracking of time spent on all direct WIA workforce development services and activities for the purpose of appropriately allocating their costs to the benefiting programs.

Combined workforce development agencies WDAs allocate staff costs in accordance with rule 5101:9-7-20 of the Administrative Code.

Local areas performing solely WIA workforce investment administrative functions

If a WIA stand alone area's operations are limited to the performance or coordination of functions classified as general administrative functions as listed in this paragraph, the stand alone area shall report all costs associated with the stand alone WIA area as direct charges to WIA workforce investment administration.

(1) These functions include the following:
   (a) Accounting, budgeting, financial and cash management functions.
   (b) Procurement and purchasing functions.
   (c) Property management functions.
   (d) Personnel management functions.
   (e) Payroll functions.
   (f) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports.
   (g) Audit functions.
   (h) General legal services functions.
   (i) Developing systems and procedures, including information systems, required for these administrative functions.
   (j) Performing oversight and monitoring responsibilities related to WIA workforce investment administrative functions.

(2) Staff shall complete a certification documenting that they work solely on WIA workforce investment administration functions.
   (a) Certifications shall be completed every six months, in January and July.
   (b) Certifications shall be signed by the employee or a supervisor having firsthand knowledge of the work performed by the employee.
   (c) The stand alone area shall maintain the certifications at the local level.

Local areas performing both WIA workforce investment administrative and program functions

A stand alone WIA local area that performs any functions not covered in paragraph (B) of this rule may develop a cost allocation plan, such as the ones outlined in paragraphs (D) and (E) of this rule, and in accordance with 2 C.F.R. part 225 200 or may track time spent on all activities (including administration) using random moment sampling (RMS). Except as outlined in paragraphs (D) and (E)
of this rule, If a stand alone local area chooses to use RMS, the executive director and all staff in the WIA stand alone that local area shall participate in RMS. This requirement is an exception to rule 5101:9-7-20 of the Administrative Code, which states administrative positions are generally excluded from the time study.

(1) Stand alone local areas allocating costs by RMS shall track time spent on all activities using the workforce random moment sample (WFRMS). The WFRMS is designed to identify activities directly related to program functions benefiting one or more workforce investment programs (e.g., adult, youth, dislocated worker) or the administration of those programs. This information will not be reported to ODJFS but will be used to allocate costs for the stand alone area and documentation will be maintained to support those costs.

(2) Stand alone local areas shall follow the established WFRMS process for completing the time study. The stand alone local area shall use the results of the RMS to allocate their costs by completing the following steps:

(a) Enter the names of the RMS participants in the RMS roster. The system will generate the appropriate sample.

(b) Staff participating in the RMS will complete observation forms in accordance with rule 5101:9-7-20 of the Administrative Code.

(c) The stand alone local areas will enter results in the RMS system.

(d) Stand alone local areas are not required to report this information to ODJFS.

(3) Stand alone local areas shall use the RMS statistics produced by the RMS system to allocate the costs incurred by the stand alone area.

(D) Exception for special grants

A stand alone local area that receives a grant for a specific program activity may exercise the option to direct charge the costs associated with that grant, including costs of a staff member who works solely on that activity. The exception shall be reserved for when a stand alone local area's usual chosen method of allocation would not appropriately allocate costs (or distribute expenditures) in accordance with relative benefits received.

(1) Cost associated with that staff member shall be removed from the other costs of the local area.

(2) Staff shall complete a certification documenting that they work solely on a specific program or special grant or WIA workforce investment administration functions associated only with a specific program or special grant.

(a) Certifications shall be completed every six months, in January and July, unless the certification can be completed through normal payroll coding and time and attendance certifications associated with normal payroll activities.

(b) Certifications shall be signed by the employee or a supervisor having firsthand knowledge of the work performed by the employee.

(c) Certifications shall be maintained for auditing purposes.

(3) Stand alone local areas may allocate the costs associated with the employee working on a special grant directly to the special grant.

(E) Activity report exception

A stand alone local area that performs more than one activity and performs those activities for long periods of time may choose to identify effort spent on multiple activities or programs by the completion of personnel activity reports.

(1) Activity reports are an actual accounting of work performed and not an estimate of work that is expected to be performed.

(a) Staff shall complete activity reports after the fact and must reflect actual activities performed.
(b) Staff shall complete the report for the total time for which they are compensated.
(c) Staff shall prepare the activity reports at least monthly, to coincide with a pay period.
(d) Staff completing the activity report shall sign the completed activity report.

(2) Stand alone local areas shall use the results of the completed activity reports to allocate the costs incurred by the stand alone local area.

(F) Documentation supporting the allocation of costs in a WIA stand alone local area shall not be submitted to ODJFS but shall be maintained by the stand alone local areas for auditing purposes.

(G) Allocated expenditures shall be submitted to the county finance information system (CFIS) and shall continue to be reported on the "Workforce Investment Act (WIA) Funds Certification Sheet" JFS 01992 (revised 4/2006) as described in rule 5101:9-7-29 of the Administrative Code.

(H) Financial, programmatic, statistical, recipient records, and supporting documents shall be retained by the local area in accordance with rule 5101:9-9-21 of the Administrative Code.

Effective: 12/22/2014
Certification: CERTIFIED ELECTRONICALLY
Date: 12/12/2014
Promulgated Under: 111.15
Statutory Authority: 5101.02, 6301.03
Rule Amplifies: 5101.02, 6301.03
Prior Effective Dates: 9/15/09
5101:9-31-19 OhioMeansJobs (OMJ) Center Resource Sharing Allocation

FAPMTL 383

Effective Date: February 11, 2018

Most Current Prior Effective Date: November 26, 2017

(A) The Ohio department of job and family services issues the OhioMeansJobs (OMJ) center resource sharing allocation to local workforce development areas designated and funded under the Workforce Innovation and Opportunity Act (WIOA), to support the coordination of services provided through the OMJ service delivery system. Services provided through the OMJ center delivery system are coordinated and made available through a memorandum of understanding (MOU) between the local area workforce development board, the chief elected official and the OMJ center partners including the Ohio department of job and family services (ODJFS).

(B) ODJFS will communicate the availability of funding and liquidation periods for this allocation through the county finance information system (CFIS). The local workforce development area (local area) can incur costs obligations through the funding period of availability and disburse and report expenditures no later than the end of the liquidation period.

(C) The OMJ center resource sharing allocation is comprised of various department of labor (DOL) funding sources. ODJFS will communicate the catalog of federal domestic assistance (CFDA) number to the local area in order to meet federal reporting requirements.

(D) ODJFS will issue an allocation to the local area for the negotiated cost sharing amount as agreed upon in the MOU.

1. The local area shall submit draw requests in accordance with rule 5101:9-7-04 of the Administrative Code for costs associated with the OMJ MOU.

2. The local area distributes the funds to the individual delivery systems.

(E) Local areas report OMJ MOU costs as detailed in rule 5101:9-7-29 of the Administrative Code.

(F) The funds provided for resource sharing constitute a reimbursement of the costs of goods and services, not federal financial assistance to carry out a federal program. Therefore, the expenditure of these funds should not be reported on the local area's schedule of expenditure of federal awards.

Effective: 2/11/2018

Certification: CERTIFIED ELECTRONICALLY

Date: 01/31/2018

Promulgated Under: 111.15

Statutory Authority: 6301.03

Rule Amplifies: 6301.03

Prior Effective Dates: 07/21/2014, 11/26/2017
The Ohio department of job and family services (ODJFS) issues the department of labor (DOL) Workforce Innovation and Opportunity Act (WIOA) allocations to local area WIOA fiscal agent on behalf of the local workforce development boards (LWDBs) to provide to adults with barriers to employment, the services they need to succeed in the labor market. These services include increased access to opportunities for employment, education, training and support services.

This allocation is composed of one hundred per cent federal funds. The catalog of federal domestic Assistance (CFDA) number is 17.258.

The period of performance and liquidation period for this allocation will be communicated by ODJFS through the county finance and information system (CFIS). Funds must be expended by the end of the period of performance and reported no later than the end of the liquidation period.

ODJFS authorizes the WIOA adult funds on a program year (PY) and/or a federal fiscal year (FFY) basis.

ODJFS uses the following formulas to allocate formulary funding for local areas. Statistics used to calculate funding are provided by the office of workforce development (OWD) as described in the state plan approved by the DOL.

1. ODJFS allocates one-third of the funds based on the relative number of unemployed individuals in areas of substantial unemployment in each local area, compared to the total number of unemployed individuals in areas of substantial unemployment in the state.

2. ODJFS allocates one-third of the funds based on the relative excess number of unemployed individuals in each local area compared to the total excess number of unemployed individuals in the state.

3. ODJFS allocates one-third of the funds based on the relative number of disadvantaged adults in each local area compared to the total number of disadvantaged adults in the state.

4. Hold harmless provision
   (a) ODJFS applies the "hold harmless" provision which states that the local area will not receive an allocation amount for a PY that is less than ninety per cent of the average allocation percentage of the local area for the two preceding PYs.
   (b) ODJFS will calculate the amounts necessary for increasing allocations to local areas in accordance with the hold harmless provision by proportionately reducing the allocations made to other local areas.
   (c) If the amount of the WIOA funds appropriated in a fiscal year are not sufficient to provide the amount specified in paragraph (E)(4)(b) of this rule to all local areas, ODJFS will proportionally reduce the amounts allocated to each local area.

5. Should the DOL issue a rescission of funds, ODJFS will determine the level of adjustments needed to comply with the rescission.

Allowable expenditures.

Allowable expenditures must comply with all requirements of the state and local area subgrant agreement, as well as any incorporated assurances, certifications, and 2 C.F.R Parts 200 and 2900.

1. Career pathways
   Career pathways provide participants education and training services that align with the skill needs of industries in the involved economy. The focus on career pathways enables individuals to participate in activities that support industry or sector partnerships and provide increased
focus on the attainment of industry-recognized certificates and credentials linked to in-demand occupations. Career pathways include:

(a) Counseling that supports education and career goals;
(b) Education and training for workforce preparation and specific occupation or occupation cluster;
(c) Services that accelerate the educational and career advancement of the participant; and
(d) Training that assists the participant's attainment of a secondary diploma or its recognized equivalent.

(2) Incumbent worker training services up to twenty per cent, as described in WIOA section 134(d)(4).

(3) Supportive services, including needs related payments as described in WIOA sections 134(d)(2) and 134(d)(3).

(4) Under WIOA section 133(b)(4), a local area may utilize the WIOA adult funding for allowable services under dislocated worker employment and training activities.

(5) Local areas electing to use a percentage of the WIOA adult grant for dislocated worker activities shall use the coding established in CFIS.

(6) All funding is subject to the OWD program policy regarding expenditure rates and recapture of unused funds.

(G) Administration.

A local area may use up to ten per cent of the allocation amounts for the administrative cost of carrying out WIOA activities. These funds may be used for administrative costs as described in rule 5101:9-31-06 of the Administrative Code.

(H) Statewide activities.

(1) The governor may set aside a portion of the funds for this allocation as defined in federal legislation for statewide activities, including five per cent for administrative activities.

(2) The governor or LWDBs may increase the on-the-job training reimbursement rate to seventy-five per cent under certain conditions as defined in WIOA section 134(c).

(3) ODJFS may periodically allocate statewide funding for special projects.

(I) Allocated funds may not be used on construction or purchase of facilities, buildings, or foreign travel.

(J) The local area shall maintain documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by the ODJFS office of fiscal and monitoring services (OFMS) and the Ohio auditor of state (AOS).

Effective: 06/22/2015
Certification: CERTIFIED ELECTRONICALLY
Date: 06/12/2015
Promulgated Under: 111.15
Statutory Authority: 5101.02, 6301.03
Rule Amplifies: 5101.02, 6301.03
The Ohio department of job and family services (ODJFS) issues the department of labor (DOL) Workforce Innovation and Opportunity Act (WIOA) dislocated worker allocations to the local area WIOA fiscal agent on behalf of the local workforce development boards (LWDBs) to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

These allocations are composed of one hundred per cent federal funds. The catalog of federal domestic assistance (CFDA) number is 17.278.

The period of performance and liquidation period for this allocation will be communicated by ODJFS through the county finance and information system (CFIS). Funds must be expended by the end of the period of performance and reported no later than the end of the liquidation period. The LWDBs shall report expenditures as described in rule 5101:9-7-29 of the Administrative Code.

ODJFS authorizes the WIOA dislocated worker funds to local areas on program year (PY) and/or a federal fiscal year (FFY) basis.

Dislocated worker funding stream

(1) ODJFS distributes dislocated worker funds in accordance with Ohio's federally approved plan for workforce programs.
   (a) ODJFS may reserve up to twenty-five per cent of the funds available in the state's dislocated worker funding stream for rapid response activities as described in the WIOA section 133(a)(2).
   (b) ODJFS allocates the remaining funds based on a formula prescribed by the governor as designated in the state plan.

(2) Hold harmless provision
   (a) ODJFS applies the "hold harmless" provision which states that the local area will not receive an allocation amount for a PY that is less than ninety per cent of the average allocation of the local area for the two preceding PYs.
   (b) ODJFS will calculate the amounts necessary for increasing allocations to local areas in accordance with the hold harmless provision by proportionately reducing the allocations made to other local areas.
   (c) If the amount of the WIOA funds appropriated in a fiscal year are not sufficient to provide the amount specified in paragraph (E)(2)(b) of this rule to all local areas, ODJFS will proportionately reduce the amounts allocated to each local area.

(3) Should the DOL issue a rescission of funds, ODJFS will determine the level of adjustments needed to comply with the rescission.

Allowable expenditures.

Allowable expenditures must comply with all requirements of the state and local area subgrant agreement, as well as any incorporated assurances, certifications, and 29 C.F.R. part 97.

(1) Career pathways

Career pathways provide participants education and training services that align with the skill needs of industries in the involved economy. The focus on career pathways enables individuals to participate in activities that support industry or sector partnerships and provide an increased focus on the attainment of industry-recognized certificates and credentials linked to in-demand occupations. Career pathways include:
(a) Counseling that supports education and career goals;
(b) Education and training for workforce preparation and specific occupation or occupation cluster;
(c) Services that accelerate the educational and career advancement of the participant; and
(d) Training that assists the participant's attainment of a secondary diploma or its recognized equivalent.

(2) Incumbent worker training services up to twenty per cent, as described in WIOA section 134(d)(4).

(3) Supportive services, including needs related payments as described in WIOA sections 133(b)(2)(B), 134(d)(2) and 134(d)(3).

(4) Under WIOA section 133(b)(4), a local area may utilize the WIOA dislocated worker funding for allowable services under adult employment and training activities. Local areas electing to use a percentage of the WIOA dislocated worker grant for adult activities shall use the coding established in the CFIS.

(5) All funding is subject to the OWD program policy regarding expenditure rates and recapture of unused funds.

(G) Administration.

A local area may use up to ten per cent of the allocation amounts for the administrative cost of carrying out WIOA activities. These funds may be used for administrative costs as described in rule 5101:9-31-06 of the Administrative Code.

(H) Statewide activities

(1) The governor may set aside a portion of the funds for this allocation as defined in federal legislation for statewide activities, including five per cent for administrative activities.

(2) The governor may reserve fifteen per cent of funds for statewide workforce investment activities.

(3) The governor may use unobligated rapid response funds after one year, for statewide employment and training activities as described in WIOA section 134(a)(2)(A)(ii).

(4) The governor or the LWDBs may increase the on-the-job training reimbursement rate to seventy-five per cent under certain conditions as defined in WIOA section 134(c).

(5) ODJFS may provide career services through the one-stop system, either directly or via contracts with other providers.

(6) ODJFS may periodically allocate statewide funding for special projects.

(I) Allocated funds may not be used on construction or purchase of facilities, buildings, or foreign travel.

(J) The local area shall maintain documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by the ODJFS office of fiscal and monitoring services (OFMS) and the Ohio auditor of state (AOS).

Effective: 06/22/2015
Certification: CERTIFIED ELECTRONICALLY
Date: 06/12/2015
Promulgated Under: 111.15
Statutory Authority: 5101.02, 6301.03
Rule Amplifies: 5101.02, 6301.03
(A) The Ohio department of job and family services (ODJFS) issues the department of labor (DOL) WIOA youth formulary allocations to the local WIOA fiscal agent on behalf of the local workforce development boards (LWBDs) to help disadvantaged and unemployed youth earn while learning through support services and effective employment-based activities.

(B) This allocation is composed of one hundred per cent federal funds. The catalog of federal domestic assistance (CFDA) number is 17.259. ODJFS authorizes the WIOA youth funds on a program year (PY) basis.

(C) The period of performance and liquidation period for this allocation will be communicated by ODJFS through the county finance information system (CFIS). Funds must be expended by the end of the period of performance and reported no later than the end of the liquidation period.

(D) Methodology

ODJFS uses the following formulas, as described in WIOA section 127(b)(1)(C)(ii) to allocate youth formulary funding to local areas. Statistics used to calculate funding are provided by the office of workforce development (OWD) as described in the state plan approved by DOL.

1. Youth funding streams
   (a) ODJFS allocates one-third of the funds based on the relative number of unemployed individuals in areas of substantial unemployment in each local area compared to the total number of unemployed individuals in areas of substantial unemployment in the state.
   (b) ODJFS allocates one-third of the funds based on the relative excess number of unemployed individuals in each local area compared to the total excess number of unemployed individuals in the state.
   (c) ODJFS allocates one-third of the funds based on the relative number of disadvantaged youth in each local area compared to the total number of disadvantaged youth in the state.

2. Hold harmless provision
   (a) ODJFS applies the "hold harmless" provision which states that no local area receive an allocation that is less than ninety per cent of the average allocation for the preceding two fiscal years.
   (b) ODJFS will calculate the amounts necessary for increasing allocations to local areas in accordance with the hold harmless provision by proportionately reducing the allocations made to other local areas.
   (c) If the amount of WIOA funds appropriated in a fiscal year are not sufficient to provide the amount specified in paragraph (D)(2)(b) of this rule to all local areas, ODJFS will proportionally reduce the amounts allocated to each local area.

(E) Allowable expenditures

Youth program elements

WIOA section 129(c)(2) includes the original ten program elements under the Workforce Investment Act (WIA) and four new program elements. The list of program elements under the WIOA consists of:

1. Tutoring, study skills training, instruction and evidence based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its equivalent;
(2) Work experiences which may include summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, on-the-job training, and internships and job shadowing;

(3) Alternative secondary school services, or dropout recovery services;

(4) Occupational skills training;

(5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation;

(6) Leadership development opportunities, including community service and peer-centered activities;

(7) Supportive services;

(8) Adult mentoring for at least twelve months during and after program participation;

(9) Follow-up services for at least twelve months after completion of participation;

(10) Comprehensive guidance and counseling, as appropriate to the individual youth;

(11) Financial literacy education;

(12) Entrepreneurial skills training;

(13) Services that provide labor market information about in-demand industry sectors or occupations available in the local areas; and

(14) Activities that help youth prepare for and transition to postsecondary education and training;

(F) Expenditure requirements

(1) Administration

A local area may use up to ten per cent of the youth allocation for the administrative costs of carrying out the WIOA activities as described in paragraph (E) of this rule. These funds may be used for administrative costs as described in rule 5101:9-31-06 of the Administrative Code.

(2) Out-of-school youth

(a) The WIOA's primary focus for youth formula programs is to support the educational and career success of out-of-school youth (OSY) as described in the WIOA section 129(a)(1)(B).

(b) WIOA section 129(a)(4) requires local areas to spend a minimum of seventy-five per cent youth formula funds excluding administration funds, on OSY.

(i) For PY 2015 funding, if local areas cannot meet the seventy-five percent minimum they must demonstrate progress by showing an increase in expenditures for OSY as compared to the prior year. The increase must be a minimum increase of ten percentage points compared to the previous year, and total OSY expenditures shall not be lower than fifty per cent of youth formula program expenditures.

(ii) Beginning with PY 2016 all local areas must spend a minimum of seventy-five percent of the youth allocation on OSY.

(3) Youth work experience

(a) WIOA section 129(c)(4) prioritizes paid and unpaid work experiences as a critical youth program element that includes an academic and occupational education component.

(b) Local areas must spend at least twenty per cent of youth formula funds on unpaid and paid work experiences as described in paragraph (E)(2) of this rule, exclusive of funds provided for administrative costs.

(c) Program expenditures for the work experiences program element include wages and staffing costs for the development and management of work experiences.
(4) Allocated funds may not be used on construction or purchase of facilities, buildings, or foreign travel.

(G) Local areas shall comply with all office of workforce development (OWD) program policy regarding expenditure rates and recapture of unused funds. ODJFS will determine the level of adjustment needed if DOL should issue a rescission of funds.

(H) Statewide activities

(1) The governor may set aside a certain percentage of youth formula funds as described in WIOA section 128 for statewide activities, including five per cent for administrative activities. These funds may be combined and spent on statewide youth activities as described in WIOA section 129(b).

(2) ODJFS may periodically allocate statewide funding for special projects.

(3) Statewide funds are available for expenditure during the current PY and the two succeeding PYs.

(I) The local area shall maintain documentation as described in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by the ODJFS office of fiscal and monitoring services (OFMS) and the Ohio auditor of state (AOS).

Effective: 06/22/2015
Certification: CERTIFIED ELECTRONICALLY
Date: 06/12/2015
Promulgated Under: 111.15
Statutory Authority: 5101.02, 6301.03
Rule Amplifies: 5101.02, 6301.03
The Ohio department of job and family services (ODJFS) issues the connecting the dots allocation to approved local workforce development boards (LWDBs) for the purpose of assisting emancipating youth who are transitioning out of foster care.

This allocation consists of one hundred per cent federal funds. The catalog of federal domestic assistance (CFDA) number for this allocation is 17.258.

The funding period and liquidation period for this allocation will be communicated by ODJFS through the county finance information system (CFIS). Funds must be expended by the end of the period of performance and reported no later than the end of the liquidation period.

Allowable costs are defined by the LWDBs' connecting the dots operational plan as approved by the office of workforce development.

The LWDB shall report expenditures in accordance with rule 5101:9-7-29 of the Administrative Code.

The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.
The Ohio department of job and family services (ODJFS) issues Workforce Innovation and Opportunity Act (WIOA) rapid response funding to provide additional assistance to local workforce development boards (LWDBs) that experience disasters, mass layoffs, plant closings, or other dislocation events that substantially increase the number of unemployed individuals.

These allocations are one hundred per cent federal funds. The catalog of federal domestic assistance (CFDA) number is 17.278.

Up to twenty-five per cent of dislocated worker formula funds may be reserved for rapid response activities as described in WIOA section 134(a)(2)(A) and 20 C.F.R. 682.300 to 682.370.

LWDBs may apply for rapid response funds when they have experienced increased numbers of unemployed individuals due to natural disasters, plant closings, mass layoffs or other events or for provision of direct services including layoff aversion to participants if there are not adequate local funds available to assist the dislocated worker population. The LWDB shall provide rapid response activities as described in 20 C.F.R. 682.300.

Funds reserved for rapid response activities that remain unobligated after the first program year of fund availability may be used to carry out statewide activities in subsequent program years as described in WIOA section 134(a)(2)(A)(ii) and 20 C.F.R. 682.370.

Local areas must report expenditures as described in rule 5101:9-7-29 of the Administrative Code.

The LWDB shall maintain documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit by the ODJFS office of fiscal and monitoring services (OFMS) and the Ohio auditor of state (AOS).
To: Administrative Procedure Manual Holders  
County Departments of Job and Family Services' Directors  

From: Barbara E. Riley, Director  

Subject: TANF Demonstration Program Administrative Costs Reimbursement  

The TANF Demonstration program provides funding through the TANF block grant for innovative and promising prevention and intervention projects. The overall purpose of the demonstration is to test and identify promising initiatives for expansion in the next biennium.  

County agencies accepted for a TANF demonstration grant may determine an amount for administrative expenses. This amount, if any, will be subtracted from the total grant award and made available to the county in accordance with rule 5101:9-6-08.2. The award amount reflected in the grant agreement between ODJFS and the agency will be the total minus any administrative costs identified by the county. Successful applicants must recognize that funding for TANF demonstrations is for SFYs 2006 and 2007.  

For fiscal reporting purposes, please refer to the attached TANF Demo Mappings spreadsheet and Staffing Costs matrix.  

Attachments  
Click here to see the TANF Demo Mappings spreadsheet  
Click here to see the Staffing Costs matrix.
To: Administrative Procedure Manual Holders
    County Departments of Job and Family Services' Directors
From: Barbara E. Riley, Director
Subject: County organization and fiscal administration

In an effort to reflect the most current practices and procedures, ODJFS is proposing administrative code rule 5101:9-1-16 "County organization and fiscal administration" for amendment. See attached rule for details.

Please direct inquiries to your Fiscal Supervisor.
To: All County Departments of Jobs and Family Services Agencies
   All Child Support Enforcement Agencies
   All Public Children Services Agencies
From: Barbara E. Riley, ODJFS Director
Subject: Amended Public Assistance Fund Allocations and Linkages

Rule 5101:9-6-03 of the Administrative Code - Public Assistance Fund Allocations and Linkages has been amended:

- Paragraph (F) of this rule includes the distribution methodology for the 2007 Title XX funds; and
- Paragraph (G) (4) of this rule updates the Child Care allocation language.

APM.6200. is obsolete.

Questions regarding Rule 5101:9-6-03 of the Administrative Code should be directed to your fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
Administrative Procedure Manual Transmittal Letter No. 331

June 2, 2006

TO: All Administrative Procedure Manual Holders
All County Departments of Job and Family Services Directors

FROM: Barbara E. Riley, ODJFS Director

SUBJECT: Administrative Procedure Manual Chapter 5000 Rules

The Ohio Department of Job and Family Services (ODJFS) has updated the Chapter 5000 information contained in the Administrative Procedure Manual (APM) to the attached rules [5101:9-5-59 and 5101:9-5-65]. These rules are in accordance with current reporting procedures and guidelines and were developed as a result of an ongoing effort to update and convert all current sections of the Administrative Procedure Manual to the rule format.

Questions regarding this administrative procedure letter may be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Administrative Procedure Manual Holders  
County Departments of Job and Family Services' Directors  
From: Barbara E. Riley, Director  
Subject: Title IV-E Foster Care Maintenance Agreements  

This transmittal letter proposes new Administrative Code rule 5101:9-7-08 "Title IV-E Foster Care Maintenance (FCM) Agreements Between the Ohio Department of Job and Family Services and County Juvenile Courts." This rule was developed as a result of an ongoing effort to update and convert all of the current sections of the existing Administrative Procedure Manual to the rule format. Upon final filing, rule 5101:9-7-08 will replace former sections 7400 - 7423 of the Administrative Procedure Manual.  

Please direct inquiries to your Fiscal Supervisor.
TO: All Administrative Procedure Manual Holders
    All County Departments of Job and Family Services Directors
FROM: Barbara E. Riley, Director
SUBJECT: Workforce Development Fund

All local workforce investment areas and sub-areas must establish a workforce development fund as authorized by section 6301.03 of the Revised Code as amended by Amended Substitute Senate Bill Number 189, 125th General Assembly. Provisions for the workforce development fund are in rule 5101:9-31-05 of the Administrative Code, which contains information regarding cost allocation methods for agencies providing direct services and mandates use of the Workforce Investment Act (WIA) Fund Certification Sheet (JFS 01992-Monthly Financial Statement). The JFS 01992 is revised in accordance with this funding activity.

Questions regarding this administrative procedure manual transmittal letter may be directed to your local fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
The Ohio Department of Job and Family Services (ODJFS) has established guidelines for funding reimbursement of services related to the Statewide Automated Child Welfare Information System (SACWIS). The approved SACWIS Advanced Planning Document (APD) contains six hundred fifty thousand dollars for this effort.

Ohio Administrative Code rule, 5101:9-7-80 outlines the funding and reimbursement procedures for public children services agencies (PCSA). ODJFS will not grant retroactive approval for reimbursement of contract costs associated with the implementation of SACWIS.

Questions regarding this administrative procedure manual transmittal letter may be directed to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
TO: Administrative Procedure Manual Holders
FROM: Barbara E. Riley, Director
SUBJECT: WIA - Discrimination Complaint Procedure

Ohio Administrative Code rule 5101:9-2-05 has been amended, effective April 1, 2006, to clarify the responsibilities of the Ohio Department of Job and Family Services, Bureau of Civil Rights (ODJFS-BCR) and the WIA Workforce Development Agencies when a discrimination complaint is filed by a person alleging that he or she was discriminated against by the Workforce Development Agency on the grounds of race, color, national origin, disability, age, gender, religion, citizenship, political affiliation or belief, or participant status.

The amended rule makes clear that "all" discrimination complaints by persons utilizing the Workforce Development Agencies and claiming discrimination will be investigated by ODJFS-BCR. The rule requires that each Workforce Development Agency develop a Limited English Proficiency Plan setting out how the agency will serve individuals seeking services through the Workforce Development Agency who are limited English proficient (e.g., interpreters, language line, or bi-lingual employees). The amended rule also sets forth the Workforce Development Agency's responsibilities when a discrimination complaint is received by it and its duty to cooperate in the discrimination complaint's investigation by ODJFS-BCR.

Questions regarding this APMTL or rule 5101:9-2-05 should be directed to Paul Van Pelt or Joe Silver in the Bureau of Civil Rights at (614) 644-2703.
TO: All Administrative Procedure Manual Holders  
County Department of Job and Family Service Directors  
Public Children Services Agency Directors  
FROM: Barbara E. Riley, Director  
SUBJECT: Social Services Block Grant Quarterly Summary (JFS 04282)  

This transmittal will obsolete the Administrative Procedure Manual (APM) section APM.5501 and replace them with the attached rule 5101:9-7-10 of the Administrative Code.

Title 45 of the Code of Federal Regulations, Part 96 (45 CFR Part 96) contains the regulations that are applicable to several of the block grant programs in the Department of Health and Human Services, including the Title XX Social Services Block Grant (SSBG). Subparts A - F of Part 96 apply to all the HHS block grants. SSBG Information Memorandum Transmittal No. 01, dated April 12, 2002, forwarded guidance for regulating the annual statutory reporting requirements for the SSBG program.

The purpose of the JFS 04282 form is to collect SSBG information mandated by federal law. Accurate accounting of how these funds are used and whom they serve is critical to ensure that necessary and sufficient funding continues to be allocated. To improve the quality of Social Services Block Grant (SSBG) expenditure data, the post-expenditure reporting form and instructions need some minor formatting revisions to reduce confusion and reporting inconsistencies that have resulted from the current form.

The JFS 04282 reports are submitted to the Bureau of Federal Financial Reporting, formerly the Bureau of Financial Analysis and Reporting, no later than 45 calendar days following the end of the quarter. Counties must submit a report even if SSBG direct services were not provided and/or purchased services expenditures were not made during the quarter. Reports can be submitted electronically to fedrpt@odjfs.state.oh.us or mailed to:

Ohio Department of Job and Family Services  
Office of Fiscal Services  
Bureau of Federal Financial Reporting  
30 East Broad Street, 37TH Floor  
Columbus, OH 43215-3414

Questions regarding this report can be directed to the Bureau of federal Financial Reporting at (614) 466-3366.

Attachments  
Click here to view the Social Services Block Grant Quarterly Summary (JFS 04282).  
Click here to view the Instructions For Completing Social Services Block Grant Quarterly Summary (JFS 04282).
To: Administrative Procedure Manual Holders
County Departments of Job and Family Services
County Child Support Enforcement Agencies
Public Children Services Agencies
Ohio Job and Family Services Directors Association
Ohio CSEA Directors Association
Public Children Services Agencies of Ohio

From: Barbara E. Riley, Director

Subject: Service Level Agreement (SLA)
Technology and Service Support Policy (TSSP)
Negotiated Service Level Agreement (SLA N)

This transmittal will obsolete portions of the Administrative Procedure Manual (APM) and replace them with Administrative Code rules. The changes do not alter the Service Level Agreement Program agreements administered through the Ohio Department of Job and Family Services - Office of Management Information Services (MIS).


Negotiated Service Level Agreement (SLA N) information is contained in rule 5101:9-9-16 of the Administrative Code.

Technology and Service Support Policy (TSSP) information in Administrative Procedure Manual sections 4033 through 4037 is obsolete and replaced by rule 5101:9-9-17 of the Administrative Code.

The ODJFS InnerWeb http://jfs.ohio.gov/omis/sla/ provides links to the SLA and SLA supporting documentation.
TO: All Administrative Procedure Manual Holders
   All County Departments of Job and Family Services Directors
FROM: Barbara E. Riley, Director
SUBJECT: Kinship Permanency Incentive Program

The Ohio Department of Job and Family Services (ODJFS) will allocate funds for the Kinship Permanency Incentive program, and develop and deploy a random moment time study code (RMS) to measure kinship permanency incentive program activities performed by public children services agencies' (PCSA) staff. The RMS code will distribute costs beginning with the April through June 2006 quarter.

Details concerning this allocation are outlined in rule 5101:9-6-81 of the Ohio Administrative Code and the attached spreadsheet. For additional program information providing a detailed explanation and outline of program criteria, eligibility, and guidance, affected PCSAs are encouraged to refer to rule 5101:2-40-04.

For fiscal reporting purposes, recipient PCSAs will report program services and costs on the Children Services Monthly financial statement (JFS 02820) using the following information:

For PCSA (Stand-alone agencies):

<table>
<thead>
<tr>
<th>For PCSA (Stand-alone agencies)</th>
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<tr>
<td>Fund</td>
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<td>Line Code (RMS)</td>
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<td>RMS Program</td>
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<td>RMS Activity</td>
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For PCSA (Combined agencies):

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<tr>
<td>Fund</td>
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<td>RMS Program</td>
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<td>RMS Activity</td>
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For all other activities:

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<tr>
<td>Fund</td>
</tr>
<tr>
<td>Program</td>
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<tr>
<td>Activity Code</td>
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</tbody>
</table>
Questions regarding this transmittal letter should be directed to your local fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

**Attachments**

Click here to view the KPIP Operating Allocation - SFY 05 - Data Source - DART
TO: Franklin County Department of Job and Family Services  
FROM: Barbara E. Riley, Director, ODJFS  
SUBJECT: Refugee Targeted Assistance Allocation

The Refugee Targeted Assistance allocation is used to provide employment related services for eligible refugees in Franklin County. This allocation is available from October 2005 through September 2007. Funds will be carried over at the end of the state fiscal years.

This allocation is based on the availability of federal funds and appropriations by the Ohio General Assembly and is subject to reductions if ODJFS determines that available federal funds or state appropriations are insufficient to support the allocation. This allocation is being issued in compliance with rule 5101:9-6-02 of the Administrative Code. Expenditures of financial assistance made by the CDJFS included in this allocation will be subject to the requirements of 45 Code of Federal Regulations (CFR) parts 74 and 92, 7 CFR part 3016, Office of Management and Budget (OMB) A-87 and A-133, and Administrative Code. The Catalog of Federal Domestic Assistance (CFDA) number for this fund is 93.584.

Questions regarding the Refugee Targeted Assistance Allocation as outlined in rule 5101:9-6-16.1 of the Administrative Code should be directed to your fiscal supervisor and/or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
TO: All Administrative Procedure Manual Holders
FROM: Barbara E. Riley, Director
SUBJECT: Subrecipient Annual Risk Assessment Review and Subrecipient Monitoring Process

The Ohio Department of Job and Family Services (ODJFS) has developed a standard protocol for counties to follow in assessing risk and the monitoring of subrecipients of federal funding that follows the requirements set forth in Office of Management and Budget (OMB) Circular A-133, Compliance Supplement, Part 3, and other applicable federal principles. The process has been summarized in Ohio Administrative Code rule 5101:9-1-88, effective 4/1/06.

This rule establishes the necessity of conducting an annual risk assessment and outlines the minimum requirements of subrecipient monitoring by all County Departments of Job and Family Services (CDJFS) and all other local agencies and provides guidelines for differentiating between subrecipient and vendor relationships.

Questions regarding this administrative procedure manual transmittal letter and its attachments may be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
TO: Administrative Procedure Manual Holders
County Department of Job and Family Services Directors

FROM: Barbara E. Riley, Director

SUBJECT: County department of job and family services performance measures, standards, goals, and continuous improvement plan.

The purpose of these rules is to assure ongoing improvement and operational effectiveness of Office of Family Stability (OFS) programs delivered by County Departments of Job and Family Services (CDJFS) to improve outcomes for program clients.

**Rule 5101:9-10-01 County department of job and family services performance measures, standards and goals.**

This rule defines county performance measures, standards and goals to improve the administration of Office of Family Stability (OFS) programs delivered by a county department of job and family services. These programs include Ohio Works First (OWF), and Prevention, Retention and Contingency (PRC) authorized under the Temporary Assistance for Needy Families (TANF) program, and food stamp assistance. This rule contains the five performance measures, standards and goals of the outcome management process.

**Rule 5101:9-10-02 County department of job and family services continuous improvement plan.**

This rule defines continuous improvement and establishes a process for plan development. It defines opportunities for voluntary continuous improvement plans and situations that require a continuous improvement plan.
To: All County Departments of Jobs and Family Services Agencies
       All Child Support Enforcement Agencies
       All Public Children Services Agencies

From: Barbara E. Riley, ODJFS Director

Subject: Public Assistance Fund Allocations and Linkages

Rule 5101:9-6-03 of the Administrative Code has been amended to include and/or clarify allocation information regarding the following funds:

- 5101:9-6-07 Access to Better Care (ABC) allocation
- 5101:9-6-06 Access and Credibility Together (ACT) allocation
- 5101:9-6-11.1 Child Care 2 allocation
- 5101:9-6-47 Help Me Grow allocation
- 5101:9-6-08.1 Ohio Human Services Training Subsidy (OHSTS) - Temporary Assistance for Needy Families (TANF) Training Subsidies for State Fiscal Year (SFY) 06/07
- 5101:9-6-22 Talbert House allocation
- 5101:9-6-12.2 Title XX Base allocation
- 5101:9-6-12.1 Title XX Temporary Assistance to Needy Families (TANF) Transfer allocation

Obsolete Administrative Procedure Manual (APM) Sections APM.6210. - APM.6215.

Questions regarding Rule 5101:9-6-03 of the Administrative Code should be directed to your fiscal supervisor or the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.
TO: All Administrative Procedure Manual Holders
FROM: Barbara E. Riley, Director, ODJFS
SUBJECT: Access to Better Care Non-Behavioral Case Management Allocation

This allocation is used to reimburse non-behavioral case management expenditures i.e. non-behavioral service coordination, non-behavioral direct services, and non-behavioral assessments. Expenditures must be reported on the ODJFS 02827 Monthly Financial Statement report.

This allocation is issued on a state fiscal year (SFY) basis, July first through June thirtieth.

This allocation is based on the availability of federal funds and appropriations by the Ohio General Assembly and is subject to reductions if ODJFS determines that available federal funds or state appropriations are insufficient to support the allocation. Expenditures of financial assistance made by the CDJFS included in this allocation will be subject to the requirements of 45 Code of Federal Regulations (CFR) parts 74 and 92, 7 CFR part 3016, Office of Management and Budget (OMB) A-87 and A-133, and Administrative Code. The Catalog of Federal Domestic Assistance (CFDA) number for this fund is 93.558.

Questions regarding this allocation as outlined in rule 5101:9-6-07 of the Administrative Code should be directed to your fiscal supervisor and/or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
TO: Administrative Procedure Manual Holders
FROM: Barbara E. Riley, Director, ODJFS
SUBJECT: Talbert House Allocation

This allocation is used to reimburse Talbert House for expenditures of non-medical or alcohol services for Temporary Assistance for Needy Families (TANF) eligible families in Hamilton County. This allocation is issued on a state fiscal year (SFY) basis, July first through June thirtieth.

This allocation is based on the availability of federal funds and appropriations by the Ohio General Assembly and is subject to reductions if ODJFS determines that available federal funds or state appropriations are insufficient to support the allocation. Expenditures of financial assistance made by the CDJFS included in this allocation will be subject to the requirements of 45 Code of Federal Regulations (CFR) parts 74 and 92, 7 CFR part 3016, Office of Management and Budget (OMB) A-87 and A-133, and Administrative Code. The Catalog of Federal Assistance (CFDA) number for this fund is 93.558.

Questions regarding this allocation as outlined in rule 5101:9-6-22 of the Administrative Code should be directed to your fiscal supervisor and/or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
TO: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors

FROM: Barbara E. Riley, Director

SUBJECT: FFY 05 TANF High Performance Bonus Incentive

ODJFS is distributing a one-time, TANF High Performance Bonus Incentive to counties for SFY 2006 in the amount of $14,678,325. This bonus incentive is bound by state and federal TANF funding restrictions. Expenditure of these funds in no way entitles counties to future incentives. This incentive has a liquidation period through September 30, 2007 and is for TANF non-assistance funding only. ODJFS recommends using these bonus funds to provide low-income families with services to assist them with the high cost of winter heating bills and gasoline for travel to work.

Expenditures related to this allocation must be reported on the JFS 02827 Monthly Financial Statement using Funding Source 1052 along with the following codes:

Line code 2-1640 TANF High Performance FFY 05 PRC Diversion - financial code 170-53
Line code 2-1641 TANF High Performance FFY 05 PRC Transitional - financial code 171-53
Line code 2-1642 TANF High Performance FFY 05 Work Activities - financial code 172-53
Line code 2-1643 TANF High Performance FFY 05 Transportation PRC - financial code 173-53
Line code 2-1644 TANF High Performance FFY 05 Supportive Svcs Trans-financial code 174-53
Line code 2-1645 TANF High Performance FFY 05 OWF Diversion - financial code 175-53
Line code 2-1646 TANF High Performance FFY 05 Kinship Navigator - financial code 176-53
Line code 2-1647 TANF High Performance FFY 05 Child Welfare TANF - financial code 177-53
Line code 2-1648 TANF High Performance FFY 05 TANF Training - financial code 178-53
Line code 2-1649 TANF High Performance FFY 05 Heating Assistance - financial code 179-53

Detailed information regarding the TANF bonus incentive is outlined in new Administrative Code Rule 5101:9-8-04.

Financial technical assistance related to this rule is available through your Fiscal Supervisor. Any questions related to program implementation should be directed to the Office of Family Stability at 466-4815.
TO: Administrative Procedure Manual Holders
FROM: Barbara E. Riley, Director, ODJFS
SUBJECT: Accountability Credibility Together (ACT) Allocation

This allocation is used to reimburse ACT for the provision of welfare diversion services for Temporary Assistance for Needy Families (TANF) eligible individuals in Hamilton County. The ACT allocation is issued on a state fiscal year (SFY) basis, July first through June thirtieth.

This allocation is based on the availability of federal funds and appropriations by the Ohio General Assembly and is subject to reductions if ODJFS determines that available federal funds or state appropriations are insufficient to support the allocation. Expenditures of financial assistance made by the CDJFS included in this allocation will be subject to the requirements of 45 Code of Federal Regulations (CFR) parts 74 and 92, 7 CFR part 3016, Office of Management and Budget (OMB) A-87 and A-133, and the Administrative Code.

Questions regarding this allocation as outlined in rule 5101:9-6-06 of the Administrative Code should be directed to your fiscal supervisor and/or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Administrative Procedure Manual Holders

County Departments of Job and Family Services' Directors

From: Barbara E. Riley, Director

Subject: Allocation Rules Update

In order to better reflect the current funding practices of ODJFS, Administrative Code Rule 5101:9-6-44 "Federal Food Stamp and Medicaid Pass-through" is being rescinded and the following Administrative Code Rules are being amended:

5101:9-6-02 "County Allocation Process."
5101:9-6-05 "Income Maintenance (IM) Control Allocation, Emergency Medical Transportation (EMT) Funding and At Risk Pregnancy Transportation (ARPT) Funding."
5101:9-6-08 "Temporary Assistance for Needy Families (TANF) Allocation."
5101:9-6-09 "Food Stamp Employment and Training (FSET) Allocation."
5101:9-6-10 "State Operating Allocation."
5101:9-6-11 "County Childcare Funding."
5101:9-6-12 "Federal Social Services Allocation."
5101:9-6-14 "Adult Protective Services (APS) Allocation."
5101:9-6-16 "Refugee Resettlement Social Services (RRSS) Allocation."
5101:9-6-19 "State Child Protective Allocation (SCPA)."
5101:9-6-36 "Emergency Services Assistance Allocations."
5101:9-6-50 "ODJFS Grants."

Please direct inquiries to your Fiscal Supervisor.
TO: All Administrative Procedure Manual Holders
    County Department of Job and Family Services' Directors
    Public Children Services Agencies' Directors
From: Barbara E. Riley, Director
Subject: CHILDREN SERVICES QUARTERLY STATISTICAL REPORT (JFS 04281)

The Children Services Quarterly Statistical Report (JFS 04281) is a necessary component in computing Children Services statistics. All items must be completed to support annual federal mandated children's reports and quarterly Title IV-E Foster Care Statistical and Expenditure reports. The attached Children Services Quarterly Statistical Report (JFS 04281) revises the data collection to conform to changes in federal IV-E policy at 45 CFR 1355.53.

Revisions have also been made to Part 3 of the Children Services Quarterly Statistical Report (JFS 04281) in order to better utilize Title XX transfer funds pursuant to the provisions of 5101:9-6-12.1 of the Ohio Administrative Code.

These data are compiled by the PCSA and must be submitted each quarter by the 15th of the month following the report quarter; i.e., January 15, April 15, July 15, and October 15.

Counties must submit a report even if no children are in foster care.

The ODJFS Children Services Quarterly Statistical Report (JFS 04281) will no longer be submitted to the Office of Fiscal Services. Reports can be submitted electronically to HELP-DESK-OCF@odjfs.state.oh.us or mailed to:

    Office for Children and Families
    Bureau of Accountability and Regulation
    255 East Main Street, 3rd Floor
    Columbus, OH 43215-5222

Questions regarding this report can be directed to the Office for Children and Families, Bureau of Accountability and Regulation, at (866) 886-3537, option number 4.

Attachments
Click here to view the The Children Services Quarterly Statistical Report (JFS 04281).
Click here to view the Instructions For Completing Children Services Quarterly Statistical Report (JFS 04281).
TO: All County Departments of Job and Family Services Directors  
All Administrative Procedure Manual Holders  
FROM: Barbara E. Riley, ODJFS Director  
SUBJECT: Ohio Human Services Training System (OHSTS) - Temporary Assistance for Needy Families (TANF) Training Subsidies for State Fiscal Year (SFY) 06/07

The Ohio Department of Job and Family Services (ODJFS) is disbursing two TANF training subsidies to fund training for county caseworker/supervisory staff that perform TANF, Ohio Works First (OWF), Prevention, Retention and Contingency (PRC), or other TANF funded services activities. The training subsidies will be provided to four counties who will serve as Regional Training Centers (RTCs) in the Ohio Human Services Training System (OHSTS) and be responsible for addressing statewide training needs identified by county departments of job and family services (CDJFS) in the service areas served by each RTC. The four counties which serve as OHSTS Regional Training Centers are:

Franklin County Department of Job and Family Services  
Hamilton County Department of Job and Family Services  
Lucas County Department of Job and Family Services  
Summit County Department of Job and Family Services

Subsidy information: Each county hosting an RTC will receive subsidies totaling $62,500, per fiscal year, to support TANF training costs. This financing support will be issued in two components; an operating subsidy, and a cost of instruction subsidy.

The operating subsidy component will be reflected as a supplement of $21,875 to the county's general TANF allocation. The operating subsidy is meant to compensate the RTC county for manpower costs associated with its procurement and provision of TANF training. Such manpower costs will not be permitted to be direct charged to the supplement. Instead, all county manpower costs will be distributed per normal cost allocation procedures.

The cost of instruction subsidy supplement is $40,625 and is meant to compensate the RTC county for its direct and out-of-pocket costs associated with procuring and providing TANF training. The cost of instruction subsidy will be issued in the form of a separate allocation. Allowable and unallowable costs for this allocation are noted separately below.

Rule 5101:9-6-48 of the Ohio Administrative Code is rescinded.

Questions regarding this APMTL or rule 5101:9-6-08.1 of the Administrative Code should be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
TO: All Administrative Procedure Manual Holders
    All County Departments of Job and Family Services Directors

FROM: Barbara E. Riley, ODJFS Director

SUBJ: AdoptOhio Kids Incentive Funds Allocation

The Ohio Department of Job and Family Services (ODJFS) is pleased to announce the allocation of AdoptOHIO Kids incentive funds to public children services agencies (PCSAs) for the promotion of permanent families for children through adoption. A total of $4.1 million dollars in TANF funds is available in SFY'06, for AdoptOHIO Kids allocations to PCSAs. The details of this allocation may be found in Ohio Administrative Code rule 5101:9-6-75.

The allocation is to be used to enhance adoption programs to increase the overall number of finalized adoptions. A special emphasis is placed on actions that will decrease the length of time required to complete adoptions to achieve or maintain compliance with the Child and Family Services Review (CFSR) performance measure for timely finalizations.

Should you have additional questions about this administrative procedure transmittal letter, please contact your local fiscal supervisor or call the Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.
To: All County Departments of Jobs and Family Services Agencies
    All Child Support Enforcement Agencies
    All Public Children Services Agencies
From: Barbara E. Riley, ODJFS Director
Subject: Family Service Agency Responsibilities - Amended

Rule 5101:9-6-51 of the Administrative Code has been amended to state that the fiscal requirements in paragraphs (C) and (D) of this rule are not subject to section 5101.24 of the Revised Code.

Questions regarding Family Service Agency Responsibilities should be directed to your fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
ProtectOhio is a child welfare demonstration project operated under enabling authority found in section 1130 of the Social Security Act. The demonstration project began October 1, 1997, and its duration, research objectives, and composition are governed by an agreement executed jointly by HHS and ODJFS. The purpose of this transmittal is to establish a separate accounting structure to ensure accountability for ProtectOhio funding. Details are outlined in new rule 5101:9-6-25 of the Administrative Code which replaces the previous rule 5101:9-6-25.

Each PCSA that is a member of the demonstration project shall establish a sub account within the PCSA general ledger into which the county will record capitation receipts and the required non-federal share. Disbursements shall also be recorded in this sub account.

The Title IV-E waiver provides new flexibility, but no new money. Under the demonstration, Title IV-E foster care maintenance (FCM) funds are advanced as a capitation rather than reimbursed.

Capitation funds may be expended in whole or in part without a corresponding expenditure of their associated non-federal share. The non-federal share required for the capitation payment may be expended, in part or in whole, without a corresponding expenditure of the capitation funding; except that such non-federal funds cannot be used to meet any other federal matching requirement so long as they remain present in the fund, account, or accounting mechanism as noted above.

Upon completion of each federal fiscal year (FFY), ProtectOhio counties may transfer the balance of any remaining capitation funding, and any associated non-federal share funding, attributable to the completed FFY to the children services fund established in section 5101.14 of the Ohio Revised Code. Any capitation funding that is transferred will be considered to be fully earned at the point of transfer.

Administrative Procedure Manual sections 6660 through 6663 are obsolete and replaced by the attached amended rule 5101:9-6-25 of the Administrative Code. Administrative Code and Administrative Procedure Manual information may also be accessed at: http://emanuals.odjfs.state.oh.us/emanuals.

Questions regarding family service agency responsibilities should be directed to your fiscal supervisor or the Bureau of County Finance at (614) 752-9194.
To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
From: Barbara E. Riley, Director
Subject: Inter-County Adjustment of Allocations

The Ohio Department of Job and Family Services has developed a process to allow for specific allocated funds to be exchanged between counties. The process is detailed in the attached rule 5101:9-6-82 of the Administrative Code. Counties interested in participating in the exchange process will utilize the Notification of Intent to Participate in Inter-county Adjustment of Allocated Funds (JFS 02718) and Inter-county Agreement and Certification Release and Acceptance of Funds (JFS 02719).

Proposed transactions and final agreements will be entered into by the counties involved; ODJFS will not be a party to or participate in the county agreement process. However, the amount of any allocation available for exchange of allocations between counties may be limited by ODJFS.

If funding level reductions or increases occur during the fiscal year, allocation dollar amount changes will be made proportionate to the certified allocation dollar amounts that ODJFS has on record as of the effective date for the announced funding level change. Pending adjustments will not be a factor in the calculation.

The director of the ODJFS has sole discretion to suspend this rule at any time, should disputes arise from potential or perceived unfairness or inequality regarding these adjustments. There shall be no appeal rights to the suspension or abolishment of this rule.

Questions regarding family service agency responsibilities should be directed to your fiscal supervisor or the Bureau of County Finance at (614) 752-9194.

Attachments

JFS 02718 - Notification of Intent to Participate in Inter-county Adjustment of Allocated Funds
Click here to view the Notification of Intent to Participate in Inter-county Adjustment of Allocated Funds (JFS 02718)

JFS 02719 - Inter-county Agreement and Certification Release and Acceptance of Funds
Click here to view the Inter-county Agreement and Certification Release and Acceptance of Funds (JFS 02719)
To: Administrative Procedure Manual Holders  
County Departments of Job and Family Services' Directors  
From: Barbara E. Riley, Director  
Subject: Help Me Grow Allocation

The Ohio Department of Job and Family Services is amending rule 5101:9-6-47 of the Administrative Code to update the allocation formula for the SFY 06 Help Me Grow Allocation. The new allocation provides more equitable funding for counties and adds two incentive factors to the mix of funds. As outlined in section 3701.61 of the Revised Code, this program is administered by the Ohio Department of Health and only a portion is funded through ODJFS through the federal TANF Block Grant.

Attached is the Help Me Grow funding table for SFY 06.

The amount for SFY 06 funds and the per cent each factor makes up of the total are listed below:

**Allocation Calculation Table:**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stability</td>
<td>85.00%</td>
<td>$51.7 million</td>
</tr>
<tr>
<td>0 to 3 Population</td>
<td>4.00%</td>
<td>$2.4 million</td>
</tr>
<tr>
<td>Children in Poverty</td>
<td>4.00%</td>
<td>$2.4 million</td>
</tr>
<tr>
<td>EI target served</td>
<td>3.50%</td>
<td>$2.1 million</td>
</tr>
<tr>
<td>At-Risk target served</td>
<td>3.50%</td>
<td>$2.1 million</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td>$60.7 million</td>
</tr>
</tbody>
</table>

The total allocations by funding source are as follows:

- TANF = $41,034,600
- GRF = $ 8,517,421
- Part C = $11,498,245

The funding formula continues to address inequitable funding issues among counties and, for the first time, provides incentives to counties to serve as many children and families that financial resources permit. Further details outlined in rule 5101:9-6-47 of the Administrative Code.

Please direct inquiries to Joel Rabb, Chief, ODJFS Bureau of Program Integration and Coordination at (614) 466-2695, ODJFS Fiscal Supervisor/ Bureau of County Finance and Technical Assistance at (614) 752-9194 or Help Me Grow Regional Technical Assistance Consultant, Bureau of Early Intervention Services, Ohio Department of Health at (614) 644-8389.

**Attachment**

**Help Me Grow funding table for SFY 06**

Click here to view the Help Me Grow funding table for SFY 06
TO: All County Departments of Job and Family Services Directors  
Public Children Services Agencies  
FROM: Barbara E. Riley, ODJFS Director  
SUBJECT: Recruitment of African-American Adoptive Families Allocation

The Multiethnic Placement Act (MEPA, 108 Stat. 3518), as amended, requires the racial and ethnic diversity of families waiting to adopt be reflective of the racial and ethnic diversity of the children waiting to be adopted. In Ohio, the percentage of waiting African-American families is substantially less than the percentage of waiting African-American children. Ohio Administrative Code rule 5101:9-6-57 amplifies MEPA, as amended and therefore, meets federal compliance. The Program Improvement Plan (PIP) submitted by the Ohio Department of Job and Family Services (ODJFS) to the United States Department of Health and Human Services requires an increase in the recruitment and approval of African-American adoptive families.

To enable the state to meet this PIP goal, ODJFS has reviewed FACSIS information on open adoption resources that do not have a child placed in their home for the purposes of adoption. Based on point in time data, ODJFS has determined the difference between the percent of waiting approved African-American families in each county and the percentage of African-American children in that same county who were legally available for adoption.

The Office for Children and Families has approved the allocation of $538,000 to specific public children service agencies (PCSAs) which have been identified by ODJFS as most able to assist in compliance with MEPA and the PIP goals. The six PCSAs are listed in the chart below. These PCSAs are being asked to increase the number of available African-American families in order to achieve parity with the percent of their waiting African-American children. The level of each PCSA’s allocation was influenced by the total families required to achieve parity and the total available dollars.

<table>
<thead>
<tr>
<th>PCSA</th>
<th>Total Waiting Children</th>
<th>AA Waiting Children</th>
<th>Percent AA Children Waiting</th>
<th>Total Waiting Families</th>
<th>AA Families Waiting</th>
<th>Percent of AA Families</th>
<th>Numerical Parity</th>
<th>Number of AA Families Required To Reach Parity</th>
<th>Dollar Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cuyahoga</td>
<td>1057</td>
<td>818</td>
<td>77%</td>
<td>288</td>
<td>150</td>
<td>52%</td>
<td>223</td>
<td>73</td>
<td>$146,000</td>
</tr>
<tr>
<td>Franklin</td>
<td>225</td>
<td>123</td>
<td>55%</td>
<td>322</td>
<td>119</td>
<td>37%</td>
<td>176</td>
<td>57</td>
<td>$114,000</td>
</tr>
<tr>
<td>Summit</td>
<td>204</td>
<td>107</td>
<td>52%</td>
<td>194</td>
<td>51</td>
<td>26%</td>
<td>102</td>
<td>51</td>
<td>$102,000</td>
</tr>
<tr>
<td>Hamilton</td>
<td>218</td>
<td>160</td>
<td>73%</td>
<td>112</td>
<td>45</td>
<td>40%</td>
<td>82</td>
<td>37</td>
<td>$74,000</td>
</tr>
<tr>
<td>Montgomery</td>
<td>146</td>
<td>91</td>
<td>62%</td>
<td>105</td>
<td>38</td>
<td>36%</td>
<td>65</td>
<td>27</td>
<td>$54,000</td>
</tr>
<tr>
<td>Stark</td>
<td>239</td>
<td>97</td>
<td>41%</td>
<td>111</td>
<td>21</td>
<td>19%</td>
<td>45</td>
<td>24</td>
<td>$48,000</td>
</tr>
</tbody>
</table>

The next to last column indicates the number of additional families the agency should attain to meet the MEPA requirement. However, because some families will drop out and others will become unavailable as
they finalize adoptions, the number of families needing to be recruited is likely to be larger than the numbers shown above.

The allocation will be available for the period July 1, 2005, through June 30, 2006. Claims against the allocation must be reported on the JFS 02820 The Children Services Monthly Financial Statement, and all claims against the allocation must be completed no later than the submission of the JFS 02820 for June, 2006 costs. Funding under the allocation can only be used to contract with an individual (personal services contractor) or another third party entity for the purpose of producing two-parent African-American approved adoptive applicants, or single parent African-American approved adoptive applicants whose income is less than 120% of the state median income standard scaled to family size. Allocation funds cannot be used to cover PCSA staff time, nor the development of recruitment campaigns, or the purchase of other recruitment materials, unless such campaigns or materials are specifically targeted to seeking the participation of two-parent adoptive families.

By October 31, 2005, and quarterly thereafter, participating PCSA(s) must submit an "Outcomes and Progress Report" to the Office for Children and Families, addressing the following topics:

1. A description of the contract(s) funded through the Adoption Allocation;
2. Results of the contract(s) including the number and names of TANF eligible approved home studies;

The outcomes/progress reports are to be mailed to the following address:

Rhonda Abban
Ohio Department of Job and Family Services
Adoption Services Section
255 East Main Street 3rd Floor
Columbus, Ohio 43215

Questions concerning this administrative procedure manual transmittal letter may be directed to the local fiscal supervisor or to the Bureau of County Finance at (614) 752-9194.
August 12, 2005

To: County Department of Job and Family Services Directors
   Public Children Services Agencies
   Child Support Enforcement Agencies

From: Barbara E. Riley, ODJFS Director

Subject: Child Care 2 Allocation

Fiscal year 2006 is the first full year to be planned without the consolidated allocation structure that existed from 1998 until August 2004. For state fiscal year (SFY) 2006 the creation of a separate Child Care 2 allocation allows ODJFS to secure a part of Temporary Assistance for Needy Families (TANF) funds for child care while remaining compliant with federal and state regulations. This allocation is being issued in compliance with rule 5101:9-6-02 of the Administrative code.

Allocations are based on the availability of federal funds and appropriations by the Ohio General Assembly and are subject to reductions if ODJFS determines that available federal funds or state appropriations are insufficient to support the allocation.

If you have any questions regarding this allocation as established in rule 5101:9-6-11.1 of the Administrative Code, please contact your fiscal supervisor or Don Foster, Section Chief, County Finance, at (614) 752-9194.
To: Administrative Procedure Manual Holders

From: Barbara E. Riley, Director

Subject: Title XX Temporary Assistance for Needy Families (TANF) Transfer Allocation

The Title XX TANF Transfer allocation funds only programs and services to children and/or their families whose income is less than 200 per cent of the federal poverty level (FPL).

Methods for documenting and reporting expenditures to confirm that spending of TANF funds is in compliance with HR 3734 'Personal Responsibility and Work Opportunity Reconciliation Act of 1996' (PRWORA) Section 404 (d) (3) (B) for the income eligibility have resulted in updated definitions of Social Services Random Moment Sample (RMS) 800 codes, new codes, new CORe mappings, updated SS RMS Certification sheet, and updated Social Services RMS and Income Maintenance RMS forms.

Transfers of non-allocated costs to the Title XX TANF Transfer funds will be allocated based upon the county's IV-E combined eligibility ratio and supplement the current options of Title XX Base allocation, Title IV-B, ESSA Preservation Direct Services, ESSA Reunification Direct Services, State Child Protective Allocation (SCPA), Local, and TANF.

If you have any questions regarding this allocation as defined in rule 5101:9-6-12.1 of the Administrative Code, please contact your fiscal supervisor or Don Foster, Section Chief, County Finance, at (614) 752-9194.
TO: County Department of Job and Family Services Directors  
                          Public Children Services Agencies  
                          Child Support Enforcement Agencies  
From: Barbara E. Riley, ODJFS Director  
Subject: Title XX Base Allocation  

Fiscal year 2006 is the first full year to be planned without the consolidated allocation structure that existed from 1998 until August 2004. Beginning with state fiscal year (SFY) 2006, the creation of the Title XX Base allocation allows the state to disburse these funds to counties while remaining compliant with federal and state regulations. This allocation funds services for all eligible populations without regard to income or family status.

Allocations are based on the availability of federal funds and appropriations by the Ohio General Assembly and are subject to reductions if ODJFS determines that available federal funds or state appropriations are insufficient to support the allocation.

Please direct questions regarding this allocation as established in rule 5101:9-6-12.2 of the Administrative Code to your fiscal supervisor or Don Foster, Section Chief, County Finance, at (614) 752-9194.
TO: All County Departments of Job and Family Services Directors
    All Administrative Procedure Manual Holders
FROM: Barbara E. Riley, ODJFS Director
SUBJECT: Adult Protective Services Training Subsidies for SFY 06/07

The Ohio Department of Job and Family Services (ODJFS) is disbursing two Adult Protective Services (APS) training subsidies to fund APS training for county caseworker/supervisory staff who perform APS duties. The training subsidies will be provided to four counties who will serve as Regional Training Centers (RTCs) and be responsible for addressing statewide APS needs identified by county departments of job and family services in the service areas served by each RTC. The four counties which will serve as the Regional Training Centers are:

Franklin County Department of Job and Family Services
Hamilton County Department of Job and Family Services
Lucas County Department of Job and Family Services
Summit County Department of Job and Family Services

In addressing the training needs for each of their service areas, the RTCs are required to work in a collaborative manner in order to maximize efficiency and training resources available (e.g., offer joint training, jointly develop or revise curriculum).

Each of the four RTCs is required to submit:

(1) A quarterly report on the number of training events offered, the number of participants in attendance by agency affiliation and title, the location of the training event and the title/course number of the workshop(s) offered; and

(2) A calendar of course offerings to ODJFS to be submitted on a quarterly basis (according to a prescribed schedule), to the Office for Children and Families in a format designated by ODJFS, which will allow it to be posted on the ODJFS web site.

The above material is to be submitted to the attention of:

Dorothy Hughes
Ohio Department of Job and Family Services
255 East Main Street, 3rd Floor
Columbus, Ohio 43215

Each county hosting an RTC will receive subsidies totaling $125,000, per fiscal year, to support APS training costs. This financing support will be issued in two components; an operating subsidy, and a cost of instruction subsidy.

The operating subsidy component will be reflected as a supplement of $37,500 to the county's general social services allocation. The operating subsidy is meant to compensate the RTC county for manpower costs associated with its procurement and provision of APS training. Such manpower costs will not be permitted to be direct charged to the supplement. Instead, all county manpower costs will be distributed per normal cost allocation procedures.

The cost of instruction subsidy is meant to compensate the RTC county for its direct and out-of-pocket costs associated with procuring and providing APS training. The cost of instruction subsidy will be issued in the form of a separate allocation. Allowable and unallowable costs for this allocation are noted separately below.
Both subsidies will be issued each fiscal year of a biennial budget period. Any surplus balance in the cost of instruction subsidy at the close of the first year will be carried forward as a supplement to the cost of instruction subsidy in the second year. Any surplus balance in the cost of instruction subsidy at the end of the second year of a biennial budget period will revert to ODJFS.

Trainees are to be county casework and direct supervisory staff who have APS duties. Trainees may also include community partners who have a role in providing APS services or discharging APS duties.

The operating subsidy represents indirect support for manpower costs that a county hosting an RTC will incur to procure and provide APS training. Because the subsidy is issued as a general supplement to the county's social services allocation, such costs may not be direct charged to the supplement. Instead, county manpower costs associated with the procurement and delivery of APS training will be assessed and financed through the general cost allocation process that governs all social services operating costs.

The cost of the instruction subsidy is to be used to support the direct 3rd party costs incurred to procure or provide APS training. Allowable costs include training site rental costs (if free space is not available), hosting costs (i.e., light greeting beverages), reproduction and printing costs not done in-house, fees paid to 3rd party trainers, purchased curriculum pre-approved by ODJFS, supplies that will be directly consumed in the delivery of training, and training equipment pre-approved by ODJFS. Allowable costs do not include manpower or travel costs incurred by RTC staff, use of county space, postage, utilities, office supplies or furnishing.

Training must be topically focused on Adult Protective Services and the protected population. RTCs may not reprogram any of the cost of instruction subsidy away from Adult Protective Services training activities. Allowable training topics are limited to course offerings in the 700 series of the OHSTS Workshops Listing Catalog http://jfs.ohio.gov/ocf/CountyTraining/TCTBs.stm, or curriculum pre-approved by ODJFS.

Questions regarding this administrative procedure letter and Adult Protective Services Training Subsidies rule 5101:9-6-14.1 of the Administrative Code should be directed to your local fiscal supervisor or to the Bureau of County of County Finance at (614) 752-9194.
To: Administrative Procedure Manual Holders
County Departments of Job and Family Services
County Child Support Enforcement Agencies
Public Children Services Agencies
Ohio Job and Family Services Directors Association
Ohio CSEA Directors Association
Public Children Services Agencies of Ohio

From: Barbara E. Riley, Director

Subject: Technology and Service Support Policy (TSSP) -Version 3.0

The Ohio Department of Job and Family Services (ODJFS), in a continuing effort to improve the level of customer service and responsiveness to County Agencies, is pleased to continue the Technology and Service Support Policy (TSSP) for FY 06-07. New to TSSP in FY 06-07: ODJFS MIS offers connectivity options for One Stops, an expanded list of equipment service units available for purchase by the County Agencies and an updated list of standard equipment specifications. TSSP for FY 2006-2007 is available for review on the ODJFS InnerWeb site at http://jfs.ohio.gov/omis/sla/. Links to all supporting documentation are also provided.

The TSSP is the policy by which county agencies request Information Technology (IT) equipment and services from ODJFS. All county agency requests for network products and services, such as hardware, software, or move services, should be submitted to the TSSP Coordinator on the TSSP County Request Form; available at: http://innerweb.odjfs.state.oh.us/Omis/TSSP/TSSP_Form.pdf.

TSSP continues to operate within the larger Service Level Agreement (SLA) framework. Specifically, information about TSSP can be found in SLA.04 Technology and Service Support. SLA remains the vehicle that defines the relationship between ODJFS MIS and County Agency partners in maintaining the health and integrity of the ODJFS Network and providing quality services to end users. However, the Technology and Service Support Policy (TSSP) version 3.0 for FY 2006-2007 addresses the need for connectivity options for One Stops. TSSP, as a stand alone policy, now also applies to One Stops.

TSSP represents a commitment by ODJFS to provide quality, cost-effective networking products, services, and solutions to County Agencies throughout the state. The driving principle behind TSSP is to present a more holistic view for the provisioning of network services that strikes a balance between three main variables in the delivery of computing services: speed, quality, and cost. Through TSSP, ODJFS seeks to incorporate both fairness and flexibility for County Agencies and responsibility to taxpayers.

Attached is the Technology and Service Support Policy (Version 3.0) for Fiscal Year 2006-2007.

Attachment
Click here to view the Technology and Service Support Policy (TSSP) -Version 3.0
To: Administrative Procedure Manual Holders
County Departments of Job and Family Services
County Child Support Enforcement Agencies
Public Children Services Agencies
Ohio Job and Family Services Directors Association
Ohio CSEA Directors Association
Public Children Services Agencies of Ohio

From: Barbara E. Riley, Director

Subject: Negotiated Service Level Agreement (SLA N) Version 1.1

Service Level Agreements (SLA) are documents of understanding between the Ohio Department of Job and Family Services (ODJFS) Office of Management Information Services (MIS) and the county agency. The overall goal of the SLA program is to define information technology (IT) expectations between ODJFS and the county agency and to determine the appropriate level of service relating to system response, system availability, quantity of work processed, delineation of duties, and service support. ODJFS is committed to the SLA program and views its success as significant to delivering quality service and products to its customers.

Negotiated Service Level Agreement (SLA N) Version 1.1 for FY 2006-2007 is intended to address the flexibility required by County Agencies while maintaining the integrity of the SLA Program. ODJFS recognizes that a County Agency that elects and is eligible for a negotiated SLA (N) is substantially different from other County Agencies. This SLA N (Version 1.1) identifies the scope of services performed either by ODJFS or the County Agency as required to maintain the IT environment. Through SLA N, ODJFS and the County Agency will work together to negotiate the level of responsibility as to who will fund, supply, maintain, and administer the County Agency's IT environment.

A county agency that elects a Negotiated Service Level Agreement (SLA N) exercises considerable control of their county-based IT environment and the management of the county agency network. A negotiated SLA is available to those County Agencies which have greater than 500 filled, verifiable full time employees (FTE) and the five Public Children Services Agencies (PCSA) who have never been on the ODJFS network. Those county PCSAs are Lucas, Montgomery, Summit, Lorain and Wayne.

County Agencies are required to enter into an SLA with ODJFS MIS. County Agency Director’s who elect and are eligible to enter into an SLA N should contact the John Wanchick, Assistant Deputy Director, Office of Management Information Services to begin the negotiation process. Negotiated Service Level Agreement (SLA N) Version 1.1 will become effective when the signatures of the county agency director and the ODJFS deputy director of MIS are affixed to the signed agreement.

SLA N for FY 2006-2007 is available for review on the ODJFS InnerWeb site at http://jfs.ohio.gov/omis/sla/. Links to all SLA N supporting documentation are provided.

 Attached are the overview, requirements and signature document for SLA N.

Attachment
Click here to view the Negotiated Service Level Agreement (SLA N) Version 1.1
August 23, 2005

To: Administrative Procedure Manual Holders
    County Departments of Job and Family Services
    County Child Support Enforcement Agencies
    Public Children Services Agencies
    Ohio Job and Family Services Directors Association
    Ohio CSEA Directors Association
    Public Children Services Agencies of Ohio

From: Barbara E. Riley, Director

Subject: Service Level Agreement (SLA) Version 5.0

ODJFS Management Information Services (MIS) has developed an updated SLA version 5.0 for FY 2006-2007 which is available for review on the ODJFS InnerWeb site at http://jfs.ohio.gov/omis/sla/ . Links to all SLA supporting documentation are also provided.

An SLA is a document of understanding between ODJFS’ MIS and a county agency which describes the roles and responsibilities of each in maintaining the health and integrity of the ODJFS network. The goal of the SLA Program is to provide quality information technology (IT) services to end-users by clearly establishing the division of responsibilities between the County Agency and ODJFS MIS. By agreeing to these expectations, the County Agency and ODJFS’ MIS will consistently deliver more predictable, efficient, and timely IT services to customer-facing staff. All ODJFS commitments are subject to the availability of federal funds and appropriations from the General Assembly.

County Agencies are required to enter into an SLA with ODJFS MIS. Signed SLAs for FY 2004-2005 between ODJFS MIS and the County Agencies became null and void on June 30, 2005. County Agency Director’s should elect a service level appropriate to their needs and SLA requirements and mail two (2) signed originals of the SLA.13 Signature Document and County Agency Specific Information to: The SLA Program, ODJFS MIS, 4200 E. Fifth Avenue, Columbus, Ohio 43219 by no later than August 31, 2005. Service Level Agreement (SLA) Version 5.0 for FY 2006-2007 will become effective when the signatures of the county agency director and the ODJFS deputy director of MIS are affixed to the sign-off page.

The SLA Version 5.0 has been developed to include an expanded statement of day-to-day IT operations and a corresponding delineation of ODJFS MIS and county agency responsibilities. There are three significant changes in SLA version 5.0:

1. TSSP version 3.0 for FY 2006-2007 addresses the need for connectivity options for One Stops. SLA remains the vehicle that defines the relationship between ODJFS MIS and County Agency partners in maintaining the health and integrity of the ODJFS Network. TSSP, as a stand alone policy, now also applies to One Stops.

2. A broadening of the scope of SLA level 2 to enable county agencies who elect that level to have more administrative control of their network operations.

3. ODJFS MIS will be offering workshops and a Demonstrated Skills Assessment in lieu of the CNA Certification for SLA level 2 County Agency TPOCs. (Please see the SLA.00 Executive Summary for more details.)

For all the SLA levels, supporting documentation has been developed to clearly define county agency and MIS responsibilities for managing the ODJFS and county-based IT environments. It consists of 14 sections, excluding the executive summary; the sections are:

SLA.TOC Table of Contents
Please reference the supporting documentation in the following sections to understand the roles and responsibilities between the County Agency and MIS in regards to managing the ODJFS and county-based IT environments.

The ODJFS Inner Website http://jfs.ohio.gov/omis/sla/ provides links to the SLA and SLA supporting documentation.

**Attachment**

Click here to view SLA.TOC Table of Contents
Click here to view SLA.00 Executive Summary
Click here to view SLA.01: SLA Program: Introduction, SLA Processes, and General Conditions
Click here to view SLA.02: User Rights and Responsibilities
Click here to view SLA.03: Information Security
Click here to view SLA.04: Technology and Service Support
Click here to view SLA.05: Data and Systems Backup and Restore
Click here to view SLA.06: IT Data and Systems Recovery Plans
Click here to view SLA.07: Operations and Management
Click here to view SLA.08: Performance Measurements
Click here to view SLA.09: Training - Functional and Office Automation
Click here to view SLA.10: County Agency SLA Profile
Click here to view SLA.11: Problem Handling
Click here to view SLA.12: ODJFS Specific Applications
Click here to view SLA.13: Signature Document and County Agency Specific Information
Click here to view SLA.14: Glossary
To: All Administrative Procedure Manual Holders
   All County Departments of Job and Family Services Directors
From: Barbara E. Riley, Director
Subject: Acquisition Standards and Guidelines

The Ohio Administrative Code (OAC) has been amended to reflect changes in state law and federal regulations. Rule number changes have also been made as part of a restructuring of rules referenced in the Administrative Procedure Manual (APM).

The OAC rules as set out below have been amended and contain significant changes that reflect changes in state law and federal regulations applicable to acquisitions by county agencies. The most significant changes result from the clarification made by the U. S. Department of Health and Human Services that the procurement requirements contained in 45 CFR part 92 are applicable to public sub-grantees. Please stay alert to additional communications and training opportunities regarding these new requirements.

The following OAC rules have been amended:

5101:9-4-01 Acquisition Standards Definitions
This rule provides definitions for key terms contained in Chapter 5101:9-4 of the Administrative Code.

5101:9-4-02 Standards of Acquisitions
This rule sets forth the requirement that each county family services agency and workforce development agency must establish and follow written acquisition standards in accordance with applicable law and regulations, which are specified in the rule.

5101:9-4-04 County Written Code of Standards of Conduct
This rule establishes the requirement that each county family services agency and workforce development agency maintain a written code of standards of conduct that will govern the performance of its officers and employees engaged in acquisition activities. The rule specifies the provisions of applicable federal and state laws and regulations which must be included in the code of standards of conduct.

5101:9-4-06 Small and Minority Business and Women's Business Enterprise and Labor Surplus Area Firms
This rule establishes the requirements, which are contained in federal law and rules, for county family services agencies and workforce development agencies to make efforts to utilize small and minority-owned businesses, women's business enterprises and labor surplus area firms when they are potential resources for supplies, equipment, and services.

5101:9-4-07 Procurement Requirements
This rule establishes requirements from applicable federal state laws and regulations which must be contained in the written acquisition standards established by county family services agencies and workforce development agencies pursuant to rule 5101:9-4-02 of the Ohio Administrative Code. This rule consolidates a number of requirements previously contained in rule 5101:5-08, which is being rescinded. The rule emphasizes federal acquisition requirements, as purchases made for family services duties, both financial and administrative, and workforce development activities are exempt from state competitive bidding requirements.

These rules replace APM. 4000. through APM. 4032.31.

The following OAC rules have been rescinded:
5101-5-01 Acquisitions Standards and Guidelines
Questions regarding these rules should be directed to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: All County Departments of Job and Family Services Directors
All County Departments of Job and Family Services
All Public Children Services Agencies
All Child Support Enforcement Agencies

From: Barbara E. Riley, ODJFS Director

Subject: Family Service Agency Responsibilities

County Family Services Agencies that receive financial assistance from the Ohio Department of Job and Family Services (ODJFS) to perform family service duties must comply with the program and fiscal requirements as set forth in rule 5101:9-6-51 of the Administrative Code.

Family Service Agencies must:

- Comply with federal and state accountability requirements for the use of all financial assistance;
- Limit cash draws from ODJFS to the minimum amount needed;
- Utilize a financial management system and other accountability mechanisms that meet ODJFS requirements;
- Use the ODJFS designated software to report financial and other statistical data to ODJFS;
- Provide program reports, financial reports, and updates established by ODJFS requirements;
- Make prompt reimbursements to ODJFS of unallowable expenditures determined through an audit or other review of county family services expenditures;
- Provide records to authorized state and federal agencies for audits and investigations;
- Make prompt reimbursements to ODJFS when an investigation or audit by a state or federal agency determines that there is an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation or other sanction or penalty; and
- Take prompt action to correct payments and errors identified in quality assurance and other ODJFS review.

This rule will become effective July 1, 2005 and will be simultaneously placed on clearance. Required edits identified in the clearance process will be completed in a rule amendment.

Questions regarding family service agency responsibilities should directed to your fiscal supervisor or the Bureau of County Finance at (614) 752-9194.
TO: All Administrative Procedure Manual Holders
    All County Department of Job and Family Services Directors
FROM: Barbara E. Riley, Director
SUBJECT: Data System Security

Rule 5101-9-37 of the Administrative Code is being rescinded and replaced with new rule 5101:9-9-37. The contents of rule 5101-9-37 have been transferred into rule 5101:9-9-37 with minor wording changes. The change is being made to align with the plan to eventually eliminate all 5101-XX-XX rules and convert them to 5101:XX-XX-XX rules.

Please direct any inquiries regarding these rules to Michael Lynch in legal services at 614-466-4605.
TO: Administrative Procedure Manual Holders
FROM: Barbara E. Riley, ODJFS Director
SUBJECT: WIA- Discrimination Complaints

Ohio Administrative Code section 5101:9-2-05 is being amended to better reflect federal regulations involving the Workforce Investment Act (WIA) at 29 CFR 37. The WIA laws require that each Workforce Development Agency and Workforce Development Agency contractor operate each WIA program or activity so that it is readily accessible to persons with disabilities and provides meaningful access to persons with Limited English Proficiency and that participants in the WIA programs and activities not be discriminated against on the grounds of race, color, national origin, disability, age, gender, religion, citizenship, political affiliation or belief, beneficiary status or participant status.

Because ODJFS supervises the WIA programs and activities but the Workforce Development Agencies actually administers the WIA programs and activities, ODJFS requires that each One Stop designate an Equal Opportunity (EO) Officer to make sure the one stop is in compliance with the anti-discriminatory laws and process discrimination and programmatic complaints. The EO officer also acts as a liaison with ODJFS when the Bureau of Civil Rights is investigating or addressing complaints involving the One Stop. The amendments to OAC 5101:9-2-05 include qualifications for the EO officer and directions allowing the EO to perform other duties at the one stop but precluding assignment of duties at the One Stop that create a conflict with the EO duties.

Questions regarding this rule should be directed to Paul Van Pelt in the Bureau of Civil Rights at (614) 644-2703.
May 20, 2005

To: Administrative Procedure Manual Holders
    County Departments of Job and Family Services' Directors

From: Barbara E. Riley, Director

Subject: FOOD STAMP FRAUD CONTROL REPORT (JFS 04200)

The Food Stamp Fraud Control Report (JFS 04200) is designed to collect data on persons convicted of food stamp fraud, the investigations leading to those convictions, and the dollar amounts involved. The Food and Nutrition Services (FNS) have changed the reporting requirements. It is no longer necessary to report the number of pending investigations or pending decisions from previous reporting periods. It is also not required to specify whether cases under investigation were "PA" or "NPA".

The data for the Food Stamp Fraud Control Report (JFS 04200) is compiled from records of the county department of job and family services (CDJFS) fraud investigation unit and court records of food stamp fraud convictions in the county or notifications from the county prosecutor.

The CDJFS is responsible for taking appropriate actions to identify and recover incorrectly paid food stamp benefits. Each CDJFS must submit a Food Stamp Fraud Control Report (JFS 04200) annually by July 15 for the state fiscal year (SFY) period beginning July 1 and ending June 30.

The Ohio Department of Job and Family Services (ODJFS) no longer provides paper copies of the Administrative Procedure Manual (APM). This APMTL may be accessed at: http://emanuals.odjfs.state.oh.us/emanuals.

The Food Stamp Fraud Control Report (JFS 04200) is accessible through the ODJFS on-line forms listing: http://www.odjfs.state.oh.us/forms/inter.asp.

Questions concerning this report should be directed to the Office of Research, Assessment and Accountability Bureau Of Program Integrity Fraud Control Section at: 614 -728 -7740.
TO: All Administrative Procedure Manual Holders
   All County Departments of Job and Family Services Directors
FROM: Barbara E. Riley, ODJFS Director
SUBJECT: One Time Special Funding for Income Maintenance Control and Federal Social Services

The Ohio Department of Job and Family Services (ODJFS) will distribute additional Income Maintenance Control and Federal Social Service funding one time only for state fiscal year 2005. This funding will be identified as Income Maintenance III allocation and Federal Social Service III allocation.

The purpose of increase in funding for the Income Maintenance Control III allocation is to provide sufficient funds for continued administrative operations of the Food Stamp, Medicaid and Disability Assistance programs allowing for a 3.8 percent expenditure growth rate for SFY 2005, over expenditures from SFY 2004.

The amount of funding made available to county departments of job and family services will be based on a distribution methodology outlined in the attached Ohio Administrative Code rule 5101:9-6-55 (One Time Special Funding for Income Maintenance Control and Federal Social Services).

The purpose of increase in federal social service funding is to provide sufficient funds for continued operation and program support of social services operating adult protective service and federal social service programs allowing for a 3.2 percent expenditure growth rate for SFY 2005, over expenditures from SFY 2004.

Questions regarding this one-time distribution should be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
APMTL 292

Administrative Procedure Manual Transmittal Letter No. 292

April 12, 2005

To: Administrative Procedure Manual Holders
County Departments of Job and Family Services' Directors

From: Barbara E. Riley, Director

Subject: FFY 04 TANF High Performance Bonus Incentive

ODJFS is distributing a one-time, TANF High Performance Bonus Incentive to counties for SFY 2005 in the amount of $28,115,197. This bonus incentive is covered by the fiscal agreement and bound by state and federal TANF funding restrictions. Expenditure of these funds in no way entitles counties to future incentives. The FFY 04 TANF High Performance Bonus Incentive allocation has a liquidation period ending September 30, 2006, pursuant to 45 CFR 92.3 and sections 404(e) and 409(a)(1) of the Social Security Act. Any future TANF High Performance Bonus Incentives will be referred to by the Federal Fiscal Year in which ODJFS receives the grant award.

This incentive is for TANF non-assistance funding only. To make improvements that will earn future incentives, ODJFS recommends investing this bonus in PRC services. Expenditures will be reported on the JFS 02827 using the following codes:

<table>
<thead>
<tr>
<th>1051 - FFY 04 TANF High Performance Incentive</th>
<th>Program Code</th>
<th>Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1247 FFY 04 H.P. TANF Transportation OWF</td>
<td>442</td>
<td>53</td>
</tr>
<tr>
<td>2-1251 FFY 04 H.P. TANF PRC Diversion</td>
<td>161</td>
<td>53</td>
</tr>
<tr>
<td>2-1252 FFY 04 H.P. TANF PRC Transitional</td>
<td>162</td>
<td>53</td>
</tr>
<tr>
<td>2-1253 FFY 04 H.P. TANF Work Activities</td>
<td>163</td>
<td>53</td>
</tr>
<tr>
<td>2-1254 FFY 04 H.P. TANF Transportation PRC</td>
<td>443</td>
<td>53</td>
</tr>
<tr>
<td>2-1256 FFY 04 H.P. TANF / CW Administration</td>
<td>444</td>
<td>53</td>
</tr>
<tr>
<td>2-1283 FFY 04 H.P. TANF / OWF Administration</td>
<td>445</td>
<td>53</td>
</tr>
<tr>
<td>2-1284 FFY 04 H.P. TANF / PRC Administration</td>
<td>446</td>
<td>53</td>
</tr>
<tr>
<td>2-1287 FFY 04 H.P. TANF/LEAP Administration</td>
<td>447</td>
<td>53</td>
</tr>
<tr>
<td>2-1288 FFY 04 H.P. TANF/Ohio Reads</td>
<td>448</td>
<td>53</td>
</tr>
<tr>
<td>2-1289 FFY 04 H.P. TANF Supportive Services OWF</td>
<td>449</td>
<td>53</td>
</tr>
<tr>
<td>2-1294 FFY 04 H.P. TANF Supportive Services Transitional</td>
<td>450</td>
<td>53</td>
</tr>
<tr>
<td>2-1295 FFY 04 H.P. TANF / OWF Diversion</td>
<td>451</td>
<td>53</td>
</tr>
<tr>
<td>2-1296 FFY 04 H.P. Kinship Navigator</td>
<td>452</td>
<td>53</td>
</tr>
<tr>
<td>2-1297 FFY 04 H.P. Child Welfare - TANF</td>
<td>453</td>
<td>53</td>
</tr>
<tr>
<td>2-1298 FFY 04 H.P. TANF Training</td>
<td>441</td>
<td>53</td>
</tr>
</tbody>
</table>
Information regarding the TANF bonus incentive is outlined in new Administrative Code Rule 5101:9-8-03. Please note that this rule previously went through clearance under CCN # 5364. However, in response to comments received, amendments were made to the original policy in an effort to expand reporting categories to include all of those currently used for existing TANF allocations. Therefore, the rule is being placed back on clearance.

Financial technical assistance related to this rule is available through your Fiscal Supervisor. Any questions related to program implementation should be directed to the Office Of Family Stability at 466-4815.
To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
From: Barbara Riley, Director
Subject: DOL Settlement Funds Allocation

As a result of settling the previous sanction against Ohio for failure of WIA performance for program years 2000 and 2001, ODJFS has received settlement funds from the Department of Labor (DOL). Contingent upon an approved plan submitted by each Workforce Investment Area to ODJFS, each area is eligible to receive $10,000 for expenditure beginning January 3, 2005 through June 30, 2005. Details are outlined in new rule 5101:9-6-54 of the Administrative Code.

Please direct inquiries regarding technical assistance to your Fiscal Supervisor.
ODJFS is distributing a Veteran Short-term Program allocation designed for eligible veterans qualifying for services under local WIA eligibility criteria to obtain or retain employment that leads to self-sufficiency. Funds are only available through the end of Program Year 2004 and all accrued expenditures must be liquidated by August 31, 2005 to be allocated statewide on a first come, first serve basis.

Funding will be distributed in two separate allocations. Expenditures shall be reported on the JFS 01992 report using the following coding:

**Coding Information for Direct Charging Administrative Costs to the VSTP Allocation**

<table>
<thead>
<tr>
<th>Description</th>
<th>Program</th>
<th>Class ID</th>
<th>Line Code</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY'04 Expenditures</td>
<td>490</td>
<td>28</td>
<td>2-7244</td>
<td>7020</td>
</tr>
<tr>
<td>PY'04 Accruals</td>
<td>490</td>
<td>33</td>
<td>2-7245</td>
<td>7020</td>
</tr>
<tr>
<td>PY'04 Obligations</td>
<td>490</td>
<td>35</td>
<td>2-7246</td>
<td>7000</td>
</tr>
<tr>
<td>PY'04 Interest Receipts</td>
<td>490</td>
<td>31</td>
<td>2-7250</td>
<td>7001</td>
</tr>
<tr>
<td>PY'04 Interest Expenditures</td>
<td>490</td>
<td>09</td>
<td>2-7251</td>
<td>7001</td>
</tr>
<tr>
<td>PY'04 Program Income Receipts</td>
<td>490</td>
<td>14</td>
<td>2-7248</td>
<td>7001</td>
</tr>
<tr>
<td>PY'04 Program Income Expenditures</td>
<td>490</td>
<td>18</td>
<td>2-7249</td>
<td>7001</td>
</tr>
<tr>
<td>PY'04 Stand In Costs</td>
<td>490</td>
<td>37</td>
<td>2-7247</td>
<td>7002</td>
</tr>
</tbody>
</table>

**Coding Information for Charging Program Services to the VSTP Allocation**

<table>
<thead>
<tr>
<th>Description</th>
<th>Program</th>
<th>Class ID</th>
<th>Line Code</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY'04 Expenditures</td>
<td>489</td>
<td>28</td>
<td>2-7236</td>
<td>7019</td>
</tr>
<tr>
<td>PY'04 Accruals</td>
<td>489</td>
<td>33</td>
<td>2-7237</td>
<td>7019</td>
</tr>
</tbody>
</table>
Further details of the VSTP allocation are contained in new OAC rule 5101:9-6-49. Financial technical assistance related to this rule is available through your Fiscal Supervisor. Questions related to program implementation should be directed to the Office of Workforce Development.
To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
From: Barbara E. Riley, Director
Subject: National Emergency Grant (NEG) Allocation

As authorized by Section 173 of the Workforce Investment Act (WIA) of 1998, NEGs are discretionary grants awarded to Workforce Investment areas determined to be eligible by the Secretary of Labor. These time-limited funds are intended to provide employment-related services for dislocated workers in response to significant dislocation events. Specific funding and reporting information is detailed in the attached new rule 5101:9-6-53 of the Administrative Code.

Please direct inquiries regarding technical assistance to your Fiscal Supervisor.
To: Administrative Procedure Manual Holders
From: Barbara Riley, Director, ODJFS
Subject: Public Assistance Fund Allocations and Linkages

Paragraph (D) of rule 5101:9-6-03 of the Administrative Code Public Assistance Fund Allocations and Linkages has been amended to include the process for monitoring and tracking non-federal match funds for Federal Food Stamp and Medicaid administration expenditures. Counties are required to complete the JFS 01870 ODJFS Federal Medicaid and Federal Food Stamp Match Certification form and submit it to ODJFS.

Questions regarding this rule should be directed to your Regional Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
From: Thomas J. Hayes, Director
Subject: ODJFS RMS Review Process

New Administrative Code rule 5101:9-7-22 outlines a process for monitoring and reviewing the Random Moment Time Study (the federally approved method of cost allocation for administrative costs associated with child support, child welfare, social services, income maintenance, public assistance/diversion and workforce development programs). Upon filing of this rule, the Fiscal Supervisors from ODJFS Bureau of County Finance and Technical Assistance (BCFTA) will be responsible for conducting reviews at Public Children Services, Child Support Enforcement, Workforce Development and Job and Family Service agencies.

Information obtained during RMS reviews will be used first to determine training needs in each local agency and subsequently in developing agency specific training programs. This review process is not an audit and review results will be shared with local agency staff for continuous improvement. Reviews conducted by fiscal supervisors of the BCFTA are not designed to detect all possible errors that may eventually arise in audit findings.

Please direct inquiries to your Fiscal Supervisor.
To: All County Department of Job and Family Services' Directors

All Administrative Procedure Manual Holders

From: Thomas J. Hayes, Director

Subj: Guidance to County Agencies that Download, Match, Scrape or Extract Data from an ODJFS Automated System.

Attached is rule 5101:9-9-38. This rule provides guidance to county agencies when downloading, matching, scraping or extracting data (collectively referred to as extracting data) from Ohio department of Job and Family Services' automated systems.

The rule sets out the circumstances under which employees of county agencies may extract data; guidelines wherein the county agencies may extract data and provide the data to county agency contractors, law enforcement agencies and auditors; and a procedure and requirements to be followed should a county agency decide to extract data or authorize extraction of data from an Ohio Department of Job and Family Services automated system and migrate that data to a computer system, data base or application not under the control of the Ohio Department of Job and Family Services.

Questions regarding this APMTL may be directed to the Office of Legal Services at 614 466-4605.
Attached is an explanation of accreditation subsidies to the SCPA for Public Children's Services Agencies (PCSA). These subsidies will be allocated to PCSAs as outlined in this administrative procedure manual transmittal letter and in accordance with OAC 5101:9-6-21 (also attached).

These subsidies are being provided to PCSAs that seek and acquire accreditation from the Council on Accreditation. The purpose of these subsidies is to partially offset the costs incurred to secure or maintain accreditation.

Questions regarding this APMTL may be directed to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
Ohio Human Services Training System funding, distributed through increased TANF and Title XX allocations, reimburses counties for costs related to the coordination and delivery of county caseworker/supervisor training activities. Currently, four counties serve as Regional Training Centers (RTCs) and are responsible for statewide coverage. The four counties are Franklin, Hamilton, Lucas and Summit. Each of the counties have an assigned coverage area but will work in a collaborative manner in order to maximize efficiencies and available training resources. Details on funding are outlined in rule 5101:9-6-48 "Ohio Human Services Training System Allocation" of the Administrative Code.

Please direct inquiries to your Fiscal Supervisor.
Administrative Procedure Manual Transmittal Letter No. 283

September 16, 2004

To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors

From: Thomas J. Hayes, Director

Subject: Reed Act One-Stop Allocation

Administrative Code Rule 5101:9-31-04 "Special One-Stop Administrative Grant Allocation" is being amended to reflect a change in the funding process. Effective immediately, funds will be available through a cash draw. The amendments made to paragraph (D) of this rule and the new JFS 01857 "Reed Act Request Form" and JFS 01992 "Workforce Investment Act (WIA) Fund Certification Sheet" are intended to make the request for payment and overall process more clear. In addition, the original rule title is being amended to "Reed Act One-Stop Allocation" in an effort to link the title with the funding source.

Please direct inquiries to your Fiscal Supervisor.
This APMTL provides required financial codes that are to be used to report expenditures of the one-time, 21.4 million dollar, TANF High Performance Bonus Incentive to counties. This bonus incentive is covered by the fiscal agreement and bound by state and federal TANF funding restrictions. Expenditure of these funds in no way entitles counties to future incentives. The TANF High Performance Bonus Incentive allocation has a liquidation period ending September 30, 2005, pursuant to 45 CFR 92.3 and sections 404(e) and 409(a)(1) of the Social Security Act.

This incentive is for TANF non-assistance funding only. To make improvements that will earn future incentives, ODJFS recommends investing this bonus in PRC services. Expenditures will be reported on the JFS 02827 using the following codes:

- Line code 2-1259 TANF High Performance Work Activities - financial code 128-53
- Line code 2-1233 TANF High Performance PRC Diversion - financial code 108-53
- Line code 2-1245 TANF High Performance PRC Transitional - financial code 116-53

Information regarding the TANF bonus incentive is outlined in new Administrative Code Rule 5101:9-8-01 and sections 8370. - 8373. of the Administrative Procedure Manual (APM). In addition, APM section 8300. has been updated to reflect current ODJFS practices regarding performance allocation reporting procedures. Changes include the addition of a new form, JFS 01991, and new rule 5101:9-8-02.

Financial technical assistance related to this rule is available through your Fiscal Supervisor. Any questions related to program implementation should be directed to the Office Of Family Stability at 466-4815.

Instructions: Remove sections 8300. - 8373. of the APM and replace with corresponding pages.(APM.8301. - APM.8399.)
TO: All County Department of Job and Family Services' Directors
   All Administrative Procedure Manual Holders
FROM: Thomas J. Hayes, Director
SUBJECT: Public Assistance Fund Allocations and Linkages

This transmittal rescinds Administrative Code rule 5101:9-6-03 Consolidated Funding and replaces it with a new Administrative Code rule 5101:9-6-03 titled Public Assistance Fund Linked Allocations. The consolidated allocation as terminated in Administrative Procedure Letter No. 279, is being replaced by several linked allocations.

The Ohio Department of Job and Family Services (ODJFS) is making amendments for State Fiscal Year (SFY) 2005 to the policies/business rules to stop the roll mechanism that currently exists within the consolidated allocation. The roll mechanism will be replaced by allocation links in funding streams across several of the individual allocations that made up the consolidated allocation.

ODJFS will first charge expenditures and/or issue draws to the appropriate allocation. If a link exists to any other allocation, then ODJFS will charge excesses to the linked allocation when there are available funds in the linked allocation for an individual county.

The linked allocations are as follows: (1) Federal Social Services (Title XX), Adult Protective Services and State Social Service Operating allocations will be linked; (2) Food Stamp Employment and Training (FSET) will be linked to Income Maintenance and to Federal Food Stamps; and (3) the only link to TANF will be through the County Child Care allocation which will be linked to the quality child care allocation. Refugee Services will be issued a separate allocation with no linkages to other funding streams. These linkages are also illustrated on the attached diagram. Please note the flow arrows in this diagram represent how ceiling excesses for a specific allocation will be linked to other allocations in a grouping. The arrows indicate where expenditures and cash draws that are in excess of ceilings, will link for continued cash flow. Expenditures will only be linked in the direction identified by the arrows.

Food Stamp and Medicaid administration allocations will become pass through allocations to local CDJFS agencies. The Income Maintenance allocation will be used by CDJFS as the non-federal match for the 50% federal financial participation (FFP) until that funding source is exhausted. The Income Maintenance allocation will be increased by $55.5 million to assist county agencies in providing these essential Food Stamp and Medicaid support services. Once the Income Maintenance allocation is exhausted by a county, then the 50% FFP will be passed through to a CDJFS as long as a CDJFS identifies local funds as the non-federal match component. We will develop a process and/or form soon to be used by county agencies for such documentation.

Please contact your Fiscal Supervisor, or the Bureau of County Finance and Technical Assistance at (614) 752-9194 with any questions.

Attachment
Click here to view the PA Fund Linkage
The Professional Education Program as outlined in rule 5101:9-9-14 of the Ohio Administrative Code aligns training cost with federal funding so county agencies can access Federal Financial Participation (FFP) for administration of approved job-related training. This program is designed to assist county agencies as they address the training and educational needs of Ohio's county job and family services, child support enforcement, workforce development, and children services, employees.

- County agency directors or designees must establish county participation guidelines, policy, and application processing procedures compliant with state and federal rules/regulations;
- Courses must be provided by institutions approved by the Ohio Board of Regents and accredited by the North Central Association of College and Schools;
- Employees may be required to provide evidence of institutional accreditation;
- Only county agency approved work-related courses are eligible for reimbursement;
- County employees enrolled in courses approved for tuition reimbursement may be responsible for payment of tuition to eligible colleges/universities;
- Employees will be reimbursed by the county after successful course completion;
- County agencies will provide the required non-federal share cash match for county employees.
- The county will be reimbursed the FFP rate of tuition and cost of course required books based on the worker type;
- The county agency will report tuition reimbursement by financial code;
- ODJFS will process reimbursements on a quarterly basis;
- All reimbursements will be deposited to the appropriate county fund where the original expenditure for tuition was incurred;

The federal reimbursement rate for approved courses that have been successfully completed is based on caseworker type and is as follows:

Public Asst. (IM) workers - 50% federal reimbursement/ODJFS will charge the county's IM Control Allocation for the match requirement.

Child Welfare workers - 50% federal reimbursement/ODJFS will charge the county's State Children Protective Allocation for the match requirement.

Social Service workers - 80% federal reimbursement/ODJFS will charge the county's Social Service Operating Allocation for the match requirement.

Child Support workers - 66% federal reimbursement/ODJFS will charge the county's Match Allocation for the match requirement.

When the county has exhausted the available state funded allocations, the remaining tuition reimbursement match requirement will become a local obligation.
One-time work related courses, continuing education, and training not associated with the pursuit of a degree or formal certification is allowable/reimbursable through cost pool distribution.

The Federal Financial Participation Rate will be posted annually on the ODJFS website:
state.oh.us/Ofs/bcfta/bulletin_board.pdf

As a result of a review of the tuition reimbursement process for education and training classes, rule 5101-9-13 of the Administrative Code has been rescinded. ODJFS is required to monitor state and federal funds it distributes.

Questions regarding financial codes and federal financial participation (FFP) should be directed to the Bureau of County Finance and Technical Assistance (614) 752-9194.

Instructions:
Remove entire Chapter 9000 Outline of Contents and replace with attached corresponding sections dated July 15, 2004.

Remove sections 9119. through 9199. and replace with corresponding sections dated July 15, 2004. (APM.9120., APM.9212.)
Administrative Procedure Manual Transmittal Letter No. 275

June 1, 2004

To: Administrative Procedure Manual Holders

County Departments of Job and Family Services' Directors

From: Thomas J. Hayes, Director

Subject: SPECIAL ONE-STOP ADMINISTRATIVE GRANT AND CHAPTER 6000 UPDATE

The Ohio Department of Job and Family Services (ODJFS) has received federal funds in the form of a special one-time grant, part of which will be made available for expenditure through local one-stop systems. This "Reed Act" funding was appropriated under Section 23 of Am. Sub S.B. 261 of the 124th Ohio General Assembly and Section 903 of the Social Security Act as amended by Section 209 of the Temporary Extended Unemployment Compensation Act of 2002, Title II of the Job Creation and Worker Assistance Act of 2002, Public Law No. 107-147 and under Sections 4141.10 (A), 4141.13 (C), 4141.13 (P) and 4141.43 (I) of the Ohio Revised Code. The purpose of the distribution is to assist ODJFS in paying for equipment, materials and resources to be used for administrative activities of the Unemployment Insurance Program and/ or for administrative activities of employment services administered through public employment offices, including one-stop systems.

Local Workforce Investment Boards must enter into grant agreements with ODJFS in order to receive these funds and distribution will be made in accordance with those agreements. Each one-stop system shall submit a request to ODJFS for pre-approval for the expenditure/ reimbursement of grant funds. Funding will be issued only for material, equipment and resources that have written prior approval from ODJFS. Funds will be allocated through assigned fiscal agents through June 30, 2005, on a reimbursement process only, unless the grant is suspended or terminated by ODJFS. Please note that for State Fiscal Year ending June 30, 2004, ODJFS serves as fiscal agent for Area 7 counties.

Further details are provided in APM.6966. and new Administrative Code Rule 5101:9-31-04 "Special One-Stop System Administrative Grant Allocation." In addition, in an effort to reflect the most current information available, the entire chapter 6000 of the APM is being updated and new Administrative Code Rule 5101:9-10-31 "County Share of Public Assistance Expenditures" has been filed to replace previous 5101-10-3 "County Share of Income Maintenance and TANF Programs."

This information has been provided to assist local areas in meeting eligibility for funds expenditure and use. Additional questions regarding this administrative procedure policy should be directed to the Office of Workforce Development, your local Fiscal Supervisor or the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.

* Instructions: Remove and replace entire Chapter 6000 of the APM and outline of contents. (APM.6000.)
TO: All Administrative Procedure Manual Holders
County Department of Job and Family Service Directors
Public Children Services Agency Directors

FROM: Thomas J. Hayes, Director, ODJFS

SUBJECT: JUVENILE COURT RANDOM MOMENT SAMPLE

A juvenile court that has entered into an interagency agreement with the Ohio Department of Job and Family Services may seek partial reimbursement of actual, allowable, and necessary administrative and training costs incurred on behalf of Title IV-E eligible children.

In those cases where county Juvenile Courts desire to claim administrative and training costs for activities performed by its own staff, the Court agrees to do so solely on behalf of staff who perform the activities enumerated below. Administrative and training cost payable to the Court will be determined utilizing a monthly financial statement, a random moment sample time study, and other procedures and forms as indicated in the ODJFS Administrative Procedure Manual (APM).

Examples of administrative activities associated with court actions for eligible children include, but are not limited to:

- referral of a child to services;
- preparation for and participation in judicial determinations;
- arrangement of the placement of the child;
- development, ongoing management and implementation, and supervision of the child's case plan, but not the cost of any therapeutic, treatment, or counseling services required thereunder;
- preparation for and participation in case reviews;
- agreements for the recruitment and licensing of foster homes;
- The determination of Title IV-E eligibility, whether such determination is affirmative or negative;
- supervision of the child's placement;
- participation by casework staff in formal and organized training activities. For the purpose claiming administrative costs for this activity, such costs will be limited to the salary and fringe benefits of such staff proportionate to the time spent in such training; and
- case management on behalf of children determined by the Court to be at serious risk of removal from home and for whom the Court has undertaken a plan of reasonable efforts to prevent such removal.

Reimbursement for activities may be performed by personnel of the Court, by contractual agreement, or by another party on behalf of the Court. To be claimable, the activity must be made associated with court actions for children eligible to receive foster care maintenance payments or children determined by the Court to be at serious risk of removal from the home and for whom the Court has undertaken a plan of reasonable efforts to prevent such removal. Reimbursement of costs claimed for these activities must originally be expended solely from state or local funds appropriated to the Court and may not be charged to any other federal program.

Please direct inquiries to your Fiscal Supervisor or by calling the Bureau of County Finance and Technical Assistance at (614) 752-9194.

INSTRUCTIONS:

- Remove the Chapter 7000 Outline of Contents page.
- Insert the attached Chapter 7000 Outline of Contents page.
• Remove pages beginning with APM.7413 (continued) and insert the attached corresponding pages. (APM.7420. - APM.7438.)

• Insert the attached JFS 01794I (Juvenile Court Random Moment Sample Time Study Instructions, Activity Codes, and Definitions) in the Appendix.

• Insert the attached JFS 01794 (Juvenile Court Random Moment Sample Time Study) in the Appendix.

• Insert the attached JFS 01797 (Juvenile Court Social Services Random Moment Allocation Quarterly Billing) in the Appendix.
Administrative Procedure Manual Transmittal Letter No. 277

April 16, 2004

To: Administrative Procedure Manual Holders
County Departments of Job and Family Services' Directors

From: Thomas J. Hayes, Director

Subject: Incentive for Recovery of Incorrectly Paid Medical Assistance Benefits Caused by Recipient Error

The county department of job and family services (CDJFS) is responsible for taking action to identify and recover incorrectly paid medical assistance benefits caused by recipient error. In accordance with section 5111.12 of the Ohio Revised Code, counties may retain earnings on overpayment collections. ODJFS is updating the Administrative Procedure Manual section 7684. - 7685. and proposing Rule 5101:9-10-50 of the Ohio Administrative Code for adoption to implement this incentive for collection.

For collections reported after July 1, 2004, the CDJFS will retain fifty per cent of the non-federal share of any collections made. The remaining portion of the non-federal share shall be returned to ODJFS along with the federal share for ODJFS to forward to the federal government. The fiscal reporting procedure will utilize code combination 985-51 on the JFS 02827 "Monthly Financial Statement."

Please direct inquiries to your Fiscal Supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
TO: County Departments of Job and Family Services' Directors
Office of Ohio Health Plans

FROM: Thomas J. Hayes, Director

SUBJECT: Change in Reporting Requirements for the Title XIX Medicaid Transportation Report - JFS 04208 (ODHS 4208)

The Ohio Department of Job and Family Services' Office of Fiscal Services will discontinue maintenance and oversight responsibility for the Title XIX Medicaid Transportation Report-JFS 04208 (ODHS 4208) effective immediately.

The decision to discontinue the Office of Fiscal Services' management of this report is the result of a determination the data is statistical information and is not captured for fiscal reporting requirements. This form will be obsoleted from the Administrative Procedure Manual immediately as captured in the attached APM document, but will continue to be a reporting requirement for all CDJFS.

In the interim, the Bureau of Health Plan Policy (Ohio Health Plans) will assume maintenance and oversight responsibility for the Title XIX Medicaid Transportation Report-JFS 04208 (ODHS 4208). Beginning with the March 2004 report, county departments of job and family services (CDJFS) should submit their Title XIX Medicaid Transportation Report-JFS 04208 (ODHS 4208) to:

Ohio Department of Job and Family Services
Ohio Health Plans
Bureau of Health Plan Policy
Benefits Management Section
30 East Broad Street - 27th Floor
Columbus, Ohio 43215

Questions regarding this APMTL may be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.

Instructions:
- Please remove the JFS 04208 from Appendix A in the APM; and
- Please remove the page beginning with APM. 5200. and replace with the attached respective page. (APM.5200.), (APM.5202.), (APM.5203.)
To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
From: Thomas J. Hayes, Director
Subject: ALLOCATION RULE AMENDMENTS

The Ohio Department of Job and Family Services (ODJFS) has received federal funds from various federal agencies in the form of grant agreements and will enter into fiscal agreements with local areas to provide financial assistance per Amended Substitute House Bill 95 of the 121st General Assembly.

Information detailing the specific program funding sources has been outlined in OAC rule 5101:9-6-50. Each existing allocation rule is being amended to ensure compliance with the corresponding federal grant award.

This information has been provided to assist local areas in meeting eligibility for funds expenditure and use. Additional questions regarding this administrative procedure policy should be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.

Chapter 6000 of the Administrative Procedure Manual is currently being updated to reflect these changes. Administrative Code rules that have been updated include:

5101:9-6-02 "County Allocation Process"
5101:9-6-05 "Income Maintenance (IM) Control Allocation"
5101:9-6-08 "Temporary Assistance for Needy Families"
5101:9-6-09 "Food Stamp Employment and Training (FSET) Allocation"
5101:9-6-10 "State Operating Allocation"
5101:9-6-12 "Federal Social Services Allocation"
5101:9-6-13 "Disaster Related Prevention, Retention and Contingency (PRC) assistance funding"
5101:9-6-14 "Adult Protective Services Allocation"
5101:9-6-16 "Refugee Resettlement Social Services (RRSS) Allocation"
5101:9-6-19 "State Child Protective Allocation"
5101:9-6-25 "ProtectOhio Funding"
5101:9-6-28 " Title IV-E Funding"
5101:9-6-35 "Chafee Allocation"
5101:9-6-36 "Emergency Services Assistance Allocations"
5101:9-6-37 "Title IV-B Allocation"
5101:9-6-38 "Post Adoption Special Services Subsidy (PASSS)"
5101:9-6-44 "Federal Food Stamp Medicaid Pass-Through"
TO: All Administrative Procedure Manual Holders
   County Department of Job and Family Services Directors
   Public Children Services Agency Directors
   Child Support Enforcement Agency Directors
FROM: Thomas J. Hayes, Director, ODJFS
SUBJECT: COUNTY AGENCY PROPOSALS FOR AN OPERATIONAL AGREEMENT

Am. Sub. H. B. 95 of the 125th General Assembly enacted section 5101.216 of the Revised Code to permit the ODJFS Director to enter into Operational Agreements with boards of county commissioners regarding family services duties.

Effective February 15, 2004, APM Chapter 9500 establishes the procedures that county family services agencies will follow in submitting to ODJFS a proposal for an Operational Agreement. These procedures are set forth in APM sections 9501-9504. APM sections 9505 - 9506 establish the procedures ODJFS will follow to review, consider, and approve or deny a county family services agency's proposal for an Operational Agreement.

Instructions: Insert new sections APM.9500-9506 into the manual after APM.9305-9499
RESERVED.(APM.9500; APM.9501, APM.9502, APM.9503, APM.9504, APM.9505, APM.9506)
To: All Administrative Procedure Manual Holders  
County Department of Job and Family Services Directors  
From: Thomas J. Hayes, Director, ODJFS  
Subject: County Organization and Fiscal Administration

The Ohio Department of Job and Family Services (ODJFS) has updated the contents of Chapter 1000 County Organization and Fiscal Administration of the Administrative Procedure Manual. The following rules of the Administrative Code have been updated to reflect ODJFS and organizational changes:

5101:9-1-02 County Cost Structures  
5101:9-1-04 Administrative Costs  
5101:9-1-05 Shared Costs  
5101:9-1-10 Countywide Central Service Costs  
5101:9-1-15 Cost Principles  
5101:9-1-16 County Organization and Fiscal Administration

The following rules have been rescinded:

5101-1-01 County Organizational Structures  
5101-1-02 County Cost Structures  
5101-1-04 Administrative Costs  
5101-1-05 Shared Costs  
5101-1-10 Countywide Central Service Costs  
5101-1-15 Cost Principles

Questions concerning the update of Chapter 1000 of the APM should be directed to your fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

INSTRUCTIONS:

Remove entire contents of Chapter 1000 dated August 1, 1998 and replace with the attached pages (contents of APM.1000.-APM.1999.).
TO: All Administrative Procedure Manual Holders
    County Department of Job and Family Services’ Directors
FROM: Thomas J. Hayes, Director, ODJFS
SUBJECT: ACTIVITY AND FINANCIAL PROGRAM REPORTING CODES UPDATE

This update includes code revisions to the following lists:

- JFS 02710 Income Maintenance Random Moment Sample Observation Form
- JFS 02714 Social Services Random Moment Sample Time Study
- JFS 02715 Social Services Random Moment Sample Child Welfare Time Study Activity Codes and Definition
- JFS 02820 Instructions For Completing The Monthly Financial Statement, Childrens Services (CS) Fund
- JFS 02827 Monthly Financial Statement

Revisions to the code lists are captured in **bold** type.

Questions regarding this update can be directed to your fiscal supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.

**INSTRUCTIONS:**

Please remove the corresponding pages of the code lists in Appendix A of the Administrative Procedure Manual and replace with the attached pages.
TO: All Administrative Procedure Manual Holders
County Department of Job and Family Services' Directors
FROM: Thomas J. Hayes, Director, ODJFS
SUBJECT: Consolidated Funding and Direct Costs

5101:9-6-03 - Consolidated Funding

The Consolidated Funding rule has been updated to include the following:

- New TANF Allocation Methodology - see paragraphs (H), (I), (J), and (K) of this rule;
- Ten Funding Sources - see paragraph (B) of this rule;
- County Agency Responsibilities - see paragraphs (Q) and (R) of this rule;
- Financial Assistance Availability - see paragraph (S) of this rule; and
- Disability Financial Assistance - see paragraph (M)(1)(h) of this rule.

5101:9-1-03 - Direct Costs

The Direct Costs rule has been updated to reflect the ODJFS organizational structure and there are no changes to the content. 5101:9-1-03 Direct Cost replaces 5101-1-03 of the Administrative Code.

Questions concerning the Consolidated Funding allocation and Direct Costs should be directed to your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance (614) 752-9194.

Instructions:

Remove pages headed APM.6171. through APM.6216. of APMTL 245 dated November 1, 2002 and replace with the attached corresponding pages dated December 31, 2003. (APM.6200. - APM.6216.)
To: All Administrative Procedure Manual Holders
   County Department of Job and Family Services Directors
From: Thomas J. Hayes, Director, ODJFS
Subject: Recission of 5101-1-03 Direct Costs and 5101:9-6-03 Consolidated Funding

The following rules have been rescinded and updated to reflect the organizational changes of the Ohio Department of Job and Family Services.

5101-1-03 - Direct Costs
5101:9-6-03 - Consolidated Funding

Questions regarding the recission of these rules should be directed to your fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.
TO: All Administrative Procedure Manual Holders
    County Department of Job and Family Services' Directors
    Public Children Services Agencies' Directors

FROM: Thomas J. Hayes, Director, ODJFS

SUBJECT: APM.6015. Community Evaluation Teams Allocation

The Child Abuse Prevention and Treatment Act of 1998 requires states to establish citizen review panels. The Ohio Department of Job and Family Services established Community Evaluation Teams to meet the requirement of the legislation and solicited bids from Public Children Services Agencies (PCSAs) to develop Community Evaluation Teams. The Community Evaluation Team Allocation is for the following three Public Children Services Agencies: Lorain, Marion and Scioto. The allocation is for the purpose of operating a Community Evaluation Team (CET) in each county.

Questions concerning Community Evaluation Teams may be directed to Ken Meeks in the Bureau of Family Services; 614-466-9274.

INSTRUCTIONS:
Insert section headed APM.6015 into Chapter 6000 after section 6013.
To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
From: Thomas J. Hayes, Director
Subject: Basic Child Abuse and Neglect Allocation

The Ohio Department of Job and Family services rescinded rule 5101-6-40 and is proposing new rule, OAC 5101:9-6-40 Basic Child Abuse and Neglect Allocation in replacement. No significant changes to the body of the rule have been made. There is no fiscal or training impact as a result of this update.
To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
From: Thomas J. Hayes, Director
Subject: County Child Care Funding Allocation Rule

The Ohio Department of Job and Family Services rescinded rule 5101-6-11 and a new rule, OAC 5101:9-6-11, is being filed in replacement. No significant changes to the body of the rule have been made.

There is no fiscal impact or training requirements for the counties as a result of this update.
TO: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
   
FROM: Thomas J. Hayes, Director

SUBJECT: ADMINISTRATIVE PROCEDURE MANUAL CHAPTER 9400 OBSOLETE

ODJFS is rescinding Administrative Procedures Manual (APM) Chapter 9400, effective September 26, 2003. APM Chapter 9400 contained the dispute resolution provisions established by section 5101.24 of the Revised Code. However, Am. Sub. H. B. 95 amended section 5101.24 of the Revised Code is making a number of significant revisions in the procedures to be followed when a county family services agency appeals an adverse action proposed by ODJFS against a county agency. These changes are effective September 26, 2003. ODJFS is currently drafting Ohio Administrative Code rules to implement the revisions to section 5101.24 of the Revised Code. The goal is to have these draft rules available for Clearance review and comment within the next few weeks. Beginning on September 26 and continuing until the new rules are adopted, appeals of ODJFS actions by county family services agencies will proceed in accordance with section 5101.24 of the Revised Code as amended by Am. Sub. H. B. 95.

Questions regarding this APMTL may be directed your local fiscal supervisor or you may receive assistance by calling (614) 752-9194.

Instructions:
Please remove APM sections 9400 to 9699 Reserved.
To: Administrative Procedure Manual Holders  
County Departments of Job and Family Services' Directors

From: Thomas J. Hayes, Director

Subject: Help Me Grow Allocation

The Ohio Department of Job and Family Services is updating chapter 6000 of the Administrative Procedure Manual to include the revised allocation formula for the Help Me Grow Program. The new allocation formula provides more equitable funding for counties and a slight change in the mix of funds.

As outlined in Am. Sub. H. B. 95, Part II., this program is administered by the Department of Health and only a portion is funded through ODJFS (Federal TANF Block Grant). This APMTL updates APM.6820. and creates new Administrative Code Rule 5101:9-6-47 to reflect the new allocation methodology.

Please direct inquiries to Kathy Cameron, TANF Carve Out Section Chief, at (614) 644-7278, your Fiscal Supervisor or your Help Me Grow Regional Program Consultant in the Bureau of Early Intervention Services, Department of Health at (614) 644 - 8389.

(Updates to Chapter 6000 include sections: APM.6820. APM.6821., APM.6823., APM.6824., APM.6825., APM.6826.-6829. Reserved)
To: All Administrative Procedure Manual Holders
   County Departments of Job and Family Services
From: Thomas J. Hayes, Director
Subject: ODJFS Audit Function

The ODJFS Audit Function formerly County Audit Scope and Process has been updated. Rule 5101:9-9-29 of the Administrative Code replaces the rescinded 5101-9-29 of the Administrative Code. The Ohio Department of Job and Family Services is required to monitor state and federal funds that are distributed through or from the ODJFS.

Please direct inquiries concerning audits to Bill Severns at 614-444-2219.
To: Administrative Procedure Manual Holders
County Departments of Job and Family Services' Directors

From: Thomas J. Hayes, Director

Subject: FISCAL AGREEMENTS AND ODJFS GRANTS

The Ohio Department of Job and Family Services (ODJFS) has received federal funds from various federal agencies in the form of grant agreements and will enter into fiscal agreements with counties to provide financial assistance per Amended Substitute House Bill 95 of the 121st General Assembly.

Information detailing the specific program funding sources is outlined in the attached OAC rules, 5101:9-6-50. Local areas' performance responsibilities, as a condition for receiving funds, requires compliance with the specific program guidelines, contained within the Ohio Revised Code statute.

This information has been provided to assist local areas in meeting eligibility for funds expenditure and use. Additional questions regarding this administrative procedure policy should be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance by call (614) 752-9194.
TO: Administrative Procedure Manual Holders  
County Departments of Job and Family Services' Directors  
FROM: Thomas J. Hayes, Director  
SUBJECT: SERVICE LEVEL AGREEMENT (SLA) VERSION 4.0  

ODJFS MIS has developed SLA version 4.0 for Fiscal Years 2004-2005 in order to improve customer service for County Agencies. An SLA is a document of understanding between ODJFS' MIS and a County Agency which describes the roles and responsibilities of each. The goal of the SLA Program is to provide quality information technology (IT) services to end-users by clearly establishing the division of responsibilities between the County Agency and ODJFS MIS. By agreeing to these expectations, the County Agency and ODJFS' MIS will consistently deliver more predictable, efficient, and timely IT services to customer-facing staff. All ODJFS commitments are subject to the availability of federal funds and appropriations from the General Assembly.

All previous SLAs (signed in 2002) expired on June 30, 2003. Due to the delay that resulted from the enactment of Am. Sub. H.B. 95 and the subsequent creation of the Fiscal Agreement SLAs for FY 2004-2005, will become effective when the signatures of the county agency director and the ODJFS deputy director of MIS are affixed to the sign-off page, but will be retroactive to July 1, 2003. County agencies should return the signed original documents to MIS no later than September 30, 2003.

The FY 2004-2005 version of the SLA has been developed to include an expanded statement of day-to-day IT operations and a corresponding delineation of ODJFS MIS and county agency responsibilities. There are three significant changes in SLA version 4.00:

1. The elimination of SLA levels 4 and 5;  
2. A broadening of the scope of SLA level 3 to enable county agencies who elect that level to have greater control of their network operations; and  
3. A negotiated SLA (SLA "N"), which is defined in a separate document, currently in clearance, entitled SLA "N" FY 2004-2005 version 1.0 for county agencies with 500 or more filled, verifiable FTEs will be eligible to elect an SLA "N".

Below is a brief description of each of the SLA levels:

<table>
<thead>
<tr>
<th>SLA Level</th>
<th>County Agency Responsibilities Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fewer responsibilities for county-based IT environment because ODJFS MIS assists in supporting IT environment</td>
</tr>
</tbody>
</table>
| 2         | Accepts more responsibility for county-based IT environment  
Requires a greater technical knowledge base and a network administrator. A network administrator is defined as a person trained and certified as one or more of the following: Certified Novell Administrator (CNA) Version 4.x or higher, A+,N+, Microsoft Certified Professional (MCP), Cisco Network Administrator (CCNA), or personnel who attended ODJFS-sponsored CNA training offered by Babbage-Simmel. |
| 3         | More control over county-based IT environment  
Requires a Certified Novell Engineer (CNE) to fulfill the responsibilities |
For all the SLA levels, supporting documentation has been developed to clearly define county agency and MIS responsibilities for managing the ODJFS and county-based IT environments. It consists of 14 sections, excluding the executive summary; the sections are:

SLA.00: Executive Summary
SLA.01: SLA Program: Introduction, SLA Processes, and General Conditions
SLA.02: User Rights and Responsibilities
SLA.03: Signature Document
SLA.04: Technology and Service Support Policy
SLA.05: Data and Systems Backup and Restore
SLA.06: IT Data and Systems Recovery Plans
SLA.07: Information Security
SLA.08: Operations and Management
SLA.09: Performance Measurements
SLA.10: Training - Functional and Office Automation
SLA.11: County Agency SLA Profile
SLA.12: Problem Handling
SLA.13: ODJFS Specific Applications
SLA.14: Glossary

Please reference the supporting documentation in the following sections to understand the roles and responsibilities between the County Agency and MIS in regards to managing the ODJFS and county-based IT environments.

The ODJFS Inner Website http://InnerWeb.odjfs.state.oh.us/omis/sla provides links to the SLA and SLA supporting documentation.

(The update to Chapter 9000 is located in section: APM.9701.)
To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
From: Thomas J. Hayes, Director
Subject: Random Moment Sample Time Studies Instructions Update

The Ohio Department of Job and Family Services (ODJFS) has updated a portion of Chapter 7000 of the Administrative Procedure Manual (APM). The updated information contains administrative procedures for the Random Moment Sample (RMS) Time Studies.

This update includes changes to the language explaining the RMS procedure. The changes clarify how to administer the time study. There will be no financial impact or training requirements for counties as a result of this policy.

Please direct inquiries to your Fiscal Supervisor or by calling the Bureau of County Finance and Technical Assistance at (614) 752-9194.

(Updates to Chapter 7000 include sections: APM.7931., APM.7932., APM.7933., APM.7934., APM.7935., APM.7935.1., APM.7936., APM.7938., APM.7939., APM.7940., APM.7941., APM.7942.)
To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
From: Thomas J. Hayes, Director
Subject: Family Support Services Allocation

The Ohio Department of Job and Family Services (ODJFS) is announcing a new program initiative as a result of the restructuring of Title IV-B, part 2 funding.

The Family Support Services Allocation is being issued in part as a result of the termination of the Family Stability Incentive Fund Program and is intended to provide funding for services which promote the well-being of children and families.

Please direct inquiries to your Fiscal Supervisor.

(Updates to Chapter 6000 include sections: APM.6385., APM.6386., APM.6387., APM.6388., APM.6389., APM.6390.-6439. Reserved)
TO: All Administrative Procedure Manual Holders  
County Department of Job and Family Services' Directors  
Public Children Services Agencies' Directors  

FROM: Thomas J. Hayes, Director, ODJFS  

SUBJECT: APM.5405. JFS 04281 CHILDREN SERVICES QUARTERLY STATISTICAL REPORT  

OHIO DEPARTMENT OF JOB and FAMILY SERVICES CHILDREN SERVICES QUARTERLY STATISTICAL REPORT (JFS 04281)  

The ODJFS Children Services Quarterly Statistical Report (JFS 04281) replaces the ODHS Children Services Quarterly Statistical Report (ODHS 4281) and revises the data collection procedures and Ohio's implementation plan to conform with changes in federal IV-E policy at 45 CFR 1355.53.  

This data is compiled by the PCSA and must be submitted each quarter by the 15th of the month following the report quarter; i.e., January 15, April 15, July 15, October 15.  

Counties must submit a report even if no children are in foster care.  

Reports can be submitted electronically to fedrpt@odjfs.state.oh or mailed to:  

OHIO DEPARTMENT OF JOB and FAMILY SERVICES  
OFFICE OF FISCAL SERVICES  
BUREAU OF COUNTY FINANCE/TECHNICAL ASSISTANCE  
30 EAST BROAD STREET, 37TH FLOOR  
COLUMBUS, OH 43215-3414  

Questions regarding this report can be directed to the Bureau of County Finance/Technical Assistance at (614) 752-9194.  

INSTRUCTIONS:  

• Please remove the page headed APM.5403. (continued) dated July 1, 1997; APMTL 158.  
• Insert the attached page headed APM.5403. (continued) dated September 1, 2003; APMTL 256.  
• Please remove the ODHS 4281, Children Services Quarterly Statistical Report; APMTL 158.  
• Insert the attached ODJFS Children Services Quarterly Statistical Report (JFS 04281), in Appendix A of the Administrative Procedure Manual; APMTL 256.  
• Please remove the Instructions for Completing ODHS 4281 (Rev. 7/97) Children Services Quarterly Statistical Report; APMTL 158.  
• Insert the attached ODJFS Instructions for Completing Children Services Quarterly Statistical Report (JFS 04281); APMTL 256.
TO: All Administrative Procedure Manual Holders
County Departments of Job and Family Services' Directors
Public Children Services Agencies' Directors
FROM: Thomas J. Hayes, Director, ODJFS
SUBJECT: TITLE IV-E FOSTER CARE EXPENDITURE REPORT (JFS 04280)
The Title IV-E Foster Care Expenditure Report (JFS 04280) replaces the Title IV-E Foster Care Statistical and Expenditure Report (ODHS 4280). The revised report reduces the scope of the data being requested and begins to collect cost data on network foster care placements.
This data is compiled by the PCSA and must be submitted each quarter by the 20th of the month following the report quarter; i.e., January 20, April 20, July 20, October 20.
The JFS 04280 reports are submitted to the Bureau of Federal Financial Reporting, formerly the Bureau of Financial Analysis and Reporting. The report is submitted even if no children are in foster care.
Reports can be submitted electronically to fedrpt@odjfs.state.oh.us or mailed to:

OHIO DEPARTMENT OF JOB and FAMILY SERVICES
OFFICE OF FISCAL SERVICES
BUREAU OF FEDERAL FINANCIAL REPORTING
30 EAST BROAD STREET, 37TH FLOOR
COLUMBUS, OH 43215-3414

Questions regarding this report can be directed to the Bureau of Federal Financial Reporting at (614) 466-3366.

INSTRUCTIONS:

- Remove the Instructions for completing the ODHS 4280 (Rev. 9/92), Title IV-E Foster Care Statistical and Expenditure Report; APMTL 96.
- Remove the ODHS 4280, Title IV-E Foster Care Statistical and Expenditure Report; APMTL 96.
- Insert the attached Instructions for Completing Title IV-E Foster Care Expenditure Report (JFS 04280), in Appendix A of the Administrative Procedure Manual.
- Insert the attached ODJFS Children Services Quarterly Statistical Report (JFS 04280), in Appendix A of the Administrative Procedure Manual.
TO: All Administrative Procedure Manual Holders
   County Department of Job and Family Services' Directors
FROM: Thomas J. Hayes, Director, ODJFS
SUBJECT: APM.5501. SOCIAL SERVICES BLOCK GRANT QUARTERLY SUMMARY
         JFS 04282 SOCIAL SERVICES BLOCK GRANT QUARTERLY SUMMARY
The APM.5501. has been revised to reflect changes to the Social Services Block Grant Quarterly Summary (JFS 04282).
The JFS 04282 has been revised to capture data for individuals receiving public or private services funded in whole or in part with Social Services Block Grant (SSBG) funds. Only recipient data will be reported. Direct services provided and purchased services contracts and agreements are no longer separated. The form has been revised to match current Federal filing requirements. The reporting requirements have changed from monthly to quarterly.
The JFS 04282 reports are submitted to the Bureau of Federal Financial Reporting, formerly the Bureau of Financial Analysis and Reporting, no later than 45 calendar days following the end of the quarter. Counties must submit a report even if SSBG direct services were not provided and/or purchased services expenditures were not made during the quarter. Reports can be submitted electronically to fedrpt@odjfs.state.oh.us or mailed to:

   OHIO DEPARTMENT OF JOB AND FAMILY SERVICES
   OFFICE OF FISCAL SERVICES
   BUREAU OF FEDERAL FINANCIAL REPORTING
   30 EAST BROAD STREET, 37TH FLOOR
   COLUMBUS, OH 43215-3414
Questions regarding this report can be directed to the Bureau of Federal Financial Reporting at (614) 466-3366.
The report and instructions are accessible through http://www.state.oh.us/scripts/odjfs/forms.
INSTRUCTIONS:
• Please remove the page headed APM.5403. (continued) dated July 1, 2001; APMTL 224.
• Please remove the ODHS 4282, Social Services Block Grant Monthly Summary of Direct Services Provided and Purchased Services Contracts and Agreements, and instructions in Appendix A of the Administrative Procedure Manual; APMTL 138.
• Insert the attached page headed APM.5403. (continued) dated August 1, 2003; APMTL No. 254.
• Insert the attached JFS 04282, ODJFS Social Services Block Grant Quarterly Summary (JFS 04282), in Appendix A of the Administrative Procedure Manual.
TO: All Administrative Procedure Manual Holders
County Department of Job and Family Services Directors

FROM: Thomas J. Hayes, Director, ODJFS

SUBJ: APM.7682. Reporting Collections That Earn Incentive

Grant reductions for OWF, ADC, and DA overpayments and State Tax Offset Program (STOP) payments for OWF and ADC overpayments that earn incentives will be calculated from CRIS-E information. Counties no longer need to file grant reductions and STOP payments reports.

Questions concerning grant reductions and the State Tax Offset Program should be directed to your fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Instructions:
Remove APM. 7682. dated November 1, 2002 (APMTL 246) and replace with attached corresponding pages (APM 7682).
To: Administrative Procedure Manual Holders  
From: Thomas J. Hayes, Director  
Subject: Federal Tax Return Information Safeguarding Procedures  

Ohio Administrative Code (OAC) 5101:9-9-25 has been amended. This update includes the following changes:

- Federal tax information for the treasury offset program is disclosed only to specific county staff for administrative purposes;
- Federal tax information disclosed for the treasury offset program are the names of the individuals whose social security numbers have matched the amount of the tax refund offset and the most recent IRS address for each matched individual.
- ODJFS staff will inspect each CDJFS within a three year cycle to ascertain that safeguards of federal tax information disclosed per paragraph (B) of OAC 5101:9-9-25 are adequate.

Questions concerning the Federal Tax Return Information Safeguarding Procedures should be directed to ODJFS Jane Wasman - Fraud Control Section/Bureau of Program Integrity/ Office of Research Assessment and Accountability at 614-728-7743.
To: Administrative Procedure Manual Holders
County Department of Job and Family Services
Child Support Enforcement Agencies
Ohio Child Support Enforcement Agencies Directors Association
Ohio Job and Family Services Directors Association
Public Children Services Agencies of Ohio

From: Thomas J. Hayes, Director, ODJFS

Subject: State Child Support Match

A source of statistics used to determine the allocation methodology of state child support match funds for distribution to CSEAs has changed and is as follows:

- Effective January 1, 2003 and in subsequent years the number of divorces, dissolutions, and annulments with children will be supplied annually by the Ohio Supreme Court.

Questions concerning the statistical sources should be directed to your fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

**APMTL Instructions:**


**CSEMTL Instructions:**

Remove and file as obsolete pages numbered 5010 through 5010 (Continued) dated January 1, 1997. No replacement.
TO: All Administrative Procedure Manual Holders
County Department of Job and Family Services' Directors

FROM: Thomas J. Hayes, Director, ODJFS

SUBJECT: Application for Tops Non-credit Course Approval (JFS 01386)

The Application for Tops Non-credit Course Approval (JFS 01386) will be used to apply for non-credit bearing courses. Non-credit bearing courses are courses that are developed by the TOPS program, do not offer credit hours, and must be approved by the subject matter expert prior to the beginning of the course.

The TOPS program may be utilized by all full-time employees in departments of job and family services, child support enforcement and children services who are seeking approval for educational or training opportunities specifically related to the employee's current position (or if in the Ohio Civil Service System, the next step advancement in the natural progression of the employee's current classification, lateral transition or area/program for which the employee currently works). Employees must complete and submit TOPS application forms and required documentation before eligibility is determined.

Questions regarding TOPS should be directed to:

Office of Employee and Business Services
Bureau of Professional Development and Quality Services
Attn: Alphrena D. Ord, Section Chief
150 E. Gay Street, 18th Floor
Columbus, Ohio 43215-3130
(614) 644-5014

Questions regarding this APMTL can be directed to your local Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

This form is accessible through http://www.state.oh.us/scripts/odjfs/forms

Instructions:

- Please insert the JFS 01386 form and instructions in the Appendix A of the APM.
TO: All Administrative Procedure Manual Holders
FROM: Thomas J. Hayes, Director
SUBJ: JFS 04230 Annual Cash Assistance Fraud Activity Report

The JFS 04230 Annual Cash Assistance Fraud Activity Report has been revised (formerly the ODHS 4230 Annual ADC Fraud Activity Report). Please note the following reporting requirements:

- The initial use of the newly revised form will be for the period of **October 1, 2001 through December 31, 2002** with a submission deadline of January 31, 2003.
- Effective January 1, 2003 JFS 04230 data will be collected and compiled for the reporting period of January 1 through December 31 of each year with a submission deadline of January 31 following the end of the reporting period. (APM.5302.)

Questions regarding this report should be directed to Jane Wasman - Fraud Control Section/ Bureau of Program Integrity/Office of Research Assessment and Accountability at 614-728-7743.

This form is accessible through http://www.state.oh.us/scripts/odjfs/forms
The Ohio Department of Job and Family Services (ODJFS) has, in conjunction with the U.S. Department of Labor, established guidelines and general requirements for the use and expenditures of Workforce Investment Act funds by local areas.

Attached for your information is ODJFS administrative policy regarding the aforementioned and includes a new Ohio Administrative Code (OAC) [5101:9-31-01] internal management rule, Administrative Procedure Manual chapter 3000.

This information has been provided to assist local areas in meeting obligations for fund expenditure and use as well as reporting requirements. Additional questions regarding this administrative procedure policy should be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance by call (614) 752-9194.

Instructions:

Please insert the attached pages in your manual under the chapter 3000 section.
TO: All Administrative Procedure Manual Holders

County Department of Job and Family Services' Directors

FROM: Thomas J. Hayes, Director, ODJFS

SUBJ: CASH DRAW SYSTEM FOR ALL COUNTY PAYMENTS

Effective July 1, 2002, the ODJFS converted from the cash advance system to a cash draw system. The period ending June 30, 2002, was the last period cash advances were issued to the county agencies. Counties will continue to submit quarterly forecasts of anticipated expenditures to ODJFS using the Quarterly Information Consolidation (QuIC) system.

The federal Office of Management and Budget has changed their requirements to assure only three-day cash on hand at the local level and no longer accepts the county advance process for Temporary Assistance for Needy Families (TANF) and Workforce Investment Act (WIA) programs. Counties must disburse draws within three days of procurement of funds for TANF and WIA programs. Counties that maintain more than three days cash are required to calculate the interest accrued on those unspent funds and report that interest as "program income". Interest earned or program income must be returned to the source program and added to that program fund.

Questions concerning the cash draw system should be directed to your Fiscal Supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Instructions:
Remove the entire APM section 7000 and replace with the attached corresponding pages. (APM 7000)
To: All Administrative Procedure Manual Holders
County Departments of Job and Family Services

From: Thomas J. Hayes, Director

Subj: ADMINISTRATIVE PROCEDURE MANUAL CHAPTER 6000 UPDATE

The Ohio Department of Job and Family Services (ODJFS) has updated Chapter 6000 of the Administrative Procedure Manual (APM). The updated information contains all administrative, program, and procedures for county funding sources, including the Workforce Investment Act (WIA) and other carve out allocations.

This Chapter 6000 update also includes new information regarding Federal Food Stamp and Medicaid Pass-Through. The ODJFS shall pass through to the counties, any unused federal food stamp and Medicaid earnings upon completion of the reconciliation process referenced in section 6216.

Questions regarding the informational updates in this attachment should be directed to your local fiscal supervisor or may be addressed by calling the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Instructions:

- Please remove all existing pages of Chapter 6000 of the Administrative Procedure Manual and replace with the attached pages. (APM 6000)
TO: All Administrative Procedure Manual Holders
FROM: Thomas J. Hayes, Director
SUBJECT: PERFORMANCE STANDARDS UPDATE

APM Chapter 9800 contains performance standards that apply to the Ohio Department of Job and Family Services in providing services to county partners that are included in a Partnership Agreement. These standards were originally issued on September 1, 2001 and were developed with the input of county and state staff and are the initial standards by which county agencies judge ODJFS performance. These performance standards are set forth in APM Sections 9800 - 9819. and are incorporated in the Partnership Agreement as Article III, F.

The May 5, 2002 revisions are not substantive changes and do not contain any material alterations to the performance standards that apply to ODJFS. The revisions to APM Chapter 9800 are as follows:

APM 9811 allows the county agency director to directly contact ODJFS Legal Services for changes to names on Clearance distribution instead of going through the account manager who would relay the revised information. APM 9811 was also revised to add the web address for Legal/Policy Central which is the centralized ODJFS InnerWeb location for all clearances, proposed rules, manuals, and related materials;

APM 9812 no longer limits the provision of training/technical assistance to regional office staff;

APM 9814 provides that county requests for policy interpretations will be sent directly to appropriate ODJFS program instead of to regional office staff and provides that the ODJFS program staff respond directly to the requesting county. This change also eliminates the need for regional office to forward the request to the central office and to forward the central office response to the county.

APM 9819 no longer limits the evaluation of ODJFS service delivery to regional offices.

Instructions: Remove pages headed APM.9700 headed Management Information Services dated July 1, 2001 through APM.9899 dated September 1, 2001 and replace with the attached pages dated May 5, 2002.
TO: All Administrative Procedure Manual Holders
County Department of Job and Family Services' Directors
FROM: Thomas J. Hayes, Director, ODJFS
SUBJECT: ACTIVITY AND FINANCIAL PROGRAM REPORTING CODES UPDATE

This update includes code revisions to the following lists:

- JFS 02710 Income Maintenance Random Moment Sample Observation Form
- JFS 02714 Social Services Random Moment Sample Time Study
- JFS 02827 Monthly Financial Statement

Revisions to the code lists are captured in bold type.

Questions regarding this update can be directed to your fiscal supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.

**Instructions:**

- Please remove the corresponding pages of the code lists in Appendix A of the Administrative Procedure Manual and replace with the attached pages.
TO: All Administrative Procedure Manual Holders
FROM: Thomas J. Hayes, Director
SUBJECT: DISPUTE RESOLUTION PROCEDURES REVISION

Administrative Procedures Manual (APM) Chapter 9400 is revised, effective May 1, 2002 to reduce redundancy, eliminate superfluous language, and clarify the language used to describe the various dispute resolution procedures. APM Chapter 9400 revisions include the following clarifications and changes:

APM 9401 includes new definitions for Board, CSEA, PCSA, and audit findings;

APM 9402 is reorganized and now includes titles describing the circumstances in which different parties may initiate dispute resolution proceedings;

APM 9403 excludes complaints from WIA applicants and recipients from dispute resolution proceedings because another appeal forum exists;

APM 9407 provides clear responsibility for each party to pay its own costs of preparation and presentation of its case throughout the proceedings. This section also provides that the parties will equally share the costs of conducting mediation proceedings and Chapter 119 adjudication hearings such as payment of mediators, hearing examiners, and court reporters. This section also requires the parties to enter into a written agreement regarding these shared costs.

APM 9410 provides greater clarity regarding the various actions under section 5101.24 of the Revised Code

APM 9411 - 9414 have been made more consistent with each other

APM 9420 has been simplified and APM 9421 - 9422.4 have been combined into section 9820.

APM 9430 has been divided into two sections, with titles, based on whether or not the resolution resulted from a Chapter 119 adjudication hearing.

Instructions: Remove pages headed APM. 9303.through APM.9430. dated March 24, 2000 and replace with the attached pages.
TO: All Administrative Procedure Manual Holders
County Department of Job and Family Services' Directors
FROM: Thomas J. Hayes, Director, ODJFS
SUBJ: Training Opportunities for Program Staff (TOPS)

This transmittal replaces APM.9140 through APM.9147 Miscellaneous Administration and modifies TOPS allowable and nonallowable reimbursement activities.

Flex-it courses through the TOPS program are now referred to as Non-credit bearing courses.

New agency employees must successfully complete an initial probationary period before they are eligible for TOPS courses. The probationary criteria is applicable to new hires only. Promoted employees may continue in the TOPS program without interruption.

<table>
<thead>
<tr>
<th>Program</th>
<th>Purpose</th>
<th>Reporting Requirement</th>
<th>Program Code</th>
<th>Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOPS Non-credit bearing courses</td>
<td>Approved courses developed by the TOPS program and which do not offer credit hours.</td>
<td>JFS 02827 Monthly Financial Statement</td>
<td>896</td>
<td>24</td>
</tr>
</tbody>
</table>

Questions regarding TOPS should be directed to:

Office of Employee and Business Services
Bureau of Professional Development and Quality Services
Attn: Alphrena D. Ord, Section Chief
150 E. Gay Street, 18th Floor
Columbus, Ohio 43215-3130
(614) 644-5014

Questions regarding this APMTL can be directed to your local Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Instructions:
- Remove pages headed APM.9140. dated December 21, 2001 through APM.9211. dated July 1, 2000 and replace with the attached pages dated April XY, 2002. (APM.9145., APM.9147.)
March 29, 2002

To: County Departments of Job and Family Services' Directors

From: Thomas J. Hayes, Director

Subj: ELIMINATION OF TANF PERFORMANCE INCENTIVES

Effective March 31, 2002, the TANF Performance Incentives are eliminated. This is a result of the TANF reconciliation and revised projections of TANF resources, in which the Ohio Department of Job and Family Services implemented a reduction of the TANF spending plan for county departments of job and family services. The TANF spending reduction was announced by ODJFS Director Tom Hayes in a February 4, 2002, memorandum to all county agency directors and to members of the General Assembly. All TANF financial incentives for county departments of job and family services contained in APM Chapter 8000 are rescinded effective March 31, 2002. This reduction eliminates the following TANF Performance Incentives:

- Caseload Savings-effective 12/31/01
- Administrative Savings-effective 3/31/02
- All Family Participation Rate-effective 3/31/02
- Two Family Participation Rate-effective 3/31/02
- Out-Of-Wedlock Birth Rate-effective 3/31/02

The Caseload Savings Incentive will be calculated as originally described in the APMTL 210, dated January 1, 2000, Section 8313 and will be based on caseload reduction data through 12/31/01. APM Section 8313 does not establish a performance methodology to award Caseload Savings Incentives after 12/31/01 and therefore, a county may not earn Caseload Savings Incentives after the quarter ending 12/31/01.

All other Performance Incentives will be calculated as described in the previous APMTL 190 dated April 1, 1998; Sections 8323, APMTL (s) 207, and 208 dated October 1, 1999 and APMTL 210 dated January 1, 2000: Sections 8333, 8343, and 8353. These incentive calculations will be based on related statistical data through 3/31/02. Except for Caseload Savings Incentives, counties may earn Performance Incentives for the first three quarters of SFY02 up to a maximum of seventy-five percent of the total amount that otherwise would have been available for SFY02.

Financial incentives to the county agencies are authorized by RC Section 5101.23 which states, "subject to the availability of funds, the department of job and family services may provide annual financial, administrative, or other incentive awards to county family services agencies...." This statute makes the provision of incentive funds specifically subject to available funding. Similar language was used in the appropriation language of Section 63.09 of Am. Sub. H. B. 94 of the 124th General Assembly which states that ODJFS "may provide financial incentives to those county departments of job and family services that have exceeded performance standards adopted by the state department."

In accordance with Section 5101.21 (D) (5) of the Revised Code, ODJFS has entered into Partnership Agreements with each board of county commissioners which establish, specify, or provide for "annual financial, administrative, or other incentive awards, if any, to be accordance with Section 5101.23 of the Revised Code. This provision has been incorporated into each current Partnership Agreement as Article III, Section (E) (4) as follows:

(E) In compliance with division (D) of Section 5101.21 of the Revised Code, the Board and ODJFS agree to all of the following requirements, as set forth in the APM, as amended, which are incorporated herein:

(4) Financial, administrative, and other incentives available to family services and workforce development agencies in APM Chapters 6000 and 8000;
In Article III (B), the parties to the Partnership Agreements have specifically agreed to comply with the ODJFS Administrative Procedures Manual (APM) and Administrative Procedures Letters (APL) "including new enactments, adoptions, repeals, rescissions, and amendments" to the APM.

Performance standards and sanctions will continue to apply to TANF programs. The ODJFS performance standards and the methodology for the allocation of financial incentives for exceeding these performance standards have been adopted by ODJFS in Chapter 8000 of the Administrative Procedures Manual (APM). This APMTL No. 239 transmits rescissions and amendments to APM Chapter 8000 effective March 31, 2002.

Through the operation of Article III (B) of the Partnership Agreements, the recission of these APM Chapter 8000 TANF financial incentives results in no TANF financial incentives available to county departments of job and family services after March 31, 2002 through Article III (E) (4) of the Partnership Agreement. Food stamp financial incentives established in the APM sections 8400-8414 remain available to county departments of job and family services through Article III (E) (4) of the Partnership Agreement.

Questions regarding this update should be directed to your local Fiscal Supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Instructions:
Remove pages headed 8000 dated April 1, 1998, through 8353 (continued) dated October 1, 1999, and replace with the attached corresponding pages dated April 1, 2002.(APM.8100., APM.8120., APM.8300., APM.8301., APM.8302.)
To: Administrative Procedure Manual Holders
County Departments of Job and Family Services' Directors

From: Thomas J. Hayes, Director, ODJFS

Subject: FISCAL REIMBURSEMENT AND REPORTING - RECONCILIATION REPORTS AND CLOSEOUT PROCESS

This update, effective May 8, 2002, revises sections 7355.2 and 7382.1 in the Administrative Procedure Manual (APM) to include a quarterly closeout process for the children service (CS) and public assistance (PA) reconciliation reports, and have added a new section, APM.7383, that describes the annual closeout process for PA and child support enforcement (CSEA) reconciliation reports.

Questions regarding this update can be directed to your District Fiscal Supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Instructions:

- In Chapter 7000, remove all Outline of Contents pages (APMTL 204) dated September 1, 1999, and replace with the attached Outline of Contents pages (APMTL 238) dated April 8, 2002.

- In Chapter 7000, remove the pages headed APM.7354 (continued), through APM.7956-7999. RESERVED, (APMTL 204), dated October 1, 1999 and replace with the attached corresponding pages APM.7354 (continued), through APM.7956-7999 RESERVED (APMTL 238), dated April 8, 2002. (APM.7355.2, APM.7382.1, APM.7383., APM.7383.1, APM.7383.2)
Administrative Procedure Manual Transmittal Letter 237
February 22, 2002

To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services
   County Child Support Enforcement Agencies
   Public Children Services Agencies
   Ohio Job and Family Services Directors Association
   Ohio CSEA Directors Association
   Public Children Services Agencies of Ohio

From: Thomas J. Hayes, Director

Subject: TECHNOLOGY AND SERVICE SUPPORT POLICY (TSSP) UPDATE

County departments of job and family services will mail payments of invoices to the new address appearing in bold print on the attached APM amendment.

For questions, please send email to: TSSP_MAILBOX@odjfs.state.oh.us

Attachments

Instructions:

• Please remove the pages headed with APMTL 231, dated January 1, 2001, APM. 4036. and replace with the attached pages (APMTL 237, dated March 15, 2002) APM.4036.
To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services
   County Child Support Enforcement Agencies
   Public Children Services Agencies
   Ohio Job and Family Services Directors Association
   Ohio CSEA Directors Association
   Public Children Services Agencies of Ohio

From: Thomas J. Hayes, Director

Subject: TECHNOLOGY AND SERVICE SUPPORT POLICY (TSSP) UPDATE

The previous distribution for this APMTL was inadvertently missing a page necessary for proper insertion to the Administrative Procedure manual. This redistribution should adjust the submission.

For questions, please send email to: TSSP_MAILBOX@odjfs.state.oh.us

Instructions:

• Please remove the pages headed with APMTL 235, dated January 1, 2002, and previous pages dated November 1, 2001, headed with the word "fulfilled" and replace with the attached pages (APMTL 235, dated January 2002).
TO: All Administrative Procedure Manual Holders  
County Department of Job and Family Services' Directors  
FROM: Thomas J. Hayes, Director, ODJFS  
SUBJ: Training Opportunities for Program Staff (TOPS)  

TOPS is a federally mandated program designed to promote and facilitate continuing education for county departments of job and family services, child support enforcement, and children services employees.  

**Eligible employees must be:**  
- Full time;  
- Enrolling in program related courses/degrees/training; or  
- Newly hired employees on probation.  

**The purpose of TOPS is:**  
- To increase advancement opportunities for employees;  
- To increase service delivery to the clients through employee skill building;  
- The development of more effective program areas; and  
- To facilitate professional development.  

Questions regarding TOPS and this policy should be directed to:  
Office of Internal Administration  
Bureau of Professional Development and Quality Services  
Attn: Alphrena D. Ord, ODJFS TOPS Liaison,  
150 E. Gay Street, 18th Floor  
Columbus, Ohio 43215  
614-644-5014  
Visit the TOPS website at www.TOPSnet.org  

**Instructions:**  
Remove the page headed APM. 9140., dated May 1, 2000, APMTL 215 and replace with the corresponding pages headed, APM. 9140., dated December 31, 2001, APMTL 233 (*the hardcopy erroneously cites this date as November 30, 2001*).(Sections APM.9140., APM.9141., APM.9142., APM.9143., APM.9144., APM.9145., APM.9146., APM.9147.)
TO: All Administrative Procedure Manual Holders
   County Department of Job and Family Services' Directors

FROM: Thomas J. Hayes, Director, ODJFS

SUBJECT: TANF Web Reporting Tool: PRC Soft Services; OWF Support Services

Effective for the quarter beginning October 1, 2001, the Prevention, Retention and Contingency (PRC) Reporting System has been modified to include OWF Support Services so that the reporting system can capture data on all TANF "soft services" non-cash assistance. The reporting system has been re-named as the "TANF Web Reporting Tool: PRC Soft Services; OWF Support Services" or TANF-WRT.

Most counties see no distinction between PRC "soft services" and OWF "soft" support services (ref. ORC 5107.66) These counties provide the same array of support services to OWF participants as the county has included in its PRC plan. Moreover, since the OWF support services are the same as the county's PRC services, those counties have already been reporting those services within the PRC categories of the Web Reporting Tool or in CRIS-E as appropriate. (OWF "hard" support services must be entered into CRIS-E.) For those counties, this modification to the TANF-WRT has NO EFFECT. Those counties should continue to report service data exactly as they have prior to this modification.

However, a few counties distinguish between PRC soft services and OWF soft support services. For those counties who distinguish between the two, an added drop down box will allow counties to select "OWF Support Services" and to report the services, expenditures and participants that are distinct to OWF support services. The service categories and subcategories are identical to those used for PRC reporting purposes. Beginning with services rendered on or after October 1, 2001, those counties need to report the data regarding OWF soft support services. These counties also have the option of modifying their PRC plans so as to incorporate their OWF support services. Counties choosing to modify their PRC plans to include their OWF support services may then report all services as PRC services and will NOT be required to submit distinct OWF support service data within the TANF-WRT.

Counties will find the "TANF Type" drop down box on the "CDJFS Data Entry" and "CDJFS Edit Entry" pages just ahead of the "Service Category" drop down box. The "TANF Type" drop down box will allow counties to select "OWF Support Services" or "PRC Services." Likewise, providers will find the same "TANF Type" drop down box on the "Provider Data Entry" and "Provider Edit Entry" pages.

Counties and providers need to understand that all soft services must be reported as either PRC soft services or OWF soft support services. A soft service should never be reported in both reporting types.

Questions regarding this APMTL can be directed to your local Account Manager or to Robert Colton, Human Services Reporting, Office of Research, Assessment and Accountability (614) 752-6688.

Attachment

INSTRUCTIONS:

- Remove page headed APM.5503 dated September 15, 2001, and replace with the attached page dated January 15, 2002 (APM.5610)
To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services
   County Child Support Enforcement Agencies
   Public Children Services Agencies
   Ohio Job and Family Services Directors Association
   Ohio CSEA Directors Association
   Public Children Services Agencies of Ohio

From: Tom Hayes, Director

Subject: TECHNOLOGY AND SERVICE SUPPORT POLICY (TSSP) UPDATE

The Ohio Department of Job and Family Services has made a change in the Administrative Procedure Manual (APM) to APM Chapter 4000, section 4036. The change is attached. Please follow the instructions for APM insertion.

For questions, please send email to: TSSP_MAILBOX@odjfs.state.oh.us

Attachments

Instructions:

- Please remove the page headed with APMTL 231, dated November 1, 2001, headed with the word "fulfilled" and replace with the attached pages.
Effective January 1, 2002, the Ohio Department of Job and Family Services (ODJFS) will implement its civil rights plan for all 88 county departments of job and family services (CDJFS). This plan provides information regarding county responsibility, guidelines for compliance and monitoring, delegation of authority, federal reporting requirements, and remedial action.


ODJFS staff will begin the provision of training to CDJFS with the distribution of this policy. Questions regarding this plan may be directed to the Bureau of Civil Rights at (614) 644-2703.

INSTRUCTIONS:

- Please remove the pages headed APMTL 157, dated June 15, 1997, and APMTL 134, dated May 15, 1996, and replace with the attached pages.

- Please note the Table of Contents for APM Chapter 9000 is currently being amended to match all Chapter 9000 inclusions and will be distributed soon.
APMTL 232

Administrative Procedure Manual Transmittal Letter No 232

September 18, 2001

To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors

From: Thomas J. Hayes, Director

Subj: CHAPTER 5000 AMENDMENT TO PREVENTION, RETENTION, CONTINGENCY REPORTING SYSTEM

Attached is an amendment to the Administrative Procedure Manual (APM), Chapter 5610, regarding Prevention, Retention, Contingency reporting requirements. The ODJFS Innerweb document for APM. 5610., is current and correct. This amendment will correct a previous distribution (APMTL 226) which gave an incorrect reporting time frame (APM.5610.).

Please follow the instructions in this procedure letter for appropriate placement of the attachments in your manual. Questions regarding this APMTL may be directed to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Instructions:

- Please remove APM.5503., through APM. 5999., APMTL 226, and replace with the attached corresponding pages.
To: Administrative Procedure Manual Holders
County Departments of Job and Family Services
County Child Support Enforcement Agencies
Public Children Services Agencies
Ohio Job and Family Services Directors Association
Ohio CSEA Directors Association
Public Children Services Agencies of Ohio

From: Tom Hayes, Director

Subject: Technology and Service Support Policy (TSSP)

Effective May 1, 2001, the Ohio Department of Job and Family Services (ODJFS) began operating in accordance with the approved Technology and Service Support Policy (TSSP).

The Technology and Service Support Policy (TSSP) is the policy by which county agencies request Information Technology equipment and services from ODJFS. All county agency requests for network products and services should be submitted to the regional Account Managers on the TSSP County Request Form (available in the policy document). The TSSP policy document can be found on the ODJFS InnerWeb at http://innerweb.odhs.state.oh.us/omis/, or can be obtained by request from regional Account Managers.

Much of the content of the TSSP policy is included in the Service Level Agreement (SLA) section in Chapter 9000 of the APM.

The APM.4000. submission for TSSP covers:

1. TSSP Request Submission
2. TSSP Service Unit Pricing
3. TSSP Request Invoicing
4. TSSP Policy Updates

For questions, please send email to: TSSP_MAILBOX@odjfs.state.oh.us

Instructions:

- Please remove the page headed with APM. 4032.3., dated September 1, 1997, APMTL 161, and replace with the attach pages to this APMTL 231, dated November 1, 2001, headed APM. 4032.3. through APM. 4043.
TO: Administrative Procedure Manual Holders

County Departments of Job and Family Services

FROM: Tom Hayes, Director, Ohio Department of Job and Family Services

SUBJ: Grant Reductions for OWF, ADC, and DA Overpayments and State Tax Refund Offset Program (STOP) for OWF and ADC Overpayments (JFS 02720) Update

Attached is an administrative procedure manual update to the JFS 02720 (formerly the ODHS 2720) reporting form and instructions for grant reductions of OWF, ADC, and DA overpayments and State Tax Refund Offset Program (STOP) for OWF and ADC overpayments.

The reporting of collections for STOP has been incorporated in the JFS 02720 form for the reporting convenience of the county departments of job and family services (CDJFS). ODJFS has been receiving STOP funds since March 2001. The July JFS 02720 report must include all STOP payments the CDJFS received from March 2001 through July 31, 2001. Thereafter, the CDJFS must report the STOP and grant reductions on a monthly basis. The weekly GBV333RA report gives detail information about each individual claim collection. The CDJFS must determine how much of each payment is ADC, and how much is TANF/OWF and report the total figure on the JFS 02720.

Questions regarding this APMTL should be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.

Instructions:

- Please remove the pages of the APM beginning with APM.7680., dated October 1, 1997, APMTL 167, and replace with the attached corresponding page;
- Please remove the ODHS 2720 form and instructions from Appendix A in the APM and replace with the attached revised JFS 02720.
To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services
   County Child Support Enforcement Agencies
   Public Children Services Agencies
   Ohio Job and Family Services Directors Association
   Ohio CSEA Directors Association
   Public Children Services Agencies of Ohio

From: Greg L. Moody, ODJFS Director

Subject: Service Level Agreements for MIS Products and Services to County Agencies Update

The attached documents contain updated language to the Administrative Procedure Manual (APM) 9700.0, effective July 1, 2001, regarding ODJFS Service Level Agreements (SLA).

An SLA represents an agreement between a service provider and customer, developed customarily in writing, clarifying the roles and responsibilities between designated parties and outlining mutual expectations. The ODJFS SLA specifies what county agencies can expect from ODJFS regarding computer system response, equipment, support, availability, and what ODJFS can expect from the counties regarding equipment, maintenance, user support and information technology security.

The purpose of the SLA is to document how current roles and responsibilities for MIS products and services are shared between ODJFS and county agencies. SLAs will not identify new products, services, or initiatives.

ODJFS MIS has developed an updated SLA for FY 2002-03 in order to continue our efforts to improve customer service for county agency partners. For FY 2002-03, there will be 5 levels of SLAs. Depending on the level negotiated between MIS and a county agency, the roles and responsibilities will vary. Generally, the higher the level of SLA obtained (1-5), the more network administrative rights, financial, and general responsibilities the county agency will assume.

Changes in ODJFS' SLA Program for FY 2002-03 include:

- Technology and Service Support Program (TSSP) will form the equipment supply and services part of the SLA; and
- Introduction of SLA Levels 4 and 5.

Additionally, in response to comments received during the APM clearance process, a few modifications to the supporting documentation have been made:

- Regardless of the selected SLA Level, ODJFS will provide a workstation allowance for county agency specified uses. This allowance will equal 10% of the county agency's Full Time Direct Employee count (FTDE x 10%) less the number of workstations that exceeds the county agency's Full Time Employee (FTE) count;

- Regardless of the selected SLA Level or the TSSP, if ODJFS provided workstations (not funding for workstations but actual workstations) to county agencies that are deemed obsolete by MIS, ODJFS will replace those workstations according to the MIS obsolescence schedule; and

- A county agency who desires to be a SLA Level 2 must have a network administrator. A network administrator is defined as a person trained and certified as one or more of the following: Certified Novell Administrator (CNA) Version 4.x or higher, A+, N+, Microsoft Certified Professional (MCP), Cisco Network Administrator (CCNA), or personnel who attended ODJFS-sponsored CNA training offered by Babbage-Simmel.
Each county agency must enter into an SLA. MIS representatives and county account managers will be in contact with county agencies prior to July 1, 2001, to establish the appropriate level for each county agency. The ODJFS InnerWeb site [http://InnerWeb.odjfs.state.oh.us/omis/sla](http://InnerWeb.odjfs.state.oh.us/omis/sla) provides links to the SLA and SLA supporting documentation.

Questions regarding the SLA Program should be directed to Mary Kay Purdy or Alison Turner of MIS via phone 614-466-2303 or via GroupWise at "SLA Compliance Program".

Instructions:

- Please remove the pages headed April 1, 1998, APMTL 191, APM.9700., and replace with the attached pages.
- Please place the Service Level Agreement forms in Appendix B of your manual.
Effective September 1, 2001 the attached performance standards apply to the Ohio Department of Job and Family Services in providing services to county partners that are included in a Partnership Agreement. These standards have been developed with the input of county and state staff and are the initial standards by which county agencies judge ODJFS performance. These performance standards are set forth in APM Sections 9800 - 9819 and are incorporated in the Partnership Agreement as Article III, F. The following is a brief summary of the standards:

- ODJFS will issue a fiscal impact, and training/technical assistance impact statement, as appropriate, with every clearance package of rules and manual materials (APM.9810, APM.9812);
- Rules and manual materials will be issued at least 30 days prior to the effective date whenever possible (APM.9811);
- County requests for an administrative review of a state hearing decision will be answered within 30 days of the receipt of the request, when the request meets criteria specified in the accompanying APM.9813;
- ODJFS agrees to promptly respond to a county request for a policy interpretation on family services duties and workforce development activities (APM.9814);
- ODJFS shall provide timely fiscal reports, allocations of funds, and calculations and issuances of county advances (APM.9815 - 9817);
- ODJFS will develop an evaluation process for measuring the quality of regional service delivery for the duties and activities of county family services and workforce development agencies included in a Partnership Agreement (APM.9818); and
- ODJFS' Management Information Systems will program policy changes into CRIS-E within 90 days of the effective date of a change whenever possible and implement the Information Technology Management Model (APM.9819).

These performance standards apply to the assistance, services, and technical support that ODJFS provides to assist the county agencies included in a Partnership Agreement in meeting the performance and other administrative standards for family services duties or workforce development activities included in the Partnership Agreement. These performance standards do not apply to the assistance ODJFS provides for family services duties, workforce development activities, family services agencies, and workforce development agencies that are not included in a Partnership Agreement.

Each ODJFS Office, Bureau and Section is responsible for establishing procedures that will ensure compliance with these performance standards. These procedures are to be in effect prior to September 1, 2001. In addition, each Deputy Director shall develop procedures for monitoring performance of ODJFS staff in meeting the standards established in APM sections 9800 - 9819. These monitoring procedures are also to be in effect prior to September 1, 2001. Deputy Directors should ensure that their staff have knowledge of the expectations contained in these performance standards and that staff understand the importance of meeting the performance standards.

Instructions:
Remove the entire Chapter 9000 Outline of Contents pages headed 9000 through 9999 and replace with the attached corresponding page dated September 1, 2001.
Remove page headed APM.9700. MANAGEMENT INFORMATION SERVICES dated July 1, 2001 and replace with the attached corresponding pages dated September 1, 2001.
TO: All Administrative Procedure Manual Holders
   County Department of Job and Family Services' Directors
FROM: Greg L Moody, Director, ODJFS
SUBJ: Audit Objectives and Scope Amendments

This transmittal updates APM. 9300 - APM. 9304 County Audit Objectives and Scope. Audits are guided by Government Auditing Standards. The Bureau of Audit is required to monitor state and federal funds that are distributed through or from the Ohio Department of Job and Family Services.

The Audit Objectives and Scope amendments expand on the following areas:

- Why an Audit is Initiated
- Bureau of Audit Responsibilities
- Auditee Responsibilities
- The Audit Process
- The Audit Conclusion

The Bureau of Audit attempts to schedule several briefings with the county to facilitate a mutually accommodating and informative audit:

- Consultation-to minimize disruptions of operation during an audit,
- Entrance conference-to discuss arrangements for performance of audit fieldwork, and an
- Exit conference-a review of the audit findings.

Please direct inquiries concerning audits to Bill Severns at 614-644-2219.

Instructions:
Remove the pages headed 9243.4 through 9303. dated June 1, 1998 and replace with the attached corresponding pages.
APMTL 226

Administrative Procedure Manual Transmittal Letter No 226

August 15, 2001

To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors

From: Gregory L. Moody, Director

Subj: Amendment to Administrative Procedure Manual Chapter 5000

Attached is an amended version of recent APMTLs distributed to all administrative procedure manual holders. Information was inadvertently eliminated from APMTL Nos. 224 and 225. Information in each APMTL has been merged with this APMTL and should correct the oversight.

Please follow the instructions below in updating your manual. Any questions regarding this APMTL should be directed to the Bureau of County Finance and Technical Assistance at (614) 752-9194.

Instructions:

- Please remove the entire APM Chapter 5000 and replace with the attached APMTL 230, dated August 1, 2001.
Revisions in the JFS Protective Services for Adults quarterly report (JFS 04287) prompted review of the appropriate reference site for the form and instructions. The report consists of statistical data which is submitted to and maintained in the program area. No fiscal reporting is associated with this quarterly report. Therefore, effective with this revision, the JFS 04287 will no longer be housed in the Administrative Procedure Manual. Please see the attached corresponding FCASMTL for instructions regarding this quarterly report process and forms.

Questions regarding this APMTL may be directed to the Bureau of County Finance and Technical Assistance by call (614) 752-9194.

Instructions:

- Please remove the page headed APM.5503., dated January 1, 1998, APMTL 177, and replace with the corresponding page dated August 15, 2001 (APM.5504.).
TO: All Administrative Procedure Manual Holders
County Department of Job and Family Services' Directors
FROM: Gregory L. Moody, Director, ODJFS
SUBJECT: PREVENTION, RETENTION, CONTINGENCY (PRC) REPORTING SYSTEM

Effective July 1, 2001, the Ohio Department of Job and Family Services (ODJFS) will implement a PRC reporting system for counties to report data for PRC services provided beginning July 1, 2001, and thereafter. While the July 1, 2001 date is important to note so that service data can be collected from that date onward, actual submission of July data will not occur until August, 2001 at the earliest and November 15, 2001 at the latest. Attached Administrative Procedure Manual sections, APM.5600. and APM.5610. reflect these changes. The implementation of the PRC reporting system allows ODJFS to meet federal TANF reporting requirements, to respond to legislative inquiries regarding PRC program characteristics, and allows counties access to program specific information relative to each county.

The PRC reporting system consists of two reporting mechanisms based on the two primary service categories of "hard" and "soft" services:

- **PRC "hard" services** are benefits having cash value that are provided to clients. These services are reported through CRIS-E at the time of service provision. Attachment A to this letter contains all of the CRIS-E/PRC Reporting Categories. The attachment also contains the CRIS-E codes as well as service definitions for each program category.

- **PRC "soft" services** are services without cash value to the recipient (e.g., job training and education, after-school programs, etc.). Data on these services are collected through the PRC Web Reporting Tool (WRT). Using the PRC-WRT mechanism, counties will report monthly PRC data on soft services by service category, sub-category, numbers of individuals served, and service costs. Attachment B to this letter contains the details on the data requirements for PRC soft services. Listed below are the service categories and sub-categories for reporting PRC soft services:

  I. Training, Employment and Career Advancement
     A. Employment, Placement and Work Support Services
     B. Education and Training
     C. Transportation
  
  II. Youth Education and Support
     A. Before/After School Programs
     B. Family and Youth Intervention
     C. Youth Workforce Preparation and Employment Programs
  
  III. Child Welfare and Family Support
     A. Family Preservation/Support Services
     B. Family Reunification Services
     C. Kinship Care/Navigator Services
     D. Visitation Centers/Exchanges/Mediation Services
     E. Community Outreach
  
  IV. Community and Economic Development
     A. Community Planning and Organizational Development
B. Employer Recruitment and Sustainment

V. Help Me Grow
A. Welcome Home Visits for Newborns
B. Early Start
C. Early Intervention Services
D. Community Outreach

VI. Out-of-Wedlock Pregnancy Prevention
A. Family Planning Support, Clinical and Follow-up Services
B. Education Outreach and Mentoring Services
C. Community Outreach

VII. Domestic Violence
A. Shelter Services
B. Personal and Family Support Services
C. Community Outreach

The PRC-WRT information and instructions describe the service definitions and participants to be reported. PRC soft service data is compiled on a monthly basis. Counties may submit the data on a monthly basis, or on a quarterly basis as long as it incorporates month-specific data and is submitted no later than 45 days after the end of the quarter.

The PRC-Web Report Tool will become operational during August, 2001. The web site will be a secure web site which will require county and provider registration to obtain access to the web reporting tool. CDJFSs will need to select how data will be submitted through the PRC-WRT. They may choose to allow providers to register for access or choose to submit data on behalf of their providers. If a county permits providers to submit data, the county will be required to approve the data before it is submitted to ODJFS. Counties will be given instructions on county and provider registration for access to the web site prior to August, 2001. Further information regarding the design of the Web Reporting Tool is found in the PRC-WRT information and instructions and in Attachment C to this letter.

Questions regarding this APMTL can be directed to your local Account Manager or to Robert Colton, Human Services Reporting, Office of Research, Assessment and Accountability (614) 752-6688.

Instructions:
- Please remove APM Chapter 5000 and replace with the attached pages dated July 1, 2001.

Attachments: A, B, and C
Attachment A - CRIS-E/PRC Reporting Categories.
Attachment B - PRC "Soft" Services Reporting Categories and Service Definitions.
Attachment C - PRC Web Reporting Tool: County Information Sheet.
TO: All Administrative Procedure Manual Holders  
County Department of Job and Family Services’ Directors  
FROM: Greg Moody, Director, ODJFS  
SUBJ: ACTIVITY AND FINANCIAL PROGRAM REPORTING CODES UPDATE  
This update includes Individual Training Account (ITA), Workforce Investment Act (WIA) Summer Youth Opportunity, Foster Parent Training, and Special Fraud Collections code revisions to the following lists:  

- JFS 02710 Income Maintenance Random Moment Sample Observation Form  
- JFS 02714 Social Services Random Moment Sample Time Study  
- JFS 02820 Children Services Monthly Financial Statement  
- JFS 02827 Monthly Financial Statement  

Revisions to the code lists are captured in **bold** type.  
Questions regarding this update can be directed to your regional Fiscal Supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.  
**Instructions:**  
- Please remove the corresponding pages of the code lists in Appendix A of the APM and replace with the attached pages.
TO: All Administrative Procedure Manual Holders
County Department of Job and Family Services’ Directors

FROM: Jo Ann Davidson, Director, ODJFS

SUBJ: REFUGEE RESETTLEMENT ALLOCATION UPDATE

Effective immediately, the Ohio Department of Job and Family Services (ODJFS), in conjunction with the Allocation Review Committee of the Ohio Refugee and Immigrant Advisory Committee (ORIAC) has approved changes to the existing allocation formula for Refugee Services’ funds. These changes are reflected in the attached administrative procedure manual sections, APM.6213.3 and APM. 6700. The change allows more counties to access funds through a decrease in the caseload threshold.

Ninety percent (90%) of available funds will be distributed to counties with an average monthly population arrival of thirty (30) refugees, based on U.S. Office of Refugee Resettlement arrival statistics. Initially, Cuyahoga, Franklin, Hamilton, Montgomery, Summit, Lucas, and Lake counties are receiving refugee social services funding; however, all counties are eligible to receive funds. ODJFS will hold back 10% from the federal allocation for emergency distribution or allocation for special circumstances or for Requests for Proposals (RFP).

A procedure has been developed to issue the ten percent hold back funding. For example, a program area receives notification of need and advises the Office of Fiscal Services (OFS), Bureau of County Finance and Technical Assistance (BCFTA) of the number of refugee arrivals. OFS, BCFTA will issue an increase to the consolidated allocation for the specific county impacted.

Coding for TANF expenditures applicable to refugees will be created and counties will be advised in a future administrative procedure letter. Expenses will be reported under the TANF block grant.

OFS will continue its practice of issuing funding to counties rather than providers of services.

Questions regarding this update can be directed to your local Fiscal Supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.

A video conference will be scheduled to discuss all changes incurred with this administrative procedure manual transmittal.

Instructions:

- Please remove page headed APM.6213.2. (continued), dated JANUARY 1, 1998, (APMTL 180) and replace with page headed APM.6213.2. (continued), dated March 1, 2001, (APMTL 222).
- Please remove page headed APM.6700., dated MARCH 1, 1998, (APMTL 186) and replace with page headed APM.6700., dated March 1, 2001, (APMTL 222).
APMTL 221

Administrative Procedure Manual Transmittal Letter 221

February 6, 2001

TO: All Administrative Procedure Manual Holders
    County Department of Job and Family Services’ Directors

FROM: Jacqueline Romer-Sensky, Director, ODJFS

SUBJ: ACTIVITY AND FINANCIAL PROGRAM REPORTING CODES

This update includes code revisions to the following lists:

- JFS 2710 Income Maintenance Random Moment Sample Observation Form
- JFS 02714 Social Services Random Moment Sample Time Study
- JFS 2820 Children Services Monthly Financial Statement
- JFS 2827 Monthly Financial Statement

These code lists are located in Appendix A of the Administrative Procedure Manual. Revisions and additions to the code lists are captured in BOLD type.

Questions regarding this update can be directed to your regional Fiscal Supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.

Instructions:

- Please remove the code lists from Appendix A of the APM and replace with the attached revised lists.
Attached is the update to the Enhanced Medicaid and Pregnancy Related Transportation information in the Administrative Procedure Manual (APM) - chapter 5000 and chapter 6000. The changes reflected in this update are effective September 1, 2000.

ODJFS made the attached changes in response to questions raised by the county departments of job and family services (CDJFS) and in response to adjudication by the courts resulting from a lawsuit. The changes in the APM are designed to meet compliance with the court adjudication, enhance and simplify the data collection and reporting requirements of the county departments of job and family services, and to provide an enhanced medicaid transportation policy congruent with the current Ohio Administrative Code.

Questions regarding this update can be directed to your regional Account Manager or to the Bureau of County Finance and Technical Assistance by calling (614) 752-9194.

Instructions:

Remove the pages headed APMTL 177, dated January 1, 1998, (APM.5200) and replace with the attached pages headed APMTL 211, dated September 1, 2000, APM.5200.

Remove the pages headed APMTL 180, dated January 1, 1998, (APM.6350) and replace with the attached pages headed APMTL 211, dated September 1, 2000, APM.6350.

Revised ODJFS form 4208 (rev 01/2000) may be inserted in Appendix A as appropriate.
TO: All Administrative Procedure Manual Holders

FROM: Jacqueline Romer-Sensky, Director, ODHS

SUBJ: Changes in the ODHS 2830 Grants and Training Center Billings Side Schedule

Effective July 15, 2000, changes in the reporting for Grants and Training Center Billings Side Schedule eliminate the use of the ODHS 2830 "Grants and Training Center Billings Side Schedule" for county departments of human services (CDHS) and public children services agencies (PCSA).

CDHS will use the ODHS 2827 "Monthly Financial Statement" for reporting the amount of administrative costs received from grantors for income maintenance or social services federal grants and for Adult Services Regional Training Centers. PCSAs will use the ODHS 2820 "Children Services Monthly Financial Statement" in reporting the amount of administrative costs received from the CDHS for contracted Title XX activity.

Questions regarding these changes should be directed to the local Account Manager or the Bureau of County Finance and Technical Assistance at (614) 752-9194.
TO: All Administrative Procedure Manual Holders
FROM: Jacqueline Romer-Sensky, Director
SUBJECT: DISPUTE RESOLUTION

When HB 470 became effective, several changes were made in section 5101.24 of the Revised Code. This provision of the law relates to actions ODHS may take against the county agencies and the appeal rights of the county agencies. In addition, section 5101.21 of the Revised Code authorizes ODHS and the Boards of County Commissioners to adopt Dispute Resolution procedures in the Partnership Agreement. These Dispute Resolutions would be for those disputes that are not otherwise covered by section 5101.24 of the Revised Code.

APM Chapter 9400 has addressed Dispute Resolution procedures. The provisions of this chapter were withdrawn a few months ago when the new Revised Code section 5101.24 provisions became effective. At that time we promised to provide substitute procedures as quickly as possible.

The attached Chapter 9400 incorporates a number of changes from the previously existing Dispute Resolution procedures. Most of the changes are based on new or amended Revised Code statutes contained in HB 470. The most significant of these changes are as follows:

- The concept of "responsible entity" has been adopted to describe the county entity that may request a Dispute Resolution - either a Board of County Commissioners or a CDHS/PCSA/CSEA;
- Workforce development agencies are included in the new procedures;
- All requests for a Dispute Resolution will be handled by ODHS/ODJFS centrally through the Office of Legal Services;
- The specific Dispute Resolution procedures available in any given circumstance are set forth separately under each type of action that may lead to a Dispute Resolution request;
- When the Dispute Resolution has been requested due to a proposed corrective action plan requirement, an expedited procedure has been developed;
- Specific time limits for each type of Dispute Resolution procedure;
- Dispute Resolutions due to proposed financial or administrative sanctions or when ODHS/ODJFS proposes to perform the duty for the county agency will advance to a Chapter 119 hearing if not informally resolved. If the dispute proceeds to the Chapter 119 hearing, both ODHS/ODJFS must be represented by an attorney;
- Special dispute resolution procedures have been developed for those situations in which the dispute arises out of the Partnership Agreement but is not one of the actions included in Revised Code section 5101.24. These disputes may be resolved informally or through mediation.
June 13, 2000

TO: All Administrative Procedure Manual Holders

FROM: Jacqueline Romer-Sensky, ODHS Director

SUBJECT: REGIONAL ORGANIZATIONAL DEVELOPMENT AND TRAINING AMENDMENT

The Ohio Department of Human Services has expanded clarification of ROD and TC allowable activities in the Administrative Procedure Manual, Chapter APM.9146, which defines and outlines the purchase of equipment criteria for county departments of human services.

Counties may make application by contacting ODHS’ Office of Professional Development and Quality Services (OPDQS). Questions may be directed to your local ODHS Fiscal Supervisor or further clarification may be acquired by contacting:

Ohio Department of Human Services
Office of Professional Development and Quality Services
Attn: Robin E. Rice, Assistant Deputy Director
150 East Gay Street, 18th Floor
Columbus, Ohio 43215
(614) 752-9927
Archived APLS
APL 286

Administrative Procedure Letter No. 286

March 27, 2006

To: Administrative Procedure Manual Holders

County Departments of Job and Family Services' Directors

From: Barbara E. Riley, Director

Subject: Extension of Liquidation Period for Incentive Awards

This letter is being issued to announce the extension of certain incentive awards currently available to the counties and to clarify the effective dates of existing incentives set to expire this year.

Effective immediately, ODJFS is providing notice of an extension of the FY 2004 High Performance Award as outlined in rule 5101:9-8-03 of the Administrative Code. This Award will be extended from September 30, 2006 to September 30, 2007. Services must be provided by June 30, 2007 and liquidated by September 30, 2007. All unspent FY04 award allocation balances will be canceled as of September 30, 2007. This extension is intended to provide county agencies with a further opportunity to fully and appropriately use these TANF funds in accordance with program requirements.

In May of 2005, APL 280 was issued to extend several incentive awards. The following table outlines all of the current extensions in effect. Please note that TANF incentives will not terminate on June 30, 2006 as stated in APL 280, as they continue to be earned.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Incentive</th>
<th>Rule Number</th>
<th>Services expiration date</th>
<th>Liquidation expiration date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1240</td>
<td>WIA Incentive</td>
<td>APL 275</td>
<td>June 30, 2006</td>
<td>September 30, 2006</td>
</tr>
<tr>
<td>1260</td>
<td>WIA Supplement</td>
<td>APL 266</td>
<td>June 30, 2006</td>
<td>September 30, 2006</td>
</tr>
<tr>
<td>1050</td>
<td>TANF High Perf 2003</td>
<td>5101:9-8-01</td>
<td>June 30, 2006</td>
<td>September 30, 2006</td>
</tr>
</tbody>
</table>

Please direct any inquiries to your Fiscal Supervisor.
TO: All Administrative Procedure Manual Holders
All County Departments of Job and Family Services Directors
FROM: Barbara E. Riley, ODJFS Director
SUBJECT: TANF Child Care Administration to TANF Transfer

County departments of job and family services may request that some or all of their TANF Child Care Administration allocation be reallocated from TANF Child Care Administration to regular TANF. The basis for the reallocation will be the written request of a proposed reallocation.

The reallocation shall occur in conjunction with the redistribution of funds authorized by paragraph (D) of rule 5101:9 6 02 of the Administrative Code. In order to initiate the reallocation, counties must send a letter signed by the agency director requesting the proposed reallocation amount by March 31, 2006, to:

Franklin D. Blair, Bureau Chief
Ohio Department of Job and Family Services
Bureau of County Finance and Technical Assistance
30 East Broad Street 37th Floor
Columbus, Ohio 43215 3414

Questions regarding this administrative procedure letter may be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752 9194.
TO:          All Administrative Procedure Manual Holders
            All County Departments of Job and Family Services Directors
            All County Probate Court Administrators

FROM:        Barbara E. Riley, ODJFS Director

SUBJECT:     Obsoletion of the Placement and Adoption Related Expenditures Summary (ODHS 4270)

The Ohio Department of Job and Family Services (ODJFS), the Office of Fiscal Services (OFS) is obsoleting the Placement and Adoption Related Expenditures Summary (ODHS 4270) effective immediately. It has been determined the fiscal information captured in this summary is no longer needed by OFS.

This form is being removed from the Administrative Procedure Manual (APM) and will no longer appear in the Appendix A of the APM nor be available through DynaWeb.

Questions regarding this administrative procedure manual transmittal letter may be directed to the Bureau of County Finance and Technical Assistance at (614) 752 9194.
TO: All Administrative Procedure Manual Holders  
All County Departments of Job and Family Services Directors  
FROM: Barbara E. Riley, ODJFS Director  
SUBJECT: TANF TO TANF CHILD CARE ADMINISTRATION REALLOCATION

In accordance with Ohio Administrative Code rule 5101:9-6-02 (County Allocation Process), paragraph (D)(2), the Ohio Department of Job and Family Services (ODJFS) will reallocate up to ten million dollars ($10,000,000) from the regular Temporary Assistance for Needy Families (TANF) to TANF Child Care Administration. This reallocation is approved in response to counties' projections that child care administrative expenditures will exceed current child care administrative funding. The basis for the reallocation will be the written request of by a county department of job and family services for a proposed reallocation.

County Departments of Job and Family Services that wish to transfer TANF regular funds to the special allocation for TANF Child Care Administration, must send a letter, signed by the agency director requesting the proposed reallocation amount by November 1, 2005, to:

Franklin D. Blair, Bureau Chief  
Ohio Department of Job and Family Services  
Bureau of County Finance and Technical Assistance  
Rhodes State Office Tower 37th Floor  
30 East Broad Street  
Columbus, Ohio 43215 3414

In the event that total requests for reallocation exceed the ten million dollar ($10,000,000) ceiling, the proposed reallocation amounts will be reduced. Any possible reductions in the proposed reallocation amounts having impact on county departments of job and family services (CDJFS) will be reviewed and scrutinized. ODJFS will solicit the input of the counties in the development of the criteria for determining reallocation formulas, should such reductions prove necessary.

Questions regarding this administrative procedure letter may be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance at (614) 752 9194.
TO: All Administrative Procedure Manual Holders
All County Departments of Job and Family Services Directors

FROM: Barbara E. Riley, ODJFS Director

SUBJECT: Hurricane Katrina Evacuee Assistance Program

The Ohio Department of Job and Family Services (ODJFS) is providing assistance through county departments of job and family services (CDJFS) to victims of hurricane Katrina evacuating to Ohio. The Office of Family Stability has issued a separate memo (Family Stability Letter No. 38, dated September 9, 2005) to counties detailing the Hurricane Katrina Evacuee Assistance Programs: the TANF Evacuee Cash Program; the Non TANF Evacuee Cash Program; and the TANF Evacuee Support Services Program.

Under the newly created Hurricane Evacuee Assistance Programs, families may qualify for $1,500 in disaster assistance funding from the Temporary Assistance for Needy Families (TANF) program. In order to be eligible for TANF assistance money, families must include a minor child, or pregnant woman, and be from a hurricane affected area. Single individuals may be eligible for $500 in state funded assistance through the Ohio Department of Job and Family Services.

Expenditures related to services for evacuees of hurricane Katrina must be reported on the JFS 02827 report using the following program codes:

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Class Code</th>
<th>Line Code Mapping</th>
<th>Funding Source Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Code: 156 TANF Evacuee Cash Program</td>
<td>Class Code: 30 Contract Administrative Services</td>
<td>2 1201</td>
<td>0000</td>
</tr>
<tr>
<td>Program Code: 160 Non TANF Evacuee Cash Program</td>
<td>Class Code: 30 Contract Administrative Services</td>
<td>2 1951</td>
<td>0000</td>
</tr>
</tbody>
</table>

Additional types of assistance that may be available to hurricane victims who evacuate to Ohio include Medicaid, food stamp benefits issued under Food and Nutrition Services (FNS) guidance and policy for hurricane evacuees, assistance through the Prevention, Retention and Contingency program, and cash assistance through Ohio Works First.

Until further notice, administrative expenditures related to evacuees of hurricane Katrina will not be identified by separate codes on the Social Services Random Moment Sample (SSRMS) or Income Maintenance Random Moment Sample (IMRMS) time studies. Effective with the all county memo, Tracking Staff Time Spent Administering Hurricane Evacuee Assistance Programs, dated September 13, 2005, agencies providing services to hurricane Katrina evacuees were instructed to record these services according to the appropriate program and class codes currently listed on the Random Moment Sample (RMS) observation forms and indicate in the comments section of the RMS observation form that the service was evacuee related. For all such RMS hits, the RMS Coordinator will enter the date, affected cost pool, observation
number and the identifying number on the attached Hurricane Evacuee Assistance Tracking Spreadsheet. The Hurricane Evacuee Assistance Tracking Spreadsheet will be submitted to ODJFS according to the instructions on the form. The RMS Coordinator will also enter the standard RMS information into the RMS system. In the event that supplementary federal funding becomes available, the spreadsheet will be utilized in the reconciliation of RMS information by ODJFS.

For the RMS observation quarter that begins on December 1, 2006, additional hurricane Katrina related RMS program codes may be added to the SSRMS and IMRMS.

Questions regarding this administrative procedure may be directed to your local fiscal supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752 9194.
APL 281

Administrative Procedure Letter No. 281

August 12, 2005

TO: All Administrative Procedure Manual Holders
All County Departments of Job and Family Services Directors

FROM: Barbara E. Riley, ODJFS Director

SUBJECT: Charging Multipurpose Contracts

This letter provides clarification regarding appropriate practices for charging and allocating costs associated with contractually purchased services. Expenditures for contractually purchased services must not be charged to the cost pools under any circumstances as it relates to the Social Services and Income Maintenance costs pools. Such costs must be charged directly to the benefiting program using the appropriate program and classification code. Appropriate program and classification codes can be accessed by using the complete Central Office Reporting (CORe) mapping tables which are accessible on the ODJFS, Office of Fiscal Services, Bureau of County Finance and Technical Assistance website (jfs.ohio.gov/ofsf/bcfta/), with definitions available in the appendix of the Administrative Procedure Manual (APM).

The current cost pool structure used in the county operations finance system includes the income maintenance cost pool, social service cost pool, child support cost pool and the shared cost pool. Definitions and clarification of cost structures associated with these cost pools are found in the Ohio Administrative Code section 5101:9 1 04. Expenditures reported through cost pools represent operating costs of the local agency and include costs of direct casework activity to be measured and allocated to the various federal funding sources and programs administered by the agency through the Random Moment Sample (RMS) time study. All single purpose and multi purpose contracts with service providers must be charged directly to benefiting program funding sources. They may not be included in cost pool expenditures allocated based on time study results.

In instances of multipurpose contracts, the service provider must include an accurate cost distribution for activities and expenditures by benefiting program. For example, if a local agency has contracted with a consultant to provide services for both Workforce Investment Act (WIA) and Temporary Assistance for Needy Families (TANF) program activities, then that consultant must be required by the local agency to submit an invoice specifically identifying how much of the cost was incurred for WIA and TANF activities separately. Expenditures for WIA activities under this contract should be charged using a direct program and class financial code to the appropriate WIA funding source. TANF costs are charged directly to TANF funding. Administrative contracts must be included in the income maintenance cost pool, social service cost pool, child support cost pool, or the shared cost pool, in which costs are assignable to a particular cost objective in accordance with relative benefits received. Cost principles delineating consistent treatment of costs are found in OMB Circular A 87, A 21, and A 122, and are included in the Ohio Administrative Code section 5101:9 1 15. Examples of administrative contracts that would appropriately be charged to a shared cost pools may include building maintenance, human resource services, or any service that indirectly benefits one or more of the federal programs operated by the local agency.
To: Administrative Procedure Manual Holders

County Departments of Job and Family Services' Directors

From: Barbara E. Riley, Director

Subject: Extension of Liquidation Period for TANF Incentive Awards

Effective immediately, ODJFS is providing notice of a one year extension of the TANF Incentive Awards. Most of these awards are scheduled to expire September 30, 2005; however, under the one year extension, funds will continue to be available to counties until September 30, 2006. After September 30, 2006, all unspent award allocation balances will be canceled. Please note, no further cash disbursements will be made. These awards include: TANF Incentives (APL 275) and WIA Supplements (APL 266), and the FY 2003 High Performance Award as detailed in rule 5101:9 8 01 of the Administrative Code. This extension is intended to provide county agencies with additional flexibility and greater opportunity to fully and properly use these TANF funds.

Please direct any inquiries to your Fiscal Supervisor.
Administrative Procedure Letter No. 278

August 24, 2004

To: All County Department of Job and Family Services' Directors
   All Administrative Procedure Manual Holders

From: Thomas J. Hayes, Director

Subj: Shared Cost and Workforce Investment Act Administration Adjustment

In county departments of job and family service agencies, the total amount of shared cost allocated to WIA programs by FTE and RMS time studies is charged to WIA administration. The shared cost pool includes some costs that are considered an allowable program expense for WIA. This Administrative Procedure Letter provides instructions for properly calculating the WIA program and administration amounts associated with shared costs allocated to WIA.

Implementation and use of the attached reclassification method will greatly reduce the amount of shared costs being attributed to WIA administration and instead accurately reflect the charge as it affects a WIA program expense. Please note this will not reduce the total shared costs charged to WIA, only the distribution between WIA administration and WIA program allocations. The spreadsheet included in this Administrative Procedure Letter should be used to calculate the amount of shared costs allocated to WIA administration and WIA program.

To determine which employees in the shared cost pool, are considered administration for WIA, please review the Department of Labor (DOL) guidelines and definitions of administration. These guidelines and definitions are contained in the Code of Federal Regulations, Title 20, Chapter 5, Volume 3 [CITE: 20CFR667.220].

Attached is an Administrative Cost Allocation (ACA) spreadsheet, a sample ACA spreadsheet, and instructions for completion of this spreadsheet, provided for your assistance. While ODJFS does not require counties to use this specific spreadsheet, information captured herein should be included in any other format that counties use. Please note this is a one time reclassification and recoding process applicable to SFY 2004 expenditures only. A new methodology will be applicable for SFY 2005.

The policy for SFY 2005 will be rule filed independently from this Administrative Procedure Letter.

Should you have additional questions regarding this Administrative Procedure Letter, please contact your local fiscal supervisor or the Bureau of County Finance and Technical Assistance at (614) 752 9194.

Attachments

Administrative Cost Allocation (ACA) spreadsheet
Sample Administrative Cost Allocation (ACA) spreadsheet
Instructions for completing the Administrative Cost Allocation (ACA) spreadsheet
Administrative Procedure Letter No. 279  
August 19, 2004

To: Administrative Procedure Manual Holders
    County Departments of Job and Family Services' Directors
From: Thomas J. Hayes, Director
Subject: Termination of Consolidated Allocation

Effective immediately, the following actions will be implemented by the Ohio Department of Job and Family Services (ODJFS):

1. As ODJFS Director, I have determined that state and federal funds are insufficient to sustain existing and anticipated State Fiscal Year (SFY) 2005 spending levels in the consolidated allocation. Given the significance of projected shortfalls and the need to restore monies to the TANF federal grant, the consolidated allocation is terminated. This action is authorized by Article V.A. of the Fiscal Agreement.

2. In order to continue funding to support eligibility and case management activities in the Food Stamp and Medicaid programs, ODJFS will be increasing funding for the Income Maintenance Control allocations for State Fiscal Year (SFY) 2005 by $55.5 million statewide and issuing these funds through an "Income Maintenance 2" allocation; and

3. In order to support vital social services programs, the Federal Social Services allocations will be increased for SFY 2005 by $46 million statewide and issuing these funds through a "Federal Social Service 2" allocation.

To implement this termination, ODJFS is making amendments for SFY 2005 to policies/business rules to stop the roll mechanism that currently exists within the consolidated allocation. The roll mechanism will be replaced by several links in funding streams across several of the individual allocations that made up the consolidated allocation.

ODJFS will first charge expenditures and/or issue draws to the appropriate allocation and if a link exists to any other allocation, then ODJFS will charge excesses to the linked allocation to the extent there are available funds in the linked allocation for an individual county.

The linked allocations are as follows: (1) Federal Social Services (Title XX), Adult Protective Services and State Social Service Operating allocations will be linked; (2) Food Stamp Education and Training (FSET) will be linked to Income Maintenance and to Federal Food Stamps; and (3) the only link to TANF will be through the County Child Care allocation which will be linked to the quality child care allocation. Refugee Services will be issued a separate allocation with no linkages to other funding streams.

Income Maintenance Control Allocations

The increased caseloads for the Food Stamp and Medicaid programs correlate to increases in administration costs as reported by county departments of job and family services (CDJFS). Caseloads and associated administration costs for these programs have been increasing steadily since SFY 2000. The Income Maintenance allocation will be increased for FY 2005 by $55.5 million statewide in order to assist county agencies with increased costs in conducting eligibility determination for Food Stamp and Medicaid. This funding will be distributed to all CDJFS' based on the TANF/Income Maintenance formula. Additional funding for the Income Maintenance allocation will be shown as a separate dollar amount on revised allocation letters and Central Office Reporting (CORe) system reports for SFY 2005 because the funding sources are different from the original SFY 2005 allocations.

The $55.5 million increase to Income Maintenance Control for SFY 2005 is earned federal reimbursement from expenditures that were claimed during SFY 2004. These funds may be spent in the same manner as state general revenue funds. The additional funds are referred to as the "Income Maintenance 2" (IM2) allocation. They will appear as such in the CORe system; however, CDJFS will continue to record IM expenditures under the current reporting structure for IM costs. Once a CDJFS exceeds the IM, the transition into the IM2 allocation will be seamless at the county level.
While Federal Food Stamp and Medicaid federal financial participation is at 50%, they are not capped funding sources to the State of Ohio as long as we can support the required match through state or local funds. Therefore, these allocations will become pass through funding sources to local CDJFS agencies. The Income Maintenance allocation will be used by CDJFS as the non federal match for the 50% federal financial participation (FFP) until that funding source is exhausted. Once the Income Maintenance allocation is exhausted by a county, then the 50% FFP will be passed through to a CDJFS only to the extent that a CDJFS identifies local funds as the non federal match component. We will be developing a process and/or form in the near future to be used by county agencies for such documentation.

**Federal Social Services Allocations**

In order to support continued services under the Federal Social Service (Title XX) program, funding to counties will be increased by $46 million on a statewide basis. This increase will be allocated to counties based on the Title XX allocation formula.

Additional funding for the Federal Social Service allocation will be shown as a separate dollar amount on revised allocation letters and Central Office Reporting (CORe) system reports for SFY 2005 because the funding sources are different from the original SFY 2005 allocations. The $46 million increase to Federal Social Services for SFY2005 consists of Title XX/Social Services Block grant federal funds and it will be referred to as the "Federal Social Service 2" allocation. They will appear as such in the CORe system; however, CDJFS will continue to record Federal Social Services expenditures under the current reporting structure. Once a CDJFS exceeds the Federal Social Service 1 allocation ceiling, the transition into Federal Social Service 2 allocations will be seamless at the county level.

The cash flow forecast and cash draw processes will remain the same; however, each county should evaluate cash flow needs and determine if adjustments need to be made based on the new allocation structure. Counties shall request funds on the line items where expenditures will actually be made and not on line items where funds are available.

Please remain alert for additional and future information about these and other actions related to the termination of the consolidated allocation including revisions to OAC rule 5101:9 6 03, which is being placed into a brief clearance for review and comment. Related allocation rules will be revised in a timely manner.

Should you have additional questions regarding this Administrative Procedure Letter, please contact your Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614) 752 9194.
Administrative Procedure Letter No. 277

July 20, 2004

To: Administrative Procedure Manual Holders
County Departments of Job and Family Services' Directors

From: Thomas J. Hayes, Director

Subject: One Time Consolidated Funding Allocation Change for SFY 2005

Due to a decrease in county PRC (Prevention, Retention and Contingency) program and TANF (temporary assistance to needy families) expenditures over the past three years and in order to provide county agencies an opportunity to increase services through local PRC/TANF programs, the Ohio Department of Job and Family Services (ODJFS) is adding a ceiling excess coverage of TANF service expenditures outside of the consolidated allocation for fiscal year 2005. ODJFS will be able to cover up to $47,483,885 of TANF service expenditures that are in excess of counties' consolidated ceiling.

In order to qualify for ceiling excess coverage, a county must exceed a pre established maintenance of effort (MOE) expenditure level for TANF services within its consolidated allocation. Each county will have their own cap of potential coverage. This feature is focused on TANF spending as a whole versus just PRC program expenditures because similar services may be coded differently from county to county. TANF service expenditures include all TANF expenditures within the consolidated allocation, plus those that were in separate allocations for SFY (state fiscal year) 2003 (Kinship Navigator, Child Welfare TANF, Adult Literacy and Wellness program), less administration line codes:

2 1210   TANF Training
2 1228   TANF OWF Administration
2 1236   TANF Leap
2 1255   AODS Alcohol

The following manual rolls are additional expenditures included in each county's MOE:

2 1218   TANF Child Welfare manual roll
2 1237   TANF OWF Work manual roll

MOE methodology is based on calendar year 2003 TANF services expenditures.

Cap refers to a pre established ceiling for each county above the consolidated allocation. It can only be accessed for TANF expenditures that have exceeded the MOE component within the consolidated, and the consolidated allocation as a whole. Cap methodology = [SFY 2003 statewide TANF expenditures + $50 million] MOE. The statewide cap for SFY 2005 is $47,483,885.

In order to qualify for consolidated ceiling excess coverage, a county must exceed their consolidated allocation and exceed their MOE level within the consolidated allocation. ODJFS will first cover ceiling excess for TANF services expenditures up to the county's cap, and will then cover earned Food Stamp/ Medicaid Administration expenditures only if funds are available after the statewide closeout and reconciliation. The policy for Medicaid and Food Stamp administration pass through funding remains the same even if a county does not exceed their MOE in accordance with APM.6216.

Counties will receive notification of their cap amounts in writing from ODJFS. This information will accompany the initial SFY 2005 consolidated allocation. The packet will also include an accept or release form that each county will submit back to ODJFS. The purpose of this form will be to allow counties who do not plan to increase TANF expenditures, an opportunity to release their cap for redistribution to counties that are planning to enhance TANF programs and increase expenditures.

Please direct inquiries to your Fiscal Supervisor.
Administrative Procedure Letter No. 276

February 24, 2004

To: Administrative Procedure Manual Holders
County Departments of Job and Family Services' Directors

From: Thomas J. Hayes, Director

Subject: Revised Federal Procurement Regulations

Several questions have been raised by counties regarding the September 8, 2003 change in federal regulations that makes 45 C.F.R. 92.36 applicable to procurements made with TANF funds. Currently, ODJFS is in the process of updating the Administrative Code and Chapter 4000 of the Administrative Procedure Manual to address all of the issues surrounding procurement.

At this time, ODJFS is issuing this Administrative Procedure Letter in response to questions posed focusing on the new procurement regulations being applicable to situations where another public entity is acting on behalf of the county agency, specifically in reference to the Help Me Grow (HMG) Program.

The Family and Children First Council has the responsibility to assure that the funds work together locally to operate HMG. ODJFS provides a separate HMG TANF allocation to the CDJFS. These funds must be used in accordance with the County HMG Program as defined by the County Family and Children First Council. The CDJFS must also ensure that funds from the HMG TANF allocation are used in accordance with rule 5101:9 6 47 of the Administrative Code (APM sections 6820 6825). The HMG TANF allocation may be conveyed to the HMG program in three ways:

1. If the CDJFS is the administrative agent for the Children and Family First Council it can provide or purchase HMG services on behalf of the Council with the HMG TANF funds.

2. If the CDJFS is not the administrative agent, it may convey the TANF HMG funding to the administrative agent for the Council via contract so that the administrative agent can provide or purchase HMG services on behalf of the Council.

3. If the CDJFS is not the administrative agent, the administrative agent may authorize the CDJFS to use the TANF HMG funds to provide or purchase HMG services on behalf of the Council through a written agreement approved by the council.

The contract to convey HMG TANF funds to the HMG administrative agent is not subject to competitive procurement because there can only be one such agent per county. In any case, the agency acting as the administrative agent or on behalf of the administrative agent must follow the competitive procurement requirements of 45CFR 92.36 and state law when purchasing services.

A copy of 45 CFR 92.36 is attached along with the September 8, 2003 federal register provisions that make 45 CFR Part 92 applicable to TANF funds.

Please provide a copy of this letter to all subgrantee entities and ODJFS recommends counties consult with their legal counsel for any questions.

Attachments:

Click here to view 45 CFR 92.36.

Click here to view September 8, 2003 federal register provisions.
To: Administrative Procedure Manual Holders
County Departments of Job and Family Services' Directors

From: Thomas J. Hayes, Director

Subject: TANF Incentive Reporting Change

Effective immediately, in an effort to meet Federal TANF reporting requirements, ODJFS will be using the following line codes and financial codes for previously issued TANF incentives. Please note that these additional codes have been created in an effort to streamline tracking of TANF expenditure. Existing PRC codes are not being obsoleted at this time.

**TANF Incentive**

Line code 2 1204 TANF Incentive Work Activities: financial code 126 53:

Includes expenditures using TANF Incentive payments for OWF and/or PRC clients in work status. These are expenditures on work activities or work expenses that have not been reported as education or work subsidies (including staff costs related to providing work experience activities, on the job training, job search and job readiness, job skill training, and training provided as vocational educational training), related services (such as employment counseling, coaching, job development, information and referral and outreach services to business and nonprofit community groups), and other work related expenses (such as costs for work clothes and equipment). Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

Line code 2 1231 TANF Incentive PRC Diversion: financial code 122 53:

Includes expenditures using TANF Incentive payments to provide non recurrent, short term benefits to families that are OWF and/or PRC recipients in the form of cash payments, vouchers, or similar form of payment to address a specific crisis situation or episode of need and excluded from the definition of assistance. This does not include expenditures for support services (i.e., child care; transportation (including car repairs)) or work activities or expenses (i.e., a job search) provided under a diversion program.

Line code 2 1223 TANF Incentive PRC Transitional: financial code 124 53:

Includes expenditures using TANF Incentive payments to provide transitional services to PRC families ceasing to receive assistance under the OWF program because of employment or an increase in earnings.

**TANF High Performance Bonus Incentive**

Line code 2 1259 TANF High Performance Work Activities: financial code 128 53:

Includes expenditures using TANF High Performance PRC for OWF and/or PRC clients in work status. These are expenditures on work activities or work expenses that have not been reported as education or work subsidies (including staff costs related to providing work experience activities, on the job training, job search and job readiness, job skill training, and training provided as vocational educational training), related services (such as employment counseling, coaching, job development, information and referral and outreach services to business and nonprofit community groups), and other work related expenses (such as costs for work clothes and equipment). Includes such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

Line code 2 1233 TANF High Performance PRC Diversion: financial code 108 53:
Includes expenditures to provide non recurrent, short term benefits to families that are OWF and/or PRC recipients in the form of cash payments, vouchers, or similar form of payment to address a specific crisis situation or episode of need and excluded from the definition of assistance. This does not include expenditures for support services (i.e., child care; transportation (including car repairs) or work activities or expenses (i.e., a job search)) provided under a diversion program.

Line code 2 1245 TANF High Performance PRC Transitional: financial code 116 53:

Includes expenditures using High Performance TANF PRC to provide transitional services to PRC families ceasing to receive assistance under the OWF program because of employment or an increase in earnings.

WIA Incentive

Line code 2 1165 WIA Incentive Work Activities: financial code 491 53:

Includes expenditures using WIA Incentive for OWF and/or PRC clients in work status. These are expenditures on work activities or work expenses that have not been reported as education or work subsidies (including staff costs related to providing work experience activities, on the job training, job search and job readiness, job skill training, and training provided as vocational educational training), related services (such as employment counseling, coaching, job development, information and referral and outreach services to business and nonprofit community groups), and other work related expenses (such as costs for work clothes and equipment). Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

Line code 2 1166 WIA Incentive PRC Diversion: financial code 482 53:

Includes expenditures using WIA Incentive to provide non recurrent, short term benefits to families that are OWF and/or PRC recipients in the form of cash payments, vouchers, or similar form of payment to address a specific crisis situation or episode of need and excluded from the definition of assistance. This does not include expenditures for support services (i.e., child care; transportation (including car repairs) or work activities or expenses (i.e., a job search) provided under a diversion program.

Line code 2 1167 WIA Incentive PRC Transitional: financial code 483 53:

Includes expenditures using WIA Incentive to provide transitional services to PRC families ceasing to receive assistance under the OWF program because of employment or an increase in earnings.

WIA Supplement

Line code 2 1190 WIA Supplement Work Activities: financial code 499 53:

Includes expenditures using WIA Supplement for OWF and/or PRC clients in work status. These are expenditures on work activities or work expenses that have not been reported as education or work subsidies (including staff costs related to providing work experience activities, on the job training, job search and job readiness, job skill training, and training provided as vocational educational training), related services (such as employment counseling, coaching, job development, information and referral and outreach services to business and non profit community groups), and other work related expenses (such as costs for work clothes and equipment). Includes such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

Line code 2 1194 WIA Supplement PRC Diversion: financial code 475 53:

Includes expenditures using WIA Supplement to provide non recurrent, short term benefits, to families that are OWF and/or PRC recipients in the form of cash payments, vouchers, or similar form of payment to address a specific crisis situation or episode of need and excluded from the definition of assistance. This does not include expenditures for support services (i.e., child care; transportation (including car repairs) or work activities or expenses (i.e., a job search) provided under a diversion program.

Line code 2 1195 WIA Supplement PRC Transitional: financial code 477 53:
Includes expenditures using WIA Supplement to provide transitional services to PRC families ceasing to receive assistance under the OWF program because of employment or an increase in earnings.

Please direct any inquiries to your Fiscal Supervisor.
TO: All ODJFS and County Manual Holders (Administrative Procedure, Cash Assistance, Public Assistance, Food Stamps, Child Support, Family and Children, Medical Assistance) Directors, County Departments of Job and Family Services Directors, County Child Support Enforcement Agencies Directors, County Public Children Services Agencies

FROM: Thomas J. Hayes, Director

SUBJECT: ELIMINATION OF PAPER HANDBOOK TRANSMITTAL LETTERS

In an effort to improve customer service by providing information electronically, and to reduce printing, distribution and storage costs, the Ohio Department of Job and Family Services (ODJFS), Bureau of Business Services has discontinued automatic distribution of paper handbook transmittal letters. This initiative took effect November 1, 2002. This policy directly impacts the distribution of all manuals and transmittals letters with the exception of the child day care and long term care rule distribution required by Revised Code sections 5111.22 and 5104.011.

Electronic versions of complete, consolidated program manuals, including the transmittal letters, are available on the Internet and may be accessed at http://dynaweb.odjfs.state.oh.us:6336/dynaweb .

To find out what has been issued, staff can visit the Legal/Policy Central calendar which is available on the ODJFS InnerWeb at http://www.state.oh.us/odjfs/lpc/calendar/staff/ and on the Internet at http://www.state.oh.us/odjfs/lpc/calendar/ . The calendar provides a daily list of transmittal letter issuances with links to the electronic manuals and to printable (Acrobat) versions of the transmittal letters.

All manual holders may also find out what has been issued by subscribing to an e mail notification list. On Friday of each week, the Bureau of Business Services, Document Development Section will send an e mail notice containing a list of what was issued during that week. All manual holders may subscribe to the e mail notification list by sending an e mail with the word: subscribe in lower case letters in the subject line to: handbook_update_subscriptions@odjfs.state.oh.us .

All manual holders wishing to maintain paper copies of manuals may do so by printing online Acrobat versions of transmittals, or by purchasing transmittals at a cost of 5¢ per impression plus the cost for shipping the transmittal. Purchasing instructions will be included as an attachment to every e mail notification.

Questions regarding this procedure letter may be directed to Lisa Bynum, chief of the Document Development Section, (614) 728 7305 or bynuml@odjfs.state.oh.us .
To: Administrative Procedure Manual Holders  
County Departments of Job and Family Services' Directors

From: Thomas J. Hayes, Director

Subject: Incentive Funds for Ohio Option Counties for SFY 2002 and SFY 2003

ODJFS will distribute the WIA Supplement (TANF carve out funds) in the amount of $35,109,178 each year for SFY 2002 and SFY 2003. These funds will be available to Ohio Option counties as incentives. Individual funds would be created in SFY 2002 and SFY 2003 with an overall ceiling established for each Ohio Option county each year. Utilization of these funds must follow TANF guidelines.

SFY 2002: Funds will be distributed each quarter by the Ohio Option counties expenditure percent to the Ohio Option statewide total.

- Quarter 1: expenditure data for SFY 2001 (July 2000 June 2001)
- Quarter 2: expenditure data for SFY 2001 (July 2000 June 2001)

Expenditure data includes expenditures to:
- WIA Administration
- WIA Adult
- WIA Youth
- WIA Dislocated Worker
- JTPA Carryover
- WIA/TANF
- WIA Incentives

SFY 2003: A committee is to be established to explore incentives for SFY 2003 with representatives from ODJFS Fiscal, Bureau of WIA, Local Operations and ORAA, the Associations and County representation. The committee will address the following options:

1. Continuing incentives for expenditure WIA allocations
2. Customer Satisfaction in One Stops
3. Meet or exceed federal performance standards for the WIA grant

Distribution Methodology: ODJFS will establish a cap for each county for each fiscal year to ensure excessive funds are not available to any one county. Each fiscal year, the entire amount of available funds will be distributed to Ohio Option counties using the number of individuals under 200% poverty. This figure will act as the overall ceiling for the amount of funds a county could earn. Any funds not distributed in SFY 2002 should be programmed into the SFY 2003 calculation. All services must be rendered by June 30th and all bills to be paid by September 30th.

An APMTL with the finalized formulas and distributions will follow. The actual allocation of funds will not take place until the clearance process is finalized and will cover the entire SFY 2002 and SFY 2003 time period.

Please direct inquiries to your Fiscal Supervisor.
March 12, 2002

TO: All Administrative Procedure Manual Holders
    County Department of Job and Family Services' Directors

FROM: Thomas J. Hayes, Director, ODJFS

SUBJ: County Specific Legislative Funds

Legislatively directed funds have been distributed through county specific allocations for the period of July 1, 2001 through June 30, 2002. These funds are governed by Ohio Revised Code section 5101.801 and must comply with TANF requirements, federal statutes and regulations, state statutes and rules, and the State Title IV A Plan.

<table>
<thead>
<tr>
<th>County</th>
<th>Program</th>
<th>Allocation Amount</th>
<th>Purpose</th>
<th>Reporting Requirements</th>
<th>Program Code</th>
<th>Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cuyahoga</td>
<td>Center for Children and Families</td>
<td>150,000</td>
<td>Provision of allowable services to TANF eligibles</td>
<td>JFS 02827 Monthly Financial Statement</td>
<td>199</td>
<td>53</td>
</tr>
<tr>
<td>Hamilton</td>
<td>Talbert House</td>
<td>100,500</td>
<td>Provision of benefits and services identified in 45 C.F.R. 260.31(b) to TANF eligibles at or below 200% of the federal poverty guidelines</td>
<td>JFS 02827 Monthly Financial Statement</td>
<td>196</td>
<td>53</td>
</tr>
<tr>
<td>Montgomery</td>
<td>Out Of School Youth</td>
<td>1,000,000</td>
<td>Provides for TANF eligible individuals. (For Montgomery county and Sinclair Community College)</td>
<td>JFS 02827 Monthly Financial Statement</td>
<td>197</td>
<td>53</td>
</tr>
</tbody>
</table>

Questions regarding these funds should be directed to the Regional Account Manager, Fiscal Supervisor, or the Bureau of County Finance and Technical Assistance at (614) 752 9194.
TO: All Administrative Procedure Manual Holders
County Department of Job and Family Services’ Directors

FROM: Thomas J. Hayes, Director, ODJFS

SUBJ: Kinship Navigator Financial and Activity Codes

During Fiscal Year 2002, Kinship Navigator is funded by Temporary Assistance for Needy Families (TANF). The county departments of job and family services (CDJFS) are granted authority by Am. Sub. House Bill (H.B.) 94, Section 5101.851 and H.B. 299, Section 63.09. to allocate funds to public children services agencies (PCSA) to provide Kinship Navigator direct services and Kinship Navigator outreach indirect services. Counties will be notified of the amount of their Kinship Navigator fund in county specific allocation letters.

County Kinship Navigator Criteria:

- In counties where the PCSAs and CDJFSs are separate agencies a contract between the agencies must exist;
- Services under these programs must be included in the County Prevention, Retention, and Contingency (PRC) plan;
- PRC requires an application form and a determination of TANF eligibility to receive case managed direct services (as required by ORC 5108.10);
- TANF regulations apply to the use of these funds for medical services (OWF/PRC Guidance Letter No. 12); and
- Kinship Navigator Outreach Services do not require application forms or determination of TANF eligibility.

Financial Reporting Requirements

Fiscal Year 2002

<table>
<thead>
<tr>
<th>Financial Reporting Form</th>
<th>Program Code</th>
<th>Class Code</th>
<th>Title</th>
<th>Definition</th>
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<tbody>
<tr>
<td>JFS 02714 Social Services Random Moment Sample</td>
<td>118</td>
<td>Kinship Navigator Outreach Services</td>
<td>General information and referral, websites, public service announcements, brochures, billboards, phone banks, and other indirect services.</td>
<td></td>
</tr>
</tbody>
</table>

Fiscal Year 2002

<table>
<thead>
<tr>
<th>Financial Reporting Form</th>
<th>Program Code</th>
<th>Class Code</th>
<th>Title</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>JFS 02827 Monthly Financial Statement</td>
<td>119 53</td>
<td>Kinship Navigator</td>
<td>The provision of case managed Kinship Navigator services, benefits, assistance and information to kinship caregivers.</td>
<td></td>
</tr>
</tbody>
</table>
PCSA Kinship Navigator Fiscal Year 2001 (July Sept.) obligations should be reported as follows:

<table>
<thead>
<tr>
<th>Financial Reporting Form</th>
<th>Program Code</th>
<th>Class Code</th>
<th>Title</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>JFS 02820 Children Services Monthly Financial Statement</td>
<td>877</td>
<td>55</td>
<td>Kinship Navigator</td>
<td>The provision of case managed Kinship Navigator support services to kinship caregivers.</td>
</tr>
</tbody>
</table>

PCSA Kinship Navigator Fiscal Year 2002 obligations should be reported as follows:

<table>
<thead>
<tr>
<th>Financial Reporting Form</th>
<th>Program Code</th>
<th>Class Code</th>
<th>Title</th>
<th>Definition</th>
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<tbody>
<tr>
<td>JFS 02820 Children Services Monthly Financial Statement</td>
<td>877</td>
<td>53</td>
<td>Kinship Navigator</td>
<td>The provision of case managed Kinship Navigator support services to kinship caregivers.</td>
</tr>
<tr>
<td>JFS 02820 Children Services Monthly Financial Statement</td>
<td>879</td>
<td>53</td>
<td>Kinship Navigator Outreach Services</td>
<td>General information and referral, websites, public service announcements, brochures, billboards, phone banks, and other indirect services.</td>
</tr>
</tbody>
</table>

PCSAs should continue to report expenditures on the JFS 02820 for Fiscal Year 2002. The funds will be obtained from the CDJFS and paid into the PCSA as a local receipt.

**Program Requirements**

Specific program requirements are contained in OWF/PRC Guidance Letters No.1, 13, and 25.

**Instructions:** Place this update in the APL section of the APM
Administrative Procedure Letter No 267

February 7, 2002

To: Administrative Procedure Manual Holders
   County Departments of Job and Family Services' Directors
   Local Elected Officials and Workforce Development Agencies

From: Tom Hayes, Director

Subject: DIRECT CHARGE OF SUPPLIES, EQUIPMENT AND RENOVATION COSTS TO THE START UP OF ONE STOP SYSTEMS

Effective July 1, 2001, County Department of Jobs and Family Service (CDJFS) agencies can directly charge
the cost of supplies, equipment and renovation associated with the start up of a one stop workforce
development agency, as defined by the Workforce Investment Act (WIA) and in accordance with 20 CFR part
667.260.

This approval is continuous until the allocation methods shown in the state plan are outdated as a result of
organizational, legislative, regulatory or other changes which necessitate submission of an amendment or
new plan by the state.

Questions regarding this APL should be directed to your local fiscal supervisor or to the Bureau of County
Finance and Technical Assistance at (614) 752 9194.

Instructions:
Please place this update in the APL section of the APM.
TO: All Administrative Procedure Manual Holders
County Department of Job and Family Services' Directors
FROM: Jo Ann Davidson, Interim Director, ODJFS
SUBJ: FOSTER CAREGIVER TRAINING STIPENDS

In accordance with House Bill 332 and effective July 1, 2001, all required foster caregiver preplacement training and annual continuing training will **no longer** be directly billed on the ODJFS 2820 Children Services Monthly Financial Statement. Foster caregiver preplacement training and annual continuing training will be reimbursed by submitting a completed ODJFS 01350 Foster Caregiver Training Invoice to the Office of Children and Families as established in sections 5103.0316 (B) and 5103.0313 of the Revised Code. All preplacement training programs and continuing training programs must be approved by the ODJFS.

Submit the ODJFS 01350 to:
Children Services Licensing Section
Ohio Department of Job and Family Services
65 East State Street, 5th Floor
Columbus, Ohio 43215

Questions regarding foster caregiver training should be directed to Dennis Blazey, Office of Children and Families at 614 466 1213. Questions or concerns regarding other training should be directed to the regional Fiscal Supervisor or to the Bureau of County Finance and Technical Assistance by calling (614) 752 9194.

**Instructions:**

Please place this update in the APL section of the APM.
TO: Directors, County Departments of Job and Family Services  
FROM: Jacquelyn Romer Sensky, Director  
SUBJECT: Taber v. ODHS: Retention of Records

As the attached letter of June 3, 1994, indicates, we had previously requested that you retain records regarding certain applicants for the former General Assistance program, pending a court decision in the lawsuit styled Taber v. ODHS. We have now determined that the court decision that was eventually issued in that case has been fully implemented. For this reason, you may now feel free to retain or dispose of these records in accordance with your usual record retention schedules. Please refer to APM 9210 9215 for records retention and destruction policy.

Thank you for your cooperation in this matter.

the attached letter regarding Taber v. ODHS.

cc: Regional Account Managers  
   Technical Assistance Managers  
   Cheri Walter  
   Wayne Sholes  
   John Schuster  
   Bill Demidovich  
   Rich Deppe  
   Matt Erb  
   Rick Smith  
   Jane Frye  
   Jeanne Carroll
TO: All Administrative Procedure Manual Holders
FROM: Jacqueline Romer Sensky, Director, ODHS
SUBJECT: AMENDMENT TO THE UPDATE ON THE FAMILY VIOLENCE PREVENTION ALLOCATION

Recently you received Administrative Procedure Letter 262 regarding the federal Family Violence Prevention and Services Act authorizes ODHS to disperse funds in support of activities to prevent family violence. This amendment is being sent to correct the allocation period effective dates. The dates provided in the Administrative Procedure Letter No. 262 were in error. Please obsolete Administrative Procedure Letter No. 262 and replace with this amendment.

Funds are available to county departments of human services (CDHS) to develop local policies and procedures through collaborate networks to address the need of individuals who may be impacted by domestic violence.

**Funding Source:** This allocation consists of combined federal and state funds. The state funds are provided to meet the nonfederal match requirement. No match is required of local agencies for this grant period.

**Allocation Period:** This allocation is for an eight month period beginning **October 1, 2000**, and ending **June 30, 2001**.

**Allocation Methodology:** Each county has been placed in one of three groups based on the total adult population of the county. The allocation amount is as follows:

- $3600 Cuyahoga, Franklin, Hamilton, Lucas, Montgomery, and Summit
- $3000 Butler, Lake, Lorain, Mahoning, Stark, and Trumbull
- $1800 All remaining counties

**Allowable Expenditures:** Expenditures properly charged against this allocation are contract or purchased services costs for:

1. Continued family violence prevention efforts, or
2. Development of a plan that brings together service providers and other community resources to address family violence prevention efforts in counties that did not utilize previous planning funds and/or where a plan has not been developed.

Please refer to Family, Children, and Adult Services Procedure Letter No.67 for more specific program reporting and participant requirements.

Expenditure must be reported using the following program and classification codes:

<table>
<thead>
<tr>
<th>Financial Reporting Form</th>
<th>Program Code</th>
<th>Class Code</th>
<th>Title</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODHS 2827</td>
<td>895</td>
<td></td>
<td>Family Violence Prevention Plan</td>
<td>Contracts and purchased costs for a coordination plan preventing family violence.</td>
</tr>
<tr>
<td>ODHS 2827</td>
<td></td>
<td>53</td>
<td>Purchased Services</td>
<td>Costs related services, purchased from providers or other government agencies on behalf of recipients,</td>
</tr>
</tbody>
</table>
The program code 895 is time limited based on the allocation period. Questions regarding program requirements should be directed to Carrie Anthony, Administrator, Family Violence Prevention (614) 644 6140.

Questions regarding this allocation should be directed to your District Account Manager or the Bureau of County Finance and Technical Assistance at (614) 752 9194.

**This APL becomes obsolete on July 31, 2001.**

**Instructions:**

- Obsolete APL 262.
ADMINISTRATIVE PROCEDURE LETTER NO. 259

August 21, 2000

TO: All Administrative Procedure Manual Holders
FROM: Jacqueline Romer Sensky, Director
SUBJECT: Expanded Enrichment Services

The Ohio Department of Education (ODE) and the Ohio Department of Job and Family Services (ODJFS) is pleased to announce a joint effort to help meet the needs of children and families in Ohio. Thousands of children are at risk of not passing the 4th grade proficiency test if positive proactive steps are not taken. Therefore, this letter announces a collaborative programmatic response to this need providing assistance to both local school districts and county department of human services.

The Ohio Department of Job and Family Services will make available Prevention, Retention, and Contingency (PRC) dollars to support expanded enrichment services to families up to 300% of poverty levels whose children have been identified and/or targeted for inclusion in the planned summer school program. These dollars are not to be used to fund actual summer intervention services but rather to provide children with enrichment opportunities before and after those services.

Funding for this program will be provided to county departments of human services on a reimbursement basis. Using the PRC guidelines for eligibility, program development, contracting, and expenditures, counties will provide services on a local basis. In order for this program to maximize services and benefits for the intended recipients, county departments of human services and local school districts will need to work closely together to develop the local programmatic and financial objectives in accordance with the county PRC plan.

The targeted audience for this initiative has been identified as children in kindergarten through grade six reading below grade level or those who are at risk of reading below grade level and who meet up to 300% of the federal poverty level.

All city, community, exempted village, and JVS school districts may apply. A county may apply on behalf of a consortium of districts. School districts must apply through their respective county department of human services and ODJFS will reimburse schools for providing services to families up to 300% of the federal poverty level.

Programs must be offered a minimum of thirty (30) hours within a consecutive two week time frame. This is in addition to any regular summer school offerings. While full day services are preferable, hours of operation should be based upon the needs of the local school district and community.

Program activities and design should be flexible, yet purposeful and geared to enrich core learning in reading and/or literacy, as well as to assist students in meeting performance outcomes. Allowable activities can include, but are not limited to:

- poetry writing
- play writing and drama
- field trips to public libraries and cultural events
- challenging word games (i.e., Scrabble)
- cooking, and
- gardening, etc.

Curriculum development and program activities should be developed in cooperation with a teacher to ensure enhancement of services and build upon the regular instruction; however, an on site licensed teacher is not required for this portion of the day.
Staff members may include paraprofessionals, volunteers, (i.e., OhioReads Initiative), parents, and/or a program coordinator. A 1:18 child/staff ratio must be maintained in accordance with ODE guidelines. Districts must hire staff in accordance with their local hiring policies.

County departments of human services will be reimbursed $18.00/child/day by ODJFS. County departments of human services will need to enter into a contract or memorandum of understanding (MOU) with local school districts outlining program specifications/design, staffing criteria, all aspects of billing and reporting procedures, and audit findings. The contracts or MOUs must be in compliance with county department of human services' plan guidelines.

The local school districts will pay all up front expenses and apply for reimbursement through their respective county department of human services. This code will be added to the next issuance of the ODHS 2827 Code List.

<table>
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<tbody>
<tr>
<td>ODHS 2827</td>
<td>198</td>
<td>53</td>
<td>Expanded Enrichment Services</td>
<td>Children in kindergarten through grade six reading below grade level or those at risk of reading below grade level and who meet up to 300% of the federal poverty level.</td>
</tr>
</tbody>
</table>

County departments of human services should amend their county plans to reflect inclusion of the enrichment services/program.

Questions regarding this program and its implementation should be directed to your local account manager or the ODJFS Office of Fiscal Services at (614) 752 9194.
TO: All Administrative Procedure Manual Holders
FROM: Jacqueline Romer Sensky, Director
SUBJECT: REGARDING PROCUREMENT OF PERSONAL COMPUTERS FOR WORKFORCE INVESTMENT ACT IMPLEMENTATION PROCEDURE LETTER (APL258)

Recently county departments of human services received a letter outlining procedures to be utilized for the procurement of personal computers for the Workforce Investment Act implementation. Effective immediately this letter is rescinded.

Agency discussions are ongoing regarding this administrative procedure letter and information will be communicated to the counties within 30-45 days.

Questions regarding this recission may be directed to the Office of Fiscal Services by calling (614) 752-9194.
June 13, 2000

TO: All Administrative Procedure Manual Holders

FROM: Jacqueline Romer Sensky, Director

SUBJECT: PROCUREMENT OF PERSONAL COMPUTERS FOR WORKFORCE INVESTMENT ACT IMPLEMENTATION

County agencies are permitted to purchase additional personal computers from their administrative allocations for implementation of workforce development activities. These purchases are to be reported in the appropriate cost pools such as shared, Income Maintenance Combined, and/or Social Services Administrative pool.

Personal computers must meet the following minimum specifications:

- 128 MB SDRAM
- 6.4 GB Ungradable Hard Drive
- 450 MHZ Pentium III Processor
- 15" Monitor

The current standard operating system is Window 95A. If personal computers are purchased that deviate from the above specifications, it will be necessary to specify the inclusion of an Intel 10/100 MB Network Card. Counties agencies are expected to cover the costs of any ISP (Internet) connection to run applications that are web based.

Requests submitted prior to this administrative procedure policy letter update will not be granted.

Questions regarding any of the above computer specifications are to be directed to Sam Van Schoyck, MIS Assistant Deputy Director’s Office at (614) 466 2303. Fiscal questions are to be directed to your regional fiscal supervisor.
TO: All Administrative Procedure Manual Holders  
FROM: Jacqueline Romer Sensky, Director  
SUBJECT: DISASTER RELATED PRC ASSISTANCE SUPPLEMENTS

In the event a disaster or a state of emergency is declared by the Governor, supplemental funding for disaster related PRC services and assistance is available through the Prevention, Retention, and Contingency (PRC) program. Counties must be declared a state of emergency by the Governor.

The Ohio Department of Human Services (ODHS) has reserved $5 million in Temporary Assistance for Needy Families (TANF) funds for counties to use when a state emergency is declared by the Governor. These funds are in addition to the county’s current TANF allocation. It may be necessary for counties to amend/revise the county PRC plan to access these additional funds if their current plan does not reflect the inclusion of disaster assistance procedures. If a county needs to amend/revise its plan, the county should refer to the OWF/PRC Guidance Letter No. 17 or contact Debbie Radcliffe, Bureau of Family Stability, Ohio Department of Human Services at FAX (614) 752 7193.

A revision of the county PRC plan would be required if the county chooses to adopt a different income eligibility limit (or no limit) or benefit level than originally stated in the current PRC plan. The PRC Assistance Group (AG) must contain a pregnant woman or at least one minor child, reside in one of the counties declared under a state of emergency, and must have been adversely affected by the emergency condition. The effective date of the amended/revised PRC plan must be on or after the date that the county has been declared to be under a state of emergency by the Governor.

The affected counties must submit a revised Cash Forecast diskette to the County Finance Section estimating these additional expenditures in order to receive a supplement to the PA Fund advance (APM 7353). The CDHS must use the code contained in the table below to report this special expenditure.

<table>
<thead>
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<tr>
<td>ODHS 2827</td>
<td>158</td>
<td>50</td>
<td>TANF Disaster Related Emergency Assistance</td>
<td>Funds distributed as part of the time limited emergency disaster relief effort.</td>
</tr>
</tbody>
</table>

Questions concerning the PRC program should be directed to Debbie Radcliffe, Cash Assistance Section at (614) 466 6024. Questions or concerns regarding the PA Fund supplemental advance should be directed to the appropriate Account Manager, District Fiscal Supervisor, or the Bureau of County Finance and Technical Assistance at (614) 752 9194.
ADMINISTRATIVE PROCEDURE LETTER 255

February 5, 1999

TO: All Administrative Procedure Manual Holders

FROM: Wayne W. Sholes, Director

SUBJECT: STATE REFUGEE AND IMMIGRANT SERVICES PROGRAM ALLOCATION

The State Refugee and Immigrant Services Program allocation is to be used as an additional resource to the six counties currently providing Refugee Social Services. These counties are Cuyahoga, Franklin, Hamilton, Lucas, Montgomery and Summit. This is a one time allocation covering the period of January 1, 1999 through June 30, 1999.

Expenditures against this allocation are for contract and/or purchased services to refugees and legal immigrants regardless of their age and length of residence in the United States. Funds are being distributed per the Refugee Resettlement formula in Administrative Procedure Manual Section 6213.3.

The state program expands social services to serve more eligible refugee and legal immigrant clients with a language barrier in becoming economically self supporting and socially self sufficient. Services to be provided are those services allowable under the federal Refugee Social Services program, 45 CFR Sections 400.154 and 400.155 (a) through (g). This includes any additional services aimed at strengthening and supporting the ability of a refugee and legal immigrant individual, family, or refugee and legal immigrant community to achieve and maintain economic self sufficiency, family stability, or community integration and is not available from any other funding.

Counties are to enter into agreements with the local refugee service providers for the purpose of providing State Refugee and Immigrant Services.

As these are state funds, all funds are to be expended and reported by June 30, 1999, and must be used for activities provided between January 1, 1999 and June '10, 1999. All expenditures must be reported on the ODHS 2827 Monthly Financial Statement using Program Code 809 with Class Code 53.

Questions regarding this allocation should be directed to the Protective Services Section at (614) 466 0995. Questions concerning expenditure reporting should be referred to your regional Account Manager or the Bureau of County Finance and Technical Assistance at (614) 752 9194.
July 27, 1998

TO: All Administrative Procedure Manual, and Public Assistance Manual Holders
FROM: Arnold Tompkins, Director
SUBJECT: ADULT DISASTER ASSISTANCE (ADA) the ODHS 7118.

Due to the recent flood and tornado devastation, twenty six counties in Ohio are granted additional funding for the ADA program. The counties affected by this transmittal are Athens, Belmont, Coshocton, Delaware, Franklin, Guernsey, Harrison, Holmes, Jackson, Jefferson, Knox, Licking, Marion, Meigs, Monroe, Morgan, Morrow, Muskingum, Noble, Ottawa, Perry, Pickaway, Richland, Sandusky, Tuscarawas, and Washington. Other counties may be added if declared by the Governor to be in a state of emergency.

On June 30, 1998, the Department issued APL 252 regarding TANF funds provided for disaster related PRC assistance for families in those counties in which the Governor declared a state of emergency.

Non TANF funds are available to provide a one time ADA $500 cash payment to needy individuals without a minor child who have been adversely affected by the emergency condition. Only one $500 Adult Disaster Assistance payment can be made per dwelling. If a disaster related PRC payment (pursuant to APL 252) has been made on behalf of a resident of the same dwelling, there is no eligibility for Adult Disaster Assistance.

In order to qualify for an ADA payment, the following conditions must be met:
1. The individual must be a resident of one of the designated counties, and;
2. The individual must have been adversely affected by the emergency condition, and;
3. The individual must be in need. For the purpose of this provision, need is determined by comparing the household's total available income to 200% of the federal poverty level for the appropriate household size.

The attached model application has been developed for county use when an individual requests ADA. The CDHS may develop their own application or reproduce the attached model application. This issuance is not tracked electronically and should not be entered into the CRIS E system.

The affected counties must submit a revised Cash Forecast diskette to the County Finance Section estimating these additional expenditures in order to receive a supplement to the PA Fund advance (APM 7353). The CDHS must use the code contained in the table below to report ADA expenditures. This code will be added to the next issuance of the ODHS 2827 Code List and may only be used during a Governor declared state of emergency.

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<td>ADA Adult Disaster Assistance</td>
<td>Funds distributed as part of the time limited ADA emergency disaster relief effort.</td>
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Questions concerning the ADA program should be directed to Debbie Radcliffe, Cash Assistance Section at (614) 466 6024. Questions or concerns regarding the PA Fund supplemental advance should be directed to the appropriate Account Manager, District Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614) 752 9194.
TO: All Administrative Procedure Manual Holders
FROM: Arnold Tompkins, Director
SUBJECT: DISASTER RELATED PRC ASSISTANCE SUPPLEMENTS

Due to the recent flood and tornado devastation, twenty four counties in Ohio are granted additional funding for disaster related assistance supplements distributed through the PRC program. The counties effected by this transmittal are Athens, Belmont, Coshocton, Delaware, Franklin, Guernsey, Harrison, Jackson, Jefferson, Knox, Licking, Marion, Meigs, Monroe, Morgan, Morrow, Muskingum, Noble, Ottawa, Perry, Richland, Seneca, Tuscarawas, and Washington. Other counties may be added if declared by the Governor to be in a state of emergency.

ODHS has $5 million in TANF funds reserved for counties to use when a state emergency is declared by the Governor. These funds are in addition to the county's current TANF allocation. It may be necessary to amend/revise the county PRC plan to access these additional funds. A revision of the county PRC plan would be required if the county chooses to adopt a different income eligibility limit (or no limit) or benefit level than originally stated in the current PRC plan. The PRC Assistance Group (AG) must contain at least one minor child, reside in one of the counties declared under a state of emergency, and must have been adversely affected by the emergency condition.

The effective date of the amended/revised PRC plan must be on or after the date that the county has been declared to be under a state of emergency by the Governor. If the county chooses to amend their PRC plan, it should be faxed to Debbie Radcliffe, Bureau of Family Stability at FAX (614) 752 7193 for review.

The affected counties must submit a revised Cash Forecast diskette to the County Finance Section estimating these additional expenditures in order to receive a supplement to the PA Fund advance (APM 7353). The CDHS must use the code contained in the table below to report this special expenditure. This code will be added to the next issuance of the ODHS 2827 Code List and may only be used during a Governor declared state of emergency.

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Questions concerning the PRC program should be directed to Debbie Radcliffe, Cash Assistance Section at (614) 466 6024. Questions or concerns regarding the PA Fund supplemental advance should be directed to the appropriate Account Manager, District Fiscal Supervisor or the Bureau of County Finance and Technical Assistance at (614) 752 9194.
TO: Directors, County Departments of Human Services;
Executive Directors, Children Services Boards
FROM: Arnold R. Tompkins, Director
SUBJECT: ODHS APPROVED TITLE IV E FOSTER CARE MAINTENANCE RATES FOR RESIDENTIAL CHILD CARE FACILITIES AND PURCHASED FAMILY FOSTER CARE PROVIDERS FOR THE PERIOD 9/1/97 TO 8/31/98

Attached is a list of Title IV E approved per diem rates for children's residential centers (CRCs), group homes (GH), and maternity homes (MH) operated by agencies which have submitted and had approved an ODHS 2909 "Residential Child Care Facility Cost Report," and for purchased family foster care (PFFC) providers which have submitted and had approved an ODHS 2910 "Purchased Family Foster Care Cost Report." The approved lists are organized alphabetically by operating agency.

The five digit identification numbers provided in the lists for each agency/facility/program must be used on the ODHS 1925 "Monthly Title IV E FCM Invoice" for reimbursement of costs for each child served. Please note that several agencies operate both residential and PFFC programs and a few provide more than one type of program or level of service. Distinct identification numbers have been assigned for each placement type. Therefore, ensure that the appropriate placement identifier, either from the residential or PFFC list, is used when completing the ODHS 1925 form.

The rate lists show three per diem rates: Total Cost of Care, IV E Maintenance, and IV E Administration. The Total Cost of Care rate includes the cost of basic living and support, room and board, case management, counseling and therapy, health related services, education, and medical. However, not all costs are allowable for reimbursement under federal Title IV E regulations. Under the federal regulations, the costs allowable for calculating a Maintenance rate are basic living and support, room and board, and health related services; and for calculating the allowable Administration per diem rate it is the cost of case management. Therefore, the total allowable rate exceeds the sum of the two Title IV E rates on which reimbursement is based.

The rates shown are based on non Medicaid costs and, therefore, do not reflect Medicaid and Medicaid mental health costs that should be considered when negotiating contracts with providers.

For placements in residential facilities, the federal reimbursement percentage for the federal fiscal year beginning October 1, 1997 is 58.14% for both the ODHS approved Maintenance and Administration rates. For placements in PFFC programs, the federal reimbursement percentage is the same 58.14% for Maintenance, but it is 50% for Administration rates.

It is noted that the ODHS approved IV E rates are reimbursement ceilings, but should actual costs for providing or purchasing IV E services be less, reimbursement will be calculated on the actual costs of services. In addition, it must be stressed that the actual per diem rates paid by your agency for contracted services are subject to negotiation between your agency and the provider.

The information on the attached rate lists is effective only for the reimbursement year beginning September 1, 1997. Retroactive payments for services provided in a prior reimbursement period may be authorized for a period not to exceed twenty four months prior to the next state payment date. Therefore, ensure that the appropriate reimbursement rate year list is used for claiming reimbursement for these services.

Any questions regarding the IV E Cost Reports or 1997 1998 rates should be directed to Matt Smiley, Bureau of Financial Audits, Office of Fiscal Services, (614) 644 2186. If Mr. Smiley is unavailable, direct your questions to either, Vince Becker, Section Chief, or John Stull, Bureau Chief.

Questions concerning the ODHS 1925 invoice system, including current or retroactive reimbursements, should be directed to Barbara Cannon or Darla Wilson, Bureau of Resource Management, Office of Family and Children Services. Their telephone number is (614) 752 6176.

This APL is obsolete as of August 31, 2000.
ADMINISTRATIVE PROCEDURE LETTER NO. 230

September 23, 1996

TO: Directors, County Departments of Human Services;
    Executive Directors, Children Services Boards

FROM: Arnold R. Tompkins, Director

SUBJECT: ODHS APPROVED TITLE IV E FOSTER CARE MAINTENANCE RATES FOR RESIDENTIAL
         CHILD CARE FACILITIES AND PURCHASED FAMILY FOSTER CARE PROVIDERS FOR
         THE PERIOD 9/1/96 TO 8/31/97

Attached is a list of Title IV E approved per diem rates for children's residential centers (CRCs), group homes (GH), and maternity homes (MH) operated by agencies which have submitted and had approved an ODHS 2909 "Residential Child Care Facility Cost Report," and for purchased family foster care (PFFC) providers which have submitted and had approved an ODHS 2910 "Purchased Family Foster Care Cost Report." The approved lists are organized alphabetically by operating agency.

The five digit identification numbers provided in the lists for each agency/facility/program must be used on the ODHS 1925 "Monthly Title IV E FCM Invoice" for reimbursement of costs for each child served. Please note that several agencies operate both residential and PFFC programs and a few provide more than one type of program or level of service. Distinct identification numbers have been assigned for each placement type. Therefore, ensure that the appropriate placement identifier, either from the residential or PFFC list, is used when completing the ODHS 1925 form.

The rate lists show three per diem rates: Total Cost of Care, IV E Maintenance, and IV E Administration. The Total Cost of Care rate includes the cost of supervision and care, room and board, case management, counseling and therapy, health related services, education, and medical. However, not all costs are allowable for reimbursement under federal Title IV E regulations. Under the federal regulations, the costs allowable for calculating a Maintenance rate are supervision and care, room and board, and health related services; and for calculating the allowable Administration per diem rate it is the cost of case management. Therefore, the total allowable rate exceeds the sum of the two Title IV E rates on which reimbursement is based.

For placements in residential facilities, the federal reimbursement percentage for the federal fiscal year beginning October 1, 1996 is 59.28% for both the ODHS approved Maintenance and Administration rates. For placements in PFFC programs, the federal reimbursement percentage is the same 59.28% for Maintenance, but it is 50% for Administration rates.

It is noted that the ODHS approved IV E rates are reimbursement ceilings, but should actual costs for providing or purchasing IV E services be less, reimbursement will be calculated on the actual costs of services. In addition, it must be stressed that the actual per diem rates paid by your agency for contracted services are subject to negotiation between your agency and the provider.

The information on the attached rate lists is effective only for the reimbursement year beginning September 1, 1996. Retroactive payments for services provided in a prior reimbursement period may be authorized for a period not to exceed twenty four months prior to the next state payment date. Therefore, ensure that the appropriate reimbursement rate year list is used for claiming reimbursement for these services.

Any questions regarding the IV E Cost Reports or 1996 1997 rates should be directed to Matt Smiley, Bureau of Financial Audits, Office of Fiscal Services, (614) 644 2186. If Mr. Smiley is unavailable, direct your questions to either, Vince Becker, Section Chief, or John Stull, Bureau Chief.

Questions concerning the ODHS 1925 invoice system, including current or retroactive reimbursements, should be directed to Barbara Cannon, Bureau of Resource Management, Office of Child Care and Family Services. Their telephone number is (614) 466 1213.

This APL is obsolete as of August 31, 1999.

Instructions:
Obsolete APL No. 195.
TO: All Administrative Procedure Manual Holders
Executive Directors, Children Services Boards

FROM: Arnold R. Tompkins, Director

SUBJECT: ODHS APPROVED TITLE IV E FOSTER CARE MAINTENANCE RATES FOR RESIDENTIAL CHILD CARE FACILITIES AND PURCHASED FAMILY FOSTER CARE PROVIDERS FOR THE PERIOD 9/1/95 TO 8/31/96

NOTE: TEXT FOR THIS TRANSMITTAL IS NOT AVAILABLE IN ELECTRONIC FORMAT
The purpose of this Medical Assistance Letter (MAL) is to transmit to counties the changes to the Enhanced Medicaid and At Risk Pregnancy Transportation program.

The department has made these changes in order to be responsive to requests by counties for the elimination of the county Enhanced Medicaid Transportation Program Implementation Plan and the simplification of data collection and reporting. Our hope is that these changes will ease the administrative requirements and streamline the reporting process while maintaining local accountability for the program.

In lieu of the implementation plan, counties must continue to collect and maintain data in a data collection system that allows for the reporting of the following information: the month, day and year in which the recipient is transported to/from a Medicaid reimbursable service; the first, middle initial and last name of the specific individual who was transported to/from a Medicaid reimbursable service; the twelve digit billing number of the recipient who was transported; the name of the entity transporting the Medicaid recipient to/from the Medicaid reimbursable service; the total number of one way trips a Medicaid recipient is transported; and the method of service delivery. These requirements are now set forth in Ohio Administrative Code rule 5101:3 24 04. Counties must also maintain on file a description of how requests will be processed within the CDHS and criteria utilized to decide which mode of transportation is the most cost effective, cost efficient and addresses the recipient's medical condition and timeliness concerns.

In order to monitor this program more effectively, review of this program will be a component of the regularly scheduled county audit. During the course of the audit records will be examined by the audit staff to: verify an accurate, unduplicated count of recipients served through the EMT program; confirm that an accurate Medicaid financial claim was made; determine that accurate trip information was recorded and maintained; and establish that the eligibility process was followed correctly.

In the event that an eligible recipient was transported to/from a Medicaid reimbursable service, however, for some unforeseen reason (e.g., the physician was called away on an emergency) that service was unable to be provided at that time, the trip would be considered reimbursable although there would be no corresponding Medicaid claim. In the event that the individual has Medicaid spend down, until the spend down amount has been incurred the individual would not be eligible for transportation services provided through the EMT program. Counties should not be providing transportation services through the EMT program if the person is not eligible for Medicaid services on the date of the transport.

Please note that notwithstanding the provision of transportation services by certain managed care plans (MCPs), Medicaid recipients enrolled in MCPs are eligible for transportation services through the EMT program. Clients enrolled in MCPs are not to be denied services if they meet all the eligibility requirements set forth in the Ohio Administrative Code.

Questions regarding this MAL can be directed to your regional Medical Assistance Coordinator.