



February 8, 2024

Fiscal Administrative Procedure Letter (FAPL) No. **118**

**TO:** Fiscal Administrative Procedure Manual Holders

**FROM:** Matt Damschroder, Director

**SUBJECT:** Local Ohio Youth Advisory Boards (OYAB) Funding

The Ohio Department of Job and Family Services (ODJFS) issues active Ohio Youth Advisory Boards (OYAB) funding to the local Public Children Services Agencies (PCSAs) that serve as the fiscal agents to support OYAB efforts to become a statewide voice that influences policies and practices that address the needs of foster children or former foster children in the county's care.

The local OYAB funding is 100 percent general revenue funds (GRF).

### **Methodology**

ODJFS issues the OYAB funding as cash to PCSAs that serve as an OYAB fiscal agent.

The PCSAs will ensure that allowable activities are made on behalf of:

- Youth in the county where the youth 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 an OYAB.

**Allowable Activities** There is no requirement to report local OYAB expenditures by PCSAs. However, PCSAs must ensure that OYAB expenditures are directly related to supporting OYAB development and include the following:

- Leadership training and development;
- Supplies;
- Printing;
- Meeting costs;
- Costs to host and attend conferences;
- Transportation to OYAB meetings and conferences;
- Registration fees;
- Lodging and meals;
- Youth stipends; and other
- Costs associated with assisting youth and the OYAB.

**Non-allowable** expenditures include but are not limited to the following:

- Lobbying; and
- Purchasing food for meetings and when hosting conferences.

### **Budget Requirements**

Each local OYAB should develop a projected budget for the fiscal year on receipt of GRF funds. The budget must be:

- Approved by a vote of the youth advisory board;
- Signed by the president, another officer of the board, and a representative of the PCSA; and
- Reviewed quarterly by the board as to current applicability. All changes to the budget shall be approved by the board.

ODJFS will communicate direct project codes via a Bureau of County Finance and Technical Assistance alert through the [CFIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:CFIS_HELP_DESK@jfs.ohio.gov).

For questions regarding fiscal reporting please contact your ODJFS Fiscal Supervisor or the CFISHelpdesk at [CFIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:CFIS_HELP_DESK@jfs.ohio.gov). Please direct questions regarding eligibility, allowable activities, and reporting requirements, to the Office of Families and Children at [HELP-DESK-OCF@jfs.ohio.gov](mailto:HELP-DESK-OCF@jfs.ohio.gov).