



November 22, 2023

Fiscal Administrative Procedure Transmittal (FAPMTL) No. 496

TO: Fiscal Administrative Procedure Manual Holders
FROM: Matt Damschroder, Director
SUBJECT: Caseworker Visits Allocation

As the result of an internal five-year review process, the Ohio Department of Job and Family Services (ODJFS) has amended Administrative Code rule 5101:9-6-37.2 "Caseworker Visits Allocation." Minor language changes were made for clarification.

For questions, please contact your ODJFS Fiscal Supervisor or the BCFTA Helpdesk at CFIS_HELP_DESK@jfs.ohio.gov.

Instructions:

Location	Remove	Insert
Chapter 6	5101:9-6-37.2 (effective 4/7/2018)	5101:9-6-37.2 (effective 12/1/2023)

5101:9-6-37.2 **Caseworker visits allocation.**

- (A) The Ohio department of job and family services (ODJFS) issues 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. The ~~catalog of federal domestic assistance (CFDA)~~ listings number is 93.556.
- (B) ODJFS communicates the funding and liquidation periods through the county finance information system (CFIS). The PCSA can incur caseworker services through the funding period and 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:

ODJFS allocates the 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 with seventy-five per cent Title IV-B subpart 2 funds. The PCSA ~~shall use~~ uses eligible state funding or ~~provide~~ provides 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~~ is followed.

(E) Caseworker visits allocation

- (1) 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 as described in rule 5101:9-7-29 of the Administrative Code.

(F) Caseworker administrative allocation

- (1) 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.
 - (2) 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 budget transfer request in CFIS to ODJFS prior to the end of the liquidation period.
- (G) The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 12/1/2023

CERTIFIED ELECTRONICALLY

Certification

11/21/2023

Date

Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
Prior Effective Dates: 12/01/2007, 06/01/2010, 03/21/2013, 04/07/2018