



January 18, 2024

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 498

To: Fiscal Administrative Procedure Manual Holders

From: Matt Damschroder, 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." A minor edit was made to update a reference.

Please direct inquiries to your ODJFS Fiscal Supervisor or the CFIS Helpdesk CFIS_HELP_DESK@jfs.ohio.gov.

Instructions:

Location	Remove	Insert
Chapter 6	5101:9-6-14.1(effective 1/25/2019)	5101:9-6-14.1 (effective 1/31/2024)

5101:9-6-14.1 **Adult services and family services (ASFS) training funding.**

- (A) 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). This rule does not apply to counties where the RTC receives training funding via an agreement with the ODJFS office of families and children (OFC).
- (B) ODJFS issues funding on a federal fiscal year (FFY) basis. The ~~catalog of federal domestic assistance (CFDA)~~ assistance listing number (ALN) for this subsidy is 93.667.
- (C) 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.
- (1) 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.
- (2) Each RTC shall submit a quarterly calendar of course offerings to ODJFS and the statewide training coordinator (according to a prescribed schedule) and to OFC in a format designated by ODJFS.
- (D) ODJFS issues an operating allocation and a cost of instruction allocation to each RTC to support ASFS training costs.
- (1) 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 staffing 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 staffing costs to this funding.

(2) 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 "CFIS Local Agency Quarterly Financial Statement" as described in rule 5101:9-7-29 of the Administrative Code.

(E) The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 1/31/2024

CERTIFIED ELECTRONICALLY

Certification

01/16/2024

Date

Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5101.02
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