



January 29, 2024

Fiscal Administrative Procedure Transmittal (FAPMTL) No. **499**

**TO:** Fiscal Administrative Procedure Manual Holders  
**FROM:** Matt Damschroder, Director  
**SUBJECT:** Public Children Services Agency (PCSA) Local Contributions

The Ohio Department of Job and Family Services (ODJFS) is rescinding and issuing new Administrative Code Rule 5101:9-7-29.1 "Public Children Services Agency (PCSA) Local Contributions." The new version of this rule includes language revisions to clarify current funding practices regarding the state biennium budget cycle.

For questions, please contact your ODJFS Fiscal Supervisor or the BCFTA Helpdesk at [CFIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:CFIS_HELP_DESK@jfs.ohio.gov).

**Instructions:**

Location	Remove	Insert
Chapter 7	5101:9-7-29.1 (effective 8/2/2021)	5101:9-7-29.1 (effective 2/4/2024)

5101:9-7-29.1**Public children services agency (PCSA) local contributions.**

(A) Each biennium the Ohio General Assembly requires that if the funds available for distribution by the Ohio department of job and family services (ODJFS) under section 5101.14 of the Revised Code are greater in the current state biennial budget cycle than the amount appropriated in SFY 2019, each county must make a minimum contribution to the children services fund, as described in section 5101.144 of the Revised Code.

(1) Each county that made local contributions in county fiscal year (CFY) 2019, as certified by the PCSA director and the county auditor shall continue to contribute to the children services fund as described in paragraph (B) of this rule.

(2) Each county that did not make local county contributions in CFY 2019, as certified by the PCSA director and county auditor does not have a minimum obligation to contribute to the children services fund as described in paragraph (B) of this rule.

(B) Local obligation determination

(1) ODJFS uses county contributions from the previous four CFYs to determine the minimum local obligation amount for each CFY.

(2) The PCSA director certifies the receipt of local county funds, by completing the JFS 02825 "Public Children Services Agency (PCSA) Local Contributions" with the previous CFY contribution amount, and submits the JFS 02825 to the county auditor for signature.

(3) The county auditor certifies by signature the accuracy of JFS 02825.

(4) The PCSA submits the certification to ODJFS and also submits a copy of the certification to the board of county commissioners or designee by October thirty-first.

(5) ODJFS uses the average of each local county contributions as certified based in paragraph (B)(1) of this rule to determine the county's minimum local contribution requirement for each CFY.

(C) If circumstances arise and a county cannot meet their minimum contribution requirements for the current state biennial budget cycle:

(1) The county commissioner(s) shall submit a written explanation to ODJFS, signed by the county auditor, verifying that the county cannot meet local funding

requirements. The county commissioner(s) may request a reduced amount or request that the entire contribution be waived:

- (2) The county commissioner(s) shall submit a copy of the hardship request to the PCSA director; and
- (3) The request will be reviewed and may be granted at the discretion of the ODJFS director.

(D) For purposes of this rule local county funds are:

- (1) County general revenue funds appropriated and deposited into the child services fund; and
- (2) Levy taxes appropriated and deposited into the children services fund as described in section 5153.35 of the Revised Code.

Effective: 2/4/2024

CERTIFIED ELECTRONICALLY

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Certification

01/25/2024

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Date

Promulgated Under: 111.15  
Statutory Authority: 5101.02  
Rule Amplifies: 329.04, 5101.02, 5101.144, 5101.161, HB 33 of the  
135th General Assembly