



April 4, 2022

**Family, Children and Adult Services Procedure Letter No. 386**

**TO:** Family, Children, and Adult Services Manual Holders

**FROM:** Matt Damschroder, Director

**SUBJECT:** Clarification to the "Agreement for Title IV-E Agencies and Providers for the Provision of Child Placement" and the use of addendum outlined in rule 5101:2-47-23.1 of the Administrative Code.

This Procedure Letter provides updated guidance related to the use of an addendum with the initial child placement agreement between the Title IV-E Agency and a provider.

**BACKGROUND**

Currently, paragraph (F) in rule 5101:2-47-23.1 of the Administrative Code states any changes to the "agreement," including the "schedule A" are to include an addendum to be entered into Ohio SACWIS. The addendum is to be signed by all parties and attached to the "agreement."

**UPDATED GUIDANCE**

An addendum can only be added after the "agreement" is in effect. Any additions to the language when creating the initial "agreement" are to be included as an attachment or an exhibit. Ohio SACWIS has created a function for an attachment to be added with the initial "agreement," which will be in build release 4.19 slated for April 16, 2022. For any "agreements" in pending status please make sure the status is effective prior to the build release.

**INSTRUCTIONS:**

The following chart indicates what materials should be removed from the Family, Children and Adult Services Manual (FCASM) and what materials are to be inserted in the FCASM.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
PROCEDURE LETTERS		FCASPL 386