



Ohio Family and Children First
John R. Kasich, Governor of Ohio

MEMORANDUM

Cabinet Council

- Department of Aging
- Department of Developmental Disabilities
- Department of Education
- Department of Health
- Department of Job and Family Services
- Department of Medicaid
- Department of Rehabilitation and Correction
- Department of Youth Services
- Office of Budget and Management
- Ohio Mental Health and Addiction Services
- Opportunities for Ohioans with Disabilities

To: County Family & Children First Council Coordinators/Directors
Date: December 7, 2017
RE: SFY 2019 Operational Capacity Building Funds Application

This memo is to notify the county FCFCs that Ohio Family and Children First has released the SFY 2019 Operational Capacity Building Funds Application. The Operational Capacity Building Funds (OCBF) grant in the proposed amount of \$15,750/county is intended to support county FCFC efforts. These dollars may be used to provide a portion of the salary and fringe benefits for FCFC personnel, parental involvement, administrative support, training, and/or consultation.

The SFY 19 OCBF Application, minutes approving aforementioned documents, the required signature page, Service Coordination Matrix and the Parent Representative Contact List must be submitted to the OFCF State Office no later than 5:00 pm on April 13, 2018.

State Office

30 E. Broad Street
11th Floor
Columbus, OH 43215-3430
(614) 752-4044 (p)
(614) 485-9741 (f)
www.fcf.ohio.gov

Several items to note regarding this year's application and required attachments:

- The OCBF application has been formatted again this year to Adobe Acrobat (PDF). The PDF document can be saved. If there are any technological issues with this form, please contact Tammy Payton at Tammy.Payton@mha.ohio.gov or (614) 752-4044.
- Since the OCBF application is in PDF, the most current version of Adobe Acrobat is best to view and complete the form. To download the latest version, click here.
- Original signatures for the OCBF application are preferred, but electronic signatures will be accepted.
- Proxy signatures will be accepted only if the OFCF Office has an approved statement or resolution on file from the Administrative Agent stating the specific individual(s) is authorized to sign on his/her behalf.
- For those counties that requested parent signature waivers for SFY 18, please make sure to have all three required parent signatures for this application. If you need assistance with parent representative recruitment, please contact your OFCF regional coordinator.
- If due to unforeseen circumstances a county FCFC would need to waive a family representative signature, please contact your OFCF Regional Coordinator for consideration and approval.
- We are requiring all county FCFCs to submit an updated Service Coordination Matrix (new requirement).
- All required SFY 19 OCBF forms, including this memo, are available on our website at: http://www.fcf.ohio.gov/SharedAccountability/FundingInformation.aspx.

Regional Offices

East Region
834 E. High Street
New Philadelphia, OH 44663
(614) 917-8010

West Region
616 South Collett Street
Suite 203
Lima, OH 45805
(614) 364-6195

With the concurrent deadline to submit a county's revised Service Coordination Mechanism, the requirement to have an approved SCM on file with our office as a stipulation of approval of this application is waived for SFY 2019.

All required documents can be emailed to Tammy.Payton@mha.ohio.gov or mailed to: OFCF, 30 E. Broad Street, 11th Floor, Columbus, Ohio 43215-3430. To help save printing and copying expenses, OFCF encourages county FCFCs to attached the OCBF Application in its original electronic PDF format only, DO NOT SCAN). The signature page and minutes may be scanned and submitted via email.

Exceptions or extensions to the April 13th deadline must be pre-approved by your OFCF Regional Coordinator. Applications received later than September 15, 2018 will not be accepted.

Payment will be forwarded to each county FCFC's administrative agent via warrant or an electronic funds transfer. Payments cannot be processed until all information and supporting documents have been submitted and approved by your OFCF Regional Coordinator. If your county chooses to submit before the April 13th deadline, OFCF will review the application upon receipt. All applications approved by July 1, 2018 will be eligible to receive the SFY 19 allocation per the OFCF SFY 19 Payment Processing Schedule. It is understood by all parties, that this allocation is contingent upon approval of your county's SFY 19 OhioMHAS GFMS Allocation Application and availability of funds.

If you need assistance completing the SFY 19 OCBF Application, please contact your OFCF Regional Coordinator. If you need technical assistance with the forms or have funding related questions, contact Tammy Payton at 614-752-4044. Thank you for your time and attention to this matter.