



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

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

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

Memorandum

To: County FCFC Coordinators/Directors
Date: December 7, 2017
RE: Administrative Agent Designee Form for SFY 2019

To prepare for the upcoming fiscal year, each County Family and Children First Council (FCFC) must designate an administrative agent for SFY 2019 **no later than April 13, 2018.**

To designate an administrative agent, FCFCs must complete and submit the Designation of Administrative Agent (AA) form ([click here](#)) to Ohio Family and Children First. Please review instructions on the first page of the form prior to completing it.

Once the FCFC has designated an administrative agent, it is OFCF's expectation that the administrative agent will remain the same for the state fiscal year.

Please note that a change in the administrative agent after April 13, 2017, may result in a delay in the transfer of funds to the county. However, if changes must be made subsequent to the deadline of the attached form, the FCFC must:

- send written notification to OFCF within ten (10) days of the county FCFC's approval of the change;
- submit an updated Designation of Administrative Agent form;
- attach the minutes of the FCFC meeting approving the change;
- transfer any monies currently in receipt to the new agent.

Please contact Tammy Payton, OFCF Senior Financial Analyst if you have any questions at 614-752-4044 or Tammy.Payton@mha.ohio.gov. This memo and the Designation of AA form are available at: <http://fcf.ohio.gov/SharedAccountability/FundingInformation.aspx>.

Thank you for your attention to this request.