



Ohio Family and Children First

Mike DeWine, 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

State Office

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(614) 485-9741 (f)

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Regional Offices

East Region

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(614) 917-8010 (p)

(614) 485-9741 (f)

West Region

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Suite 203

Lima, OH 45805

(614) 364-6195 (p)

(614) 485-9741 (f)

To: County Family and Children First Council Coordinators/Directors

Date: February 19, 2020

RE: SFY 2021 Operational Capacity Building Funds Application

This memo is to notify the county FCFCs that Ohio Family and Children First has released the SFY 2021 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 are State General Revenue (GRF) and 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 21 OCBF Application along with attachments A-C, require full council meeting minutes approving the aforementioned documents, must be submitted to the OFCF State Office no later than **5:00 pm on May 13, 2020**.

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

1. 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.
2. 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](#).
3. County FCFCs may submit a scanned version of the signed signature page(s). However, the original signatures for the OCBF application must be retained at the local level for the time outlined in your FCFC's record retention policy.
4. 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.
5. For those counties that requested parent signature waivers for SFY 20, 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.
6. 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.
7. All required SFY 21 OCBF forms, including this memo, are available on our website at: <http://www.fcf.ohio.gov/SharedAccountability/FundingInformation.aspx>.
8. FCFC's must have an approved SCM on file with our office as a stipulation of approval of this application.
9. FCFCs may submit the SFY 21 OCBF Application and supporting documents via email at OFCF@mha.ohio.gov by the posted deadline.
10. Exceptions or extensions to the May 13th deadline must be pre-approved by your OFCF Regional Coordinator.

Funds will be available on July 1, 2020 and county FCFCs that have met all funding requirements will receive a payment that will be processed on or around the last business day in July. All subsequent payments will be processed monthly based on the date the FCFC is approved for funding. 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. It is understood by all parties, that this allocation is contingent upon approval of your county's SFY 21 OhioMHAS GFMS Allocation Application and availability of funds.

If you need assistance completing the SFY 21 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.