

TITLE IV-E SUBGRANT AGREEMENT  
PROCEDURE FOR INTERESTED JUVENILE COURTS

1. Contact Ricardo Murph, at (614)752-0240 or [Juvenile-Court-Mailbox@jfs.ohio.gov](mailto:Juvenile-Court-Mailbox@jfs.ohio.gov) to let ODJFS Office of Families and Children, Bureau of Fiscal Operations, know that your court is interested in the Title IV-E Sub-grant Agreement for Juvenile Courts.
2. Court reviews Title IV-E Subgrant Agreement and other materials and conducts internal discussions with public children services agency and County Commissioners.
3. After internal discussions, court contacts Ricardo Murph to clarify any issues regarding the Title IV-E Sub-grant Agreement process.
4. If court expresses continued interest, the readiness review is conducted by ODJFS staff. The review will include fiscal, case management and Title IV-E processing readiness.
5. When readiness review is completed and readiness is determined, the county-specific Title IV-E Subgrant Agreement will be provided to the court. The court is responsible to obtain signatures of the authorized court representative and county commissioners.
6. Court returns signed Title IV-E Subgrant Agreement to Ricardo Murph for contract processing and ODJFS Director's signature.
7. An executed copy of the Title IV-E Interagency Agreement will be provided to the court by email.
8. Upon receipt of the executed copy of the Title IV-E Subgrant Agreement, the juvenile court is ready to act as a Title IV-E agency.

FOR MORE INFORMATION CONTACT:  
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