



Date: May 14, 2013
Sequence: BCFTA Update 2013 – 22
Topic: Budget Requests

The Ohio Department of Job and Family Services (ODJFS) has developed a new form for family service agencies to use when requesting an allowable transfer of funds within their budgets or additional budget amounts for their pass-through allocations.

Previously, family service agencies who wanted to request a transfer of program funds or an increase to their pass-through allocations such as: Medicaid Net, Federal Food Assistance, Federal Medicaid, Title XX TANF Transfer, TANF Work Allowance, or PASSS sent an email request to the CFIS Help Desk. Going forward, as outlined in FAPL 43 (attached) , family service agencies will now request transfers or increases by completing the Family Service Agency Budget Allocation Transfer Request Form (JFS 02725).

The completed JFS 02725 request forms should be submitted electronically to the CFIS_HELP_DESK@jfs.ohio.gov or via FAX to 614-728-3330.

The new form is accessible at <http://innerapp.odjfs.state.oh.us/forms/inner.asp> or <http://www.odjfs.state.oh.us/forms/inter.asp>.

Please contact your ODJFS Fiscal Supervisor if you have any questions.



Department of
Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

Fiscal Administrative Procedure Letter (FAPL) No. 43

To: Fiscal Administrative Procedure Manual Holders

From: Michael B. Colbert, Director

Subject: Family Service Agency Budget Allocation Transfer Request

The Ohio Department of Job and Family Services (ODJFS) has developed a form for family service agencies to request either the allowable transfer of program funds within their allocation budgets or additional allocation budgets for their pass-through allocations by submitting the Family Service Agency Budget Allocation Transfer Request (JFS 02725). Only the amount attributable to the program allocation can be transferred and agencies cannot use this form for transfers between administrative and program nor between county agencies. Completed requests are submitted electronically to CFIS_HELP_DESK@jfs.ohio.gov or via FAX to 614-728-3330.

A workforce area or public children services agency will continue requesting the transfer of administration allocations to program allocations using the revised JFS 01159.

Forms are accessible at <http://innerapp.odjfs.state.oh.us/forms/inner.asp> (accessible by state and county only) and <http://www.odjfs.state.oh.us/forms/inter.asp> (accessible by public, state and county).

Please direct inquiries to your ODJFS fiscal supervisor in the Office of Fiscal and Monitoring Services, Bureau of County Finance and Technical Assistance (BCFTA) at (614) 752-9194.

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

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Ohio Department of Job and Family Services
FAMILY SERVICE AGENCY BUDGET ALLOCATION TRANSFER REQUEST

SECTION I: COUNTY/AGENCY INFORMATION			
Date of Request:	Click here to enter a date.	Name:	
Agency Name:		Phone:	
Service Location:		E-mail:	

SECTION II: BUDGET TANSFER REQUEST DETAILS							
FROM				TO			
Fund	Grant	Budget Reference	Amount	Fund	Grant	Budget Reference	Amount

SECTION III: PASS-THROUGH BUDGET INCREASE			
Fund	Grant	Budget Reference	Amount

Director's Signature	Date Click here to enter a date.	Agency or Area / Service Location
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Completed requests are submitted electronically via e-mail to CFIS_HELP_DESK@jfs.ohio.gov or via FAX to 614-728-3330.