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Topic: **Using the Child, Family, and Adult Community and Protective Services Allocation**

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Using the Child, Family, and Adult Community  
and Protective Services Allocation  
Questions and Answers  
February 18, 2010

**Question 1: What is the nature of the agreement referenced in the first paragraph of administrative rule OAC 5101:9-6-12.4?**

Answer: Amended Substitute House Bill 1 of Ohio's 128th General Assembly requires county departments to use this funding in accordance with the written plan of cooperation entered into under section 307.983 of the Ohio Revised Code.

ORC 307.983 Each board of county commissioners shall enter into a written plan of cooperation with the county family services agencies and workforce development agency serving the county to enhance the administration of the Ohio works first program established under Chapter 5107. of the Revised Code; the prevention, retention, and contingency program established under Chapter 5108. of the Revised Code; and other family services duties and workforce development activities the board and agencies agree to include in the plan. Other government entities may be included in a plan of cooperation. The plan shall specify how the county family services agencies, workforce development agency, and other government entities included in the plan are to exchange information and coordinate and enhance services and assistance to individuals and families.

The rule does not impose additional requirements on the county. The written plan of cooperation should already be in place and the county is only required to ensure that any use of the funding is done in accordance with this existing agreement.

**Question 2: What activities can be funded by this allocation?**

Answer: A county should determine how they would like to use the allocation and ensure that the activity meets the requirements in paragraph (D) of OAC 51021:9-6-12.4, which provides information regarding the four purposes of the funding. These purposes are in accordance with Amended Substitute House Bill 1 of Ohio's 128th General Assembly. The funding may be used for any of the four purposes or to provide the match for costs associated with any of the four purposes.

**Question 3: How can a stand alone PCSA or a stand alone CSEA receive the funding?**

Answer: H.B. 1 Section 309.45.21 required ODJFS to distribute the funding to the county DJFS. Therefore, a stand alone PCSA or CSEA must enter into an interagency agreement with the county's DJFS in order to access the funding.

**Question 4: How can a county use the allocation to support the PA fund?**

Answer: A county would perform a post allocated adjustment to move expenditures from the original allocation used to the Child, Family, Adult Community and Protective Services allocation.

**Question 5: How does a county use the allocation to support the CSEA fund?**

Answer: A CSEA may use the allocation to cover ceiling excess for State Match or other local expenditures that meet one of the four covered purposes by the following steps:

- The CSEA will invoice the CDJFS
- The CDJFS will code the expenditure using 310 – 518001
- The CSEA will code the receipt using 903 – 471000

**Question 6: How does a county use the allocation to support the PSCA fund?**

Answer: A PSCA may use the allocation to cover administrative costs or to cover ceiling excess for the SCPA allocation or other Federal funding.

To cover administrative costs:

- The PCSA should use the Certification of Funds (COF) process and elect local under Non-allocated and or Match
- The PCSA will invoice the CDJFS using the COF process as a basis for the amount to invoice
- The CDJFS will code the expenditure using 311 – 518001
- The PCSA will code the receipt using 904 - 471000

To cover ceiling excess for the SCPA allocation or to cover match for other Federal allocations:

- The PCSA will invoice the CDJFS
- The CDJFS will code the expenditure using 311 – 518001
- The PCSA will code the receipt using 904 - 471000

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

Thank you.