



Ohio Family and Children First

John R. Kasich, 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

30 E. Broad Street
8th Floor
Columbus, OH 43215-3430
(614) 752-4044 (p)
(614) 728-0170 (f)
www.fcf.ohio.gov

Regional Offices

East Region
30 E. Broad Street
8th Floor
Columbus, OH 43215
(614) 466-1427

West Region
1512 South U.S. 68
Suite B100
Urbana, OH 43078
(937) 484-1526

To: County Family and Children First Council Coordinators/Directors
Date: May 15, 2015
RE: SFY 2016 Operational Capacity Building Funds Application

This memo is to notify the county FCFCs that Ohio Family and Children First has released the SFY 2016 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 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 16 OCBF Application, the FCFC Shared Plan Update, minutes approving aforementioned documents, and the required signature page must be submitted to the OFCF State Office no later than **5:00 pm on July 31, 2015**.

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. County FCFCs can submit the PDF application via the email button on the form which will also allow for additional documents to be attached (e.g. Shared Plan, Minutes) before it is sent. 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. The Shared Plan Update template is to reflect any changes from the original shared plan. If the plan has not changed, the plan can be copied and pasted into the required update template.
4. OFCF will only accept the Shared Plan Update template as a Word document or Word to PDF converted document (no scanned or fax versions will be accepted).
5. Original signatures for the OCBF application are preferred, but electronic signatures will be accepted.
6. Proxy signatures will be accepted only if the OFCF Office has an approved statement on file from the Administrative Agent stating the specific individual(s) is(are) authorized to sign on his/her behalf.
7. For those counties that requested parent signature waivers for SFY 15, 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.
8. 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.
9. All required SFY 16 OCBF forms, including this memo, are available on our website at: <http://www.fcf.ohio.gov/SharedAccountability/FundingInformation.aspx>.

All required documents can be emailed to Tammy.Payton@mha.ohio.gov or mailed to: OFCF, 30 E. Broad Street, 8th Floor, Columbus, Ohio 43215-3430. To help save printing and copying expenses, OFCF is not asking for additional copies and encourages the application (in PDF format only), shared plan (in Word format only), and minutes be submitted via email.

Exceptions or extensions to the July 31st deadline must be pre-approved by your OFCF Regional Coordinator. Applications received later than December 31, 2015 will not be accepted.

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. If your county chooses to submit before the deadline, OFCF will review the application before July 31st.

If you have any questions regarding the SFY16 OCBF Application or the Shared Plan Update template, please contact Tammy Payton or your OFCF Regional Coordinator. Thank you for your time and attention to this matter.