



Ohio Family and Children First
John R. Kasich, Governor of Ohio

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

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

Memorandum

To: County FCFC Coordinators/Directors
Date: November 16, 2015
RE: Administrative Agent Designee Form for SFY 2017

To prepare for the upcoming fiscal year, each County Family and Children First Council (FCFC) must designate an administrative agent for SFY 2017 **no later than January 16, 2016.**

To designate an administrative agent, FCFCs must complete and submit the Designation of Administrative Agent (AA) form ([click here](#)) to Ohio Family and Children First. Please review instructions on the first page of the form prior to completing it.

Once the FCFC has designated an administrative agent, it is OFCF's expectation that the administrative agent will remain the same for the state fiscal year.

Please note that a change in the administrative agent after January 16, 2016, may result in a delay in the transfer of funds to the county. However, if changes must be made subsequent to the deadline of the attached form, the FCFC must:

- send written notification to OFCF within ten (10) days of the county FCFC's approval of the change;
- submit an updated Designation of Administrative Agent form
- submit a W9 form;
- attach the minutes of the FCFC meeting approving the change;
- submit the address change letter; and,
- transfer any monies currently in receipt to the new agent.

Please contact Tammy Payton, OFCF Program Administrator if you have any questions at 614-752-4044 or Tammy.Payton@mha.ohio.gov. This memo, the Designation of AA form, and other related AA change forms are available at: <http://fcf.ohio.gov/SharedAccountability/FundingInformation.aspx>.

Thank you for your attention to this request.