



Ohio Family and Children First

Governor's Office
Ted Strickland Governor

May 12, 2009

Cabinet Council

Department of Aging

*Department of Alcohol and
Drug Addiction Services*

Department of Education

Department of Health

*Department of Job and Family
Services*

Department of Mental Health

*Department of Mental
Retardation and
Developmental
Disabilities*

*Department of Rehabilitation
and Correction*

Department of Youth Services

*Office of Budget and
Management*

Office of the First Lady

Regional Offices

*Northwest District
240 W. Lake St., Unit C
Oak Harbor, OH 43449
(419) 898-3631*

*Northeast District
1680 Madison Avenue
Wooster, OH 44691
(330) 263-3632*

*East District
16714 SR 215
Caldwell, OH 43724
(740) 732-2381*

*Southwest District
1512 South U.S. 68
Suite B100
Urbana, OH 43078
(937) 484-1526*

Dear FCFC Coordinators/Directors,

The OFCF Service Coordination Committee has recently completed the development of two processes and related forms to address a formal method of requesting OFCF Cabinet Council's reviews of service coordination cases and disputes.

Attached are guidance and two sets of forms required to request an administrative review. The first set of forms is to be used to request a review of the case of a family involved in service coordination when a county has been unable to successfully meet the needs of a family through the local service coordination mechanism process.

The second set of forms is to be used to request an administrative review when a county has not been able to locally resolve a dispute regarding service coordination. An administrative review of a dispute must be requested prior to the county filing with the county juvenile court for resolution as the final arbiter.

There are three documents that are common to both processes. They are:

- Administrative Review Guidelines
- Authorization for the Review
- Flow Chart.

Three additional documents are unique to each process (two sets). They are:

- Review Process Checklist
- Referral Form
- State Committee Review Process.

Counties will be able to submit required documents electronically. The authorization form can be signed, scanned and submitted electronically if so desired. Otherwise, that document must be submitted through the mail.

The OFCF Regional Coordinators will be reviewing these documents at the upcoming May OFCF Regional meetings.

If you have any questions about these forms or processes, please contact your regional coordinator.

Thanks,

A handwritten signature in black ink that reads "Angela Sausser Short".

Angela Sausser Short