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Mike DeWine

Cabinet Council

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**To: County Family and Children First Council Coordinators,
Administrative Agents and Chairs**

Date: January 2022

RE: SFY 2023 Operational Capacity Building Funds Application

This memo is to notify the county FCFCs that Ohio Family and Children First released the SFY 2023 Operational Capacity Building Funds Application. The Operational Capacity Building Funds (OCBF) in the amount of \$15,750 per county is intended to support county FCFC efforts. These dollars are State General Revenue (GRF) and 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 23 OCBF Application, along with the required full council meeting minutes approving the aforementioned documents, must be submitted to the OFCF State Team via email at OFCF@jfs.ohio.gov no later than **5:00 pm on April 11, 2022**.

Several items to note regarding this year's application and required attachments:

1. County FCFCs may submit a scanned version of the signed signature page(s). However, the original signatures for the OCBF application must be retained at the local level for the time outlined in your FCFC's record retention policy.
2. The AA is required to sign this application. However, proxy signatures will be accepted only if OFCF has an approved statement or resolution on file from the AA stating the specific individual(s) is authorized to sign on his/her behalf.
3. For those counties that requested parent signature waiver in SFY 22, 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.
4. If due to unforeseen circumstances a county FCFC would need to waive a family representative signature, please send your request with the subject: "Parent Waiver Request" to OFCF@jfs.ohio.gov for consideration and approval.
5. This Memo, along with the required SFY 23 OCBF Application, and Non-Mandated Member Attendance form (optional), are available on our website at: <http://www.fcf.ohio.gov/SharedAccountability/FundingInformation.aspx>.



6. FCFC's must have an approved Service Coordination Mechanism (SCM) on file with our office as a stipulation of approval of this application.
7. Exceptions or extensions to the April 11th OCBF deadline must be pre-approved by OFCF. Requests should be emailed to OFCF@jfs.ohio.gov prior to the deadline.

Funds will be available upon approval of the SFY23 budget. County FCFCs that meet all funding requirements will receive an automatic payment once the SFY23 funds are available. Payment will be forwarded to each county FCFC's administrative agent via a warrant, electronic funds transfer (EFT), or the County Finance Information System (CFIS). Payments cannot be processed until all information and supporting documents have been submitted by the FCFC and approved by OFCF. It is understood by all parties, that this allocation is contingent upon execution of the SFY 23 Agreement with Ohio Department of Job and Family Services (ODJFS).

If you need technical assistance completing the SFY 23 OCBF Application, please contact OFCF via email at OFCF@jfs.ohio.gov.