

# **System of Care: Guidance Document for Family-Centered Services and Supports (FCSS)**

**Administered by County Family and Children First Councils  
For SFY10: July 1, 2009 through June 30, 2010**

## **Executive Summary**

The framework for the System of Care (SOC) initiative describes the Ohio Family and Children First (OFCF) Cabinet's commitment to implement a coordinated continuum of services and supports for all children and families, with an emphasis on behavioral health care. SOC is a broad, flexible array of effective services and supports that focus on family-centered practice, community-based services, strengthening the capacity of families, and providing individualized services. SOC involves an organized, coordinated network (i.e., Family and Children First) that integrates services/supports planning, coordination and management across multiple levels.

The OFCF Cabinet recognizes full implementation of a SOC is a long-term process that requires extensive cross-system policy integration and resource alignment. With limited funding, the Cabinet's current priorities reflect an incremental approach to advancing a comprehensive array of needed services for Ohio's children and families. The foundational SOC components for SFY10-11 are:

- Children's Community Behavioral Health (CCBH);
- Family-Centered Services and Supports (FCSS);
- Early Childhood Mental Health Consultation (ECMHC); and
- Behavioral Health-Juvenile Justice (BH/JJ) projects.

This Guidance Document and all documents related to the four SOC components above are available through the ODMH website, Office of Children's Services, System of Care page (from the ODMH home page at <http://mentalhealth.ohio.gov> type "system of care" in the search box) and the Ohio Family and Children First website at <http://www.fcf.ohio.gov/initiatives/system-of-care.dot>.

### **I. FCSS Component Goals**

This component of System of Care (SOC) focuses on maintaining children and youth in their own homes and communities by providing non-clinical family-centered services and supports. FCSS, formerly known as FAST, is built on the foundation that family involvement in service planning and implementation:

- a. is critical to successful treatment outcomes;
- b. strengthens the existing capacity of families to function effectively; and,
- c. ensures the safety and well-being of each family member.

Under SOC, the target population for Family-Centered Services and Supports (FCSS) are those children (ages 0 through 21) with multi-systemic needs, who are receiving service coordination through the local Family and Children First Council. FCSS funding is designed to meet the unique needs of children and families identified on the individualized family service coordination plan (IFSCP) developed through the service coordination process and/or support the FCFC service coordination process, as described in the service coordination mechanism. Single agencies or programs providing service coordination that may not be able to meet the family's needs, may refer families to the FCF Council service coordination for cross-system team planning. If these families meet the local criteria for FCFC service coordination and a FCFC individualized family service coordination plan is developed that identifies an FCSS eligible service or support, FCSS funds may be used for the purpose identified in the family plan. In order to prevent duplication of plans or conflicting expectations of the family, the agency/program family service coordination plan should be integrated into or linked to and coordinated with the council IFSCP. Definitions that relate to the FCSS funds can be found in Appendix A.

## **II. FCSS Component Guidelines and Requirements:**

In order to access FCSS funds, FCFCs must assure the following service coordination components are in place, or will be put in place in FY10. A signed Assurance Statement (refer to Appendix B) by the FCFC **must be submitted by August 30<sup>th</sup>**. ODMH can not issue a Notice of Sub-Award to the county FCFC without receiving a signed assurance statement. Counties failing to submit a signed assurance statement will not receive funding SFY 10 and these funds will be reallocated.

1. Access to FCFC service coordination process is available to children and youth (0-21) with multi-systemic needs (i.e., child is not necessarily involved in two or more systems, but child's needs involve more than one system).
2. Clear referral process is established that can be accessed by both families and agencies.
3. Families must be invited and encouraged to fully participate in all family service coordination plan meetings.
4. Team meetings must be individualized to include appropriate agency/ school staff, and family-identified support persons. The family team should be reflective of the child/family needs, in order to assist with the most appropriate individualized family service coordination plan.
5. Meetings will take place before non-emergency out-of-home placements and within 10 days of emergency placements.
6. Issues pertaining to confidentiality, least restrictive environment and cultural sensitivity are addressed in all phases of the service coordination process.
7. A standardized process is used to assess the needs and strengths of the family.

8. An individual, approved by the family, is designated to track the progress of the plan, schedule reviews, and facilitate the service coordination plan meetings.
9. Individualized Family Service Coordination Plans are developed for and with each family.
10. Individualized crisis and safety plans are developed for and with each family.
11. A dispute resolution process is available that can be accessed by both parents and agencies.
12. Families may invite a family advocate, mentor, or support person to participate in service coordination plan meetings.
  - When using FCSS funds on behalf of a family connected to FCFC service coordination, family advocates must be offered to families. When access is not possible, please inform your OFCF Regional Coordinator (refer to attachment to guidance for the OFCF regional map).
  - In an effort to support counties, the SOC funds a statewide network of family advocacy through the Parent Advocacy Connection (PAC) that NAMI Ohio oversees. Refer to the section on “People to Contact Questions” (page 8) for PAC contact information or the attachment to the guidance for the PAC regional map. Communities may choose to provide family advocacy through PAC or through other local advocacy networks.

### **III. Fiscal Guidelines and Requirements**

#### **Sources and amount of funds**

FCSS funds are a combination of federal child welfare dollars (Social Security Act Title IV-B funds) from ODJFS and state general revenue funds from the ODMH, ODYS, DODD, and ODADAS. The general revenue funds have been allocated under Ohio’s Biennial Budget. For more information about the sources of these funds and for other System of Care Components, refer to Appendix C.

FCSS funds support ODJFS’ Title IV-B and must be used in accordance with all federal and state requirements. As such, recipients of these funds are deemed to be sub-recipients of the federal grant and must comply with all requirements of the State of Ohio, Ohio Department of Job and Family Services, the Ohio Department of Mental Health and its Office of Fiscal Administration, Ohio Family and Children First, and this Guidance Document.

#### **Official name and number for auditors**

The official name of these funds is “SOC: Family-Centered Services and Supports” and the CDFA # is 93.556.

### Availability of funds

The availability of FCSS funds is contingent on Ohio's annual receipt of Title IVB funds which is dependent on federal budget authorization. Please be advised the reimbursement of local FCSS expenses could be delayed should the federal budget not be executed timely. Authorization and disbursement of federal funds is based on the federal fiscal year of October 1 through September 30.

The availability of state general revenue funds and state fiscal requirements are subject to current and future budget directives from the State of Ohio for FY10.

### Allocation process

The county FCF allocations are based on a formula computed by ODJFS consisting of a county base rate, child population demographics and poverty indices. A copy of county funding allocation is found in Appendix D.

In lieu of submitting a formal spending plan, Councils must apportion local allocations throughout the state fiscal year to effectively meet the needs of the families receiving service coordination.

### Local administration and management

FCSS funds will be administered by the local Family and Children First Councils (FCFC). The local FCFC Administrative Agent must accept the requirements and other conditions outlined in this guidance document and within the ODMH Allocation Award Agreement, Assurances and Notice.

The FCFC shall negotiate and administer any contracts it chooses to award in connection with the administration or management of these funds, and may subcontract program management to other public or private organizations. Subcontracts remain subject to all requirements that accompany these funds, and as referenced in this Guidance Document and with the ODMH Allocation Award Agreement, Assurances and Notice.

### Disbursement process

In order to receive FCSS funds, the county FCFC must complete and submit to OFCF a signed Assurance Statement (see Attachment B) **no later than August 30, 2009**. After the county FCFC receives a Notice of Sub-Award (NOSA) from OFCF, the county FCFC can then submit a Request for Advance or Reimbursement (RAR) form to ODMH Fiscal Administration each quarter (refer to Appendix E). The earliest date each quarterly RAR form can be submitted is shown in the Timelines section (page 7).

For the first quarter of the fiscal year, and upon receipt of the completed RAR form for that quarter, ODMH will advance general revenue funds to the FCFC as “start up funds”.

For subsequent quarters, the RAR form must reflect funds already spent by the county FCFC and for which it is requesting reimbursement by submitting the quarterly RAR form. This is because the federal regulations that govern the 75% federal portion of these funds require that they be spent only on a reimbursement basis. The 4<sup>th</sup> quarter RAR form must be **received** by ODMH Fiscal Administration after April 1, 2010 and **before** July 15, 2010.

### Expenditure of funds

All FCSS expenditures must reflect the actual costs of services delivered, and must be spent by county FCFCs between July 1, 2009 and June 30, 2010 for services delivered between those dates. Any funds not spent by June 30, 2010 must be returned to the state, per state regulations. Refer to “return of unspent funds” below.

### Expenditures allowed and not allowed

There are specific federal restrictions on the use of Title IV-B funds, a primary source of funding for Ohio’s FCSS. Federal regulations require these dollars to be used for community-based services which promote the stability and well-being of children and families. These dollars cannot be used for clinical services or as match for other federally-funded programs, including Medicaid. These funds cannot be used to supplant existing funds allocated to support the multiple needs of children and families.

FCSS funds cannot be used to pay for any administrative costs, which means all indirect expenses, such as payroll, fringe, and operating costs of persons not involved in the direct delivery of services, rent, utilities, equipment, construction, renovation, public awareness, professional development, and all other overhead expenses. Services purchased from non-governmental entities, must be compensated on a uniform fee-for-service basis only.

The following are examples of allowable expenditures when identified on the individualized family service coordination plan:

- Non-clinical in-home visits;
- Non-clinical parent support groups;
- Parent education and mentoring;
- Respite care (including summer camp);
- Transportation;
- Social/recreational activities;
- Safety and adaptive equipment;

- Structured activities to improve family functioning;
- Parent advocacy; and
- Service coordination\*.

\* To utilize the FCSS funding for FCFC service coordination, a unit rate must be established. To construct the unit rate, calculate an average of costs (eg meetings, paperwork, telephone calls) associated with serving a family and divide that by the average number of hours spent face-to-face with a family. That rate can be charged for each face-to-face hour time with a family. Billing must be for child-specific services/service coordination activities; general administrative functions are not allowable. Units of service must be documented to the FCFC Administrative Agent.

Non-allowable expenditures include:

- Out of home placements and services/supports to those in out of home placements;
- Administrative or operating expenses;
- Federal match;
- Clinical interventions;
- Medical services and equipment;
- General programs costs (i.e., non-individualized services);
- Food, clothing, shelter, utilities, and/or household expenses; and
- Classroom instruction or any required public education cost or responsibility.

### Reallocation of Funds

County FCFC will need to file the System of Care Projected Expenditures Form (refer to Attachment F) for FCSS by **February 1, 2010**. Funding amount not anticipated to be expended by June 30<sup>th</sup> will be reallocated to other FCFCs to ensure full utilization of available dollars. FCFC can be considered for additional allocation based on timeliness of request, need (spending plan), and ability to spend requested amount by the end of the FY.

### Year end

All services must be provided by June 30, 2010, and the expenditures of these funds must reflect the actual costs of services delivered. All funds must be spent or encumbered by Boards and their contract agencies by June 30, 2010, or if not they must be returned to the state, per state regulations. Refer to “return of unspent funds” below.

The 4<sup>th</sup> quarter RAR form must be **received** by ODMH Fiscal Administration after April 1, 2010 and **before** July 15, 2010. The processing of all financial transactions associated with these funds must be completed by July 15, 2010.

Return of unspent funds

Any funds drawn down but not spent by June 30, 2010 must be returned to the state as soon as possible in compliance with state regulations. Make the check payable to “Treasurer, State of Ohio” and mail it to the Fiscal contact person in the “People to Contact if Questions” section of this document.

Fiscal questions

Contact the Fiscal person in “People to Contact if Questions” section of this document (page 8).

**IV. Reporting and Evaluation**

Use of these funds is intended to promote results-based interventions while limiting administrative burden to the FCFCs and local community partners. SFY10 program and fiscal reporting is required.

All required reports are referenced by date in the Timelines section below, and copies of all reports are attached in Appendix E, F, and G. Please submit each report to the person and in the manner indicated on each report. Regarding Appendix G, the FCSS Annual Report that will be due by August 14, 2010 via SurveyMonkey.com, a FCSS Annual Report Tracking Spreadsheet (refer to attachment to guidance) was created to help aid counties in tracking the required information throughout the year. This spreadsheet does not need to be returned to OFCF.

**V. Timelines**

<b>Date</b>	<b>Item</b>
July 1, 2009	State fiscal year and annual funding period begins
July 1, 2009	Earliest date to submit 1 <sup>st</sup> quarter RAR for funds after completed Assurance Statement has been submitted
August 30, 2009	FCFC Assurance Statement for FCSS Funding deadline
October 1, 2009	Earliest date to submit 2 <sup>nd</sup> quarter RAR for funds
January 1, 2010	Earliest date to submit 3 <sup>rd</sup> quarter RAR for funds
February 1, 2010	System of Care – FSCC Projected Expenditures Form due
April 1, 2010	Earliest date to submit 4 <sup>th</sup> quarter RAR for funds
June 30, 2010	Deadline to expend all funds. State fiscal year and annual funding period ends

July 15, 2010	Deadline for ODMH to receive 4 <sup>th</sup> quarter RAR for funds
August 14, 2010	FCSS Annual Report due via SurveyMonkey.com

## VI. People to Contact

Program questions about FCSS should be directed to the OFCF Regional Coordinator for your county. The state map showing the Regional Coordinator for each county is attached to the guidance. It can also be accessed at: <http://www.fcf.ohio.gov/dotAsset/6631.pdf>.

### North

#### **Teresa Reed-McGlashan**

OSU Extension  
240 W. Lake St., Unit C  
Oak Harbor, OH 43449  
(419) 898-3631 (ph)  
(419) 898-3232 (f)  
(419) 579-4397 (c)  
[trmcglash@ag.ohio-state.edu](mailto:trmcglash@ag.ohio-state.edu)

### East

#### **Janice Houchins**

OSU Extension  
1680 Madison Ave.  
Wooster, OH 44691  
(330) 263-3632 (ph)  
(330) 263-3667 (f)  
(330) 466-0577 (c)  
[jhouchins@ag.ohio-state.edu](mailto:jhouchins@ag.ohio-state.edu)

### South

#### **Joyce Calland**

OSU Extension  
1512 South US Hwy 68  
Urbana, OH 43078  
(937) 484-1526 (ph)  
(937) 484-1540 (f)  
(937) 232-4255 (c)  
[jcalland@ag.ohio-state.edu](mailto:jcalland@ag.ohio-state.edu)

### Fiscal questions should be directed to:

Mary Kyle  
ODMH Fiscal Administration  
30 E. Broad St., 11th Floor  
Columbus, Ohio 43215  
[kylem@mh.state.oh.us](mailto:kylem@mh.state.oh.us)  
(614) 466-6144 (p)  
(614) 644-9116 (f)

Michele Sherman  
ODMH Fiscal Administration  
30 E. Broad Street, 11<sup>th</sup> Floor  
Columbus, OH 43215  
[shermanm@mh.state.oh.us](mailto:shermanm@mh.state.oh.us)  
(614) 644-6124  
(614) 644-9116

### Parent Advocacy Contact questions should be directed to:

Suzanne Robinson  
NAMI Ohio  
(800) 686-2646 (office)  
[suzanner@amiohio.org](mailto:suzanner@amiohio.org)

Angela Schoepflin  
NAMI Ohio  
(937) 508-8359 (cell)  
[seigna72@hotmail.com](mailto:seigna72@hotmail.com)

A PAC Regional Map is attached to the guidance.

## Appendix A

### Family Centered Services and Support (FCSS) Funds Definitions FY10

**Administrative expenses** - means the payroll and fringe benefits of persons who are not providing direct services to youth and families, rent, utilities, equipment, construction, renovation, public awareness, professional development, and all other indirect or overhead expenses. Administrative expenses include services purchased from non-governmental entities, for which procurement must be compensated on a uniform fee-for-service basis. SOC funds cannot be used to pay for any administrative expenses.

**Camp** – includes day camp or overnight camp. FCSS can be used to support non-therapeutic structured camp activities designed to provide respite and improve social and emotional functioning. CCBH funds can be used to support therapeutic camp services.

**Child with multi-systemic needs** - a child who has needs in two or more of the following service systems (but need not be enrolled or receiving services from either or both systems): substance abuse, child welfare, education, juvenile justice, mental health, mental retardation / developmental disabilities. In order to utilize FCSS funding, children/families must receive service coordination through the county Families and Children First Council.

**Dispute Resolution** – as defined in ORC 121.37(C); also further defined in ORC 121.38 and 121.381.

**Evidence Based Practice** – approach has compelling evidence of effectiveness. Program designers can attribute participant success to the program itself, and have evidence that the approach will work for others in different environments.

**Family Advocate** – a family or community member who has interest, training, and demonstrated knowledge and skills in working together with families in need of services. Family advocates may be paid staff or volunteers. Friends or family members recruited by families may serve the role of an advocate, mentor or support person. NAMI Ohio oversees the Parent Advocacy Connection (PAC), a statewide network of family advocacy.

**Family and Children First Council (FCFC)** - the local FCFC in each county, as defined in ORC 121.37(B).

**FCFC Service Coordination** - a collaborative, coordinated, cross-system team planning process implemented to address the needs of families with multiple and complex problems. The process is family focused and strengths based and is responsive to the culture, race and ethnicity of the family. It results in a unique set of

community services and natural supports individualized for the child and family and based on the child and family's perceptions of their strengths and needs to achieve a positive set of outcomes. The purpose of service coordination is to provide a venue for families to meet the need for services and supports which may not have been adequately addressed within traditional agency systems.

**Indirect expenses** – see administrative expenses.

**Operating expenses** – see administrative expenses.

**Out-of-home placement** – settings include psychiatric hospitals, detention centers, residential treatment facilities, local or state correctional facilities, foster care and group homes. CCBH funds may be used for out of home treatment and/or out of home placement expenses. FCSS funds cannot be used to pay for out of home placements or supportive services for children placed in out of home settings. Placement does not include kinship care or non-clinical respite.

**Overhead expenses** – see administrative expenses.

**Parent Advocacy Connection** – see Family Advocate.

**Promising practice** – an approach has been implemented and significant impact evaluations have been conducted. While the data supporting the program is promising, its scientific rigor is insufficient to suggest causality. Multiple, undefined factors may be contributing to the success of participants.

**Respite** - the temporary care of children by someone other than the primary caregiver(s), where the primary purpose is to provide relief for the primary caregivers. “Temporary” is defined as one week or less. Respite care can be provided in the home of the child or family, or at another location. Respite can be provided by a relative or non-relative. Respite care does not involve a change of custody. Respite does not include an out-of-home placement where one or more publicly-funded systems assist in the planning for or placement of children or adolescents outside of their homes, or other placement into one of the following: psychiatric hospital, detention center, residential treatment facility, local or state correctional facility, foster care, group home or clinically-based interventions.

**System of Care (SOC)** – defined in the Executive Summary of the Guidance Document.

**Trauma informed care** - conveys a purposeful, therapeutic approach to individuals exposed to trauma, and can operate on many levels. It specifically addresses in a positive way the biological, neurological, psychological, social and/or societal consequences of trauma in the individual to facilitate their healing. Providing trauma informed care involves the closely interrelated triad of understanding, commitment, and practices, organized around the goal of successfully addressing the trauma-based

needs of those receiving services. Prerequisites for a trauma informed system of care involves: 1) administrative commitment to change, 2) universal screening, 3) staff training and education, 4) hiring practices and 5) review of policies and procedures.

**Wraparound** - Wraparound is based on a normalization model, and has developed as a way of multiple systems coming together with the child, youth, and family and creating a highly individualized plan to address complex issues and needs. It is not a program or a type of service, but a team based process used to develop individualized plans of care that are based on the strengths and culture of the children and their family. Plans are family focused and based on needs rather than available services.



## Appendix C

### BUILDING SYSTEMS OF CARE for CHILDREN, YOUTH & FAMILIES Formerly Access to Better Care (ABC)

#### *Essential Considerations*

- Purchase outcomes while maintaining flexibility of the local partners to select programming
- Identify cost-effective methods to bring services and supports to scale regionally/statewide
- Integrate data to monitor citizen needs and measure program effectiveness

#### *Objectives*

- Coordinate available services and supports across the developmental spectrum and age continuum
- Increase family engagement in diverse communities
- Reduce costly out of home placements, including institutionalizations
- Increase flexible funding for local child-serving systems

SOC Components	Populations	Purpose	FY 10-11 Funding	FY 09 Funding
<b>Children's Community Behavioral Health</b>  <b>(Formerly ABC 404 Base and Treatment funds)</b>	Children with intensive multi-system behavioral health needs  0-17	To provide evidence-based or best practice community-based, early intervention and treatment services, including but not limited to: Early Childhood MH Treatment & Intensive Home-Based Treatment, w/Trauma-Informed Practice, as described in the Behavioral Healthcare Community Plan  <b>Lead:</b> <b>ADAMH/CMH/ADAS Boards</b>	<b>\$6.5m - ODMH 404</b>	<b>\$5.5m</b>  <ul style="list-style-type: none"> <li>• intervention &amp; treatment</li> <li>• family support services</li> <li>• clinical program development that addresses gaps in and/or enhancement of effective behavioral health treatment approaches</li> <li>• increasing local Medicaid share for children's treatment services</li> </ul>
<b>Family-Centered Services and Supports</b>	Children with multi-systemic needs and typically are in multiple systems, receiving	To provide non-clinical family centered services and supports necessary to successfully maintain children and youth in the	<b>\$4,480,175m</b>  <ul style="list-style-type: none"> <li>• \$3,252,481 – JFS IVB, Pt II</li> <li>• \$1m – ODMH 404/505</li> <li>• \$100K – DYS</li> </ul>	<b>\$4,630,621</b>  <ul style="list-style-type: none"> <li>• FAST - \$4,155,018                          - \$1630,500 – 505S                          - \$2,524,518 – IVB2</li> </ul>

<b>(formerly FAST \$)</b>	service coordination  0-21	community (including those with non-behavioral health needs), to include: Parent Advocacy Connection; and Respite. <b>Lead: FCFs</b>	<ul style="list-style-type: none"> <li>• \$64,573 – ODADAS</li> <li>• \$63,121 - ODODD</li> </ul>	<ul style="list-style-type: none"> <li>• PAC - \$475,603</li> <li>- \$335,603 - IVB2</li> <li>- \$100,000 - DYS</li> <li>- \$70,000 – ODADAS</li> </ul>
<b>Early Childhood Mental Health Consultation</b>	Children with social-emotional needs and at risk for behavioral health interventions  0-6	To identify and address early childhood behavioral health needs in child care settings in high risk, low-income communities w/ECMH consultation services. <b>Lead: ADAMH/CMH Boards</b>	<p align="center"><b>\$2.35 m*</b></p> <ul style="list-style-type: none"> <li>• \$2.15m – JFS CCQS</li> <li>• \$200k – ODMH 505</li> </ul> <p align="center">* (+ \$75,595 – 505 ECMH Education &amp; Training)</p>	<p align="center"><b>\$2.5 m</b></p> <ul style="list-style-type: none"> <li>• \$1.0m – 505S</li> <li>• \$885,153 – CCQ \$</li> <li>• \$614,847 - 404</li> </ul>
<b>Behavioral Health – Juvenile Justice (BHJJ)</b>	Youth who are at high risk for institutional placement w/o additional supports  12-18	To provide assessment and intensive home-based services needed to divert youth from DYS institutionalization. <b>Lead: ADAMH/CMH Boards (through RFP process)</b>	<p align="center"><b>\$2.250 m</b></p> <ul style="list-style-type: none"> <li>• \$250k – ODMH 404</li> <li>• \$2 m - DYS</li> </ul>	<p align="center"><b>\$1.5 m</b></p> <ul style="list-style-type: none"> <li>• \$1.5m – 404</li> </ul>
<b>TOTAL</b>			<b>\$15,655,770 TOTAL</b>	<b>\$14,130,621 TOTAL</b>

Fund Source	ODMH 404	ODMH 505	OFCF 405	JFS Fed	DYS	MR/DD	ODADAS	Total
Children's Community Behavioral Health	\$6,500,000							<b>\$6,500,000</b>
Family-Centered Services and Supports	\$460,800	\$539,200		\$3,252,481	\$100,000	\$63,121	\$64,573	<b>\$4,480,175</b>
Early Childhood Mental Health Consultation		\$275,595		\$2,150,000				<b>\$2,425,595</b>
Behavioral Health - Juvenile Justice	\$250,000				\$2,000,000			<b>\$2,250,000</b>
<b>TOTAL</b>	<b>\$7,210,800</b>	<b>\$814,795</b>		<b>\$5,402,481</b>	<b>\$2,100,000</b>	<b>\$63,121</b>	<b>\$64,573</b>	<b>\$15,655,770</b>

## Appendix D

### SFY 10 FCSS County Allocation Table

Using IV-B Methodology  
To Distribute 4,099,690.00

**SFY 10  
Total  
\$4,099,690.00**

				20	DEFIANCE 22,765.57
1	ADAMS	27,595.03		21	DELAWARE 26,861.17
2	ALLEN	47,740.89		22	ERIE 32,678.63
3	ASHLAND	29,378.37		23	FAIRFIELD 33,531.36
4	ASHTABULA	46,244.51		24	FAYETTE 23,983.19
5	ATHENS	33,289.48		25	FRANKLIN 250,220.48
6	AUGLAIZE	24,302.96		26	FULTON 23,331.33
7	BELMONT	37,413.77		27	GALLIA 30,354.11
8	BROWN	29,284.08		28	GEAUGA 28,246.87
9	BUTLER	66,984.84		29	GREENE 37,385.07
10	CARROLL	26,176.52		30	GUERNSEY 32,416.25
11	CHAMPAIGN	24,864.61		31	HAMILTON 233,542.95
12	CLARK	51,926.68		32	HANCOCK 28,578.93
13	CLERMONT	45,465.56		33	HARDIN 25,856.75
14	CLINTON	25,016.31		34	HARRISON 22,544.20
15	COLUMBIANA	45,617.25		35	HENRY 23,351.84
16	COSHOCTON	24,737.53		36	HIGHLAND 29,034.00
17	CRAWFORD	28,669.13		37	HOCKING 25,495.97
18	CUYAHOGA	423,789.05		38	HOLMES 33,096.80
19	DARKE	27,291.64		39	HURON 29,919.53

40 JACKSON	28,911.01	65 PICKAWAY	29,210.29
41 JEFFERSON	39,881.79	66 PIKE	29,501.37
42 KNOX	29,919.53	67 PORTAGE	40,291.75
43 LAKE	40,791.92	68 PREBLE	23,536.32
44 LAWRENCE	43,649.40	69 PUTNAM	22,642.59
45 LICKING	40,193.36	70 RICHLAND	48,409.13
46 LOGAN	27,644.21	71 ROSS	34,392.29
47 LORAIN	77,603.03	72 SANDUSKY	27,660.61
48 LUCAS	159,678.83	73 SCIOTO	47,855.68
49 MADISON	24,901.52	74 SENECA	27,549.92
50 MAHONING	88,454.91	75 SHELBY	25,754.25
51 MARION	31,862.79	76 STARK	91,997.04
52 MEDINA	34,084.83	77 SUMMIT	134,018.87
53 MEIGS	27,320.33	78 TRUMBULL	69,760.32
54 MERCER	23,688.01	79 TUSCARAWAS	35,778.00
55 MIAMI	32,822.12	80 UNION	21,675.07
56 MONROE	22,576.99	81 VAN WERT	21,584.87
57 MONTGOMERY	147,695.43	82 VINTON	24,442.35
58 MORGAN	24,249.67	83 WARREN	30,891.16
59 MORROW	25,110.60	84 WASHINGTON	32,834.41
60 MUSKINGUM	42,599.88	85 WAYNE	38,504.29
61 NOBLE	21,367.59	86 WILLIAMS	22,638.49
62 OTTAWA	22,921.37	87 WOOD	31,891.49
63 PAULDING	21,867.75	88 WYANDOT	20,588.64
64 PERRY	27,500.72		

**TOTAL** **\$4,099,690.00**

APM.6833. Allocation Methodology

The methodology used to distribute available funds is as follows.

- (1) 40% is distributed with each county receiving an equal share.
- (2) 60% is distributed based upon the county's number of children below 100% of the federal poverty as compared statewide in the same category, utilizing the most recent available U.S. Bureau of Census figures.

APM.6834. Expenditure Limitation

Current period Title IV-B expenditures cannot exceed the amount claimed to the federal government in FFY 1978. Therefore, the reimbursement for Foster Care Maintenance and Adoption Assistance payments are limited to the county claim for FFY 1978.

REFERENCE: 45 CFR 1356.70

The Deficit Reduction Act of 2005 changed the claimed year used above (1978) to 2005.

**Appendix E**  
 (actual form to be used is posted on OFCF website)  
**OHIO DEPARTMENT OF MENTAL HEALTH**  
**REQUEST FOR ADVANCE OR REIMBURSEMENT**

1 Fiscal Year: \_\_\_\_\_

2 Type of Payment Requested:

Advance     Reimbursement

3 For the Period:

Jul 1 - Sep 30

Oct 1 - Dec 31

Jan 1 - Mar 31

Apr 1 - Jun 30

4. Sub-Awardee:	
5. Project Name:	6. ODMH Sub-Award Number (if applicable):

7. Computation of Amount of Reimbursement/Advance Requested			
7a Total Sub-Award Amount			\$ -
<b>Expenditures:</b>	<b>This Period</b>	<b>Accumulation to date</b> <small>(include This Period amount)</small>	<b>Sub-Award Balance</b>
7b Total Direct Costs	\$ -	\$ -	
7c Total Indirect Costs	\$ -	\$ -	
7d Total Direct & Indirect Costs	\$ -	\$ -	
7e Program Income	\$ -	\$ -	
7f Net Expenditures	\$ -	\$ -	
7g Funds Requested	\$ -	\$ -	\$ -

8. Person Completing This Form (please print):	Title:	Date:
Phone Number:	E-Mail Address:	

**SUB-AWARDEE CERTIFICATION**

I certify that the amounts recorded above represent expenditures in accordance with all articles of the Sub-Award and to the best of my knowledge, all requirements have been fulfilled.

9. Signature:	Title:	Date:
Mailing Address:	City, State, Zip:	
Phone Number:	E-Mail Address:	

For ODMH use only:

10. Project Lead (print name below):	Title:	Phone Number:
ODMH Project Lead Signature:		Date:

## Appendix F

### Projected Expenditures Form

**For Family-Centered Services and Supports Funds  
To be filed by County Children and Family First Councils**

**Due: February 1, 2010**

County FCFCs are required to complete and submit this report so any unused funds can be reallocated to another FCFC. The reallocation of unused funds will be at the discretion of OFCF. All reallocated funds must be expended by the recipient by June 30, 2010 or returned to the State of Ohio.

**Send completed form by email, fax, or regular mail to:**

Mary Kyle, ODMH Fiscal Administration  
30 E. Broad St., 11th Floor, Columbus, Ohio 43215  
[kylem@mh.state.oh.us](mailto:kylem@mh.state.oh.us)  
Phone 614-466-6144  
Fax 614-644-9116

**County name:** \_\_\_\_\_

Fund Source	Original Allocation Amount	Anticipated Expenditure by June 30, 2010	Amount Anticipated Not Expending by June 30, 2010	or	Amount requested in excess of original allocation
FCSS					

**Certification:**

By signing below, I certify that the financial information shown in this Projected Expenditures Form is correct and consistent with approved contracts.

County FCFC Administrative Agent	Date
For OFCF Use: Approved By	Date
For ODMH Fiscal Use: Approved By:	Date

## Appendix G

### SOC: FAMILY-CENTERED SERVICES and Supports

Annual Report for FY10 ending June 30, 2010

Must be filed electronically online via Survey Monkey (Directions for this will be provided later in the SFY)

Due August 14, 2010

At the conclusion of each fiscal year, Family and Children First Councils are required to complete an Annual Report detailing use of dollars which supported Family-Centered Support Services. The following information will be the required information. An optional excel spreadsheet is being provided to assist counties with the collection of the required information.

### FCSS Annual Report

**PERSON COMPLETING THIS REPORT:**

**TITLE:**

**COUNTY:**

**ORGANIZATION:**

**PHONE:**

**E-MAIL:**

1. Amount of FCSS funds allocated for SFY10 \_\_\_\_\_
2. Amount of FCSS funds spent in SFY10 \_\_\_\_\_
3. Number of FCSS children that had needs at intake in the following categories, whether or not those needs were being addressed.  

_____ Developmental Disabilities	_____ Mental Health	_____ Special Education
_____ Child Abuse	_____ Alcohol/Drug	_____ Physical Health
_____ Child Neglect	_____ Poverty	_____ Unruly
		_____ Delinquent
4. Total number of children and youth served in SFY10 with FCSS funds.  

_____ 0 through 2 years of age	_____ 3 through 9 years of age
_____ 10 through 18 years of age	_____ 19 through 21 years of age
5. Total number of times each service or support was written into IFSCP's and accessed by using FCSS funds.  

_____ Non-clinical in-home visits	_____ Non-clinical parent support groups
_____ Parent Education and Mentoring	_____ Respite
_____ Transportation	_____ Tutoring
_____ Social/Recreational Supports	_____ Safety and Adaptive Equipment
_____ Structured activities to improve family functioning	_____ Parent Advocacy
	_____ Service Coordination
	_____ Other
6. The number of FCSS families who accessed a family advocate in SFY10 \_\_\_\_\_
7. The number of children served in the community with FCSS funds in SFY10, who ended up in out-of-home placement while involved in the FCFC Service Coordination Process? \_\_\_\_\_