

**Generating a JFS 04280
Children Services Statistical Report**



Knowledge Base Article

Generating a JFS 04280 Children Services Statistical Report

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Generating a JFS 04280 Children Services Statistical Report

Overview

The **JFS 04280 Title IV-E Foster Care Expenditure Report** displays payment information for children residing outside of their own homes and who are under the custody, case management, and planning responsibility of the County Departments of Jobs and Family Services (CDJFS) who are providing the children's services. The children service boards are also counted in this report.

Residing outside of their own homes includes living arrangements such as: family foster homes, group homes, childcare institutions, emergency shelter care (as appropriate), non-finalized adoptive homes, and other 24-hour substitute care.

In general, children receiving foster care maintenance payments while residing in ODJFS approved relative's homes are included in the report. However, children residing with relatives who are responsible for the child's support, education, and maintenance are not included. These children may be receiving services or supplemental assistance for special needs, but like children residing with their legal parents, are not considered in substitute care for this report.

County agencies will no longer be required to submit (or mail) a physical copy of the **JFS 04280 Title IV-E Foster Care Expenditure Report** to the ODJFS Office of Fiscal Services.

Reporting Information

Important: You must have **Agency Fiscal Supervisor Security** to generate and view the **JFS 04280 Title IV-E Foster Care Expenditure Report**.

Data displayed for the current reporting quarter will include payments disbursed from the first day of the reporting quarter through the system date.

The **JFS 04280 Title IV-E Foster Care Expenditure Report** can be generated beginning on the second day of each reporting quarter. The report includes all payments disbursed on (or after) the begin date and through the day prior to the system date. Payments disbursed on the current system date will be displayed the next day.

Updates can continue to be made to reports in **Preliminary** status based on payments generated that have disbursement dates included within the report quarter begin and end dates. The report version will display as **Preliminary** until the first day of the third month following the report quarter end.

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Example: If the report quarter is from October 2022 to December 2022, a county can enter or change information until February 29, 2023. The data becomes final on March 1, 2023.

When the report version changes to Final and can no longer be edited, counties can then use this data to assemble information for reporting in CFIS.

Important: Specific service categories and field descriptions are discussed at the end of this Knowledge Base Article.

Understanding Types of Placements

Public Family Foster Homes are licensed or unlicensed boarding homes where the PCSA directly pays the maintenance cost to the family or caregiver. Family foster homes provide care for one (or more) children apart from their parents, guardians, or relatives, but do not care for more than five children.

Children who do not receive foster care maintenance payments while residing in non-relative homes are not counted. This includes children in non-relative homes (free boarding homes) where there is minimal agency involvement for the case management and planning; they are not included.

Network Family Foster Homes are family foster homes supervised by a private, non-profit corporation who is licensed by ODJFS to perform that function.

Public Agency Institutions are tax-supported facilities certified (licensed) by ODJFS or another public agency with such authority. Facilities certified by ODJFS provide care for eleven (or more) children, but not to exceed twenty-five children.

Private Agency Institutions are non-tax-supported facilities certified (licensed) by ODJFS or another public agency with such authority. Facilities certified by ODJFS care for eleven (or more) children.

Public Agency Group Homes are boarding homes certified by ODJFS or approved / certified / licensed by another public agency with such authority. Public Agency Group Homes certified by ODJFS care for six to ten children, including three (or more) foster children from two (or more) families.

Private Agency Group Homes are boarding homes certified by ODJFS or approved / certified / licensed by another public agency with such authority. Private Agency Group Homes certified by ODJFS care for six to ten children, including three (or more) foster children from two (or more) families.

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Unlicensed Relative Placements are placements with unlicensed relatives where the agency maintains custody.

Other* – Identifies (specifies) the types of placement that do not fit the categories above, such as college, nursing home, maternity homes, detention facilities, etc.

Navigating to the JFS 04280 Report

Complete the following steps to view the JFS 04280 report.

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click the **Statistical & Expenditure Reports** tab.
3. Click the **JFS 04280 Expenditure Report** link in the **Navigation** menu.

The screenshot shows the Ohio SACWIS interface. At the top, there is a navigation bar with tabs: Home, Intake, Case, Provider, Financial (highlighted with a red box), and Administration. Below the Financial tab, there is a sub-menu with options: Workload, Action Items, Services, Eligibility, Payment, Benefits, Statistical & Expenditure Reports (highlighted with a red box), State Data Mgt, and Invoicing. Below the sub-menu, there is a left-hand navigation menu with a list of links: JFS 04280 Expenditure Report (highlighted with a green box), JFS 04281 Statistical Report, and Bridges Expenditure Report. To the right of the left-hand menu, there is a blue header bar that reads "JFS 04280 - Title IV-E Foster Care Statistical and Expenditure Report Filter Criteria". Below this header bar, there is a "Quarter: *" field with a drop-down menu showing "07/01/2023 - 09/30/2023".

The **JFS 04280 Expenditure Report** screen appears. To filter the list of reports:

4. In the **Quarter** field, select the appropriate quarter from the drop-down menu.
5. Click the relevant selection(s) from the **Selected Agencies** list (this will activate the **Add** option).
6. Click, **Remove**. The selection(s) will be added to the **Available Agencies** list.

Generating a JFS 04280 Children Services Statistical Report

7. Click the **Filter** button.

[JFS 04280 Expenditure Report](#)
[JFS 04281 Statistical Report](#)
[Bridges Expenditure Report](#)

JFS 04280 - Title IV-E Foster Care Statistical and Expenditure Report Filter Criteria

Quarter: * 01/01/2023 - 03/31/2023

Available Agencies

[Add All](#) [Add](#)

Testing County Children Services Board
Testing County Children Services
Testing County Juvenile Court
Testing County Children Serv
Testing County Juvenile Court
Testing County Children Services Board
Testing County Department of Job and Family Services

Selected Agencies

[Remove](#) [Remove All](#) [Q](#)

Test County Department of Job and Family Services

Sort By: Agency (Asc)

[Filter](#) [Clear Form](#)


JFS 04280 - Title IV-E Foster Care Statistical and Expenditure Report Results

	Quarter	Agency	Prepared By	Report Version	Retrieval Date	
view	01/01/2023 - 03/31/2023	Test County Department of Job and Family Services		Final	07/06/2023	

Generating a JFS 04280 Children Services Statistical Report

The filtered results appear in the **JFS 04280 – Title IV-E Foster Care Statistical and Expenditure Report Results** grid.

1. To edit information, click the **edit** link in the appropriate row.

JFS 04280 - Title IV-E Foster Care Statistical and Expenditure Report Results						
	Quarter	Agency	Prepared By	Report Version	Retrieval Date	
edit	01/01/2023 - 03/31/2023	Test County Department of Job and Family Services		Final	07/06/2023	
Multiple Agency Summary						

The **JFS 04280 – Title IV-E Foster Care Statistical and Expenditure Report** screen for that agency appears.

Completing the JFS 04280 Screen Fields

At the top of the **JFS 04280 – Title IV-E Foster Care Statistical and Expenditure Summary** screen, enter content into the following mandatory fields:

1. In the **Prepared By** field, enter the full name of the person who prepared the report.

Important: The name in the **Prepared By** field should be the agency person who is responsible for verifying the information contained on the report and who should be contacted by ODJFS fiscal services if any questions arise.

2. In the **Email** field, enter the electronic mail address of the person who prepared the report.
3. In the **Phone** field, enter the phone number of the person who prepared the report, including the applicable extension.
4. In the **Fax** field, enter the fax number of the person who prepared the report.
5. Click, **Save** to save the changes and return to the previous screen.
 - Click, **Apply** to apply the changes and stay on that screen, or

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- Click the **Cancel** button to cancel the changes and return to the previous screen.

JFS 04280 - Title IV-E Foster Care Statistical and Expenditure Report

QUARTER: 01/01/2023 - 03/31/2023
REPORT VERSION: Final

AGENCY: Test County Department of Job and Family Services
RETRIEVAL DATE: 07/06/2023

JFS 04280 - Title IV-E Foster Care Statistical and Expenditure Summary

Prepared By: *

Test Caseworker

Email: *

TestCaseworker@jfs.ohio.gov

Phone: *

(123) 456-7899

Ext:

001

Fax: *

(123) 456-7898

Placement Costs

Type of Substitute Care Placement	Placement Maint Cost	Placement Admin Cost	Other Placement Cost	Total Placement Cost	Ancillary Costs	Paid Days	Average Maint Cost	Average Admin Cost	Average Placement Cost	Average Ancillary Cost	Average Placement & Ancillary Cost
Public Foster Family Homes	\$74,647.00	N/A	\$0.00	\$74,647.00	\$712.50	2,278	\$32.77	N/A	\$32.77	\$0.31	\$33.08
Network Foster Family Homes	\$106,427.24	\$136,206.79	\$392.24	\$243,026.27	\$0.00	2,575	\$41.33	\$52.90	\$94.38	\$0.00	\$94.38
Public Agency Institutions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Private Agency Institutions	\$119,127.00	\$5,940.00	\$6,130.80	\$131,197.80	\$0.00	277	\$430.06	\$21.44	\$473.64	\$0.00	\$473.64
Public Agency Group Home	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Private Agency Group Home	\$85,705.00	\$11,740.00	\$8,400.00	\$105,845.00	\$0.00	299	\$286.64	\$39.26	\$354.00	\$0.00	\$354.00
Unlicensed Relative Placements	\$0.00	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	N/A	\$0.00	\$0.00	\$0.00
Independent Living Placements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$385,906.24	\$153,886.79	\$14,923.04	\$554,716.07	\$712.50	5,429	\$71.08	\$28.35	\$102.18	\$0.13	\$102.31

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Adoption Assistance Costs						
Type of Subsidy	Total Number of Subsidies	Total Payment Amount	Total Federal Share	Total State Share	Total Local Share	Average Payment Amount per Subsidy
IV-E Adoption Assistance	172	\$237,906.46	\$182,885.37	\$40,139.05	\$14,882.04	\$461.06
State Adoption Maintenance Subsidy	1	\$750.00	\$0.00	\$750.00	\$0.00	\$250.00
TOTALS	173	\$238,656.46	\$182,885.37	\$40,889.05	\$14,882.04	\$459.84

If the **Save** button is clicked, the **JFS 04280 – Title IV-E Foster Care Statistical and Expenditure Report** screen appears displaying the following message: Your data has been saved.




The JFS 04280 – Title IV-E Foster Care Statistical and Expenditure Report Results grid also displays the information regarding the report retrieval.

- To run the report, click the report icon. link in the appropriate row in the **Title IV-E Foster Care Statistical and Expenditure Report** section.

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JFS 04280 - Title IV-E Foster Care Statistical and Expenditure Report Results

	Quarter	Agency	Prepared By	Report Version	Retrieval Date	
view	01/01/2023 - 03/31/2023	Test County Department of Job and Family Services		Final	07/06/2023	

Generating the JFS 04280 Report

The **Reports** screen appears, displaying the **Document Details** and **Document History** grid.

- In the **Select Report Output Format** section, select **PDF** or **Excel** as the report format. **Excel** is pre-selected.
- Click the **Generate Report** button.

Document Details

Document Category:

Work-Item ID: 12345



Task ID: 0001

Document Title: JFS 04280 - Title IV-E Foster Care Quarterly Statistical and Expenditure Report

Work-Item Reference: 6789

Task Reference: 4281 Summary

Document History

ID	Date Created	Employee ID	Name
14744672 	04/24/2015 11:41 AM	12345	Caseworker
19513952 	05/23/2017 11:14 AM	12345	Caseworker

Document History

Select Report Output Format

☐ PDF

☒ Excel

Generate Report

Cancel

The following screen appears showing that the report is being created:

Generating a JFS 04280 Children Services Statistical Report

Your report is being created



Please wait ...

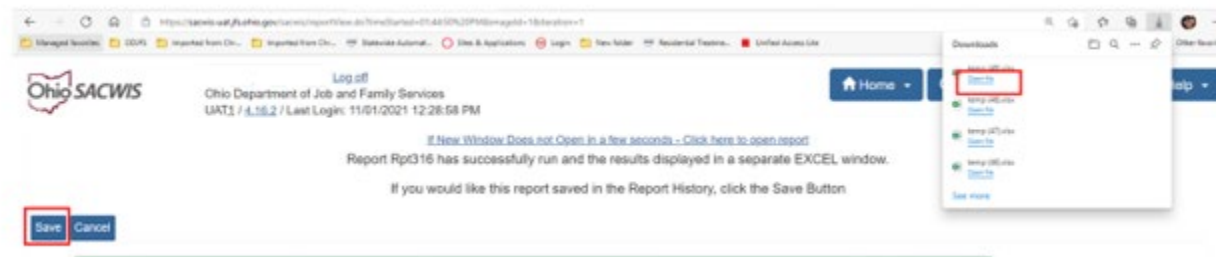
Report Requested: 10:26:11 AM

Last Checked: 10:26:16 AM

Once the report is ready, the screen below will appear, displaying the downloaded report(s).

9. Click, **Open file** to view the report.






10. Click, **Save** to save the report.




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The requested report appears.





AutoSaveOn





temp (3) • Last Modified: 6m ago

 Search (Alt+Q)

Oliver, Lisa



FileHomeInsertDrawPage LayoutFormulasDataReviewViewHelp



Paste

Tahoma

11


A


A

B




I


U






Font





Wrap Text



Merge & Center

Alignment

General


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%


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Number



Conditional Formatting




Format as Table




Cell Styles


Styles



Insert




Delete




Format


Cells



AutoSum




Fill




Clear

Editing




Sort & Filter




Find & Select

Sensitivity




Comments





Share

Sensitivity

A1







Ohio Department of Job and Family Services

	A	B	C	D	E	F
1	Ohio Department of Job and Family Services					
2	Title IV-E Foster Care Expenditure Report (JFS 4280)					
3	Agency: Test County Department of Job and Family Services					
4	Date Report Submitted: 07/26/2023					
5	Prepared By:					
6	Quarter Ending: 03/2023					
7	Telephone Number:					
8	Email:					
9	Fax:					
10						
11						
12	Type of Substitute Care Placement	Placement Maintenance Cost for Reporting Period	Placement Administration Cost for Reporting Period	Other Placement Costs for Reporting Period	Total Placement (Maintenance, Admin & Other)	Ancillary Costs for Re
13	1. Public Foster Family Homes	\$74,647.00	\$0.00	\$0.00	\$74,647.00	
14	10. Other	\$0.00	\$0.00	\$0.00	\$0.00	
15	2. Network Foster Family Homes	\$106,427.24	\$136,206.79	\$392.24	\$243,026.27	
16	3. Public Agency Institutions	\$0.00	\$0.00	\$0.00	\$0.00	
17	4. Private Agency Institutions	\$119,127.00	\$5,940.00	\$6,130.80	\$131,197.80	
18	5. Public Agency Group Home	\$0.00	\$0.00	\$0.00	\$0.00	
19	6. Private Agency Group Home	\$85,705.00	\$11,740.00	\$8,400.00	\$105,845.00	
20	7. Unlicensed Relative Placements	\$0.00	\$0.00	\$0.00	\$0.00	
21	9. Independent Living Placements	\$0.00	\$0.00	\$0.00	\$0.00	
22	Total Costs:	\$385,906.24	\$153,886.79	\$14,923.04	\$554,716.07	
23						
24	Type of Subsidy	Total Number of Subsidies	Total Payment Amount	Total Federal/State Share	Total Local Share	Average Payment Amc
25	1. IV-E Adoption Assistance	49	\$67,938.33	\$57,719.18	\$10,219.15	
26	2. State Adoption Maintenance Subsidy	3	\$2,160.00	\$2,160.00	\$0.00	
27	Total	52	\$70,098.33	\$59,879.18	\$10,219.15	

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Important: Below are charts listing the service category and field description information for the JFS 04280 report.

Understanding the JFS 04280 Title IV-E Foster Care Expenditure Report Key

As previously stated, you must have **Agency Fiscal Supervisor** security rights to generate and view the report. Report processing will select payment request records for the agency (county) for placement and ancillary services that were disbursed within the quarter begin and end dates.

Type of Substitute Care Placement	Placement Maintenance Cost for Reporting Period	Placement Administration Cost for Reporting Period	Other Placement Costs for Reporting Period
1. Public Foster Family Homes	\$0.00	\$0.00	\$0.00
2. Network Foster Family Homes	\$0.00	\$0.00	\$0.00
3. Public Agency Institutions	\$0.00	\$0.00	\$0.00
4. Private Agency Institutions	\$0.00	\$0.00	\$0.00
5. Public Agency Group Home	\$0.00	\$0.00	\$0.00
6. Private Agency Group Home	\$0.00	\$0.00	\$0.00
7. Unlicensed Relative Placements	\$0.00	\$0.00	\$0.00
8. Independent Living Placements	\$0.00	\$0.00	\$0.00
9. Other	\$0.00	\$0.00	\$0.00
Total Costs:	\$0.00	\$0.00	\$0.00

Total Placement (Maintenance, Admin & Other)	Ancillary Costs for Reporting Period	Paid Days for Reporting Period	Average Maintenance Cost
\$0.00	\$0.00	0	\$0.00
\$0.00	\$0.00	0	\$0.00
\$0.00	\$0.00	0	\$0.00
\$0.00	\$0.00	0	\$0.00
\$0.00	\$0.00	0	\$0.00
\$0.00	\$0.00	0	\$0.00
\$0.00	\$0.00	0	\$0.00
\$0.00	\$0.00	0	\$0.00
\$0.00	\$0.00	0	\$0.00
\$0.00	\$0.00	0	\$0.00

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Average Admin Cost	Average Placement (Maintenance, Admin & Other) Cost	Average Ancillary Cost	Average Placement and Ancillary Cost
\$0.00	\$0.00	\$0.00	\$ 0.00
\$0.00	\$0.00	\$0.00	\$ 0.00
\$0.00	\$0.00	\$0.00	\$ 0.00
\$0.00	\$0.00	\$0.00	\$ 0.00
\$0.00	\$0.00	\$0.00	\$ 0.00
\$0.00	\$0.00	\$0.00	\$ 0.00
\$0.00	\$0.00	\$0.00	\$ 0.00
\$0.00	\$0.00	\$0.00	\$ 0.00
\$0.00	\$0.00	\$0.00	\$ 0.00
\$0.00	\$0.00	\$0.00	\$0.00

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov.