

**Recruitment and Retention Funds
Frequently Asked Questions
Updated 2/16/2022**

Recruitment and Retention Funds General Questions

1. Will the funds be distributed evenly? And if not, what will be prioritized?

Funds will be distributed based upon a couple of factors:

- 1) Agencies should apply for funds based on what the anticipated costs are for standing up the activity.
- 2) If we receive a total number of applications that exceed the funds that we have available, we will prioritize funds that that are geared towards recruitment and retention of treatment foster homes.

2. Currently not a treatment foster agency but are currently in process of getting things in order to make this happen. Would we still qualify for any of these funds as we move forward?

Any foster care licensing agency can apply for these funds, and we encourage agencies considering operating a treatment program to apply. If needed, applications to recruit/retain treatment foster caregivers and to develop/implement/enhance new services/programs/activities to support to treatment foster caregivers will be prioritized

3. Will applications be denied fully, or may some applicants be denied partially for some of the requested funds but not all components?

Each activity detailed on the application will be looked at individually. It is possible to have a proposed activity and funding approved, but not others, within a single agency's application.

4. If submitting an application, there could be some approved and not others.

We will review applications and provide feedback prior to approving or denying. Some applications might be denied based on the application itself, or if our office has to prioritize based on funding limitations.

5. Since it's less than 2 weeks to the deadline is there any chance it might be extended slightly? Even a few days (3/4) would be helpful. We are already short-staffed and have no designated grant writer in our agency. Thanks for considering.

Unfortunately, the deadline cannot be extended at this time due to constraints in getting the SFY2022 funds out to the agencies. If all of the available funds for SFY2023 are not utilized, we may re-open the application period at a later time to allow agencies to apply for the remaining SFY2023 funds.

6. Should the attached PDFs be applicable to only that section, or can 1 completed PDF contain all parts of the application?

Agencies can submit one pdf that contains all parts of the application. The pdf should address the application questions for each section/activity separately.

7. The amounts are 200K per fiscal year? Understanding that the amount requested for FY 22 needs spent by 6/30/22?

The maximum amount per SFY is \$200,000. Agencies that apply should have a budget that breaks down the costs for the activity up to \$200,000 per SFY. We anticipate that the requested amounts for SFY2022 will be lower than \$200,000 as these funds need to be spent by June 30th, 2022.

8. Is there a specific budget form/format that we need to use?

Agencies will need to create their own budget document based on the costs for the activity/service/program being submitted in the application. The budget needs to be detailed and breakdown the specific costs related to the activity.

9. Can you explain the budget document again?

Agencies will need to create their own budget document based on the costs for the activity/service/program being submitted in the application. The budget needs to be detailed and breakdown the specific costs related to the activity.

10. Are you looking for two separate budget documents or can it be one document with tabs for each SFY?

It can be one document that has each SFY listed separately.

11. I might have missed this, so I apologize. Do these events/ activities we request have to be completed by 6/30/22 or planned?

If an agency is applying for SFY2022 funds, the activities related to budgeted items in SFY2022 must be completed by June 30th, 2022.

12. If you cannot apply now for SFY 22 funds will there, be an opportunity to apply for SFY 23 funds?

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Agencies are permitted to just apply for SFY2023 funds. Though we may re-open applications for SFY2023 if all of the SFY2023 funds are not awarded, this is not a guarantee.

13. Do any funds granted for FY2022 but not used by June 30, 2022, need to be returned or can they be rolled over to FY2023?

Funds budgeted for activities in SFY2022 must be spent by June 30th, 2022.

14. Does funding allow for salaries?

Funds can be used to cover the salaries as long as the position is related to a new activity or service. Funds should not be used to cover existing employee positions whose job duties already include working on existing activities, services, and programs. (For example, Agency has a full-time staff person in charge of recruitment families. The agency should not use these funds to supplant a portion of this person's salary to be in charge of a new activity being applied for.)

15. Can salaries "count" as 2022 funds even though they are not distributed right away?

Similar to other expenses, salaries paid for work completed in SFY2022, can be included in the budget for SFY2022.

16. When will the funds be distributed? And then how soon would you want outcome data back to you for distribution determination for the FY 23 funds?

After application approval, OCCRRA will invoice JFS for the funds to distribute. It can take up to six to eight weeks for the full approval/invoice/distribute cycle to be completed.

Agencies must address outcome data in each of the three progress reports. For the initial progress status report, agencies are permitted to include either data regarding the measurable outcomes in the agency's approved plan or details regarding when data will be available on the measurable outcomes.

17. How often or how many progress reports are required and when should they be sent?

A total of three progress reports are required and must be submitted by these dates:

- First Progress Report: 6/3/2022
- Second Progress Report: 12/30/2022
- Third Progress Report: 6/2/2023

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18. Can you provide more details about the progress reports?

Detailed progress reports regarding the implementation of the activities approved must be submitted by the below dates to receive/maintain any SFY2023 funds. The first progress report must include either data regarding the measurable outcomes in the agency's approved plan or details regarding when data will be available on the measurable outcomes. The second and third progress reports must include data regarding the measurable outcomes in the agency's approved plan.

- First Progress Report: 6/3/2022
- Second Progress Report: 12/30/2022
- Third Progress Report: 6/2/2023

19. Will you share some acceptable outcome measures for the short FY'22 timeframe (3 months)?

Our office understands that data regarding the measurable outcomes may not be available for SFY2022 activities. For the initial progress status report, agencies are permitted to include either data regarding the measurable outcomes in the agency's approved plan or details regarding when data will be available on the measurable outcomes.

20. Can you provide contact info for those we should contact when we have specific questions about the application? (content, not technical)

Christine Dobrovich – Christine.Dobrovich@jfs.ohio.gov
Karen McGormley – Karen.McGormley@jfs.ohio.gov

OCCRRA Profile Questions

21. Are the profiles by person or agency?

Profiles in the Ohio Professional Registry are specific to a person. The professional will complete their individual profile using their individual data and then ask for access to the Organization Dashboard, to complete the agency application.

22. What county should we list if we are state-wide?

The county in the home office should be listed if the agency is state-wide.

23. What if you have multiple roles in the same agency?

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You can add multiple roles within one agency by clicking the green Add Role button within the employment record. However, for the purpose of the Foster Care Recruitment and Retention Application, the OPR only requires the Foster Care Licensing Agency Designee role be listed.

24. What is the email address to request access?

Please email support@ocrra.org for access to the application via the Organization Dashboard.

25. I have a profile for Childcare. Will I need a new one?

No, there should only be one profile for a professional in the Ohio Professional Registry (OPR). If you already have a profile, follow the details in the User Guide to add a new employment record to your profile.

26. Can I edit? I have a "child worker" role and want to change to "Agency Designee" as you stated.

If you have already created a role at it appears to be incorrect, you cannot edit the information. Please enter an end date if the record is incorrect. You will need to click the green Add Employment button to enter the record correctly, so the appropriate roles become available to you. Please use the guidance outlined in the User Guide to details on how to enter the appropriate role.

27. I am still doing childcare too. I wouldn't want to end my employment for that area. Would someone else need to create an account for this?

No. A professional can have more than one open employment record. The professional can click on the green Add Employment button to enter another employment record.

28. Can someone type up the list of options you need for the employment section? It's not listed on the instruction sheet.

Foster Care Licensing Agency Designee is the role that needs to be selected when entering employment. This process is outlined on the FC R&R Agency Designees Create Profile Instructions User Guide.

29. Is there a way to check if an organization has been previously registered?

Whomever has access to the Organization Dashboard can view the status of the application by going clicking on Organization Dashboard and viewing the status column.

30. After creating a profile and sending the email to support, How long does it take to receive permission from OCCRRA to access the dashboard and application?

Organization Dashboard permissions are usually provided within 24 to 48 hours.

31. If I sent an email for permission to access the application and it has not been approved in 24 hours, how do I find out why?

You can respond to the original ticket request confirmation that you received, to inquiry about the status of the permission.

32. What is needed in the e-mail to gain access to the application dashboard?

A professional will need to include their name, OPIN and SACWIS Agency ID, if available. If the agency ID is not available, please include the name and address of the agency you are requesting access for.

OCCRRA Online Application Questions

33. Are the uploads for each section unique or can the entire application be in one document? Are there page/character maximums for each of the uploads? Are there any formatting requirements? Thank you.

Uploads are required in each selected activity section. The system requires the individual uploads for each section in order to submit the application. You can upload the same document into each selected activity section if it contains all the required information. The reviewers will be assessing each activity with the uploaded documentation as the plan to complete the activity. The system limitation on one PDF file is 25 MB. The only formatting requirement is that it is a PDF file.

34. Are you able to "edit" an application once it has been submitted?

Submitted applications are 'locked'. Once submitted, an application can be set to Additional Action Needed in order to open the application up for edits. If the application is submitted, not yet approved or additional action set by the JFS review team, you can contact Kelly Smith ksmith@occrra.org or Tiffany Blumhorst tblumhorst@occrra.org to set the application into an additional action (edit) status for you prior to review by JFS.

35. Can two people access the same application and agency dashboard?

With permissions granted by OCCRRA, two people can have access to the application and the dashboard. Note: the first person that opens the application and saves the draft, is the person that is identified in the application. The applicant name and signature of the submitter do not have to be the same person.

36. What is the character count on the brief statement?

There is not any character limit in the brief statement section.

37. How do you find your SACWIS license number if you are a county JFS agency?

If you do not have the SACWIS agency license number, OCCRRA staff is still able to assist you with permissions. Please provide your name, OPIN, agency name and that you are part of the Foster Care Recruitment & Retention project and OCCRRA will be able to identify you for the permission.

38. When will the funds be distributed? And then how soon would you want outcome data back to you for distribution determination for the FY 23 funds?

After application approval, OCCRRA will invoice JFS for the funds to distribute. It can take up to six to eight weeks for the full approval/invoice/distribute cycle to be completed.

39. Is an expenditure report due, if so, when? monthly, quarterly?

Progress reports will be due on June 3, 2022, December 30, 2022, and June 2, 2023. OCCRRA will be providing an electronic Progress Report submission form in the application queue for the three report submission periods. The form will include an upload feature to upload the report in PDF format. The Progress Report Form will be available for 30 days prior to the due date and will close at 11:59 p.m. on the due date.