

Processing Applications for the Ohio Adoption Grant Program (OAGP)

Ohio | Department of
Job and Family Services



Knowledge Base Article

Processing Applications for the Ohio Adoption Grant Program (OAGP)

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Processing Applications for the Ohio Adoption Grant Program (OAGP)

Overview

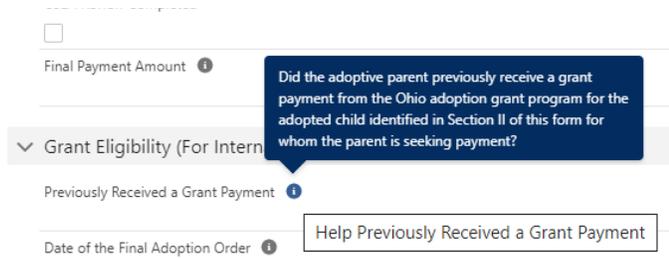
This article describes how to work within the Ohio Adoption Grant Program on the Salesforce platform to process OAGP applications.

Quick Tips

1. If you hover over icons you are unfamiliar with in the Salesforce platform, a prompt will appear indicating what action you can take if clicked.

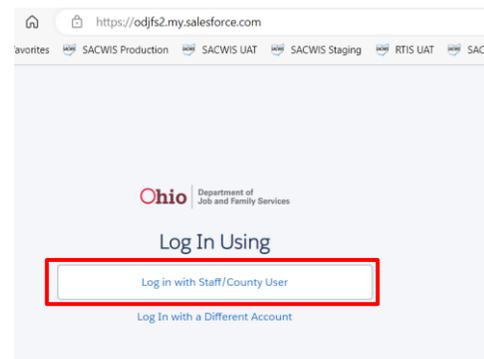


2. An informational icon (i) will appear by several fields in the application. When you hover over an informational icon, additional text will appear which provides additional details on what values are needed to satisfy this question.



Gaining Access to Ohio Adoption Grant

1. Users will log into the Salesforce platform using their OH|ID and password after being granted access into **Ohio Adoption Grant**.



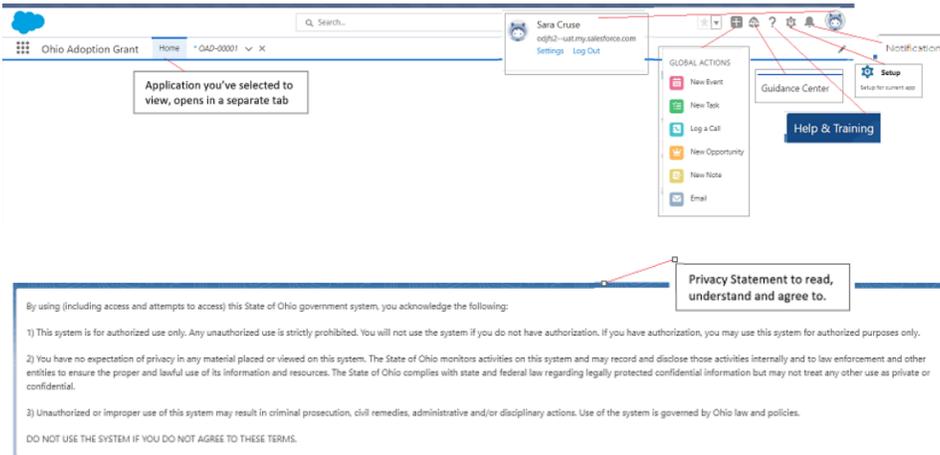
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2. If you work within multiple applications on the Salesforce platform, you may need to switch between them using the 9-dot square App Launcher in the upper left-hand corner of the screen. If you click this area, it will display a list of all applications you have access to. Choose **Ohio Adoption Grant** to work within this app. You may also use the search feature to find the **Ohio Adoption Grant** app.



Workload View

1. Depending on whether your security permissions are as a Reviewer or a Supervisor, you will see the following sections of the application on your Home screen:



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Supervisors will have this view at the top of their screen:

The screenshot displays the OAD Grant Supervisor List view. At the top, there are buttons for 'Change Owner' and 'Printable View'. Below the header, a table lists application details:

| OAG Name | Child Fir... | Child Last Na... | Status | Submit... | Owner Alias | Owner ... | Owner ... |
|-----------|--------------|------------------|------------------------|-----------|--------------------|-----------|-----------|
| OAG-00083 | Zen | Hastings | Submitted For Approval | 1/18/2024 | OAD Reviewer Queue | | |

Below this is the 'OAD Reviewer Queue' section, which includes a 'Present for Reviewers and Supervisors' button. A table shows a rejected application:

| OAG Name | Child First Name | Child Last Name | Status | Submitted Date | Reviewer Name |
|-----------|------------------|-----------------|----------|----------------|-----------------|
| OAG-00001 | Child Name | Jonnala | Rejected | 3/10/2023 | kevin bovee OAD |

A 'Change Owner' modal is open, showing a search for 'kevin' and a list of users:

- Kevin Bovee AA
- Kevin Bovee FA
- Kevin Bovee AFA
- Kevin Bovee

Annotations include: 'Link to Application Record' pointing to the OAG-00001 link, 'Refresh' pointing to the refresh icon, and 'Present for Reviewers and Supervisors' pointing to the modal title.

Below the modal are three more application views:

- Applications With Recommended for Action:** Shows one application (OAG-00060) with status 'Recommended for Action'.
- Approved Applications:** Shows two applications (OAG-00004 and OAG-00008) with status 'Approved'.
- Applications With Post CSEA Review:** Shows two applications (OAG-00003 and OAG-00009) with status 'Final Review Complete'.

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OAG Grant
My Applications

2 items • Sorted by OAG Name • Filtered by My oad_grant - Status, CSEA Review Completed • Updated 12 minutes ago

| | OAG Name ↑ | Parent 1 First N... | Parent 1 Las... | Child First N... | Child Last N... | Submitted Date | Status |
|---|------------------------------------|---------------------|-----------------|------------------|-----------------|----------------|------------------------|
| 1 | <input type="checkbox"/> OAG-00013 | Prem Mike | Jonnala | Test | Jonnala | 1/8/2024 | Submitted For Approval |
| 2 | <input type="checkbox"/> OAG-00024 | James | Reece | Lucy | Reece | 3/31/2023 | Approved |

OAG Grant
Denied and Second Review Denied

5 items • Sorted by OAG Name • Filtered by OAD Supervisor Queue - Status • Updated 10 minutes ago

| | OAG Name ↑ | Child First N... | Child Last Na... | Status | Submitted Date | Supervisor Name | Is Denial Sub... |
|---|------------------------------------|------------------|------------------|-------------------|----------------|------------------|--------------------------|
| 1 | <input type="checkbox"/> OAD-00005 | Hank | Miller | 2nd Review Denied | 3/17/2023 | Scott Gall OCALM | <input type="checkbox"/> |

OAG Grant
Stop Payment Requested Applications

1 item • Sorted by OAG Name • Filtered by All oad_grant - Status • Updated 12 minutes ago

| | OAG Name ↑ | Child First ... | Child Last ... | Status | Voucher I... | Warrant St... | Warrant D... | Warrant A... |
|---|------------------------------------|-----------------|----------------|------------------------|--------------|---------------|--------------|--------------|
| 1 | <input type="checkbox"/> OAG-00044 | Child | One | Stop Payment Requested | | | | |

OAG Grant
Sacwis Update Errored Records

2 items • Sorted by OAG Name • Filtered by All oad_grant - Child SACWIS Update Status, Parent 1 SACWIS Update Status, Parent 2 SACWIS Update Status • Updated 13 minutes ago

| | OAG Name ↑ | Status | Parent 1 SACWIS Updat... | Parent 2 SACWIS Up... | Child SACWIS Update St... |
|---|------------------------------------|-----------------------|--------------------------|-----------------------|---------------------------|
| 1 | <input type="checkbox"/> OAG-00031 | Final Review Complete | Failed Twice | | Failed Twice |
| 2 | <input type="checkbox"/> OAG-00039 | Final Review Complete | Failed Twice | | Failed Twice |

OAG Grant
OHIO SACWIS Failed Payment Records

0 items • Sorted by OAG Name • Filtered by All oad_grant - Payment Integration Status • Updated 14 minutes ago

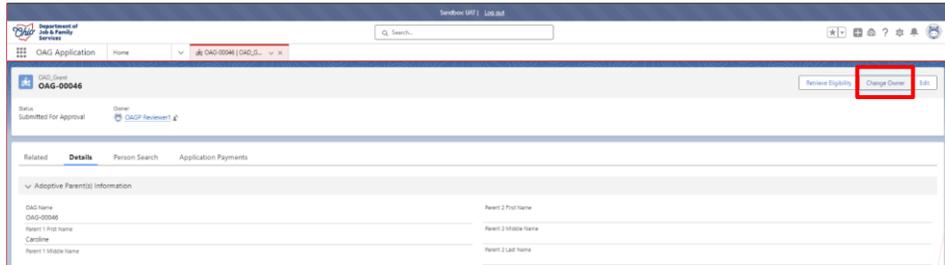
| | OAG Name ↑ | Status | Payment Integration Status | Payment Integration Error Message |
|----------------------|------------|--------|----------------------------|-----------------------------------|
| No items to display. | | | | |

Commented [BK1]: Update images

Claiming an Application

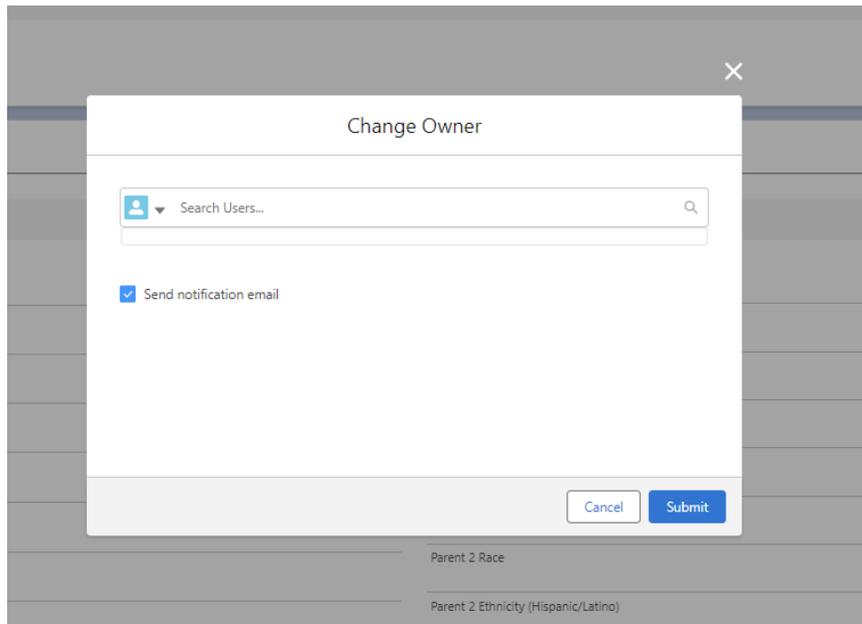
1. From the **OAG Reviewer Queue**, select the application you intend to review.
2. After opening the application in the upper right corner of the screen select Change Owner.

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Commented [BK2]: Add boxes and highlight button

3. The **CHANGE OWNER** search box will appear. Type the name of the person you wish to assign the application to for processing, Select the person from the provided option. Click **SUBMIT**.



Commented [BK3]: Remove Image

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Change Owner

You've selected 1 record.

Q "sara cruse" in Users

Sara Cruse

- If you assigned the record to yourself, you would now see it in the **My Applications** section of your home screen after you refresh the section.

| OAG Name | Parent 1 Fir... | Parent 1 Last Name | Child First ... | Child Last Name | Submitted Date | Status | CSEA Revie... |
|-----------|-----------------|--------------------|-----------------|-----------------|----------------|------------------------|--------------------------|
| OAG-00009 | Ann | AdoptiveMom | Amir | AdoptiveChild | 3/23/2023 | Submitted For Approval | <input type="checkbox"/> |

Reviewing an Application – Details Tab

Click on the hyperlink for an **OAG Name** to view the record. The **Application** will display in a new tab.

| OAG Name | Parent 1 Fir... | Parent 1 Last Name | Child First ... | Child Last Name | Submitted Date | Status | CSEA Revie... |
|---------------------------|-----------------|--------------------|-----------------|-----------------|----------------|------------------------|--------------------------|
| OAG-00009 | Ann | AdoptiveMom | Amir | AdoptiveChild | 3/23/2023 | Submitted For Approval | <input type="checkbox"/> |

Note: To populate as much information as possible in the application, completing the Person Search tab as detailed [here](#) and then selecting the [Retrieve Eligibility](#) button may be useful to do at this point.

The record defaults to the **Details** tab and is divided into the following sections:

Adoptive Parent(s) Information

This section provides information about **Parent Name(s)**, **Parent Email(s)**, **Parent Phone(s)**, **Parent DOB(s)**, **Parent Gender(s)**, **Parent Race(s)**, **Parent Ethnicity**, **Parent SSN(s)** and **Parent Person ID**. This section should be fully completed by the applicant(s) except for Parent Person ID, which will populate from Ohio SACWIS.

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▼ Adoptive Parent(s) Information

| | |
|--|--|
| OAG Name OAG-00127 | Parent 2 First Name Test |
| Parent 1 First Name Susie | Parent 2 Middle Name |
| Parent 1 Middle Name | Parent 2 Last Name Adult |
| Parent 1 Last Name Sacwis | Parent 2 Email |
| Parent 1 Email testing@testemail.com | Parent 2 Phone |
| Parent 1 Phone (123) 456-7890 | Parent 2 DOB 3/5/2009 |
| Parent 1 DOB 3/5/2008 | Parent 2 Gender Male |
| Parent 1 Gender Female | Parent 2 Race White |
| Parent 1 Race White | Parent 2 Ethnicity (Hispanic/Latino) No |
| Parent 1 Ethnicity (Hispanic/Latino) No | Parent 2 SSN 111111111 |
| Parent 1 SSN 000000000 | Parent2 Person ID |
| Parent1 Person ID | |

Address

Listing of the **Address, City, County, State and Zip Code**, as entered by the applicant(s). This should match the address of the adoptive parent who is designated as the payee and should match with the photo ID provided. If not, additional information may be needed to prove residency.

▼ Address

| | |
|----------------------------|------------------------|
| Address 100 Main Street | Address Line 2 |
| City Anywhere | County Adams County |
| State Ohio | Zip Code 44000 |

Adoptive Child Information

This section includes values for **Child Name, DOB, Gender, Person ID, Ethnicity, Race, Date Adoption Finalized, Child SSN and Type of Adoption**, as entered in the portal by the applicant(s) – excluding Child Person ID, which comes from Ohio SACWIS.

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| Adoptive Child Information | |
|--|--|
| Child First Name Liam | Child Last Name AdoptiveChild |
| Child Middle Name Logan | Child DOB 1/1/2012 |
| Child Gender Male | Child Person ID |
| Child Race Black/African American,White | Child Ethnicity (Hispanic/Latino) Yes |
| Child SSN 444455666 | Date Adoption Finalized 1/2/2024 |
| Type of Adoption Public | |

Application Requirements

The **Applicant Requirements** section verifies what adoption finalization paperwork is attached to the application in the **All Grant Requests**, whether **A Completed W-9 Form** was attached, whether or not this was an **Adoption by Foster Caregiver**, a **Special Needs Adoption**, if the family checked the **Acknowledgment** of their Application and the **Acknowledgement Date**. All fields should have been filled out by the applicant(s).

| Application Requirements | |
|--|-----------------------------------|
| All Grant Requests Final adoption order | A Completed W-9 Form Yes |
| Adoption by Foster Caregiver ⓘ Yes | Special Needs Adoption ⓘ Yes |
| Acknowledgement ⓘ <input checked="" type="checkbox"/> | Acknowledgement Date 3/23/2023 |

Information

Here, the applicant indicated which Adoptive Parent will be the payee of the grant, if approved.

| Information | |
|-------------------------------------|-----------|
| Adoptive Parent Who Will be Payee ⓘ | Payee SSN |

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Application Status

In this section, you may view and/or edit the following information:

| Value | Definition/Information Included |
|---|--|
| Amount Approved | Final amount approved for this grant application. |
| Submitted Date | Date the grant application was last submitted. |
| Status | Can include <i>Submitted for Approval, Sent to OAKS, Payment Issued, Final Review Complete, Rejected, Recommended for Action, Approved, Denied, 2nd Review Denied, Stop Payment Requested</i> |
| Approved Date | Date the grant application was approved via approval process. |
| Status Last Updated | Date of the last status change. |
| Approved By | Name of the user who approved the application via approval process. |
| Denied By | User who denied the application. |
| Denial Comments | As entered by user who denied the application |
| Denial Date | Date denial was determined. |
| Current User Denied the Application? | Is current user same as the user who last denied the application? |
| Reviewer Name | Name of the reviewer who last approved/rejected application. |
| Is Denial Submission Acceptable | When Denied, applicants can only Submit the Application for Second Review within 31 days. If this is checked, they can submit for review. If not checked, they cannot. |
| Supervisor Name | Name of the Supervisor who last approved/rejected application. |
| Final Payment Amount | Amount Approved minus amount Diverted by CSEA. |
| Amount Diverted by CSEA | Dollar amount being claimed by CSEA, to be deducted from grant. |
| Stop Payment Reason | Reason why request to Stop Payment was made |
| Stop Payment Narrative | User entered comments about the Stop Payment |

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v Application Status

| | |
|-----------------------------------|--|
| Amount Approved ⓘ | Submitted Date ⓘ 1/17/2024 |
| Status Submitted For Approval | Approved Date ⓘ |
| Status Last Updated 1/17/2024 | Approved By ⓘ |
| Denied By ⓘ | Denial Comments |
| Denial Date | Current User Denied the Application? ⓘ <input type="checkbox"/> |
| Reviewer Name ⓘ | Is Denial Submission Acceptable ⓘ <input type="checkbox"/> |
| Supervisor Name ⓘ | Final Payment Amount ⓘ |
| Amount Diverted By CSEA \$0.00 | |
| Stop Payment Reason | |
| Stop Payment Narrative | |

Payment Information

Payment Information will include the following values. The informational icons detail the following:

Voucher ID Related – Holds the voucher ID from SACWIS

Warrant Status – Payment Status from SACWIS (ETF Failed, Issued, OAKS ETF Issued)

Payment Integration Error Message – This will hold the error message from Integration if there is an error.

v Payment Information

| | |
|--|-------------------------------------|
| Voucher ID Related ⓘ | Warrant Amount |
| Warrant Status ⓘ | Warrant Date |
| Send Parent Only <input type="checkbox"/> | Payment Integration Status |
| | Payment Integration Error Message ⓘ |

Grant Eligibility (For Internal Use)

In this section, you may view and/or edit the following information:

| <i>Value</i> | <i>Definition/Information Included</i> |
|---|---|
| Date of the Final Adoption Order | Provide the date of the final adoption order, interlocutory order of adoption, or recognition of the adoption by this state under section 3107.18 of the Revised Code for the adopted child for whom the grant payment is sought. |

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| | |
|--|---|
| Adoption Order Within One Year | Is the final adoption order, interlocutory order of adoption, or recognition of the adoption by this state under section 3107.18 of the Revised Code for the adopted child within one year from the date of this application? |
| Adoption Finalized After Jan 1 2023 | Was the adoption finalized on or after January 1, 2023? |
| Step-Parent Adoption | Was this a step-parent adoption? If yes, this would be an automatic denial of the application. |
| Date of Application | Date submitted by applicant. |
| Completed W9 Form | Options of Yes / No |
| Ohio SACWIS Finalized Date | Date carried into the system by Ohio SACWIS. |
| Diagnosed with Special Needs | Options of Yes / No |
| Parent was Certified Foster Caregiver | Options of Yes / No |
| Adoptive Parent Resides in Ohio | Options of Yes / No |
| Review Completed | Check box that can be enabled/disabled. |

Commented [BK4]: Addition fields have been added. Eligibility and approved grant amount will be determined in this section.

Grant Eligibility (For Internal Use)

| | |
|--|--|
| Date of the Final Adoption Order 1/2/2024 | Adoption Order Within One Year Yes |
| Adoption Finalized After Jan 1 2023 | Step-Parent Adoption No |
| Date of Application 1/17/2024 | Completed W9 Form Yes |
| Ohio SACWIS Finalized Date | Diagnosed with Special Needs Yes |
| | Parent was Certified Foster Caregiver Yes |
| | Adoptive Parent reside in Ohio Yes |
| | Review Completed <input type="checkbox"/> |

Commented [BK5]: Update image

Reviewing an Application – Related Tab

The **Related** tab will display the following information:

OAGP CSEA Review Line Items

Will contain pertinent information from CSEA reviews.

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Files

Click on the hyperlink for each document to see a preview of the attachment.

You may also Add Files, which will bring up a screen that allows you to attach a document from within Salesforce or your computer.

When the Preview Screen appears, you may Download a copy of the document onto your computer, create a Public Link which will allow anyone with a link to view and download the file on the internet or View File Details

Download Public Link View File Details

Approval History

This section displays the Step Name, the Date, any Comments and the Status of that step. The Approve and Reject buttons are also available in this section to send the application for Approval to a Supervisor or to Reject it. When the down arrow is clicked, additional actions of Reassign and Recall are available. For each action, a Comment box will appear to add text, and then a confirmation button will complete the action, or Cancel will undo the action you attempted.

| Step Name | Date | Comments | Status |
|----------------------------|--------------------|--------------------------------------|-----------|
| Supervisor Approval | 3/23/2023 8:05 PM | | Pending |
| Line Level Approval | 3/23/2023 8:05 PM | This is approved | Approved |
| Approval Request Submitted | 3/23/2023 3:59 PM | | Submitted |
| Line Level Approval | 3/20/2023 1:07 PM | Need signature on Special Needs form | Rejected |
| Approval Request Submitted | 3/20/2023 12:32 PM | | Submitted |

OAG History

This section displays the **Date**, **Field**, **User**, **Original Value** and **New Value** of each action taken on the grant application.

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| Date | Field | User | Original Value | New Value |
|-------------------|------------------|-----------------|------------------------|------------------------|
| 3/23/2023 8:05 PM | Status | Sara Cruse | Submitted For Approval | Recommended For Action |
| 3/23/2023 3:59 PM | Record locked. | Ann AdoptiveMom | | |
| 3/23/2023 3:59 PM | Status | Ann AdoptiveMom | Rejected | Submitted For Approval |
| 3/20/2023 1:07 PM | Record unlocked. | Sara Cruse | | |
| 3/20/2023 1:07 PM | Status | Sara Cruse | Submitted For Approval | Rejected |
| 3/20/2023 1:02 PM | Denial Comments | Sara Cruse | | |

[View All](#)

Reviewing an Application – Person Search

This section will be used to interface with Ohio SACWIS and find the Person ID associated with the individuals in the application using the information they entered.

1. Click on the **Parent 1 Search** button, **Parent 2 Search** button and **Child Search** button to complete the needed Ohio SACWIS person searches.

Related Details **Person Search** Application Payments

Parent 1

FN: Ann MN: LN: AdoptiveParent DOB: 1980-01-01 SSN: 111223333 Address: 100 Main Street, Anywhere, Adams County, Ohio, 44000

[Q Parent 1 Search](#)

Parent 2

FN: Edward MN: LN: AdoptiveParent DOB: 1985-01-01 SSN: 222334444 Address: 100 Main Street, Anywhere, Adams County, Ohio, 44000

[Q Parent 2 Search](#)

Child

FN: Liam MN: Logan LN: AdoptiveChild DOB: 2012-01-01 SSN: 444455666 Address: 100 Main Street, Anywhere, Adams County, Ohio, 44000

[Q Child Search](#)

[Cancel](#) [Save](#) * = Required Information

2. Click the radio button next to the person records to retain for each individual.
3. Click the **Associate Persons** button to add the Person IDs identified from Ohio SACWIS to the application.

Child

FN: Liam MN: Logan LN: AdoptiveChild DOB: 2012-01-01 SSN: 444455666 Address: 100 Main Street, Anywhere, Adams County, Ohio, 44000

[Q Child Search](#) [+ Create Child](#)

Child Data Table

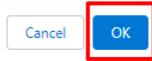
| Person ID | First Name | Last Name | DOB | SSN | Address1 | Address2 | City | County | State | Zip | Related Person Search |
|---|------------|-----------|------------|-----------|----------|----------|------|--------|-------|-----|---------------------------------------|
| <input checked="" type="radio"/> 28991509 | Liam | Logan | 2012-01-01 | 444455666 | | | | | | | Related Person Search |

[ID Associate Persons](#)

4. The system presents the following message. Click **OK**.

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By taking this action all eligibility information will be cleared. A new request will need to be submitted after completing all person searches.



Reviewing an Application – Application Payments

This section will display any person/payment information that is found from the Ohio SACWIS Person searches completed.

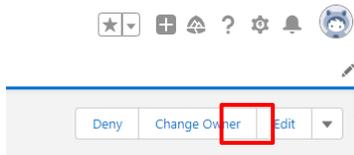
Related Details Person Search **Application Payments**

Parent 1FN: Ann MN: LN: AdoptiveParent DOB: 1985-01-01 SSN: 11223333
Parent 2FN: Edward MN: LN: AdoptiveParent DOB: 1985-01-01 SSN: 222334444
ChildFN: Liam MN: LN: AdoptiveChild DOB: 2012-01-01 SSN: 44455666
Payee SSN : Date of Application : 2024-01-17

| OAGP Name | Status | Date of Application | Parent 1 Name | Parent 1 SSN | Parent 2 Name | Parent 2 SSN | Child Name | Child SSN | Payee SSN |
|--|--------|---------------------|---------------|--------------|---------------|--------------|------------|-----------|-----------|
| No matching records found with same SSN's! | | | | | | | | | |

Determining an Application

1. After thorough review, State Users can begin the approval/denial process. In fields where a pen icon () appears, the user has edit access. Alternatively, you may click the **Edit** button in the upper right hand corner of the OAG record screen to begin modifying data.



2. Ensure you have the application assigned to yourself.
3. Link the appropriate person to the participants in the **Person Search** section.
4. To complete the person search:
 - a. Select the **Person Search** tab.
 - b. Select the **Parent 1 Search** button.
 - a. If the person you are searching for is in the returned search results, select the bubble to the left of the person in the search results.
 - b. Select the **Associate Persons** button.
 - c. If the person you are searching for is not in the returned search results, then select the green **Create Person** button.

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Important: Do not create a Person record unless you have made certain they do not already exist in Ohio SACWIS, to avoid creating unnecessary duplicates.

OAGP Owner: OAG-00085

Status: Submitted For Approval

Owner: OAGP Reviewer1.g

Related Details **Person Search** Application Payments

Parent 1

FN: M: MN: LN: L: SSN: DOB: Address: Search

Parent 2

FN: M: MN: LN: L: SSN: DOB: Address: Search

Child

FN: M: MN: LN: L: SSN: DOB: Address: Search

Associate Person

OAGP Owner: OAG-00085

Status: Submitted For Approval

Owner: OAGP Reviewer1.g

Related Details **Person Search** Application Payments

Parent 1

FN: M: MN: LN: L: SSN: DOB: Address: Search

Person 1 SACWIS Table

| Person ID | First Name | Last Name | DOB | SSN | Address1 | Address2 | City | County | State | Zip | Related Person Search |
|-----------|------------|-----------|------------|-----|-----------------------|----------|--------------|----------|-------|------------|-----------------------|
| 1899336 | RICKY | AKERS | 1982-10-24 | | 1187 E North Broad... | | Columbus | Franklin | OH | 43224-4036 | Related Person Search |
| 2479155 | Rickie | Akers | 1982-10-24 | | 188 Curly Smart Cir | | Delaware | Delaware | OH | 43019-1371 | Related Person Search |
| 2155724 | Ricky | Akers | 1982-10-24 | | 15811 Old Columbu... | | South Vienna | Clark | OH | 43089-9713 | Related Person Search |
| 7682323 | Ricky | Akers Jr | 1982-10-24 | | 3425 Dover Rd | | Columbus | Franklin | OH | 43204-1445 | Related Person Search |
| 3488701 | Wesley | Alexander | 1982-10-24 | | 139 E 7th ST | | Chillicothe | Ross | OH | 45601-3352 | Related Person Search |
| 1032750 | Deman | Altamby | 1982-10-24 | | | | | | | | Related Person Search |
| 4173966 | Rachel | Allen | 1982-10-24 | | 311 E Main ST | | Mason | Warren | OH | 45040-1964 | Related Person Search |
| 1547703 | Rochelle | Alzamas | 1982-10-24 | | | | Center | Wood | OH | 43041-0102 | Related Person Search |

Associate Person

- You will repeat this process for each person on the application.
- After you have each person on the application searched and associated, return to the **Details** screen and conduct the eligibility search.
- To conduct the eligibility search, select the **Retrieve Eligibility** button in the upper right corner of the screen.

OAGP Owner: OAG-00058

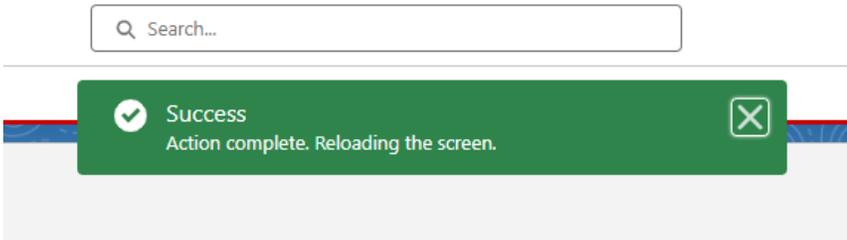
Status: Submitted For Approval

Owner: OAG Reviewer Queue.g

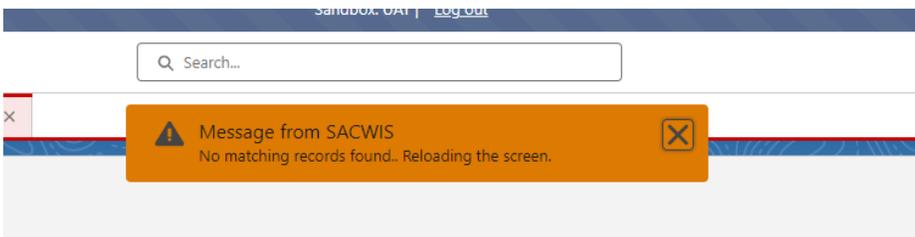
Retrieve Eligibility Change Owner Edit

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6. If the Eligibility search finds data related to Child placement or characteristics in Ohio SACWIS, you will receive a **Success** message (see below image).



7. If no placement or characteristic data is found in Ohio SACWIS, you will receive the **No Match Found** message (see below image).



8. Characteristic and placement data will be displayed near the bottom of the **Details** tab, under the **Grant Eligibility** section. You will also see that the **Ohio SACWIS Finalized Date** field will be completed if there is a record found in Ohio SACWIS.

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| Grant Eligibility (For Internal Use) | |
|---------------------------------------|-----------|
| Date of the Final Adoption Order | 2/27/2023 |
| Adoption Finalized After Jan 1 2023 | |
| Date of Application | 1/16/2024 |
| Ohio SACWIS Finalized Date | |
| Adoption Order Within One Year | Yes |
| Step-Parent Adoption | No |
| Completed W9 Form | Yes |
| Diagnosed with Special Needs | No |
| Parent was Certified Foster Caregiver | No |
| Adoptive Parent reside in Ohio | Yes |
| Review Completed | |

OAGP Foster Care From Ohio SACWIS (0)

OAGP Special Needs From Ohio SACWIS (0)

System Information

- Next, you will want to transition to the **Related** tab of the application.
- In the **Related** tab, you will want to review the submitted documents to ensure you have received all the correct and complete forms to determine eligibility. If any forms are missing or incomplete, the application should be rejected with instructions for the applicant to submit or update the missing documentation (See rejection section below).
- After you have reviewed all documentation and verified no additional items are needed you will need to return to the **Details** tab and scroll down to the **Grant Eligibility** section.
- Select the pencil icon  next the question you wish to update.
- After selecting the icon all fields in the section will be editable.
- Some questions will be auto filled at the time the application is submitted by the applicant. Responses can be updated by the reviewer as needed until the application is placed in **Approved** status.
- Based on your review of the attached documents, applicant responses, characteristic and placement data, ensure the correct responses are in each of the eligibility fields. It is important that these fields are accurate, as the amount approved is determined by these responses.
- After ensuring that all responses are complete and accurate, select the **Save** button.
- Once **Save** is completed, select the pencil icon next to the **Review Completed** check box.
- Click on the box to mark the **Review Completed**, then click **Save** at the bottom of the screen.

Note: You will not be able to move forward in the approval process without marking this box.

Processing Applications for the Ohio Adoption Grant Program (OAGP)

Grant Eligibility (For Internal Use)

| | |
|--|--|
| Date of the Final Adoption Order 2/27/2023 | Adoption Order Within One Year Yes |
| Adoption Finalized After Jan 1, 2023 --None-- | Step-Parent Adoption No |
| Date of Application 12/26/2023 | Completed WS Form Yes |
| Ohio SACWS Finalized Date | Diagnosed with Special Needs No |
| | Parent was Certified Foster Caregiver No |
| | Adoptive Parent reside in Ohio Yes |
| | Review Completed <input type="checkbox"/> |

OAGP Foster Care From Ohio SACWS (0)

Parent was Certified Foster Caregiver
No

Adoptive Parent reside in Ohio
Yes

Review Completed

19. You have now completed the **Determining Eligibility** process.

Reject an Application

To return an application to the adoptive parent(s) because of missing information:

1. Click the **Related** tab.
2. Scroll to the **Approval History** section.
3. Click the **Reject** button.

Processing Applications for the Ohio Adoption Grant Program (OAGP)

Ohio Adoption Grant Home OAG-00017 X OAG-00013 X

OAG Grant OAG-00013 Deny Change Owner Edit

Related Details

Files (4) Add Files

- Foster Caregiver - Job Search Questionnaire overview - 20221222
Mar 23, 2023 • 476KB • pdf
- Identification - HOPE Questionnaire Fields - OIS Draft 20230104
Mar 23, 2023 • 13KB • xls
- w9 - HOPE Questionnaire Fields - OIS Draft 20230104
Mar 23, 2023 • 13KB • xls
- All Grant Requests - HOPE Graphic-OMI
Mar 23, 2023 • 712KB • png

View All

Approval History (2) Approve Reject

| Step Name | Date | Comments | Status |
|----------------------------|-------------------|----------|-----------|
| Line Level Approval | 3/23/2023 4:46 PM | | Pending |
| Approval Request Submitted | 3/23/2023 4:46 PM | | Submitted |

View All

4. Enter **Comments** with the rejection reason and any additional details needed.
5. Select the **Reject** button at the bottom of the comment box.

Reject OAD_Grant

Comments

Address entered does not match your photo ID, additional verification of residency is required to be submitted.

Cancel Reject

Note: Application will return to applicant and not be directed to supervisor.

6. Your comments will be sent in an e-mail to the applicant(s), indicating what requirements they are missing. The adoptive parent(s) will have 31 days to complete the application and re-submit it to the State.

Processing Applications for the Ohio Adoption Grant Program (OAGP)

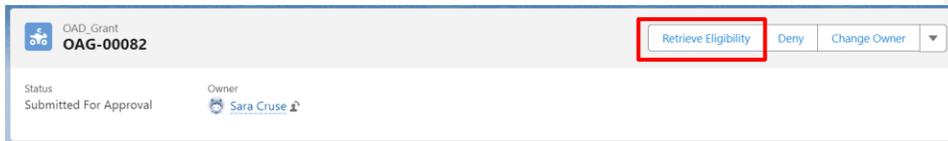


Approve an Application as a Reviewer

If the application meets the requirements for Approval as a Reviewer, follow these steps:

1. Click the **Details** tab.
2. Click the **Retrieve Eligibility** button at the top of the screen. This should interface the system with Ohio SACWIS to find any available data on adoption grant eligibility.

Commented [BK6]: This section will need to be step by step through the approval process. Need to add steps for person search and linking. Review and update of the eligibility questions.



3. Complete all values in the **Grant Eligibility** section after clicking the pencil icon () to begin the edit process.
4. Check the **Review Completed** box.
5. Press **Save**.
6. Click the **Related** tab.
7. Scroll to the **Approval History** section.
8. Select the **Approve** button.

| Step Name | Date | Comments | Status |
|----------------------------|-------------------|----------|-----------|
| Line Level Approval | 1/17/2024 4:35 PM | | Pending |
| Approval Request Submitted | 1/17/2024 4:35 PM | | Submitted |

Processing Applications for the Ohio Adoption Grant Program (OAGP)

- Enter **Comments** with the approved amount and any additional details needed.
- Select **Approve** at the bottom of the comment box.

Approve OAD_Grant

Comments

The adoptive family has met the requirements for a \$20,000 grant.

Cancel Approve

- The system will present the message below if all the needed information has not been completed:

Please check Review Complete before Recommending for Action.

- Otherwise, a green banner will appear indicating the application has been approved.

Supervisor Review

| OAG Name # | Child First Name | Child Last Name | Status | Submitted Date | Supervisor Name | CSEA Review Completed |
|------------|------------------|-----------------|------------------------|----------------|------------------|-----------------------|
| 1 | Emma | Miller | Denied | 3/15/2023 | | |
| 2 | Luke | Miller | Approved | 3/15/2023 | | |
| 3 | Lucy | Raece | Approved | 3/15/2023 | Scott Gall OCALM | |
| 4 | Rafe | Hastings | Approved | 3/17/2023 | Scott Gall OCALM | |
| 5 | Amir | AdoptiveChild | Recommended for Action | 3/23/2023 | | |
| 6 | Lucy | Raece | Approved | 3/21/2023 | Scott Gall OCALM | |
| 7 | Ben | Edwards | Approved | 3/22/2023 | Scott Gall OCALM | |
| 8 | Rafe | Hastings | Approved | 3/23/2023 | Scott Gall OCALM | |

Once a reviewer makes a determination of the Application based on their review of requirements, the supervisor will get the application in their OAG Supervisor Queue. The supervisor will also receive an e-mail to notify them an Application is ready for review:

- The supervisor will approve the work on any OAG Application in the status of **Recommended for Action**. This status indicates the reviewer has made a recommendation on that application and is sending it for final decision.
- Start your review by clicking on the OAD-XXXX blue hyperlink number you wish to review (see highlighted picture above).

Processing Applications for the Ohio Adoption Grant Program (OAGP)

- The application with open under the **Details** tab showing basic information about the adoptive parent(s).
- Click on the **Related** tab and scroll down to the **Approval History** section. The line level approval was the recommendation from the reviewer. **Comments** are also listed.

| Step Name | Date | Comments | Status |
|----------------------------|-------------------|-----------------------------------|-----------|
| Line Level Approval | 3/15/2023 1:02 PM | Approval Recommended for \$15,000 | Approved |
| Approval Request Submitted | 3/15/2023 1:00 PM | | Submitted |

- Click on the **Details** tab.
- Scroll down to the Application requirements for a quick summary.

Application Status

Amount Approved

--None--

✓ --None--

\$ 10,000

\$ 15,000

\$ 20,000

- Click **Save** at bottom of screen.
- Click on the **Related** tab
- Scroll down to **Approval History** section.
- Click appropriate response to **Approve** or **Reject**.

| Step Name | Date | Comments | Status |
|---------------------|-------------------|----------|---------|
| Supervisor Approval | 3/23/2023 8:05 PM | | Pending |

Approve Reject

- If the supervisor clicks **Approve**, **Comments** are required. Click **Approve** after entering the comment.
- The **Approval History** will now show it has been changed to **Approved** status with the **Comments** that were added.

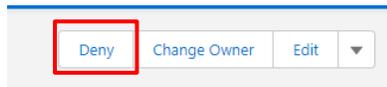
| Step Name | Date | Comments | Status |
|---------------------|--------------------|--------------|----------|
| Supervisor Approval | 3/24/2023 11:55 AM | Not Required | Approved |

- Click the **Home** at the top of the screen to return to your **Supervisor Queue** list view.

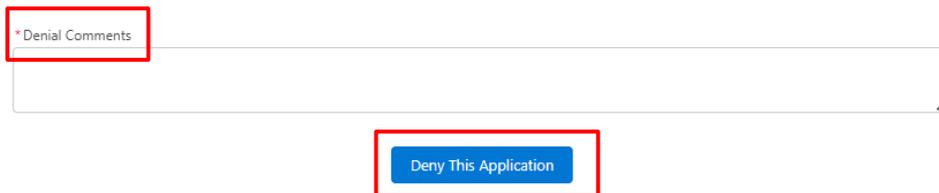
Processing Applications for the Ohio Adoption Grant Program (OAGP)

Supervisor Rejection/Denial of Adoption Grant

1. If the supervisor clicks **Reject**, **Comments** are required to explain to the applicant what they need to edit, revise, or change to resubmit for approval again. This **Reject** triggers an e-mail to the applicant and changes the status to **Rejected**. The OAG application will be removed from the supervisor queue.
2. To deny the Application, click on the **Details** tab of the record, and then select the **Deny** button.



3. The system will then prompt you to enter **Denial Comments**. Click **Deny This Application**, which will then send an email to the applicant with the reasons.

A screenshot of a form for entering denial comments. At the top left, the label '* Denial Comments' is highlighted with a red box. Below it is a large, empty text input area. At the bottom center, there is a blue button labeled 'Deny This Application', which is also highlighted with a red box.

Final Supervisor Review after CSEA review

Upon the return of an applicant's review for CSEA, the supervisor will need to complete additional steps if an arrearage applies to the grant amount.

1. Navigate to the section **Applications with Post CSEA Review**.
2. Supervisor will click on OAG number hyperlink.
3. Navigate to the **Application Status** area.
4. Double click on the **Post Approval Status** to change to **Final Review Complete**.
5. Click **Save**.

Second Review for Supervisors

When an application is **Denied**, the applicant has the right to submit it again to another supervisor for a second review. The review is completed by the supervisor and can then be denied again or approved.

Under the related tab, locate the section labeled Approval History.

Processing Applications for the Ohio Adoption Grant Program (OAGP)

| Step Name | Date | Comments | Status |
|--------------------------|-------------------|----------|-----------|
| Approval Step 1 | 3/28/2023 9:09 AM | | Pending |
| Approval Rec'd Submitted | 3/28/2023 9:09 AM | | Submitted |

To Deny:

1. Click **Reject** on the Approval History subject line.
2. Add in final comments on reason for **Denial**.
3. Click **Reject** in the pop out box or click **Cancel** to go back.
4. Click on the **Home** tab to return to the queue.

To Approve:

1. Review application for eligibility, completeness and accuracy under the details section.
2. Under the **Application Status** section, add in the approved amount.
3. Click **Save**.
4. Follow regular approval procedure as detailed above.

Help

If access issues are encountered attempted to utilize Ohio Adoption Grant, please contact SACWIS_ACCESS@jfs.ohio.gov.

If you encounter technical difficulties while using Ohio Adoption Grant, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov.

Commented [BK7]: Is this correct?