

Completing a Bridges Application



Knowledge Base Article

Completing a Bridges Application

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Completing a Bridges Application

Overview

This article provides instruction for completing a Bridges application.

The only time a Bridges application should be marked as Created in Error, is when it should never have been started in the first place; examples are:

- You wanted to start an application for Young Adult A, but mistakenly started the application in the case for Young Adult B.
- You started an application for a young adult before making contact with them to verify they wanted to apply. You should always make contact with the young adult to confirm they want to apply for the program prior to starting the application.

The only time Withdrawn will be selected as the Application Recommendation is if, during the application process, the young adult states they no longer want to submit the application for program consideration. The only time Applicant Disengaged will be selected as the Application Recommendation is if, during the application process, the Liaison loses contact with the young adult and is unable to reestablish contact. Exceptions to these are situations in which a young adult has signed his or her application. Bridges is an entitlement program; therefore, when a young adult signs the application, they gain appeal rights. If they no longer wish to proceed with the application process, or they disengage from the process after signing the application, the Recommendation will be Denied. ODJFS will send out a Notice of Denial and information on State Hearing Rights. Application Recommendations of Withdrawn and Applicant Disengaged can be approved at the Supervisor level.

The service team has 30 days from case opening to submit the application to ODJFS. The service team is required to make at least one (1) weekly contact attempt during this period. The 30-day period can be extended if the young adult is actively engaged with the service team and is working to gather all required documentation to submit their application.

Locating the Bridges Application

From the Ohio SACWIS Home Page:

1. Navigate to the **Case Overview** page.
2. In the navigation pane, click, **Bridges Application/VPA**.

Completing a Bridges Application

Home Intake **Case** Provider Financial Administration

Workload Court Calendar

< >

Case Overview

Activity Log

Attorney Communication

Intake List

Forms/Notices

Case Services

Legal Actions

Legal Custody/Status

Housing Service Record

Initial Removal

Child Location/ICCA

Independent Living

Bridges Application / VPA

Bridges Assessment

CASE NAME / ID: **Bridges**
Sacwis, Susie / 123456 Open (07/03/2024)

ADDRESS: 123 Test Rd
Test, Oh 12345

CONTACT:

AGENCY: **Bridges**

PRIMARY WORKER: [Assign Primary Worker](#)

SUPERVISOR(S): Test Supervisor

Case Actions

[View Case Information](#) | [0 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

The **Bridges Applications** screen appears.

3. Click, **Add Bridges Application**.

Case Overview

Activity Log

Attorney Communication

Intake List

Forms/Notices

Case Services

Legal Actions

Legal Custody/Status

Housing Service Record

Bridges Applications

CASE NAME / ID: **Bridges**
Sacwis, Susie / 123456 Open (07/03/2024)

There are no application records for this person.

Add Bridges Application

The **Application** screen appears.

Completing the Bridges Application

1. Complete all requested information.

Note: The liaison can either gather the information from the young adult, or complete the application while the young adult is present.

Important: It is important to be certain the Person record is current, as this is where the information is pulled for the application. The information can either be corrected, if necessary, on the Person record, or the hyperlinks within the application may be used.

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APPLICATION DATE: 07/24/2024

STATUS: In Progress

Application

Recommendation

Applicant Information

Sacwis, Susie / 123456 - Age 19

If applicant's pregnancy status has changed, please update the Person record.

Language(s):

English

Address:

123 Test Rd
Test Oh 12345

County:

Test

Contact:

Cell

Preferred Communication Methods:

- ☐ Phone Call ☐ Text Message
☐ Email ☐ US Mail

Housing Type:

Select living arrangement

Parenting

No children have been added.

Add Child(ren)

Emancipation/Legal Status Information

Emancipation Status:

No

Most Recent Legal Status:

PPLA

Effective Date:

03/03/2023

Termination Date:

Termination Reason:

Agency:

Test County Children Services

Eligibility Requirement for Bridges

You must meet at least one of the following criteria to be eligible for Bridges. Check all that apply.

Documentation is required for all criteria and will be requested once selected.

- ☐ Completing secondary education (high school) or a program leading to an equivalent credential
☐ Enrolled in an institution that provides post-secondary (college) or vocational education
☐ Participating in a program that is designed to promote or remove barriers to employment
☐ Employed at least 80 hours in a month
☐ Incapable of completing education or employment requirements due to physical or mental health condition

Emergency Contact

Name:

Relationship:

Select relationship

Phone:

Ext:

Additional Contact Information:

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2. Once the application is complete, click the **Recommendation** tab near the top of the **Application** screen.

Case / Workload / Bridges Application / Application

CASE NAME / ID: Sacwis, Susie / 123456	Bridges / Open (07/03/2024)
APPLICATION DATE: 07/24/2024	STATUS: In Progress
Application	Recommendation
Applicant Information	

Completing the Recommendation Tab

The **Recommendation** screen displays the message: **Your data has been saved.**

1. Click the **Upload Document** button to upload any necessary documents.
2. Make a selection from the **Application Recommendation** drop-down menu.
3. Provide narrative for the **Describe reasons for application recommendation** text box.
4. Click, **Submit For Approval**.

Note: Recommendations of Withdrawn and Applicant Disengaged are not routed to ODJFS for Approval.

Note: If the grantee has an internal review process for Application Recommendations, the Bridges Liaison may route the Application internally before it is routed to ODJFS.

APPLICATION DATE: 07/24/2024	STATUS: In Progress
✔ Your data has been saved.	
Application	Recommendation
Attached Documents	
No Documents Attached.	
Upload Document	
Recommendation	
Application Recommendation:	
Select Recommendation	

Completing a Bridges Application

Describe reasons for application recommendation: [\(expand full screen\)](#)

Created By:
Modified By:

Created Date: 07/24/2024
Modified Date: 07/24/2024

The **Process Approval** screen appears.

1. Make a selection from the **Action** drop-down menu.
2. Select **Ohio Department of Children and Youth** from the **Agency** drop-down menu.
3. Make a selection from the Reviewers/Approvers drop-down menu.
4. Click, **Save**.

Process Approval

Work Item

ID:	81	Type:	PERSON	Reference:
Task ID:	38	Task Type:	Bridges Application	Task Reference:
				Task Status:

Routing/Approval Action

Action: *

Comments:

Agency:

Reviewers/ Approvers:

The **Bridges Applications** screen appears, displaying a **Pending Approval** status.

Case Overview

[Activity Log](#)
[Attorney Communication](#)
[Intake List](#)
[Forms/Notices](#)
[Case Services](#)
[Legal Actions](#)
[Legal Custody/Status](#)
[Housing Service Record](#)
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[Child Location/CCA](#)
[Independent Living](#)
[Bridges Application / VPA](#)

CASE NAME / ID: **Bridges**
Sacwis, Susie / 123456
Open (06/07/2024)

Bridges Applications

Include: ☒ Created in Error

Showing 1 applications:

	Application Date	Recommendation	Application Status	Approval Date	Agency		
view	06/18/2024	Approved	Pending Approval	06/21/2024	Bridges	NYTD	

Completing a Bridges Application

Recording an Appeal

The Appeal link will display for the following Applications:

- The Application has a Recommendation of 'Denied' and is in Completed Status.
- Appeal History for the Denied Application.

1. Click the **appeal** link.

The screenshot shows the 'Bridges Applications' page. On the left is a sidebar with a menu including 'Case Overview', 'Activity Log', 'Attorney Communication', 'Intake List', 'Forms/Notices', 'Case Services', 'Legal Actions', 'Legal Custody/Status', 'Housing Service Record', 'Initial Removal', 'Child Location/CCA', 'Independent Living', and 'Bridges Application / VPA' (which is highlighted with a green box). The main content area has a header with 'CASE NAME / ID: Sacwis, Susie / 123456' and 'Bridges Open (06/07/2024)'. Below this is a section titled 'Bridges Applications' with a filter 'Include: ☒ Created in Error' and 'Showing 1 applications:'. A table follows with columns: Application Date, Recommendation, Application Status, Approval Date, Agency, and a column with an 'appeal' link (highlighted in a red box), 'NYTD', and a document icon. The table contains one row with values: 06/18/2024, Approved, In Progress, 06/21/2024, Bridges, and the 'appeal' link.

The **Add Bridges Appeal Decision** screen appears.

When an Application has an Appeal recorded with an Appeal Decision of “Appeal Sustained,” the system will update the Application Status to “In Progress” and clear out the Application Recommendation dropdown.

When an Application has an Appeal recorded with an Appeal Decision of “Appeal Overruled,” the system saves the information, and no changes are made to the Application.

2. Complete the required information (denoted with a red asterisk).
3. Click, **Save**.

The screenshot shows the 'Add Bridges Appeal Decision' screen. The title bar says 'Add Bridges Appeal Decision'. Below it is a header with 'CASE NAME / ID: Bridges / Open (09/01/2017)'. The main section is titled 'Appeal Decision Details' and contains a form with the following fields: 'Appeal Date: *' (calendar icon), 'Appeal Number: *' (text input), 'Appeal Type: *' (dropdown), 'Decision Date: *' (calendar icon), 'Appeal Decision: *' (dropdown), 'Appeal Officer: *' (text input with a green box around it), and 'Compliance Date: *' (calendar icon). There is a 'Comments:' section with a text area and a character count '500'. At the bottom right of the form is a 'Save' button (highlighted with a red circle) and a 'Cancel' button. The bottom of the screen has a dark bar with 'Save' and 'Cancel' buttons.

The Bridges Appeals screen appears, displaying the **Appeal Decision**.

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Bridges Appeals

CASE NAME / ID: Bridges / Open (09/01/2017)

Your data has been saved.

Appeal History

	Appeal #	Appeal Date	Appeal Decision	Decision Date	Compliance Date
View		11/16/2017	Appeal Sustained	11/16/2017	

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).