

TANF Questions Responses

11/06/06

Afterschool School Readiness Enrichment Programs

Question	Response
	<p>The financial eligibility process must be specified in the county PRC Plan. The PRC Plan must establish the basis for eligibility and who will make the determination. Both the application and related documentation must be maintained. These records are needed for any subsequent financial or program audits. The eligibility determination must take into consideration financial criteria. The financial qualification can be determined as follows: 1) The child has an Income Eligibility Application on file. The child entering school may be listed on the family application of a sibling already in school or the family may need to complete an application if there are no other family members enrolled; or 2) If an older sibling qualified for services via direct certification from ODJFS showing that they are on OWF or receiving food stamps, they can also qualify the younger child in the same manner. To be eligible for the program the child must meet the financial eligibility criteria. To the extent that a school wants to serve non TANF eligible children they would have to use other funds.</p>
1 How is student eligibility determined and what documentation of eligibility is needed?	<p>The free and reduced meal qualification is an example of a financial eligibility determination process.</p>
2 Does the universal free and reduced lunch provision supersede individual applications?	<p>Same answer as #1.</p>
3 Is there any alternative to individual PRC?	<p>Individual eligibility determinations are necessary for this program, because each child must meet the eligibility for the program.</p>
4 Has the PRC form changed?	<p>The answer depends on each county. Please contact your local CDJFS.</p>
5 Can the RFP and notification timeframe take place earlier so programs can get necessary documentation for the summer?	<p>If TANF funding for these programs continues into SFY2008, every effort will be made to provide timely notification and direction.</p>

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6	What documentation is required to request reimbursement? Invoices? Payroll? Expenses?	School districts will be reimbursed through a contract with the local County Department of Job and Family Services agency. The school district should consult with their local CDJFS to determine timelines and requirements for reimbursement, invoices, payroll, and expenses.
7	What are the invoice deadlines?	The school district should consult with their local CDJFS to determine invoice requirements.
8	What documentation needs to be kept on file?	The school district should consult with their local CDJFS to determine what documentation is needed for eligibility determination, invoicing, and sub-contracting should be maintained.
9	What documentation is required for a third party (community organization)?	The school district should consult with their local CDJFS to determine what additional documentation needs to be maintained for its sub-recipients.
10	Do TANF and 21st CCLC require separate documentation?	As these are two separate programs, documentation should be kept for both programs.
11	What is the time frame for reimbursement?	The school district should consult with their local CDJFS to determine the timeframes for reimbursement.
12	How often can a budget revision occur?	The school districts should consult with their local CDFS to answer this question.
13	What is the procedure for budget revision?	The school district should consult with their local CDJFS to determine how often budget revisions can be made.
14	Can the contract between the school district and DJFS be amended?	The school districts will contract through their local County Department of Job and Family Services agency. The local school district should consult with their local CDJFS to determine the procedure for revising their budget.
15	Can the money flow directly from ODJFS to the school district?	No. ODJFS has already allocated the funds to participating County Department of Job and Family Services agencies.
16	Why does the county get full administrative amount when grant to district was reduced?	The application process permitted up to 15% for administrative costs. As part of the application, the administrative costs were locally negotiated. All administrative costs must be documented.

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17	What type of evaluation needs to be done?	The Ohio Department of Education (ODE) will be issuing quarterly reporting forms to obtain the number of children served, services provided and success stories. Each applicant was responsible for supplying an evaluation component with their application, which will be submitted to ODE.
18	What happens to unspent funds?	At this time, it is not possible to determine if any funds allocated to the program will be unspent. Typically, unspent TANF funds at the end of any state fiscal year remain in the overall TANF balance.
19	Are there licensing exceptions with ODE, for example: Is licensing required with a small number of participants ages 10-11? Or programs only operating a few hours per week?	ODE site licensing information may be obtained at marlene.fields@ode.state.oh.us. All TANF and 21st CCLC's must have a site license to operate. ODE will license sites operated by a school. As long as a certified teacher is guiding the lessons and instruction, you may have a classroom aide, that is non certified, assist the teacher in the after school classroom. But each class has to have a certified teacher plan the lesson, instruct and give direction to the certified instructional aide, and then the aide could take the lead.
20	What is the deadline to become licensed?	A program must be licensed prior to a services being rendered to the children.
21	Who at ODE and DJFS provide assistance with licensing?	ODE site licensing information may be obtained at marlene.fields@ode.state.oh.us.
22	What role does DJFS have in technical assistance and programming?	ODJFS technical assistance role is primarily for fiscal, reimbursement, and contract assistance. The local CDJFS is the primary contract entity and is responsible for enforcement and monitoring of the contract. ODE will provide any programming technical assistance.
23	What role does the county DJFS play in development of the application prior to submission?	The DJFS is a partner with the local school districts on these TANF applications. The applications should be developed jointly by both parties.
24	What criteria are to be used by the CDJFS and FCFC in evaluating applications prior to submission to ODJFS/ODE?	The Fall 2006 TANF Evaluation Information is available at the following link: http://www.occra.org/index_ode.html .

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25	What is the role of the CDJFS in relationship to a subcontracting entity to a school district?	<p>The CDJFS is responsible for assuring compliance as the contracting agency for this grant. When the CDJFS monitors the school district's use of these TANF funds under the terms of their contract, it monitors to the standards of OMB Circulars A-87 (cost principles) and A-133 (audits). OAC rule 5101:9-1-88 describes county agencies' responsibilities for risk assessment and monitoring of sub recipients. If a school district is working with its own sub recipients for the student intervention project, then the school district is also responsible for monitoring to these standards. Again, note that local policies may impose additional requirements on county agencies or local school districts.</p>
26	Will there be a standardized contract boilerplate provided by ODJFS if the student intervention funding continues?	<p>Participating school districts will contract with their local County Department of Job and Family Services agency. The school districts should consult with their local CDJFS, who can provide information as to the contract requirements and its provisions.</p>