



Procedure Letter 28

TO: Children Services Stakeholders

FROM: Kara B. Wentz, Director

DATE: September 30, 2025

SUBJECT: Title IV-E Eligibility Ratio Calculation

Background

The Ohio Department of Children and Youth (DCY), in partnership with the Ohio Department of Job and Family Services (ODJFS), determines how Title IV-E eligibility ratios are calculated and used for claiming and paying agencies. Currently, the ratios are based on **placement days** (the total days children spend in care). Starting October 1, 2025, the ratio will be based on the **number of children** instead of days.

The ratio means:

- **Top number (numerator):** the number of children in foster care who meet all Title IV-E eligibility rules. You may also count:
 - Children placed with relatives while the foster home is being approved or licensed (for the shorter of your average licensing time or **up to 12 months**), and
 - Children moving from an unlicensed setting to a licensed one (**up to 1 month**).
- **Bottom number (denominator):** all children in foster care, whether IV-E eligible, not eligible, or not yet determined.

Purpose

This communication helps Title IV-E agencies plan for the switch from placement day ratios to child count ratios. This change aligns with the requirements in the [Federal Child Welfare Policy Manual](#) and is beneficial to agencies because it will increase eligibility ratios, which will increase funding.



The ODJFS Bureau of County Finance and Technical Assistance (BCFTA) created the **attached workbooks** so agencies can compare results under both methods:

- IV-E reimbursement
- Required match
- Non-allocated costs

To populate the workbooks, run the **4281 report** in Ohio’s Statewide Child Welfare Information System (SACWIS):

- **Placement Day numbers:** see the “Eligibility Ratio” tab.
- **Child Count numbers:** see the “Title IV-E Foster Care Summary” tab.

County Finance Information System (CFIS) and Ohio SACWIS have been tested to support the new calculation. New ratios will be available in CFIS for Federal Fiscal Year (FFY) 2026. The new child-count ratio applies to **claim periods beginning on or after October 1, 2025**.

Contact

Fiscal reporting questions: please contact your ODJFS fiscal supervisor or the CFIS Help Desk at CFIS_HELP_DESK@jfs.ohio.gov.

IV-E eligibility, allowable activities, and reporting requirement questions: HELP-DESK-OCF@childrenandyouth.ohio.gov.

Ohio SACWIS help: chat with a live agent through Customer Care Center (CCC). The [SACWIS Knowledge Base – Financial](#) also includes instructions for generating Children Services statistical reports.

Attachments

- [Toolkit Combined Agency New Stats Template](#)
- [Toolkit Standalone New Stats Template](#)

Rules/Forms

The chart indicates the impacted Ohio Administrative Code (OAC) rules and/or required forms.

OAC Rules	DCY Forms
N/A	N/A