



OFFICE OF FAMILIES AND CHILDREN

Families and Children Letter FCL #107

TO: Directors, Public Agencies

FROM: Jeffery Van Deusen, Deputy Director
Office of Families and Children

DATE: June 28, 2023

SUBJECT: Memorandum of Understanding Due Date Reminder and Available Training Resources

Background

House Bill 4 (HB 4) of the 134th General Assembly was signed into law by Governor DeWine on February 28, 2022. Among other provisions, HB 4 set forth requirements for Public Children Services Agencies (PCSAs) and the Office of Families and Children (OFC) relating to county child abuse and neglect memorandums of understanding (MOU).

PCSAs are required to ensure the county MOU is signed by specified community partners, approved by the local county board of commissioners, and submitted to OFC biennially. The first MOU submission is due to OFC by December 31, 2023. OFC created the JFS 01425 *Model Memorandum of Understanding to Address Child Abuse and Neglect* (Revised in June 2023) for county use. If counties choose not to use the JFS 01425, their MOU must meet all requirements outlined in [OAC 5101:2-33-26](#) *The County Child Abuse and Neglect Memorandum of Understanding*.

Purpose

The purpose of this Families and Children Letter (FCL) is to remind stakeholders that the county MOU is due by December 31, 2023 and the JFS 01425 *Model Memorandum of Understanding to Address Child Abuse and Neglect* was updated.

Revision Summary

The JFS 01425 *Model Memorandum of Understanding to Address Child Abuse and Neglect* was updated to include the correct rule reference to OAC 5101:2-33-14 *PCSA Requirements for Recording a Child Fatality or Near Fatality* on page 12, Section H.4. Child Fatality.

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Procedures for Approval of MOU

- The PCSA is to develop the content of the county MOU, utilizing the JFS 01425, or a county developed form.
- Upon completion of the MOU content, the PCSA may submit the MOU to the assigned ODJFS TAS for review, prior to obtaining signatures and approval from the County Board of Commissioners.
- The PCSA is to submit the signed and County Board of Commissioner's approved MOU to the assigned ODJFS TAS for final review by December 31, 2023.
- Once the MOU has been approved, the PCSA is to post the MOU to their general county website within 30-days of the MOU approval.

Training

Training information for the Child Abuse & Neglect Memorandum of Understanding was presented in February 2023. The recorded webinar can be accessed through the Children and Adult Protective Services Learning Management System (CAPS LMS) by entering the course title, "*Child Abuse & Neglect Memorandum of Understanding*", into the search field on the home page. To access a job aid for CAPS LMS log-in instructions click [here](#).

Additional resources including links to the JFS 01425 and JFS 01425-I and the MOU Review Process and Review Tool can be accessed on the [Children Services Training & Development team webpage](#).

Contacts

For questions related to accessing the training material, please contact the OFC Training and Development team at ofctraining@jfs.ohio.gov.

For questions regarding the revision of JFS 01425 *Model Memorandum of Understanding to Address Child Abuse and Neglect*, please contact your Technical Assistance Specialist (TAS).