



**OFFICE OF FAMILIES AND CHILDREN
Families and Children Letter FCL #138**

TO: Directors and Administrators, Public Agencies

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

DATE: October 11, 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, HB4 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 your county's assigned Technical Assistance Specialist by December 31, 2023. OFC created the [JFS 01425 Model Memorandum of Understanding to Address Child Abuse and Neglect](#) (Revised June 2023) for county use. If counties choose not to use the JFS 01425, their MOU must meet all requirements outlined in Ohio Administrative Code [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 Memorandum of Understanding to Address Child Abuse and Neglect is due to be approved by their Board of County Commissioners and submitted to their county's Technical Assistance Specialist by **December 31st, 2023**.

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.

The MOU compliance status of each county is posted on the [ODJFS website](#) as required by HB 4.

Training

Training information for the MOU was presented in February 2023. The recorded webinar and links to the training slides, the JFS 01425, and the JFS 01425-I can be accessed through the Children and Adult Protective Services Learning Management System (CAPS LMS). Enter the course title, “*Child Abuse & Neglect Memorandum of Understanding*,” into the search field on the home page.

Contact

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 procedures for the development and approval of the MOU, please contact your Technical Assistance Specialist (TAS).