



HANDBOOK

Ohio County Commissioners

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CHAPTER 53

CHILDREN'S TRUST FUND BOARD/ CHILD ABUSE AND CHILD NEGLECT ADVISORY BOARD

Latest Revision
1994

53.01 INTRODUCTION

Am. Sub. HB 319, which became effective on December 26, 1984 created a Children's Trust Fund to provide funding for child abuse and neglect prevention programs. Children's Trust Fund law is found in Sections 3109.13 - .18 of the Revised Code. Public or private agencies within a county may apply for grants and must use the money to establish new programs or expand existing programs NOT to replace funding for current programs.

Additional fees of \$2 for birth and death certificates and \$10 for decrees of divorce or dissolution are being collected to fund prevention programs (ORC 3109.13). Though, the amount of money is small, the ounce of prevention may save a pound of cure.

The law allows commissioners (except in the six largest counties) to choose whether to have a single county child abuse and child neglect advisory board, a multi-county board, or no board at all.

If the commissioners elect to have a local board, they will need to follow requirements in the law in appointment and organization of this board. If the commissioners elect not to have an advisory board, then applicants for grants will deal directly with the state Children's Trust Fund Board. Choosing not to have a local advisory board will not affect the amount of money allocated to the county. It will mean that no local decisions will be made regarding the makeup of the local plan or the local allocation of money to grantees (ORC 3109.18). It will also mean that no local group is specifically coordinating local efforts at preventing child abuse and neglect.

Money is allocated to each county based on the ratio of the county's population under age 18 to the state's population under age 18. No county will be allocated less than \$10,000. Money which is not used in a county may, at the discretion of the state board, be used for statewide activities, reallocated to other counties or carried over into the next program year. Such redirection of funds will only be done after every effort is made to use the money in the county for which it was intended (ORC 3109.17(B)(3)).

The Ohio Department of Human Services staffs the state Children's Trust Fund Board which develops criteria, guidelines and forms for the operation of local Children's Trust Fund boards.

53.02 ELIGIBLE JURISDICTION (3109.19(A))

The Board of County Commissioners in Cuyahoga, Franklin, Hamilton, Lucas, Montgomery and Summit counties must establish a Child Abuse and Child Neglect Advisory Board.

County commissioners in any other county may establish a Child Abuse and Child Neglect Advisory Board.

County commissioners in any two or more contiguous counties may form a multi-county district to be served by a multi-county Child Abuse and Child Neglect Advisory Board.

53.03 PURPOSE

The Child Abuse and Child Neglect Advisory Board will provide for development and monitoring of a county allocation plan for distribution of Children's Trust Fund monies to local child abuse and child neglect prevention programs.

53.04 MAKE-UP AND ORGANIZATION OF BOARD

1. MEMBERSHIP

The board must consist of an odd number of members, representing both public and private child serving agencies, and persons with demonstrated knowledge in programs for children (ORC 3109.18(A)).

A board may consist of three or more members. Counties may wish to choose from the children services board, county human services advisory board, private child caring agency boards, educators, health professionals, social workers, volunteer agencies, parent groups, etc. to create a rounded board which meets the criteria and will avoid potential conflict of interest.

Though there is no prohibition in the law against utilizing existing boards or subcommittees of existing boards as a Child Abuse and Child Neglect Advisory Board. CCAO recommends caution in this regard. Since most of the boards you might use are potential

grantees, the question of conflict of interest might arise. It might be better to convene an entirely new board including representatives of the children services board, county human services advisory board, local private and non-profit child caring agencies, educators, health professionals or others to provide an objective look at local needs and capabilities.

2. TERMS

Of the board members first appointed, at least one member must serve a term of not less than three years, at least one member not less than two years and at least one not less than one year. Thereafter, each member must serve a term of three years. All vacancies must be filled for the balance of any unexpired term (ORC 3109.18(A)).

3. MEETING

The advisory board must meet at least quarterly (ORC 3109.18(A)).

53.05 DUTIES AND RESPONSIBILITIES OF THE LOCAL CTF BOARD

The OTF Board shall have the following responsibilities as specified in Section 3109.18(B) of the Revised Code:

1. Give public notice to all potential applicants about the availability of funds, including the amount available,
2. Hold at least one public hearing to gather input for the local plan,
3. Review all applications received and develop an allocation plan for the county or district,
4. Submit the allocation plan to the state Children's Trust Fund Board for review and approval,
5. When the allocation plan is approved, the advisory board is required to monitor the operations of the allocation plan, and
6. The advisory board will be required to establish procedures for evaluating programs in the county or district and establish federal and programmatic reporting requirements for grant recipients.

Annually, the advisory board must file with the Ohio Department of Human Services a copy of each annual report received from the grant recipients under its jurisdiction.

53.06 RELATIONSHIP OF THE LOCAL CTF BOARD TO STATE CHILDREN'S TRUST FUND BOARD (ORC 3109.17)

- The state Children's Trust Fund Board will develop criteria for local allocation plans, and forms for applications.
- Local advisory boards must solicit applications and develop a plan under local guidelines and priorities to be submitted to the state board. state board will provide suggested guidelines for local board procedures.
- The state board must approve the local plan unless it does not meet the intent of the law. If any part of the plan is rejected, the state board must work with the local advisory board to achieve compliance.
- The Local advisory board must develop an evaluation process, require an annual report of each grantee, and file a copy of such report with the state board.

53.07 FINANCING CHILDREN'S TRUST FUND PROGRAMS

1. ADMINISTRATIVE FUNDING

County commissioners may incur and will be reimbursed for reasonable costs not to exceed three percent of the funding allocated to the county for the purpose of carrying out the functions of the advisory board. Each multi-county joint board of commissioners may incur and be reimbursed for reasonable costs not to exceed three percent of the funding allocated to the multi-county district for the purpose of carrying out the functions of the Multi-county advisory board. No compensation other than expenses may be paid to advisory board members (ORC 3109.18(A)).

The Ohio Department of Human Services advances this administrative grant to the commissioners, who act as fiduciary agent for the local CTF board. It should be noted that three percent of the allocation may not be sufficient to cover all necessary staff support costs, especially in counties which receive the minimum allocation of \$10,000 (3% = \$300.00). It may maybe necessary to provide some staff support from the commissioners office or a local human services agency to aid the local CTF board in completing its duties. Again, care should be taken to avoid conflict of interests.

2. ALLOCATIONS FOR PROGRAMS

The Children's Trust Fund board informs each local CTF board by October 1 of each year of this allocation for the next program year, which begin on April 1. This allows for the local CTF board to solicit and approve proposals for submission to the state CTF board by late December each year. Upon review and approval by the state CTF board by late January, grant awards may be made in February and March with the money flow and the

program year beginning April 1. Money advanced directly to local projects will not be sent to local CTF boards or county commissioners. These specific fiscal procedures are set by administrative rules established by the state CTF board, not in law.

The amount of each year's allocation is determined by allocating the total amount available after setting aside up to four percent for state administration. The allocation to each county is based on the total population of the county under age 18 compared to the total population of the state under age 18, after a minimum of \$10,000 is guaranteed to each county (ORC 3109.18(B)(3)).

Money not used in a given county will be returned to the state Children's Trust Fund board and added to the statewide total to be distributed in the following year. Such returned funds will not be retained for use only in the county to which they were originally allocated.

53.08 COUNTIES IN WHICH NO LOCAL CTF BOARD IS APPOINTED

In those counties where the commissioners have chosen not to appoint a local CTF board, the state CTF board must directly perform the duties of the local board including public notification of available funds, solicitation of applications, approval of grants and monitoring of programs (ORC 3109.17(B)(1)). The county's allocation is not affected by the absence of a local board. The difference is that no local authority is involved in reviewing applications or setting priorities. If the commissioners in a county with no local CTF board wish to establish such a board, they must contact the Ohio Department of Human Services to get information on time frames and procedures.