



**To:** All ADAMH/CMH Board Directors

**From:** Scott Wingenfeld and Cynthia Williams

**Date:** July 1, 2020

**Subject:** Title XX Plans for FFY 2021

**Action Required:** Please upload a new FFY 2021 Plan by July 31, 2020 as part of your GFMS Allocation Application. Please note that the Title XX Allocation from OhioMHAS may be used for mental health services only. You may use your previous year's plan as a guide, but we are requiring each board to submit a new plan this year.

**Content:**

Attached is the mental health portion of Ohio's FFY 2021 Title XX Plan which becomes part of Ohio's application for the FFY 2021 federal Social Services Block Grant. Please note that federal funding is contingent upon the FFY 2021 budget to be passed by Congress. Also, please note that the SFY 2021 OhioMHAS Grant Assurances signed by the Board apply to this funding.

**Instructions for Boards completing Title XX Plan for FFY 2021:**

To complete the FFY 2021 Title XX Annual Plan, please:

- Complete one Annual Title XX Plan for each county and save to your computer
- Secure the required signature to the Annual Title XX Plans
- Scan the Title XX Plan to a PDF file; save to your computer
- Upload the PDF file of **signed** Title XX Plan to GMFS under Allocations/Documentation after GMFS is ready to accept 2021 Allocation Applications.

**INSTRUCTIONS TO COMPLETE TITLE XX PLAN FOR FFY 2021**

Date	Action
<p>Before July 31, 2020</p>	<ol style="list-style-type: none"> <li>1. Please complete a separate Title XX County Service Plan in the Excel form for <u>each</u> county in the Board's service area using the amounts on the next two pages. Enter data only in <b>yellow</b> highlighted cells.</li> <li>2. Enter one county name at the top of the spreadsheet in "A2." If your Board has multiple counties, please complete a separate page for each county.</li> <li>3. Enter the Federal Fiscal Year "2021" in "E3"</li> <li>4. Enter the allocation for each county in "A3." This amount will appear in "E28" as the County Allocation. As you enter dollars into the spreadsheet, the amounts will be totaled in column F. As you enter the dollar allocations, the total in "E29" will show the amount left to allocate. When allocation of dollars is complete, that total will be 0.</li> <li>5. Using the Service Definition Crosswalk in the tentative Federal Fiscal Year 2021 Plan, determine the Title XX services the board will fund. Enter your numbers in the yellow highlighted cells. (The spreadsheet is set to total the dollars in column F, and line 27. The number of recipients will be totaled in column F and line 24.) Board's allocations for SFY 2021 are included in the attached Title XX Plan on pages 6 and 7, as well as in the SFY 2021 Allocation Guidelines.             <ol style="list-style-type: none"> <li>a. Enter the estimated number of total recipients and the estimated costs of each service by the eligibility categories. The last column will automatically calculate the total sum recipients and respective costs.</li> <li>b. If your Board plans to bill Title XX for administrative expenses (optional), please indicate the amount in the appropriate space.</li> <li>c. Please check for accuracy. Once all the forms are completed, the spreadsheet will indicate if the budgeted funds are equal, greater than or less than the projected allocation. Make modifications accordingly.</li> </ol> </li> <li>6. <u>By July, 31 2020</u> please upload the Board's completed <b>signed</b> Title XX County Service Plan Excel spreadsheet form into GFMS, OhioMHAS' data system which is accessible through the OhioMHAS portal. Each Title XX County Service Plan will be aggregated electronically for OhioMHAS' Title XX Plan.</li> </ol> <p>Please submit any questions regarding the Title XX Plans to:            Scott Wingenfeld (Program) at <a href="mailto:Scott.Wingenfeld@mha.ohio.gov">Scott.Wingenfeld@mha.ohio.gov</a> or call 614-466-7450 or Cynthia Williams (Fiscal) at <a href="mailto:Cynthia.Williams@mha.ohio.gov">Cynthia.Williams@mha.ohio.gov</a> or call 614-466-9936.</p>