



Promoting wellness and recovery

Mike DeWine, Governor • Lori Criss, Director • 30 E. Broad St. • Columbus, OH 43215 • (614) 466-2596 • mha.ohio.gov

July 1, 2021

Dear Operator,

You are receiving this letter because you may provide housing to individuals enrolled in the Residential State Supplement (RSS) Program. Ohio Administrative Code 5122-36-04 requires operators to submit RSS Verification information on a quarterly basis in order to verify RSS individuals are living in eligible living arrangements. Ohio Department of Mental Health and Addiction Services (OhioMHAS) has made some changes in regard to collecting RSS Verification information for SFY2022 1st Quarter (July 2021 – September 2021). RSS Living Arrangement forms with prepopulated information will not be mailed to operators this quarter. Instead, **please choose one of the options listed below to submit your 1st Quarter RSS Verification information by August 1, 2021.**

Option 1: Complete the attached blank form and return via confidential email or fax.

Option 2: Re-use the RSS Living Arrangement form from previous quarters and email or fax the updated information. Please put a note on the form that you are sending information for SFY2022 1st Quarter with your signature and revised date.

Option 3: Reply to this confidential email and submit your information in the email content without using the official form. Please see the template below.

If you choose option 3, please make sure to include the following information when you submit SFY2022 1st Quarter RSS Verification (July 2021 – September 2021).

- Operator Full Name
- Operator Phone (Please provide the best phone number to reach you in case we need clarification from you.)
- Facility Name
- Facility Address
- List RSS Individuals (Full Name) Residing at Your Facility
- List Moved-Out RSS Individuals (Full Name), with Moved-Out Date and New Living Arrangement

Choose one of the following ways to submit your information:

- encrypted email to RSSverify@mha.ohio.gov or
- fax to 614-485-9747.

Please note that Quarter 1 information cannot be accepted via regular mail at this time.

If you have any questions about the RSS Verification Process or Living Arrangement Form, please contact K. Betts at 614-466-4061 or RSSverify@mha.ohio.gov. Thank you.

Sincerely,

Kuei-Ting Betts
Mental Health Administrator

Ellie Jazi, LISW-S
Community Transitions Administrator