



May 23, 2019

This memo addresses the appropriate way to “carry over” funds that are not spent in the fiscal year in which they are requested and disbursed including what funding streams are permitted to be carried over, and the specific process by which the request is reviewed and approved.

The Department expects and encourages that all funds disbursed to the community through grants or allocations will be spent within the state fiscal year in which they are issued. This expectation applies to all fund sources, including state and federal, unless specifically noted otherwise at the time of the award. However, we realize that expending every dollar in this timeframe is not always possible, for a myriad of reasons, and we want to leave these funds in the community whenever possible so that they can be used to provide services and supports to the Ohioans who need them. Therefore, the Department has instituted a process by which organizations receiving funds from OhioMHAS and not spent, may request that those funds be spent in a subsequent fiscal year.

Funds eligible for carryover

In general, all funds disbursed by the Department are potentially eligible for a carryover, unless specifically noted at the time of the award. These exceptions will typically be federal funds that are time-limited either by a federally required period of performance, or other restrictions unique to the particular grant.

Factors considered in carryover request analysis

Both program and fiscal staff will review the carryover request. Factors such as expected outcomes and timeframe in which the carried-over funds would be used will be considered on the programmatic side. Fiscal staff will review the fund source to determine if they fall within the period of performance of the federal grant, or if there are other state or federal restrictions on the funds that would preclude an approval.

Timing of the request

Carryovers can be requested at any time throughout the fiscal year, though organizations should make the request as soon as they know they will be unable to expend all funds by the end of the fiscal year.

Please note that all funds not expended in the fiscal year in which they were disbursed must receive carryover approval prior to using them in the subsequent fiscal year, unless otherwise noted at the time of the award.

Return of funds

Funds may be returned to the Department rather than carried over by the organization. While we want to work with the field to keep funds in the community whenever possible, we also understand that some dollars cannot be spent in their intended manner regardless of how much time is allowed.

Carryover Form

Attached to this memo is the carryover form with the specific questions to answer. These forms should be sent to The OhioMHAS Fiscal Review mailbox (MHAS_FiscalReview@mha.ohio.gov) with the subject line “OhioMHAS Carryover Request Form– YourOrganization” in the subject line, with a cc to your program lead.