



## Promoting wellness and recovery

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

April 1, 2022

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 4<sup>th</sup> Quarter (April 2022 – June 2022). 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 4<sup>th</sup> Quarter RSS Verification information by May 1, 2022.**

Option 1 (preferred): Complete the attached fillable form and return via confidential email or fax.

Option 2: Submit your information via confidential email, without using the official form. Please provide following information in the email content. See template below.

If you choose option 2, please make sure to include the following information when you submit SFY2022 4<sup>th</sup> Quarter RSS Verification (April 2022 – June 2022).

- 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](mailto:RSSverify@mha.ohio.gov) or
- fax to 614-485-9747.

*Please note that Quarter 4 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](mailto:RSSverify@mha.ohio.gov). Thank you.

Sincerely,

Kuei-Ting Betts  
Mental Health Administrator

Ellie Jazi, LISW-S  
Community Transitions Administrator