



**DEPARTMENT OF HEALTH  
AND HUMAN SERVICES**  
Family and Children First Council



## Family Centered Services and Supports (FCSS) Frequently Asked Questions

1. How do I get an FCSS application?  
The FCSS application is on the ADAMHS Board website. If you cannot access the application there, email [tamara.smith@jfs.ohio.gov](mailto:tamara.smith@jfs.ohio.gov). Tamara Smith can send you an application.
2. Where do I send the application? Email the completed application to Tamara Smith at [tamara.smith@jfs.ohio.gov](mailto:tamara.smith@jfs.ohio.gov).
3. Is there a cap on the funds?  
Yes, the cap is \$2,500. If you have requests that exceed \$2,500, send an email to [tamara.smith@jfs.ohio.gov](mailto:tamara.smith@jfs.ohio.gov) outlining the need. Once you receive the pre-approval, you can complete and submit the application.
4. Is the \$2,500 cap per child or per family?  
Applicants can request \$2,500 for each child if the family has more than one target child with a service plan that is eligible for services and supports.  
Applicants can request \$2,500 for the family if there is only one target child with a service plan that is eligible for services and supports.
5. Can the funds be used for transportation?  
Yes, but the transportation cannot be a therapeutic service. The transportation must be connected to a non-Medicaid service.
6. I have a creative request that may not fit the guidelines. What should I do?  
Send an email to [tamara.smith@jfs.ohio.gov](mailto:tamara.smith@jfs.ohio.gov) outlining the need. The request will be reviewed by Family and Children First Council. In some instances, Family and Children First Council may have to submit the request to the Ohio Family and Children First office. The state office generally responds in 24 hours.
7. Are there limits on how many requests can be submitted from providers agencies?  
No, the funds are first come, first serve.



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8. How are providers notified?  
Family and Children First Council will contact the providers via letters and/or email to collect additional paperwork and assist them with their registration in Buyspeed, the county procurement system.
9. How are agencies notified?  
Family and Children First Council will contact the agencies (applicants) by email or through the Peer Place system.
10. Are there any caps for individual services?  
Yes, there are caps for respite. The hourly rate cannot exceed \$20.00 per hour. The daily/overnight rate cannot exceed \$95.00. Out-of-home respite cannot exceed five (5) days.
11. If I have additional questions, who do I contact?  
Tamara Smith, Service Coordinator, 216-348-3959 [tamara.smith@jfs.ohio.gov](mailto:tamara.smith@jfs.ohio.gov)  
or  
Kathleen Johnson, Associate Director 216-698-2871  
[kathleen.johnson@jfs.ohio.gov](mailto:kathleen.johnson@jfs.ohio.gov).
12. Who should vendors call if there is a problem with their payment?  
Vendors should call or email Kathleen Johnson, Associate Director 216-698-2871 [kathleen.johnson@jfs.ohio.gov](mailto:kathleen.johnson@jfs.ohio.gov) if there is a delay in their payments or any general billing questions.
13. Do you need a W-9 for returning vendor?  
Per the Cuyahoga County Treasurer's Department, we need a new W-9 each year.
14. Should I use my agency's Release of Information or the Family and Children First Council?  
All requests should include the Family and Children First Council release.
15. How long does it take for a vendor to receive payment?  
New, first-time vendors, will have to register in Buyspeed which will add 1-3 days to the payment processing. Returning vendors that are already registered can expect payment approximately 14 days after the bill is submitted the internal Accounting Department. FCFC has worked with our internal offices to streamline the process, which expedite the payments.



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16. How should I address the invoice?

Invoices must be addressed to:  
Family and Children First Council  
8111 Quincy Avenue, 3<sup>rd</sup> floor  
Cleveland, Ohio 44104  
Attn: Kathleen Johnson