



OACCA Advocacy Guide

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I. Introduction

Professionals in child and family services know more about the field and the needs of families and children than most legislators. They are best able to suggest public policies that support families and help them access services that children need. As one of these professionals, you are a valuable resource for policy makers who wish to find effective and practical solutions to challenges their constituents and our state face.

Your input is vital to ensure that policy makers have all the relevant information they need to make informed policy decisions. (For the purposes of this guide, we will refer to executive agency staff and legislators as “policy makers.”) We hope that the following information will help you make sure that your voice is heard...

II. Advocacy and Lobbying

What Is Advocacy?

- The act of pleading or arguing in favor of something, such as a cause, idea, or policy; active support.¹
- The process of actively speaking out, writing in favor of, supporting, and/or acting on behalf of oneself, another person, or a cause. Any action to assure the best possible services for or intervention in the service system on behalf of an individual or group.²
- Any activity done to help a person or group to get something the person or group needs or wants.³

What Is Lobbying?

- Lobbying is a form of advocacy but differs in that the focus is to influence legislation or other official public policies. Lobbying involves much more than persuading legislators. Its principal elements include researching and analyzing legislation or regulatory proposals; monitoring and reporting on developments; attending legislative or regulatory hearings; working with coalitions interested in the same issues; and then educating not only government officials but also stakeholder groups as to the implications of various changes. What most lay people regard as lobbying — the actual communication with government officials — represents the smallest portion of a lobbyist's time; a far greater proportion is devoted to the other aspects of preparation, information and communication.⁴

How Does OACCA Advocate and Lobby?

- Every day, OACCA works with local, state, and federal policy makers to advocate for our members and for the children and families they serve. We meet with policy makers and our membership to share information and concerns, provide testimony on legislation and administrative rules and participate on workgroups that create or implement services or regulations. We most frequently work with the Ohio Departments of Job and Family Services, Mental Health, Education and Youth Services. OACCA collaborates with the executive and judicial branches of state government, which include the Governor, Attorney General and Ohio Judicial Conference. Note: four OACCA staff members are registered lobbyists for the legislative and executive branches of state government.

How Can You Participate?

- **You do not need a special title to be an advocate.** All you need is information and to be able to communicate effectively about your concerns. Communicating with policy makers about the effect that a certain policy will have at the local level is the foundation for positive change. Often, creating a coalition of like-minded individuals or groups helps to strengthen your voice. Being a member of OACCA affords you many opportunities to be heard.
- **Join an advisory committee.** We have Advisory Committees on Foster Care, Adoption, Behavioral Health, Advocacy and Juvenile Justice. These committees meet regularly to provide feedback to association staff. The Advocacy Committee guides our advocacy efforts and plans the annual Advocacy Conference. Any staff member from a member agency may join committees by emailing Joe Bowman (jbowman@oacca.org). For more information about our committees, go to www.oacca.org/committees.html.
- **Attend monthly Friday Forum trainings to keep up-to-date on service trends and policy changes.** OACCA also holds forums across the state on various timely topics, such as Medicaid, legislation, or state rules.
- **Read the OACCA Weekly** newsletter every week. The Weekly includes updates on OACCA advocacy initiatives and is your source for information about pertinent legislation, administrative rules and training opportunities. When you find legislation that interests you, you can contact your policymaker, via phone, email, or letter with your informed viewpoint.
- **Become an advocate** and join us in meetings with state agencies and state legislators. If you can't come to Columbus, you can write letters, send e-mails or make phone calls to express your views and concerns. We have included a sample letter in the Appendix.
- **Know who your representatives are!** Just go to Ohio General Assembly website at www.legislature.state.oh.us to find your state representatives.

Tips on Letter Writing

- Try to keep your letter to one page.
- Tell them what you want them to do in the first sentence.
- Identify the piece of legislation you are writing about in the subject line.
- Avoid using jargon and spell out acronyms.
- Explain how the policy will affect your agency and your community.
- Keep a courteous and respectful tone throughout.
- Remind them of any previous contact you have had with them or their staff.

Tips for Phone Calls

- **Plan:** Before you make the call, plan what you are going to say. Your phone call will be brief, so keep your message simple and to-the-point. Take a moment to think about it—you might even want to make some notes—and you’ll find that your call goes more smoothly than if you were to call “off the cuff.” Write out your request in as few words as possible.⁵
- **Message:** Identify a key point or personal story that supports your position.⁶ Real life examples give your point extra impact.
- **Call:** Make the call. If your legislator is at home in the district on specific days or on weekends, call them at those times. There is more time and less distraction, and your position as a constituent will be enhanced when you are talking on “home turf”.⁷
- **Staff or Message:** You may not be able to reach your legislator during the legislative session. Be prepared to talk to one of the legislator’s staff or to leave a message instead. Make sure you get the staff person’s full name and treat them with respect.⁸
- **Constituent:** Begin by stating that you are a constituent. Legislators are most responsive to the people who can keep them in office—their constituents.⁹
- **Persuade:** Make your point. Following your plan, state the reason for your call. Ask the legislator to explain their position. If it differs from yours, you can share the information or concerns you have that has brought you to a different conclusion.¹⁰
- **Thank:** Regardless of their position, thank the legislator for their time. Let them know that you will keep track of the issue and may contact them again.¹¹
- **Recruit:** Recruit a like-minded friend, family member, or colleague to make a call as well. Particularly with phone calls, quantity is critical. Legislators pay attention to issues when they believe that many of their constituents care about that issue.¹²

Tips on Testifying at Legislative Hearings

- Arrive twenty to thirty minutes before the committee hearing is scheduled to begin.
- Committees hear testimony from those who sign “witness slips” in advance. The slips are usually located at the podium or may be obtained from a staff person at the hearing. You will be asked if you are testifying as a proponent, an opponent, or as an interested party. An interested party is one who doesn’t have a position either for or against the object of testimony. The witness slip also asks if you are a registered lobbyist. You are a registered lobbyist only if you are licensed through the Ohio Legislative Ethics Committee.
- Be sure to provide enough copies of your testimony for committee members and their staff. You can call the committee chairman’s office ahead of time to determine the appropriate number. Committee members use your testimony for future reference or to mark if they have a question about your testimony. You should the copies to a staff person at the same time you turn in your witness slip.
- When you begin your testimony, thank the Chairperson and the Committee members for the opportunity to testify, introduce yourself, and tell the committee where you are from and why you are there.
- When you finish your testimony, the Chair will ask if any of the Committee members have questions for you. If they do, you respond *through the Chair*. For example: “Mr. Chairman, Representative Smith, the answer to the question is....” If you do not know the answer, tell the committee you will provide the requested information as soon as possible. Providing follow-up information is an excellent way to reinforce your testimony.

- Be brief and to the point. Often there are other witnesses and the Committee will appreciate your consideration of the limited time available. Your testimony should be no longer than two typed single spaced pages.
- Don't repeat yourself. If a point you want to make is made by a witness before you, think of a new angle or frame it differently. This reinforces the point and adds a reason for the committee to adopt your point of view. If you are with a group, each person should address a different point – don't repeat each other's testimony.
- If you want to tape record the Committee proceedings, either on audio or video, you must get permission from the Committee Chair.

Tips on Meeting with Legislators

- Call to make an appointment.
- Be punctual and prepared.¹³ Bring written material to leave with elected officials and their staff. Make sure to include your contact information.¹⁴
- Introduce yourself as a representative or supporter of your agency and OACCA.¹⁵
- Be brief. Use specific examples that relate to your organization, program, service population, or OACCA membership, e.g., "state funds made this program possible and it reached thousands of children".¹⁶
- Engage legislators by asking for their comments and concerns; this will give you a chance to offer your experience and assistance. It gives you an opportunity to re-frame your request based on their concerns, too.¹⁷
- When you prepare to leave, restate your request, ask for their support directly.¹⁸
- Whatever the outcome, thank the official and his/her legislative aide for their time.¹⁹
- Send a thank you note as a follow-up to your visit that restates your "ask" and offers your help.²⁰

General Advocacy Tips

However you choose to contact your elected officials, keep these points in mind:

- Be prepared to inform your legislator about how the issue will affect your agency and the population you serve. Offer alternative solutions and be honest about the consequences. Tell your legislator who else the issue/solution will affect, who will likely oppose it and why.
- Goal setting is important. Know exactly what it is you want to accomplish.
- Look at the current policy climate through three lenses: current, anticipate, and initiate.²¹ The OACCA Weekly and website are the best places to learn about current policy initiatives and what is happening right now in child and family welfare policy. OACCA's advisory committees are an avenue for you to get involved as a grass-roots advocate.
- Ask decision makers, legislators and their staff members what they are working on – this is an excellent way to build a relationship with them and to position yourself as the expert they will turn to for information, as well.
- Prepare for more long-term advocacy efforts by looking “for issues that have had a lot of buzz, policies that are scheduled for reauthorization and topics that have been featured in the media, in recent research reports, and at hearings, forums, and other community and national events”.²²
- Setting goals to initiate new topics and policies is a critical component of the advocacy process. If decision makers don't know about problems, they cannot address them.
- Don't forget the legislative aides and other staff when you are building relationships. They can provide information about proposed legislation and help you gain access to their legislator.



Legislative Branch of State Government	
Ohio General Assembly	
Ohio House of Representatives 99 State Representatives	Ohio Senate State Senators
20 Committees	17 Committees

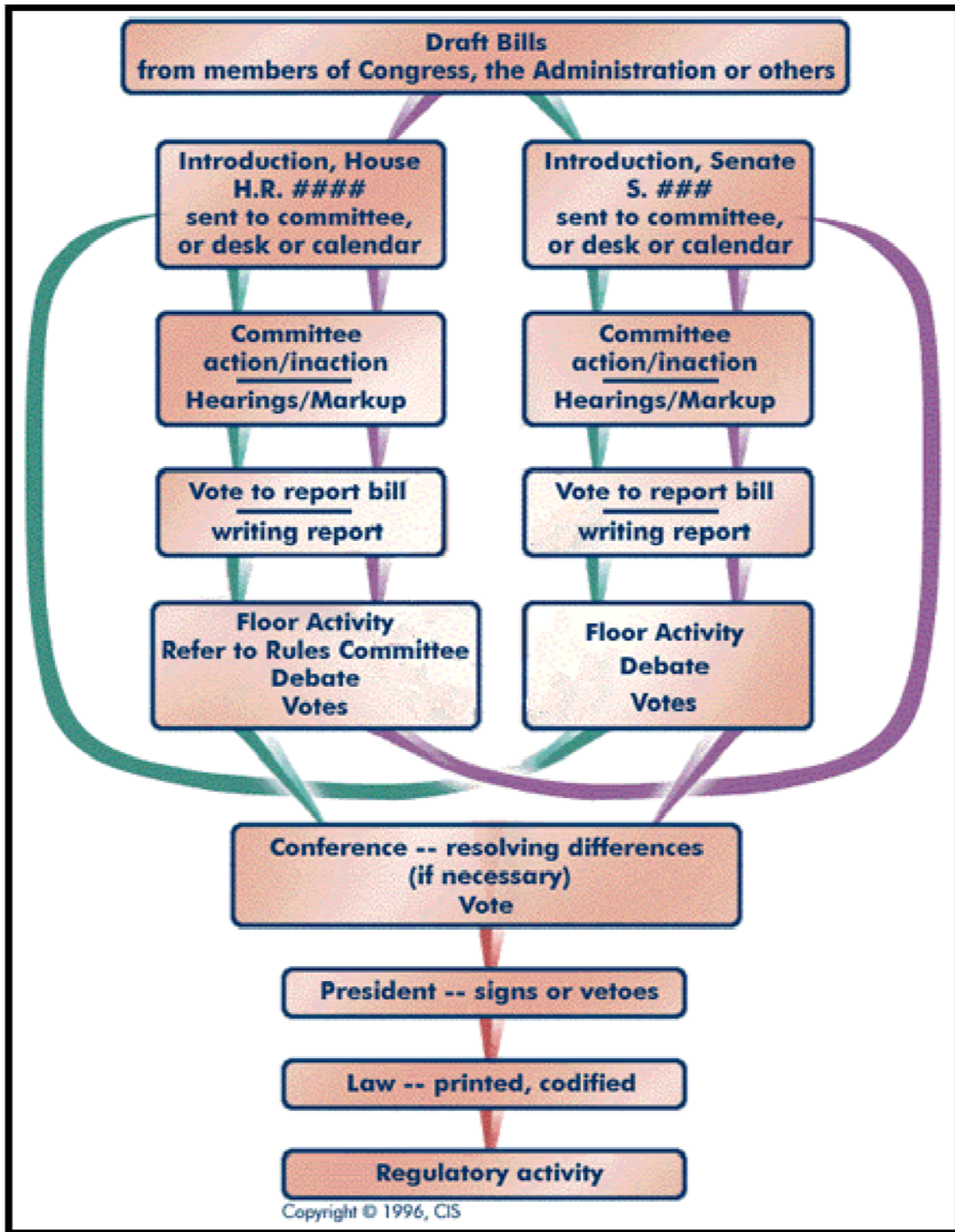
State law is collected in the Ohio Revised Code and is available at: codes.ohio.gov/orc. To browse state law, find the Title and sub sections.

- To search for a specific citation, such as 3107.01, insert the citation in the “Go To” search box.
- To search for a specific term, such as “foster care”, insert the text in the “Search ORC” search box.

The screenshot shows the LAWwrite website interface. At the top left is a search box labeled "Search for terms here". To its right is a "Search ORC" box with a "Go" button. Below these are navigation links: "Ohio Administrative Code", "Home", and "Help". The main header reads "LAWwrite Laws and Rules". Below this, the route is identified as "Route: Ohio Revised Code". A "Search for a citation here" box is positioned above a "Go To:" search box, which also has a "Go" button. The main content area is titled "GENERAL PROVISIONS" and lists several titles: "TITLE [1] I STATE GOVERNMENT", "TITLE [3] III COUNTIES", "TITLE [5] V TOWNSHIPS", "TITLE [7] VII MUNICIPAL CORPORATIONS", "TITLE [9] IX AGRICULTURE -- ANIMALS -- FENCES", "TITLE [11] XI FINANCIAL INSTITUTIONS", "TITLE [13] XIII COMMERCIAL TRANSACTIONS -- OHIO UNIFORM COMMERCIAL CODE", "TITLE [15] XV CONSERVATION OF NATURAL RESOURCES", "TITLE [17] XVII CORPORATIONS -- PARTNERSHIPS", and "TITLE [19] XIX COURTS -- MUNICIPAL -- MAYOR'S -- COJNTY". A "Browse titles and sub sections here" box with an arrow points to the "TITLE [1] I STATE GOVERNMENT" link. The page also includes "Prev" and "Next" navigation buttons.

IV. Federal Legislation and Laws

Federal laws originate as legislation in the U.S. Congress. The legislation that is passed into law is collected in the U.S. Code. Congress, just as the Ohio General Assembly, is comprised of two chambers: the U.S. Senate and the U.S. House of Representatives. Legislation must pass both chambers before it is sent to the President to be signed into law. The flow chart on the following page provides a visual representation of this process.²³



Legislative Branch of Federal Government	
United States Congress	
U.S. House of Representatives	U.S. Senate
365 Representatives	100 Senators
25 Committees	24 Committees

How A Federal Bill Becomes Law

1. A bill is written. A Senator or Representative may draft original legislation, or a trade association like OACCA or a private citizen may request that a bill be prepared and may assist in its writing. Only a Senator or Representative, however, can introduce a bill. Once written, the author of the bill will seek co-sponsors from among his or her colleagues to add greater credibility to the initiative and to gain support.
2. The legislator will introduce the bill in the Senate (if the legislator is a Senator) or the House(if the legislator is Representative) .
3. The Parliamentarians of the House and Senate assign the bill to a committee and the chair of the committee then has control. The Chair can assign the bill to a subcommittee, keep it before the full committee, or do nothing.
4. If the bill is “taken up”, there will be hearings on the bill and testimony from experts, interested parties or stakeholders. They may make their views known by testifying, by providing written statements, or by allowing interest groups to represent their views.
5. Once the hearings are completed, the bill may be "marked up" (the process of proposing and considering amendments to the bill as introduced). If the bill was in a subcommittee, votes on whether to report the bill favorably to the full committee. If not favorably reported, the bill dies.
6. The full committee may repeat any or all of the subcommittee's actions: hearings, markup, and vote. If the committee votes favorably on the bill, it goes to the full chamber.
7. When the bill reaches the floor of the House or Senate, it may be debated, amended, sent back to committee, or considered (voted on.)
8. After the bill is passed by the House or Senate it is referred to the other chamber.
9. Once the bill passes the other chamber any differences between both versions of the bill are worked out by a Conference Committee of legislators . The bill is then sent to the President for their signature.

Source: <http://usinfo.state.gov/products/pubs/abtamerica/federal.htm>

V. State Administrative Rule Making

In Ohio, state laws and rules govern all public and private agencies. Once a new law is passed, it becomes part of the Ohio Revised Code. Often, in order to implement the new law, we need rules – they tell us how to implement the new law. These rules, once adopted become part of the Ohio Administrative Code.

Since these rules govern our members' day-to-day work with children, youth, or families, we monitor legislation and rule proposals closely.

About the Ohio Administrative Code

Ohio Administrative Code Rules regulate public and private agencies and the services they provide to ensure they comply with the law. State Rules are written by staff at state agencies, often in consultation with stakeholder groups. For example, if a new state law requires all foster parents to be drug tested monthly, staff at the Ohio Department of Jobs and Family Services will draft a rule (or package of rules) to *implement* the law, which will then go through an approval process.

Here is how a rule is created in Ohio:

1. A bill from the General Assembly or U.S. Congress turns into law and requires Ohio to implement it.
Ex: The Ohio General Assembly passes the Foster Parent Reform Act.
2. The state agency with authority over the topic is required to develop a rule to implement the law.
Example: The Ohio Department of Job and Family Services takes responsibility for drafting a rule package to implement the Foster Parent Reform Act.
3. The state agency contacts stakeholders to discuss the content and scope of the draft rules.
Ex: ODJFS will post their draft of the Foster Care Reform Act rules on their website and request public comments. This is considered the “clearance” stage.
4. Upon receipt of feedback, the state agency will send their final rule draft to the Joint Committee on Agency Rule Review (JCARR), which is a state legislative committee composed of state Senators and Representatives. The process of sending a rule draft to JCARR is called *filing*.
Ex: ODJFS files the rule package with JCARR. The public can view all filed rules on the Register of Ohio website by clicking on “Filing Agency”, selecting “ODJFS”, and searching for the rule by its number.
5. JCARR posts a weekly report of all rules filed. The public can view the report on the JCARR website, www.jcarr.state.oh.us . *Ex. On the JCARR website, read the “Rules Filed Weekly Reports” for that week and search for the rule by its number.*
6. When the committee is ready to vote on a rule, it goes on the JCARR Agenda. *Ex. On the JCARR website, click on “Agenda”, and scroll down to the ODJFS section and search for the rule number.*
7. When the JCARR convenes to approve rules, the public is invited to testify if they believe the rule 1) violates another rule or law, 2) is written by an agency without statutory authority to do so, 3) does not include a complete or accurate fiscal analysis, or 4) does not reflect the legislature’s intent when they passed the law. The committee can vote to approve rules or disapprove of rules by majority vote.
8. The rule becomes official and is added to the Ohio Administrative Code.

About JCARR

The Joint Committee on Agency Rule Review (JCARR) was created in 1977 by HB 257 of the 112th General Assembly ([RC 101.35](#)). The committee consists of five State Representatives and five State Senators. In odd-numbered years the chairperson is a House member and in even-numbered years the chairperson is a Senate member.

The primary function of JCARR is to review proposed new, amended, and rescinded rules to ensure the following:

1. the rules do not exceed the scope of the rule-making agency's statutory authority;
2. the rules do not conflict with a rule of that agency or another rule-making agency;
3. the rules do not conflict with the intent of the legislature in enacting the statute under which the rule is proposed; and,
4. the rule-making agency has prepared a complete and accurate rule summary and fiscal analysis of the proposed rule, amendment, or rescission ([RC 127.18](#)).

JCARR also reviews rules filed pursuant to [RC 119.032](#) known as the Five-year Review. Rules filed pursuant to this section can be filed as No Change filings and are reviewed by JCARR under an additional set of criteria.

77 S. High St., Concourse Level
Columbus, OH 43215
Phone (614) 466-4086
www.jcarr.state.oh.us

About the Ohio Register

The Ohio Register, first published by the Ohio Legislative Service Commission in 2000, is established under the Register of Ohio Act. The Register is to be "an electronic publication that functions as a gazette to which members of the public may readily resort for notice of and information about rule-making processes." The following are relevant documents published in the Register.

- Text of proposed rules
- Text of adopted rules, including internal management rules (for 365 days), but excluding rules of public colleges and universities
- Text of emergency rules (for 91 days)
- Text of no-change rules (for 90 days)
- Public notices of state agencies' intent to adopt rules under Ohio Revised Code Chapter 119. and of public hearings being conducted on the proposed rules
- Rule Summaries and Fiscal Analyses (RSFAs) submitted for proposed and no-change rules

- Text and RSFAs of withdrawn proposed rules, withdrawn final rules, and rules placed in "To Be Refiled" status
- The weekly "No-Change Rule Filings" report from the Joint Committee on Agency Rule Review (JCARR), which lists rules filed during the previous four weeks for which state agencies have conducted a "five-year review" under Ohio Revised Code section 119.032 and propose no revisions;
- Guides to Administrative Rule-Making published by state agencies under Ohio Revised Code section 119.0311, filed with LSC, and made available to the public
- Public notices of Medicaid final filings

The *Register* is updated weekly. Documents are purged when their "display no longer serves the public notice and information functions performed by the *Register*." For the text of rules purged from the *Register*, please refer to the Ohio Administrative Code at codes.ohio.gov/oac.

The Public's Role in the Rule Making Process

A state agency must publish a public notice of the rule filing and conduct a public hearing if the rules are subject Ohio Revised Code Chapter 119 (this is determined by the legislation). The public hearing provides the opportunity for public input and comment on the proposed rules. The agency's intent to adopt rules and the date, time, and location of a public hearing are published in the Register of Ohio. The public hearings are conducted by the state agencies proposing the rules.

How to Read a Rule

A rule proposed or adopted by a state agency may be (1) an amendment to an existing rule, (2) a new rule, or (3) a rescission of an existing rule.

Amendment of an existing rule: Text that is part of the current version of the rule and is to remain unchanged appears in normal, lowercase letters. Text that an agency proposes to delete from the existing rule also appears in lowercase, but is stricken through with a solid horizontal line: ~~Existing text to be deleted~~. New text that an agency proposes to add to an existing rule appears in underlined, lowercase letters: New text to be added to a rule.

- **New Rule:** The entire text of a new rule proposed by an agency is underlined and in lowercase letters.
- **Rescission of an Existing Rule:** Rescinding a rule means to remove the rule from the administrative code. When an agency proposes to rescind a rule, it must file the entire text of the existing rule. The words "TO BE RESCINDED" appear at the top of the rule.
- **Rescind and New:** Sometimes an agency will rescind an existing rule and simultaneously propose a new rule bearing the same rule number, sort of a Find and Replace function. This happens when an agency proposes to amend most of a rule. On the next page is an example of a rule proposal.

This shows the status of the rule proposal. In this case, the rule is final filed.

5101-2-9-32

Transportation.

Citation of rule in the Administrative Code.
Any rule that begins with 5101 means it is an ODJFS rule.

Title of rule in Ohio Administrative Code

- (A) A residential facility shall ensure that all necessary transportation is made available for implementing each child's service plan.
- (B) All vehicles owned, rented or leased by a residential facility and which are used to transport children, shall be annually inspected and approved by the Ohio state highway patrol and continually maintained in a safe operating condition. Each facility shall maintain written maintenance records on all vehicles owned, rented or leased by it which are used for transporting children. First aid supplies shall be located in each vehicle owned, rented or leased by the residential facility to transport children.
- (C) The residential facility shall keep documentation of automobile insurance for all privately owned vehicles used to transport children of the facility. The documentation of automobile insurance shall be updated annually to ensure the insurance coverage is current. First aid supplies shall be located in each privately owned vehicle when the vehicle is used to transport children of the facility.
- ~~(D)~~ Each residential facility shall ensure that supervision appropriate to the number and ages of children being transported is available in any vehicle used by the facility to transport children.
- ~~(E)~~ In a vehicle which is required by law to be equipped with passenger safety belts, the driver and all passengers shall be properly restrained by a safety belt while the vehicle is in motion. Children less than four years old or forty pounds in weight shall be restrained in a child restraint seat secured by a safety belt or the lower anchors and tethers for children (LATCH) system. The child restraint seat shall not be placed in the front seat of any motor vehicle that has a back seat. An infant less than one year of age or twenty pounds in weight shall be restrained only in a rear-facing position and, whenever possible, shall not be placed in the front seat of a motor vehicle equipped with passenger air bags. ~~Toddlers~~ Children at least one year old and between twenty pounds and forty pounds in weight shall be restrained in a forward-facing position. When the child is ~~more than~~ at least four years old and forty pounds in weight and less than eighty pounds or shorter than four feet nine inches in height, the child shall be restrained in a belt positioning booster seat in a forward-facing position. Whenever possible, all children age twelve and under, when riding in a motor vehicle equipped with a back seat, shall not ride in the front seat of the vehicle.

This underlined section is new language.

VI. Glossary and Other Sources

111.15 rule

A rule that is proposed and adopted pursuant to the rule-making procedures prescribed by Ohio Revised Code section 111.15. (does not require public hearing)

119 rule

A rule that is proposed and adopted pursuant to the rule-making procedures prescribed by R.C. Chapter 119. (does require a public hearing)

OAC

Ohio Administrative Code, available at codes.ohio.gov/oac. The Administrative Code contains the full text of, or a reference to, every rule that has been adopted by the agencies of state government.

Adopted rule

A rule that has completed either the R.C. section 111.15 or R.C. Chapter 119. rule adoption process and has been assigned an effective date by the agency.

Amended rule

A rule that is in effect that is being changed. The rule keeps the same Administrative Code number. The changes are illustrated by strikethroughs and underlines. (See page 16 “How to Read a Rule”)

Amplify

A rule amplifies a section of the Revised Code if it expands upon, further details, or clarifies language in the statute.

Authorize

Statutory authority is the language in the Revised Code that delegates rule-making authority to a state agency, board, or commission.

Emergency rule

A rule that is allowed to skip some steps in the rule-making process. An emergency rule filed pursuant to R.C. Chapter 119 is effective immediately upon filing. An emergency rule filed pursuant to R.C. section 111.15 is effective immediately upon filing unless the agency assigns a later effective date. An emergency rule, whether 119 or 111.15, expires on the 91st day after it takes effect unless, in the meantime, the agency may readopt the rule according to the non-emergency rule-making procedure.

Final filing

The version of a rule that is no longer subject to amendment.

Five-year review (FYR)

Every five years state agencies must review each of their rules and determine whether to continue without change, amend, or rescind them. Prior to the scheduled review date of a rule, an agency must review the rule for compliance with O. R.C. 119.032.

Internal Management rule

Any rule that governs the day-to-day staff procedures and operations within an agency.

Ohio Legislative Service Commission (LSC)

The Ohio Legislative Service Commission (LSC) was created in 1953 to provide technical, research, and fiscal services to members of the Ohio General Assembly.

77 S. High St., 8th Floor

Columbus, OH 43215

Phone (614) 387-2078

<http://www.lsc.state.oh.us>

New rule

A new rule contains all new language, which appears in underlined lowercase.

Original filing

The initial filing of a proposed new, amended, or rescinded rule.

Prior effective dates

The dates on which prior versions of the rule became effective. Each date included in the rule supplemental information coincides with the effective date of a prior version of the rule.

Promulgated under

The rule-making procedure under which a rule is proposed, usually R.C. Chapter 119. or R.C. section 111.15.

Proposed rule

Any rule that has been originally filed but has not been final filed.

ORC

Ohio Revised Code, available at <http://codes.ohio.gov/oac>.

R.C. 119.032 review date

The date the agency will file the rule after the R.C. 119.032 review.

RSFA

Rule Summary and Fiscal Analysis. A form prescribed by JCARR, pursuant to ORC section 127.18.

Refiled rule

A proposed rule that is modified more than 35 days after the original filing. A refiled rule will incur an additional 30 days of JCARR jurisdiction from the date of the refiling.

Register of Ohio

<http://www.registerofohio.state.oh.us>

the *Register of Ohio* is maintained by LSC. It is "an electronic publication that functions as a gazette to which members of the public may readily resort for notice of and information about rule-making processes." Agency rule-making documents, including notices of public hearings required under the Ohio Administrative Procedure Act (R.C. Chapter 119.), are published in the *Register*.

Renumbering a rule

If an agency wants to renumber an existing rule, it must rescind the existing rule and enact the old language as a new rule bearing the new O.A.C. rule number.

Rescinded rule

Rescinding a rule means to remove the rule from the Administrative Code.

Revised rule

A proposed rule that is modified within 35 days after it has been filed.

Rule

A rule is a formal, written communication of the law that has been established by an agency under a statute that authorizes the agency to adopt rules.

Rule action

A filing action executed by an agency including original filing, revised filing, refiled filing, withdraw proposed, withdraw final, to be refiled, emergency, and five year review.

Rule type

Possible types include amendment, new, rescission, no-change, emergency amendment, emergency new, and emergency rescission.

Supplemental information

The information that appears on the last page of a rule published in the *Register*. It is a series of notations about the rule, including the effective date, certification, R.C. 119.032 review dates, statutory authorization, and a history trail of prior effective dates.

To Be Refiled (TBR)

A proposed rule that has been temporarily removed from JCARR consideration by the rule-filing agency. The rule will remain in TBR status until the agency refiles the rule. This occurs most often when there is controversy surrounding the rule's content.

Withdraw Final rule

A rule that has been final filed, but the agency withdraws the final filing before the effective date. A withdraw final action has the effect of returning the rule to the proposed status it was in prior to final filing.

Withdraw Proposed rule

A proposed rule that has been removed from the rule-making process. An agency can withdraw a proposed rule anytime prior to final filing the rule. Withdrawing a proposed rule withdraws all previous proposed filings of that rule number in the current filing lifecycle, as if the rule was never proposed.

Other Sources

- LSC Rule Drafting Manual
www.lsc.state.oh.us/rules/
- JCARR Procedures Manual
www.icarr.state.oh.us/manual.pdf
- An overview of Administrative Rule Making in Ohio
www.lsc.state.oh.us/membersonly/126rulemakinginohio.pdf
- Ohio Agency Rule Making Guides
www.registerofohio.state.oh.us/jsps/public/guides.jsp
- Ohio Department of Mental Health
www.mh.state.oh.us
- Ohio Counselor, Social Worker, and Marriage and Family Therapist Board
www.cswmft.ohio.gov
- Ohio Department of Alcohol and Drug Addiction Services
www.odadas.state.oh.us
- Ohio Department of Mental Retardation and Developmental Disabilities
odmrdd.state.oh.us
- Ohio Department of Youth Services
www.odys.ohio.gov
- Ohio Department of Education
www.ode.state.oh.us
- Acronyms Used in Ohio's Government
ifs.ohio.gov/ocomm_root/acronyms.stm
- Congressional Glossary
thomas.loc.gov/home/definitions/index.html

VII. Appendix

Template Letter to a State Legislator

Honorable **INSERT FULL NAME OF REPRESENTATIVE**

Ohio House of Representatives
77 South High Street
Columbus, OH 43215

INSERT DATE

Re: SB 163 and Community Notification of Foster Children

Dear Representative **INSERT LAST NAME OF REPRESENTATIVE**,

INSERT YOUR AGENCY NAME and our association - the Ohio Association of Child Caring Agencies (OACCA) - urge your support for removing new foster child placement notification language in SB 163. The bill focuses on background checks and oversight of foster caregivers, but also includes Senator Tim Grendell's amendment language that requires notification of foster child placements. We proudly join with OACCA, the Ohio Department of Job and Family Services, the Alliance of Child Caring Service Providers, county agencies, private agencies, and many other groups across Ohio in support of the bill, but also in opposition to Senator Grendell's amendment.

We urge the Criminal Justice Committee to amend SB 163 to completely remove the new foster child placement notification language. It is inappropriate to link notification for the placement of foster children with the notification required for sex offenders. This notification will not increase community safety, but rather will add to the vulnerability of our state's most vulnerable children and the resource homes that are desperately needed to care for them. In addition, this requirement only sets foster children up for failure; it is a double standard because we do not require similar notification for any other children who live in the same communities. It is highly offensive and prejudicial to single out children who have been abused, neglected, or are dependent and subject them to community notification as if they are sex offenders.

Your opposition to Senator Grendell's amendment to SB 163 is crucial for the larger effort of reforming the state foster care system. Please let us know if you have any questions or if you would like to visit our agency (which is in your district) to learn more about the foster care services we provide. You can reach us at **PHONE NUMBER** or **EMAIL**.

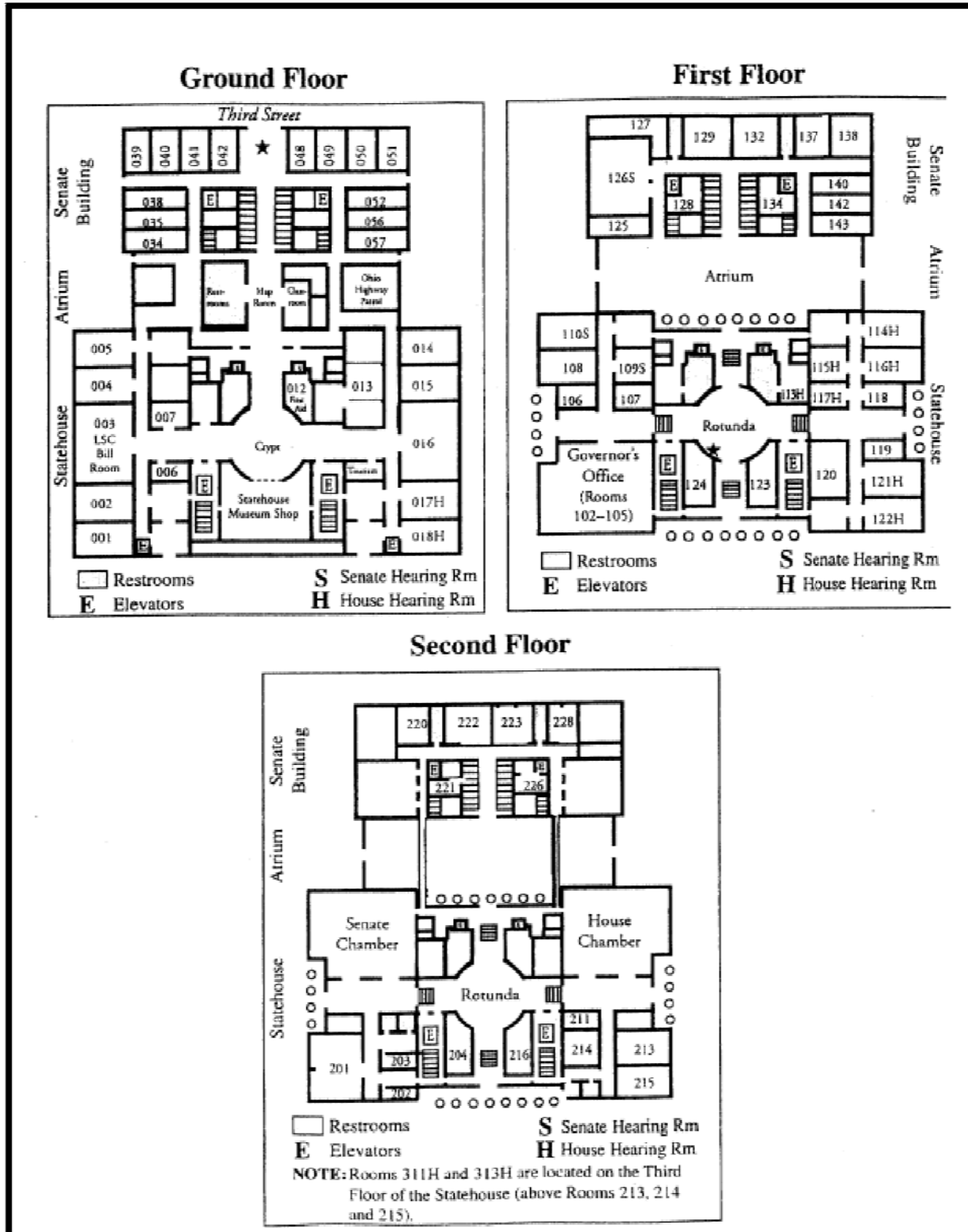
Sincerely,

YOUR NAME

YOUR TITLE

YOUR AGENCY NAME

Map of the Statehouse



¹ Ohio Legal Rights Service and PAIMI Council Leadership Training Institute. (2004). Advocacy guide: Advocacy – the act of supporting and promoting rights and recovery. Retrieved February 25, 2008 from http://olrs.ohio.gov/ASP/pub_PAIMIAdvocacyGuide.asp#advocacy.

² Ibid.

³ Ibid.

⁴ American League of Lobbyists. (2006). What is lobbying? Retrieved February 25, 2008 from <http://www.alldc.org/publicresources/lobbying.cfm>.

⁵ Grassroots Solutions. (n/d). Top ten tips for calling your legislator. Retrieved February 25, 2008 from <http://www.affirmativeoptions.org/vertical/Sites/%7B9F24FE83-EC68-4E39-885A-EF6AE1D3E7D6%7D/uploads/%7B7119606C-BE48-4E33-83E3-5778486A61AD%7D.PDF>

⁶ Ibid.

⁷ Ibid.

⁸ Ibid.

⁹ Ibid.

¹⁰ Ibid.

¹¹ Ibid.

¹² Ibid.

¹³ Maryland Citizens for the Arts. (n/d). Advocates' guide. Retrieved February 25, 2008 from http://www.mdarts.org/content/Advocacy_New/Guide.htm

¹⁴ Ibid.

¹⁵ Ibid.

¹⁶ Ibid.

¹⁷ Ibid.

¹⁸ Ibid.

¹⁹ Ibid.

²⁰ Ibid.

²¹ Association for Supervision and Curriculum Development. (2006). ASCD Advocacy guide. Retrieved February 25, 2008 from <http://www.ascd.org/ASCD/pdf/newsandissues/ascdadvocacyguide.pdf>

²² Ibid.

²³ Lexis Nexis. (2007). How a bill becomes a law. Retrieved February 27, 2008

from http://www.lexisnexis.com/help/cu/The_Legislative_Process/How_a_Bill_Becomes_Law.htm