Ohio Department of Job and Family Services
SETS USER ACCESS APPLICATION

In accordance with Ohio Administrative Code rule 5101:12-1-15, the Ohio Department of Job and Family Services is responsible for monitoring access to and use of SETS to prevent and promptly identify unauthorized use. This application must be completed to add, modify, or terminate a user's access to SETS and faxed to 614-995-0118, **ATTN: ODJFS Information Security Unit (INFOSEC).**

Section A – *To be completed by all applicants/users*

1. User Information

User's Name:	Novell User ID:
Job Title:	SETS User ID /
Telephone Number:	Printer ID
Business E-mail Address:	

2. Area the user works in (check one below)

☒ CSEA or CSEA Contract Staff (complete **Section B & Sign**)   ☐ State or State Contract Staff (Complete **Section D &Sign**)
    Name of County Agency: <u>Cuyahoga Job and Family Services</u>   Name of State Agency: <u>   </u>
    If contract staff, name of vendor: <u>   </u>   If contract staff, name of vendor: <u>   </u>

☐ County or County Contract Staff (Complete **Sections C & Sign**)   ☐ Other staff (complete **Section D & Sign**)
    Name of County Agency: <u>   </u>   Name of Agency/Office:
    If contract staff, name of vendor: <u>   </u>

3. The following action regarding the applicant's/user's SETS access is requested:

☒ Add applicant   ☐ Modify user's access   ☐ Terminate user's access

Section B – *Only complete when applicant/user is CSEA or CSEA Contract Staff*

1. Job Duties (check all that apply)

☐ CSEA Manager/Supervisor   ☒ Paternity Establishment   ☒ Support Collections/Disbursements
☐ CSEA Administration/Fiscal   ☒ Support Establishment/Review   ☐ CSEA Clerical
☒ Location   ☒ Enforcement

Section C – *Only complete when applicant/user is County or County Contract Staff*

1. Job Duties (check all that apply)

☐ IV-A (OWF) Eligibility   ☐ Food Stamps Eligibility   ☐ Law Enforcement (Courts)
☐ Medicaid Eligibility   ☐ Title XX Eligibility   ☐ Law Enforcement (Prosecutor's Office)
☐ Workforce Development   ☐ Other: <u>   </u>

2.   **Describe how access to SETS is essential to the applicant's/user's job duties:**

Section D – *Only complete when applicant/user is State or State Contract Staff*

1. Check the division within OCS or the name of the state office or vendor for whom the applicant/user works

☐ OCS Automated Systems Division   ☐ OCS Programs Division   ☐ OCS Operations Division
☐ Other Agency/Office/Vendor: <u>   </u>

2. Describe how access to SETS is essential to the applicant's/user's job duties:

By my signature below, I attest that the information I have provided on this form is complete and accurate.

User Signature	Date

Section E – **To be completed by applicant's/user's supervisor or the local security coordinator**

Add SETS Security Level & Profile	Modify SETS Security Level & Profile	
	FROM	TO
Security Level: <u> </u>	Security Level: <u> </u>	<u> </u>
Profile 1: <u> </u>	Profile 1: <u> </u>	<u> </u>
Profile 2: <u> </u>	Profile 2: <u> </u>	<u> </u>

I attest that the profile and security level requested by the employing/contracting agency for this individual accurately reflects the job title, duties, and responsibilities performed by this individual.

Supervisor or Local Security Coordinator Signature	Phone Number	Date

Section F – **To be completed by Office of Child Support**

☐ Application Approved   ☐ Application Denied

OCS Authorized Point of Contact Signature	Date