



Department of Public Safety



Mike DeWine, Governor
Jon Husted, Lt. Governor

Thomas J. Stickrath, Director
Robert L. Wagoner, Executive Director

February 1, 2021

Dear Ohio EMS Grantee:

As the division continues to make revisions to internal processes to improve the efficiency and accuracy of payments to all vendors, grant applicants will be required to verify both the agency physical and fiscal addresses and complete the address verification form as part of the 2021-2022 grant application process.

In order for the division to process reimbursement requests the address that is on file for an agency must also be listed in the state accounting system (OAKS). However, often times an agency may have multiple addresses such as a physical address, and a PO Box or the normal mailing address for the EMS agency may differ from the mailing address it uses for official business, such as billing, accounts payable, accounts receivable, bid proposals, etc. In addition, each address is assigned a method of payment of either Check or Electronic Funds Transfer. Entering the correct fiscal address before your grant is processed will help avoid errors and delays in processing and receipt of your grant funds.

Please work with your agency's fiscal officer to verify that the fiscal address listed in the State of Ohio's accounting system, Ohio Administrative Knowledge System (OAKs), is correct prior to the submission of a reimbursement request. In order to verify your agency's vendor details and make the necessary corrections, please go to: supplier.ohio.gov. You must have an account for your agency in order to view or make changes to your agency detail. If you do not have an account and need to create one, please go here. For information on navigating the portal, please go here. If your agency has an account or you have questions, or need assistance with access or with your vendor account detail, please email ohiosharedservices@ohio.gov or call 877-644-6771.

Once you have verified the fiscal payment address on file in OAKs is updated and correct, you must also enter the address detail in the fields below, save it and email this completed document back to the division at EMSGeneral@dps.ohio.gov. PLEASE DO NOT EMAIL THIS DOCUMENT TO ANY OTHER EMAIL.

Please be advised, you may submit a reimbursement request at any time, however, we must have this completed document on file in order to process any payments. Even if your agency receives payments via electronic funds transfer (EFT). Incomplete or inaccurate information could result in a delay of payment and/or possible financial penalty of funds, including suspension or termination of the agreement.

If you have questions about this document or your grant, please feel free to contact us at EMSGrants@dps.ohio.gov.

Agency Name:
Agency ID# (this is the same as your grant ID#):
[] Agency Fiscal Address:
[] Agency PO Box:
City: State: OH Zip:

*If your agency has a PO Box, please check whether the physical address or PO Box should be used.

