



Susan Tave Zelman

Superintendent of Public Instruction

Office of Community Schools

Todd L. Hanes
Executive Director

July 14, 2006

Dear Sponsors,

Community Schools have recently been included in the list of "Political subdivisions" that are subject to forms applicable under "Ohio Homeland Security Declaration re Material Assistance/Non-Assistance to Terrorist Organization (DMA)". Please excuse any redundancy, if you are already aware of the forms and using them.

Available online, the forms are specifically applicable to the **hiring of public employees** and **business contracts**. They may be accessed on the Ohio Department of Public Safety website—Ohio Homeland Security website:

http://www.homelandsecurity.ohio.gov/DMA_forms.asp

The forms, identified in the lower left hand corner as HLS 0037 2/06 and HLS 0038 2/06, are straightforward and self-explanatory. The U.S. Department of State Terrorist Exclusion List is also linked on this site.

The forms are only required for new employees and business contracts. They are to be maintained in the personnel files of each new employee and in the contract file of each new contractor. Please do not hesitate to call our office should you require further explanation.

Sincerely,

Todd Hanes
Executive Director