



March 29, 2021

Child Care In-Home Aide Manual Procedure Letter No. 11

TO: All Child Care In-Home Aide Manual Holders

FROM: Matt Damschroder, Interim Director

SUBJECT: In-Home Aide Pilot Program

Background:

An in-home aide (IHA) is regulated and certified by county agencies pursuant to Chapter 5101:2-14 of the Ohio Administrative Code (OAC). Rule 5101:2-16-10 OAC requires the IHA to be paid an hourly rate that is equal to the state minimum wage for forty or fewer hours in a week or a rate of one and one-half times the state minimum wage for hours in excess of forty in a week. There are no payment enhancements for special needs child care nor care provided during non-traditional hours.

New Policy:

The Ohio Department of Job and Family Services (ODJFS) has created a twelve-month six county pilot for IHA providers. The pilot allows for an increased payment amount for IHA providers who provide child care to a family determined eligible for publicly funded child care. The family must be in need of care during non-traditional hours or qualify for special needs child care as determined by the county agency. The following counties have been identified for the pilot: Athens, Hocking, Meigs, Perry, Ross and Vinton. This pilot will begin on April 1, 2021.

Each county manages the number of IHAs participating in the pilot, including how many are pre-approved. No more than five IHAs per county can participate in the pilot at any given time. If the county has reached the maximum of five IHA providers, the individual can identify a publicly funded eligible family and complete the regular certification process or wait for an opening in the pilot.

Implementation:

An IHA interested in participating in the pilot can apply for pre-approval without an identified family. Once pre-approved, the county agency can assist in identifying a publicly funded eligible family who is also in need of special needs child care or child care during non-traditional hours.

A pilot IHA is to follow all requirements in accordance with Chapter 5101:2-14 of the Administrative Code, with the exception of uploading the JFS 01642 "In-Home Aide Assurances" at application.

Steps for IHA Pilot Certification

Pre-Approval Process (not able to provide care yet)

1. Create a profile in the [Ohio Professional Registry \(OPR\)](#).
2. Submit fingerprints electronically at a WebCheck Agency AND submit a request for a background check for child care in the OPR. For more information visit the [background check page](#).
3. Register online through the OPR and complete the required IHA pre-certification training.
4. "Create an Application" to become an IHA in the [Ohio Child Licensing and Quality System \(OCLQS\)](#). Complete all sections with the required information unless noted below. [OCLQS desk aids](#) are available to assist you with the application process.

Provider Information Screen:

- "Program Name" field add your name and the word "Pilot". For example, Jane Smith - Pilot
- If a family has not been identified, enter the IHA information in all fields on this screen instead of the address where care will be provided.
- In the "Customary Rates" section enter your customary rates. Please note that you must have values entered for all age groups served. If you do not serve a particular age group, enter "0".

Parent Guardian Information Section:

- Select the "Add Item" button
 - If a family has not been identified, enter the IHA provider's first and last name in the "First Name" field and the word "Pilot" in the "Last Name" field. For example, Jane Smith - Pilot
- In the "Access Start Date" add the date you are ready to begin providing IHA care.
- This section will be updated once a family has been identified.

Required Documentation List

- The following documents are required at the time of application:
 - Medical statement. For the medical statement requirements visit [OAC 5101:2-14-03 Appendix C](#) for more information.
 - Verification of high school diploma or general education development (GED).
 - Verification of current certification in first aid and cardiopulmonary resuscitation (CPR); training in communicable disease; and child abuse and neglect.
 - The JFS 01642 "In-Home Aide Assurances" form is required at the time of application but cannot be completed until a family has been identified. During application, upload a blank document if you do not have a family identified and have been unable to complete the document. The county worker will return the document for revision once a family is identified.
5. Once the application is signed and submitted successfully, the IHA completes the "Initial PFCC Provider Agreement and Financials Submission" section.
 6. The IHA applicant will be issued the JFS 01928 "Pre-Approval for In-Home Aide Pilot" by the county agency if pre-approved for the pilot.

Certification Process

1. IHA provider is pre-approved by the county agency.
2. A family determined eligible for publicly funded child care and in need of care during non-traditional hours or who qualifies for special needs child care has been identified.
3. The IHA will complete the JFS 01642 "In-Home Aide Assurances" with their identified family and upload it into OCLQS.
4. The IHA must comply with the county inspection at the home of the parent.
5. If all rules in Chapter 5101:2-14 are found to be in compliance, the IHA certificate is issued by the county agency.

Steps for County Agency Worker

1. Review IHA application for completeness.
2. If pre-approved, issue the JFS 01928 "Pre-Approval for In-Home Aide Pilot" to the IHA provider, even if a family was identified at the time of application and the IHA is ready to be certified.
3. Share the pre-approved IHA pilot provider list with eligible families looking for a provider.
4. When a PFCC eligible family is identified, update the address of the parent and then update the "Role Name" with the correct parent's name. This is completed by clicking the associated individuals related list from the program transaction detail page; click on role name, and then click on contact; edit and save the new first and last name.
 - If a new PFCC eligible family is identified to receive care by the pre-approved IHA pilot provider, a new application must be completed in OCLQS. The IHA pilot provider does not need to be issued a second pre-approval.
5. Check the IHA pilot indicator in OCLQS, then check either the "Special Needs Care", "Non-Traditional Care" or both box(es) to indicate how the family meets eligibility.
6. Review the JFS 01642 "In-Home Aide Assurances" for completeness.
7. Conduct a pre-certification visit at family's home within 10 business days using the JFS 01533 "In-Home Aide Inspection."
8. Certifies the IHA pilot provider if appropriate.
9. The county worker notifies the pre-approved pilot IHA provider of certification.
10. Complete at least one unannounced annual inspection using the [JFS 01533](#), "In-Home Aide Inspection" each fiscal year (July – June).

An IHA participating in the pilot will be paid an enhanced rate of thirteen dollars per hour for forty or fewer hours or one and one-half times this rate for hours in excess of forty in a week.

The IHA pilot provider should review information about attendance tracking and payment processing in the [Ohio Child Care Time and Attendance Payment System \(TAP\)](#). TAP system information for [New Programs](#) is available as well.

The county worker should contact the Child Care TA Mailbox with any questions at CHILD_CARE_COUNTY_TECHNICAL_ASSISTANCE@jfs.ohio.gov.

Providers should contact the Child Care Help Desk at 1-877-302-2347, option 1 for system questions and option 4 for policy questions.