Ohio | Department of Job and Family Services

Mike DeWine, Governor
Jon Husted, Lt. Governor

Matt Damschroder, Director

October 29, 2021

Child Care Manual Procedure Letter No. 147

TO: **All Child Care Manual Holders**

FROM: **Matt Damschroder, Director**

SUBJECT: **Revised and Obsoleted Child Care Forms**

Background: The Ohio Department of Job and Family Services (ODJFS) has recently completed an annual inventory review of all child care forms. Sample forms are optional forms providers may use to capture information about their programs. Prescribed forms are referenced in the Ohio Administrative Code child care rules and are required to be used. ODJFS is proposing to revise or remove forms as a result of the annual forms inventory and will be effective October 29, 2021 with the corresponding rules.

The following forms will be available or removed from ODJFS Forms Central on 10/29/2021.

Revised and Obsoleted Forms:
JFS 01162 "Data Manager Request for the Early Learning Assessment Ready for Kindergarten Online System" is a sample form that was made obsolete and removed from Forms Central. The process has changed.

JFS 01201 "Dental First Aid" is a prescribed form that was revised by the Ohio Department of Health to clarify dental first aid procedures and photos have been added for easy identification of common dental emergencies.

JFS 01227 "Permission to Participate in Water and Swimming Activities for Child Care" is a sample form that was revised to add "water" to the title of the form and clarify situations when written parental permission for water and swimming activities needs to be submitted to the program.

JFS 01232 "Field Trip Checklist for Child Care" is a sample form that was revised to correct a typo and add items and form names to the checklist of supplies needed on field trips. The JFS 01236 "Child Medical/Physical Care Plan for Child Care" is needed for each child who has a health care plan on file with the program. Supplies and child medications were also added to the checklist of items needed on field trips if they need to be administered while the child is away from the program.

JFS 01242 "Medical, Dental and General Emergency Plan for Child Care" is a prescribed form that was revised to correct typos, remove outdated language, add communicable disease

reporting requirements, and to add fields for dental information. Also added new section to list the location of the "Main Water and Fuel Shut-off Valves.

JFS 01266 "Contracted Driver Qualifications Statement for Child Care" is a prescribed form that was made obsolete and removed from Forms Central as well as the child care licensing rules. The child care licensing rules no longer regulate contracted drivers for child care programs.

JFS 01278 "Communicable Disease Trainer Registration for Child Care" is a sample form that was revised to add physician's assistant, advanced practice registered nurse, certified nurse practitioner, emergency medical services instructor, and current trainer employed by the local health department to the list of eligible communicable disease trainers. Removed American Red Cross Communicable Disease Instructor and ARC Communicable Disease instructor card to align with rules 5101:2-12-10 and 5101:2-13-10.

JFS 01303 "Fire Inspection Report for Child Care Centers and Type A Homes" is a sample form that was revised to remove approval sections. Fire inspectors do not approve spaces, they inspect spaces intending to be licensed for child care. Also added new sections to list the program's email address and the inspector's email address.

JFS 01307 "Professional Development Documentation for Child Care" is a prescribed form that was revised to correct typos, correct contact information requirements, clarify the question regarding Ohio approved trainings, and to add to the list of trainer qualifications.

JFS 01582 "Your Prescription For Safely Caring for Children With Special Health Conditions" is a sample form that was revised to indicate that trained staff members are to be on-site at all times while the child is present. Other revisions were made to remove the JFS 01217 "Request for Administration of Medication for Child Care" from the checklist. The JFS 01217 is not required for a medication required by a JFS 01236 pursuant to rules 5101:2-12-15 and 5101:2-13-15 of the Administrative Code.

JFS 08087 "Communicable Disease Chart" is a prescribed form that was revised by the Ohio Department of Health for ease of understanding and to clarify information for the following diseases: e.coli, hand, foot and mouth disease, influenza, measles, mumps, meningitis, and whooping cough. Corrections were made to incubation and communicable periods, as well as transmission methods where necessary. Additions were made to the chart to add COVID-19 and tuberculosis. Contact information and website addresses were also verified and updated, if needed.

Newly revised rules no longer display form revision dates in the e-manual. The most recent version of all ODJFS forms referenced in this procedure letter can be accessed through Forms Central, with the exception of the obsolete forms listed above. Programs should begin to use the revised forms as of the date of this procedure letter.

- The JFS 01307 that is completed and on file at the program does not need to be converted to the new form until it expires or requires an update, whichever comes first. Previously

dated versions of the JFS 01307 will not be accepted for training completed on or after May 1, 2022.

- The JFS 08087 will be restocked in Forms Central in the next few weeks. Programs can order the new version from Forms Central once it is available. Programs must have the new version posted in their program by May 1, 2022.

Questions: Please contact the Child Care Policy Helpdesk at childcarepolicy@jfs.ohio.gov or 1-877-302-2347, option 4, if you have any questions.