

Child Care Manual Table of Contents

Mike DeWine, Governor

Kimberly Hall, Director

[Ohio Department of Job and Family Services](#)

The Electronic Publishing Unit makes every attempt to publish accurate and current information, however, we disclaim any liability or responsibility for any typographical errors, out of date information and/or other inaccuracies that may appear in this document.

eManual Contents			
Please send comments to ePubs_updates@jfs.ohio.gov			
Transmittal Letters	Procedure Letters	Child Care Forms	Search for Child Care in Ohio
Child Care Resource and Referral Agencies: Chapter 15	Child Care Eligibility, Fraud & Overpayments: Chapter 16	Child Care Manual Step Up to Quality (SUTQ): Chapter 17	Child Care Manual Archive Early Learning PL and TL Archive

Transmittal Letters

CCMTL 151 (Reopening Child Care Operations Following the Response to the Coronavirus (COVID-19) Pandemic)

Child Care Manual Transmittal Letter No. 151

June 1, 2020

Child Care Center Manual Transmittal Letter No. 25

Child Care Day Camp Manual Transmittal Letter No. 10

Child Care In-Home Aide Manual Transmittal Letter No. 7

Family Child Care Manual Transmittal Letter No. 14

TO: All Child Care Manual Holders
All Child Care Center Manual Holders
All Child Care Day Camp Manual Holders
All Child Care In-Home Aide Manual Holders
All Family Child Care Manual Holders

FROM: Kimberly Hall, Director

SUBJECT: Reopening Child Care Operations Following the Response to the Coronavirus (COVID-19) Pandemic

Background:

Effective March 26, 2020, all child care programs were closed. Only those programs issued a temporary pandemic child care license were permitted to operate.

New Policy:

As of 11:59 PM on May 30, 2020 all temporary pandemic child care programs must close as Ohio is transitioning to reopen child care programs.

The following rules were emergency filed with an effective date of May 31, 2020.

Rule 5101:2-12-02.2 "Transitional Pandemic Requirements for a Licensed Child Care Center" is being emergency filed to define transitional pandemic requirements for a licensed child care center. Licensed child care centers shall follow all of the licensing requirements of the chapter in addition to the following exceptions and additions detailed in the new rule:

- Follow all guidelines set by the Governor of Ohio or the director of the Ohio Department of Health.
- Ratio has been updated:

Age Group	Ratio	Maximum Group Size
Infants	1:4	6

Toddlers	1:6	6
Preschool	1:9	9
School-Age	1:9	9

-
-
-
- Clarification of handwashing requirements, including allowing portable sinks to be used for handwashing.
- The center shall ensure that all administrators, employees, child care staff members and children take their temperature prior to or as soon as they arrive each day. The program will send home anyone with a temperature of 100 degrees or higher, and the individual cannot return until he or she has been fever-free without medication for at least 24 hours. If the person has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the center he or she must complete isolation or quarantine procedures.
- The center shall notify ODJFS in writing and the local health department if anyone tests
- positive for COVID-19. The individual shall also complete isolation or quarantine procedures prior to returning to the program
- There are new requirements if the center needs to divide a room into smaller spaces to serve multiple groups of children.

Rule 5101:2-13-02.2 "Transitional Pandemic Requirements for a Licensed Family Child Care Provider" is being emergency filed to define transitional pandemic requirements for a licensed family child care provider. Licensed family child care providers shall follow all of the licensing requirements of the chapter in addition to the following exceptions and additions detailed in the new rule:

- Follow all guidelines set by the Governor of Ohio or the director of the Ohio Department of Health.
- Group size for Type A homes is 1:6 (no more than 3 under 2 years of age). Capacity is up to 12 children, as listed on the Type A Home provider's license. Type A home providers may serve multiple groups of children if the groups are cared for in separate rooms, including during meals and naps.
- Group size for Type B Home providers remains at 1:6 with no more than 3 under 2 years of age. Capacity is up to 6 children, as listed on the Type B Home provider's license.
- Clarification of handwashing requirements, including that a portable sink may be used for handwashing.
- The family child care provider shall ensure that all employees, child care staff members and children take their temperature prior to or as soon as they arrive

each day. The provider and residents shall also take their temperatures at the start of the day. The program will have to send home anyone with a temperature of 100 degrees or higher, and the individual cannot return until he or she has been fever-free without medication for at least 24 hours. If the person has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the program he or she must complete isolation or quarantine procedures. If the provider or a resident has a fever, care cannot be provided.

- The FCC provider shall not provide care to sick children pursuant to Appendix B to rule 5101:2-13-16 of the Administrative Code.
- The FCC provider shall notify ODJFS in writing and the local health department if anyone tests positive for COVID-19. The individual shall also complete isolation or quarantine procedures prior to returning to the program. If the provider or a resident tests positive for COVID-19 care cannot be provided.

Rule 5101:2-14-02.2 "Transitional Pandemic Requirements for In-Home Aide Certification" is being emergency filed to define transitional pandemic requirements for a certified in-home aide. Certified in-home aides (IHA) shall follow all of the certification requirements of the chapter in addition to the following exceptions and additions detailed in the new rule:

- Follow all guidelines set by the Governor of Ohio or the director of the Ohio Department of Health.
- New handwashing requirements.
- The IHA shall ensure that all children in care and all residents of the home take their temperature prior to or as the IHA arrives each day. The IHA shall also take his or her own temperature prior to going to the child's home. If anyone has a fever of 100 degrees or higher, the IHA shall not provide care until the individual has been fever free without medication for at least 24 hours. If the person has had known contact with someone confirmed or probable to have COVID-19 he or she must complete isolation or quarantine procedures before the IHA can provide care.
- The IHA shall notify ODJFS in writing and the local health department if anyone tests positive for COVID-19. The individual shall also complete isolation or quarantine procedures before the IHA can provide care.

Rule 5101:2-16-10 "Payment Rates and Procedures for Providers of Publicly Funded Child Care Services" is being emergency filed to allow pandemic days to be used if the local health department or Ohio Department of Health requires the program to close in response to the COVID-19 pandemic. Up to twenty-one pandemic days may be used each fiscal year. The emergency rule also keeps absent days at twenty days every six months.

Rule 5101:2-18-03.1 "Transitional Pandemic Requirements for Approved Child Day Camps" is being emergency filed to define transitional pandemic requirements for an approved child day camp. Approved day camps shall follow all of the approval requirements of the chapter in addition to the following exceptions and additions detailed in the new rule:

- Follow all guidelines set by the Governor of Ohio or the director of the Ohio Department of Health.
- Ratio has been updated to 1:9 for school-age children with only 1 group of children in each room.
- There are new requirements if the child day camp needs to divide a room into smaller spaces to serve multiple groups of children.
- New handwashing requirements including the use of portable sinks for handwashing.
- The child day camp shall ensure that all administrators, employees, child day camp staff members and children take their temperature prior to or as soon as they arrive each day. The program will send home anyone with a temperature of 100 degrees or higher, and the individual cannot return until he or she has been fever-free without medication for at least 24 hours. If the person has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the program he or she must complete isolation or quarantine procedures.
- The child day camp shall notify ODJFS in writing and the local health department if anyone tests positive for COVID-19. The individual shall also complete isolation or quarantine procedures prior to returning to the program.

Implementation

Temporary Pandemic Child Care Licenses

Effective May 31, 2020, programs issued a regular child care license, approval or certification shall operate under the normal regulations, with the exceptions noted in these new rules. Those with an agreement to provide publicly funded child care (PFCC) will also return to receiving payment for those services. Pandemic payments shall be paid through May 30, 2020 for all temporary pandemic programs with a regular child care license, approval or certification.

Temporary pandemic child care centers without a regular child care license or who are not issued a regular child care license before June 9, 2020 must cease providing care on June 9, 2020. Pandemic payments for these programs shall continue through June 9, 2020.

Publicly Funded Child Care Closure Payments

The final week of closure payments will be for the week of May 24, 2020.

Notification of Reopening

By June 7, 2020, licensed centers, licensed family child care homes, certified IHAs and approved day camps must notify ODJFS and the county agency in OCLQS of their intent to reopen and their anticipated reopening date. Any program that has not updated OCLQS by June 7, 2020 will put into temporarily closure status by ODJFS.

Compliance

Because child care has been closed, ODJFS and the county agencies will give additional time for compliance for some of the time-specific requirements as applicable.

- Compliance not assessed until November 29, 2020:
- Child medicals on file within 30 days of the child's attendance and updated every thirteen months.
- Staff medicals on file by first day of employment.
- Expired credentials including the Child Development Associate and the school-age endorsement.
- Expired annual fire inspections.
- Expired JFS 01217 "Request for Administration of Medication for Child Care"
- Administrator rules training taken within six months of hire.
- Expired food service licenses
- Expired annual vehicle inspections
- Health training updates

Compliance not assessed until July 1, 2021:

- Professional development.

Submission of Attendance for Payment

Effective May 31, 2020, all providers of publicly funded child care shall use the Ohio Time, Attendance and Payment (TAP) system to record attendance and submit for payment.

Submission of Pandemic Days for Payment

If a child care program is required by the local health department or Ohio Department of Health to close in response to the COVID-19 pandemic, the program will need to send an email to child_care_adjustment@jfs.ohio.gov with "Program COVID-19 Closure" in the subject. This email should tell ODJFS that the program has been closed by the local health department or the Ohio Department of Health and the intended closure period (if known). The email must also include the written documentation from the local health department or the Ohio Department of Health requiring the program to close. ODJFS will then contact the program to provide instructions on how to claim the pandemic days in KinderConnect.

Guidance and Recommendations

ODJFS recommends that child care providers implement the following suggestions from the Center for Disease Control. Additional guidance can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>.

- Increase sanitization, including communal spaces after each use.
- Wear masks for anyone over the age of 2, including parents at pick-up and drop-off.
- Wear gloves during feedings (including bottles).
- Limit parent access inside the building.
- Limit mixing of classes and keep children of the same employer together.

A best practice training is available for providers at <http://jfs.ohio.gov/cdc/index.stm>.

Questions:

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions about the new policy.

CCMTL 150 (Temporary Procedures to Address the Coronavirus (COVID-19) Pandemic)

Child Care Manual Transmittal Letter No. 150

Child Care Center Manual Transmittal Letter No. 22

Family Child Care Manual Transmittal Letter No. 11

March 16, 2020

TO: All Child Care Manual Holders
All Child Care Center Manual Holders
All Family Child Care Manual Holders

FROM: Kimberly Hall, Director

SUBJECT: Temporary Procedures to Address the Coronavirus (COVID-19) Pandemic

Background:

Center Ratio and Group Size

Appendix A to rule 5101:2-12-18 outlines staff/child ratios, age grouping, and maximum group size for child care centers.

Family Child Care Ratio and Capacity

Rule 5101:2-13-18 stipulates that licensed family child care providers shall care for no more than six children at any one time. No more than three of those children may be under two years of age.

Step Up To Quality

Rule 5101:2-17-01 of the Ohio Administrative Code (OAC) contains the Step Up To Quality (SUTQ) program standards required for child care center and family child care (FCC) programs to be star rated. SUTQ rated programs are required to meet the standards at all times.

Publicly Funded Child Care – Absent Days and Professional Development Days

An absent day is defined in rule 5101:2-16-01 of the Ohio Administrative Code (OAC) as "any day that a child is authorized and scheduled to be in the care of the provider, but is not in attendance, and child care would have been provided had the child been present with the provider." An absent day can only be used if the child care program is open on that day. Currently, rule 5101:2-16-10 of the OAC allows a maximum of 10 absent days for each six-month period from January through June and again from July through December.

A professional development day is defined in rule 5101:2-16-01 of the OAC as "a day in which a provider would normally provide child care for currently enrolled and scheduled children, but has closed to the public so that the provider and/or child care staff may undergo training meant to improve their professional knowledge, competence, skill and effectiveness as child care professionals." Currently, rule 5101:2-16-10 of the OAC

allows two professional development days per state fiscal year but prohibits professional development days from being used on two consecutive calendar days or in two consecutive calendar months.

New Policy:

In response to the COVID-19 pandemic, changes in policy are being implemented to allow programs to meet the needs of the families impacted by the pandemic and school closings. The Executive ban issued on March 12, 2020 to prohibit mass gatherings of 100 people or more in the state of Ohio does not apply to child care programs.

The following rules and policy changes are effective as of March 13, 2020.

Rule 5101:2-12-18 "Group size and ratios for a licensed child care center"
Appendix A has been amended to update the ratio and group size requirements for preschool and school-age children:

Age of Children	Maximum Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 1/2 years)	1:7	14
Older Toddlers (at least 2 1/2 years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:16	32
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:18	36
All School-Agers	1:30	60

(enrolled in or eligible to be enrolled in kindergarten or above and less than 15 years)		
--	--	--

Rule 5101:2-13-18 "Group size and ratios for a licensed family child care provider" has been amended to allow each child care staff member in a family child care home to care for up to twelve children at any one time. Each child care staff member can only care for three children under two years of age. For this period, Type B providers are automatically grandfathered to have a capacity of twelve children at any one time.

Rule 5101:2-16-10 "Payment rates and procedures for providers of publicly funded childcare services" has been amended to:

Increase the number of absent days from ten days per six months to twenty days per six months.

Create twenty-one pandemic days per fiscal year. A pandemic day is a day the provider is closed in response to the COVID-19 pandemic. In-home aides may not claim pandemic days.

The child care automated system will be updated to reflect these changes.

Step Up To Quality

While Ohio is in a state of emergency to address the COVID-19 pandemic, SUTQ rated child care centers and family child care home providers should focus on meeting licensing requirements for health and safety. Additionally, the Ohio Department of Job and Family Services will not be assessing SUTQ standards and submission requirements with the exception of already submitted 1-star initial registrations, 1-star rating renewals and already submitted annual reports for 3-, 4- and 5-star ratings.

Questions:

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions about the new policy.

CCMTL 149 (Step Up to Quality (SUTQ) Star Rating Eligibility and Registrations)

Child Care Manual Transmittal Letter No. 149

March 25, 2020

TO: All Child Care Manual Holders

FROM: Kimberly Hall, Director

SUBJECT: Step Up To Quality (SUTQ) star rating eligibility and registrations

Background:

Senate Bill 316 of the 129th General Assembly created Division 5104.31(C) of the Ohio Revised Code (ORC) which states that beginning July 1, 2020, publicly funded child care (PFCC) can only be provided if the provider is a rated Step Up To Quality (SUTQ) program established pursuant to section 5104.29 ORC. The SUTQ standards are outlined in Chapter 5101:2-17 of the Ohio Administrative Code (OAC).

Current SUTQ rules outlined in Chapter 5101:2-17 of the OAC, require the following:

- A licensed program is not eligible to register for a star rating if the program operates only in the summer or during non-traditional hours or has a suspended license.
- A star rating is discontinued if a program is in temporary closure status for more than ninety days. Currently, the program cannot request to reinstate the rating until after the license is reopened.
- A licensed program that has a SUTQ rating reduced shall not register for a new rating until six months after the new rating begin date. A licensed program that has a SUTQ rating removed shall not begin an initial registration until twelve months from the date of removal.

New policy:

Am. Sub. HB 166 of the 133rd General Assembly created exemptions in Section 5104.31 of ORC for the SUTQ requirement for July 1, 2020. The SUTQ rules have been amended to allow for SUTQ registrations as appropriate for each exemption. These changes will assist programs in preventing a gap in service for PFCC provided to eligible children.

The following rules have been amended:

Rule 5101:2-17-02 OAC " 'Step Up To Quality' (SUTQ): eligibility for registration" sets forth the requirements for programs to register for Step Up To Quality. It has been amended to allow a licensed program that operates only in the summer or during non-traditional hours or has a temporary closure to register for SUTQ. These programs were previously not eligible to register for SUTQ.

Rule 5101:2-17-03 OAC " 'Step Up To Quality' (SUTQ): desk reviews, on-site verification visits and star rating awards" describes the requirements for desk reviews and rating awards. It has been amended to clarify that a licensed program whose license is in temporary closure will need to request a reinstatement of its star rating prior

to the reopening of the license, to avoid a gap in providing PFCC services. Reinstatement of the star rating will be effective the same date as the license reinstatement.

Rule 5101:2-17-04 OAC " 'Step Up To Quality' (SUTQ): changes, renewals, removals, or requests to withdraw a SUTQ rating" gives the requirements for when a rating can be changed, renewed or removed. It has been amended to make clarifications to the process for the change, renewal, removal or program request to withdraw a SUTQ rating.

- When a rated program does not meet the program standards based on the information provided in the annual report, the star rating may be reduced or removed pursuant to paragraph (F)(3) of this rule.
- A program shall not be awarded another rating for six months after the new rating begin date if the program receives a SUTQ rating reduction, including reduction to a zero rating. Currently these programs cannot begin a registration until six months after a rating reduction.
- A program shall not be awarded a star rating for twelve months from the date of a SUTQ rating removal. Currently these programs cannot begin a registration until twelve months after a rating removal.
- For programs with an agreement to provide publicly funded child care and meet an exemption from SUTQ pursuant to Chapter 5101:2-16 of the Administrative Code, registration submissions should be made in a timely manner to avoid a gap in providing PFCC services.
- A program currently meeting a time-limited exemption will need to submit a registration between one hundred eighty days and ninety days prior to the expiration of the exemption to avoid a gap in providing PFCC services. This includes a reduction or removal pursuant to paragraph (F) of this rule as well as a program at the end of its provisional license period.
- A program no longer meeting any of the other exemption criteria will need to submit a registration within thirty days to avoid a gap in providing PFCC services.

Implementation:

Implementation details are available in Provider Technical Assistance Letter No. 25.

Please contact the Child Care Policy Help Desk at 1-877-302-2347, option 4, if you have any questions.

CCMTL 148 (2019 Publicly Funded Child Care Rules Re-numbering and Five-Year Review)

Child Care Manual Transmittal Letter No. 148

October 22, 2019

TO: All Child Care Manual Holders
FROM: Kimberly Hall, Director
SUBJECT: 2019 Publicly Funded Child Care Rules Re-numbering and Five-Year Review

Background:

The Ohio Department of Job and Family Services (ODJFS) is required to review rules every five years. The following Publicly Funded Child Care rules contained in Chapter 5101:2-16 of the Ohio Administrative Code (OAC) have been rescinded and rewritten due to the five-year review. The rules have been re-numbered consecutively and topics grouped for clarity purposes.

Rescinded Rules:

5101:2-16-07 "County agency responsibilities for the administration of publicly funded child care" was rescinded and replaced with new rule, 5101:2-16-08 of the OAC.

5101:2-16-30 "Eligibility requirements for receipt of publicly funded child care benefits" was rescinded and replaced with new rules, 5101:2-16-02 and 5101:2-16-06 of the OAC.

5101:2-16-34 "Income eligibility requirements for publicly funded child care benefits" was rescinded and replaced with new rule, 5101:2-16-03 of the OAC.

5101:2-16-35 "County agency responsibilities for determining eligibility for publicly funded child care benefits" was rescinded and replaced with new rule, 5101:2-16-08 of the OAC.

5101:2-16-35.1 "Caretaker eligibility requirements to qualify for publicly funded child care benefits" was rescinded and replaced with new rules, 5101:2-16-04 and 5101:2-16-06 of the OAC.

5101:2-16-36 "County agency responsibility for annual re-determination of eligibility for publicly funded child care" was rescinded and replaced with new rule, 5101:2-16-08 of the OAC.

5101:2-16-37 "Caretaker requirements for annual re-determination of eligibility for publicly funded child care" was rescinded and replaced with new rule, 5101:2-16-02 of the OAC.

5101:2-16-39 "Copayment for publicly funded child care benefits" was rescinded and replaced with new rule, 5101:2-16-05 of the OAC.

Appendix A "Copayment Calculation Table" was replaced with appendix A to rule 5101:2-16-05 of the OAC.

5101:2-16-41 "Payment rates and procedures for providers of publicly funded child care" was rescinded and replaced with new rule, 5101:2-16-10 of the OAC.

Appendix A "Payment Rates for Providers of Publicly Funded Child Care" was replaced with Appendix A to rule 5101:2-16-10 of the OAC.

5101:2-16-42 "Payment rates for children with special needs" was rescinded and replaced with new rule, 5101:2-16-09 of the OAC.

5101:2-16-43 "Approval for Ohio department of education (ODE) programs to provide publicly funded child care" was rescinded and replaced with new rule, 5101:2-16-09 of the OAC.

5101:2-16-44 "Provider agreement for payment of publicly funded child care" was rescinded and replaced with new rule, 5101:2-16-09 of OAC.

5101:2-16-70 "Caretaker improper payments or misuse of publicly funded child care" was rescinded and replaced with new rule, 5101:2-16-07 of the OAC.

5101:2-16-71 "Provider improper payments or misuse of publicly funded child care" was rescinded and replaced with new rule, 5101:2-16-11 of the OAC.

5101:2-16-72 "Publicly funded child care program integrity review" was rescinded and replaced with new rule, 5101:2-16-12 of the OAC.

Amended Rule:

5101:2-16-01 "Definitions for eligibility for publicly funded child care benefits" was amended with the following changes:

- Amended the definition for "Eligible Provider" to reference rule 5101:2-16-09 of the OAC.
- Added the McKinney-Vento definition for "Homeless children" as required by the Child Care and Development Block Grant Act of 2014.
- Amended the definition for "School not in session" to add "including a delayed start time or early dismissal time."
- Updated the definitions for "Child care," "School-age," "School hours" and "Special needs" to align with system functionality and budget language from Am. Sub. H.B. 166 of the 133rd General Assembly.
- Added the definition of "School year" to this rule for clarity.

New Rules:

5101:2-16-02 "Application and qualification process for receipt of publicly funded child care benefits" replaced in part rules 5101:2-16-30, 5101:2-16-35.1, 5101:2-16-36 and 5101:2-16-37 of the OAC and outlines the application process and qualification requirements for receipt of publicly funded child care (PFCC) benefits. The following changes were made:

- Combined the caretaker application and redetermination rules.
- Clarified "homeless child care" to specify eligibility requirements.
- Removed the requirement that homeless child care eligibility is limited to once in a twelve-month period.
- Clarified the requirements for caretakers and counties when indicating a child in need of care has special needs.
- Clarified that eligibility may include applicants as well as recipients of Ohio Works First (OWF).
- Clarified the application received date for a valid PFCC application and the requirements for the application to be considered complete.
- Clarified that participation in a verified qualifying activity is not required for the application to be complete. An application with enough information to determine that activities are not qualifying is still considered a complete application.
- Clarified that when there is no income in the family, a statement is required of how the family is meeting basic living expenses pursuant to rule 5101:2-16-03 of the OAC.
- Clarified that the application must be a considered a valid PFCC application to start the thirty-calendar day application process for the caretaker.
- Clarified that if the Head Start program year extends beyond the current eligibility period the caretaker must still complete the redetermination process.
- Added "An apprenticeship program approved by the Ohio State Apprenticeship Council and registered with ApprenticeOhio" to the vocational and job skills training approved activities listed in Appendix A to the rule.

Appendix A "Qualifying Activities for the Publicly Funded Child Care Program" is a new appendix that lists the approved qualifying activities for caretakers in the PFCC program and how to document them.

Appendix B "Verification of Citizenship for Children in the Publicly Funded Child Care Program" is a new appendix that lists the verification requirements to document U.S. citizenship of children receiving PFCC services.

5101:2-16-03 "Income eligibility requirements for publicly funded child care benefits" replaced rule 5101:2-16-34 of the OAC and outlines the income eligibility requirements for the PFCC program. The following changes were made:

- Changed to question and answer format.
- Added the requirement that a person on unpaid leave from employment must provide written verification documenting how they are meeting basic living expenses to align with the requirement for others with no reported income.
- Clarified the verification process for a family's income.

- Clarified that gross self-employment income is determined first, then self-employment expenses are deducted from the total gross income to determine gross monthly income for self-employment.
- Clarified that the standard fifty percent deduction is taken from total gross self-employment income.
- Added to the list of unallowable self-employment deductions to align with the Supplemental Nutrition Assistance Program.
- Clarified that monthly earned and unearned income must be rounded down by dropping all cents for income calculations.
- Clarified when cents are dropped and when conversion factors are used for income calculations.
- Added language stating that the county agency must assist caretakers in obtaining verification of income anytime other than when the caretaker has refused to cooperate.

5101:2-16-04 "Caretaker responsibilities to maintain eligibility in the publicly funded child care program" replaced in part rule 5101:2-16-35.1 of the OAC and outlines the caretaker responsibilities to remain eligible for PFCC once they are in the program. The following changes were made:

- Changed to question and answer format.
- Added the requirement that a caretaker must review attendance changes made by a provider in the automated system and approve appropriate changes.
- Clarified caretaker requirements for copayments and payment agreements.
- Added that a caretaker must notify the county agency when a preschool child begins attending elementary school and when a child stops attending a child care program.
- Clarified caretaker reporting requirements regarding child care programs, including when a child stops attending a program or wishes to switch programs.
- Clarified caretaker reporting requirements when there are changes in the number of hours needed for care.
- Clarified caretaker requirements around program integrity review requests.

5101:2-16-05 "Copayment for publicly funded child care benefits" replaced rule 5101:2-16-39 of the OAC and outlines the copayment requirements for PFCC benefits. The following changes were made:

- Clarified that families may be assigned a copayment based on income level and must pay the copayment directly to the child care provider based on established written agreements between families and the provider.
- Clarified when copayments may be reduced or increased.

- Removed the requirement that a family copayment amount may increase if a change occurs within the first thirty days of eligibility.

Appendix A "Copayment Calculation Table" replaced appendix A to rescinded rule 5101:2-16-39 of the OAC and lists the copayment multipliers used to determine copayment amounts based on income level.

5101:2-16-06 "Authorizations for publicly funded child care services" replaced in part rules 5101:2-16-30 and 5101:2-16-35.1 of the OAC and clarifies what child care authorizations are and how they are used. The following changes were made:

- Grouped all policies and procedures on child care authorizations into one new rule and put in question and answer format.
- Added wording to clarify that authorizations are per child and authorize payment to a provider for a specific number of hours of care.
- Clarified child care categories of authorization and how they are determined.
- Added that child care shall not exceed forty-eight consecutive hours for each child.
- Added language regarding a valid application for consistency with rule 5101:2-16-02 of the OAC.
- Removed the requirement that an authorization not used for thirty-one days will be ended.

5101:2-16-07 "Caretaker improper payments or misuse of publicly funded child care benefits" replaced rule 5101:2-16-70 of the OAC and defines and outlines procedures for caretaker improper payments or misuse of PFCC. The following change was made:

- Clarified the definition of a child care improper payment.

5101:2-16-08 "County agency responsibilities for the administration and determination of eligibility for publicly funded child care" replaced rules 5101:2-16-07, 5101:2-16-35 and 5101:2-16-36 of the OAC and outlines the requirements for county agencies to administer the PFCC program. The following changes were made:

- The rules have been combined and put in question and answer format.
- Added language regarding a valid application for consistency with rule 5101:2-16-02 of the OAC.
- Clarified that if an initial application is received from a caretaker who owes an overpayment from a previous PFCC benefit period, the application must be denied unless the caretaker enters into an agreement with the county agency or ODJFS to repay the overpayment.
- Removed the requirement that child care may be terminated if the caretaker does not use child care services for a period of thirty-one consecutive days.

- Clarified that a family does not qualify for continuing eligibility pursuant to rule 5101:2-16-02 of the OAC for child care benefits if the county agency determines the family is no longer eligible.

5101:2-16-09 "Provider responsibilities for publicly funded child care" replaced rules 5101:2-16-42, 5101:2-16-43, and 5101:2-16-44 of the OAC and outlines the requirements for eligible providers to sign a provider agreement with ODJFS to provide PFCC services. The following changes were made:

- Grouped all requirements for providers into one new rule and put in question and answer format.
- Created a definition of who is eligible to sign a provider agreement.
- Updated Step Up To Quality requirements and exemptions for publicly funded child care providers as a result of new budget language in Am. Sub. H.B. 166 of the 133rd General Assembly.
- Updated the process for deducting school-age hours in the automated system due to changes in system functionality.
- Removed the definition of "school year" and clarified that the definition may be found in rule 5101:2-16-01 of the OAC.
- Added the requirement for a provider to have a written and signed copay agreement with the caretaker.
- Clarified that providers may submit a request for a payment enhancement when accommodations must be made to care for a child with special needs.

5101:2-16-10 "Payment rates and procedures for providers of publicly funded child care services" replaced rule 5101:2-16-41 of the OAC and sets forth the payment rates and procedures for providers of PFCC services. The following changes were made:

- Changed to question and answer format.
- Clarified how rates for providers are established.
- Clarified how providers are compensated for caring for children with special needs.
- Clarified that categories of authorization are based on the total number of weekly child care hours approved for PFCC.
- Clarified that payment is made based on the total number of child care hours provided in a week, not to exceed the child's category of authorization.
- Added requirements for ODJFS payment of registration fees for children in care.
- Clarified that for approved day camps to receive registration fees, the camp shall have had a valid provider agreement as of August thirtieth of the previous year.
- Removed the definition of "school year" and clarified that the definition may be found in rule 5101:2-16-01 of the OAC.

Appendix A "Weekly Payment Rates for Providers of Publicly Funded Child Care" replaced Appendix A of rescinded rule 5101:2-16-41 of the OAC and was updated to reflect new provider categories and rates.

5101:2-16-11 "Provider improper payments or misuse of publicly funded child care benefits" replaced rescinded rule 5101:2-16-71 of the OAC and defines a provider improper payment, misuse and fraud and outlines the process for recoupment of funds. The following changes were made:

- Clarified the procedure when a provider improper payment is the result of a county error.
- Clarified repayment procedures for improper payments or misuse of PFCC funds.

5101:2-16-12 "Publicly funded child care program integrity review" replaced rescinded rule 5101:2-16-72 of the OAC and outlines the requirements to participate in record reviews conducted by ODJFS as part of the program integrity process.

- Removed provider agreement suspension language due to new budget language in Am. Sub. H.B. 166 of the 133rd General Assembly.
- Clarified what happens if ODJFS determines misuse of PFCC as a result of a Program Integrity Review.
- In paragraph (E) the word "either" was changed to "both" for clarification.

Amended Forms:

JFS 01126 "Request for Reinstatement of Child Care Benefits" (rev. 10/2019) was revised to change "County Department of Job and Family Services" to "county agency" throughout the form.

JFS 01151 "County Notice of Child Care Benefit Repayment Requirements for Caretakers" (rev. 10/2019) was revised to change "County Department of Job and Family Services" to "county agency" throughout the form, and to remove an inactive web address for the Ohio State Legal Association.

JFS 01231 "Request for Payment Rate for Special Needs Child Care" (rev. 10/2019) was revised to update changes in required information and changes regarding the submission of the form and supporting documentation. The following changes were made:

- Added a section for caretaker information regarding the special needs of the child.
- Added a signature line for the caretaker.
- Added specific questions to the provider about how the child care program has increased costs to accommodate the child with special needs.
- Updated the submission process to require the form and supporting documentation be sent to the new special needs child care e-mail address.

Implementation:

Requests for new special needs payment rates or renewals submitted after October 20, 2019 must use the new JFS 01231 "Request for Payment Rate for Special Needs Child Care" (rev. 10/2019).

If you have any questions, please contact the Child Care Policy Help Desk at 1-877-302-2347, option 4.

CCMTL 145 (Amended Rule for Step Up To Quality)

Child Care Manual Transmittal Letter No. 145

May 6, 2019

TO: All Child Care Manual Holders
FROM: Kimberly Hall, Director
SUBJECT: Amended Rule for Step Up To Quality

Background: On January 6, 2019, the Step Up To Quality (SUTQ) rules contained in Chapter 5101:2-17 of the Ohio Administrative Code became effective due to the five-year review process. The following SUTQ rule has been amended to reinsert erroneously omitted language.

The rule will be effective on May 13, 2019.

Amended Rule:

5101:2-17-04 "Step Up To Quality (SUTQ): changes, renewals, removals or requests to withdraw a SUTQ rating" has been amended with the following changes:

- Reinserted "or a six-point serious risk non-compliance" to paragraph (F)(1)(b)
- Reinserted "risk" in paragraph (F)(2)

This amendment fixes the error and aligns to the agreed upon language.

If you have any questions, please contact the Child Care Policy Help Desk at 1-877-302-2347, option 4.

CCMTL 144 (Five Year Rule Review for Step Up To Quality)

Child Care Manual Transmittal Letter No. 144

January 3, 2019

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Five Year Rule Review for Step Up To Quality

Background: The Ohio Department of Job and Family Services (ODJFS) is required to review rules every five years. The following Step Up To Quality (SUTQ) rules contained in Chapter 5101:2-17 of the Ohio Administrative Code have been revised due to the five-year review. The rules have been restructured into question and answer format to be consistent with all child care chapters and adopted as new rules replacing the existing rule numbers.

New Policy:

The following rules have been amended and will be effective January 6, 2019:

Rule 5101:2-17-01 "Step Up To Quality (SUTQ): program standards" outlines definitions for SUTQ. This rule has been amended to make the following changes:

- Added the following definitions: approved related fields, assistant teacher, instructional time, lead teacher, and substitute.
- Added early childhood education as an approved related field.
- Corrected the maximum number of points achievable for the five-star-rating to seventy-nine points.
- Added the words "all of" in meeting the standards to indicate all standards must be met at the time of registration.
- Removed language instructing programs to upload blank forms or sample documents to more accurately match the requirements of the desk review and the on-site verification visit.
- Numbered the standards for easy reference and added the name of each appendix to the bottom of each page. The following proposed amendments have been made to the standards:

Centers and Family Child Care (FCC) - Changes to All Star Ratings:

- Learning and Development/Curriculum and Planning – CP 1 Added the K-12 Resource Guide as an option to align with a curriculum. Clarified that the lead teacher has available and can access the ELDS and/or Ohio K-12 Standards or K-12 Resource Guide instead of requiring a hard copy.
- Learning and Development/Curriculum and Planning – CP 2 Moved definition for "instructional time" to rule 5101:2-17-01. Clarified that written activity plans must be on file and not submitted at desk review.

- Administrative and Leadership Practices/Program Administration – PA 1 Eliminated requirement for a summary from the "self-assessment tool" because the information is captured on the assessment itself.
- Staff Qualifications and Professional Development/Staff Education – SE 1 Added the Administrator, Lead Teacher, and Assistant Teacher School-Age Professional Endorsements as an option to meet education requirements.
- Staff Qualifications and Professional Development/Professional Development – PD 1 All staff will be prorated based on hire date, regardless of whether they worked in a rated program in the previous biennium. Programs will not be required to have all staff meeting the professional development requirement prior to registration. Once rated, programs will be required to achieve the PD certificate, with the hours prorated based on the rating date.

"Each biennium" has been changed to "current or previous biennium".

Centers - Changes to All Star Ratings:

- Learning and Development/Interaction and Environment – IE 1 Clarified that this is a "classroom self-assessment tool."
- Administrative and Leadership Practices/Staff Supports – SS 1 Changed the word "process" to "structure" to match the written wage structure requirement.
- Staff Qualifications and Professional Development/Staff Education – SE 1 The types of approved degrees were consolidated for early childhood education and school-age teachers and are now defined in to rule 5101:2-17-01.

Centers – Change to One Star Rating:

- Staff Qualifications and Professional Development/Staff Education – SE 1 Added Administrator Credential 2 as an option for an administrator to meet the education requirements.

Centers and FCC- Changes to One Star Rating:

- Learning and Development/Curriculum and Planning – CP 1 Clarified that the prescribed JFS 01508 "Action Plan for Selecting a Curriculum for Step Up To Quality" (SUTQ) is only for programs that have not selected a curriculum.

Centers- Changes to Two- to Five-Star Ratings:

- Administrative and Leadership Practices/Staff Supports – SS 2 Added "Paid professional membership" back in as an approved staff support.

Centers and FCC - Changes to Two- to Five-Star Ratings:

- Learning and Development/Curriculum and Planning – CP 2 Removed "social studies and science appropriate to the age group served and developmentally appropriate" in order for programs to align activity plans to their program.
- Learning and Development/Child Screening and Assessment – CSA 1 Programs "record" not "submit" the name of the screening tool. Streamlined and removed duplicative language.
- Administrative and Leadership Practices/Program Administration – PA 2 Clarified that "at least one action step" is required for the two-star rating and "at least two action steps" for the three- and four/five- star ratings for annual continuous improvement plans.
- Administrative and Leadership Practices/Program Administration – SM 2 Added a statement for initial registrations that requires PD plans to be created for any individual who has been employed for more than 30 days.
- Family and Community Partnerships/Transitions – T2 Removed "The lead teacher (if not the program owner) shall be able to describe the age appropriate activities used to help children prepare for transitions." This is no longer an interview question.
- Family and Community Partnerships/Transitions – T3 Added that both programs and parents determine what records can be shared during the transition.
- Family and Community Partnerships/Community Engagement – CE 4 Programs provide families with one health and one child development topic at one time or separately.

Centers and FCC - Changes to Three- to Five-Star Ratings:

- Learning and Development/Curriculum and Planning – CP 2 Added a requirement for lead teachers to explain the activity planning process including how they implement the curriculum and child assessment.
- Learning and Development/Child Screening and Assessment – CSA 1 Clarified screening tool requirements. Replaced "provide" with "submit" for written documentation outlining a program's referral process.
- Learning and Development/Child Screening and Assessment – CSA 1, and CSA 3 Clarified screening and assessment by separating the requirements.
- Learning and Development/Child Screening and Assessment – CSA 3 Clarified that informal assessments are required for school-age children. Removed requirement to share results of school-age informal assessments with families.
- Learning and Development/Interaction and Environment – IE 1 Clarified that programs need to maintain written documentation of the completions of the classroom self-assessment instead of submitting the assessment to ODJFS.

- Learning and Development/Interaction and Environment – IE 2
Added at least one area of improvement needs to be identified. Clarified that "at least one action step" is required for an identified area of improvement.
- Learning and Development/Interaction and Environment – IE 3
Clarified that the "Ohio Classroom Observation Tool (OCOT)" is the tool used.
- Administrative and Leadership Practices/Staff Management – SM 1
Added "position" to the list of documentation required for formal observations.
- Family and Community Partnerships/Communication and Engagement – CE 6 Replaced "organizes" with "offers" and "provided" with "offered".
- Family and Community Partnerships/Communication and Engagement – CE 7 Separated community resources from the referral process. Added that a program needs a description of its referral policy including how it communicates available community resources for obtaining screenings to families.

Centers – Changes to Four/Five-Star Ratings:

- Staff Qualifications and Professional Development – SE 1 Clarified that the bachelor's degree can be in any field with a CPL 5.

Centers and FCC - Changes to Four/Five-Star Ratings:

- Learning and Development/Child Screening and Assessment – CSA 5 Clarified language for on-going child assessment results. Clarified that on-going informal assessments only are required for school-age children.
- Administrative and Leadership Practices/Program Administration – PA 4 Added conducting a meeting as additional option for programs to meet this standard.
- Administrative and Leadership Practices/Staff Management – SM 4 Clarified that the JFS 01509 should be submitted.

FCC - Changes to All Star Ratings:

- Staff Qualifications and Professional Development/Professional Development- PD 1 Clarified the standard by separating it into two paragraphs and changed the language to "The program owner achieves and maintains the Step Up To Quality Professional Development Certificate each biennium." and; "All child care staff achieve and maintain the Step Up to Quality Professional Development Certificate each biennium."

FCC – Changes to One Star Rating:

- Learning and Development/Interaction and Environment – IE 1
Changed "obtains" to "selects" the Family Child Care Environment Rating Scale (FCCERS-R) or approved self-assessment tools.
- Staff Qualifications and Professional Development/Staff Education
– SE 1 Removed points and listed just Career Pathways Level (CPL) 1 to align with the new CPL Model.

FCC – Changes to One and Two-Star Ratings:

- Staff Qualifications and Professional Development/Staff Education
– SE 1

Removed high school diploma or general education development (GED) for program owner as this is a requirement for licensure.

FCC – Changes to Two- to Five-Star Ratings:

- Staff Qualifications and Professional Development/Staff Education
– SE 1 Removed points and listed CPL 2 to align with the new CPL Model.

FCC - Changes to Three- and Four/Five-Star Ratings:

- Staff Qualifications and Professional Development/Staff Education
– SE 1 The types of approved degrees were consolidated for early childhood education and school-age teachers and are now defined in to rule 5101:2-17-01.

Rule 5101:2-17-02 "Step Up To Quality (SUTQ): eligibility for registration" outlines the eligibility requirements for SUTQ. This rule has been amended to make the following changes:

- Added the program must ensure that staff roles, schedules and hires dates are linked to the program and maintained in the OPR.
- Clarified language on serious risk non-compliances.
- Removed day camps, in-home aides, and border state child care providers as unable to register for SUTQ since they are not licensed by ODJFS and registration is already limited to licensed programs.
- Removed the restriction prohibiting programs from registering for SUTQ within the first six months of the provisional period. This will allow programs to register for SUTQ at any time once licensed.
- Added requirement that children be enrolled and attending the program at time of the on-site verification visit.
- Removed the requirement that SUTQ standards cannot be met by violating a licensing rule.
- Added documentation cannot be falsified to meet the standards.
- Removed the requirement to wait six months before beginning a registration if the rating was discontinued or not renewed.

Rule 5101:2-17-03 "Step Up To Quality (SUTQ): desk reviews, onsite verification visits and star rating awards" outlines the process for completing the desk reviews, onsite verification visits and the star rating process. This rule has been amended to make the following changes:

- Clarified language on rating effective dates, including allowing a program to have a rating become effective during its provisional period.
- Replaced "immediately" with "expedited" for programs with multiple rated programs.
- Indicated that the rating will continue if the provider changes location or changes provider type for family child care.
- Added a rating is immediately discontinued if program fails to register by day two hundred seventy.
- Removed the requirement to wait six months before beginning a registration if the rating was discontinued.
- Added a reference to the county agency since the agencies will be responsible for one and two-star rated family child care programs.
- Clarified language for marketing materials.

Rule 5101:2-17-04 "Step Up To Quality (SUTQ): changes, renewals, removals or requests to withdraw a SUTQ rating" outlines the process for changes, renewals, removals or requests to withdraw a SUTQ rating. This rule has been amended to make the following changes:

- Removed the requirement to wait six months before beginning a registration if the rating was discontinued or withdrawn.
- Changed the accumulation of points from eighteen to twenty-four.
- Added the look back period only includes points accumulated in inspections completed after the reduction or removal.
- Added a reference to the county agency since the agencies will be responsible for one and two-star rated family child care programs.

Rule 5101:2-17-05 "Step Up To Quality (SUTQ): request for review" outlines the requirements for programs to request a review for SUTQ rating decisions. This rule has been amended to make the following changes:

- Clarified that a request can be made to review a rating decision.
- Included that a program can request a review of the rating decision as of the date of the letter indicating the removal or reduction of the star rating and to clarify language.

Rule 5101:2-17-06 "Step Up To Quality (SUTQ): County Agency Responsibilities" outlines the requirements of the county agency for SUTQ. This rule has been amended to update the county agency responsibilities.

If you have any questions, please contact the Child Care Policy Help Desk at 1-877-302-2347, option 4.

CCMTL 143 (Chapter 5101:2-15 Five Year Review: Child Care Resource and Referral Agencies and Child Care Advisory Council)

Child Care Manual Transmittal Letter No. 143

August 15, 2018

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Chapter 5101:2-15 Five Year Review: Child Care Resource and Referral Agencies and Child Care Advisory Council

Background:

Ohio Revised Code (ORC) requires the Ohio Department of Job and Family Services to promulgate rules for Child Care Resource and Referral Services and the Child Care Advisory Council, Chapter 5101:2-15 of the Ohio Administrative Code. In addition, the ORC requires that all rules be reviewed once every five years. The Office of Family Assistance has amended these rules as a result of the five-year review. All have been filed as new rules as a result of the question and answer formatting change. These rules will be effective September 2, 2018.

New rules:

5101:2-15-01 "Service Delivery Areas and Funding Formula for the Provision of Child Care Resource and Referral Services" has been amended to make minor grammatical changes.

5101:2-15-02 "Child Care Resource and Referral Service Organization Qualifications, Services and Technical Assistance" has been amended to change all references to "type A" and "type B" homes to "family child care." Language requiring the child care resource and referral agencies to be either best practice certified or best practice certified within twelve months from the initial grant agreement start date has been removed as it is not required by statute.

5101:2-15-03 "Child Care Advisory Council" is being amended to change all references to "type A" and "type B" homes to "family child care," and "certified type B homes" to "licensed type B homes" and to clarify voting versus non-voting members. Additional amendments include combining the purpose and responsibilities language into one paragraph and updating the name of the Department of Mental Health to the Department of Mental Health and Addiction Services. This rule was previously rule 5101:2-15-10 and has been renumbered.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMTL 142 (Rule Changes for the Implementation of a New Automated Child Care Attendance Tracking and Payment System for Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 142

December 10, 2018

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Rule Changes for the Implementation of a New Automated Child Care Attendance Tracking and Payment System for Publicly Funded Child Care

Background

In 2011, the Ohio Department of Job and Family Services (ODJFS) implemented an electronic child care system to track attendance and calculate payment to providers for the delivery of publicly funded child care (PFCC) services.

ODJFS has identified the need to enhance and improve how Ohio tracks publicly funded child care attendance and calculates payment to approved child care providers. These rules implement the new automated child care system.

New Policy

The new system no longer utilizes the Ohio Electronic Child Care (ECC) cards nor the point of service (POS) devices. Instead, a mobile application is available for use on tablets and smart phones for parents to enter attendance at the child care program.

The following rules and forms will be effective December 16, 2018.

Amended Rules:

5101:2-16-01 "Definitions for Eligibility for Publicly Funded Child Care Benefits" has been amended with the following changes:

- "Automated child care system" has been defined
- "Back Swipe Period" has been removed
- "Designee/Sponsor" has been defined
- Added border state provider to "eligible provider"
- "POS device" has been removed
- "Professional development day" has been defined
- "School child" has been amended to "School-age child"
- "School not in session" has been defined

5101:2-16-07 "County Agency Responsibilities for the Administration of Publicly Funded Child Care" has been amended with the following changes:

- The manual claim, payment after denial and payment adjustment procedures for county agencies have been removed because the county agency no longer processes them

- County agencies are required to follow procedures determined by ODJFS during the transition to the new automated child care system

5101:2-16-30 "Eligibility Requirements for Receipt of Publicly Funded Child Care Benefits" has been amended with the following changes:

- The revision dates of the PFCC applications have been updated to December 2018
- Federal work study assignment has been added to the definition of post-secondary education activities
- Post-secondary activities have been clarified
- Job skills training activities have been clarified and updated to include workforce inventory of education training (WIET) provider(s) as possible approved activity when the training provider has been approved by ODJFS
- Transitional child care has been clarified
- Protective child care has been amended to clarify that there is no income or qualifying activity requirement
- Homeless child care has been defined in a new paragraph

5101:2-16-35 "County Agency Responsibilities for Determining Eligibility for Publicly Funded Child Care Benefits" has been amended with the following changes:

- The requirement for county agencies to approve PFCC payment after denial has been removed
- References to ECC were replaced with "automated child care system"

5101:2-16-35.1 "Caretaker Eligibility Requirements to qualify for publicly funded child care benefits" has been amended with the following changes:

- References to ECC were replaced with "automated child care system"
- The requirements for lost or stolen swipe cards were removed
- The term "designee" was changed to "designee/sponsor"
- Language pertaining to the responsibilities of the designee/sponsor for the new automated child care system was clarified
- The reference to Type B assistant was removed

5101:2-16-36 "County Agency Responsibility for Annual Re-determination of Eligibility for Publicly Funded Child Care" has been amended with the following change:

- The JFS 01124 "Redetermination application for child care benefits" revision date was updated to December 2018

5101:2-16-37 "Caretaker Requirements for Annual Re-determination of Eligibility for Publicly Funded Child Care" has been amended with the following change:

- The JFS 01124 "Redetermination application for child care benefits" revision date was updated to December 2018

5101:2-16-39 "Copayment for Publicly Funded Child Care" has been amended with the following change:

- The requirement for homeless child care was clarified to waive the copayment for the family
- Cost of care for a week does not include payment to the provider when there is no tracked attendance for the week even if absent days or professional development days have been reported

5101:2-16-41 "Payment Rates and Procedures for Providers of Publicly Funded Child Care" has been amended with the following changes:

- "Provider" refers to a program licensed by the Ohio Department of Education only when the program is complying with rule 5101:2-16-43 of the Administrative Code
- The determination of the base rate for a provider was clarified
- Expired exemptions for Head Start and Early Head Start programs were removed
- Language was added to require tracked attendance in the previous twelve months prior to the payment of an absent day
- Language was added to allow programs to be reimbursed for two professional development days per fiscal year
- The requirement that the provider must notify the county agency when there has been loss of contact with the caretaker was removed from this rule
- References to substitute and emergency caregivers for Type B and IHA providers were removed
- The payment categories in appendix A were adjusted for thirty-eight counties to codify the changes implemented by Child Care Manual Procedure Letter No. 123

5101:2-16-44 "Provider Agreement for Payment of Publicly Funded Child Care" has been amended with the following changes:

- Providers must utilize the automated child care system to track attendance, including while eligibility is determined
- The requirements for submitting attendance data were added, including when caretaker approval is required and when attendance will be automatically swept for payment
- The provider may not use a caretaker's or designee/sponsor's personal identification information to track attendance
- The process for payment after denial, manual claims, adjustments for services provided prior to the effective date of this rule were updated.
- References to swipe card were removed
- References to ECC were replaced with "automated child care system"
- The process for programs to request payment for services provided prior to the effective date of the rule was clarified

5101:2-16-70 "Caretaker Improper Payments or Misuse of Publicly Funded Child Care" has been amended with the following changes:

- References to ECC were replaced with "automated child care system"

- References to the ECC swipe card were replaced with "personal identification information" of a caretaker

5101:2-16-71 "Provider Improper Payments or Misuse of Publicly Funded Child Care" has been amended with the following changes:

- References to ECC were replaced with "automated child care system"
- References to misuse of ECC swipe card were replaced with misuse of "personal identification information" of a caretaker

5101:2-16-72 "Publicly Funded Child Care Program Integrity Review" has been amended with the following changes:

- References to ECC were replaced with "automated child care system"

Revised Forms:

JFS 01121 "Early Childhood Education Eligibility Screening Tool" has been revised to clarify language on the cover sheet regarding verifications, proof of citizenship and directions for using the ODJFS child care directory.

JFS 01122 "Publicly Funded Child Care Supplemental Application" has been revised to update Section 7, Rights and Responsibilities pertaining to the use of the automated system and the personal identification of the caretaker.

JFS 01124 "Re-determination Application for Child Care Benefits" has been revised to clarify language on the cover sheet regarding verifications, proof of citizenship and directions for using the ODJFS child care directory, and to update Section 7, Rights and Responsibilities pertaining to the use of the automated system and the personal identification of the caretaker.

JFS 01138 "Application for Child Care Benefits" has been revised to clarify the language on the cover sheet regarding verifications, proof of citizenship and directions for using the ODJFS child care directory, and to update Section 7, Rights and Responsibilities pertaining to the use of the automated system and the personal identification of the caretaker.

JFS 01172 "County Agency Notice of Child Care Improper Payment Repayment Requirements for Child Care Providers" has been revised to update Section II, Your Responsibility, pertaining to the use of the automated child care system to schedule repayment for the amount owed.

Implementation:

Forms

The new versions of the forms listed above shall be completed by caretakers who apply for child care on or after the effective date of this letter. Prior versions of these forms shall be accepted until March 15, 2019.

General Attendance for Non-Early Adopter Providers:

Services provided prior to December 16, 2018

All PFCC services provided prior to December 16, 2018 should be recorded in the ECC system using the swipe card for families currently authorized to that program. Manual claims may be submitted following the requirements and process outlined in rule 5101:2-16-44 (J). ECC will be available through December 28, 2018 to back swipe attendance for services provided prior to December 16, 2018.

Services provided on or after December 16, 2018

All PFCC services provided on or after December 16, 2018 must be tracked using the new automated system and new payment processes as required in these rules. This includes services provided while an initial application for eligibility is being processed by the county agency, even if the application is ultimately denied.

Payment adjustments for services provided before December 16, 2018

Providers will follow the process outlined in rule 5101:2-16-44 (J) for payment adjustments for services provided before December 16, 2018. The request for adjustments must be sent to ODJFS within seven weeks of the provided services.

Payment adjustments for services provided after December 16, 2018

Providers will follow the process outlined in rule 5101:2-16-44 (H) for payment adjustments to submit adjustments in the automated child care system.

Changes in Authorization between December 13 and December 16, 2018

Providers will follow the process outlined in rule 5101:2-16-44 (J) for payment adjustments for services provided before December 16, 2018.

New applicants

Applications submitted before December 14, 2018 with eligibility approved after December 14, 2018

Caretakers will utilize the new automated system and new payment processes as required in these rules for all services provided on or after December 16, 2018. Providers will submit manual claims using the process outlined in rule 5101:2-16-44 (J) for all services provided prior to December 16, 2018.

Applications submitted before December 16, 2018 with eligibility denied after December 16, 2018

Caretakers will utilize the new automated system and new payment processes as required in these rules for all services provided on or after December 16, 2018. Providers will submit the JFS 01211 "Request for Payment of Publicly Funded Child Care Services Provided for a Denial of Application" to request payment for services provided prior to December 16, 2018.

Swipe Cards

Mailing of swipe cards

Caretakers whose initial eligibility is determined after December 2, 2018 will not be mailed swipe cards. Providers will be able to submit manual claims for services provided before December 16, 2018 using the process outlined in rule 5101:2-16-44 (J).

Lost swipe cards:

Cards reported lost after December 2, 2018 will not be replaced. Providers will be able to submit manual claims for services provided before December 16, 2018 using the process outlined in rule 5101:2-16-44 (J).

New Providers

Providers that signed a provider agreement on or after November 4, 2018 and providers that have their first child authorized to them on or after November 4, 2018 will not receive POS devices. These providers will be sent a tablet for the new child care automated system. All parents authorized to those providers will use the new child care automated system and these new rules to record all attendance.

County Processing of Manual Claims and Adjustments**Manual claims:**

County agencies will be able to process manual claims for services prior to December 16, 2018 until December 28, 2018. After December 28, 2018, county agencies will no longer have access to that functionality in ECC. All manual claims not entered into ECC by close of business on December 28, 2018 must be sent to the ODJFS at child_care_adjustment@jfs.ohio.gov for processing in TAP.

Adjustments for providers with current provider agreements:

If the county agency identifies a needed adjustment for a provider because of county error pursuant to rule 5101:2-16-71 and the provider has a current provider agreement, the county will calculate the overpayment, send the JFS 01172 to the child care provider and then notify ODJFS at child_care_adjustment@jfs.ohio.gov for processing in TAP.

Adjustments for providers without current provider agreements:

If the county agency identifies a needed adjustment for a provider because of county error pursuant to rule 5101:2-16-71 and the provider does not have a current provider agreement, the county agency will calculate the overpayment and then notify ODJFS at child_care_adjustment@jfs.ohio.gov.

The following website will be updated regularly with information about TAP:
www.ohiocctap.info

If you have questions, please contact the Child Care Policy Help Desk at 1-877-302-2347, option 4 or CHILDCAREPOLICY@jfs.ohio.gov.

CCMTL 141 (Approval for ODE Programs to Provide Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 141

October 16, 2017

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Approval for ODE Programs to Provide Publicly Funded Child Care

Background:

The Child Care Development Block Grant Act of 2014 (CCDBG) requires that all providers of publicly funded child care (PFCC) meet health and safety requirements including new background check requirements. Because Ohio Department of Education (ODE) programs are able to sign an agreement to provide PFCC and receive reimbursement from the Ohio Department of Job and Family Services (ODJFS) for services provided, they must also meet these requirements.

New rule:

Rule 5101:2-16-43 "Approval for Ohio Department of Education (ODE) Programs to Provide Publicly Funded Child Care" is a new rule which outlines the process the ODE programs will follow prior to entering in to a provider agreement with ODJFS to provide PFCC. This rule also requires the ODE program to follow the ODJFS process for background checks pursuant to rule 5101:2-12-09 of the Administrative Code and to meet all requirements of CCDBG.

New form:

JFS 01140 (10/2017) "Request to Provide Publicly Funded Child Care for Ohio Department of Education Programs" is a new form that will be used by ODE programs to request approval from ODJFS to provide publicly funded child care.

Implementation:

All ODE programs that want to become approved to provide PFCC on or after October 29, 2017, shall comply with the new requirements.

ODE programs with a signed provider agreement with ODJFS to provide PFCC prior to the effective date of the rule will be required to submit the JFS 01140 "Request to Provide Publicly Funded Child Care for Ohio Department of Education Programs" and shall ensure that all staff have submitted the JFS 01175 "Request for Background Check for Child Care" and fingerprints, no later than January 1, 2018.

ODE programs that do not have a signed provider agreement prior to the effective date of this rule shall follow all of the requirements of the rule prior to signing an agreement.

CCMTL 140 (Eligibility and Application Changes for Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 140

September 18, 2017

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Eligibility and Application Changes for Publicly Funded Child Care

Background:

These rules contain changes to implement the Child Care Development Block Grant (CCDBG) Act of 2014, caretaker communication and outreach improvement. The Code of Federal Regulation Section 45 Part 98.33 requires that families applying for publicly funded child care receive consumer information regarding services available to their children. These rules refer to the forms needed for the determination of eligibility for publicly funded child care. Changes are being made to list all forms needed for eligibility determination in rule 5101:2-16-30 of the Administrative Code and to reference this rule in subsequent rules.

Additionally, ODJFS is preparing to deploy the first phase of the child care online application, and these changes align to the online application.

The following rules have been amended:

Rule 5101:2-16-07 "County agency responsibilities for the administration of publicly funded child care" has been amended to remove reference to the JFS 01138 "Application for Child Care Benefits;" the JFS 01121 "Early Childhood Education Eligibility Screening Tool" and the JFS 01122 "Publicly Funded Child Care Supplemental Application" and instead reference rule 5101:2-16-30 for the description of the application process. Language has also been added stating that county agencies may designate an agency computer to assist applicants in submitting an online application.

Rule 5101:2-16-30 "Eligibility requirements for receipt of publicly funded child care benefits" has been amended to:

- Update the revision date of the JFS 01138; the JFS 01121 and the JFS 01122 and to add language defining the application process for publicly funded child care;
- Update paid employment to include maternity leave, leave taken in accordance to FMLA and short term disability;
- Clarify that eligibility shall continue for a previously determined eligible child after a child turns age 13, through the end of the current eligibility period and that eligibility shall continue for a special needs child after a child turns 18, through the end of the current eligibility period;

- Amend language to clarify that the category of authorization shall be maintained for the entire eligibility period unless a change is verified to require an increase;
- Amend language to allow a thirteen week activity gap to occur more than once in a twelve month period.

Rule 5101:2-16-34 "Income eligibility requirements for publicly funded child care benefits" has been amended to remove references to the JFS 01138, the JFS 01121 and the JFS 01122 as ways to apply for child care benefits and instead reference rule 5101:2-16-30 for the description of the application process.

Rule 5101:2-16-35 "County agency responsibilities for determining eligibility for publicly funded child care benefits" has been amended to remove references to the JFS 01138, the JFS 01121 and the JFS 01122 as ways to apply for child care benefits and instead reference rule 5101:2-16-30 for the description of the application process.

Rule 5101:2-16-35.1 "Caretaker eligibility requirements to qualify for publicly funded child care benefits" has been amended to remove references to the JFS 01138, the JFS 01121 and the JFS 01122 as ways to apply for child care benefits and instead reference rule 5101:2-16-30 for the description of the application process.

Rule 5101:2-16-36 "County agency responsibility for annual re-determination of eligibility for publicly funded child care" has been amended to update the revision date of the JFS 01124 "Redetermination Application for Child Care Benefits."

Rule 5101:2-16-37 "Caretaker requirements for annual re-determination of eligibility for publicly funded child care" has been amended to update the revision date of the JFS 01124.

Rule 5101:2-16-39 "Copayment for publicly funded child care benefits" has been amended to remove the provision that a copayment can increase at the end of the continuation of eligibility after a loss of activity.

The following forms have been revised:

JFS 01121 "Early Childhood Education Eligibility Screening Tool" has been revised to provide a consumer education information statement for applicants and clarify instructions.

JFS 01122 "Publicly Funded Child Care Supplemental Application" has been revised to incorporate changes that clarify information needed for the determination of eligibility including adding a field to capture a cell phone number and permission to text that number.

JFS 01124 "Re-determination Application for Child Care Benefits" has been revised to include detailed instructions on a cover sheet to provide consumer education information which meets the requirements of the Child Care Development Block Grant and incorporate changes that clarify information needed for the determination of eligibility including adding a field to capture the ability to text a cell phone number.

JFS 01138 "Application for Child Care Benefits" has been revised to incorporate changes that clarify information needed for the determination of eligibility including

adding a field to capture a cell phone number and permission to text that number and to provide a consumer education statement for applicants on the cover sheet.

Implementation:

The new versions of the forms listed above shall be completed by caretakers who apply for child care on or after the effective date of this letter. Prior versions of these forms shall be accepted until November 15, 2017.

CCMTL 139 (5101:2-16-44 and 5101:2-16-71 Rules)

Child Care Manual Transmittal Letter No. 139

June 8, 2017

TO: All Clearance Reviewers
FROM: Cynthia C. Dungey, Director
SUBJECT: 5101:2-16-44 Child Care Provider Agreement and 5101:2-16-71 Provider Improper Payment Rules

Background:

The Office of Family Assistance works closely with the Office of Fiscal and Monitoring Services to clarify the program integrity process for child care.

The following rules and forms will be effective July 9, 2017.

Amended rules:

Rule [5101:2-16-44](#) "Provider agreement for payment of publicly funded child care" has been amended to update the revision date of the JFS 01292 (Rev. 12/2016) "Publicly Funded Child Care Request for Ohio ECC Payment Adjustment" and to remove the paragraph for payment procedures for border state child care providers.

Rule [5101:2-16-71](#) "Provider improper payments or misuse of publicly funded child care" has been amended to clarify language for the misuse of publicly funded child care and to clarify provider fraud language.

Revised forms:

[JFS 01292](#) (Rev. 07/2017) "Publicly Funded Child Care Request for Ohio ECC Payment Adjustment" has been revised to add School Day/Days Out to the reasons for requesting an adjustment and to replace the list of accrediting bodies with "ODJFS approved accrediting body."

[JFS 01292 - I](#) (Rev. 07/2017) "Instructions for Completing the JFS 01292, Publicly Funded Child Care Request for Ohio ECC Payment" has been revised to clarify submission instructions and to correspond with current and previous revisions to the JFS 01292. These revisions include adding School Day/Days Out to the reasons for requesting an adjustment, and updating the enhanced payment percentages for each star-rating.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMTL 138 (Publicly Funded Child Care Payment Rates and Calculated Family Copayments)

Child Care Manual Transmittal Letter No. 138

December 22, 2016

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Publicly Funded Child Care Payment Rates and Calculated Family Copayments

Background:

The Ohio Department of Job and Family Services (ODJFS) assesses a weekly copayment for families utilizing publicly funded child care. This copayment is based on family size and gross monthly income.

In spring 2016, the ODJFS amended rule 5101:2-16-41 of the Administrative Code to clarify policy regarding publicly funded child care payments for services during the hours a child is covered under another funded program. This rule was effective June 26, 2016.

On June 22, 2016, policy clarification was issued delaying the enforcement of paragraph (E) of rule 5101:2-16-41 of the Administrative Code.

On August 30, 2016, the ODJFS announced an increase in base rates for all Step Up To Quality (SUTQ) providers and an increased enhanced payment rate for 3, 4, and 5-star rated providers. These changes were effective September 4, 2016.

On September 14, 2016, ODJFS issued clarification stating Head Start and Early Head Start grantees may be exempt from meeting the requirements in paragraph (E) of rule 5101:2-16-41 of the Administrative Code until the start of the 2017/2018 program year.

The following rules have been amended and will be effective December 31, 2016:

Rule [5101:2-16-39](#) "Copayment for publicly funded child care benefits" has been amended to clarify the calculation of the family's copayment. No changes to copayments will be realized by families. This revision ensures the rule and the system align.

Rule [5101:2-16-41](#) "Payment rates and procedures for providers of publicly funded child care" has been amended to implement the Step Up To Quality (SUTQ) payment enhancements that were effective September 4, 2016. Language has also been added to clarify the prohibiting of payment for publicly funded child care services during the hours a child is in care in another federal or state funded program (i.e. Head Start, Early Head Start and the Early Childhood Education Program). In addition, the rule outlines the delayed transition policy and the requirements that must be met to take advantage of the delay (see Child Care Manual Procedure Letter #107.)

Appendix A "Payment rates for providers of publicly funded child care" has been amended to include additional categories D, E and F that show a four percent increase for providers with a SUTQ rating.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMTL 137 (Amended Rules for Step Up To Quality)

Child Care Manual Transmittal Letter No. 137

December 21, 2016

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Amended Rules for Step Up To Quality

Background:

The Ohio Department of Job and Family Services continues to improve Step Up To Quality (SUTQ) by better defining rules and processes and creating efficiencies in the program and for providers. This revision of the SUTQ rules is a result of changes made to the child care licensing rules.

Work has been completed that eliminates duplicative processes, merges job functions, and strengthens consistency in SUTQ.

Additionally, further changes to streamline the star rating processes, add new progressive sanctions, increase non-compliance points, and merge child care licensing and SUTQ inspections will broaden the goal for continuous quality improvement.

The following rules have been amended and will be effective December 31, 2016:

Rule [5101:2-17-01](#) "Step Up To Quality (SUTQ): program standards" has been amended to update licensing references for the definitions.

Rule [5101:2-17-02](#) "Step Up To Quality (SUTQ): eligibility for registration" has been amended to update the licensing references for the rules and appendices, add new progressive sanctions, and to increase the points for moderate and serious risk non-compliances. The appendices to this rule are being rescinded since they will now be in rules 5101:2-12-03 and 5101:2-13-03 of the Administrative Code.

Rule [5101:2-17-03](#) "Step Up To Quality (SUTQ): desk reviews, verification visits and star rating awards" has been amended to create a process for reinstating programs in temporary closure status.

Rule [5101:2-17-04](#) "Step Up To Quality (SUTQ): changes, renewals, removals or requests to withdraw a SUTQ rating" has been amended to update the licensing references for the rules and appendices, add new progressive sanctions, update the points for moderate and serious risk non-compliances, and to create a removal process for programs in temporary closure status.

Rule [5101:2-17-05](#) "Step Up To Quality (SUTQ): request for review" has been amended to update language, remove the appeal of a lesser rating at desk review, and to add a new review form.

Implementation:

Moderate risk non-compliance points have been added as progressive sanctions.

A star rating for ODJFS programs may be reduced or removed with an accumulation of eighteen moderate or serious risk non-compliance points within the previous twelve months.

Programs in temporary closure status will follow new procedures for removals and reinstatements.

A program's star rating may be reduced to the appropriate rating based on information provided in the annual report.

The new form:

JFS 01155 "Request for Review for Licensing and Step Up to Quality (SUTQ)" is a new form used to request a review of a SUTQ denial, star rating award, and removals or reductions.

The rescinded form:

JFS 01563 "Request for Review for Step Up to Quality"

CCMTL 136 (Amended Rules for Step Up To Quality)

Child Care Manual Transmittal Letter No. 136

June 22, 2016

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Amended Rules for Step Up To Quality

Background:

The Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) continue to identify areas to strengthen efficiency and consistency in the Step Up To Quality (SUTQ) program.

As the levels of star ratings have increased from three to five stars, so has the need for programs to achieve higher levels of quality. Additional registration requirements, higher serious risk non-compliance points, a new model for tracking professional development, and further requirements for two-star ratings have been determined necessary for continuous quality improvement.

The following rules have been amended and will be effective June 26, 2016:

Rule [5101:2-17-01](#) "Step Up To Quality (SUTQ): program standards" has been amended to create new appendices for the program standards. The appendices will now be specific to star rating and program type. Beginning in July 2016, ODJFS and ODE will begin tracking professional development in an aligned manner. The new model, called the Step Up To Quality Professional Development Certificate, will standardize professional development for early childhood programs, administrators, lead teachers, and assistant teachers (professionals). All professionals in a SUTQ program are required to have twenty hours of Ohio Approved Professional Development every biennium. The biennium begins July 1st of the odd years and runs through June 30th of the following year (example: July 1, 2015-June 30, 2017). For the first biennium only, the requirement will be ten hours. Early childhood programs will be reviewed at the end of each biennium starting in July 2017. Any program not meeting the professional development requirement will have its rating reduced pursuant to rule 5101:2-17-04.

Rule [5101:2-17-02](#) "Step Up To Quality (SUTQ): eligibility for registration" has been amended to update registration requirements for suspended or temporarily closed programs and to update the points for serious risk non compliances.

Rule [5101:2-17-03](#) "Step Up To Quality (SUTQ): desk reviews, verification visits and star rating awards" has been amended to update the two-star rating requirements. Two-star rated programs are required to apply for another rating between one hundred eighty days and two hundred seventy days after the two-star rating effective date.

If a program fails to register, the star rating will be removed. A program may only be awarded a two-star rating once every four years, from the end date of the two-star rating.

Rule [5101:2-17-04](#) "Step Up To Quality (SUTQ): changes, renewals, removals or requests to withdraw a SUTQ rating" has been amended to update the criteria for removals and reductions.

Rule [5101:2-17-06](#) "Step Up To Quality (SUTQ): county agency responsibilities" has been amended to add Type A home providers.

Implementation:

Early childhood professionals shall have at least ten hours of professional development by the first biennium ending on June 30, 2017. Twenty hours are required at each subsequent biennium.

Programs currently rated as a two-star rated program must register for another rating between December 23, 2016 and March 22, 2017. If the program fails to register for another rating or is unable to be awarded the higher rating, the rating will be ended on March 22, 2017. Additional details are available in the provider communication dated May 6, 2016 and available at <http://ifs.ohio.gov/cdc/Provider-Communications.stm>.

Programs awarded a two-star rating with an effective date after June 26, 2016 will follow the requirements set forth in the amended rule.

CCMTL 135 (Amended Rules for Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 135

June 22, 2016

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Amended Rules for Publicly Funded Child Care

Background:

These rules contain changes as a result of Section 263.20 (TEMP) of Amended Substitute House Bill 64 of the 131st General Assembly and the Child Care Development Block Grant (CCDBG) Act of 2014. Section 263.20 (TEMP) requires that the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) establish an aligned application process for publicly funded child care (PFCC) and the Early Childhood Education (ECE) Program.

The CCDBG Act of 2014 requires that families with more than one million dollars in assets not be eligible for PFCC.

The following rules and forms will be effective June 26, 2016:

Rule [5101:2-16-07](#) "County agency responsibilities for the administration of publicly funded child care" has been amended to update the revision date of the JFS 01138 "Application for Child Care Benefits;" and to include the JFS 01121 "Early Childhood Education Eligibility Screening Tool" and the JFS 01122 "Publicly Funded Child Care Supplemental Application" as ways to apply for child care benefits.

Rule [5101:2-16-30](#) "Eligibility requirements for receipt of publicly funded child care benefits" has been amended to update the revision date of the JFS 01138; to include the JFS 01121 and the JFS 01122 as alternate ways to apply for child care benefits; and to add the requirement that families with more than 1 million dollars in assets are not eligible for PFCC.

Rule [5101:2-16-34](#) "Income eligibility requirements for publicly funded child care benefits" has been amended to update the revision date of the JFS 01138 and to include the JFS 01121 and the JFS 01122 as ways to apply for child care benefits.

Rule [5101:2-16-35](#) "County agency responsibilities for determining eligibility for publicly funded child care" has been amended to update the revision date of the JFS 01138; and to include the JFS 01121 and the JFS 01122 as ways to apply for child care benefits.

Rule [5101:2-16-35.1](#) "Caretaker eligibility requirements to qualify for publicly funded child care benefits" has been amended to update the revision date of the JFS 01138; and to include the JFS 01121 and the JFS 01122 as ways to apply for child care benefits.

Rule [5101:2-16-36](#) "County agency responsibility for annual redetermination of eligibility for publicly funded child care" has been amended to update the revision date of the JFS 01124 "Redetermination Application for Child Care Benefits."

Rule [5101:2-16-37](#) "Caretaker requirements for annual redetermination of eligibility for publicly funded child care" has been amended to update the revision date of the JFS 01124.

Rule [5101:2-16-41](#) "Payment rates and procedures for providers of publicly funded child care" has been amended to remove specific accrediting bodies providers may use to get an increase in payments; to add that all accrediting bodies will be approved by ODJFS; and to adjust the Step Up To Quality payment enhancements. Language has been added to prohibit payment for child care services during the hours a child is in care in another funded program. A list of approved accrediting bodies will be available at <http://jfs.ohio.gov/cdc/childcare.stm>

Appendix A "Payment rates for providers of publicly funded child care" has been amended to combine payment categories A, B, C and D into one category; and to remove limited agency inspected Type B homes and limited parent/provider inspected Type B homes, as those program types were eliminated on January 1, 2014.

[JFS 01121](#) "Early Childhood Education Eligibility Screening Tool" has been developed as a joint application for ECE and PFCC benefits.

[JFS 01122](#) "Publicly Funded Child Care Supplemental Application" has been developed to supplement the JFS 01121 for publicly funded child care applications.

[JFS 01138](#) "Application for Child Care Benefits" has been revised to add the requirement that families with more than one million dollars in assets are not eligible for PFCC.

[JFS 01124](#) "Re-determination Application for Child Care Benefits" has been revised to add the requirement that families with more than one million dollars in assets are not eligible for PFCC.

Implementation:

The new version of the JFS 01138 (rev.6/2016) or both the JFS 01121 and the JFS 01122 shall be completed by caretakers applying for publicly funded child care benefits on or after the date of this letter. Either version of the JFS 01138 (2/2015 or 6/2016) shall be accepted until Sept. 30, 2016.

County agencies shall deny any applicant who reports over one million dollars in assets. The new question shall be asked for all initial applications and at redetermination of eligibility for all caretakers.

CCMTL 134 (SUTQ Instructional Time and Rating Determination)

Child Care Manual Transmittal Letter No. 134

September 30, 2015

TO: All Child Care Center Manual Holders

FROM: Cynthia C. Dungey, Director

SUBJECT: Step Up To Quality (SUTQ) Instructional Time and Rating Determination

Background:

Amended Substitute House Bill 64 of the 131st General Assembly created section 5104.015 (Y) and section 5104.017 (CC) of the Ohio Revised Code, which sets forth minimum requirements for instructional time for child care providers through the Step Up To Quality (SUTQ) tiered rating system. Additional revisions are also included to improve clarity.

New Policy:

The following rules will be effective September 28, 2015:

5101:2-17-01 "Step Up To Quality (SUTQ): program standards" is being amended to update the standards for family child care homes and programs to include minimum instructional time requirements and to include the early learning assessment timelines.

5101:2-17-03 "Step Up To Quality (SUTQ): desk reviews, verification visits and star rating awards" is being amended to clarify language pertaining to the determination of a program's rating.

5101:2-17-05 "Step Up To Quality (SUTQ): request for reviews" is being amended to change the appeal process for SUTQ to a review.

JFS 01563 (rev. 9/2015) "Request for Review for Step Up To Quality (SUTQ)" has been revised to change the word appeal to request for review.

CCMTL 133 (Implementation of Am. HB 64 of the 131st General Assembly for Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 133

September 30, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Implementation of Am. HB 64 of the 131st General Assembly for Publicly Funded Child Care

Background:

Amended Substitute House Bill 64 of the 131st General Assembly creates new requirements for publicly funded child care (PFCC). It requires the Ohio Department of Job and Family Services (ODJFS) to increase the initial eligibility requirements to 130% of the Federal Poverty Level (FPL) and to also increase the maximum income level for families to continue to receive publicly funded child care to 300% of the FPL. The bill also waives the family copayment for a caretaker with income at or below 100% of the FPL.

The following amended rules are effective September 28, 2015:

Rule [5101:2-16-01](#) "Definitions for eligibility for publicly funded child care benefits" has been amended to include redefining the "eligibility period" for child care to extend an eligibility to the Saturday after the last day of the twelfth month of eligibility and to define "temporary absence" for a caretaker.

Rule [5101:2-16-07](#) "County agency responsibilities for the administration of publicly funded child care" has been amended to move paragraph (B) to clarify the agency's role in the recruitment of child care providers; to change the rule reference in paragraph (C)(4)(a) and to update the reference to the Child Care and Development Block Grant Act in paragraph (I).

Rule [5101:2-16-30](#) "Eligibility requirements for receipt of publicly funded child care benefits" has been amended to include increasing the initial and on-going income eligibility requirements; to define when an absent caretaker is included or excluded from eligibility determination; to clarify sleep time; to eliminate the receipt of medical assistance as verification for citizenship; and to clarify when child care can be reinstated after termination.

Rule [5101:2-16-34](#) "Income eligibility requirements for publicly funded child care benefits" has been amended to include allowing a fifty percent disregard of self-employment income in lieu of subtracting business related expenses from the self-employed individual's gross receipts; to drop all cents reported with earned and unearned income when calculating a family's gross monthly income; and to clarify when income is included in the determination of eligibility when a caretaker is temporarily absent from the home.

Rule [5101:2-16-35](#) "County agency responsibilities for determining eligibility for publicly funded child care benefits" has been amended to add a reference to paragraph (D) of rule 5101:2-16-35.1; to clarify the eligibility period; and to remove the requirements that a county agency shall provide the caretaker with documentation when the documentation is system generated.

Rule [5101:2-16-35.1](#) "Caretaker eligibility requirements to qualify for publicly funded child care benefits" has been amended to further define what a caretaker needs to complete on the JFS 01138 "Application for Child Care Benefits;" to limit a child's authorization to one provider per week and to clarify when a replacement swipe card must be requested after it has been lost or stolen.

Rule [5101:2-16-36](#) "County agency responsibility for annual re-determination of eligibility for publicly funded child care" has been amended to remove paragraph (A) which outlined the transition to a new redetermination process and to clarify the county agency's responsibilities in the re-determination process.

Rule [5101:2-16-37](#) "Caretaker requirements for annual re-determination of eligibility for publicly funded child care" has been amended to remove paragraph (A) which outlined the transition to a new redetermination process.

Rule [5101:2-16-39](#) "Copayment for publicly funded child care benefits" has been amended to include waiving a copayment for families who have a monthly income at or below one-hundred percent of the FPL and the process for distributing a calculated whole dollar weekly copayment among authorizations.

Implementation:

County agencies must use the new monthly income eligibility standards for all child care applications, redeterminations and case updates processed on or after September 28, 2015.

Caretakers and providers will be notified that the copayment changes made on September 28, 2015 will become effective for service week beginning October 4, 2015.

A child shall be limited to one provider per week for all new applications, case updates and redeterminations processed on or after September 28, 2015.

CCMTL 131 (Child Care Program Integrity)

Child Care Manual Transmittal Letter No. 131

August 13, 2015

TO: All Child Care Manual Holders

FROM: Cynthia C. Dungey, Director

SUBJECT: Child Care Program Integrity

Background:

The Ohio Department of Job and Family Services (ODJFS) began issuing payments to child care providers in April 2010. In May 2014, program integrity rules were updated to clarify the repayment process for providers and caretakers.

The JFS 01140 "Temporary Voucher for Publicly Funded Child Care" was utilized when an eligible caretaker had not chosen a child care provider and needed to access care before a chosen provider was authorized.

New Policy:

The Office of Family Assistance has been working closely with the Office of Fiscal and Monitoring Services to further clarify the program integrity process for child care. Also, summer school age payment rates have been defined with an effective beginning and ending date to support summer school age payments to providers.

The following rules and forms will be effective August 10, 2015.

The following rule has been amended:

Rule [5101:2-16-44](#) "Provider agreement for payment of publicly funded child care" is being amended to identify the responsibility of the child care provider to collect an identified copayment and to add suspension language for a provider agreement.

The following rule has been rescinded:

Rule [5101:2-16-55](#) "Use of the JFS 01140 "Temporary Voucher for Publicly Funded Child Care" is being rescinded because the temporary voucher is no longer an option. Selection of a provider is now a condition of eligibility determination.

The following rule is new:

Rule [5101:2-16-70](#) "Caretaker improper payments or misuse of publicly funded child care" defines improper child care payments and misuse of Ohio Electronic Child Care for caretakers.

The following rules have been rescinded and replaced as new:

Rule [5101:2-16-71](#) "Provider improper payments or misuse of publicly funded child care" sets forth the process for the determination of improper payments for providers.

Rule [5101:2-16-72](#) "Publicly funded child care program integrity review" sets forth the process for caretakers and providers to cooperate with ODJFS for any records review.

The following form has been revised:

[JFS 01172](#) "County agency notice of child care improper payment repayment requirements for child care providers" has been revised to clarify the monthly repayment agreement.

The following forms have been made obsolete:

JFS 01140 "Temporary Voucher for Publicly Funded Child Care Services."

JFS 01173 "State Notice of Child Care Overpayment and Repayment Requirements for Child Care Providers."

CCMTL 130 (Child Care Definitions and School-Age Time Frames)

Child Care Manual Transmittal Letter No. 130

July 7, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Child Care Definitions and School-age time frames

Background:

The Ohio Department of Job and Family Services (ODJFS) defines the terms used in Ohio Administrative Code for publicly funded child care. ODJFS also sets forth payment rates and procedures for providers of publicly funded child care.

New Policy:

The amended rules clarify terms used for publicly funded child care benefits and outline the time frame for payment rates for school-age child care during the school year and the summer.

The following amended rules will become effective July 10, 2015:

Rule [5101:2-16-01](#) "Definitions for eligibility for publicly funded child care benefits" is being amended to align definitions with recent language changes, to clarify that "head start program" includes early head start, and to standardize the definition of school hours.

Rule [5101:2-16-41](#) "Payment rates and procedures for providers of publicly funded child care" is being amended to align school-age payment time frames with an ODJFS defined school year and to clarify who may provide publicly funded child care.

CCMTL 129 (Amended Step Up To Quality Rules)

Child Care Manual Transmittal Letter No. 129

May 19, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Amended Step Up To Quality Rules

Background:

As the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) implement the five-star Step Up To Quality (SUTQ) program, the departments continue to identify areas to strengthen efficiency and consistency.

New Policy:

Two SUTQ rules and one form are being amended to include the policy changes detailed below. These amended rules and form will be effective May 24, 2015.

5101:2-17-03 "Step Up To Quality (SUTQ): desk reviews, verification visits and star rating awards" has been amended to clarify the process for rating a new program when the owner has other SUTQ rated programs. The amendments also include new processes for rating programs when the owner changes, the program moves to a new location or a family child care provider changes the type of provider.

5101:2-17-04 "Step Up To Quality (SUTQ): changes, renewals, removals or requests to withdraw a SUTQ rating" has been amended to clarify the process for the reduction or removal of star ratings. It has also been amended to remove duplicative language.

JFS 01556 "Request to Withdraw from Step Up To Quality" has been revised to add a field for the desired date of withdrawal.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMTL 128 (Application for Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 128

February 19, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Application for Publicly Funded Child Care

Background:

The Ohio Department of Job and Family Services (ODJFS) requires caretakers applying for publicly funded child care to submit a [JFS 01138](#) "Application for Child Care Benefits."

New Policy:

The revised JFS 01138 adds language to the Rights and Responsibility section of the form to clarify that the caretaker acknowledges that by signing the application they are agreeing to allow the county agency and/or ODJFS to share information with identified child care providers regarding the caretaker's application and eligibility for publicly funded child care.

The following amended rules and form will be effective February 22, 2015:

Rule [5101:2-16-07](#) "County agency responsibilities for the administration of publicly funded child care" is being amended to reference the revised JFS 01138.

Rule [5101:2-16-30](#) "Eligibility requirements for receipt of publicly funded child care benefits" is being amended to reference the revised JFS 01138 and include early head start as a reason for continued eligibility.

Rule [5101:2-16-34](#) "Income eligibility requirements for publicly funded child care benefits" is being amended to reference the revised JFS 01138.

[5101:2-16-35](#) "County agency responsibilities for determining eligibility for publicly funded child care benefits" is being amended to reference the revised JFS 01138.

[5101:2-16-35.1](#) "Caretaker eligibility requirements to qualify for publicly funded child care benefits" is being amended to reference the revised JFS 01138.

[JFS 01138](#) "Application for Child Care Benefits" is being revised to add language to the Rights and Responsibility section to notify a caretaker that by signing the application they are agreeing to allow the county agency and/or ODJFS to share information with identified child care providers regarding the caretaker's application and eligibility for publicly funded child care.

Implementation:

The new version of the JFS 01138 (rev. 2/2015) shall be completed by caretakers who apply for child care on or after the date of this letter. Either version of this form (1/2014 or 2/2015) shall be accepted until March 31, 2015.

CCMTL 127 (Step Up To Quality Forms)

Child Care Manual Transmittal Letter No. 127

January 27, 2015

TO: All Child Care Manual Holders

FROM: Cynthia C. Dungey, Director

SUBJECT: Step Up To Quality Forms

Background:

Voluntary registration for Step Up To Quality (SUTQ) is no longer limited to licensed child care centers or licensed Type A Home providers. Requirements for the Early Learning Challenge Grant (ELCG) include Type B Home provider participation in SUTQ. The Office of Family Assistance has revised current forms to support these changes, clarify and align language across program types and standardize key codes.

The following forms have been revised:

JFS 01509 "Continuous Improvement Plan (CIP) for Step Up To Quality (SUTQ)" has been revised to correct a typographical error.

JFS 01511 "Family Information for Step Up To Quality (SUTQ)" has been revised to align language across all forms.

JFS 01512 "Developmental Screening Instrument Summary for Step Up to Quality (SUTQ)" has been revised to combine repetitive screening questions.

JFS 01513 "Activity Plan for Step Up To Quality (SUTQ)" has been revised to update and standardize the key code.

JFS 01514 "Developmental and Educational Goals for Step Up to Quality (SUTQ)" has been revised to update the requirements for a three to five-star rated program.

JFS 01515 "Community Partner Agreement for Step Up To Quality (SUTQ)" has been revised to clarify language requiring each partner to complete a form.

JFS 01516 "Classroom Self-Assessment Tool Summary: One Through Five Star Rating for Step Up To Quality (SUTQ)" has been revised to correct a typographical error.

JFS 01518 "Classroom Self-Assessment Action Plan for Step Up To Quality (SUTQ)" has been revised to improve clarity.

JFS 01521 "Teacher Observation for Step Up To Quality (SUTQ)" has been revised to add a number range to the rating scale for each observation.

JFS 01522 "Teacher Observation Summary for Step Up To Quality (SUTQ)" has been revised to add directions for the use of the form.

The following forms have been made obsolete:

JFS 01505 "Step Up To Quality Written Policies Checklist."

JFS 01548 "Step Up To Quality Specialized Training Log."

JFS 01560 "Step Up To Quality Verification Visit Process Assessment."

JFS 01574 "Step Up To Quality Pre-Requisite Training Registry Submission Request."

JFS 01575 "Step Up To Quality Corrective Action Plan for Serious Risk Non-compliance(s)."

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMTL 126 (Annual Re-determination of Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 126

December 19, 2014

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Annual Re-determination of Publicly Funded Child Care

Background:

The Ohio Department of Job and Family Services (ODJFS) requires caretakers receiving publicly funded child care to submit a new JFS 01138 "Application for Child Care Benefits" annually for the re-determination of child care benefits. The JFS 01138 is ten pages and captures demographic information necessary to determine eligibility for child care benefits.

New Policy:

The new re-determination rules reduce the re-determination application to four pages with the caretaker verifying prepopulated information on the re-determination form and providing verification of any changes. This change lessens the burden on caretakers and better aligns the child care re-determination process with the reporting requirements of other publicly funded programs.

The following new rules are effective January 9, 2015:

Rule [5101:2-16-36](#) "County agency responsibility for annual re-determination of eligibility for publicly funded child care" is being proposed to outline the county agency's responsibility in the re-determination process and to introduce the shorter re-determination application.

Rule [5101:2-16-37](#) "Caretaker requirements for annual re-determination of eligibility for publicly funded child care" is being proposed to outline the responsibility of caretakers receiving publicly funded child care benefits.

[JFS 01124](#) "Re-determination Application for Child Care Benefits" is being created to be used for re-determination of publicly funded child care.

Implementation:

The JFS 01138 "Application for Child Care Benefits" shall only be accepted by the county agency for any re-determination of child care eligibility expiring on or before February 23, 2015. Re-determination of child care benefits expiring on or after February 24, 2015, shall be processed upon the receipt of a completed JFS 01124. The Child Care Information Data System (CCIDS) will send the JFS 01124 to all caretakers with eligibility expiring on or after February 24, 2015.

CCMTL 125 (Implementation of Am. Sub. HB 483 for Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 125

September 10, 2014

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Implementation of Am. Sub. HB 483 for Publicly Funded Child Care

Background:

Amended Substitute House Bill 483 of the 130th General Assembly creates two new requirements for publicly funded child care (PFCC). It requires the Ohio Department of Job and Family Services (ODJFS) to pay for care provided during the determination of PFCC eligibility, if a completed application with all required documentation is received, even if the application is ultimately denied. The bill also allows a caretaker to continue to receive PFCC services for up to 13 weeks after the loss of a qualifying activity.

The following amended rules and forms are effective September 14, 2014:

Rule [5101:2-16-07](#) "County agency responsibilities for the administration of publicly funded child care" has been amended to add a requirement that the county agency send a verification checklist to notify an applicant for publicly funded child care of what is needed to complete the eligibility determination.

Rule [5101:2-16-30](#) "Eligibility requirements for publicly funded child care" has been amended to allow a caretaker to continue to receive publicly funded child care for up to thirteen weeks after losing a qualifying activity.

Rule [5101:2-16-35](#) "County agency responsibilities for determining eligibility for publicly funded child care benefits" has been amended to require the county agency to notify an identified child care provider when an application for publicly funded child care has been denied. The notification will include whether or not the provider is able to seek payment for services provided to the child(ren) while the county agency determined eligibility.

Rule [5101:2-16-35.1](#) "Caretaker eligibility requirements to qualify for publicly funded child care benefits" has been amended to include a definition of a complete application as well as the criteria for when care provided to the children during the eligibility determination is eligible for payment.

Rule [5101:2-16-39](#) "Copayment for publicly funded child care" has been amended to clarify that a family's copayment will be recalculated if the caretaker has lost a qualifying activity and has qualified for up to thirteen weeks of continued benefits.

Rule [5101:2-16-44](#) "Provider agreement for payment of publicly funded child care" has been amended to notify child care providers of the process to request payment for services provided during the determination of eligibility.

[JFS 01261](#) "Publicly Funded Child Care Manual Claim for Attendance" has been revised to clarify the reasons for a manual claim to request payment for services provided.

JFS 01292 "Publicly Funded Child Care Request for Ohio ECC Payment Adjustment" has been revised to clarify the reasons for requesting adjustment to payments.

The following new forms are effective September 14, 2014:

JFS 01211 "Request for Payment of Publicly Funded Child Care Services Provided for a Denial of Application" has been developed to assist child care providers with requesting payment for services provided during the application process when an application is denied.

JFS 01205 "Provider Appeal for Services Not Eligible for Payment" has been developed to assist child care providers with appealing the denial of a request for payment for an incomplete application for publicly funded child care.

Implementation:

Effective September 14, 2014, child care providers will utilize the revised JFS 01261 and the JFS 01292 for services provided after this date.

A provider may be eligible to request reimbursement for services provided when a caretaker's application has been denied, if the child care application is received by the county agency on or after September 14, 2014.

A caretaker's eligibility for publicly funded child care may continue for up to 13 weeks after the loss of a qualifying activity, when the qualifying activity has ended on or after September 14, 2014.

CCMTL 124 (Chapter 5101:2-17 Step Up To Quality Rules to Include Type B Home Providers)

Child Care Manual Transmittal Letter No. 124

July 23, 2014

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Chapter 5101:2-17 Step Up To Quality Rules to Include Type B Home Providers

Background:

Voluntary registration for Step Up To Quality (SUTQ) will no longer be limited to licensed child care centers and licensed Type A Home providers. Grant requirements for the Early Learning Challenge Grant (ELCG) include the addition of Type B Home providers participating in SUTQ. The Office of Family Assistance has amended current rules and created one new rule contained in Chapter 5101:2-17 of the Ohio Administrative Code to implement these changes.

New Policy:

Licensed Type B Home providers may begin voluntary registration for SUTQ beginning in July 2014. In addition, owners of multiple highly rated programs may be able to be awarded a star rating at initial licensure.

The following rules have been amended and will be effective July 20, 2014:

5101:2-17-01 "Step Up To Quality (SUTQ): program standards" is has been amended to define a family child care provider as a Type A Home provider or a Type B Home provider. Appendix A has been amended to clarify language and Appendix B has been amended to include Type B Home providers.

5101:2-17-02 "Step Up To Quality (SUTQ): eligibility for registration" has been amended to include Type B Home providers as an eligible program for SUTQ, to implement serious risk non-compliances for a Type B Home provider in Appendix C and to allow programs to receive a star rating during the provisional license period if the owner of the program has other multiple highly rated programs.

5101:2-17-03 "Step Up To Quality (SUTQ): desk reviews, verification visits and star rating awards" has been amended to change the title of the rule, include Type B Home providers and to allow an owner of multiple highly rated programs to receive a rating for a new program equivalent to the lowest rating of all of their highly rated programs.

5101:2-17-04 "Step Up To Quality (SUTQ): changes, renewals, removals or requests to withdraw a SUTQ rating" has been amended to incorporate the addition of Type B Home providers and to require notification of a change in a lead teacher.

5101:2-17-05 "Step Up To Quality (SUTQ): appeals" has been amended to include Type B Home providers.

The following new rule has been adopted:

5101:2-17-06 "Step Up To Quality (SUTQ): county agency responsibility" is a new rule that outlines the requirements for the county agency to interact with ODJFS for the implementation of Type B Home provider standards in SUTQ.

The following forms have been revised:

JFS 01590 "Curriculum Standard Assessment Alignment Tool: Infants and Toddlers for Step Up to Quality" has been revised to require the use of this form for programs with self-created curricula.

JFS 01591 "Curriculum Standard Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up to Quality" has been revised to require the use of this form for programs with self-created curricula.

JFS 01593 "Curriculum Standard Assessment Alignment Tool: School Age for Step Up to Quality" has been revised to require the use of this form for programs with self-created curricula.

Implementation:

For further information on the ODJFS Type B Home provider SUTQ training and implementation schedule see Family Assistance Letter #136.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMTL 123 (Publicly Funded Child Care: Five Year Rule Review for Eligibility and Payment Rules and New Program Integrity Procedures)

Child Care Manual Transmittal Letter No. 123

May 2, 2014

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Publicly funded child care: five year rule review for eligibility and payment rules and new program integrity procedures.

Background:

The Ohio Department of Job and Family Services (ODJFS) began issuing payments to child care providers in April 2010. Although the current JFS 01151 "Notice of Child Care Overpayment" is divided into separate sections for caretakers and providers, it has historically been a source of confusion. In addition, the repayment process outlined on the form has changed.

When ODJFS began issuing payments to child care providers, it was determined that the repayment process for providers no longer matched the repayment process for caretakers. The revision of the current form and the addition of a new form will ensure a more accurate identification and collection of overpayments.

The Office of Family Assistance has amended eligibility and payment rules contained in Chapter 5101:2-16 of the Ohio Administrative Code as a part of the five year review. These rules were in clearance in January 2013 and approximately fifty comments were received. Many of those comments were incorporated into these revisions including the removal of the proposed requirement for caretaker signature on daily attendance records.

Additionally, ODJFS spent the months since clearance fine tuning the new program integrity process and the rules to support the process.

The following amended and new rules and forms will be effective May 4, 2014:

Rule [5101:2-16-01](#) "Definitions for eligibility for publicly funded child care benefits" has been amended to remove the definition of "federal poverty level" as it is defined in another rule, and to correct the Ohio administrative code citation in the definition of "head start program."

Rule [5101:2-16-07](#) "County department of job and family services (CDJFS) responsibilities for the administration of publicly funded child care" has been amended to add language requiring the CDJFS to participate and cooperate in reviews/audits regarding the administration of publicly funded child care.

Rule [5101:2-16-34](#) "Income eligibility requirements for publicly funded child care" has been amended to remove language that is duplicative regarding calculating a family's gross income, and to add language that allows the CDJFS to determine a reasonable

approved activity time allotment for the authorizations of applicants who are self-employed.

Rule [5101:2-16-35](#) "County department of job and family services responsibilities for determining eligibility for publicly funded child care benefits" has been amended to update the revision dates of two state hearing forms and to clarify reasons for denying or terminating a child care case due to the misuse of the Ohio Electronic Child Care (ECC) swipe card. Amendments also include allowing a caretaker to be the owner or owner's representative and from having their own child authorized to their center.

Rule [5101:2-16-35.1](#) "Caretaker eligibility requirements for publicly funded child care" has been amended to add language regarding authorizations ending due to nonuse, as well as reporting a change in authorization within a service week. It is also being amended to add language for possible termination of child care benefits when a caretaker does not use the Ohio ECC swipe card to record attendance. Amendments include not allowing an owner or owner's representative to have their own child (ren) authorized to their center, Type A Home provider or Type B Home provider, as well as any employee of a Type A Home provider or Type B Home provider may not have their own child (ren) authorized to the Type A Home or Type B Home where they are employed.

Rule [5101:2-16-42](#) "Payment waivers for children with special needs" has been amended to change the title, clarify language regarding the submission of requests for a special needs waiver and to revise the form.

Rule [5101:2-16-44](#) "Provider agreement for payment of publicly funded child care" is being amended to add language requiring use of the Ohio ECC swipe card and to add a new requirement for providers to maintain attendance records.

Rule [5101:2-16-71](#) "Child care improper payments" has been amended to clarify language regarding the utilization of the Ohio ECC swipe card, to update the title and revision date of the JFS 02827 "Public Assistance (PA) Quarterly Financial Statement" and to outline requirements to collect a child care improper payment.

[JFS 01151](#) "Notice of Child Care Overpayment" has been revised to change the title and remove all of the child care provider sections. It is now titled, "County Notice of Child Care Benefit Repayment Requirements for Caretakers" and includes the reason the payment was issued on behalf of the caretaker, the applicable rule reference related to the repayment, the amount of the repayment, the repayment process options, and the caretaker's state hearing rights.

[JFS 01231](#) "Request for Payment Rate for Special Needs Child Care" has been revised to change the title and clarify language to process requests for a special needs rate increase.

[JFS 01261](#) "Publicly Funded Child Care Manual Claim for Attendance" has been revised to clarify the reasons for a manual claim for attendance.

[JFS 01292](#) "Publicly Funded Child Care Request for Ohio ECC Payment Adjustment" has been revised to clarify the reasons for requesting adjustment to payments.

The following rule and forms are new:

Rule [5101:2-16-72](#) "Review requirements for publicly funded child care" is a new rule which contains the responsibilities and requirements that child care providers, caretakers, and the CDJFS must comply with during a program integrity review completed by the ODJFS. This new rule includes a form to request an appeal as a result of a review.

[JFS 01172](#) "County Notice of Child Care Overpayment and Repayment Requirements for Child Care Providers" is a new form that will be issued to child care providers when an overpayment is identified. The form includes the reason the overpayment was issued to the provider, the applicable rule reference related to the overpayment, the amount of the overpayment, the repayment process, and the provider's right to appeal.

[JFS 01173](#) "State Notice of Child Care Overpayment and Repayment Requirements for Child Care Providers" is a new form that will be issued to child care providers when an overpayment is identified by ODJFS.

[JFS 01949](#) "Request for Appeal of Suspension of Child Care Provider Agreement" is a new form to request an appeal as a result of a review by the ODJFS.

The following forms are obsolete effective May 4, 2014:

JFS 01137 "The Child Care/Healthy Start and Healthy Families Supplement"

JFS 01137-SPA "Suplemento al Cuidado de Niños/Comienzo Saludable y Familias Saludables"

JFS 01139 "Child Care Application Status and Summary"

JFS 01291 "Publicly Funded Child Care County Request for Payment Adjustment"

JFS 01291-I "Publicly Funded Child Care County Request for Payment Adjustment Instructions"

Implementation:

Rule [5101:2-16-35.1](#): Effective May 4, 2014 the county agency shall no longer authorize the children of the owner or owner's representative of a child care center, Type A Home provider or Type B Home provider, nor the children of the employees of a Type A Home or Type B Home for care at that center, Type A Home or Type B Home. The county agency shall terminate all impacted authorizations on or before June 21, 2014 and should work with impacted families to find alternate child care.

CCMTL 122 (Family Copayment Calculation Definition and Eligibility Policy Language Simplification)

Child Care Manual Transmittal Letter No. 122

February 27, 2014

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Family Copayment Calculation Definition and Eligibility Policy Language Simplification

Background:

The Office of Family Assistance has amended the publicly funded child care eligibility and copayment rules in Chapter 5101:2-16 of the Ohio Administrative Code. These rules will be effective March 2, 2014.

New Policy:

Rule [5101:2-16-30](#) "Eligibility requirements for receipt of publicly funded child care benefits" has been rescinded and replaced as new to simplify and clarify policy relating to publicly funded child care.

Rule [5101:2-16-39](#) "Copayment for publicly funded child care benefits" has been rescinded and replaced as new to simplify and clarify language and define the calculation of weekly copayments. The appendix to the rule containing the copayment chart has been removed as an appendix and will be added to the child care manual as a desk aid. A new appendix has been added to assist in the calculation of the weekly copayment.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

INSTRUCTIONS:

The following chart identifies the materials that need to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	5101:2-16-30	<u>5101:2-16-30</u>
	5101:2-16-39 Appendix A	<u>5101:2-16-39</u> Appendix A
CCM Transmittal Letters		CCMTL No. 122

CCMTL 121 (Revisions to Child Care Type B Home Provider Rules and Forms)

Child Care Manual Transmittal Letter No. 121

[Child Care Type B Home Manual Transmittal Letter No. 8](#)

January 9, 2014

TO: All Child Care Type B Home Manual Holders
All Child Care Manual Holders

FROM: Cynthia C. Dungey, Director

SUBJECT: Revisions to Child Care Type B Home Provider Rules and Forms

This letter transmits amendments to rules and forms that govern Type B Home providers.

Background:

The county departments of job and family services (CDJFS) are currently responsible for accepting and processing applications, completing compliance inspections and certifying Type B Home providers, In-Home Aides, and limited Type B Home providers.

New Policy:

Beginning January 2014, Type B Home providers will be licensed by the Ohio Department of Job and Family Services (ODJFS) and limited Type B Home providers will no longer exist. In-Home Aides will remain certified through the CDJFS. The CDJFS will still be responsible for accepting and processing applications and completing compliance inspections for Type B Home providers. The CDJFS will recommend the Type B Home provider for licensure to ODJFS.

The following rules are rescinded effective January 1, 2014:

[5101:2-14-02](#), "Application for certification as a professional type B home provider or in-home aide."

[5101:2-14-03](#), "Compliance inspection of type B home providers and in-home aides."

[5101:2-14-03.1](#), "Complaint investigation of professional and limited type B home providers and in-home aides."

[5101:2-14-04](#), "Issuance and renewal of professional certification as a type B home provider or in-home aide."

[5101:2-14-05](#), "Provider qualifications for professional certification as a type B provider or in-home aide."

[5101:2-14-06](#), "Denial, revocation and withdrawal of professional certification as a type B home provider or in-home aide."

[5101:2-14-07](#), "Fire safety for professional certification as a type B home provider or in-home aide."

[5101:2-14-08](#), "Indoor space, programming and equipment for professional certification as a type B home provider or in-home aide."

[5101:2-14-11](#), "Offenses prohibiting requirements for criminal records checks for certification as a type B professional or limited home provider or in-home aide, or as an emergency or substitute caregiver."

[5101:2-14-13](#), "Training requirements for certification as a professional type B home provider or in-home aide."

[5101:2-14-14](#), "Emergency and substitute caregiver for type B home professional providers or in-home aides."

[5101:2-14-16](#), "Group size for professional certification as a type B home provider or in-home aide."

[5101:2-14-17](#), "Outdoor play for professional certification as a type B home provider or in-home aide."

[5101:2-14-18](#), "Evening and overnight care, sleeping and napping requirements for professional certification as a type B home provider or in-home aide."

[5101:2-14-19](#), "Safe and sanitary equipment and environment for professional certification as a type B home provider or in-home aide."

[5101:2-14-20](#), "Safety and supervision of children for professional certification as a type B home provider or in-home aide."

[5101:2-14-21](#), "Transportation and field trip safety for professional certification as a type B home provider or in-home aide."

[5101:2-14-22](#), "Child guidance and management for professional certification as a type B home provider or in-home aide."

[5101:2-14-24](#), "Caretaker/provider responsibilities for professional certification as a type B home provider or in-home aide."

[5101:2-14-26](#), "Records requirements for professional certification as a type B home provider or in-home aide."

[5101:2-14-27](#), "Care of children with special needs or health conditions for professional certification as a type B home provider or in-home aide."

[5101:2-14-28](#), "Medical and dental emergency plan for professional certification as a type B home provider or in-home aide."

[5101:2-14-29](#), "First-aid supplies and procedure for professional certification as a type B home provider or in-home aide."

[5101:2-14-30](#), "Management of communicable disease for professional certification as a type B home provider or in-home aide."

[5101:2-14-31](#), "Administration of medication for professional certification as a type B home provider or in-home aide."

[5101:2-14-32](#), "Meal preparation/nutritional requirements for professional certification as a type B home provider or in-home aide."

[5101:2-14-34](#), "Infant care for professional certification as a type B home provider or in-home aide."

[5101:2-14-35](#), "Diaper care for professional certification as a type B home provider or in-home aide."

[5101:2-14-36](#), "Crib and playpen requirements for professional certification as a type B home provider or in-home aide."

[5101:2-14-37](#), "Swimming and water safety requirements for professional certification as a type B home provider or in-home aide."

[5101:2-14-40](#), "Certification appeal procedures for professional and limited type B providers and in-home aides."

[5101:2-14-55](#), "Application, and approval and renewal for limited certification as a type B home provider or in-home aide."

[5101:2-14-56](#), "Issuance and renewal of a certificate for limited certification as a type B home provider or in-home aide."

[5101:2-14-57](#), "Limited certification compliance inspection of inspection and investigation for limited certification as a type B home provider or provider or in-home aide."

[5101:2-14-58](#), "Provider qualifications and responsibilities for limited certification as a type B home provider or in-home aide."

[5101:2-14-60](#), "Denial, termination and revocation and withdrawal of limited certification as a type B home provider or in-home aide."

[5101:2-14-61](#), "County department of job and family services certification responsibilities for certified type B providers and in-home aides."

[5101:2-14-62](#), "Confidentiality involving a professional or limited certified home provider or in-home aide."

The following rule has been amended. The changes are effective January 1, 2014:

[5101:2-14-01](#), "Definitions for licensed type B home providers and certified in-homes aides" was revised by amending language under the "Type B Home" definition and deleting the following definitions:

- "Agency inspected limited certification (AI)"
- "Applicant"
- "Border state child care provider"
- "County department of job and family services"
- "County director"
- "Department"
- "Director"
- "Limited certification"

- "Parent/provider inspected limited certification (PPI)"
- "Professional certification"
- "Provider"
- "Provisional"

The following Type B Home new provider rules are effective January 1, 2014:

5101:2-14-02, "Application and issuance for a type B home provider license" sets forth the application process and required documents for becoming a licensed Type B Home provider as well as the CDJFS responsibilities.

5101:2-14-03, "Compliance inspection and complaint investigation of a licensed type B home provider" sets forth the guidelines and timeframes for inspections and investigations of the Type B Home as well as the CDJFS responsibilities.

5101:2-14-04, "Denial and revocation of a licensed type B home provider" sets forth the parameters for denying an application or revoking a Type B Home provider license as well as the CDJFS responsibilities.

5101:2-14-05, "Procedures for a licensed type B home provider operating under a provisional license" sets forth the operating requirements during the provisional license period for Type B Home providers.

5101:2-14-06, "Provider qualifications for a licensed type B home provider" sets forth the requirements to become a licensed Type B Home provider.

5101:2-14-07, "Licensed type B home requirements for criminal records checks" sets forth the requirements for who needs a criminal records check and when the records check needs to be completed as well as the rehabilitation standards for crimes.

5101:2-14-08, "Training requirements for a licensed type B home provider" sets forth the various types and hours of trainings needed to be completed by a Type B Home provider.

5101:2-14-09, "Emergency/substitute caregiver and employees for a licensed type B home provider" sets forth the requirements and qualifications for emergency/substitute caregivers and employees for the licensed Type B Home.

5101:2-14-10, "Fire safety requirements for a licensed type B home provider" sets forth fire safety requirements for the licensed Type B Home provider.

5101:2-14-11, "Indoor and outdoor space requirements for a licensed type B home provider" sets forth all safety and space requirements for the licensed Type B Home.

5101:2-14-12, "Safe equipment and environment for a licensed type B home provider" sets forth requirements for safe equipment in the licensed Type B Home.

5101:2-14-13, "Sanitary equipment and environment for a licensed type B home provider" sets forth the requirements for a sanitary environment, cleaning guidelines and a smoke free environment for the licensed Type B Home provider.

[5101:2-14-14](#), "Transportation and field trip safety for a licensed type B home provider" sets forth the required documents needed when children are transported to and from the licensed Type B Home.

[5101:2-14-15](#), "Child records requirements for a licensed type B home provider" sets forth the required documentation that shall be in each child's file in the Type B Home such as administering and proper storage of medication or documented health conditions.

[5101:2-14-16](#), "Medical, dental, first aid and communicable disease procedures for a licensed type B home provider" sets forth the procedures for treating and reporting communicable diseases, what is to be included in the provider's first aid box and procedures for caring for sick children.

[5101:2-14-17](#), "Programming and materials for a licensed type B home provider" sets forth the requirements for developmentally appropriate equipment and materials for the Type B Home.

[5101:2-14-18](#), "Group size for a licensed type B home provider" sets forth requirements for the number of children that may be in the home of the Type B Home provider at any given time.

[5101:2-14-19](#), "Sleeping and napping requirements for a licensed type B home provider" sets forth the requirements for using cribs and playpens in the Type B Home.

[5101:2-14-20](#), "Supervision of children and child guidance for a licensed type B home provider" sets forth the procedures for discipline techniques and child guidance.

[5101:2-14-21](#), "Meal preparation/nutritional requirements for a licensed type B home provider" sets forth meal and snack requirements in the Type B Home.

[5101:2-14-22](#), "Infant care and diaper care for a licensed type B home provider" sets forth the requirements for general infant care, feeding infants, storing breast milk and diaper changing.

[5101:2-14-23](#), "Swimming and water safety requirements for a licensed type B home provider" sets forth the requirements for swimming and water depth requirements at the Type B Home and at any off-site facility.

[5101:2-14-24](#), "Evening and overnight care requirements for a licensed type B home provider" sets forth the requirements for the hours of operation for evening and overnight care at the licensed Type B Home.

[5101:2-14-25](#), "County department of job and family services licensing responsibilities for type B home providers" sets forth requirements for the CDJFS regarding provider training, provider files, and information sharing when licensing a Type B Home provider.

The following In-Home Aide new rules will be effective January 1, 2014:

[5101:2-14-30](#), "Application and approval for certification as an in-home aide" sets forth the application process for becoming an In-Home Aide.

[5101:2-14-31](#), "Qualifications for certification as an in-home aide" sets forth the qualifications for becoming an In-Home Aide.

[5101:2-14-32](#), "In-Home Aide Responsibilities and Assurances" sets forth the requirements for record keeping, transportation, and general provisions for providing care in the child's own home.

[5101:2-14-33](#), "Safety requirements for in-home aides" sets forth minimal health and safety standards including smoke-free environment, fire safety, supervision and first aid for an In-Home Aide.

[5101:2-14-34](#), "County department of job and family services (CDJFS) responsibilities for the issuance and renewal for in-home aide (IHA) certification" sets forth requirements of the CDJFS for issuing and renewing In-Home Aide certificates.

[5101:2-14-35](#), "County department of job and family services (CDJFS) responsibility for compliance and complaint investigation for an in-home aide (IHA)" sets forth the requirements for inspection and complaint procedures for the In-Home Aide.

The following form is obsolete effective January 1, 2014:

JFS 01932 "Child Medical Statement Type B Homes and In-Home Aides."

The following Type B Home new provider forms are effective January 1, 2014:

[JFS 01526](#), "Complaint Investigation Receipt for Type B Home Providers and In-Home Aides" is used during an investigation by the CDJFS and is completed and given to the provider before the JFS 01921 "Complaint Disposition Report for Type B Child Care Providers and In-Home Aides" is completed.

[JFS 01527](#), "Notification of Criminal Records Check Results" is used by the CDJFS to notify the provider of the criminal records results of the provider's employee and emergency/substitute caregivers.

[JFS 01528](#), "Type B Home Provider Employee Record Chart" is used by the CDJFS to ensure that the provider's file on the provider's employee is up-to-date and accurate.

The following In-Home Aide new form will be effective January 1, 2014:

[JFS 1533](#), "In-Home Aide Inspection" is used by the CDJFS to ensure safety requirements of the In-Home Aide.

The following Type B Home provider forms have been revised effective January 1, 2014:

[JFS 01280](#), "Medical Statement for Type B Home and In-Home Aide Child Care Providers" was revised to change certification language to licensing language. The requirement for a tuberculosis (TB) test was removed as it is no longer required for providers.

[JFS 01302](#), "Request for Child Abuse and Neglect Report Information" was revised to change certification language to licensing language.

[JFS 01329](#), "Statement of Nonconviction for Type B Homes and In-Home Aides" was revised to change certification language to licensing language.

[JFS 01332](#), "Child Care Handbook for Caretakers Licensed Type B Home Providers and Certified In-Home Aides" was revised to change certification language to licensing language.

[JFS 01332-I](#), "Instructions for Completing JFS 01332 Child Care Handbook for Caretakers" was revised to change certification language to licensing language.

[JFS 01634](#), "Caretaker/Provider Agreement for Type B Homes and In-Home Aides" was revised to update the Chapter 5101:2-14 rule cites as well as to change certification language to licensing language.

[JFS 01643](#), "Application for Type B Home" was revised to change certification language to licensing language for Type B Homes and to delete the reference section of the application as references are no longer required.

[JFS 01920](#), "Emergency/Substitute Caregiver Acting as an Assistant in a Type B Child Care Home" was revised to change certification language to licensing language.

[JFS 01922](#), "Notification of Alleged Child Care Rule Noncompliance" was revised to update the Chapter 5101:2-14 rule citations as well as to change certification language to licensing language.

[JFS 01923](#), "Emergency/Substitute Caregiver Statement for Type B Home Provider" was revised to update the Chapter 5101:2-14 rule citations as well as to change certification language to licensing language.

[JFS 01926](#), "Inspection Report for Type B Home" was revised to update the Chapter 5101:2-14 rule citations as well as to change certification language to licensing language.

[JFS 01928](#), "Child Medical/Physical Care Plan for Type B Homes and In-Home Aides" was revised to update the Chapter 5101:2-14 rule citation.

[JFS 01930](#), "Sleep Position Waiver Statement for Type B Homes and In-Home Aides" was revised to update the Chapter 5101:2-14 rule citation.

[JFS 01933](#), "Liability Insurance Statement for Type A and Type B Child Care Homes" was revised to update the Chapter 5101:2-14 rule citation.

The following In-Home Aide form has been revised effective January 1, 2014:

[JFS 01642](#), "In-Home Aide Application and Assurances" was revised to remove language for limited certification.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCBM	<u>5101:2-14-01</u>	<u>5101:2-14-01</u>
	<u>5101:2-14-02</u>	<u>5101:2-14-02</u>
	<u>5101:2-14-03</u>	<u>5101:2-14-03</u>
	<u>5101:2-14-03.1</u>	<u>5101:2-14-04</u>
	<u>5101:2-14-04</u>	<u>5101:2-14-05</u>

	<u>5101:2-14-05</u>	<u>5101:2-14-06</u>
	<u>5101:2-14-06</u>	<u>5101:2-14-07</u>
	<u>5101:2-14-07</u>	<u>5101:2-14-08</u>
	<u>5101:2-14-08</u>	<u>5101:2-14-09</u>
	<u>5101:2-14-11</u>	<u>5101:2-14-10</u>
	<u>5101:2-14-13</u>	<u>5101:2-14-11</u>
	<u>5101:2-14-14</u>	<u>5101:2-14-12</u>
	<u>5101:2-14-16</u>	<u>5101:2-14-13</u>
	<u>5101:2-14-17</u>	<u>5101:2-14-14</u>
	<u>5101:2-14-18</u>	<u>5101:2-14-15</u>
	<u>5101:2-14-19</u>	<u>5101:2-14-16</u>
	<u>5101:2-14-20</u>	<u>5101:2-14-17</u>
	<u>5101:2-14-21</u>	<u>5101:2-14-18</u>
	<u>5101:2-14-22</u>	<u>5101:2-14-19</u>
	<u>5101:2-14-24</u>	<u>5101:2-14-20</u>
	<u>5101:2-14-26</u>	<u>5101:2-14-21</u>
	<u>5101:2-14-27</u>	<u>5101:2-14-22</u>
	<u>5101:2-14-28</u>	<u>5101:2-14-23</u>
	<u>5101:2-14-29</u>	<u>5101:2-14-24</u>
	<u>5101:2-14-30</u>	<u>5101:2-14-25</u>
	<u>5101:2-14-31</u>	<u>5101:2-14-30</u>
	<u>5101:2-14-32</u>	<u>5101:2-14-31</u>
	<u>5101:2-14-34</u>	<u>5101:2-14-32</u>
	<u>5101:2-14-35</u>	<u>5101:2-14-33</u>

	<u>5101:2-14-36</u>	<u>5101:2-14-34</u>
	<u>5101:2-14-37</u>	<u>5101:2-14-35</u>
	<u>5101:2-14-40</u>	
	<u>5101:2-14-55</u>	
	<u>5101:2-14-56</u>	
	<u>5101:2-14-57</u>	
	<u>5101:2-14-58</u>	
	<u>5101:2-14-60</u>	
	<u>5101:2-14-61</u>	
	<u>5101:2-14-62</u>	
CCM Appendix	JFS 01280 (rev. 8/2008)	<u>JFS 01280</u> (rev. 1/2014)
	JFS 01302 (rev. 9/2006)	<u>JFS 01302</u> (rev. 1/2014)
	JFS 01329 (rev. 8/2008)	<u>JFS 01329</u> (rev. 1/2014)
	JFS 01332 (rev. 11/2010)	<u>JFS 01332</u> (rev. 1/2014)
	JFS 01332-I (rev. 11/2010)	<u>JFS 01332-I</u> (rev. 1/2014)
	JFS 01634 (rev. 10/2010)	<u>JFS 01634</u> (rev. 1/2014)
	JFS 01642 (rev. 10/2010)	<u>JFS 01642</u> (rev. 1/2014)
	JFS 01643 (rev. 10/2010)	<u>JFS 01643</u> (rev. 1/2014)
	JFS 01920 (rev. 7/2011)	<u>JFS 01920</u> (rev. 1/2014)
	JFS 01922 (rev. 8/2008)	<u>JFS 01922</u> (rev. 1/2014)
	JFS 01923 (rev. 8/2008)	<u>JFS 01923</u> (rev. 1/2014)
	JFS 01926 (rev. 10/2010)	<u>JFS 01926</u> (rev. 1/2014)
	JFS 01928 (rev. 8/2008)	<u>JFS 01928</u> (rev. 1/2014)
	JFS 01930 (rev. 8/2008)	<u>JFS 01930</u> (rev. 1/2014)

	JFS 01932 (rev. 8/2008)	
	JFS 01933 (rev. 8/2009)	<u>JFS 01933</u> (rev. 1/2014)
		<u>JFS 01526</u> (1/2014)
		<u>JFS 01527</u> (1/2014)
		<u>JFS 01528</u> (1/2014)
		<u>JFS 01533</u> (1/2014)
CCBM Transmittal Letters		CCBMTL No. 8
CCM Transmittal Letters		CCMTL No. 121

CCMTL 120 (Rule Amendments for Payments for Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 120

September 30, 2013

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: Rule Amendments for Payments for Publicly Funded Child Care

Background:

The Office of Family Assistance amended rule [5101:2-16-41](#) of the Ohio Administrative Code which governs how payments are calculated for publicly funded child care. This amendment is a result of changes to the Step Up To Quality (SUTQ) program. SUTQ is currently a voluntary three-star rating system. Beginning in October 2013, it will be a voluntary five-star rating system.

The following rule has been amended with an effective date of October 1, 2013:

Rule [5101:2-16-41](#), "Payment Rates and Procedures for Providers of Publicly Funded Child Care" has been amended to clarify "provider" for purposes of the rule, revise summer school year period, revise the payment rate increase for programs who are rated in SUTQ, and to clarify language for in-home aides.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM Rules	5101:2-16-41 and Appendices	5101:2-16-41 and Appendices
CCM Transmittal Letters		CCMTL No. 120

CCMTL 119 (Chapter 5101:2-17 New Rules for Step Up To Quality)

Child Care Manual Transmittal Letter No. 119

September 30, 2013

To: All Child Care Manual Holders
From: Michael B. Colbert, Director
Subject: Chapter 5101:2-17 New Rules for Step Up To Quality

Background:

The Office of Family Assistance has adopted new rules contained in Chapter 5101:2-17 of the Ohio Administrative Code. Step Up To Quality (SUTQ) is changing from a three-star rating system to a five-star rating system to implement grant requirements for the Early Learning Challenge Grant (ELCG). The new rules and the new system will go into effect on October 1, 2013.

Program Changes:

Currently rated programs as of October 1, 2013 will be automatically assigned a rating with the transition to the new system as follows:

A one-star rated program will remain a one-star rated program.

A two-star rated program will now be a three-star rated program.

A three-star rated program will now be a four-star rated program.

At the time of this transition, each program's rating period will be extended one year based on the rating expiration date. This will allow programs time to meet the new program standards.

Programs that are currently rated will not receive a verification visit within the first year of the new SUTQ program unless the program requests a change in rating. If a program desires to change the October 1, 2013 assigned rating, they may do so without having to wait six months from their previous rating award date. This provision may only be applied during the initial six month transition period one time. Any program which submits a registration will be assessed with the new five-star program standards.

After April 1, 2014, all rated programs will be required to wait six months from the date of their current star rating award date prior to submitting a registration to change their star rating.

The following rules are being rescinded:

5101:2-17-01 "Application and Eligibility for Step Up To Quality (SUTQ)"

5101:2-17-02 "Step Up To Quality (SUTQ) Verification Visits"

5101:2-17-03 "Step Up To Quality (SUTQ) Appeals"

The following rules are being adopted:

5101:2-17-01 "Step Up To Quality (SUTQ): program standards" is a new rule that outlines the program standards that have to be met in order to be rated. There is an

appendix for licensed child care centers and an appendix for licensed Type A family child care homes.

5101:2-17-02 "Step Up To Quality (SUTQ): eligibility for registration" is a new rule that outlines the requirements for registering for a star rating utilizing a new web based system. The eligibility, ineligibility and pre-registration processes are contained in this rule. There are two appendices that outline the serious non-compliances for both licensed child care centers and Type A family child care homes.

5101:2-17-03 "Step Up To Quality (SUTQ): desk reviews and verification visits" is a new rule that outlines the desk review process and verification visits the child care program will participate in order to become star rated.

5101:2-17-04 "Step Up To Quality (SUTQ): changes, renewals, removals or requests to withdraw a SUTQ rating" is a new rule that outlines the requirements to renew or change a star rating or to withdraw from SUTQ. This rule also contains how to maintain a star rating.

5101:2-17-05 "Step Up To Quality (SUTQ): appeals" is a new rule that outlines items a child care program can appeal in SUTQ, the process and a form that needs to be completed and submitted.

The following forms have been revised:

JFS 01563 "Appeal Request for Step Up To Quality (SUTQ)" includes the reasons a program can request an appeal.

JFS 01556 "Request To Withdraw from Step Up To Quality (SUTQ)" includes the reasons a program can withdraw from SUTQ.

The following forms have been adopted:

JFS 01507 "Curriculum Selection Process for Step Up To Quality (SUTQ)" is a new prescribed form used by programs as they select a curriculum.

JFS 01508 "Action Plan For Selecting a Curriculum for Step Up To Quality (SUTQ)" is a new prescribed form used by programs registering for a one-star rating to document their curriculum selection process.

JFS 01509 "Continuous Improvement Plan (CIP) for Step Up To Quality (SUTQ)" is a new prescribed form used by programs to verify the program administration standard for two to five-star ratings.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4 if you have any questions.

INSTRUCTIONS:

The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM Rules	5101:2-17-01 and Appendices	<u>5101:2-17-01</u> and Appendices
	5101:2-17-02	<u>5101:2-17-02</u> and Appendices
	5101:2-17-03	<u>5101:2-17-03</u>
		<u>5101:2-17-04</u>
		<u>5101:2-17-05</u>
Child Care Manual Appendix	JFS 01556 (Rev. 5/2007)	<u>JFS 01556</u> (Rev. 10/2013)
	JFS 01563 (Rev. 4/2009)	<u>JFS 01563</u> (Rev. 10/2013)
		<u>JFS 01507</u> (10/2013)
		<u>JFS 01508</u> (10/2013)
		<u>JFS 01509</u> (10/2013)
CCM Transmittal Letters		CCMTL No. 119

CCMTL 118 (Chapter 5101:2-15 Five Year Review - Child Care Resource and Referral Services and Child Care Advisory Council)

Child Care Manual Transmittal Letter No. 118

July 31, 2013

To: All Child Care Manual Holders
From: Michael B. Colbert, Director
Subject: Chapter 5101:2-15 Five Year Review - Child Care Resource and Referral Services and Child Care Advisory Council

The Office of Family Assistance has amended the rules contained in Chapter 5101:2-15 of the Ohio Administrative Code due to the five year review. The following rules will be effective on August 4, 2013

5101:2-15-01 "**Service Delivery Areas and Funding Formula for the Provision of Child Care Resource and Referral Services**" has been amended to change "proposal process" to "grant application" and "contract/grant agreement" to "grant agreements".

5101:2-15-02 "**Child Care Resource and Referral Service Organization Qualifications, Services, and Technical Assistance**" has been amended to change "contract/grant agreement" to "grant agreement" and renumber items in paragraph C.

5101:2-15-10 "**Child Care Advisory Council**" has been amended to remove "mental retardation" from the developmental disabilities reference.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

INSTRUCTIONS:

The following chart identifies the materials that need to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	5101:2-15-01	<u>5101:2-15-01</u>
	5101:2-15-02	<u>5101:2-15-02</u>
	5101:2-15-10	<u>5101:2-15-10</u>
MTL Transmittal Letters		CCMTL No. 118

CCMTL 117 (Rule Amendments for Child Care Copayments and Eligibility to Reflect 2013 Federal Poverty Level Changes)

Child Care Manual Transmittal Letter No. 117

June 26, 2013

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: Rule Amendments for Child Care Copayments and Eligibility to Reflect 2013 Federal Poverty Level Changes

The Office of Family Assistance has amended the eligibility and payment rules contained in Chapter 5101:2-16 of the Ohio Administrative Code. These amendments are necessary because of changes the U.S. Department of Health and Human Services made to the federal poverty guidelines. The following rules will be effective on June 23, 2013:

Rule [5101:2-16-30](#), "Eligibility Requirements for Receipt of Publicly Funded Child Care Benefits," has been amended to update the federal poverty guidelines for initial, transitional and ongoing eligibility and to remove the appendix containing the income standards by family size. This information will now be issued annually via a procedure letter. This rule also has also been amended to include new language clarifying requirements for basic education activities, qualified alien status and the process for verifying a child's citizenship due to recent federal changes.

Rule [5101:2-16-39](#), "Copayment for Publicly Funded Child Care Benefits," has been amended to clarify language and to revise the weekly copayment appendix based on the 2013 federal poverty guidelines.

Child care applications (initial and redeterminations) processed on or after June 23, 2013, must use the new income standards contained in Child Care Manual Procedure Letter No. 71. For any authorizations beginning on or after June 23, 2013, copayments must be assigned according to the appendix to rule 5101:2-16-39.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

INSTRUCTIONS:

The following chart identifies the materials that need to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/ REPLACEMENT
CCM	5101:2-16-30 and appendix	<u>5101:2-16-30</u>
	5101:2-16-39	<u>5101:2-16-39</u>

	and appendices	and appendix
CCMTL Transmittal Letters		CCMTL No. 117

CCMTL 116 (Rule Revision for Publicly Funded Child Care Provider Payment Rates)

Child Care Manual Transmittal Letter No. 116

November 14, 2011

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: Step Up To Quality Changes to Specialized Training Requirement

This letter transmits revisions to the appendices contained in rule [5101:2-17-01](#) of the Ohio Administrative Code, "Application and Eligibility for Step Up To Quality."

Language was added to Step Two and Step Three Early Learning Column that developmental screenings are now required annually. The requirement now reads that all children (except school age) are required to receive a developmental screening within 60 days of enrollment and annually thereafter.

The specialized training requirements currently require administrators, lead teachers and assistant teachers to receive a minimum of 10 clock hours of specialized training annually. The new rule allows for the accrual of 20 clock hours in two years beginning on the effective date of the rule, November 10, 2011.

The following requirements apply when assessing compliance with training.

- For staff at programs that are currently Star Rated:
 - If the administrator, lead or assistant teacher 10 hours of training for the current year and are **not** involved in a Community of Learners or are not taking Mind in the Making, their training is complete for the year.
 - If the administrator, lead or assistant teacher has completed 10 hours of specialized training the previous year, their training requirement is complete and will begin completing 20 hours over the next two years.
 - If the administrator, lead or assistant teacher does **not** have 10 hours completed or they are in midyear of their assessment year based on hire date, note the number of hours completed and note the two year training period, which will include the current year and the next year. 20 hours must be complete by the end of the two year training period.
- For programs applying for their initial Star Rating:
 - Administrator, lead or assistant teacher hired **more** than six months prior to the program's application for SUTQ will need to have 10 hours of specialized training completed. Training will then be assessed as outlined above for renewals.

- Administrator, lead or assistant teacher hired **less** than six months prior to the program's application for SUTQ will need to complete 20 hours of training within two years from the person's date of hire.

Clarifying language was added to the appendix Star Rating Progressive Sanctions for Serious Risk Noncompliance.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM Rules	5101:2-17-01 and Appendices	<u>5101:2-17-01</u> and Appendices
Transmittal Letters		CCMTL No. 116

CCMTL 115 (Rule Revision for Publicly Funded Child Care Provider Payment Rates)

Child Care Manual Transmittal Letter No. 115

October 21, 2011

TO: All Child Care Manual Holders

FROM: Michael B. Colbert, Director

SUBJECT: Rule Revision for Publicly Funded Child Care Provider Payment Rates

The child care rule that lists the maximum payment rates to providers of publicly funded child care has been amended. This rule was filed as an emergency rule on July 29 and has now been processed as a permanent rule. The rule changes are:

Adjustment of provider payments and removal of payment for certain fees. These changes are being made to implement cost savings measures included in the child care biennium budget.

Adjustment of the increased percentage of payments allowed to programs that have an accreditation or a Step Up To Quality (SUTQ) rating.

The effective date of this rule change is October 27, 2011.

Rule **5101:2-16-41** entitled "**Payment rates and procedures for providers of publicly funded child care**" has been amended to remove payment for deposits, activities and transportation as allowable fees; and to adjust provider payment rates in the appendix.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

The electronic versions of the Child Care Manuals are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Type B Home Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	5101:2-16-41and Appendix	<u>5101:2-16-41</u>
Transmittal Letters		CCMTL No. 115

CCMTL 114 (Rule Revisions for Income Eligibility and Copayments for Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 114

October 7, 2011

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: Rule Revisions for Income Eligibility and Copayments for Publicly Funded Child Care

Two child care eligibility rules that were recently filed as emergency changes have been permanently amended through the regular rule-filing process. Several of these changes are a result of the passage of Ohio's biennial budget, Am. Sub. H.B.153 of the 129th General Assembly. The following changes will be effective on September 29, 2011:

- Implementation of the 2011 federal poverty levels (FPL) for the monthly income standards for child care eligibility.

- Decrease in the initial monthly income eligibility limit from 150% FPL to 125% FPL. Families will remain eligible for child care benefits with monthly incomes up to 200% FPL.

- Implementation of a sixty-day reinstatement period following termination of benefits, under certain conditions.

- Adjustment of monthly copayment amounts due to the increase in the monthly income standards and addition of a weekly copayment calendar due to the ongoing implementation of the electronic child care system (Ohio ECC).

Effective September 29, 2011, the income standards in the appendix to rule 5101:2-16-30 shall be used to determine eligibility for child care benefits. Copayments shall be assigned according to the amounts shown in the appendix to rule 5101:2-16-39.

Following is a summary of the changes in each rule.

Rule [5101:2-16-30](#) entitled "Eligibility requirements for receipt of publicly funded child care benefits" is being amended to add the definitions of full time, part-time and hourly authorizations; to clarify eligibility for a child in a Head Start program; to change the eligibility income standards in the appendix; and to allow a sixty-day eligibility reinstatement period following termination under certain conditions.

Rule [5101:2-16-39](#) entitled "Copayment for publicly funded child care" is being amended to describe the effective date of a copayment change at the time of a redetermination; to describe the distribution of the family copayment among all children receiving care in a week; to delete language regarding fees; to clarify existing language; and to change the monthly copayment chart and add the weekly copayment chart in the appendix.

The electronic versions of the Child Care Manuals are located at:
<http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules,
transmittal letters and procedure letters.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537,
option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed
from and inserted into the Child Care Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	5101:2-16-30 and Appendix 5101:2-16-39 and Appendices	<u>5101:2-16-30</u> and Appendix <u>5101:2-16-39</u> and Appendices
CCM Transmittal Letters		CCMTL No. 114

CCMTL 113 (Child Care Eligibility and Payment Rule Changes for Implementation of the Ohio ECC)

Child Care Manual Transmittal Letter No. 113

August 19, 2011

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: Child Care Eligibility and Payment Rule Changes for Implementation of the Ohio Electronic Child Care System (ECC)

This letter transmits revisions to child care rules for family eligibility and provider payment. These changes are needed to implement the Ohio Electronic Child Care (ECC) system which is a new module to the Child Care Information Data System (CCIDS). The effective date of these rule changes is August 28, 2011.

The ECC system will collect child care attendance data when a caretaker uses an electronic swipe card on a point of service device (POS) at the provider's location. This attendance data will be used to automatically calculate payments for providers of publicly funded child care.

The following describes each rule and the amendments:

5101:2-16-01 entitled "Definitions for Eligibility for Publicly Funded Child Care Benefits" has been amended to add definitions related to the ECC system; to delete definitions which are no longer needed or that appear in another rule; and to clarify existing language.

5101:2-16-07 entitled "County Department of Job and Family Services Responsibilities for the Administration of Publicly Funded Child Care" has been amended to add requirements for county staff regarding authorizations and reporting data; and to clarify existing language.

5101:2-16-34 entitled "Income Eligibility Requirements for Publicly Funded Child Care Benefits" has been amended to clarify language and change the revision date of a form.

5101:2-16-35 entitled "County Department of Job and Family Services (CDJFS) Responsibilities for Determining Eligibility for Publicly Funded Child Care Benefits" has been amended to change the title; to add language for the twelve-month eligibility period; to change language regarding eligibility for children who receive child care and are enrolled in Head Start; and to clarify language.

5101:2-16-35.1 entitled "Caretaker Eligibility Requirements for Publicly Funded Child Care" has been amended to change the revision date of a form and to add a reference to rule 5101:2-16-35.

5101:2-16-42 entitled "Payment Waivers for Children with Special Needs" has been amended to change the title; to change the revision date of a form; and to remove county responsibilities as the waiver process is being moved to ODJFS.

[5101:2-16-55](#) entitled "Use of the JFS 01140 'Temporary Voucher for Publicly Funded Child Care Services'" has been amended to change the revision date of a form; and to remove a form reference.

[5101:2-16-71](#) entitled "Child Care Improper Payments" has been amended to change the revision date of a form; and to clarify language for the identification and collection of child care overpayments from caretakers and providers.

The forms referenced in these rules will be issued separately.

The electronic versions of the Child Care Manuals are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	5101:2-16-01 5101:2-16-07 5101:2-16-34 5101:2-16-35 5101:2-16-35.1 5101:2-16-42 5101:2-16-55 5101:2-16-71	<u>5101:2-16-01</u> <u>5101:2-16-07</u> <u>5101:2-16-34</u> <u>5101:2-16-35</u> <u>5101:2-16-35.1</u> <u>5101:2-16-42</u> <u>5101:2-16-55</u> <u>5101:2-16-71</u>
CCM Transmittal Letters		CCMTL No. 113

CCMTL 112 (Emergency Rule Revision for Publicly Funded Child Care Provider Payment Rates)

Child Care Manual Transmittal Letter No. 112

August 1, 2011

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: Emergency Rule Revision for Publicly Funded Child Care Provider Payment Rates

The child care rule that lists the maximum payments to providers of publicly funded child care has been amended and filed as an emergency to make the following changes effective July 29, 2011.

Adjustment of provider payments and removal of payment for certain fees. These changes are being made to implement cost savings measures included in the child care biennium budget.

Adjustment of the increased percentage of payments allowed to programs that have an accreditations or a Step Up To Quality (SUTQ) rating.

The payment rates shown in the appendix to rule 5101:2-16-41 shall be used to calculate payments to providers for services provided on or after July 31, 2011.

This rule will be filed in the near future as a regular rule amendment with the opportunity for comment on the ODJFS policy website and at an announced public hearing.

Rule [5101:2-16-41](#) entitled "Payment rates and procedures for providers of publicly funded child care" is being amended to remove fees for deposits, activities and transportation as allowable fees; and to change provider payment rates in the appendix.

The electronic version of the Child Care Manuals are located at:
<http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	5101:2-16-41 and Appendix	<u>5101:2-16-41</u> and Appendix
CCM Transmittal Letters		CCMTL No. 112

CCMTL 111 (Emergency Rule Revisions for Child Care Eligibility Income and Family Copayments)

Child Care Manual Transmittal Letter No. 111

July 13, 2011

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: Emergency Rule Revisions for Child Care Eligibility Income and Family Copayments

Two child care eligibility rules have been amended and filed as emergencies to make the following changes effective July 1, 2011:

Use of the 2011 federal poverty levels (FPL) to calculate an increase in monthly income standards for child care eligibility.

Decrease the initial income eligibility limit from 150% FPL to 125% FPL. Families will remain eligible for child care benefits with income up to 200% FPL.

Adjust copayment amounts due to the increase in the monthly income standards.

Effective July 1, 2011, the income standards in the appendix to rule 5101:2-16-30 shall be used to determine eligibility for child care benefits. Copayments shall be assigned according to the amounts shown in the appendix to rule 5101:2-16-39.

Following is a summary of the changes in each rule. These rules will be filed in the near future as regular rule amendments with the opportunity for comment on the department's Office of Legal Services website and at an announced public hearing.

Rule 5101:2-16-30 entitled "Eligibility requirements for receipt of publicly funded child care benefits" is being amended to add the definitions of full time, part-time and hourly authorizations; to clarify eligibility for a child in a Head Start program; and to change the eligibility income standards in the appendix.

Rule 5101:2-16-39 entitled "Copayment for publicly funded child care" is being amended to describe the effective date of a copayment change at the time of a redetermination; to describe the distribution of the family copayment among all children receiving care in a week; to delete language regarding fees; to clarify existing language; and to change the monthly copayment chart and add the weekly copayment chart in the appendix.

The electronic versions of the Child Care Manuals are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	5101:2-16-30 and Appendix 5101:2-16-39 and Appendix	5101:2-16-30 and Appendix 5101:2-16-39 and Appendix
CCM Transmittal Letters		CCMTL No. 111

CCMTL 110 (Rule and Form Changes - Provider Agreement for Payment of Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 110

May 26, 2011

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: Rule and Form Changes - Provider Agreement for Payment of Publicly Funded Child Care

This letter transmits revisions to the child care provider agreement rule and the forms on the ODJFS CCIDS Provider Portal. These changes are being made due to the development and implementation of the Ohio Electronic Child Care (ECC) system. The revised forms will collect information and data needed to calculate and issue provider payments for publicly funded child care.

The following rule has been amended and is effective June 1, 2011:

5101:2-16-44 entitled "Provider Agreement for Payment of Publicly Funded Child Care" has been revised to clarify language and to delete form references. Providers will use the ODJFS CCIDS Provider Portal, which includes instructions and all required documents needed to enter into an agreement with ODJFS for payment.

The following forms have been revised. These forms are accessed only through the online ODJFS CCIDS Provider Portal and are being removed from the child care manual.

JFS 01141 "Banking Information For Providers of Publicly Funded Child Care" has been revised to clarify information.

JFS 01144 "Provider Agreement For Publicly Funded Child Care Services" has been revised to clarify information and to include language for the Ohio ECC module.

JFS 01150 "Rate Information For Providers of Publicly Funded Child Care" has been revised to clarify information and to remove fields that will be captured on the Ohio ECC provider website that is being developed to calculate payment.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

The electronic versions of the Child Care Manuals are located at:
<http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules, transmittal letters, procedure letters and forms.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
-----------------	--	---------------------------

CCM	5101:2-16-44	<u>5101:2-16-44</u>
	JFS 01141 (1/2010)	
	JFS 01144 (1/2010)	
	JFS 01150 (1/2010)	
CCMTL Transmittal Letters		CCMTL No. 110

CCMTL 109 (Changes to Child Care Eligibility and Payment Rules)

Child Care Manual Transmittal Letter No. 109

April 8, 2011

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: Changes to Child Care Eligibility and Payment Rules

This letter transmits amendments to two child care eligibility and payment rules and implements policies that: limit the number of providers a caretaker can use, limit full-time authorizations, extend the full-week payment category for type B providers to sixty hours, change payment policies for in-home aides and add two additional holidays for which providers can be paid rates for non-traditional hours.

These changes are being made following a review of the publicly funded child care program with the intent to identify ways to streamline policies, reduce administrative costs and increase program efficiencies.

The effective date of these changes is May 1, 2011.

[5101:2-16-35.1](#) entitled "Caretaker Eligibility Requirements for Publicly Funded Child Care" is a new rule containing eligibility requirements for caretakers, including limitations per child of two providers and one full-time authorization per week.

To implement this rule, county staff who determine eligibility for new cases after May 1 shall authorize a child to no more than two providers in a week and shall allow only one full-time authorization in a week. The limits of full-time, part-time and hourly authorizations are described in paragraphs (E)(1) through (E)(4) and are summarized in the following chart:

Authorization Hour Value	Authorization Type
Greater than 60 hours/week	Full-time Weekly Plus
25 hours to 60 hours/week	Full-time Weekly
Seven hours to less than 25/week	Part-time Weekly
Less than seven/week	Hourly

Redeterminations completed after May 1 shall have authorizations that follow the requirements of this rule.

County staff shall review existing authorizations no later than June 3 to identify caretakers who are authorized to more than two providers in a week and will notify these caretakers that they must choose two providers for their child's care. The county will adjust the authorizations according to the change in providers made by the caretaker. These correct authorizations shall be effective by July 3.

Paragraphs (F) and (L) that describe the use of the swipe card cannot be implemented at this time and will be effective when the Ohio Electronic Child Care (ECC) system is effective. Also, the 4/2011 revision date of the JFS 01138 in paragraph (A) is not effective and some language in this rule is similar to language in rule 5101:2-16-35. These items will be corrected in a future rule amendment.

5101:2-16-41 entitled "Payment Rates for Providers of Publicly Funded Child Care" is being revised to specify dates for the use of summer school age payment rates, to clarify language for payments to in-home aides, to define up to sixty hours as a full-time week for all providers and to add two holidays to the list of days for non-traditional hours.

Effective May 1, county staff shall pay certified type B providers a full-time rate for authorized hours of care up to sixty hours in a week. In-home aides shall be allowed to care for the children of only one caretaker and may not claim absent days. Providers who care for children on two additional holidays, Independence Day and Martin Luther King Jr. Day, shall be paid for non-traditional hours.

The revised language for absent days in paragraph (E) cannot be implemented at this time and will be delayed until the ECC system is effective. The reference to the swipe card in paragraph (O) will be effective with ECC.

The electronic versions of the child care manuals are located at:
<http://emanuals.odjfs.state.oh.us/emanuals>. These manuals contain all child care rules, transmittal letters, procedure letters and forms.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT REPLACEMENT
CCM		<u>5101:2-16-35.1</u>
	5101:2-16-41	<u>5101:2-16-41</u>
CCM Transmittal Letters		CCMTL No. 109

CCMTL 108 (Rule Revision and New Forms for Step Up to Quality (SUTQ))

Child Care Manual Transmittal Letter No. 108

August 2, 2010

To: All Child Care Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Rule Revision and New Forms for Step Up to Quality (SUTQ)

This letter transmits revisions to a Step Up To Quality (SUTQ) rule and introduces new forms to assist providers participating in SUTQ. These revisions will go into effect on August 1, 2010.

Rule [5101:2-17-01](#) "Application and Eligibility for Step Up to Quality (SUTQ)" is being amended to make the following revisions to appendix B:

Ratio - Group Size Step 3 - changing the proposed group size requirement for infant rooms to be no more than 8 children. The requirement for maximum group size for infants will be no more than 10 children.

Staff Education and Qualifications - Step 3 - added that the administrator must have a bachelor's degree (BA) in Early Childhood Education, or a related field or Career Pathways Level 4. The requirement that 100% of classrooms have an assistant teacher with Child Development Credential (CDA) or Career Pathways Level 2 has been changed. The requirement now is that 50% of classrooms have an assistant teacher with a CDA or Career Pathways Level 2.

Administrative Practices - Steps 1 & 2 - clarified language and made sure that all three steps use consistent language, now require completion of a Quality Improvement Plan and removed language for a program action plan.

Early Learning - Step 1 - added two school age documents to the list of required documents that programs must have.

Also, added Step 2 language into Step 3 to clarify that the requirements also pertain to Step 3 programs.

[JFS 01548](#) "Specialized Training Log for Step Up to Quality Programs" is a new form to assist programs in tracking staff professional development.

[JFS 01574](#) "Step Up to Quality Pre-requisite Training Registry Submission Request" is a new form programs must complete and submit for prerequisite training certificates to Professional Development Registry.

[JFS 01575](#) "Corrective Action Plan for Serious Risk Noncompliance(s) in Step Up to Quality Programs" is a new form for programs to submit with their corrective action steps in response to a rating warning or suspension when a Step Up To Quality Star Rated program has a serious risk non-compliance finding during a licensing inspection or verification visit.

JFS 01576 "Guidance Document for Step Up To Quality" is a publication that contains procedures and guidance for programs to utilize when participating in SUTQ. This document can be found on the www.stepuptoquality.org website.

The electronic version of the Child Care Center Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM Rules	5101:2-17-01 and appendices	5101:2-17-01 and appendices
Child Care Manual Appendix		JFS 01548 (8/2010)
		JFS 01574 (8/2010)

[JFS 01575](#) (8/2010)

Transmittal Letters

CCMTL No. 108

CCMTL 107 (Emergency Rule for Reimbursement to Providers of Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 107

March 26, 2010

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Emergency Rule for Reimbursement to Providers of Publicly Funded Child Care

This letter transmits an emergency rule for the publicly funded child care program. The new rule is being issued to ensure that payments to providers of publicly funded child care continue as the Ohio Department of Job and Family Services (ODJFS) begins to issue payments for services provided on and after March 28, 2010.

Rule [5101:2-16-01.1](#) "Emergency rule for payments to providers of publicly funded child care effective March 28, 2010" is a new rule that sets the requirements for providers to be eligible for reimbursement from ODJFS.

Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4, if you have questions regarding this information.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT
CCM Rules		<u>5101:2-16-01.1</u>
Transmittal Letters		CCMTL No. 107

CCMTL 106 (Rule Changes for the Implementation of the Automated Child Care Eligibility, Authorization and Payment System for Publicly Funded Child Care)

Child Care Manual Transmittal Letter No. 106

February 26, 2010

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Rule Changes for the Implementation of the Automated Child Care Eligibility, Authorization and Payment System for Publicly Funded Child Care

This letter transmits amendments to child care rules in preparation for the implementation of the automated child care eligibility, authorization and payment system.

Beginning in April 2010, the Ohio Department of Job and Family Services (ODJFS) will begin to issue payments to providers of publicly funded child care based on data submitted by county departments of job and family services. Automated eligibility and authorization functions will be phased in at that time.

The following rules and forms are being amended, effective March 28, 2010:

Rule [5101:2-16-01](#), "Definitions for eligibility for publicly funded child care benefits," has been amended to clarify language and to add new definitions for "authorization," "eligibility period", and "Step Up To Quality." The definitions of "Certificate of Authorization for Payment of Publicly Funded Child Care Services (COAP)," "deposit" and "registration fee" have been deleted.

Rule [5101:2-16-07](#), "County department of job and family services administrative responsibilities for determining eligibility for publicly funded child care benefits," has been amended to add requirements for the submission of data to the new system and to introduce a new provider agreement form. This form will serve as the contract between a child care provider and ODJFS. The appendix has been amended to reflect service week numbers.

Rule [5101:2-16-35](#), "Determination of eligibility for publicly funded child care by the county department of job and family services (CDJFS)," has been amended to change the title, to specify the use of forms and system-generated equivalent forms, to change necessary eligibility determination timelines for county agencies and caretakers and to clarify language. Form revision dates have been updated and a new verification checklist has been added to assist caretakers in providing supporting documentation.

Rule [5101:2-16-39](#), "Copayment for publicly funded child care," has been amended to clarify language for child care copayments and to amend an appendix to reflect service week numbers.

Rule [5101:2-16-41](#), "Reimbursement rates for providers of publicly funded child care," has been amended to clarify language regarding reimbursement rates and absent days,

to add a new form, to remove a form and to change the definition of "non-traditional hours."

Rule [5101:2-16-42](#), "Reimbursement ceiling waivers for children with special needs," has been amended to clarify language.

Rule [5101:2-16-44](#), "County department of job and family services requirements for the purchase of child care services," has been amended to clarify language, to introduce the new provider agreement forms and to remove language related to provider payments by the county agencies.

Rule [5101:2-16-55](#), "Use of the JFS 01140 'Certificate of authorization for payment of publicly funded child care services (COAP) to contract with providers,'" is being rescinded. A new rule with the same number and a new title is being proposed to explain the use of a new temporary voucher.

Rule [5101:2-16-71](#), "Child care improper payments," has been amended to clarify language and to remove language related to provider payments by the county agencies.

The [JFS 01140](#), "Certificate of Authorization for Payment of Publicly Funded Child Care Services," will now be titled "Temporary Voucher for Publicly Funded Child Care Services." This form will be used to authorize an initial 30-day period of child care to an eligible caretaker.

The [JFS 01148](#), "Child Care Application/Redetermination Verification Checklist," is a new form to provide caretakers with a list of verifications needed to complete the application process.

Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4, if you have questions regarding this information.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Rules	5101:2-16-01	<u>5101:2-16-01</u>
	5101:2-16-07 and appendix	<u>5101:2-16-07</u> and appendix
	5101: 2-16-35	<u>5101:2-16-35</u>
	5101:2-16-39 and appendices	<u>5101:2-16-39</u> and appendices
	5101:2-16-41 and appendix	<u>5101:2-16-41</u> and appendix
	5101:2-16-42	<u>5101:2-16-42</u>

	5101:2-16-44	<u>5101:2-16-44</u>
	5101:2-16-55	<u>5101:2-16-55</u>
	5101:2-16-71	<u>5101:2-16-71</u>
Child Care Manual Appendix	JFS 01140 (Rev. 10/2009)	<u>JFS 01140</u> (Rev. 4/2010)
		<u>JFS 01148</u> (4/2010)
Transmittal Letters		CCMTL No. 106

CCMTL 105 (5101:2-16-41, eff. 11/8/2009)

Child Care Manual Transmittal Letter No. 105

November 17, 2009

TO: All Child Care Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: Child Care Provider Reimbursement Rule Change - Permanent Rule

This letter permanently revises Ohio Administrative Code (OAC) rule [5101:2-16-41](#), "Reimbursement rates for providers of publicly funded child care," as a result of the passage of Am. Sub. H. B. 1 of the 128th General Assembly. This rule was emergency filed on July 23, 2009, and again on August 12, 2009. This permanent rule will be effective November 8, 2009.

Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4, if you have questions regarding this information.

INSTRUCTIONS: The following chart identifies the material that should be removed from the Child Care Manual (CCM) and the material that should be added.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Rules	5101:2-16-41 and Appendix	<u>5101:2-16-41</u> and Appendix
Transmittal Letters		CCMTL No. 105

CCMTL 104 (Child Care 2-16 Rules eff. 10/21/2009)

Child Care Manual Transmittal Letter No. 104

October 27, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Child Care Eligibility Rule Changes - Permanent Rules

This letter transmits the permanent revisions of rules for child care as a result of the passage of Am. Sub. H. B. 1 of the 128th General Assembly. These changes were filed as emergency rules on July 23, 2009. These rules will be effective on October 21, 2009.

Families who are initially eligible at 150% FPL shall remain income-eligible until their income exceeds 200% FPL. A family's income at redetermination shall be at or below 200% of the FPL.

In rule 5101:2-16-30 language for protective child care and for homeless protective child care has been clarified.

The six-month copayment review requirement has been removed from rule 5101:2-16-39 and adjustments have been made to the family copayment amounts based on the 2009 federal poverty levels.

The rule changes are summarized below:

Rule [5101:2-16-01](#) entitled "Definitions for eligibility for publicly funded child care benefits" has been amended to clarify definitions for adult, child, federal poverty level and head start/child care partnership programs. A definition of school hours has been added. The definition for state median income has been deleted.

Rule [5101:2-16-07](#) entitled "County department of job and family services administrative responsibilities for determining eligibility for publicly funded child care benefits" has been amended to reformat for plain language, to remove references to the Early Learning Initiative (ELI), to clarify CDJFS reporting requirements, to update the revision dates of forms and to add an appendix entitled "3299/CCIDS Reporting Calendar - SFY 2010."

Rule [5101:2-16-30](#) entitled "Eligibility requirements for receipt of publicly funded child care benefits" has been amended to reduce the initial eligibility maximum monthly family income from 200% of the FPL to 150% FPL in the appendix, to clarify language for verification of citizenship, to add Food Assistance and Employment Training Program activities as qualified activities for child care eligibility. Language for eligibility for protective homeless child care and child care/head start partnership programs has been clarified and language has been added to require that the copayments be waived for protective child care.

Rule [5101:2-16-39](#) entitled "Copayment for publicly funded child care" has been amended to remove the requirement for a six-month redetermination of copayment, to update the copayment chart and to add a copayment calendar.

Rule [5101:2-16-44](#) entitled "County department of job and family services requirements for the purchase of child care services" has been amended to update the revision dates of forms.

Rule [5101:2-16-55](#) entitled "Use of the JFS 01140 'Certificate of Authorization for Payment of Publicly Funded Child Care Services (COAP)' to contract with providers" has been amended to clarify language and update the revision dates of forms.

The [JFS 01140](#) "Certificate of authorization for payment of publicly funded child care services" has been revised to add language regarding the liability insurance requirement for type A and type B home providers.

JFS forms can be found online at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all of the forms that the department issues for child care programs.

Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4 if you have questions regarding this information.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Child Care Manual (CCM) and materials that are to be inserted into the CCM.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Rules	5101:2-16-01	<u>5101:2-16-01</u>
	5101:2-16-07	<u>5101:2-16-07</u> and appendix
	5101:2-16-30 and appendix	<u>5101:2-16-30</u> and appendix
	5101:2-16-39 and appendices	<u>5101:2-16-39</u> and appendices
	5101:2-16-44	<u>5101:2-16-44</u>
	5101:2-16-55	<u>5101:2-16-55</u>
Child Care Manual Appendix	JFS 01140 (Rev. 1/2007)	<u>JFS 01140</u> (Rev. 10/2009)
Transmittal Letters		CCMTL No. 104

CCMTL 103 (Rescission of ELI Rules and Forms)

Child Care Manual Transmittal Letter No. 103 / Early Learning Manual Transmittal Letter No. 5

October 22, 2009

TO: All Early Learning Manual Holders

All Child Care Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: Rescission of Early Learning Initiative (ELI) Rules

This letter transmits the permanent rescission of rules for the Early Learning Initiative (ELI) as a result of the passage of Am. Sub. H. B. 1 of the 128th General Assembly. Funding for ELI was discontinued. These rules were rescinded as emergency rules on July 23, 2009. The effective date of the permanent rescission is October 21, 2009:

Rule 5101:2-23-01 "Definitions for the early learning initiative (ELI)" is being proposed for rescission.

Rule 5101:2-23-03 "County departments of job and family services administrative responsibilities for the early learning initiative (ELI)" is being proposed for rescission.

Rule 5101:2-23-05 "Eligibility requirements for early learning initiative (ELI) services" is being proposed for rescission.

Rule 5101:2-23-07 "Income eligibility requirements for early learning initiative (ELI) services" is being proposed for rescission.

Rule 5101:2-23-09 "Ohio Department of Job and Family Services (ODJFS) responsibilities for reimbursement to early learning initiative (ELI) contracted agencies" is being proposed for rescission.

Rule 5101:2-23-11 "Early learning initiative (ELI) overpayments" is being proposed for rescission.

The following forms are being rescinded:

JFS 01153 "Early Learning Initiative (ELI): Request by Contacted Agency to Adjust Attendance Data"

JFS 01154 "Early Learning Initiative (ELI): CDJFS Request to Adjust 3299 Data"

JFS 01155 and JFS 01155-S "Application for Early Learning Initiative (ELI) Benefits"

JFS 01157 "Early Learning Initiative (ELI): Notice to CDJFS of ELI Overpayment"

JFS 01163 "Request to Add ELI Provider"

JFS 01164 "Request to Inactivate ELI Provider"

JFS 01165 "ELI Overpayment Tracking and Updates"

JFS 01166 "Notice to Contracted Agency of ELI Overpayment"

Please contact the Office of Families and Children (OFC) Help Desk at 1 -866-886-3537, option 4 if you have questions regarding this information.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Early Learning Manual (ELM) and materials that need to be inserted into the ELM and the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
----------	-----------------------------	----------------

ELM Rules

[5101:2-23-01](#)

[5101:2-23-03](#)

[5101:2-23-05](#)

and appendices

[5101:2-23-07](#)

[5101:2-23-09](#)

and appendix

[5101:2-23-11](#)

ELM Forms	JFS 01153 (Rev. 9/2007)	
	JFS 01154 (Rev. 9/2007)	
	JFS 01155 (Rev. 7/2008)	
	JFS 01155-S (Rev. 1/2009)	
	JFS 01157 (Rev. 9/2007)	
	JFS 01163 (Rev. 9/2007)	
	JFS 01164 (Rev. 9/2007)	

	JFS 01165 (Rev. 9/2007)	
	JFS 01166 (Rev. 9/2007)	
ELM Transmittal Letters		<u>ELMTL No. 5</u>
CCM Transmittal Letters		CCMTL. No. 103

CCMTL 102 (Emer. 5101:2-16-41, eff. 8/12/2009)

Child Care Manual Transmittal Letter No. 102

August 19, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Changes in Child Care Provider Reimbursement Rates

This letter transmits emergency amendments to rule 5101:2-16-41 of the Administrative Code. These changes are necessary in order to correct several erroneous rates issued in Child Care Manual Transmittal Letter No. 101, and to allow Step Up To Quality star rated programs to receive additional reimbursement amounts. These amendments are effective August 12, 2009.

Rule [5101:2-16-41](#) has been amended to revise the provider reimbursement table in the appendix and to add language requiring additional reimbursement amounts to programs that have achieved two and three star Step Up To Quality ratings.

CDJFS shall amend provider contracts no later than August 23, 2009, using the amended maximum reimbursement rates as shown in the appendix to rule 5101:2-16-41 and the new additional reimbursement amounts for Step Up To Quality rated programs.

The [JFS 01224](#) "Contract for Purchase of Publicly Funded Child Care Services" has been revised to add the SUTQ amounts and to clarify insurance requirements for type A and type B providers.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to county departments of Job and Family Services (CDJFS) and to child care providers.

Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Rules	5101:2-16-41 and Appendix	<u>5101:2-16-41</u> and Appendix
CC Forms	JFS 01224 (7/2009)	<u>JFS 01224</u> (8/2009)
Transmittal Letters		CCMTL No. 102

CCMTL 101 (Child Care and ELI)

Child Care Manual Transmittal Letter No. 101 / Early Learning Manual Transmittal Letter No. 4

July 24, 2009

TO: All Child Care Manual Holders
All Early Learning Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: Emergency Rules for Child Care and the Early Learning Initiative (ELI)
Effective July 23, 2009

This letter transmits the revisions of rules for child care and the Early Learning Initiative (ELI) as a result of the passage of Am. Sub. H. B. 1 of the 128th General Assembly. These changes are effective on July 23, 2009.

ELI has not been funded for the next biennium. ELI services for currently enrolled children will continue until August 22, 2009. Caretakers of currently enrolled ELI children may be eligible for child care benefits if they have incomes up to 200% FPL and have a qualifying work, training or education activity. **These caretakers must apply for child care benefits by August 22 in order for the 200% FPL income standard to be applied.** After this date, the income standard will be 150% FPL.

County Departments of Job and Family Services (CDJFS) shall not accept new ELI applications on or after July 23, 2009. A notice form, [JFS 01171](#) "Notice of a Change in Your Early Learning Initiative (ELI) Services," is included with this letter. The CDJFS shall send this notice to ELI-eligible families to advise them of the termination of ELI.

Child care changes include removal of the six-month copayment review requirement, reduction in the family income eligibility standard to 150% of the federal poverty level (FPL) and an adjustment of the maximum provider reimbursement rates.

CDJFS shall issue new contracts or amend existing contracts to providers that implement the adjusted rates no later than August 23, 2009. The [JFS 01224](#) "Contract for Purchase of Publicly Funded Child Care Services" has been revised and shall be used for all new contracts issued on or after July 23, 2009. Effective August 23, 2009, the CDJFS shall reimburse child care providers according to rule 5101:2-16-41 and the maximum reimbursement amounts shown in the appendix to rule 5101:2-16-41.

The following is a summary of the rule amendments and form revisions:

Rule [5101:2-16-30](#) entitled "Eligibility requirements for receipt of publicly funded child care benefits" has been amended to reduce the maximum monthly income from 200% of the FPL to 150% FPL.

Rule [5101:2-16-39](#) entitled "Copayment for publicly funded child care" has been amended to remove the requirement for a six-month redetermination of copayment, update the copayment chart and add a copayment calendar.

Rule [5101:2-16-41](#) "Reimbursement rates for providers of publicly funded child care" has been amended to adjust the maximum provider reimbursement rates in the appendix to the rule.

Rule [5101:2-23-01](#) "Definitions for the early learning initiative (ELI)" has been amended to indicate that the ELI will no longer exist as of August 23, 2009 and that the rule will be in effect until August 22, 2009.

Rule [5101:2-23-03](#) "County departments of job and family services administrative responsibilities for the early learning initiative (ELI)" has been amended to indicate that the ELI will no longer exist as of August 23, 2009 and that the rule will be in effect until August 22, 2009.

Rule [5101:2-23-05](#) "Eligibility requirements for early learning initiative (ELI) services" has been amended to indicate that the ELI will no longer exist as of August 23, 2009 and that the rule will be in effect until August 22, 2009.

Rule [5101:2-23-07](#) "Income eligibility requirements for early learning initiative (ELI) services" has been amended to indicate that the ELI will no longer exist as of August 23, 2009 and that the rule will be in effect until August 22, 2009.

Rule [5101:2-23-09](#) "Ohio Department of Job and Family Services (ODJFS) responsibilities for reimbursement to early learning initiative (ELI) contracted agencies" has been amended indicate that the ELI will no longer exist as of August 23, 2009 and that the rule will be in effect until August 22, 2009.

Rule [5101:2-23-11](#) "Early learning initiative (ELI) overpayments" has been amended to indicate that the ELI will no longer exist as of August 23, 2009 and that the rule will be in effect until August 22, 2009.

[JFS 01224](#) "Contract for Purchase of Publicly Funded Child Care Services" has been revised to remove the definitions of full-time, part-time and hourly hours and to add notice of the statutory requirement for providers to have liability insurance.

[JFS 01171](#) "Notice of a Change in Your Early Learning Initiative (ELI) Services" is a new form that CDJFS shall use to provide notice to families that ELI is being terminated.

The electronic version of the Child Care Manual and the Early Learning Manual are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. These manuals contain all rules, forms, transmittal letters and procedure letters that the department has issued to county departments of Job and Family Services (CDJFS) and ELI providers.

You may contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM) and the Early Learning Manual (ELM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
----------	--------------------------------	----------------

CCM Rules	5101:2-16-30 and Appendix	<u>5101:2-16-30</u> and Appendix
	5101:2-16-39 and Appendices	<u>5101:2-16-39</u> and Appendices
	5101:2-16-41 and Appendices	<u>5101:2-16-41</u> and Appendices
ELM Rules	5101:2-23-01	<u>5101:2-23-01</u>
	5101:2-23-03	<u>5101:2-23-03</u>
	5101:2-23-05 and Appendix	<u>5101:2-23-05</u> and Appendix
	5101:2-23-07	<u>5101:2-23-07</u>
	5101:2-23-09 and Appendix	<u>5101:2-23-09</u>
	5101:2-23-11	<u>5101:2-23-11</u>
CC Forms	JFS 01124 (Rev. 1/2008)	<u>JFS 01224</u> (Rev. 2/2009)
		<u>JFS 01171</u> (7/2009)
Transmittal Letters		CCMTL No. 101
Transmittal Letters		<u>ELMTL No. 4</u>

CCMTL 100 (2009 Changes to Child Care Income Eligibility Standards)

Child Care Manual Transmittal Letter No. 100

June 10, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: 2009 Changes to Child Care Income Eligibility Standards

Income standards for child care eligibility have been changed as a result of the annual update in the federal poverty guidelines (FPL). Counties must use the new income eligibility standards July 1, 2009 for all determinations of initial eligibility and for all twelve-month redeterminations.

Following is a summary of the rule amendment:

Rule **5101:2-16-30** entitled "Eligibility Requirements for Publicly Funded Child Care Benefits" has been amended to add a requirement for verification of citizenship for children who receive child care benefits. The appendix entitled "Maximum Monthly Gross Income Per Family Size" has been revised to change eligibility income standards as a result of the updated federal poverty guidelines.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to county departments of Job and Family Services (CDJFS) and to child care providers. A current version of this manual should be utilized by all child care staff.

Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Child Care Eligibility, Fraud & Overpayments: Chapter 16	5101:2-16-30 and Appendix	<u>5101:2-16-30</u> and Appendix
Child Care Manual Transmittal Letters		CCMTL No. 100

CCMTL 99 (Step Up Rules, eff. 7/1/2009)

Child Care Manual Transmittal Letter No. 99

June 10, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: New Rules for Step Up to Quality (SUTQ)

Step Up To Quality (SUTQ) is a voluntary rating system for licensed child care programs in Ohio. The goal of the SUTQ initiative is to improve the quality of early care and education programs in order to support children's optimal development and learning. The Ohio Department of Job and Family Services (ODJFS) is adopting the following rules for SUTQ. These rules and forms will be effective July 1, 2009.

The following is a summary of the rules and forms:

Rule [5101:2-17-01](#) Application and eligibility for Step Up To Quality (SUTQ) and appendices is a new rule that outlines the application and eligibility requirements licensed child care centers (programs) need to meet to participate in SUTQ.

Rule [5101:2-17-02](#) Step Up To Quality (SUTQ) Verification Visits is a new rule that outlines the components of the verification visit process and timelines and instances when programs shall notify ODJFS due to changes.

Rule [5101:2-17-03](#) Step Up To Quality (SUTQ) Appeals is a new rule that describes the appeal process and methods programs use to appeal to ODJFS Bureau of Child Care and Development.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued for Step Up To Quality (SUTQ). Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4 if you have questions regarding this information.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM Rules		5101:2-17-01 and Appendices 5101:2-17-02 5101:2-17-03
Transmittal Letters		CCMTL No. 99

CCMTL 98 (Eligibility Rules and JFS 01138, eff. 7/1/2009)

Child Care Manual Transmittal Letter No. 98

June 1, 2009

To: All Child Care Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Revision to Child Care Eligibility Rules and JFS 01138 "Application for Child Care Benefits"

This letter transmits revisions to the [JFS 01138](#) "Application for Child Care Benefits." Fields have been added to show the relationship of the child to the household members, to collect citizenship information and social security numbers for children and to reformat sections of the form. These changes are effective July 1, 2009.

Two rules that contain references to the JFS 01138 are being amended to change the revision date of this form and to correct the revision dates of two other forms.

Rule [5101:2-16-34](#) is being amended to clarify language and to correct the revision dates of three forms.

Rule [5101:2-16-35](#) is being amended to clarify language and to change the revision date of the JFS 01138.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by all providers in all licensed child care centers, licensed type A homes and certified type B homes. A current and updated copy of the manual should be accessible at all times to all providers and child care employees.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following charts identify the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	5101:2-16-34	5101:2-16-34
	5101:2-16-35	5101:2-16-35
Child Care Forms	JFS 01138 (Rev. 1/2008)	JFS 01138 (Rev. 6/2009)
Transmittal Letters		CCMTL No. 98

CCMTL 97 (5101:2-15 FYR, eff. 7/1/2009)

Child Care Manual Transmittal Letter No. 97

June 1, 2009

To: All Child Care Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Child Care Resource and Referral Services Rule Amendments

This letter transmits amendments to the rules governing child care resource and referral services. These rules have been revised to comply with the five year rule review. These rules will be effective July 1, 2009. The following is a summary of the rule revisions:

Rule **5101:2-15-01** Service Delivery Areas and Funding Formula For the Provision of Child Care Resource and Referral Services has been amended to revise the funding formula used to distribute available funds among the service delivery areas.

Rule **5101:2-15-02** Child Care Resource and Referral Service Organization Qualifications, Services and Technical Assistance has been amended to add two qualifications for the child care resource and referral service organizations and to clarify language for other qualifications. This rule has also been revised to remove one service requirement for the Ohio Department of Job and Family Services (ODJFS) contract/grant agreement.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued for the child care resource and referral service organizations. Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4 if you have questions regarding this information.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Child Care Resource and Referral Agencies: Chapter 15	5101:2-15-01	<u>5101:2-15-01</u>
	5101:2-15-02	<u>5101:2-15-02</u>
CCM Transmittal Letters		CCMTL No. 97

CCMTL 96-A (SUTQ Now eff. 7/1/2009)

Child Care Manual Transmittal Letter No. 96-A

May 11, 2009

TO: All Child Care Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: Effective Date Change for Step Up to Quality (SUTQ) Rules

The effective date for the Step Up To Quality (SUTQ) rules is changing from April 30, 2009 to July 1, 2009 due to changes in requirements in the benchmarks programs must meet for participation in SUTQ.

The following rules will be effective on July 1, 2009; a separate transmittal letter will be issued with the revised copies of the rules prior to the effective date:

Rule 5101:2-17-01 Application and eligibility for Step Up To Quality (SUTQ)

Rule 5101:2-17-02 Step Up To Quality (SUTQ) Verification Visits

Rule 5101:2-17-03 Step Up To Quality (SUTQ) Appeals

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued for step up to quality. A current version of this manual should be utilized by all providers in all licensed child care centers, licensed type A homes and type B homes that are certified by the county Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times to all providers.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
-----------------	--	---------------------------

Transmittal Letters

CCMTL No. 96-A

CCMTL 96 (SUTQ Rules and Forms eff. 4/30/2009)

Child Care Manual Transmittal Letter No. 96

March 25, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: New Rules and Forms for Step Up to Quality (SUTQ)

Step Up To Quality (SUTQ) is a voluntary rating system for licensed child care programs in Ohio. The goal of the SUTQ initiative is to improve the quality of early care and education programs in order to support children's optimal development and learning. The Ohio Department of Job and Family Services (ODJFS) is adopting the following rules and forms for SUTQ. These rules and forms will be effective April 30, 2009.

The following is a summary of the rules and forms:

Rule 5101:2-17-01 Application and eligibility for Step Up To Quality (SUTQ) and appendices is a new rule that outlines the application and eligibility requirements licensed child care centers (programs) need to meet to participate in SUTQ.

Rule 5101:2-17-02 Step Up To Quality (SUTQ) Verification Visits is a new rule that outlines the components of the verification visit process and timelines and instances when programs shall notify ODJFS due to changes.

Rule 5101:2-17-03 Step Up To Quality (SUTQ) Appeals is a new rule that describes the appeal process and methods programs use to appeal to ODJFS Bureau of Child Care and Development.

JFS 01551 "Step Up to Quality On-site Verification Report" has been revised to include current requirements for programs at each step level.

JFS 01557 "Quality Achievement Award Verification for Step Up to Quality" has been made obsolete.

JFS 01558 "Specialized Training Worksheet for Step Up to Quality" is a new form for providers and Step Up To Quality Licensing Specialists to use to track pre-requisites and completed specialized training hours.

JFS 01559 "Step Up to Quality Specialized Training Pre-requisite Certificate of Completion" is a certificate issued to child care staff to verify the completion of the required specialized training pre-requisites.

JFS 01560 "Verification Visit Process Assessment for Step Up to Quality" is a new form for administrators and Step Up To Quality Licensing Specialists to complete at the end of a verification visit to verify that specific procedures were completed as required.

JFS 01563 "Appeal Request for Step Up To Quality" is a new form programs shall use to request an appeal.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms,

transmittal letters and procedure letters that the department has issued for step up to quality. A current version of this manual should be utilized by all providers in all licensed child care centers, licensed type A homes and type B homes that are certified by the county Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times to all providers.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM Rules		5101:2-17-01 and Appendices 5101:2-17-02 5101:2-17-03
Child Care Forms	JFS 01551 (Rev. 5/2007)	JFS 01551 (Rev. 4/2009)

JFS 01557 (Rev. 5/2007)

[**JFS 01558**](#) (4/2009)

		JFS 01559 (4/2009)
--	--	--------------------

[**JFS 01560**](#) (4/2009)

[**JFS 01563**](#) (4/2009)

Transmittal Letters		CCMTL No. 96
---------------------	--	--------------

CCMTL 95 (Day Camp Rules and Forms, eff. 4/1/2009)

Child Care Manual Transmittal Letter No. 95

February 27, 2009

To: All Child Care Day Camp Manual Holders
All Child Care Manual Holders

From: Douglas E. Lumpkin, Director

Subject: Child Day Camp Rule Amendments and Form Revisions

This letter transmits amendments to the rules and a form that govern the approval of child day camps, Chapter 5101:2-18 of the Administrative Code. The changes to the rules and forms are a result of the agency's rule review process that requires all rules to be reviewed at least every five years. These changes will be effective on April 1, 2009.

Following is a summary of the rule revisions:

Rule [5101:2-18-01](#) entitled Definitions for registered and approved child day camps has been amended to change the title, add two definitions and clarify language.

Rule [5101:2-18-02](#) entitled Programs that are exempt from being a registered or an approved child day camp has been amended to change the title and clarify language.

Rule [5101:2-18-03](#) entitled Requirements for registered child day camps has been amended to change the title and clarify language.

Rule [5101:2-18-04](#) entitled Application and fee required for approved child day camps has been amended to change the title and clarify language.

Rule [5101:2-18-05](#) entitled Inspection of approved child day camps has been amended to change the title and clarify language.

Rule [5101:2-18-06](#) entitled Issuance and renewal of approval for child day camps has been amended to change the title, add a required form and to clarify language.

Rule [5101:2-18-07](#) entitled Complaint investigation procedures for approved child day camps had been amended to change the title and clarify language.

Rule [5101:2-18-08](#) entitled Denial, suspension and termination of approval for child day camps has been amended to change the title, add a provision for suspension and to clarify language.

Rule [5101-2-18-09](#) entitled Environmental health inspections for approved child day camps has been amended to change the title and clarify language.

Rule [5101:2-18-10](#) entitled Requirements for personnel in approved child day camps has been amended to change the title, add a required form, specify requirements for criminal background checks and to clarify language.

Rule [5101:2-18-10.1](#) entitled Statement of Nonconviction and Criminal Records Checks for Approved Child Day Camps is a new rule that establishes requirements for criminal record checks for camp employees and rehabilitation standards.

Rule [5101:2-18-11](#) entitled Training requirements for program personnel in approved child day camps has been amended to change the title, add requirements for training and performance review procedures and to clarify language.

Rule [5101:2-18-12](#) entitled Requirements for supervision of children in approved child day camps has been amended to change the title and clarify language.

Rule [5101:2-18-13](#) entitled Requirements for program activities in approved child day camps has been amended to change the title, define specialized activities, define staff responsibilities and to clarify language.

Rule [5101:2-18-14](#) entitled Requirements for field trip from approved child day camps has been amended to change the title, add requirements for the use of seat belts and to clarify language.

Rule [5101:2-18-15](#) entitled Requirements for health care at approved child day camps has been amended to change the title, to add requirements for medication and to clarify language.

Rule [5101:2-18-16](#) entitled Medication has been rescinded and the requirements for medication are now in rule 5101:2-18-15.

Rule [5101:2-18-17](#) entitled Requirements for first aid supplies at approved child day camps has been amended to change the title, add new requirements for the first aid kit and to clarify language.

Rule [5101:2-18-18](#) entitled Requirements for the care of children with special needs at approved child day camps has been amended to change the title and clarify language.

Rule [5101:2-18-19](#) entitled Admission procedures for approved child day camps has been amended to change the title and clarify language.

Rule [5101:2-18-20](#) entitled Requirements for records of children in approved child day camps has been amended to change the title, add requirements for the written health record and to clarify language.

Rule [5101:2-18-21](#) entitled Safety requirements in approved child day camps has been amended to change the title and clarify language.

Rule [5101:2-18-22](#) entitled Behavior management for children in approved child day camps has been amended to change the title and clarify language.

Rule [5101:2-18-23](#) entitled Medical emergency procedures in approved child day camps has been amended to change the title and clarify language.

Rule [5101:2-18-24](#) entitled Food preparation in approved child day camps has been amended to change the title, add a requirement for supplemental foods and to clarify language.

Rule [5101:2-18-25](#) entitled Vehicle safety and driver training has been rescinded and replaced with a new rule entitled Vehicle safety and driver training in approved child day camps. The new rule adds additional requirements for the operation and maintenance of vehicles used to transport children and driver training requirements.

JFS 01326 "Statement of Nonconviction for Approved Child Day Camps" is a new form to meet the requirements of 5101:2-18-10.1.

The electronic versions of the Child Care Manual and the Child Day Camp Manual are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. Current versions of these manuals should be utilized by all providers of child day camp services in registered camps and approved camps. A current and updated copy of the manual should be accessible at all times to staff.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following charts identify the material that needs to be removed from and inserted into the Child Care Day Camp Manual (CCDM) and the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Manual Appendix		<u>JFS 01326</u> (Rev. 4/2009)
Transmittal Letters		CCMTL No. 95

CCMTL 93 (2-12-37, 2-13-37, and JFS 01234, eff. 2/1/09)

Child Care Manual Transmittal Letter No. 93

January 12, 2009

To: All Child Care Manual Holders
From: Jan Allen, Interim Director
Subject: Amendment of Child Care Center and Type A Home Rules and Enrollment Form

This letter transmits amendments to two rules and a form for Ohio's licensed child care centers and type A homes. The [JFS 01234](#) "Child Enrollment and Health Information For Licensed Child Care Centers and Type A Homes" has been revised to clarify information provided by the parent or guardian in regard to a child's current health or medical status. The revised rules and form will be effective **February 1, 2009**.

The following is a summary of the rules and form revisions:

Rule [5101:2-12-37](#) **Children's Medical and Enrollment Records for Licensed Child Care Centers** has been amended to change the revision date of the JFS 01234, to include those children attending kindergarten at the center to have verification of a medical exam on file at the center, to add an immunization waiver to the medical statement and to add advanced practice nurse and remove certified nurse practitioner to the list of medical professionals who can complete the medical statement. The certified nurse practitioner is a type of advanced practice nurse. The appendix has been amended to reflect the current recommended immunization schedule by the Ohio Department of Health. Children enrolled in kindergarten at a center who are not also attending a public or private school kindergarten shall have a medical on file at the center by **September 1, 2009** or within thirty days of the child's date of admission, whichever is later.

Rule [5101:2-13-37](#) **Children's Medical and Enrollment Records for Licensed Type A Homes** has been amended to change the revision date of the JFS 01234, to add an immunization waiver to the medical statement, and to add advanced practice nurse and remove certified nurse practitioner to the list of medical professionals who can complete the medical statement. The certified nurse practitioner is a type of advanced practice nurse. The appendix has been amended to reflect the current recommended immunization schedule by the Ohio Department of Health.

[JFS 01234](#) "Child Enrollment and Health Information for Child Care Centers and Type A Homes" has been revised to add permission for the parent roster on the first page, to clarify language regarding the emergency contact, to remove the dentist information, to remove the space to specify for a hospital/clinic under emergency transport section and to revise the allergy, medical and health section to assist parents in providing accurate information. In addition, sections have been added for the handbook acknowledgement, diapering statement and for the administrator or their designee to review and sign the form. **The revised form must be completed and on file at the center or type A home by September 1, 2009 for every child enrolled on or after February 1, 2009. Children who are currently enrolled and have an up to date form on file will need**

to complete the revised form at the next annual update but no later than February 1, 2010.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by all providers in all licensed child care centers, licensed type A homes and type B homes that are certified by the county Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times to all providers.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Licensed Child Care Centers: Chapter 12	5101:2-12-37 and Appendix	<u>5101:2-12-37</u> and Appendix
Licensed Type A Family Child Care Homes: Chapter 13	5101:2-13-37 and Appendix	<u>5101:2-13-37</u> and Appendix
Child Care Forms	JFS 01234 (Rev. 9/2006)	<u>JFS 01234</u> (Rev. 2/2009)
Transmittal Letters		CCMTL No. 93

CCMTL 92 (SB 163 rules, eff. 8/14 and 9/1/2008)

Child Care Manual Transmittal Letter No. 92

August 11, 2008

TO: All Child Care Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: Revisions to Rules and Forms for Child Care Center and Type A Home As a Result of Amended Substitute Senate Bill 163

As a result of the passage of Sub. SB 163 of the 127th General Assembly, changes have been made to the Revised Code (RC) that affect licensing rules for child care centers and type A homes. A copy of the Act and any analysis of the legislation is available at: http://www.legislature.state.oh.us/BILTEXT127/127_SB_163_EN_N.pdf.

SB 163 goes into effect on August 14, 2008. The Ohio Department of Job and Family Services (ODJFS), Bureau of Child Care and Development has amended Ohio Administrative Code (OAC) rules in order to comply with the new provisions of this statute. This transmittal letter is being issued to provide instruction and information to licensed child care centers and type A homes for implementing these rule and form changes. **These revised rules and forms will go into effect on August 14, 2008, except rule 5101:2-12-26, which will go into effect on September 1, 2008.**

Each individual owner, administrator, and employee in a child care center or type A home and all persons 18 years of age and older who reside in a type A home must now have a criminal records check completed every four years by the Ohio Bureau of Criminal Identification and Investigation (BCII). Until the effective date of this rule, only those staff who had care, custody, or control of the children and owners and administrators hired after October 29, 1993 have been required to have a BCII criminal records check. With the passage of SB 163, rules have been amended to require that all employees, including owners and administrators, child care staff and all other employees of the center have a criminal records check completed and updated every four years.

Owners, administrators and employees who do not have a BCII criminal records check on file and owners, administrators and employees whose criminal record checks were completed more than four years ago must have a BCII criminal records check completed by March 1, 2009 and every four years thereafter. Individuals who have had a BCII records check completed within the past four years must have a new records check completed within four years from the completion of the most recent BCII records check.

Any applicant seeking a child care center license or a type A home license on or after September 1, 2008 must have both a BCII and a Federal Bureau of Investigation (FBI) criminal records check completed and the results reviewed and approved by ODJFS prior to the license being issued. These criminal record checks must be repeated every four years thereafter.

All applicants for employment in any capacity in a child care center or type A home after September 1, 2008, shall have both a BCII and an FBI record check completed and the results reviewed and approved by the administrator prior to the employee having sole care, custody or control of any child. The results of these checks must be on file within thirty days of the date of hire. The BCII check must be completed every four years for all employees and centers may require an FBI check in addition to the BCII every four years.

The forms used to document statements of non-conviction have been revised. In the past, owners and administrators in child care centers and type A homes have signed the JFS 01328 and employees, second adults and adults living in a type A home have signed the JFS 01329. SB 163 made the prohibited offenses the same for owners, administrators, employees, second adult in a child care center or type A home and all persons 18 years of age and older who reside in a type A home. As a result, all persons associated with the center or type A home - owners, administrators, employees, second adults and adults living in the type A home - shall sign the revised JFS 01328 "Statement Of Nonconviction For Child Care Centers and Type A Homes." This form must be signed annually.

The following is a summary of the rule and form revisions:

Rule [5101:2-12-09](#) Denial or Revocation of a Child Care Center License has been amended to include sections of the Revised Code that list additional prohibited criminal offenses.

Rule [5101:2-12-26](#) Statement of Non-Conviction and Criminal Records Check for Licensed Child Care Center Staff has been amended to provide new requirements for BCII criminal record checks, to revise the rehabilitation standards and to include a new requirement to have the JFS 01328 "Statement of Nonconviction for Licensed Child Care Centers and Type A Homes" completed at initial application for employment or a license and completed annually thereafter.

Rule [5101:2-13-04](#) Application and Issuance of Initial License for a Type A Home has been amended to add a provision that a prospective type A provider cannot be certified as a foster home or a specialized foster home, or if a prospective type A provider had been revoked as a certified type B provider for stated reasons, the provider shall not be issued a license.

Rule [5101:2-13-09](#) Denial or Revocation of a Type A Home License has been amended to include sections of the Revised Code that list additional prohibited criminal offenses.

Rule [5101:2-13-26](#) Statement of Non-Conviction and Criminal Records Check for Licensed Type A Homes has been amended to provide the new requirements for BCII criminal record checks, to revise the rehabilitation standards and to include a new requirement to have the JFS 01328 "Statement of Nonconviction for Licensed Child Care Centers and Type A Homes" completed at the initial application for employment or for a license and completed annually thereafter.

[JFS 01210](#) "Application for Child Care License" has been revised to add the names of the owner's authorized representative, to add an indication if the person is a certified foster home and to update the references to prohibited criminal offenses.

JFS 01311 "Criminal Records Check for Owners and Administrators of Child Care Centers and Type A Homes" has been revised to change the title and to provide instructions for obtaining electronic criminal records checks and having the results sent to ODJFS.

JFS 01328 "Statement of Nonconviction for Child Care Centers and Type A Homes" has been revised to change the title and to include additional convictions. This form is now obsolete for type B home providers and form shall be used by all child centers and type A homes.

JFS 01329 "Statement Of Nonconviction for Type B Homes And In-Home Aides" has been revised to change the title and include additional convictions and is now obsolete for child care centers and type A homes.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by all providers in all licensed child care centers, licensed type A homes and type B homes that are certified by the county Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times to all providers.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Licensed Child Care Centers: Chapter 12	5101:2-12-09 5101:2-12-26	<u>5101:2-12-09</u> <u>5101:2-12-26</u>
Licensed Type A Homes Chapter 13	5101:2-13-04 5101:2-13-09 5101:2-13-26	<u>5101:2-13-04</u> <u>5101:2-13-09</u> <u>5101:2-13-26</u>
Child Care Forms	JFS 01210 (Rev. 2/2007)	<u>JFS 01210</u> (Rev. 8/2008)
	JFS 01311 (Rev. 9/2006)	<u>JFS 01311</u> (Rev. 8/2008)
	JFS 01328 (Rev. 1/2007)	<u>JFS 01328</u> (Rev. 8/2008)
	JFS 01329 (Rev. 1/2007)	<u>JFS 01329</u> (Rev. 8/2008)
Transmittal Letters		CCMTL No. 92

CCMTL 91 (Type B rules and forms, eff. 8/14/2008)

Child Care Manual Transmittal Letter No. 91

August 6, 2008

TO: ALL CHILD CARE MANUAL HOLDERS

FROM: Helen E. Jones-Kelley, Director

SUBJECT: Chapter 14 Rule and Form Revisions for Certified Type B Homes as a Result of the Five Year Rule Review and SB 163

This letter transmits amended rules and revised forms to be used by certified type B child care providers. Over the past year the rules governing type B family child care homes have been revised as a result of the mandated rule review process which must occur at least every five years. Additional changes were also made as a result of the passage of Sub. SB 163 of the 127th General Assembly which was signed into law by the governor on May 14, 2008. **These rules and forms will be effective August 14, 2008.**

One of the major rule changes required by the new legislation is the requirement that all providers have a criminal records check completed every four years by the Ohio Bureau of Criminal Identification and Investigation (BCII). Until the effective date of this rule, providers who were certified by the county before October 29, 1993 were not required to have a BCII criminal records check. With the passage of SB 163, all providers must now have a criminal records check completed and updated every four years. Providers who do not have a BCII records check on file and providers who's criminal record checks were completed more than four years ago must have a BCII criminal records check completed prior to their next recertification date and every four years thereafter at the time of recertification. Providers who have had a BCII records check completed within the past four years must have a new records check completed within four years from the completion of the most recent records check. This new criminal records check must be completed prior to their annual recertification in that fourth year. Applicants seeking certification on or after August 14, 2008 must have a BCII and a Federal Bureau of Investigation (FBI) criminal records check completed prior to certification and every four years thereafter prior to recertification.

The forms used to document the provider's statement of nonconviction have been revised. In the past, providers have signed the [JFS 01328](#) and the emergency/substitute caregivers and adults residing in the home have signed the [JFS 01329](#). SB 163 made the prohibited offenses the same for all providers, emergency/substitute caregivers and adults residing in the home. As a result, all persons associated with type B homes (providers, in-home aides, emergency caregivers, substitute caregivers and adults living in the home) shall sign the same form, the revised JFS 01329 "Statement Of Nonconviction For Type B Homes And In-Home Aides." This form is now required to be signed annually.

The following is a summary of the rule revisions:

Rule [5101:2-14-01](#) "Definitions for certification of type B home providers and in-home aides" has been amended to change the title, add definitions for certified nurse

practitioner, advance practice nurse, medically fragile foster home, physician, physician assistant and specialized foster home and to clarify definitions including "related to the provider." The definition of absent day has been clarified to include language that the authorization from the CDJFS for the provider to provide child care services must be in writing prior to the provider being permitted to bill for an absent day.

Rule [5101:2-14-02](#) "Application for professional certification as a type B home provider or in-home aide" has been amended to require individuals submitting applications for certification to submit all required information within sixty days, the county department of job and family services (CDJFS) to process certification applications within 120 days, the revised JFS 01329 be signed, an FBI criminal records check be completed for all persons and results be returned prior to issuance of the certificate. Form revision dates have been updated.

Rule [5101:2-14-03](#) "Professional certification compliance inspection of type B home providers and in-home aides" has been amended to change the title, delete language for complaint investigations and update a form revision date.

Rule [5101:2-14-03.1](#) "Complaint investigation of professional and limited type B home providers and in-home aides" is a new rule with the requirements for complaint investigations. This rule replaces language in rules 5101:2-14-03 and 5101:2-14-57. This new rule also requires CDJFS staff to notify caretakers if there is a complaint that alleges immediate risk to children.

Rule [5101:2-14-04](#) "Issuance and renewal of professional certification as a type B home provider or in-home aide" has been amended to add requirements that the CDJFS have the results of the BCII and PSCA record checks prior to certifying a provider, to allow only one certificate to be issued at each address for new applicants requesting to be certified, to prohibit type B home certification from being issued to a home which is already licensed as a type A family child care home and to require a new PSCA records check at recertification. The revised rule also permits the CDJFS to choose to not renew a certificate if in the past six months the provider has not provided child care for children residing in Ohio.

Rule [5101:2-14-05](#) "Provider qualifications for professional certification as a type B home provider or in-home aide" has been amended to update form revision dates to reference the prohibited convictions that were changed by SB 163, to add the requirement for the PSCA records check information to be considered by the CDJFS, to require that an FBI criminal records check be completed for all persons and results be returned prior to issuance of the certificate and to require the provider to notify the CDJFS when any person is staying at the home for more than five days. Additionally, providers who are foster parents must notify caretakers about foster children receiving care in the provider's home and may not provide specialized foster care services if the provider is certified after the effective date of this rule. The revised rule requires that providers make available to caretakers the information needed for tax preparation and providers must report any payment errors to the CDJFS within ten days.

Rule [5101:2-14-06](#) "Denial, revocation and withdrawal of professional certification as a type B home provider or in-home aide" has been amended to prohibit spouses from being able to apply for certification for one year after an application has been

denied for the other spouse residing in the same home. The time period in which the provider or other relatives residing in the home are prohibited from reapplying for certification after revocation of certification has been extended to five years. The amended rule allows denial of an application or revocation of a certificate for delinquent copayments owed by the provider to another child care provider, for being consistently unavailable for announced or unannounced inspections or if the results of the PCSA records check indicate the provider or any other resident of the home may endanger the health or safety of children. Amendments include the additional prohibited offenses required by SB 163 and updating of Revised Code citations.

Rule [5101:2-14-07](#) "Fire safety for professional certification as a type B home provider or in-home aide" has been amended to prohibit child care providers certified after August 14, 2008 from providing care on the third floor or above of a building and to add the requirement that the provider's home have no exposed light bulbs which could pose a hazard to children and states where carbon monoxide detectors must be located.

Rule [5101:2-14-08](#) "Indoor space, programming and equipment for professional certification as a type B home provider or in-home aide" has been amended to clarify language on usable indoor floor space and to require the posting of the daily program schedule.

Rule [5101:2-14-11](#) "Requirements for criminal records checks for certification as a type B professional or limited home provider or in-home aide, or as an emergency or substitute caregiver" has been amended to change the title and to require an updated criminal records check be completed every four years. Providers with criminal record checks that are more than four years old at the time of recertification must have a new criminal records check completed before their new certificate is issued. The rule requires the revised JFS 01329 "Nonconviction Statement" to be signed annually by all persons working with children and adult residents of the home, a BCII and an FBI criminal records check completed for all persons applying to work with children and adult residents of the home. The revised rule also deletes unnecessary language regarding five year residency and FBI checks, and adds language to allow rehabilitation standards to be applied to persons with certain felony convictions.

Rule [5101:2-14-13](#) "Training requirements for professional certification as a type B home provider or in-home aide" has been amended to require that providers and in-home aides be currently certified in "Management of Communicable Disease and Child Abuse Recognition and Prevention" by the end of their first certification year. Currently certified providers who have completed a full year of certification shall continue to acquire six hours of training each year with at least two of the six hours being taken in "Child Growth and Development."

Rule [5101:2-14-14](#) "Emergency and substitute child care for professional certification as a type B home provider or in-home aide" has been amended to reference the Revised Code language required by SB 163, to update form titles and revision dates and to require that by February 14, 2009, all providers have at least one emergency or substitute caregiver who is not a certified provider. The rule also lists the required documents for the file of an emergency/substitute caregiver as well as

requiring that the CDJFS be notified when a certified provider is providing emergency or substitute care for another provider. The CDJFS must then verify that the emergency/substitute caregiver is not exceeding their maximum group size limitations.

Rule [5101:2-14-16](#) "Group size for professional certification as a type B home provider or in-home aide" has been amended to clarify language regarding what children are counted as "in care."

Rule [5101:2-14-17](#) "Outdoor play for professional certification as a type B home provider or in-home aide" has been amended to prohibit the use of any trampolines by children in care and to require that shade be available when children are playing outside. The amended rule also requires off-site play areas to meet the same requirements as onsite play areas, sandboxes to be covered when not in use and bodies of water to be separated from the play area by a fence or other physical barrier that prevents children from accessing the water. The rule clarifies that a fence is required around the outdoor play area when the CDJFS staff determine it is needed to protect children from traffic or other safety hazards.

Rule [5101:2-14-18](#) "Napping, sleeping, evening and overnight care for professional certification as a type B home provider or in-home aide" has been amended to add a requirement for lighted walkways and to define the use of air mattresses for sleeping.

Rule [5101:2-14-19](#) "Safe and sanitary equipment and environment for professional certification as a type B home provider or in-home aide" has been amended to require yard care machinery to be stored inaccessible to children, area rugs in the home to have nonskid backing, gates to be firmly anchored and used safely, liquid soap to be used and wading pools to be sanitized daily. The rule includes requirements for handwashing, restrictions on smoking in the home and requirements for vehicles used for transporting children. Appendix A has been added to show cleaning and sanitizing requirements for equipment and the environment. Additionally, the rule includes requirements for care of any pets in the home and the requirement that caretakers be notified of any animals that their children will be exposed to while at the home.

Rule [5101:2-14-20](#) "Safety and supervision of children for professional certification as a type B home provider or in-home aide" has been amended to add a definition of "supervision," to require that the provider not be under the influence of any substances that would impede the care of children and to have immediate access to a working land-line telephone on the premises. Language was added to clarify supervision of school-age children while outside and supervision of children during water or swimming play.

Rule [5101:2-14-21](#) "Transportation and field trip safety for professional certification as a type B home provider or in-home aide" has been amended to add requirements for items needed on trips away from the home, to restrict smoking in any vehicle when children are present and to disallow children under twelve years of age to sit in the front seat of the vehicle.

Rule [5101:2-14-22](#) "Child guidance and management for professional certification as a type B home or in-home aide" has been amended to include guidance

techniques that should be used with children and to clarify that any special behavior management plans must be in writing and reviewed with the caretaker before implementing with the child.

Rule [5101:2-14-24](#) "Caretaker/provider responsibilities for professional certification as a type B home provider or in-home aide" has been amended to update a form revision date, add a reference to the "Child Care Provider Reimbursement Reporting Calendar" and add a requirement for the provider to give a written receipt to the caretaker for all payments made.

Rule [5101:2-14-26](#) "Records requirements for professional certification as a type B home provider or in-home aide" has been amended to require that the JFS 01297 be sent with a child who is being emergency transported, that copies of the child's enrollment/health information and medical care plan be kept in a location that the provider can easily access in an emergency, that all children who are not attending a grade of kindergarten or above must have an annual physical and that a certified nurse practitioner or physician's assistant can sign the child's medical statement.

Rule [5101:2-14-27](#) "Care of children with special needs or health conditions for professional certification as a type B home provider or in-home aide" has been amended to add a required form and procedures for obtaining a medical or physical care plan.

Rule [5101:2-14-28](#) "Medical and dental emergency plan for professional certification as a type B home provider or in-home aide" has been amended to delete language regarding emergency transportation, to add a new form to be posted as a medical and dental emergency plan and to clarify language regarding the incident/injury report.

Rule [5101:2-14-29](#) "First aid supplies and procedures for professional certification as a type B home provider or in-home aide" has been amended to add items required in the first aid box and to elaborate on the basic precaution procedures.

Rule [5101:2-14-30](#) "Management of communicable disease for professional certification as a type B home provider or in-home aide" has been amended to add a list of symptoms defining a sick child and to clarify language regarding the care of a sick child.

Rule [5101:2-14-31](#) "Administration of medication for professional certification as a type B home provider or in-home aide" has been amended to clarify the use of the revised JFS 01644 that documents the provider's administration of medication. The rule also now requires the caretaker to administer the first dose of any medication to determine if the child has any reactions to the medication and requires the provider to document any medication errors.

Rule [5101:2-14-32](#) "Meal preparation/nutritional requirements for professional certification as a type B home provider or in-home aide" has been amended to specify when a child must be provided with meals and snacks, what nutritional requirements must be met by the meals and snacks and that a weekly menu must be posted.

Rule [5101:2-14-34](#) "Infant Care for professional certification as a type B home provider or in-home aide" is a new rule that contains infant care language deleted from rules 5101:2-14-08 and 5101:2-14-32. It requires that the caretakers of infants be provided with a brief, daily report, sets requirements for the infant daily program and clarifies the preparation, storage and feeding of formula and breast milk.

Rule [5101:2-14-35](#) "Diaper care for professional certification as a type B home provider or in-home aide" has been amended to require that diapers be checked at least every two hours and clarifies the process to be used for diaper changes.

Rule [5101:2-14-36](#) "Crib and playpen requirements for professional certification as a type B home provider or in-home aide" has been amended to require the child's physician to sign a sleep position waiver for infants who are not to sleep on their backs. The rule requires that cribs be cleaned and sanitized monthly, that crib mattress supports be in the lowest position and crib rails in their highest position when in use and permits infants who are 16 months of age to sleep on cots with the caretaker's permission.

Rule [5101:2-14-37](#) "Swimming and water safety requirements for professional certification as a type B home provider or in-home aide" has been amended to prohibit the use of saunas, hot tubs and spas by children and to add requirements for swimming and water safety, including making swimming pools inaccessible and requiring written permission for infants and toddlers to use wading pools.

Rule [5101:2-14-40](#) "Appeal review procedures for limited and professional certification as a type B home provider or in-home aide" has been amended to include the CDJFS taking action to recover a child care overpayment as a reason for the provider to request an appeal review. The amended rule limits the time that an extension for an appeal review can be granted to ninety days.

Rule [5101:2-14-55](#) "Application and approval for limited certification as a type B home provider or in-home aide" has been amended to include the language required by SB 163, to update form titles and revision dates, to add items that the CDJFS needs prior to the issuance of a certificate and to require the CDJFS to approve or deny all applications for certification within 120 days of receipt of a complete application. The language covering provisional limited certification issuance has been deleted and moved to rule 5101:2-14-56.

Rule [5101:2-14-56](#) "Issuance and renewal of a certificate for limited certification as a type B home provider or in-home aide" is a new rule with requirements for the certification of limited providers.

Rule [5101:2-14-57](#) "Limited certification compliance inspection of type B home providers and in-home aides" has been amended to change the title, to add the requirement that the provider allow access to all areas of the home during an inspection, to specify that the inspection for provisional certification take place within ten days after the issuance of the certificate, to add requirements for compliance by the provider and to delete language on investigations that has been moved to rule 5101:2-14-03.1.

Rule [5101:2-14-58](#) "Limited certification provider qualifications and responsibilities as a type B home provider or in-home aide" has been amended to change the title, to add requirements for the physical exam of the provider, to add responsibilities for the safety of children, and to add the requirement for use of the JFS 01297, the JFS 01932 and the JFS 01299. Also added are requirements for providers to complete First Aid and CPR training and to require an approved sleeping area for children in evening and overnight care. This rule was also amended to include the requirements of SB 163.

[5101:2-14-60](#) "Denial, revocation and withdrawal of limited certification as a type B home provider or in-home aide" has been amended to change the title, add language regarding the time limits for reapplying after denial and revocation and to list the reasons and process for denial or revocation of a limited certificate. This rule was amended to include the requirements of SB 163.

[5101:2-14-61](#) "County department of job and family services (CDJFS) certification responsibilities for certified type B home providers and in-home aides" has been amended to change the title, to update form titles and revision dates and to permit the CDJFS to give providers electronic copies of Chapter 5101:2-14 and Chapter 5101:2-16 rules. This rule was also amended to require that the CDJFS provide training for everyone doing inspections or investigations for type B homes using the curriculum provided by ODJFS.

[5101:2-14-62](#) "Confidentiality involving a professional or limited certified<new> home provider or in-home aide" has been amended to change the title and to specify that the CDJFS shall not release any confidential information from the public children services agency report.

The following is a summary of the form revisions:

[JFS 01280](#) "Medical Statement for Type B Home and In-Home Aide Child Care Providers" has been reformatted to meet department form requirements as well as to add rule requirements for the physical examination on the form for the health care provider signing the form. Applicants who are certified after September 14, 2008 must have their medical completed on this form (rev. 8/2008).

[JFS 01297](#) "Child Enrollment and Health Information" has been reformatted to meet department form requirements as well as to collect emergency contact and health information on one form. Children enrolled with a provider on or after August 14, 2008 must have the revised JFS 01297 on file by the first day care is provided. Children enrolled prior to August 14, 2008 must have a revised JFS 01297 completed within one year of the last time the caretaker reviewed, completed or updated the child's enrollment information. As of August 14, 2009 all children in care must have the revised JFS 01297 completed and on file with the provider.

[JFS 01328](#) "Statement of Nonconviction for Child Care Centers, Type A Homes and Type B Homes" has been revised and is now obsolete for use by type B providers. It shall only be used by child centers and type A homes.

[JFS 01329](#) "Statement Of Nonconviction For Type B Homes and In-Home Aides" has been revised to change the title and include additional convictions. This form will be

used by everyone associated with the certified type B child care program (providers, in-home aides, emergency caregivers, substitute caregivers and adults living in a certified home).

Note: This form will be released in a separate child care manual transmittal letter.

JFS 01634 "Caretaker/Provider Agreement" has been reformatted to meet department form requirements and to provide additional spaces for the agency certifying the home to record information.

JFS 01642 "Application/Inspection for Limited Certification" has been reformatted to meet department form requirements and to reflect the revisions made to the child care certification rules.

JFS 01643 "Application for Professional Type B Home and In-Home Aide Certification" has been reformatted to meet department form requirements and to add a statement for providers to verify that they are capable of complying with child care rules and performing child care activities.

JFS 01644 "Permission to Administer Medication" has been reformatted to meet department form requirements. It has also been revised to provide additional information about the administration of medication process and to make the form easier to complete correctly.

JFS 01921 "Complaint Disposition Report For Type B Child Care and In-Home Aides" has been revised to meet department form requirements.

JFS 01922 "Notification of Child Care Provider Investigation" is a new form devised to assure that caretakers are aware of ongoing investigations of rule violations by their child care provider that may pose an immediate threat to their children.

JFS 01923 "Emergency/Substitute Caregiver Statement" has been reformatted to meet department form requirements and to make the form easier to use.

JFS 01924 "Inservice Training for Type B Home and In-Home Aide Child Care Providers" has been reformatted to meet department form requirements and to allow providers to more easily document completed training. Inservice training completed after August 14, 2008 must be documented on this form or the JFS 01307 "Inservice Training for Child Care Centers or Type A Family Child Care Homes."

JFS 01926 "Inspection Report for Professional Type B Family Child Care" has been reformatted to meet department form requirements. It has also been amended to reflect the revised rule requirements.

JFS 01928 "Child Medical/Physical Care Plan" is a new form devised to collect information on children who may have special needs or who require additional care from the provider. Any child with a special medical or physical need must have this form completed by September 14, 2008.

JFS 01929 "Medical and Dental General Emergency Plan" is a new form that providers will post in their home. The form requires the provider to fill in emergency information specific to their home so it is available for reference in an emergency. This completed plan must be posted in type B homes by September 14, 2008.

JFS 01930 "Sleep Position Waiver Statement" is a new form devised to inform caretakers and physicians of the risks of infants sleeping in any position other than on their back. It also contains a waiver that must be signed by the child's physician if there is a medical reason for the child to sleep in a position other than on his or her back. A child sleeping in any position other than on his or her back must have this form completed and signed by the child's physician no later than September 14, 2008.

JFS 01932 "Child Medical Statement" has been reformatted to meet department form requirements. It has also been revised to mirror the child care center and type A home medical statement. Children who are not yet attending a grade of kindergarten or above who enrolled with a provider on or after August 14, 2008 must have a medical statement on file within thirty days of beginning care. Children enrolled prior to August 14, 2008 must have a completed medical statement on file within one year of the last date the caretaker reviewed, completed or updated the child's enrollment information. As of August 14, 2009 all children who are not yet attending a grade of kindergarten or above must have a completed JFS 01932 on file with the provider.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by providers in all type B homes that are certified by the county Department of Job and Family Services and a current and updated copy of the manual should be accessible at all times in the type B home.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS:

The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE/ FILE AS OBSOLETE	INSERT/REPLACEMENT
Certified Type B Child Care Homes: Chapter 14	5101:2-14-01	<u>5101:2-14-01</u>
	5101:2-14-02	<u>5101:2-14-02</u>
	5101:2-14-03	<u>5101:2-14-03</u>
		<u>5101:2-14-03.1</u>
	5101:2-14-04	<u>5101:2-14-04</u>
	5101:2-14-05	<u>5101:2-14-05</u>

	5101:2-14-06	<u>5101:2-14-06</u>
	5101:2-14-07	<u>5101:2-14-07</u>
	5101:2-14-08	<u>5101:2-14-08</u>
	5101:2-14-11	<u>5101:2-14-11</u>
	5101:2-14-13	<u>5101:2-14-13</u>
	5101:2-14-14	<u>5101:2-14-14</u>
	5101:2-14-16	<u>5101:2-14-16</u>
	5101:2-14-17	<u>5101:2-14-17</u>
	5101:2-14-18	<u>5101:2-14-18</u>
	5101:2-14-19	<u>5101:2-14-19</u> and Appendix
	5101:2-14-20	<u>5101:2-14-20</u>
	5101:2-14-21	<u>5101:2-14-21</u>
	5101:2-14-22	<u>5101:2-14-22</u>
	5101:2-14-24	<u>5101:2-14-24</u>
	5101:2-14-26	<u>5101:2-14-26</u>
	5101:2-14-27	<u>5101:2-14-27</u>
	5101:2-14-28	<u>5101:2-14-28</u>
	5101:2-14-29	<u>5101:2-14-29</u>
	5101:2-14-30	<u>5101:2-14-30</u>
	5101:2-14-31	<u>5101:2-14-31</u>
	5101:2-14-32	<u>5101:2-14-32</u> and Appendix
		<u>5101:2-14-34</u>
	5101:2-14-35	<u>5101:2-14-35</u>

	5101:2-14-36	<u>5101:2-14-36</u>
	5101:2-14-37	<u>5101:2-14-37</u>
	5101:2-14-40	<u>5101:2-14-40</u>
	5101:2-14-55	<u>5101:2-14-55</u>
		<u>5101:2-14-56</u>
	5101:2-14-57	<u>5101:2-14-57</u>
	5101:2-14-58	<u>5101:2-14-58</u>
	5101:2-14-60	<u>5101:2-14-60</u>
	5101:2-14-61	<u>5101:2-14-61</u>
	5101:2-14-62	<u>5101:2-14-62</u>
Child Care Forms	JFS 01280 (rev. 3/2003)	<u>JFS 01280</u> (rev. 8/2008)
	JFS 01297 (rev. 3/2003)	<u>JFS 01297</u> (rev. 8/2008)
	JFS 01634 (rev. 3/2003)	<u>JFS 01634</u> (rev. 8/2008)
	JFS 01642 (rev. 1/2007)	<u>JFS 01642</u> (rev. 8/2008)
	JFS 01643 (rev. 1/2007)	<u>JFS 01643</u> (rev. 8/2008)
	JFS 01644 (rev. 3/2003)	<u>JFS 01644</u> (rev. 8/2008)
	JFS 01921 (rev. 3/2003)	<u>JFS 01921</u> (rev. 8/2008)
		<u>JFS 01922</u> (rev. 8/2008)
	JFS 01923 (rev. 3/2003)	<u>JFS 01923</u> (rev. 8/2008)
	JFS 01924 (rev. 3/2003)	<u>JFS 01924</u> (rev. 8/2008)
	JFS 01926 (rev. 3/2004)	<u>JFS 01926</u> (rev. 8/2008)
		<u>JFS 01928</u> (rev. 8/2008)
		<u>JFS 01929</u> (rev. 8/2008)

		JFS 01930 (rev. 8/2008)
	JFS 01932 (rev. 3/2003)	JFS 01932 (rev.8/2008)
Transmittal Letters		CCMTL No. 91

CCMTL 90 (5101:2-12-20, 2-13-20 and JFS 01306 eff. 8/14/08)

Child Care Manual Transmittal Letter No. 90

July 25, 2008

TO: All Child Care Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: Employee Record Chart Form and Rule Revisions for Licensed Child Care Centers and Type A Homes

This letter transmits amended rules and a revised form to be used by child care centers and type A homes. These rules will be effective August 14, 2008.

The following is a summary of the amendments:

Rule [5101:2-12-20](#) "Supervision, Staff/child Ratios and Grouping for Licensed Child Care Centers" has been amended to reflect the new revision date of the JFS 01306 "Employee Record Chart" and to clarify that two responsible adults shall be present at the destination of all trips away from the center when seven or more children are present.

Rule [5101:2-13-20](#) "Supervision, Staff/child Ratios and Grouping for Licensed Type A Homes" has been amended to update the revision date of the JFS 01306 "Employee Record Chart."

[JFS 01306](#) "Employee Record Chart" has been revised to provide administrators with more information about the use of the form and to accommodate documentation required rule changes.

This form will be available online in a PDF format. It may be downloaded and will be available to be completed electronically. The form may also be printed, copied and completed by hand. All previous versions of the JFS 01306 are obsolete as of August 14, 2008 and should be removed from your manual.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Forms can be located at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The department will notify all licensed centers and type A homes when forms are changed and the date of the change. When forms are obsolete they should no longer be used. The old version of this form should be removed and replaced with the new one. The use of current forms is necessary in order to be in compliance with child care licensing rules.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that you need to remove from and insert into your Child Care Manual (CCM).

LOCATION	REMOVE/ FILE AS OBSOLETE	INSERT/REPLACEMENT
Licensed Child Care Centers: Chapter 12	5101:2-12-20	<u>5101:2-12-20</u>
Licensed Type A Child Care Homes: Chapter 13	5101:2-13-20	<u>5101:2-13-20</u>
Child Care Forms	JFS 01306 (rev. 7/2003)	<u>JFS 01306</u> (rev. 8/2008)
Transmittal Letters		CCMTL No. 90

CCMTL 89 (5101:2-12-08 and JFS 01295)

Child Care Manual Transmittal Letter No. 89

March 27, 2008

TO: All Child Care Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: Revisions to JFS 01295 Complaint Intake/Disposition Report for Licensed Child Care

The **JFS 01295** Complaint Intake/Disposition Report has been revised. This form is used by the Office for Children and Families Help Desk and child care licensing staff in the investigation and reporting of complaints against child care programs. This form is used in electronic format and the revisions have been made to coordinate with recent software changes. These changes are effective May 1, 2008.

Rule **5101:2-12-08** has been amended to clarify language and to update the revision date of this form.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to county departments of Job and Family Services (CDJFS) and to child care providers. A current version of this manual should be utilized by all child care staff. Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Licensed Child Care Centers, Chapter 12	5101:2-12-08	<u>5101:2-12-08</u>
	JFS 01295 (rev. 3/2007)	<u>JFS 01295</u> (rev. 12/2007)
Transmittal Letters		CCMTL No. 89

CCMTL 88 (2008 FPL update, eff. 7/1/2008)

Child Care Manual Transmittal Letter No. 88

June 24, 2008

TO: All Child Care Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: 2008 Changes to Child Care Income Eligibility Standards, Copayments and Provider Reimbursement Calendar

Income standards for child care eligibility have been changed as a result of the annual update in the federal poverty guidelines (FPL). Copayment amounts have also been changed and the appendices to two rules have been revised to update income and copayment amounts and to provide the reimbursement reporting calendar for state fiscal year 2009. The monthly income standard for child care eligibility has been increased to 200% FPL.

Counties must use the new income eligibility standards and copayment amounts beginning July 1, 2008 for all determinations of initial eligibility, for all twelve-month redeterminations and for all six-month reviews of copayments.

Following is a listing of the rule amendments:

Rule [5101:2-16-30](#) entitled "Eligibility Requirements for Publicly Funded Child Care Benefits" has been amended to add clarifying language for a caretaker who receives LEAP benefits and for protective child care eligibility and to delete language regarding the eligibility for children in federally-funded Head Start programs. The Appendix has been revised to change eligibility income standards as a result of the updated federal poverty guidelines.

Rule [5101:2-16-39](#) entitled "Copayment for Publicly Funded Child Care Benefits" has been amended to change copayment amounts in appendix A. Appendix B, the Child Care Provider Reimbursement Calendar, has been updated for state fiscal year 2009.

Rule [5101:2-16-41](#) entitled "Reimbursement Rates for Providers of Publicly Funded Child Care" has been amended to update the revision date of a form.

Rule [5101:2-16-44](#) entitled "County Department of Job and Family Services Requirements for the Purchase of Child Care Services" has been amended to add clarifying language allowing the county to add attachments to the JFS 01224 "Contract for Purchase of Publicly Funded Child Care Services."

Rule [5101:2-16-55](#) entitled "Use of the JFS 01140 'Certificate of Authorization for Payment of Publicly Funded Child Care Services (COAP)' to Contract with Providers" has been amended to update the revision date of a form.

Rule [5101:2-16-71](#) entitled "Child Care Improper Payments" has been amended to clarify language and to update the revision date of a form.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to county

departments of Job and Family Services (CDJFS) and to child care providers. A current version of this manual should be utilized by all child care staff.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Child Care Eligibility, Fraud & Overpayments: Chapter 16	5101:2-16-30 and Appendix 5101:2-16-39 and Appendices 5101:2-16-41 5101:2-16-44 5101:2-16-55 5101:2-16-71	<u>5101:2-16-30</u> and Appendix <u>5101:2-16-39</u> and Appendices <u>5101:2-16-41</u> <u>5101:2-16-44</u> <u>5101:2-16-55</u> <u>5101:2-16-71</u>
Transmittal Letters		CCMTL No. 88

CCMTL 87 (5101:2-16 and Child Care forms, effective 2/1/2008)

Child Care Manual Transmittal Letter No. 87

January 8, 2008

To: All Child Care Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Revised Child Care forms and the removal of Early Learning Initiative (ELI) Rule References from Chapter 2-16 of the Administrative Code

This letter transmits amendments to rules and forms that are used to determine eligibility for publicly funded child care. The rules have been amended in order to remove language in child care rules related to the Early Learning Initiative (ELI). ELI rules are now contained in Chapter 5101:2-23 of the Administrative Code. The forms have been revised to remove ELI references and to add and clarify information.

These rule and form changes will be effective February 1, 2008.

The following is a summary of the rule and form revisions:

Rule 5101:2-16-07 County department of job and family services administrative responsibilities for determining eligibility for publicly funded child care benefits has been amended to clarify language, update the revision date of the JFS 01139 "Child Care Application Summary" and correct a form name.

Rule 5101:2-16-34 Income eligibility requirements for publicly funded child care benefits has been amended to clarify language and update the title and revision date of the JFS 01138 "Application for Child Care Benefits."

Rule 5101:2-16-35 Determination of eligibility by the county department of job and family services for publicly funded child care benefits has been amended to update the revision dates of the JFS 01138 "Application for Child Care Benefits" and the JFS 01139 "Child Care Application Status and Summary" and to correct a web reference.

Rule 5101:2-16-44 County department of job and family services requirements for the purchase of child care services has been amended to clarify language update the revision dates of the JFS 01138 "Application for Child Care Benefits" and the JFS 01224 "Contract for Purchase of Publicly Funded Child Care Services."

JFS 01138 "Child Care Application" has been revised to remove references to ELI and to clarify language.

JFS 01139 "Child Care Application Status and Summary" has been revised to remove references to the ELI and to clarify language.

JFS 01224 "Contract for Purchase of Publicly Funded Child Care Services" has been revised to add an optional space for the maximum reimbursement of the contract and to add three additional clauses required by the department.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies that materials that need to be removed from and inserted into the Child Care Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Eligibility, Fraud & Overpayments: Chapter 16	5101:2-16-07	5101:2-16-07
	5101:2-16-34	5101:2-16-34
	5101:2-16-35	5101:2-16-35
	5101:2-16-44	5101:2-16-44
Child Care Forms	JFS 01138 (Rev. 1/2007)	JFS 01138 (Rev. 1/2008)
	JFS 01139 (Rev. 1/2007)	JFS 01139 (Rev. 1/2008)
	JFS 01224 (Rev. 1/2007)	JFS 01224 (Rev. 1/2008)
Transmittal Letters		CCMTL No. 87

CCMTL 86 (ELI Rules and Forms, eff. 9/30/07)

Child Care Manual Transmittal Letter No. 86

Early Learning Manual Transmittal Letter No. 2

September 28, 2007

To: All Child Care Manual Holders and Early Learning Manual Holders

From: Helen E. Jones-Kelley, Director

Subject: Early Learning Initiative Rules and Forms

As a result of Am. Sub. HB 119 of the 127th General Assembly, the rules governing the Early Learning Initiative (ELI) were removed from the Child Care Manual (CCM) and issued as new rules in the Early Learning Manual (ELM). The date of this action was July 2, 2007 with the filing of emergency rules and the issuance of ELMTL No. 1 and CCMTL No. 83.

The rules issued in this transmittal replace the rules that were emergency filed and are effective **September 30, 2007**. New and revised ELI forms are also included with this letter.

Following is a summary of the rule amendments and form changes:

Rule 5101:2-16-07.1 entitled "County Department of Job and Family Services Administrative Responsibilities for the Early Learning Initiative (ELI)" has been rescinded.

Rule 5101:2-16-35.1 entitled "Eligibility for "Early Learning Initiative" (ELI) Services" and the appendix have been rescinded.

Rule 5101:2-16-41.1 entitled "Ohio Department of Job and Family Services (ODJFS) Responsibilities for Reimbursement to the Early Learning Initiative (ELI) Agencies" and the appendix have been rescinded.

Rule 5101:2-16-71.1 entitled "Early learning initiative (ELI) Program Overpayments" has been rescinded.

Rule 5101:2-23-01 entitled "Definitions for the Early Learning Initiative (ELI)" has been created to define terms used in the administration of ELI.

Rule 5101:2-23-03 entitled "County Department of Job and Family Services Administrative Responsibilities for the Early Learning Initiative (ELI)" has been created to define the duties of county departments of Job and Family Services in the administration of ELI.

Rule 5101:2-23-05 entitled "Eligibility Requirements for Early Learning Initiative (ELI) Benefits" and three appendices have been created to define ELI eligibility requirements for the caretaker and child and to provide income standards, copayment amounts and a copayment calendar.

Rule 5101:2-23-07 entitled "Income Eligibility Requirements for Early Learning Initiative (ELI) Benefits" has been created to define countable income and income eligibility requirements for ELI.

Rule 5101:2-23-09 entitled "Ohio Department of Job and Family Services (ODJFS) Responsibilities for Reimbursement to Early Learning Initiative (ELI) Agencies" and an appendix have been created to define the duties of ODJFS for reimbursement to ELI contracted agencies for ELI services provided.

Rule 5101:2-23-11 entitled "Early Learning Initiative (ELI) Overpayments" has been created to define responsibilities for county departments of Job and Family Services and the Ohio Department of Job and Family Services for the management of overpayments made for ELI services.

JFS 01153 "Request by ELI Contracted Agency to Adjust Attendance Data" has been revised to align it with recent changes in ELI eligibility requirements.

JFS 01154 "Early Learning Initiative (ELI) CDJFS Request to Adjust 3299 Data" is being revised to clarify the data needed.

JFS 01155 "Application for Early Learning Initiative (ELI) Benefits" has been revised to align it with recent changes in ELI eligibility requirements.

JFS 01157 "Notice to CDJFS of ELI Overpayment" has been revised to correct formatting.

JFS 01162 "Early Learning Initiative Request to Change ELI Services" is being rescinded.

JFS 01163 "Request to Add ELI Provider" is a new form that a contracted agency needs to complete in order to add an ELI provider.

JFS 01164 "Request to Inactivate ELI Provider" is a new form that a contracted agency needs to complete in order to inactivate an ELI provider.

JFS 01165 "ELI Overpayment Tracking and Updates" is a new form to assist ODJFS staff in tracking overpayment data.

JFS 01166 "Notice to Contracted Agency of ELI Overpayment" is a new form that will be used by the CDJFS to advise a contracted agency of an overpayment.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
----------	--------------------------------	--------------------

Child Care Manual		
CCM 3 Family Eligibility	5101:2-16-07.1	
	5101:2-16-35.1	
	5101:2-16-41.1	
	5101:2-16-71.1	
Early Learning Manual	5101:2-23-01	5101:2-23-01
	5101:2-23-03	5101:2-23-03
	5101:2-23-05	5101:2-23-05
	5101:2-23-07	5101:2-23-07
	5101:2-23-09	5101:2-23-09
	5101:2-23-11	5101:2-23-11
	JFS 01153 (rev. 7/2007)	JFS 01153 (rev. 9/2007)
	JFS 01154 (rev. 7/2007)	JFS 01154 (rev. 9/2007)
	JFS 01155 (rev. 7/2007)	JFS 01155 (rev. 9/2007)
	JFS 01157 (rev. 7/2007)	JFS 01157 (rev. 9/2007)
	JFS 01162 (7/2007)	
		JFS 01163 (9/2007)
		JFS 01164 (9/2007)
		JFS 01165 (9/2007)
		JFS 01166 (9/2007)

CCMTL 85 (Ch. 12 and 13 Rules and Forms, eff. 9/1/07)

Child Care Manual Transmittal Letter No. 85

August 7, 2007

TO: ALL CHILD CARE MANUAL HOLDERS

FROM: Helen E. Jones-Kelley, Director

SUBJECT: Rule Revisions for Licensed Child Care Centers and Type A Homes

This letter transmits revised forms and amended rules to be used by child care centers and type A homes. The changes to the rules are a result of the agency's rule review process that requires all rules to be reviewed at least every five years. These changes will be effective September 1, 2007.

The following is a summary of the rule revisions:

Rule 5101:2-12-11 Fire Department Approval for Licensed Child Care Centers has been amended to update the revision date of the JFS 01303 "Fire Inspection Report."

Rule 5101:2-12-25 Employee and Child Care Staff Member Requirements for Licensed Child Care Centers has been amended to update the revision date of the JFS 01246 "Child Care Staff Member Orientation and Employee Policy Review Statement".

Rule 5101:2-12-30 Information Policies and Procedures for Licensed Child Care Centers has been amended to update the revision date of the JFS 01299 "Incident/Injury Report".

Rule 5101:2-13-11 Fire Department Approval for Licensed Type A Homes has been amended to update the revision date of the JFS 01303 "Fire Inspection Report."

Rule 5101:2-13-24 Administrator Responsibilities and Qualifications for Licensed Type A Homes has been amended to remove the requirement to renew Prekindergarten Associate certificates, to make it consistent with the requirements for child care centers.

Rule 5101:2-13-30 Information Policies and Procedures for Type A Homes has been amended to update the revision date of the JFS 01299 "Incident/Injury Report".

The following is a summary of the revised forms:

Prescribed Forms

JFS 01303 "Fire Inspection Report" has been revised to provide checkboxes for fire personnel to verify what areas are approved for the care of nonambulatory children.

JFS 01246 "Child Care Staff Member Orientation and Employee Policy Review Statement" has been revised to provide checkboxes for required portions of the employee orientation training.

All staff hired more than 30 days after the Orientation training is mailed out from the department must complete and sign this form. It must be maintained at the center or home.

Sample Forms:

JFS 01218 "Basic Infant Information" has been revised to add a place for parents to specify their preferred schedule for child care providers to check their child's diaper.

JFS 01278 "Communicable Disease Trainer Registration" has been revised to list the current ODJFS street address.

JFS 01551 "Step Up to Quality, On-site Verification Report" is a new form to document the onsite inspections for centers participating in the Step Up to Quality program.

The electronic version of the Child Care Manual is located at:. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE/ FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 6 Child Care Provider Licensing Regulations	5101:2-12-11	5101:2-12-11
	5101:2-12-25	5101:2-12-25
	5101:2-12-30	5101:2-12-30
CCM 6 Child Care Provider Licensing Regulations	5101:2-13-11	5101:2-13-11
	5101:2-13-24	5101:2-13-24
	5101:2-13-30	5101:2-13-30
Child Care Manual Appendix	JFS 01218 (rev. 9/2006)	JFS 01218 (rev. 3/2007)
	JFS 01246 (rev. 9/2006)	JFS 01246 (rev. 3/2007)
	JFS 01278 (rev. 6/2006)	JFS 01278 (rev. 3/2007)
	JFS 01303 (rev. 9/2006)	JFS 01303 (rev. 3/2007)
		JFS 01551 (5/2007)

Transmittal Letters		CCMTL No. 85
---------------------	--	--------------

CCMTL 84 (2007 FPL Income Standards, eff. 7/1/07)

Child Care Manual Transmittal Letter No. 84

July 2, 2007

TO: All Child Care Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: 2007 CHANGES TO INCOME STANDARDS FOR CHILD CARE AS A
RESULT OF INCREASES IN FEDERAL POVERTY GUIDELINES
CHANGES IN FAMILY COPAYMENT AMOUNTS
NEW CHILD CARE PROVIDER REIMBURSEMENT CALENDAR

Income eligibility standards for child care eligibility will be changed as a result of the annual increase in the federal poverty guidelines. Copayment amounts have also been revised due to the change in income standards. The appendices of two rules have been revised to update income and copayment amounts according to the new federal figures.

Counties must use the new income eligibility standards beginning July 1, 2007 for all determinations of initial eligibility, for all twelve-month redeterminations and for all six-month reviews of copayments.

Rule 5101:2-16-30 entitled Program Eligibility Requirements for Publicly Funded Child Care Benefits contains the requirements for the determination of income eligibility for publicly funded child care benefits. Appendix A has been revised to increase the income standards as a result of increases in the federal poverty guidelines.

Rule 5101:2-16-39 entitled Monthly Family Copayment for Publicly Funded Child Care Benefits contains the requirements for the assessment of copayments for child care benefits. Appendix A has been revised to change copayment amounts as a result of increases in the federal poverty guidelines. Appendix B, the Child Care Provider Reimbursement Calendar, has been updated for state fiscal year 2008.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 3 Family Eligibility	5101:2-16-30 and Appendix	5101:2-16-30 and Appendix
	5101:2-16-39 and Appendices	5101:2-16-39 and Appendices
CCMTL		CCM Transmittal Letter No. 84

CCMTL 82 (Ch. 12 and Ch. 13 Rules FYR, eff. 9/1/07)

Child Care Manual Transmittal Letter No. 82

July 2, 2007

To: All Child Care Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Proposed Rule and Form Revisions for Licensed Child Care Centers and Licensed Type A Homes

This letter transmits amendments to rules and forms for Ohio's licensed child care centers and type A homes. The changes to the rules and forms are a result of the agency's rule review process that requires all rules to be reviewed at least every five years. These changes will be effective on September 1, 2007.

Following is a summary of the rule revisions:

Rule 5101:2-12-01 entitled Definitions for Licensed Child Care Centers and rule 5101:2-13-01 Definitions for Licensed Type A Homes have been amended to change the titles, clarify language and add definitions for physician's assistant, clean, and sanitize, public children services agency, and to clarify the definitions of employee and routine trips.

Rule 5101:2-12-02 entitled Types of Licensed Child Care Centers and rule 5101:2-13-02 entitled Types of Licensed Type A Homes have been amended to clarify language for requirements of outdoor play for drop-in centers, and allow a mat or pad to be used in school child care centers for ill children.

Rule 5101:2-12-03 entitled License Capacity for Licensed Child Care Centers and rule 5101:2-13-03 entitled License Capacity for Licensed Type A Homes have been amended to change the titles and to clarify

Rule 5101:2-12-04 entitled Application and Issuance of Licenses for Child Care Centers and rule 5101:2-13-04 entitled Application and Issuance of Initial Licenses for Type A Homes have been amended to update form revision dates, add the name of a form, and to clarify language for inspections.

Rule 5101:2-12-05 entitled License Fees and Notification Requirements for Licensed Child Care Centers and rule 5101:2-13-05 entitled License Fees and Notification Requirements for Type A Homes have been amended to change the titles, add a form, and clarify language.

Rule 5101:2-12-06 entitled Procedures for Renewal of a Child Care Center License and rule 5101:2-13-06 entitled Procedures for Renewal of a Type A Home License have been amended to change the titles, add a form reference and clarify language.

Rule 5101:2-12-07 entitled Inspection and Investigation of Licensed and Unlicensed Child Care Centers and rule 5101:2-13-07 entitled Inspection and Investigation of Licensed and Unlicensed Type A Homes have been amended to change the titles to add unlicensed centers and to clarify language throughout the rules.

Rule 5101:2-12-08 entitled Complaint Investigations for Licensed and Unlicensed Child Care Centers and rule 5101:2-13-08 entitled Complaint Investigations for Licensed and

Unlicensed Type A Homes have been amended to change the titles, clarify language, and add the name of a form.

Rule 5101:2-12-09 entitled Denial or Revocation of a Child Care Center License and rule 5101:2-13-09 entitled Denial or Revocation of a Type A Home License are new rules replacing rules with the same numbers. These rules clarify language regarding the denial and revocation process.

Rule 5101:2-12-15 entitled Safe and Sanitary Equipment and Environment in Licensed Child Care Centers and rule 5101:2-13-15 entitled Safe and Sanitary Equipment and Environment in Licensed Type A Homes have been amended to clarify language regarding the definition of "sanitized" and individual packages of food. The appendices have also been amended for clarification.

Rule 5101:2-12-15.2 entitled Diapering and Toilet Training for Licensed Child Care Centers and rule 5101:2-13-15.2 entitled Diapering and Toilet Training for Licensed Type A Homes have been amended to clarify language regarding glove use when diapering and cleaning of the diaper changing station.

Rule 5101:2-12-40 entitled Daily Program for Infants in Licensed Child Care Centers and rule 5101:2-13-40 entitled Daily Program for Infants in Licensed Type A Homes have been amended to change the titles and clarify language on supervision throughout the rules.

Rule 5101:2-12-41 entitled Infant Feeding Requirements in Licensed Child Care Centers and rule 5101:2-13-41 entitled Infant Feeding Requirements in Licensed Type A Homes have been amended to change the titles and clarify preparation and storage requirements.

Rule 5101:2-12-42 entitled Cribs in Licensed Child Care Centers and rule 5101:2-13-42 entitled Cribs in Licensed Type A Homes have been amended to clarify language regarding sanitizing, storing, and use of cribs.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 6 Child Care Provider	5101:2-12-01	5101:2-12-01

Licensing Regulations		
	5101:2-12-02	5101:2-12-02
	5101:2-12-03	5101:2-12-03
	5101:2-12-04	5101:2-12-04
	5101:2-12-05	5101:2-12-05
	5101:2-12-06	5101:2-12-06
	5101:2-12-07	5101:2-12-07
	5101:2-12-08	5101:2-12-08
	5101:2-12-09	5101:2-12-09
	5101:2-12-15	5101:2-12-15
	5101:2-12-15.2	5101:2-12-15.2
	5101:2-12-40	5101:2-12-40
	5101:2-12-41	5101:2-12-41
	5101:2-12-42	5101:2-12-42
	5101:2-13-01	5101:2-13-01
	5101:2-13-02	5101:2-13-02
	5101:2-12-03	5101:2-13-03
	5101:2-13-04	5101:2-13-04
	5101:2-13-05	5101:2-13-05
	5101:2-13-06	5101:2-13-06
	5101:2-13-07	5101:2-13-07
	5101:2-13-08	5101:2-13-08
	5101:2-13-09	5101:2-13-09
	5101:2-13-15	5101:2-13-15

	5101:2-13-15.2	5101:2-13-15.2
	5101:2-13-40	5101:2-13-40
	5101:2-13-41	5101:2-13-41
	5101:2-13-42	5101:2-13-42
CCM Transmittal Letters		Transmittal Letter No. 82

CCMTL 81 (Reimbursement Rates {perm.}, eff. 6/27/07)

Child Care Manual Transmittal Letter No. 81

June 19, 2007

TO: All Child Care Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: ADJUSTMENTS IN REIMBURSEMENT CEILING RATES TO PROVIDERS OF PUBLICLY FUNDED CHILD CARE SERVICES

Reimbursement ceiling rates for providers of publicly funded child care were adjusted effective May 1, 2007 with the filing of emergency rules. The rules issued with this transmittal are permanent rules that contain the same revisions made in the emergency rules. The rules issued with this transmittal are effective June 28, 2007.

These rates are the maximum reimbursement amounts payable by county departments of Job and Family Services (CDJFS) to licensed and certified child care providers. The adjusted rates are set at the 65th percentile of the rates reported by providers in the 2006 market rate survey conducted by the Ohio State University Statistical Consulting Service. The number of market rate sectors has been changed from three to six, which best represents groupings of counties with similar child care rate structures.

Analysis of the 2006 market rate survey results demonstrated some categories of care for which the reimbursement ceiling rate should be lowered, however the department has chosen not to reduce any reimbursement ceiling rates at this time.

Appendix A of rule 5101:2-16-41 shows the reimbursement ceiling rates for each CDJFS to follow. Each chart contains the maximum reimbursement ceiling rates for the five types of providers who are either licensed or certified. Actual payment rates to these providers are based on individual contracts between the CDJFS and the provider.

A new category, "School Age Summer" has been added to the rate structure. This maximum reimbursement ceiling rate is to be used when contracting with providers who provide care to school age children as follows:

School Age Summer maximum reimbursement ceiling rates shall be in effect during weeks in May, June, July, August and September when the school in which the child is enrolled is not in session due to a summer break. The CDJFS shall reimburse the county's summer school age rate for the entire week.

Appendix A of rule 5101:2-16-41.1 shows the hourly maximum reimbursement ceiling rates for payments to Early Learning Initiative (ELI) providers. These rates are being changed to correspond to the adjusted maximum hourly reimbursement ceiling rates for subsidized child care. These payments are made by ODJFS.

The rules contained in this transmittal are:

Rule 5101:2-16-41 Reimbursement Rates for Providers of Publicly Funded Child Care. The appendix of this rule has been amended to show the adjusted maximum reimbursement ceiling rates.

Rule 5101:2-16-41.1 Ohio Department of Job and Family Services (ODJFS) Responsibilities for Reimbursement to Early Learning Initiative (ELI) Agencies. The appendix has been amended to show the adjusted hourly maximum reimbursement ceiling rates.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 3 Family Eligibility	5101:2-16-41 and Appendix	5101:2-16-41 and Appendix
	5101:2-16-41.1 and Appendix	5101:2-16-41.1 and Appendix
CCM Transmittal Letters		Transmittal Letter No. 81

CCMTL 80 (5101:2-12-35 and 5101:2-13-35, eff.6/1/07)

Child Care Manual Transmittal Letter No. 80

May 22, 2007

TO: ALL CHILD CARE MANUAL HOLDERS

FROM: Helen E. Jones-Kelley, Director

SUBJECT: Form Revisions for Licensed Child Care Centers and Type A Homes

This letter transmits amended rules and a revised form to be used by child care centers and type A homes. The changes to the rules and form are a result of the agency's improvements to the computer system that collects the data from the incident reports. Changes have been made to the prescribed form referenced in this letter, which is intended to assist providers in meeting the requirements of the rule in Chapters 5101:2-12 and 5101:2-13 of the Administrative Code. Effective June 1, 2007 the prescribed form that is contained in this letter is the only incident report form that should be used by child care centers and type A homes.

The following is a summary of the rule revisions:

5101:2-12-35 and 5101:2-13-35 Incident/Injury Report. These rules have been amended to correct the revision date of the JFS 01299 "Incident/Injury Report".

The following form is included with this transmittal:

JFS 01299, "**Incident/Injury Report for Child Care Centers, Type A Homes and Type B Providers**" has been revised to remove all "other" categories and increase the choices for staff to indicate the type of incident/accident/injury.

This form will be available online in a PDF format. It may be downloaded and will be available to be completed electronically. The form may also be printed, copied and completed by hand. All previous versions of the JFS 01299 are obsolete as of June 1, 2007 and should be removed from the manual.

The electronic version of the Child Care Manual is located at:
<http://emanuals.odjfs.state.oh.us/emanuals>.

The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Forms can be located at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The department will notify all licensed centers and type A homes when forms are changed and the date of the change. When forms are obsolete they should no longer be used. The old version of this form should be removed and replaced with the new one. The use of current forms is necessary in order to be in compliance with child care licensing rules.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE/ FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 6 Child Care Provider Licensing Regulations Children's Records	5101:2-12-35	5101:2-12-35
CCM 6 Child Care Provider Licensing Regulations Children's Records	5101:2-13-35	5101:2-13-35
Child Care Manual Appendix	JFS 01299 (rev. 9/2006)	JFS 01299 (rev. 6/2007)
Transmittal Letters		CCMTL No. 80

CCMTL 78 (Ch. 16 FYR, eff. 2/1/07)

Child Care Manual Transmittal Letter No. 78

January 4, 2007

TO: All Child Care Manual Holders
FROM: Barbara E. Riley, Director
SUBJECT: Five-Year Review of Child Care Eligibility Rules and Forms in Chapter 5101:2-16 of the Administrative Code

The department has reviewed and amended child care eligibility rules and forms contained in Chapter 5101:2-16 of the Administrative Code according to the provisions of the five-year rule review process. These rules govern the eligibility of families for subsidized child care benefits. The effective date of these rule changes is February 1, 2007.

The following rules have been amended:

Rule 5101:2-16-01 entitled Definitions for Eligibility for Publicly Funded Child Care Benefits has been revised to clarify language.

Rule 5101:2-16-07.1 entitled County Department of Job and Family Services Administrative Responsibilities for the Early Learning Initiative (ELI) has been revised to add language regarding use of the JFS 01154.

Rule 5101:2-16-30 entitled Eligibility Requirements for Receipt of Publicly Funded Child Care Benefits has been revised to change the title and to clarify the definition of a family.

Rule 5101:2-16-34 entitled Income Eligibility Requirements for Publicly Funded Child Care Benefits has been revised to change the title and to clarify language.

Rule 5101:2-16-35 entitled Determination of Eligibility by the County Department of Job and Family Services for Publicly Funded Child Care Benefits has been revised to change the title, to clarify language, to add a reference to a new form and to add language regarding the use of electronic signatures.

Rule 5101:2-16-35.1 entitled Eligibility for Early Learning Initiative (ELI) Services has been revised to clarify language.

Rule 5101:2-16-39 entitled Copayment for Publicly Funded Child Care Benefits has been amended to change the title, to clarify language and to refer to the monthly copayment in the context of the billing cycle for reimbursement.

Rule 5101:2-16-41.1 entitled Ohio Department of Job and Family Services (ODJFS) Responsibilities for Reimbursement to Early Learning Initiative (ELI) Agencies has been revised to clarify language related to absent days.

Rule 5101:2-16-42 entitled Reimbursement Ceiling Waivers for Children with Special Needs has been revised to change the title and to clarify language.

Rule 5101:2-16-44 entitled County Department of Job and Family Services Requirements for the Purchase of Child Care Services has been revised to change the title, to reformat text and to clarify language.

Rule 5101:2-16-55 entitled Use of the JFS 01140 "Certificate of Authorization for Payment of Publicly Funded Child Care Services (COAP)" to Contract with Providers has been revised to change the title and to clarify language.

Rule 5101:2-16-71 entitled Child Care Improper Payments has been amended and reformatted to encompass the contents of the previous version as well as rules 5101:2-16-72 and 5101:2-16-73.

Rule 5101:2-16-72 entitled Improper Payments to Child Care Providers has been rescinded as the contents have been moved to 5101:2-16-71.

Rule 5101:2-16-73 entitled Recovery of Child Care Overpayments has been rescinded as the contents have been moved to 5101:2-16-71.

The following forms have been revised:

JFS 01138 "Application for Child Care Benefits" has been revised and reformatted.

JFS 01139 "Child Care Application Status and Summary" is a new form that is required for use by the CDJFS to document the status and summarize the activity on a child care application.

JFS 01140 "Certificate of Authorization for Payment of Publicly Funded Child Care Services (COAP)" has been revised and reformatted.

JFS 01151 "Notice of Child Care Overpayment" has been revised and reformatted.

JFS 01224 "Contract for Purchase of Publicly Funded Child Care Services" has been revised with new language in the introductory paragraph identifying eligible providers.

JFS 01231 "Request for Waiver of Reimbursement Ceiling for Special Needs Child Care" has been revised to correct a rule reference.

JFS 01154 "Early Learning Initiative (ELI)/CDJFS Request to Adjust 3299 Data" has been revised and the instruction page will no longer be a separate page.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals> The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Forms can be located at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The department will notify all licensed centers and type A homes when forms are changed and the date of the change. When forms are obsolete they should no longer be used. The old version of the form should be removed and replaced with the new one. The use of current forms is necessary in order to be in compliance with child care licensing rules.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies materials that need to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 2 CHILD CARE REIMBURSEMENT, FRAUD, AND OVERPAYMENT		
Reimbursement Rates	5101:2-16-41.1	5101:2-16-41.1
	5101:2-16-42	5101:2-16-42
	5101:2-16-44	5101:2-16-44
Contract & Certificate of Authorization for Payment	5101:2-16-55	5101:2-16-55
Fraud and Overpayments	5101:2-16-71	5101:2-16-71
	5101:2-16-72	
	5101:2-16-73	
CCM 3 FAMILY ELIGIBILITY		
Publicly Funded Child Care Benefits	5101:2-16-01	5101:2-16-01
	5101:2-16-07.1	5101:2-16-07.1
	5101:2-16-30	5101:2-16-30
	5101:2-16-34	5101:2-16-34
	5101:2-16-35	5101:2-16-35
	5101:2-16-35.1	5101:2-16-35.1
	5101:2-16-39	5101:2-16-39
FORMS	JFS 01138 (rev. 7/2005)	JFS 01138 (rev. 1/2007)

		JFS 01139 (1/2007)
	JFS 01140 (10/2005)	JFS 01140 (rev. 1/2007)
	JFS 01151 (rev. 11/1997)	JFS 01151 (rev. 1/2007)
	JFS 01224 (rev. 10/2005)	JFS 01224 (rev. 1/2007)
	JFS 01231 (rev. 6/2003)	JFS 01231 (rev. 1/2007)
	JFS 01154 (12/2005)	JFS 01154 (rev. 1/2007)
TRANSMITTAL LETTERS		CCMTL No. 78

CCMTL 77 (Ch. 12 and Ch. 13 Rules, eff. 1/1/07)

Child Care Manual Transmittal Letter No. 77

December 22, 2006

TO: ALL CHILD CARE MANUAL HOLDERS

FROM: Barbara E. Riley, Director

SUBJECT: Revised Rules for Licensed Child Care Centers and Type A Homes

This letter transmits amendments to rules that govern licensed child care centers and type A homes. These proposed changes are effective January 1, 2007.

Most of these rules were revised following completion of the department's five-year rule review process. Other rules were revised as a result of the department's work to implement policy changes that will improve the health and safety of children in child care settings. Several rules remain under JCARR jurisdiction. The department will provide additional information if changes are made in any of the affected rules.

Following is a summary of the rule revisions:

Rule 5101:2-12-14 Outdoor Play Requirements has been amended to require programs that operate more than two hours after school to provide schoolage children with outdoor play time. Language has been added to define standards that must be in place by January 2010 for protective covering under climbers, swings and slides. Language was added regarding the extent of fall zones. This rule also requires that a playground checklist be completed on a quarterly basis by the administrator verifying that the playground has been reviewed for safety.

Rules 5101:2-12-15 and 5101:2-13-15 Safe and Sanitary Equipment and Environment have been amended to require that the cleaning schedule listed in the Appendix of the rule be followed. Language has been amended for consistency with recent revisions to the Communicable Disease training. Requirements regarding handwashing have been moved to a new rule.

Rules 5101:2-12-15.1 and 5101:2-13-15.1 Handwashing and Basic Precautions are new rules that define basic precautions and the procedures necessary to protect staff from potentially infectious diseases. These rules also detail handwashing requirements for staff and children and clarifies that liquid soap must be used.

Rules 5101:2-12-15.2 and 5101:2-13-15.2 Diapering and Toilet Training are new rules that provide easier access to required diapering procedures.

Rules 5101:2-12-15.3 and 5101:2-13-15.3 Smoke Free Environment are new rules that allow child care staff to access the requirements for a smoke free environment more easily.

Rules 5101:2-12-15.4 and 5101:2-13-15.4 Toothbrushing are new rules that detail the standards for brushing teeth and handling toothbrushes.

Rules 5101:2-12-18 and 5101:2-13-18 Transportation and Procedural Requirements have been amended to provide the procedural requirements for transportation and

fieldtrips and to add safety policies. Requirements regarding vehicles and drivers have been moved to new rules.

Rules 5101:2-12-18.1 and 5101:2-13-18.1 Transportation and Vehicle Requirements are new rules that require a prescribed form to be used for the annual vehicle inspections. Staff must inspect vehicles weekly for basic safety requirements. These rules also prohibit the use of 12-15 passenger vans for transportation of children, effective September 1, 2013. Effective September 1, 2008, any new vehicle or a vehicle that is replaced cannot be a 12-15 passenger van.

Rules 5101:2-12-18.2 and 5101:2-13-18.2 Transportation and Driver Requirements are new rules that define driver requirements, including that drivers complete transportation training prior to transporting children.

Rules 5101:2-12-20 and 5101:2-13-20 Supervision, Staff/Child Ratios and Grouping have been amended to clarify that staff may not be under the influence of drugs or alcohol while responsible for children. This rule requires that staff/child ratios to be posted at child care center and clarifies supervision language.

Rule 5101:2-12-21 has been rescinded and replaced with a new rule, Care and Nurturing of Children, with the same number. The language of this rule has been reformatted and additional requirements have been added for the frequency of diaper checks, to state that staff may not climb over gates or shelving, to specify when a child's wet clothing must be changed and to add language clarifying other rule requirements. Rule 5101:2-13-21 has been amended with similar changes.

Rules 5101:2-12-22 and 5101:2-13-22 Child Guidance and Management have been amended for formatting purposes and to add language that clarifies developmentally appropriate techniques.

Rules 5101:2-12-23 and 5101:2-13-23 Evening and Overnight Care have been amended to clarify safety and supervision policies and sanitary procedures.

Rules 5101:2-12-24 and 5101:2-13-24 Administrator Responsibilities and Qualifications have been amended to clarify the hours administrators must be present and to clarify that an administrator's CDA must be renewed in a timely manner.

Rules 5101:2-12-25 and 5101:2-13-25 Employee and Child Care Staff Member Requirements have been amended to clarify requirements for the employee medical as well as to specify who is qualified to sign off on the medical. These rules have been amended to require orientation training for child care staff members and to specify what must be included in the training. These rules have also been amended for formatting purposes and language has been added to clarify rule requirements and to specify that employee records must be kept confidential.

Rules 5101:2-12-26 and 5101:2-13-26 Statement of Non-conviction and Criminal Records Checks have been amended for formatting purposes and to clarify the form that administrators and owners must sign before a provisional license is issued.

Rules 5101:2-12-27 and 5101:2-13-27 Training in First Aid, CPR, Management of Communicable Disease and Child Abuse Prevention have been amended to increase

the number of organizations that are permitted to provide required trainings for staff and to clarify rule requirements.

Rules 5101:2-12-28 and 5101:2-13-28 In-service Training have been amended to add a new category of inservice training. The amended rules outlines trainer qualifications as well as subject matter for the new Health and Safety category. Language has been added to clarify rulerequirements

Rules 5101:2-12-32 Parental Participation Policies and Parent Roster Requirements in Licensed Child Care Centers have been amended to clarify language.

Rules 5101:2-12-33 and 5101:2-13-33 Management of Illness have been amended to clarify that the axillary (under the armpit) method must be used for taking temperatures and the thermometer must be sanitized after each use. Language has been updated to reflect current language in communicable disease trainings.

Rules 5101:2-12-34 and 5101:2-13-34 Medical, Dental and General Emergency Plan have been amended to require that a prescribed form must be posted for emergency information and to clarify language.

Rules 5101:2-12-35 and 5101:2-13-35 Incident/Injury Report have been amended to clarify language and for formatting requirements.

Rules 5101:2-12-36 and 5101:2-13-36 First Aid Supplies/Procedures have been amended to add the required contents of the first aid kit and clarify how first aid supplies must be stored and used.

Rules 5101:2-12-37 and 5101:2-13-37 Children's Medical and Enrollment Records have been amended to allow physician's assistants to sign children's medical statements. Language has been updated to reflect the correct name of forms to be used.

Rules 5101:2-12-38 and 5101:2-13-38 Care of Children with Health Conditions have been amended to clarify language.

Rules 5101:2-12-42 and 5101:2-13-42 Cribs have been amended to reflect current research regarding safe sleep positions for infants and to specify that the physician's signature is needed to approve alternate sleep positions. Language has been added to clarify that cribs, when not in use, may be moved together and that cribs may not be re-assigned if the infant is still in attendance.

Rules 5101:2-12-43 and 5101:2-13-43 Handwashing and Diapering have been rescinded as the contents have been moved to 5101:2-12-15.1 and 5101:2-13-15.1.

The following forms are included with this transmittal:

JFS 01278 "Communicable Disease Trainer Registration For Child Care Centers And Type A Homes" has been developed to collect information on trainers who are approved to provide training in Communicable Diseases.

JFS 01307 "Inservice Training" has been revised to include the new Health and Safety category.

JFS 01328 "Statement of Nonconviction for Child Care Centers, Type A Homes and Type B Homes" has been amended to meet the new requirements of statute that

became effective September 21, 2007. This form replaces the JFS 01313 and JFS 01314.

JFS 01329 "Statement of Nonconviction for Employees of Child Care Centers and Type A Homes, and Emergency and Substitute Caregivers for Type B Homes" is a new form that will be in use until a technical writing error is corrected in the Revised Code.

JFS 01338 "Weekly Vehicle Inspection and Vehicle Evacuation Drills Record" is a new sample form to meet the new requirements of the transportation rules.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals> The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Forms can be located at: **<http://www.odjfs.state.oh.us/forms/inter.asp>** The department will notify all licensed centers and type A homes when forms are changed and the date of the change. When forms are obsolete they should no longer be used. The old version of the form should be removed and replaced with the new one. The use of current forms is necessary in order to be in compliance with child care licensing rules.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 6 Child Care Provider Licensing Regulations Application Procedures/ Inspections/Investigations	5101:2-12-14 5101:2-12-15 5101:2-12-18	5101:2-12-14 5101:2-12-15 5101:2-12-15.1 5101:2-12-15.2 5101:2-12-15.3 5101:2-12-15.4 5101:2-12-18 5101:2-12-18.1 5101:2-12-18.2

Center Policies Emergencies Children's Records Infant Care and Diapering	5101:2-12-20	5101:2-12-20
	5101:2-12-21	5101:2-12-21
	5101:2-12-22	5101:2-12-22
	5101:2-12-23	5101:2-12-23
	5101:2-12-24	5101:2-12-24
	5101:2-12-25	5101:2-12-25
	5101:2-12-26	5101:2-12-26
	5101:2-12-27	5101:2-12-27
	5101:2-12-28	5101:2-12-28
	5101:2-12-32	5101:2-12-32
	5101:2-12-33	5101:2-12-33
	5101:2-12-34	5101:2-12-34
	5101:2-12-35	5101:2-12-35
	5101:2-12-36	5101:2-12-36
	5101:2-12-37	5101:2-12-37
	5101:2-12-38	5101:2-12-38
	5101:2-12-42	5101:2-12-42
	5101:2-12-43	
CCM 6 Child Care Provider Licensing Regulations Application Procedures/ Inspections/Investigations	5101:2-13-15	5101:2-13-15 5101:2-13-15.1 5101:2-13-15.2 5101:2-13-15.3 5101:2-13-15.4 5101:2-13-18 5101:2-13-18.1 5101:2-13-18.2 5101:2-13-20 5101:2-13-21 5101:2-13-22

Center Policies Emergencies		5101:2-13-24
		5101:2-13-25
		5101:2-13-26
		5101:2-13-27
		5101:2-13-28
		5101:2-13-33
		5101:2-13-34
		5101:2-13-35
	5101:2-13-20	5101:2-13-36
		5101:2-13-37
Children's Records	5101:2-13-21	5101:2-13-38
Infant Care and Diapering		5101:2-13-42
	5101:2-13-22	
	5101:2-13-23	
	5101:2-13-25	
	5101:2-13-26	
	5101:2-13-27	
	5101:2-13-28	
	5101:2-13-33	

	5101:2-13-34 5101:2-13-35 5101:2-13-36 5101:2-13-37 5101:2-13-38 5101:2-13-42 5101:2-13-43	
Child Care Manual Appendix	JFS 01307 (rev. 6/2006)	JFS 01278 (rev. 9/2006) JFS 01307 (rev. 9/2006) JFS 01328 (rev. 1/2007)* JFS 01329 (1/2007)* JFS 01338
Transmittal Letters		CCMTL No. 77

* These forms appear in 2 Child Care Transmittal Manual Letters that have recently been distributed to manual holders. It is only necessary to follow the instructions one time to replace these two forms (JFS 01328 and JFS 01329).

CCMTL 76 (SB 238 Changes to Rules, eff. 1/1/07)

Child Care Manual Transmittal Letter No. 76

December 22, 2006

TO: ALL CHILD CARE MANUAL HOLDERS

FROM: Barbara E. Riley, Director

SUBJECT: Changes in Child Care Rules and Forms as a Result of SB 238

This letter transmits amendments to rules and forms due to the requirements of SB 238, which was effective on September 21, 2006. A copy of the Act and an analysis of the new legislation is available at:

http://www.legislature.state.oh.us/bills.cfm?ID=126_SB_238. The department issued Child Care Manual Procedure Letter (CCMPL) No. 16 on September 28, 2006 with instructions on procedural changes to follow until rule revisions could be made effective. The rule revisions have been made and are contained in this manual transmittal letter. All changes are effective on January 1, 2007.

The law now requires county departments of Job and Family Services (CDJFS) to request information from the Public Children Services Agency (PCSA) concerning reports of abuse or neglect for an applicant for certification or recertification as a type B family child care home, for any adults residing in the type B provider's home, and for any person designated by the applicant to be an emergency or substitute caregiver. JFS 01302 "Request for Child Abuse and Neglect Report Information" was developed for use by CDJFS staff to request information from the PCSA. This form, released with CCMPL No. 16, must be completed for all of the persons named above as part of the certification or recertification process on or after September 28, 2006.

SB 238 amended the definition of in-home aide by adding a restriction that an in-home aide is the only provider who can be reimbursed for caring for a child in the child's own home. This means that a licensed type A provider or certified type B provider cannot be reimbursed for caring for a child when the provider lives in the same home as the child. This policy change does not affect a caretaker's eligibility for child care benefits.

All cases in which a provider is now caring for a child in the child's home must be reviewed and corrected no later than July 1, 2007. The CDJFS must determine if the provider is an in-home aide. If not, the caretaker and the provider must be notified that the county will discontinue reimbursement on July 1, 2007 for care by this provider in the child's home. Counties must provide notice to providers and to caretakers well in advance of taking this action that affects a provider's status. In addition, families may need assistance to make alternate child care arrangements with another certified provider.

JFS 01328 "Statement of Nonconviction for Child Care Centers, Type A Homes and Type B Homes" was a new form that was included in CCMPL No. 16. This form has been revised and a new form, JFS 01329 "Statement of Nonconviction for Employees of Child Care Centers and Type A Homes, and Emergency and Substitute Caregivers of Type B Homes" has been developed. Due to a technical writing error in SB 238, a list of prohibited offenses was not added to the appropriate Revised Code section that

governs child care. Until this omission is corrected, these two forms, with the revision date of 1/1/2007, must be used for the providers and other individuals as identified in the titles of the forms. The department will issue additional instructions after the Revised Code correction is made. The JFS 01328 (rev. 1/2007) must be completed by every person who makes an application as an owner or administrator of a child care center or licensed type A home and by every certified type B family home provider. The JFS 01329 (1/2007) must be completed by every employee and second adult of a child care center and type A home, emergency and substitute caregivers, and all persons eighteen years of age and older who reside in a licensed type A or certified type B home. All other nonconviction statements are obsolete, as stated in CCMPL No. 16.

The following rules have been revised:

Rule 5101:2-13-02 entitled Type A Home Types and Rule Stipulation describes the requirements for the types of type A homes. It is being amended to delete language describing a type A home.

Rule 5101:2-14-01 entitled Definitions for Certification of Type B Providers has been amended to change the definition of in-home aide by adding a restriction that the in-home aide is the only provider who can care for children in the children's own home.

Rule 5101:2-14-02 entitled Application for Professional Certification as a Type B Home Provider or In-home Aide has been amended to add the requirement that reports from the public children services agency be requested during the certification or recertification process for type B providers.

Rule 5101:2-14-04 entitled Issuance and Renewal of a Certificate for Professional Certification as a Type B Home Provider or In-home Aide has been amended to reflect the in-home aide restriction.

Rule 5101:2-14-11 entitled Offenses Prohibiting Certification as a Type B Home Limited or Professional Provider or In-home Aide has been amended to change the title and to add the BCII fraud convictions.

Rule 5101:2-14-55 entitled Application, Approval and Renewal for Limited Certification as a Type B Home Provider or In-home Aide has been amended to include the in-home aide restriction and the PCSA record check requirement.

Rule 5101:2-16-07 entitled County Department of Job and Family Services Administrative Responsibilities for Determining Eligibility for Publicly Funded Child Care Benefits has been amended to reflect the in-home aide restriction.

Rule 5101:2-16-41 entitled Reimbursement Rates for Providers of Publicly Funded Child Care has been amended to reflect the in-home aide restriction.

JFS 01301 "Child Care Convictions Statement" is being made obsolete and replaced by JFS 01328 and JFS 01329.

JFS 01313 "Statement of Nonconviction" is being made obsolete and replaced by JFS 01328 and JFS 01329.

JFS 01314 "Owners & Administrators Statement of Nonconviction" is being made obsolete and replaced by JFS 01328 and JFS 01329.

JFS 01328 "Statement of Nonconviction for Child Care Centers, Type A Homes and Type B Homes" has been amended to meet the new requirements of statute that became effective September 21, 2006.

JFS 01329 "Statement of Nonconviction for Employees of Child Care Centers and Type A Homes, and Emergency and Substitute Caregivers for Type B Homes" is a new form that will be in use until a technical writing error is corrected in the Revised Code.

JFS 01642 "Application/Inspection Form for Limited Certification" has been reformatted and the PCSA request information has been added.

JFS 01643 "Application for Type B Child Care Home and In-home Aide Certification" has been revised to change the title and to add the PCSA request information.

The Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals> The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be available to and utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should accessible at all times in the center or type A home.

Forms can be located at: <http://www.odjfs.state.oh.us/forms/inter.asp> The department will notify all child care manual holders when forms are changed and the date of the change. When forms are obsolete they should no longer be used. The old version of the form should be removed and replaced with the new one. The use of current forms is necessary in order to be in compliance with child care rules.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies that materials that need to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 1 ADMINISTRATION AND RESOURCE AND REFERRAL		
CDJFS Responsibilities	5101:2-16-07	5101:2-16-07
CCM 2 CHILD CARE REIMBURSEMENT, FRAUD, AND OVERPAYMENT		
Reimbursement Rates	5101:2-16-41	5101:2-16-41
CCM 5 CHILD CARE PROVIDER REGULATION		
Professional Certification Procedures	5101:2-14-01	5101:2-14-01

	5101:2-14-02	5101:2-14-02
	5101:2-14-04	5101:2-14-04
Provider Requirements - Professional Certification	5101:2-14-11	5101:2-14-11
Appeal Procedures	5101:2-14-55	5101:2-14-55
CCM 6 CHILD CARE PROVIDER LICENSING REQUIREMENTS Reimbursement Rates		
Definition/Type A Homes Types	5101:2-13-02	5101:2-13-02
Child Care Manual Appendix		
	JFS 01301 (rev. 3/2003)	
	JFS 01313 (rev. 9/2006)	
	JFS 01314 (rev. 9/2006)	
	JFS 01642 (rev. 3/2004)	JFS 01642 (rev. 1/2007)
	JFS 01643 (rev. 3/2003)	JFS 01643 (rev. 1/2007)
	JFS 01328 (9/2006)	* JFS 01328 (rev. 1/2007)
		* JFS 01329 (1/2007)
TRANSMITTAL LETTERS		CCMTL No. 76

* These two forms appear in this manual transmittal letter and one other manual transmittal letter that has recently been distributed. It is only necessary to follow the instructions one time to replace the JFS 01328 and to add the JFS 01329.

CCMTL 75 (Ch. 12 and Ch. 13 Forms, eff. 9/30/06)

Child Care Manual Transmittal Letter No. 75

August 7, 2006

To: All Child Care Manual Holders
From: Barbara Riley, Director
Subject: Forms for Licensed Child Care Centers and Type A Homes

This letter transmits revised forms to be used by child care centers and type A homes. These forms, some that are required and some that are samples, are intended to assist providers in meeting the requirements of rules in Chapters 5101:2-12 and 5101:2-13 of the Administrative Code. Effective **September 30, 2006** the prescribed forms that are contained in this letter are the only ones that should be used in child care centers and type A homes. Prior to September 30, 2006 the center/home administrator may choose to use the old form or the new version.

There are two separate packets of forms. One packet contains **prescribed forms**. Prescribed forms must be used by providers in centers and type A homes to meet the standards of a rule. The format and content of the information cannot be changed and the form must be used in its entirety. The second packet contains **sample forms**, which have been designed to meet rule requirements. These forms may be used as they are or may be used as templates to set up forms with headings or logos particular to a center or type A home, however, changes to these forms should be limited as the content of the sample forms meets the requirements of the rules.

All of these forms will be available online in a PDF format. They may be downloaded and many of them will be able to be completed electronically. The forms may also be printed, copied and completed by hand. All previous versions of these forms are obsolete and should be removed from the manual.

The following is a list of the form numbers and titles included with this letter. The first list is the prescribed forms that have been revised with a description of the revisions. The second list is the sample forms.

Prescribed Forms

JFS 01201 "Dental First Aid Chart" has been reformatted to fit on letter-size paper.

JFS 01209 "Type A Home Information Letter" has been reformatted.

JFS 01210 "Application for Child Care License" has been reformatted and has been revised to include civil rights information and additional information regarding past experience as a certified type B child care provider.

JFS 01234 "Child Enrollment and Health Information" has been reformatted to allow more space for information.

JFS 01235* "Sleep Position Waiver Statement" has been reformatted.

JFS 01237 "Center Parent Information" has been reformatted.

JFS 01240 "Food Service License Exemption Report" has been reformatted.

JFS 01246* "Child Care Staff Member Employee Policy Review" has been reformatted.

JFS 01250 "Plan of Operation for a Child Care Center" has been reformatted.

JFS 01257 "License Renewal Notice" has been reformatted.

JFS 01258 "Application for Child Day Camp Registration" has been reformatted and a civil rights statement added.

JFS 01299 "Incident/Injury Report" has been reformatted.

JFS 01303 "Fire Inspection Report" has been reformatted.

JFS 01307 "Inservice Training" has been reformatted and language regarding first aid training has been amended.

JFS 01311 "Request for a Criminal Records Check for an Initial License" has been reformatted and updated to include the current mailing address to which the form must be sent.

JFS 01313* "Statement of Nonconviction" has been reformatted and includes new offenses as required by the statutory changes following the passage of HB 11. Additionally, the new electronic webcheck process is referenced.

JFS 01314* "Owners & Administrators Statement of Nonconviction" has been reformatted and now provides an space for signature.

JFS 01335 "Type A Home Initial Questionnaire" has been reformatted.

JFS 01336 "Type A Home Building Inspection" has been reformatted.

JFS 01337 "Type A Home Parent and Employee Information" has been reformatted.

Sample Forms

JFS 01207 "Cleaning Requirements for Child Care Centers" is a new form providing information about current cleaning standards.

JFS 01208 "Weekly Attendance" is a new form to assist with meeting the attendance requirements.

JFS 01212 "Compliance Tips & Reminders" is a new form providing information to maintain compliance with licensing rules.

JFS 01213 "Guidelines for Transportation/Fieldtrip Safety" is a new form that provides a chart explaining the transportation requirements.

JFS 01215 "Children's Record Review" has been reformatted to allow more space for comments and information.

JFS 01216 "Guidelines for Administration of Medication" is a new form that provides a chart explaining the medication requirements.

JFS 01218 "Basic Infant Information" is a sample form that can be used to obtain basic information about an infant.

JFS 01219 "Child Care Staff Member and Employee Requirements for Rule 25" is a chart that explains the requirements of rule 5101:2-12-25 for the different roles that are filled at a child care center.

JFS 01220 "Suggested Play Equipment and Materials" has been updated to include additional materials and is now divided by age group.

JFS 01223 "Monthly Attendance" is a sample form to assist in maintaining the attendance requirements.

JFS 01225 "Routine Trip Permission" has been reformatted.

JFS 01226 "Field Trip Permission" has been reformatted.

JFS 01227 "Permission to Participate in Swimming Activities" has been reformatted.

JFS 01228 "Infant Daily Report" has been reformatted.

JFS 01229 "Transition Letter" has been reformatted.

JFS 01230* "Vehicle Inspection Report" has been reformatted

JFS 01232 "Field Trip Checklist" has been reformatted.

JFS 01236 "Child Medical/Physical Care Plan" has been reformatted and now provides a place for staff to indicate they have been informed of the condition as well as trained.

JFS 01238 "Second Adult Statement" has been reformatted.

JFS 01242 "Medical, Dental and General Emergency Plan" has been revised to add information that reduces the amount of directions that are needed.

JFS 01244 "First Aid Supplies" has been revised to specify that thermometers used in child care centers and type A homes must be digital thermometers, as required in rule 5101:2-12-33. Additionally, it clarifies the type of cold pack to be included in the first aid kit and where supplies must be located.

JFS 01245 "Verification of Five Years Ohio Residency" has been reformatted.

JFS 01248 "License Capacity Determination" has been reformatted.

JFS 01250 "Plan of Operation for a Child Care Center" has been reformatted.

JFS 01251 "Inspection Guide: Type A Homes Meal Preparation and Water Sanitation" is a new form to assist type A providers in maintaining compliance with rule 5101:2-13-12.

JFS 01252 "Types of Child Care Settings" is a new form that describes the different types of child care settings.

JFS 01253 "Tips for Responding to an Inspection Report" is a new form that assists centers and homes in completing their response to a licensing inspection.

JFS 01260 "Diaper Changing Instructions" is a new form that describes the individual steps needed to change a diaper in compliance with licensing rules.

JFS 01263 "Guidelines for Primary Caregiving" is a new form that provides information about the practice of assigning primary caregivers.

JFS 01267 "Transportation/Fieldtrip/Ratio/Second Adult Requirements" is a new chart that provides centers and homes with the requirements to be followed when transporting children.

JFS 01268* "Sample Parent Handbook" is a new form that child care centers may use to develop a complete parent policy handbook.

JFS 01269* "Handwashing Procedures" is a new form that describes the individual steps needed to wash hands in compliance with child care licensing rules.

JFS 01279 "Handbook on Common Childhood Illnesses for Child Care Centers 2006" has been revised and updated by the Department of Health.

JFS 01296* "Employee Medical Statement" has been reformatted and language regarding recommended immunizations has been changed.

JFS 01298 "Annual Fire Inspection Notice" has been reformatted.

JFS 01300 "Child Care Employee Reference" has been reformatted.

JFS 01304 "Child Care Owner Reference" has been reformatted.

JFS 01305* "Child Medical Statement" has been reformatted. Additional space is now available for physicians to record screenings that have been completed and language regarding immunizations has been amended.

JFS 01310 "Required Staff/Child Ratios" is a new form presenting the required ratios and maximum group size to be followed for each age group of children.

The training manual, JFS 01273 "Handbook on Common Childhood Illnesses for Child Care Centers 2006", has also been updated and revised. This manual will not be available to be downloaded, it is available only to those persons who have attended the "Training of Trainers" for communicable disease training. More information can be obtained on the Child Care in Ohio website at: <http://jfs.ohio.gov/cdc/>

Forms marked with an (*) will be revised again in the near future when additional rule changes have been finalized. It is recommended that these forms not be printed in large quantities at this time. Centers and type A home administrators will be notified when the next form and rule revisions are completed and the effective date of the changes. These changes are anticipated to be made in early 2007.

The electronic version of the Child Care Manual, located at:

<http://emanuals.odjfs.state.oh.us/emanuals>, contains all rules, forms, transmittal letters and procedure letters from the department to child care providers. This manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Forms can be located by clicking on "Child Care Manual" on the left hand side of the page and then "Child Care Manual Appendix." ODJFS will notify all licensed centers and type A homes whenever forms are changed and the date of the change. When

forms are obsolete they should no longer be used. The old version of the form should be removed and replaced with the new one. This will assure that the forms used are compliant with ODJFS child care licensing and type A family home rules.

Please contact the Bureau of Child Care and Development, Monitoring and Technical Assistance Section at (614) 466-3822, if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Manual Appendix	JFS 01201 (rev. 3/2004)	JFS 01201 (rev. 9/2006)
Child Care Manual Appendix		JFS 01207 (9/2006)
Child Care Manual Appendix		JFS 01208 (9/2006)
Child Care Manual Appendix	JFS 01209 (rev. 1/2006)	JFS 01209 (rev. 9/2006)
Child Care Manual Appendix	JFS 01210 (rev. 11/2004)	JFS 01210 (rev. 9/2006)
Child Care Manual Appendix		JFS 01212 (9/2006)
Child Care Manual Appendix		JFS 01213 (9/2006)
Child Care Manual Appendix	JFS 01215 (rev. 9/2003)	JFS 01215 (rev. 9/2006)
Child Care Manual Appendix		JFS 01216 (9/2006)
Child Care Manual Appendix		JFS 01218 (9/2006)
Child Care Manual Appendix		JFS 01219 (9/2006)
Child Care Manual Appendix	JFS 01220 (rev. 9/1986)	JFS 01220 (rev. 9/2006)

Child Care Manual Appendix		JFS 01223 (9/2006)
Child Care Manual Appendix	JFS 01225 (rev. 6/2004)	JFS 01225 (9/2006)
Child Care Manual Appendix	JFS 01226 (rev. 10/2004)	JFS 01226 (9/2006)
Child Care Manual Appendix	JFS 01227 (rev. 10/2004)	JFS 01227 (9/2006)
Child Care Manual Appendix	JFS 01228 (rev. 10/2004)	JFS 01228 (9/2006)
Child Care Manual Appendix		JFS 01229 (9/2006)
Child Care Manual Appendix	JFS 01230 (rev. 6/2004)	JFS 01230 (9/2006)
Child Care Manual Appendix	JFS 01232 (rev. 6/2004)	JFS 01232 (9/2006)
Child Care Manual Appendix	JFS 01234 (rev. 7/2003)	JFS 01234 (rev. 9/2006)
Child Care Manual Appendix	JFS 01235 (rev. 4/2003)	JFS 01235 (rev. 9/2006)
Child Care Manual Appendix	JFS 01236 (rev. 4/2003)	JFS 01236 (rev. 9/2006)
Child Care Manual Appendix	JFS 01237 (rev. 4/2003)	JFS 01237 (rev. 9/2006)
Child Care Manual Appendix	JFS 01238 (rev. 4/2003)	JFS 01238 (rev. 9/2006)
Child Care Manual Appendix	JFS 01240 (rev. 4/2003)	JFS 01240 (rev. 9/2006)
Child Care Manual Appendix	JFS 01242 (rev. 7/2003)	JFS 01242 (rev. 9/2006)
Child Care Manual Appendix	JFS 01244 (rev. 3/2004)	JFS 01244 (rev. 9/2006)

Child Care Manual Appendix		JFS 01245 (9/2006)
Child Care Manual Appendix	JFS 01246 (rev. 6/2004)	JFS 01246 (rev. 9/2006)
Child Care Manual Appendix	JFS 01248 (rev. 5/2004)	JFS 01248 (rev. 9/2006)
Child Care Manual Appendix	JFS 01250 (rev. 4/2003)	JFS 01250 (rev. 9/2006)
Child Care Manual Appendix		JFS 01251 (9/2006)
Child Care Manual Appendix		JFS 01252 (9/2006)
Child Care Manual Appendix		JFS 01253 (9/2006)
Child Care Manual Appendix	JFS 01257 (rev. 10/2002)	JFS 01257 (rev. 9/2006)
Child Care Manual Appendix	JFS 01258 (rev. 11/2004)	JFS 01258 (rev. 9/2006)
Child Care Manual Appendix		JFS 01260 (9/2006)
Child Care Manual Appendix		JFS 01263 (9/2006)
Child Care Manual Appendix		JFS 01267 (9/2006)
Child Care Manual Appendix		JFS 01268 (6/2005)
Child Care Manual Appendix		JFS 01269 (9/2006)
Child Care Manual Appendix	JFS 01279 (rev. 12/2002)	JFS 01279 (4/2006)
Child Care Manual Appendix	JFS 01296 (rev. 4/2003)	JFS 01296 (rev. 9/2006)

Child Care Manual Appendix	JFS 01298 (rev. 1/2003)	JFS 01298 (rev. 9/2006)
Child Care Manual Appendix	JFS 01299 (rev. 6/2004)	JFS 01299 (rev. 9/2006)
Child Care Manual Appendix	JFS 01300 (rev. 3/2004)	JFS 01300 (rev. 9/2006)
Child Care Manual Appendix	JFS 01303 (rev. 7/2003)	JFS 01303 (rev. 9/2006)
Child Care Manual Appendix	JFS 01304 (rev. 3/2002)	JFS 01304 (rev. 9/2006)
Child Care Manual Appendix	JFS 01305 (rev. 7/2003)	JFS 01305 (rev. 9/2006)
Child Care Manual Appendix	JFS 01307 (rev. 4/2003)	JFS 01307 (rev. 6/2006)
Child Care Manual Appendix		JFS 01310 (9/2006)
Child Care Manual Appendix	JFS 01311 (rev. 10/1993)	JFS 01311 (rev. 9/2006)
Child Care Manual Appendix	JFS 01313 (rev. 7/2003)	JFS 01313 (rev. 9/2006)
Child Care Manual Appendix	JFS 01314 (rev. 8/2005)	JFS 01314 (rev. 9/2006)
Child Care Manual Appendix	JFS 01335 (rev. 4/2003)	JFS 01335 (rev. 9/2006)
Child Care Manual Appendix	JFS 01336 (rev. 4/2003)	JFS 01336 (rev. 6/2006)
Child Care Manual Appendix	JFS 01337 (rev. 4/2003)	JFS 01337 (rev. 9/2006)

CCMTL 74 (ELI and CCAC, eff. 7/1/06)

Child Care Manual Transmittal Letter No. 74

July 13, 2006

TO: All Child Care Manual Holders
FROM: Barbara E. Riley, Director
SUBJECT: New Income Eligibility Standards for Child Care and Early Learning Initiative (ELI)
Overpayments in the Early Learning Initiative (ELI)
Child Care Advisory Council

Income eligibility standards for child care and Early Learning Initiative (ELI) eligibility will be changed as a result of the annual increase in the 2006 federal poverty guidelines. Copayment amounts for these programs have also been revised due to the change in income standards. Several eligibility rules have been revised to clarify language and to update the monthly income standards in the appendices. Counties must use the new income eligibility standards beginning July 1, 2006 for all determinations of initial eligibility, for all twelve-month redeterminations and for all six-month reviews of copayments.

The department has revised two rules and proposed one new rule to provide policies for county staff and ELI providers for the determination and recovery of overpayments in the ELI program.

A new rule has been adopted that provides policies for the operation of the Child Care Advisory Council.

All of these rules are being processed through JCARR. If any amendments are made to them prior to finalization by JCARR, the amended rules will be sent in a separate letter. All of these rules will be effective on July 1, 2006. A numbered and signed Child Care Transmittal Letter will be distributed via the electronic manual after the rule-filing process is finalized.

Rule 5101:2-15-10 entitled Child Care Advisory Council sets forth the purpose of the council, the required membership, and council responsibilities. This rule was required by the passage of Am. Sub. H.B. 11 of the 125th General Assembly.

Rule 5101:2-16-07.1 entitled County Department of Job and Family Services Administrative Responsibilities for the Early Learning Initiative (ELI) sets forth the requirements of county departments of Job and Family Services to administer the Early Learning Initiative (ELI). It has been revised to add language for the determination and recovery of overpayments.

Rule 5101:2-16-30 entitled Program Eligibility Requirements for Publicly Funded Child Care

Benefits sets forth the requirements for the determination of income eligibility for publicly funded child care benefits. It has been revised to clarify language and to increase the

income standards, listed in Appendix A, as a result of increases in the 2006 federal poverty guidelines.

Rule 5101:2-16-35.1 entitled Eligibility for Early Learning Initiative (ELI) Services has been revised to clarify language and to increase the income standards, listed in Appendix A, following the increases in the 2006 federal poverty guidelines.

Rule 5101:2-16-39 entitled Monthly Family Copayment for Publicly Funded Child Care Benefits has been revised to clarify language and to increase the income standards, listed in Appendix A, as a result of increases in the 2006 federal poverty guidelines.

Rule 5101:2-16-71.1 entitled Early Learning Initiative (ELI) Overpayments is a new rule that provides county staff and ELI agencies with policies for the determination and recovery of overpayments.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 1 Administration and Resource and Referral		5101:2-15-10
CCM 3 Family Eligibility	5101:2-16-07.1	5101:2-16-07.1
	5101:2-16-30 and Appendix	5101:2-16-30 and Appendix
	5101:2-16-35.1 and Appendix	5101:2-16-35.1 and Appendix
	5101:2-16-39 and Appendix	5101:2-16-39 and Appendix
		5101:2-16-71.1
CCMTL 74		CCM Transmittal Letters

CCMTL 67 (Ch. 13 Rules, eff. 9/1/05)

Child Care Manual Transmittal Letter No. 67

July 29, 2005

TO: All Child Care Manual Users

FROM: Barbara E. Riley, Director

SUBJECT: Rule Revisions for Licensed Type A Child Care Homes

The Ohio Department of Job and Family Services (ODJFS) has made changes to rules governing licensed type A child care homes. Most of these amendments are a result of the agency's rule review process. Rules regarding inspections of licensed facilities and the completion of background checks for licensed providers have been amended due to the requirements of Amended Substitute HB 11 of the 125th General Assembly, which were effective May 18, 2005. **These rule changes are effective September 1, 2005.**

Copies of this CCMTL, including copies of the rules and forms, can be accessed at the following website: <http://www.odjfs.state.oh.us/lpc/mtl/>. Under "Page Topics", select CCMTL, then print or download the complete update entitled "CCMTL No. 67 Rule Revisions for Licensed Type A Child Care Homes". The enclosed JFS 03400 "Service Provider Request Form" may be used to request a paper copy of this update to the Child Care Manual. As a result of CCMTL No. 10 "Distribution of Child Care Program Information", some providers elected to receive e-mail notification of program updates, however that procedure has not yet been implemented.

The following is a summary of the revised rules.

Rule 5101:2-13-03 License Capacity for Licensed Type A Homes has been amended to change the title and to add a requirement for the administrator to document the work schedule of employees for review by the department.

Rule 5101:2-13-07 Inspection and Investigation Rights for Licensed Type A Homes has been amended to change the title, clarify language and to add a reference in paragraph (K) to comply with a requirement of Am. Sub. HB 11 that allows the department to request an order from the court to enjoin a center from operating in violation of Ohio Revised Code Section 5104.02.

Rule 5101:2-13-10 Building Department Inspection for Licensed Type A Homes has been amended to change the title and to clarify language.

Rule 5101:2-13-11 Fire Department Approval for Licensed Type A Homes has been amended to change the title, to clarify language and to require completion of JFS 01303 "Fire Inspection Report" or a form from the state fire marshal.

Rule 5101:2-13-12 Meal Preparation and Service and Water Sanitation for Licensed Type A Homes has been amended to change the title, to clarify language and to add requirements that food not be served on bare tables and that eating utensils be age appropriate for children.

Rule 5101:2-13-13 Indoor Floor Space Requirements in Licensed Type A Homes has been amended to change the title.

Rule 5101:2-13-14 Outdoor Play Requirements in Licensed Type A Homes has been amended to change the title, to clarify language and to add requirements for appropriate latches on gates and covers for sandboxes.

Rule 5101:2-13-15 Safe and Sanitary Equipment and Environment in Licensed Type A Homes has been amended to change the title, to clarify language and to add a requirement that the provider post a notice regarding concealed weapons as required by Ohio Revised Code Section 2923.1212. A requirement is also being added that the home's running water be publicly supplied or supplied by a well that meets zoning standards.

Rule 5101:2-13-16 Requirements for Programming and Equipment in Licensed Type A Homes has been amended to change the title and to clarify language.

Rule 5101:2-13-17 Swimming and Water Safety Requirements in Licensed Type A Homes has been amended to change the title, to clarify language and to add requirements that swimming activities are not permitted in lakes, rivers, ponds, creeks except for school children who have parental permission and that wading pools be filtered, sanitized or emptied daily.

Rule 5101:2-13-18 Transportation and Field Trip Safety Requirements for Licensed Type A Homes has been amended to change the title, to clarify language and to add a requirement that children be seated and restrained according to the requirements of Ohio law.

Rule 5101:2-13-19 Sleeping, Napping, Resting and Overnight Care Requirements in Licensed Type A Homes has been amended to change the title and to clarify language.

Rule 5101:2-13-20 Supervision and Staff/Child Ratios in Licensed Type A Homes has been revised to add language that clarifies the allowable staff/child ratios.

Rule 5101:2-13-26 Statement of Non-conviction and Criminal Records Checks for Licensed Type A Homes has been amended to change the title and to clarify language. An additional requirement has also been added that an owner or administrator must submit to a federal fingerprint check if the individual has not lived in Ohio for at least five years.

Rule 5101:2-13-29 Unlawful Discriminatory Practices in Licensed Type A Homes has been amended to change the title and clarify language.

Rule 5101:2-13-30 Requirement to Provide Information, Policies and Procedures for Licensed Type A Homes has been amended to change the title and to clarify language.

Rule 5101:2-13-31 Administration of Medication Requirements in Licensed Type A Homes has been amended to change the title, to clarify language and to remove the reference to Syrup of Ipecac because it is no longer recommended for use. A requirement has also been added that the provider be aware of all school children who have access to personal inhalers. The JFS 01217 "Request for Administration of Medication" has been revised for clarity and to comply with form design requirements.

Rule 5101:2-13-32 Parental Participation Policies and Parent Roster Requirement for Licensed Type A Homes has been amended to change the title and to clarify language.

Rule 5101:2-13-33 Management of Illness in Licensed Type A Homes has been revised to change the title, to clarify language and to add the requirements that a child's temperature be taken by the axillary method with a digital thermometer, and that mercury thermometers shall not be used.

Rule 5101:2-13-03 Requirements for Meals and Snacks in Licensed Type A Homes has been amended to change the title and to clarify language.

INSTRUCTIONS: The following chart shows what materials should be removed from and what materials should be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/ REPLACEMENT
CCM 6 CHILD CARE PROVIDER LICENSING REGULATIONS Type A Home Licensing Rules		
	5101:2-13-03	5101:2-13-03
	5101:2-13-07	5101:2-13-07
	5101:2-13-10	5101:2-13-10
	5101:2-13-11	5101:2-13-11
	5101:2-13-12	5101:2-13-12
	5101:2-13-13	5101:2-13-13
	5101:2-13-14	5101:2-13-14
	5101:2-13-15	5101:2-13-15
	5101:2-13-16	5101:2-13-16
	5101:2-13-17	5101:2-13-17
	5101:2-13-18	5101:2-13-18
	5101:2-13-19	5101:2-13-19
	5101:2-13-20	5101:2-13-20
	5101:2-13-26	5101:2-13-26
	5101:2-13-29	5101:2-13-29

	5101:2-13-30	5101:2-13-30
	5101:2-13-31	5101:2-13-31
	5101:2-13-32	5101:2-13-32
	5101:2-13-33	5101:2-13-33
	5101:2-13-39	5101:2-13-03
Appendix	JFS 01217 (rev. 7/2003)	JFS 01217 (rev. 7/2003)
Transmittal Letter		CCMTL No 67.

CCMTL 67 Order Form

Click [here](#) to view the order form for CCMTL 67

CCMTL 66 (Ch. 12 Rules, eff. 9/1/05)

Child Care Manual Transmittal Letter No. 66

July 29, 2005

TO: All Child Care Manual Users

FROM: Barbara E. Riley, Director

SUBJECT: Rule Revisions for Licensed Child Care Centers

The Ohio Department of Job and Family Services (ODJFS) has made changes to rules governing licensed child care centers. Most of these amendments are a result of the agency's rule review process. Rules regarding inspections of licensed facilities and the completion of background checks for licensed providers have been amended due to the requirements of Amended Substitute HB 11 of the 125th General Assembly which were effective May 18, 2005. **These rule changes are effective September 1, 2005.**

Copies of this CCMTL, including copies of the rules and forms, can be accessed at the following website: <http://www.odjfs.state.oh.us/lpc/mtl/>. Under "Page Topics", select CCMTL, then print or download the complete update entitled "CCMTL No. 66 Rule Revisions for Licensed Child Care Centers". The enclosed JFS 03400 "Service Provider Request Form" may be used to request a paper copy of this update to the Child Care Manual. As a result of CCMTL No. 10 "Distribution of Child Care Program Information", some providers elected to receive e-mail notification of program updates, however that procedure has not yet been implemented.

The following is a summary of the revised rules.

Rule 5101:2-12-07 Inspection and Investigation Rights for Licensed Child Care Centers has been amended to change the title, clarify language and to add a reference in paragraph (K) to comply with a requirement of Am. Sub. HB 11 that allows the department to request an order from the court to enjoin a center from operating in violation of Ohio Revised Code Section 5104.02.

Rule 5101:2-12-10 Building Approval for Licensed Child Care Centers has been amended to change the title and to clarify language.

Rule 5101:2-12-11 Fire Department Approval for Licensed Child Care Centers has been amended to change the title and to add clarifying language regarding use of JFS 01303 "Fire Inspection Report."

Rule 5101:2-12-12 Food Service Licensure for Licensed Child Care Centers has been amended to change the title and to clarify language.

Rule 5101:2-12-13 Indoor Floor Space Requirements for Licensed Child Care Centers has been amended to change the title and to clarify language.

Rule 5101:2-12-14 Outdoor Play Requirements for Licensed Child Care Centers has been amended to change the title, to add clarifying language and to add requirements that gates be latched and sandboxes be covered when not in use.

Rule 5101:2-12-15 Safe and Sanitary Equipment and Environment in Licensed Child Care Centers has been amended to change the title, to clarify language and to add the

requirement that centers must post a notice regarding concealed weapons as required by Ohio Revised Code Section 2923.1212. Also added is a requirement that running water be publicly supplied or supplied by a well that meets zoning standards.

Rule 5101:2-12-16 Requirements for Programming and Equipment in Licensed Child Care Centers has been amended to change the title and to clarify language.

Rule 5101:2-12-17 Swimming and Water Safety Requirements for Licensed Child Care Centers has been amended to change the title and to clarify language regarding the supervision of children.

Rule 5101:2-12-18 Transportation and Field Trip Safety Requirements for Licensed Child Care Centers has been amended to change the title, to clarify language and to add a requirement that the center have written permission from a parent before a child participates in activities near water.

Rule 5101:2-12-19 Requirements for Children Who Rest, Nap or Sleep and Use of Cots in Licensed Child Care Centers has been amended to change the title and to clarify language.

Rule 5101:2-12-26 Statement of Non-conviction and Criminal Records Checks for Licensed Child Care Centers has been amended to change the title and to clarify language. An additional requirement has also been added that an owner or administrator must submit to a federal fingerprint check if the individual has not lived in Ohio for at least five years.

Rule 5101:2-12-27 Training in First Aid, CPR, Management of Communicable Disease and Child Abuse Prevention for Staff in Licensed Child Care Centers has been amended to change the title and to clarify language.

Rule 5101:2-12-29 Unlawful Discriminatory Practices in Licensed Child Care Centers has been amended to change the title and to clarify language.

Rule 5101:2-12-30 Provision of Information, Policies and Procedures in Licensed Child Care Centers has been amended to change the title, to clarify language and to add a requirement that written procedures include the center's plan for operating when schools or programs are delayed or canceled.

Rule 5101:2-12-31 Administration of Medication in Licensed Child Care Centers has been amended to change the title, to clarify language and to remove the reference to Syrup of Ipecac because it is no longer recommended for use. A requirement has also been added that the provider be aware of all school children who have access to personal inhalers. Form JFS 01217 "Request for Administration of Medication" has been revised for clarity and to comply with form design requirements.

Rule 5101:2-12-32 Parental Participation Policies and Parent Roster Requirement in Licensed Child Care Centers has been amended to change the title and to clarify language.

Rule 5101:2-12-33 Management of Illness in Licensed Child Care Centers has been amended to change the title, to clarify language and to add the requirements that a child's temperature be taken by the axillary method with a digital thermometer, and that mercury thermometers shall not be used.

Rule 5101:2-12-39 Requirements for Meals and Snacks in Licensed Child Care Centers has been amended to change the title and to clarify language.

INSTRUCTIONS: The following chart depicts what materials should be removed from and what materials should be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/ REPLACEMENT
CCM 6 CHILD CARE PROVIDER LICENSING REGULATIONS Child Care Center Rules		
	5101:2-12-07	5101:2-12-07
	5101:2-12-10	5101:2-12-10
	5101:2-12-11	5101:2-12-11
	5101:2-12-12	5101:2-12-12
	5101:2-12-13	5101:2-12-13
	5101:2-12-14	5101:2-12-14
	5101:2-12-15	5101:2-12-15
	5101:2-12-16	5101:2-12-16
	5101:2-12-17	5101:2-12-17
	5101:2-12-18	5101:2-12-18
	5101:2-12-19	5101:2-12-19
	5101:2-12-26	5101:2-12-26
	5101:2-12-27	5101:2-12-27
	5101:2-12-29	5101:2-12-29
	5101:2-12-30	5101:2-12-30
	5101:2-12-31	5101:2-12-31
	5101:2-12-32	5101:2-12-32
	5101:2-12-33	5101:2-12-33

	5101:2-12-39	5101:2-12-39
Appendix	JFS 01217 (rev. 7/2003)	JFS 01217 (9/2005)
Transmittal Letters		CCMTL No. 66

CCMTL 66 Order Form

Click [here](#) to view the order form for CCMTL 66

CCMTL 57 (H.B. 12, Syrup of Ipecac and Forms)

Child Care Manual Transmittal Letter No. 57

March 31, 2004

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Information Regarding Concealed Handguns Legislation (H.B. 12), Use of Syrup of Ipecac and Revised Forms

House Bill 12 Concealed Handguns

The Concealed Handguns Bill was signed on January 8, 2004 and will be effective on April 8, 2004. Please be aware that this new law affects Child Care in Ohio. ORC Section 2923.1212 (A) requires that the owner, administrator, or operator of a child day-care center, a type A family day-care home or a type B family-day care home post a sign that contains a statement in substantially the following form: "Unless otherwise authorized by law, pursuant to Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."

The department will not promulgate any rules regarding this requirement. Providers should consult with their attorneys regarding compliance with this new state law.

Syrup of Ipecac

The American Academy of Pediatrics (AAP) is recommending that Syrup of Ipecac be removed from first aid supplies. Based upon this recommendation and with the support of the Ohio Department of Health, the requirement that first aid supplies of all child care providers contain two bottles of Syrup of Ipecac and a measuring device for administering the syrup is eliminated. This change is effective immediately. Child care providers should continue to contact the Poison Control Center as appropriate.

The forms listed below that are included with this transmittal have been revised to eliminate the reference to Syrup of Ipecac. Providers should begin to use the applicable forms immediately.

For Child Care Centers pursuant to OAC 5101:2-12-36 First aid supplies/procedures and for Type A Homes pursuant to OAC 5101:2-13-36 First aid supplies/procedures

- JFS 01244 "First Aid Supplies"

For use by County Departments of Job and Family Services for Type B Homes.

- JFS 01642 "Application/Inspection Form for Limited Certification."
- JFS 01926 "Professional Type B Family Child Care Inspection Report"

Please be advised that the department is in the process of amending the JFS 01299 "Incident/Injury Report Form" and the following rules to remove any reference to the use of Syrup of Ipecac.

Center Rules that will be amended:

OAC Rule 5101:2-12-31 Administration of Medication

OAC Rule 5101:2-12-35 Incident/Injury Report

Type A Home Rules that will be amended:

OAC Rule 5101:2-12-31 Administration of Medication

OAC Rule 5101:2-12-35 Incident/Injury Report

Type B Provider Rules that will be amended:

OAC Rule 5101:2-14-28 Medical and dental emergency plan for professional certification

OAC Rule 5101:2-14-29 First-aid supply requirements for professional certification

OAC Rule 5101:2-14-31 Medication administration requirements for professional certification

OAC Rule 5101:2-14-58 Provider responsibilities for limited certification

Other Revised Forms.

Included in this transmittal letter are the JFS 01201 "Dental First Aid Chart" and a sample form, the JFS 01300 "Employee Reference Form" which have been revised.

INSTRUCTIONS:

The following chart depicts what materials should be removed from and what materials should be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Manual Appendix		
		JFS 01201
	JFS 01244	JFS 01244
		JFS 01300
	JFS 01642	JFS 01642
	JFS 01926	JFS 01926
Transmittals		CCMTL No. 57

CCMTL 52A (Revised Forms)

CHILD CARE MANUAL TRANSMITTAL LETTER NO. 52A

July 22, 2003

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Revised Forms for Child Care Centers and Type A Homes

This letter transmits revised forms to be used by Child Care Centers and Type A Homes. As a result of the implementation of the Child Care Licensing Rules (OAC Chapter 5101:2-12) on April 1, 2003, the department determined that revisions to some of the Child Care forms are needed.

As referenced in CCMTL 52, child care centers needed to begin utilizing the Incident/Injury Report JFS 01299, Employee Record Chart JFS 01306, Sleep Position Waiver JFS 01235, First Aid Supplies JFS 01244, and Center Plan of Operation JFS 01250 (for initial licensure), as soon as they were received. **Of the forms requiring immediate utilization, the Incident/Injury Report JFS 01299, Employee Record Chart JFS 01306 and First Aid Supply List JFS 01244 have been revised. Please begin using the copies of these forms received with this transmittal letter, revision date 7/03.** The remaining forms, in order to provide for a transition period, should begin to be implemented as soon as possible upon receipt, with full implementation expected no later than December 31, 2003. Type A Homes forms will need to be utilized as of July 1, 2003, the effective date of the Type A Homes licensing rule revision.

The following tables outline the forms included in this mailing. The tables note sample forms and required forms that have been revised, the revision made to the form and implementation date.

Please contact the Child Care Licensing Section at (614) 466-3822, should you have any questions.

Revised REQUIRED Forms included in this mailing:

Form Number	Name of Form	Revision	Implementation Date
JFS 01217	Request for Administration of Medication (Centers and Type A Homes)	Box 2 - added licensed physician, licensed dentist or advance nurse practitioner certified to administer medicine	December 31, 2003
JFS 01234	Child Enrollment/Health Information (Enrollment, Health, ETA, Roster Permission) (Centers and	Dentist - recommended for children over 18 months of age, Clarified - immunization records are not required to	December 31, 2003

	Type A Homes)	be on file for school children	
JFS 01244	First Aid Supplies List (Centers and Type A Homes)	Updated and Revised - tooth saver is only required for programs serving school children	Immediate
JFS 01299	Incident/Injury Report (Centers and Type A Homes)	Changed Rule reference numbers under Type of Incident/Injury/other	Immediate
JFS 01303	Fire Inspection Report (Centers and Type A Homes)	Added space for Fire Inspector's phone number	December 31, 2003
JFS 01306	Employee Record Chart (Centers and Type A Homes)	Clarified - CPR expiration date is date to record on the chart	Immediate
JFS 01313	Non Conviction Statement(Centers and Type A Homes)	Added check boxes to indicate Ohio Records check / FBI check requested to BCII	December 31, 2003

Revised SAMPLE Forms included in this mailing:

Form Number	Name of Form	Revision	Implementation Date
JFS 01242	Medical/Dental and General Emergency Plan (Centers and Type A Homes)	Revised formatting	Sample Form
JFS 01305	Child's Medical Statement	Updated Immunization Record	Sample Form

Instructions:

From Chapter 7 Forms and Pamphlets, please remove and file as obsolete the forms dated 4/2003 and replace with the enclosed forms dated. 7/2003.

CCMTL 56 (5101:2-16 and 5101:2-15, eff. 7/1/2003)

Child Care Manual Transmittal Letter No. 56

June 5, 2003

TO: All Child Care Manual Users
FROM: Thomas J. Hayes, Director
SUBJECT: Rule Adoptions and Rescissions for the Resource and Referral Program and Amendment TO OAC 5101:2-16 Rules Regarding Contracts and Certificate of Authorization for Payment (COAP)

This letter transmits rule adoptions and rescissions to the Resource and Referral rules in OAC Chapter 5101:2-15 as listed below. These changes are due to the recommendations made by the Child Care Resource and Referral workgroup and are effective July 1, 2003.

Please remove and file as obsolete the following rules from Chapter 1 of the Child Care Manual, Administration and Resource and Referral, as they are rescinded:

Rule 5101-2-15-01 "Child care resource and referral agency definitions".

Rule 5101:2-15-02 "Service delivery areas and funding formula for the provision of child care resource and referral services".

Rule 5101:2-15-03 "Child care resource and referral service organizations: organizational structure, administration, planning and reporting requirements".

Rule 5101:2-15-04 "Resource and referral services provided by child care resource and referral service organizations".

Rule 5101:2-15-05 "Ohio department of job and family services (ODJFS) responsibility for the oversight of child care resource and referral service organizations".

Please insert into Chapter 1, the new rules identified below:

Rule 5101-2-15-01 "Service delivery areas and funding formula for the provision of child care resource and referral services" is adopted as follows: selection of one agency to service a particular service delivery area shall be made through a request for proposals process; a funding formula shall be utilized to ensure available funds are equitably distributed among the service delivery areas.

Rule 5101:2-15-02 "Child care resource and referral service organization qualifications, services, and technical assistance" is adopted as follows: the rule specifies the specific services that shall be provided; the rule specifies the qualifications required of the resource and referral organization; the rule requires resource and referral organizations to provide the bureau of child care and development with required budget and financial reports.

This letter also transmits rule amendments to the Chapter 5101:2-16 rules listed below. These rules are being reissued because at the time of filing in the Administrative Code, an incorrect version of the rule was filed. Please replace the rules currently contained in

Chapter 2 under Contract and Certificate of Authorization for Payment (COAP) with the enclosed rules identified below. These rules are effective July 1, 2003.

Rule 5101:2-16-44 "Purchased services contract requirement" is amended as follows: The agency may enter into a contract with an eligible provider for a specific period of time as specified in the contract.

Rule 5101:2-16-55 "Certificate of authorization for payment (COAP)" is amended as follows: 1) Procedures to be followed when a COAP is issued to the caretaker; 2) A COAP shall be valid for one CDJFS billing cycle, and a new COAP will be provided to the caretaker for each subsequent billing cycle during which the family remains eligible for child care services; 3) Providers' responsibility for retaining all records pertaining to the provision and reimbursement of child care services under the COAP.

If you have any questions regarding these matters, please contact the Bureau of Child Care and Development, County Technical Support Section at (614) 466-7762.

CCMTL 55A (Amendment to Rule 5101:2-16-39)

Child Care Manual Transmittal Letter No. 55A

May 30, 2003

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Amendment to Rule 5101:2-16-39 of the Administrative Code

Amended Ohio Administrative Code rule 5101:2-16-39 and the copayment table contained in this transmittal letter replace rule 5101:2-16-39 and the copayment table which were issued in error with Child Care Manual Transmittal Letter No. 55. The enclosed rule and copayment table are amended so that only those families with a monthly income of ten dollars or more shall be assessed a monthly copayment based on family size and the family's gross monthly income. Please remove and file as obsolete the rule and table that were issued with CCMTL No. 55. The rule and appendix will be effective on June 9, 2003.

If you have any questions regarding this information, please contact the Bureau of Child Care and Development, County Technical Support at (614) 466-7762.

CCMTL 54 (5101:2-18 Day Camps, eff. 4/1/2003)

Child Care Manual Transmittal Letter No. 54

April 11, 2003

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Chapter 5101:2-18 Day Camp Funding Approval Rule Amendments

This letter transmits rule amendments to Ohio Administrative Code (OAC) Chapter 5101:2-18 OAC due to the completion of a five year review conducted by the Bureau of Child Care and Development. This review resulted in the amendment of some of the rules for Child Day Camps formerly contained in OAC 5101:2-13. The amended rules as well as the existing rules that have no changes are included in this transmittal. The associated forms will be released in a separate Child Care Manual Transmittal Letter.

These amended rules will become effective April 1, 2003.

The Chapter 5101:2-18 rules that have been amended are summarized below. The remaining Chapter 5101:2-18 rules are not changed.

5101:2-18-02 "Exemptions" which sets forth exemptions from the provisions of sections 5104.21 and 5104.22 of the Revised Code and the rules promulgated pursuant to those sections of law.

5101:2-18-03 "Procedures and registration" which sets forth procedures for and the requirement to register child day camps with the director of the department of job and family services.

5101:2-18-04 "Application and fees for child day camp funding approval" specifies the application process for a child day camp to seek eligibility for public moneys.

5101:2-18-05 "Compliance review" sets forth the inspection procedures for determining substantial compliance with applicable rules governing child day camps before approving the camp for funding.

5101:2-18-07 "Complaint investigation" details the procedures for conducting and reporting the results of complaint investigations involving child day camps approved for funding by the department.

5101:2-18-08 "Denial and termination" specifies the circumstances for denying or terminating a child day camp's approval for funding.

5101:2-18-11 "Personnel training" outlines the requirements for training for personnel of child day camps.

5101:2-18-15 "Health care" provides requirements for health care for child day camps, including first aid, CPR and prevention, recognition and management of communicable diseases.

Please remove the Child Care Provider Licensing Regulations/Licensure Types Index and all of the Child Day Camp Chapter 5101:2-18 rules from the Child Day Camp Rules Section of Chapter Six of the Child Care Manual. Place the enclosed

rules in the Child Day Camp Rules Section following the Child Care Center Rules Section. If you have any questions, please contact the Child Care Licensing Section at (614) 466-3822.

CCMTL 49 (5101:2-14 Type B Homes, eff. 4/10/2003)

Child Care Manual Transmittal Letter No. 49

February 28, 2003

TO: All Child Care Manual Users

FROM: Tom Hayes, Director

SUBJECT: Chapter 5101:2-14 Rule Rescissions, Adoptions and Amendments

This letter transmits rule rescissions, adoptions, and amendments to Chapter 5101:2-14 rules due to the completion of a five year rule review conducted by the Bureau of Child Care and Development and revisions to 5101:2-16 to allow families to apply for medicaid benefits at the time of application for child care benefits. If any changes are made to these rules as a result of their JCARR hearing, you will be notified of the changes by an amended CCMTL. Otherwise all listed rules except four will become effective April 1, 2003. Rules 5101:2-14-06, 5101:2-14-07, 5101:2-14-57 and 5101:2-14-60, due to JCARR jurisdiction issues, will be effective April 10, 2003.

The Chapter 5101:2-16 rule entitled 5101:2-16-35 "Eligibility determination" is proposed for amendment as follows: a family may apply for medicaid benefits at the same time of application for child care benefits by completing the JFS 01137 "Child Care/Healthy Start and Healthy Families Supplement".

The following Chapter 5101:2-14 rules are proposed for adoption, rescission or amendment as a result of ORC 119.032 five year rule review:

Rule 5101:2-14-01 "Definitions for certification of type B home providers and in-home aides" is amended as follows: new definitions are provided for absentee day, border state child care provider, caretaker, preschool child, school child, child with special needs and toddler.

Rule 5101:2-14-02 "Application for professional certification as a type B home provider or in-home aide" is amended as follows: the agency may deny an application if the agency determines that the applicant was previously certified as a limited or professional provider and his/her certificate was revoked; application for certification shall include verification of a high school diploma or GED, except for individuals certified before April 1, 2003; the requirements in the rule apply to all certified type B homes providing care that is privately or publicly funded.

Rule 5101:2-14-03 "Professional certification compliance inspection and complaint investigation of type B home providers and in-home aides" is amended as follows: inspect each type B home whether or not children are enrolled.

Rule 5101:2-14-04 "Issuance and renewal of a certificate for professional certification as a type B home provider or in-home aide" is amended as follows: the agency may choose not to renew a certificate for providers who have not provided child care services for more than six months; the requirements contained in these rules apply to all certified type B homes providing care that is privately or publicly funded.

Rule 5101:2-14-05 "Provider qualifications for professional certification as a type B home provider or in-home aide" is adopted as follows: shall have a high school diploma or GED, except for individuals certified before April 1, 2003; allow a provider to be examined by a certified nurse practitioner and allows a certified nurse practitioner to sign the ODJFS 01280 "Provider Medical Statement." A certified nurse practitioner is a specific designation under Ohio law and does not include registered nurses or licensed practical nurses; the provider shall not discriminate in providing child care services based on handicap, race, color, religion, sex or national origin; the provider shall not use any information concerning eligible individuals for any purpose not directly related to the delivery of services, except upon written consent of the individual. This rule replaces rule 5101:2-14-10.

Rule 5101:2-14-06 "Denial, revocation and withdrawal of professional certification as a type B home provider or in-home aide" is amended as follows: the applicant or provider cannot reapply for limited or professional certification for at least one year following denial of the application or revocation of the certificate; reasons for denial or revocation of the certificate also include delinquent overpayments owed to any CDJFS, having had a child removed from the home, and an individual under the age of eighteen resides in the home and who has been adjudicated a delinquent child under section 5104.09 of the Revised Code; the agency shall notify the appropriate child care resource and referral agency and ODE when a provider's certificate has been revoked.

Rule 5101:2-14-07 "Fire safety for professional certification as a type B home provider or in-home aide" is amended as follows: no unprotected open flame, such as fireplaces, oil lamps or candles shall be allowed to burn in the home while care is provided.

Rule 5101:2-16-08 "Indoor space, programming and equipment for professional certification as a type B home provider or in-home aide" is adopted as follows: this rule adopts similar procedures and requirements for indoor space, programming and equipment as contained in Chapter 5101:2-13 for licensure of type A homes.

Rule 5101:2-14-10 "Provider qualifications for professional certification" is rescinded as follows: the requirements of this rule are now in rule 5101:2-14-05.

Rule 5101:2-14-11 "Offenses prohibiting certification as a limited or professional certified type B home provider, a limited or professional in-home aide, or an emergency or substitute caregiver" is amended as follows: PPI limited certified providers and all adults residing in the home shall only be required to complete the child care convictions statement, and are exempt from the BCII criminal background check, except if the agency has prior records check documentation from the provider's previous certification that there are disqualifying offenses, or a child has been removed from his/her home.

Rule 5101:2-14-13 "Continuing education for professional certification as a type B home provider or in-home aide" is amended as follows: each type B home provider certified before July 1, 1992 and in-home aide certified before October 1, 1997 shall complete the "Health and Safety in Family Child Care" course by March 31, 2005; not more than six months prior to or within twelve months of initial certification each provider shall complete training in child growth and development, first aid and CPR, prevention, recognition and management of communicable diseases, and child abuse recognition and prevention; Each provider shall accumulate at least six hours of training per year

thereafter; the CDJFS shall maintain on file a record of all required training completed by the provider.

Rule 5101:2-14-14 "Emergency and substitute child care for professional certification as a type B home provider or in-home aide" is amended as follows: the provider shall designate an individual to serve as their emergency/substitute caregiver, and this person may be the same individual if he/she will serve in both capacities; emergency care shall not exceed one day at any one time, and substitute care shall not exceed fourteen consecutive days at any one time; an emergency/substitute caregiver, certified on or after April 1, 2003, shall complete the "Health and Safety in Family Child Care" course.

Rule 5101:2-14-16 "Group size for professional certification as a type B home provider or in-home aide" is amended as follows: children under six years of age and related to the provider shall be included in the total of six; children under fifteen years of age and not related to the provider shall be included in the total of six; children six years of age up to eighteen years of age and related to the provider and whose care is privately or publicly funded shall be included in the total of six.

Rule 5101:2-14-17 "Outdoor play for professional certification as a type B home provider or in-home aide" is adopted as follows: this rule adopts similar procedures and requirements for outdoor play as contained in Chapter 5101:2-13 for licensure of type A homes.

Rule 5101:2-14-18 "Napping, sleeping, evening and overnight care for professional certification as a type B home provider or in-home aide" is adopted as follows: this rule adopts similar procedures and requirements for sleeping and overnight care as contained in Chapter 5101:2-13 for licensure of type A homes.

Rule 5101:2-14-19 "Safe and sanitary equipment and environment for professional certification as a type B home provider or in-home aide" is adopted as follows: this rule adopts similar procedures and requirements for safe and sanitary equipment and environment as contained in Chapter 5101:2-13 for licensure of type A homes.

Rule 5101:2-14-20 "Safety and supervision of children for professional certification as a type B home provider or in-home aide" is amended as follows: the provider shall not provide child care services for a minimum of six consecutive hours out of every twenty-four hour period, unless otherwise approved by the CDJFS.

Rule 5101:2-14-21 "Transportation and field trip safety for professional certification as a type B home provider or in-home aide" is amended as follows: children shall never be left alone in a vehicle without the provider or emergency/substitute caregiver; if another person will be transporting children without the provider being present, that individual shall be the emergency/substitute caregiver; the provider shall ensure that the individual transporting children shall have a valid driver's license, insurance coverage, and written permission from the caretaker to transport children.

Rule 5101:2-14-22 "Child guidance and management for professional certification as a type B home provider or in-home aide" is adopted as follows: this rule adopts similar procedures and requirements for child guidance and management as contained in Chapter 5101:2-13 for licensure of type A homes.

Rule 5101:2-14-23 "Professional certification unlawful discriminatory practices" is rescinded as follows: this requirement is removed from this rule and is now contained in rule 5101:2-14-05.

Rule 5101:2-14-24 "Caretaker/provider responsibilities for professional certification as a type B home provider or in-home aide" is amended as follows: the caretaker and provider shall jointly discuss and complete a written agreement using the JFS 01634 "Caretaker/Provider Agreement".

Rule 5101:2-14-26 "Records requirement for professional certification as a type B home provider or in-home aide" is amended as follows: the JFS 01932 "Child's Health Record" shall be reviewed and updated annually by the caretaker; The provider shall maintain a daily attendance record, signed by the caretaker, indicating the hours of services provided for each child in care.

Rule 5101:2-14-27 "Care of children with special needs or health conditions for professional certification as a type B home provider or in-home aide" is amended as follows: if a special need or health condition is known or suspected, the CDJFS shall require the caretaker to obtain a medical statement using the JFS 01932 "Child's Health Record" signed by a physician; This record shall be reviewed and updated annually by a physician.

Rule 5101:2-14-28 "Medical and dental emergency plan for professional certification as a type B home provider or in-home aide" is amended as follows: explains what is meant by a serious incident, injury, or illness; clarifies when the JFS 01299 "Incident/Injury Report" should be used; clarifies other circumstances that shall be reported to the CDJFS by the provider; the CDJFS shall fax the incident/injury report to the bureau of child care and development within one business day from receipt of the report.

Rule 5101:2-14-29 "First-aid supplies and procedures for professional certification as a type B home provider or in-home aide" is amended as follows: the first aid box shall also include sterile adhesive bandages, non-mercury thermometers, and disposable gloves; the provider shall have supplies to practice basic universal precaution procedures.

Rule 5101:2-14-30 "Management of communicable disease for professional certification as a type B home provider or in-home aide" is amended as follows: requirements for the management of communicable disease.

Rule 5101:2-14-31 "Administration of medication for professional certification as a type B home provider or in-home aide" is adopted as follows: this rule adopts similar procedures and requirements for administration of medication as contained in Chapter 5101:2-13 for licensure of type A homes.

Rule 5101:2-14-32 "Meal preparation/nutritional requirements for professional certification as a type B home provider or in-home aide" is amended as follows: the provider is responsible for serving varied, nutritious and appropriately timed meals and snacks.

Rule 5101:2-14-35 "Diaper care for professional certification as a type B home provider or in-home aide" is amended as follows: the provider shall regularly check diapers and change immediately when soiled; clothing shall also be changed when soiled; the provider shall wash all soiled areas of the child's body.

Rule 5101:2-14-36 "Crib and playpen requirements for professional certification as a type B home provider or in-home aide" is adopted as follows: this rule adopts similar procedures and requirements for cribs and playpens as contained in Chapter 5101:2-13 for licensure of type A homes.

Rule 5101:2-14-37 "Swimming and water safety requirements for professional certification as a type B home provider or in-home aide" is amended as follows: the provider shall not allow use of the pool by children who are in care, except for wading pools under two feet in depth; approved off-site swimming sites shall meet all state and local guidelines for environmental health inspections; swimming activities shall not be permitted in lakes, ponds, rivers, creeks or similar bodies of water.

Rule 5101:2-14-40 entitled "Appeal review procedures for limited and professional certification" is amended as follows: the CDJFS shall not discourage, limit, or interfere with an applicant's or provider's right to request a county appeal review; evidence presented at the appeal review shall be recorded.

Rule 5101:2-14-55 "Application, approval and renewal for limited certification as a type B home provider or in-home aide" is amended as follows: the agency may deny an application if the agency determines that the applicant was previously certified as a limited or professional provider and his/her certificate was revoked; at time of application the agency shall also send the provider the JFS 01280 "Provider Medical Statement," JFS 01932 "Child's Health Record," JFS 01297 "Emergency Transportation Authorization," and JFS 01634 "Caretaker/Provider Agreement"; the PPI provider and all adults residing in the PPI home are exempt from the BCII criminal records check, except if the agency has prior records check documentation from the provider's previous limited or professional certification that there are disqualifying offenses, or a child has been removed from the home; the agency shall contact the caretaker to set up an interview with the caretaker and provider at the provider's home or at the agency to review the inspection form, and advise the provider of any areas of noncompliance and corrective action to be taken by the provider before the home can be certified.

5101:2-14-57 "Inspection and investigation for limited certification as a type B home provider or in-home aide" is amended as follows: the agency shall conduct an interview at the home of the PPI provider or at the agency to verify compliance with health and safety requirements; this interview shall be conducted before a provisional limited certificate is issued, and may be conducted upon recertification at the time the two year limited certification expires or upon relocation by the provider; the caretaker shall submit the inspection form to the agency within thirty days prior to the expiration of the two year certification period.

Rule 5101:2-14-58 entitled "Provider responsibilities for limited certification" is amended as follows: the provider shall be at least eighteen years of age; the provider shall allow the agency to inspect all areas of the home; for those individuals who are certified on or after April 1, 2003, shall complete, not more than six months prior to or within three months of initial certification, the "Health and Safety in Family Child Care" course; for those individuals certified before April 1, 2003, shall complete the course no later than March 31, 2005; the JFS 01932 "Child's Health Record" shall be on file by the first day of attendance; this record shall be reviewed and updated annually by the caretaker; the

agency shall fax the JFS 01299 "Incident/Injury Report" to the bureau within one business day from receipt of the report; the provider shall not permit any person to smoke in a vehicle while transporting children; the provider shall not be involved in any activities or employment which interferes with the care of children; the provider shall not use or disclose any information concerning eligible individuals for any purpose not directly related to the delivery of services, except upon written consent of the eligible individual or a responsible caretaker or guardian.

Rule 5101:2-14-60 "Denial, revocation and termination of limited certification as a type B home provider or in-home aide" is amended as follows: the applicant or provider cannot reapply for limited or professional certification for at least one year following denial of the application or revocation of the certificate; reasons for denial of an application or revocation of a certificate may also include failure to cooperate with the agency in the certification process or complaint investigation, misrepresentation or withholding of information, delinquent overpayments owed to any CDJFS, the agency may terminate the limited certificate when the provider has not provided child care for more than six months.

Rule 5101:2-14-61 "County department of job and family services certification responsibilities" is amended as follows: the agency shall retain provider records according to the county retention schedule; additional requirements approved by the bureau shall be valid for two years; the agency shall provide or purchase, from a qualified trainer, a minimum of eighteen hours of training per year for certified providers.

Rule 5101:2-14-62 "Confidentiality involving a professional or limited certified provider:" no changes were necessary to this rule.

All revised forms that are used in conjunction with these rules are attached:

Revised forms, used in conjunction with these rules:			
JFS 01137	JFS 01301	JFS 01644	JFS 01926
JFS 01280	JFS 01634	JFS 01921	JFS 01932
JFS 01297	JFS 01642	JFS 01923	
JFS 01299	JFS 01643	JFS 01924	

The following forms have been obsoleted:

JFS 01941 "Child and Adult Care Food Program Meal Requirements,"

JFS 01939 "Type B Family Child Care Home and Crib and Playpen Measurements," and

JFS 01201 "Dental First Aid Chart."

The obsolete rules and forms shall be removed from the child care manual and replaced with the amended rules and forms. If you have any questions regarding these matters, please contact County Technical Support at (614) 466-7762.

Procedure Letters

CCMPL 140 (Extension of Temporary Policy Regarding Publicly Funded Child Care (PFCC) Redeterminations and Case Actions)

Child Care Manual Procedure Letter No. 140

May 11, 2020

To: All Child Care Manual Holders
From: Kimberly Hall, Director
Subject: Extension of Temporary Policy Regarding Publicly Funded Child Care (PFCC) Redeterminations and Case Actions

Background

Rule 5101:2-16-02 of the Ohio Administrative Code (OAC) outlines the qualification requirements and annual redetermination process for caretakers currently receiving publicly funded child care (PFCC) benefits.

Rule 5101:2-16-08 of the OAC outlines the county agency procedures for processing redeterminations and for terminating a caretaker's current eligibility if the caretaker no longer qualifies for PFCC.

County agencies must process redetermination applications before the end of a caretaker's current eligibility period. A redetermination application must be denied if a caretaker is ineligible for benefits for a new eligibility period. Additionally, county agencies must terminate current eligibility if a caretaker no longer qualifies for benefits.

In response to the COVID-19 pandemic, on March 30, 2020, eligibility extensions were implemented for caretakers receiving PFCC benefits that were set to end in March, April and May of 2020. County agencies were instructed to stop processing redeterminations for March and April, and to refrain from taking negative actions against current cases until May 31, 2020.

New Policy

The temporary policy implemented in response to the COVID-19 pandemic will be extended through July 31, 2020. County agencies shall not process PFCC redetermination packets for the months of June and July. Additionally, county agencies shall not take negative actions against current PFCC cases until July 31, 2020.

All caretakers with eligibility periods set to expire in June 2020 (current expiration date for June 2020 redeterminations is July 4, 2020) will have their eligibility period extended through December 2020 (new expiration date will be January 2, 2021). No further redetermination actions will be required by the caretaker or the county agency until December 2020.

All caretakers with eligibility periods set to expire in July 2020 (current expiration date for July 2020 redeterminations is August 1, 2020) will have their eligibility periods extended through January 2021 (new expiration date will be February 6, 2021). No further redetermination actions will be required by the caretaker or the county agency until January 2021.

Implementation

ODJFS will systematically extend all applicable eligibility periods and the child care information data system (CCIDS) will automatically send notices to caretakers and providers advising them of their new eligibility end dates. No action by the county agency is necessary regarding changes to eligibility end dates or eligibility extension notices.

County Agency Requirements

County agency staff should not process redetermination packets for the months of June and July. New redetermination packets will be mailed from the CCIDS/Eligibility Authorization (EA) system 45 days prior to the new, extended redetermination date as outlined above.

Any cases with authorizations that end in June or July should be extended to match the new eligibility period.

Questions

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

CCMPL 139 (Redetermination and Case Updates for Publicly Funded Child Care (PFCC))

Child Care Manual Procedure Letter No. 139

March 30, 2020

To: All Child Care Manual Holders
From: Kimberly Hall, Director
Subject: Redetermination and Case Updates for Publicly Funded Child Care (PFCC)

Background

Rule 5101:2-16-02 of the Ohio Administrative Code (OAC) outlines the qualification requirements and annual redetermination process for caretakers currently receiving publicly funded child care (PFCC) benefits.

Rule 5101:2-16-08 of the OAC outlines the county agency procedures for processing redeterminations and for terminating a caretaker's current eligibility if the caretaker no longer qualifies for PFCC.

Currently, county agencies must process redetermination applications before the end of a caretaker's current eligibility period. A redetermination application must be denied if a caretaker is ineligible for benefits for a new eligibility period. Additionally, county agencies must terminate current eligibility if a caretaker no longer qualifies for benefits.

New Policy

In response to the COVID-19 pandemic, eligibility extensions will be implemented for caretakers currently receiving PFCC benefits. County agencies shall immediately stop processing redetermination packets for March and April. Additionally, county agencies shall not take negative actions against current PFCC cases until May 31, 2020.

All caretakers with eligibility periods set to expire in March 2020, who have not already been approved for a new eligibility period, will have their eligibility extended through September 2020. No further redetermination actions will be required by the caretaker or county agency until September 2020.

If a caretaker has completed the redetermination process in March 2020 and a new twelve-month eligibility period has been approved, the new twelve-month eligibility period will continue as already determined. The new twelve-month eligibility period is the greater benefit; therefore, the extension will not be applied.

All caretakers with eligibility periods scheduled to expire in April 2020 will have their eligibility extended through October 2020.

All caretakers with eligibility periods scheduled to expire in May 2020 will have their eligibility extended through November 2020.

Additionally, all PFCC cases that are currently scheduled for termination under the thirteen-week activity gap will have the termination date removed and eligibility extended to the end of the current twelve-month eligibility period. If any of these cases

have redeterminations due in March, April, or May of 2020, then eligibility will be extended as noted above.

Implementation

ODJFS is working on the following system changes and will notify the county agencies when the changes go live:

ODJFS will remove all thirteen-week activity gap termination dates and extend eligibility for all cases scheduled to be terminated through June 30, 2020. ODJFS will send notices to caretakers and providers advising them of their new eligibility end dates.

ODJFS will systematically extend all applicable eligibility periods and the child care information data system (CCIDS) will automatically send notices to caretakers and providers advising them of their new eligibility end dates. No action by the county agency is necessary regarding changing eligibility end dates, removing termination dates, or sending notices regarding eligibility extensions.

County Agency Requirements

County agency staff should immediately stop processing redetermination packets for March and April. New redetermination packets will be mailed from the CCIDS system 45 days prior to the new, extended eligibility date as outlined above.

When county agencies are notified by ODJFS that the system changes have gone live, any cases with authorizations that end in March should be extended to match the new eligibility period.

Questions

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

CCMPL 137 (Temporary Licensing Procedures to Address the Coronavirus (COVID-19) Pandemic)

Child Care Manual Procedure Letter No. 137

March 18, 2020

TO: All Child Care Manual Holders
All Child Care Center Manual Holders

FROM: Kimberly Hall, Director

SUBJECT: Temporary Licensing Procedures to Address the Coronavirus (COVID-19) Pandemic

Background:

As a result of the K-12 school closings and with the anticipation of child care program closures because of the coronavirus (COVID-19) the Ohio Department of Job and Family Services (ODJFS) is working to ensure:

1. Child care is available for parents employed providing health, safety and other essential services; and
2. To ensure providers serving Ohio's most vulnerable children remain supported during program closure.

New Policy

Temporary Pandemic Child Care License:

In response to the COVID-19 pandemic, additional changes in policy are being implemented:

The following new rule and forms are effective as of March 17, 2020.

Rule 5101:2-12-02.1: "Temporary Pandemic Child Care License" is a new rule which sets for the process and requirements of the temporary pandemic child care license. This temporary licensure will allow approved programs to serve children whose parents are employed providing health, safety and other essential services as defined by the Director of the Ohio Department of Job and Family Services in consultation with the Director of the Ohio Emergency Management Agency. There is no application fee and these programs will not be required to be rated in Step Up To Quality in order to provide publicly funded child care. Payment for these programs will be determined through an agreement process with the Ohio Department of Job and Family Services.

When approving programs for temporary licensure ODJFS must use discretion regarding the number of licenses approved based on need and pandemic health concerns. As a result ODJFS will evaluate programs based on location, capacity, and the number of children currently being served with parents employed to provide health, safety or other essential services.

JFS 01258 "Application for Temporary Pandemic Child Care Center License" (rev. 3/2020) is a new form to apply for a temporary pandemic child care license. This form

can be used by existing ODJFS-licensed child care centers when designated as an emergency child care location as well as new programs applying for a temporary pandemic child care system license.

JFS 01259 "Pandemic Child Care Center Child Enrollment Addendum" (rev. 3/2020) is a new form to document how the child's parent meets the requirement of providing health and safety services as defined by the Ohio department of job and family services (ODJFS).

Child Care Payment During Closure

At the time child care programs must close the Department will establish a weekly payment which reflects a historical weekly payment for the program and provide it weekly through the duration of the closure, or as long as funds allow. At the time a closure occurs ODJFS will provide additional information on the payment structure.

Implementation

Programs willing to provide service for parents employed providing health, safety and other essential services during the pandemic should complete the JFS 01258 and submit it to ODJFS_CHILDCARE@jfs.ohio.gov as soon as possible.

If the application is approved, ODJFS will issue a letter notifying the pandemic child care center of the license approval and approved capacity. Both new and existing programs can apply for a temporary license with anticipation of an impending child care program closure.

Entities working to open a new temporary pandemic child care center should explore partnership with locations such as hospitals, churches, Boys and Girls Clubs, YMCA/YWCA organizations and existing providers as possible locations for temporary settings.

REMINDER:

Any parent that can find a safe and healthy alternative child care option during the pandemic that will keep their child(ren) out of a group setting and not with an elderly provider should do so as soon as possible. However, we recognize that this is not an option for all families and are working to ensure all children have safe option while parents provide health, safety and other essential services.

Questions:

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions about the new policy.

CCMPL 134 (Changes to the Child Care Prescription Medication Sample Forms)

Child Care Manual Procedure Letter No. 134

February 13, 2020

TO: All Child Care Manual Holders
FROM: Kimberly Hall, Director
SUBJECT: Changes to the Child Care Prescription Medication Sample Forms

Background:

The Ohio Department of Job and Family Services (ODJFS) has revised the prescription pad sample forms to update the documents to align with rule 5101:2-12-25 of the OAC.

The following forms have been revised:

- JFS 01580 “Your Prescription For Safely Administering Prescription Medication” has been revised to add a Certified Physician’s Assistant as a party that can complete Box 2 of the JFS 01217.
- JFS 01581 “Your Prescription For Safely Administering Non-Prescription Medication” has been revised to add a Certified Physician’s Assistant as a party that can complete Box 2 of the JFS 01217.
- JFS 01582 “Your Prescription For Safely Caring For Children With Special Health Conditions” has been revised with minor grammar changes and to clarify that the administrator must also sign the form.
- JFS 01583 “Your Prescription For Safely Caring For Children With Medication And Health Care Needs On Field Trips” has been revised with minor grammar changes.

Child care programs are not required to use these forms but may use them as a checklist to ensure all medication administration requirements are met.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 133 (Changes to the Child Care Enforcement Recommendation Forms)

Child Care Manual Procedure Letter No. 133

February 13, 2020

TO: All Child Care Manual Holders
FROM: Kimberly Hall, Director
SUBJECT: Changes to the Child Care Enforcement Recommendation Forms

Background:

The Ohio Department of Job and Family Services (ODJFS) has revised the recommendation for suspension and recommendation for revocation/denial of license forms to update the documents to better align with rules 5101:2-12-05 and 5101:2-13-05 of the Ohio Administrative Code.

The following forms have been revised:

- JFS 01161 "Recommendation for Suspension of Child Care License" has been revised to add questions regarding if the provider has a provider agreement, add the name of the program, the license type, the number of authorized children and include spacing and minor grammar changes.
- JFS 01356 "Recommendation for Revocation/Denial of License of Family Child Care Home" has been revised to add questions regarding inspection types, add a place to note which years of inspections to include, add a place to specify if rule violations are serious or moderate risk, include a more detailed request to submit additional information with the form, change destination mailbox from regional to enforcement and include spacing and minor grammar changes.

County agency staff are required to use these forms when submitting recommendations for the revocation or the denial of the license of family child care homes or when recommending the license suspension of family child care homes.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 132 (Step Up To Quality Incentive Payments)

Child Care Manual Procedure Letter No. 132

December 19, 2019

TO: All Child Care Manual Holders
FROM: Kimberly Hall, Director
SUBJECT: Step Up To Quality Incentive Payments

Background:

Beginning July 1, 2020, division (C) of Ohio Revised Code (ORC) section 5104.31 requires, except as noted, that all providers of publicly funded child care (PFCC) services be rated at least a 1-star in Step Up To Quality (SUTQ). Additionally, division (G) of ORC section 5104.29 requires that by June 30, 2025, all centers and Type A Homes must be rated at least a 3-star or higher in SUTQ in order to provide PFCC.

House Bill (HB) 166 of the 133rd General Assembly allocated \$10 million for the Ohio Department of Job and Family Services (ODJFS) to administer an early learning and development quality infrastructure grant program. With these funds ODJFS, in collaboration with the Early Childhood Advisory Council, is establishing an additional incentive payment and releasing a Request for Grant Application.

SUTQ Incentive:

In an effort to encourage programs to provide PFCC services, help unrated programs to become rated, and assist current 1- and 2-star rated programs with increasing their rating, ODJFS is creating a one-time incentive payment. The payments will be \$4,000 for centers and \$2,000 for family child care providers.

Unrated programs and currently rated 1- and 2- star programs that submit a SUTQ registration between January 1, 2020 and February 29, 2020 are eligible for the incentive payment once the rating is approved by ODJFS. Highly rated programs that already have a 3-, 4- or 5-star rating are ineligible to receive the incentive.

In order to receive the incentive, programs must have a provider agreement to provide PFCC services before their rating is approved. The incentive payment will be issued approximately 60 days after the SUTQ rating is approved.

Quality Infrastructure Grants:

A Request for Grant Applications (RFGA) was posted on December 11, 2019. This RFGA was released for the purpose of obtaining private not-for-profit and public (governmental) entities to administer early learning and development quality infrastructure grant programs that are designed to support workforce recruitment and retention, Step Up To Quality training and technical assistance, and equipment (i.e. screening tools, staff supports). ODJFS seeks to support programs offering Publicly Funded Child Care services in creating or improving the basic structure, programming, design, staffing of child care programs. ODJFS will select one non-profit or public entity per county, however applicants may apply to service more than one county.

To find the RFGA go to:

<https://procure.ohio.gov/proc/viewProcOpps.asp?opplD=18376>

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 131 (Changes to the JFS 01144 "Provider Agreement for Publicly Funded Child Care Services")

Child Care Manual Procedure Letter No. 131

October 18, 2019

TO: All Child Care Manual Holders
FROM: Kimberly Hall, Director
SUBJECT: Changes to the JFS 01144 "Provider Agreement for Publicly Funded Child Care Services"

Background:

Programs that intend to serve children through the publicly funded child care (PFCC) program must log on to the Ohio Department of Job and Family Services (ODJFS) automated system, the Child Care Information Data System (CCIDS) provider portal, to complete a provider agreement with ODJFS.

New Policy:

The JFS 01144 "Provider Agreement for Publicly Funded Child Care Services" has been revised to implement changes and update language. The following changes were made:

- Revised the preamble to remove all references to the kinship child care program.
- Replaced all references to Ohio Administrative Code (OAC) rules with references to OAC Chapters.
- Reworded some articles for clarity.
- Article 2 – Removed "out-of-state provider" and replaced with "border state provider" for consistency. Added references to OAC Chapters 5101:2-12, 5101:2-14, 5101:2-16 and 5101:2-18 where appropriate.
- Article 6 – New Article 6 replaced part of Article 5 and was reworded for clarity. All subsequent articles were renumbered.
- Article 16 - Replaced "Publicly Funded Record Review" with "Publicly Funded Child Care Program Integrity Review" for consistency.
- Article 36- Replaced references to the CCIDS provider portal with references to the automated system. Clarified that reporting and maintaining private pay rates increases the accuracy of market rate evaluations for child care services.
- Article 40 – Clarified that the provider agreement is effective on the date the Provider submits the signed JFS 01144 to ODJFS, or the date the Provider becomes an eligible provider as defined in Chapter 16 of the OAC, whichever is later.

Implementation:

- Current PFCC programs will not be required to sign a new agreement.

- Any program that does not agree with an article in the provider agreement, or that no longer wishes to provide PFCC services, may terminate their agreement by logging on to ODJFS automated system, the CCIDS provider portal.
- The updated Provider Agreement will be available in the ODJFS automated system, the CCIDS provider portal on or after October 20, 2019.
- Any child care program signing an agreement on or after October 20, 2019 will sign the updated agreement.

Questions:

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 130 (2019 Update to Child Care Income Eligibility Standards)

Child Care Manual Procedure Letter No. 130

September 30, 2019

TO: All Child Care Manual Holders
FROM: Kimberly Hall, Director
SUBJECT: 2019 Update to Child Care Income Eligibility Standards

Background:

The child care income eligibility standards are updated annually after the release of the Federal Poverty Guidelines the United States Department of Health and Human Services.

Implementation of New Income Eligibility Standards:

The Child Care Information Data System (CCIDS) has been updated to include the October 1, 2019 Income Eligibility Standards. All applications, redetermination and case updates made on or after October 1, 2019 will be based on these new standards.

The monthly income standards are as follows:

Family Size	2019 Federal Poverty Level (100%) Annually	2019 Federal Poverty Level (100%) Monthly	Maximum Monthly Income Limit for Initial Eligibility* (130%)	Maximum Monthly Income Limit for Transitional Eligibility* (150%)	Maximum Monthly Income Limit for Ongoing Eligibility* (300%)
2	\$16,910	\$1,410	\$1,832	\$2,114	\$4,228
3	\$21,330	\$1,778	\$2,311	\$2,667	\$5,333
5	\$25,750	\$2,146	\$2,790	\$3,219	\$6,438
5	\$30,170	\$2,515	\$3,269	\$3,772	\$7,543
6	\$34,590	\$2,883	\$3,748	\$4,324	\$8,648
7	\$39,010	\$3,251	\$4,227	\$4,877	\$9,753
8	\$43,430	\$3,620	\$4,705	\$5,429	\$10,858
9	\$47,850	\$3,988	\$5,184	\$5,982	\$11,963
10	\$52,270	\$4,356	\$5,663	\$6,534	\$13,068

11	\$56,690	\$4,725	\$6,142	\$7,087	\$14,173
12	\$61,110	\$5,093	\$6,621	\$7,639	\$15,278

These amounts are determined using the 2019 Federal Poverty Guidelines as published in the Federal Register on February 1, 2019. Add \$4,420 to the annual income for each household member above 12.

Copayment Desk Aid: The family copayment desk aid has been updated based on the new income eligibility standards. The new desk aid is attached to this letter.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 129 (Updated Process for Providers Caring for School-Age Children in the Publicly Funded Child Care (PFCC) Program)

Child Care Manual Procedure Letter No. 129

August 30, 2019

TO: All Child Care Manual Holders
FROM: Kimberly Hall, Director
SUBJECT: Updated Process for Providers Caring for School-Age Children in the Publicly Funded Child Care (PFCC) Program

Background:

Section 5104.01 of the Ohio Revised Code (ORC) defines child care, in part, as "administering to the needs of infants, toddlers, preschool-age children, and school-age children outside of school hours." The Ohio Department of Job and Family Services (ODJFS) does not pay providers of PFCC for child care services that occur during the hours that a school-age child would typically be at a primary or a secondary school.

In addition, rule 5101:2-16-41 of the Ohio Administrative Code (OAC) states that a provider's PFCC payment shall not include payment for services provided during the hours the child is in care in another federal or state funded program such as Head Start and Early Childhood Education (ECE).

Currently the child care automated system deducts school hours for all school-age children on any weekday during the school year, for any care between 9 a.m. to 3 p.m. The standard number of school hours and the school year are both defined by ODJFS.

Caretakers with children of any age who attend other programs during part of their day in PFCC must enter additional in and out times to subtract the hours the child is not in PFCC.

Additionally, rule 5101:2-16-01 OAC currently defines a "School not in session" day as a day during the ODJFS defined school year when a school-age child is not able to attend school due to an official school closure. This feature cannot be used for days with a delayed start or early release. Child care providers must currently request a payment adjustment for the days with a delayed start or early release.

New Policy and Updated Process:

Beginning with care provided on September 1, 2019, the child care automated system will deduct school hours according to customized schedules entered by the provider for each of the provider's authorized school-age children. The new process allows school hours to be individually defined according to each child's school and ensures a more accurate count of the hours the child is receiving PFCC services from the provider. The ODJFS standard deduction (9 a.m. to 3 p.m.) will be eliminated. The ODJFS defined school year of the first Sunday in September to the last Saturday in May will remain in place for determining school-age rates versus summer school-age rates.

Customized schedules in KinderConnect will not impact the eligibility system used by county agencies. The eligibility system will still use children's birth dates to automatically

switch them to the school-age category if they turn five years old before October 1st of the current year. County agencies must still be notified if a five-year-old child is not attending elementary school or if a child under five is attending elementary school. Failure to notify the county agency may result in inaccurate payments.

Customized schedules may also be entered for a child of any age in care who regularly attends other programming during the day like Head Start or the ECE program. This will eliminate the need for caretakers to enter additional in and out times for each day. Providers are encouraged to enter customized schedules for any child who attends different programming during the day.

Rule 5101:2-16-01 OAC is being updated to include delayed start times and early dismissals in the definition of "school not in session."

Implementation:

On September 1, 2019, providers may begin entering customized schedules for their authorized school-age children, and for children also participating in other programming such as Head Start or ECE.

A provider will not be able to submit attendance for care provided the week of September 1, 2019 to a school-age child until there is a customized schedule entered for the September 1, 2019 service week for the child in KinderConnect. If the attendance is never submitted for a school-age child and is instead swept by ODJFS four weeks later, providers will not be paid for any school-age children without an associated customized school schedule in KinderConnect at the time of the sweep. Once attendance is swept, providers cannot add customized schedules for the swept service week or re-submit for payment. For care provided the week of September 1, 2019, this sweep will occur on October 6, 2019.

After September 1, 2019, providers of PFCC must have a customized schedule assigned in KinderConnect for each new authorization of care they receive for a school-age child. New school schedules will need to be entered before the start of each school year. Customized schedules for other programs like Head Start or ECE may be entered beginning September 1, 2019 but are not required.

The begin and end dates of each year's customized school schedules shall include the entire ODJFS defined school year but may begin earlier or end later. In cases where the child's actual school schedule begins later than the first Sunday in September and/or ends earlier than the last Saturday in May, the school out of session button should be used so that the customized school hours are not deducted. For example, the ODJFS defined school year begins September 1, 2019, but the child's actual school year start date is September 19, 2019, the customized schedule should start on September 1, 2019 and the "school out of session" button should be used until the child's actual school start date of September 19, 2019.

Beginning September 1, 2019, providers will be permitted to use the "school not in session" functionality in KinderConnect to prevent the full day school hours from being deducted from the child's attendance on a delayed start or early release day. Because no hours will be deducted, the child's parent will need to enter the time the child arrived at the program, the time the child went to school, the time the child returned from

school, and the time the child left the child care program. There is no change in the functionality when a school-age child attends the child care program all day because the school is closed for an official school closure.

Training:

Training documents including written step-by-step instructions on entering customized schedules may be accessed at <https://ohiocctap.info/programs/>.

Providers may also contact the Control Tech Help Desk at 1-833-866-1708, option 9 or email SupportOH@Controltec.com for additional assistance.

Questions:

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions about the new policy.

CCMPL 128 (2019 Update to Publicly Funded Child Care County Categories and Provider Payment Rates)

Child Care Manual Procedure Letter No. 128

July 19, 2019

TO: All Child Care Clearance Reviewers
FROM: Kimberly Hall, Director
SUBJECT: 2019 Update to Publicly Funded Child Care County Categories and Provider Payment Rates

Background:

The Child Care Development Block Grant Act of 2014 requires each state to complete a market rate survey to be used in establishing rates for publicly funded child care. In late 2018, the Ohio Department of Job and Family Services (ODJFS) conducted the market rate survey through an electronic survey sent to all licensed providers to capture rate data by age category and time served (i.e. full time, part time, hourly). After the electronic survey closed, provider rate data was obtained from three additional sources: 1) published rate sheets from a sample of providers who completed the survey, 2) the ODJFS web portal, and 3) child care provider records maintained by Ohio Child Care Resource and Referral Association (OCCRRA). Quality studies were performed to compare the values of the rates provided in the electronic survey to each of these other sources. Once the data was compiled, it was sorted into similar categories based on statistical analysis.

Implementation:

Effective Sunday, July 21, 2019, ODJFS will implement new rates for publicly funded child care based on the 2018 market rate survey, the federal guidance requiring base rates to be at or above the 25th percentile and the state fiscal year 2020/2021 budget language which ensures that no county moves to a rating tier with a lower reimbursement rate than the one in effect for the county on January 1, 2019. The new county categories and provider payment rates will be used for payments for services provided on or after July 21, 2019. The new categories and payment rates by county are on the attached appendix.

Appendix A to rule 5101:2-16-10 of the Ohio Administrative Code is currently moving through the rule making process to implement the five-year review of the publicly funded child care rules. The rule and appendix will be original filed to reflect these changes and will be effective in October 2019.

ODJFS is monitoring current proposed budget language. Changes required as a result of the final budget will be implemented as required.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 125 (Step Up To Quality Incentive Payments)

Child Care Manual Procedure Letter No. 125

April 12, 2019

TO: Child Care Manual Holders
FROM: Kimberly Hall, Director
SUBJECT: Step Up To Quality Incentive Payments.

Background:

Section 5104.31 (C) of the Ohio Revised Code (ORC) requires that beginning July 1, 2020, publicly funded child care (PFCC) services may only be provided by programs that are rated at least a 1-star in Step Up To Quality (SUTQ). Additionally, section 5104.29 (G) of the ORC requires that by June 30, 2025, all centers and Type A Homes must be rated at least a 3-star or higher in SUTQ in order to provide PFCC. Programs rated in SUTQ have a separate base rate for PFCC on which the enhanced rates for each star rating are calculated.

SUTQ Incentives:

In an effort to help PFCC programs: 1) become rated; 2) rated programs to increase their rating; and 3) highly rated programs to maintain their rating, ODJFS is creating a **one-time** SUTQ incentive payment. The incentive payment will be available for programs with a signed provider agreement to serve PFCC. The incentive payments will be \$4,000 for child care centers and \$2,000 for family child care home providers.

The following groups will receive an incentive payment:

Program qualification	Payment timing
1a) PFCC program that is unrated with a submitted registration for any rating as of April 15, 2019	100% once rated
1b) PFCC program that is unrated as of April 15, 2019 with a registration for any rating submitted on or before July 31, 2019	50% at registration and 50% once rated
2a) PFCC program that has a 1- or 2-star rating as of April 15, 2019 and submits a registration for a 3-, 4-, or 5-star rating on or before July 31, 2019	50% at registration and 50% once rated
2b) PFCC program that has a 1-or 2-star rating with a submitted registration for a 3-, 4- or 5-star rating as of April 15, 2019	100% once rated
3) PFCC program that is highly rated (3-, 4- or 5-star rating) as of April 15, 2019	100% one-time payment by June 30, 2019

The payment will be a special payment and will be counted as program income (it will be a part of the 1099). Payments will be issued the third week of the month following the registration submission or the award of the rating.

Programs with a currently submitted registration do not need to take any action, upon the program being rated the full incentive will be paid as described above.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 124 (Updated Accreditation Approval Process for Step Up To Quality)

Child Care Manual Procedure Letter No. 124

May 30, 2019

TO: All Child Care Manual Holders
FROM: Kimberly Hall, Director
SUBJECT: Updated Accreditation Approval Process for Step Up To Quality

Background:

Step Up To Quality (SUTQ) programs that are accredited by an approved organization can earn additional points towards achieving a four- or five-star rating in Ohio's five-star quality rating and improvement system.

On April 13, 2015, the Ohio Department of Job and Family Services (ODJFS) issued Child Care Manual Procedure Letter (CCMPL) 91 to begin accepting applications to become an approved accrediting organization for rated programs. This letter also required organizations to reapply every two years.

Updated Process:

The updated information in this procedure letter replaces CCMPL 91.

The timeframe for an approved accrediting organization to verify that they continue to meet the approval criteria has been updated from two years to five years.

Organizations requesting approval to become an approved accrediting organization must complete and submit the JFS 01648 "Application for Accrediting Organization for Step Up To Quality (SUTQ)" and the required supporting documentation to ODJFS at SUTQOnlineApp@jfs.ohio.gov.

Programs already approved as an accrediting organization for SUTQ must verify that they continue to meet the approval criteria every five years. Currently approved organizations will be notified by ODJFS of the new timeline. Approved accrediting organizations must complete and submit the JFS 01650 "Accrediting Organization Review Report for Step Up To Quality" and the required supporting documentation to ODJFS at SUTQOnlineApp@jfs.ohio.gov. If an organization is unable to document that they are still meeting approval criteria, the approval will be removed.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 123 (2018 Update to Publicly Funded Child Care County Payment Categories)

Child Care Manual Procedure Letter No. 123

November 20, 2018

TO: All Child Care Manual Holders

FROM: Cynthia C. Dungey, Director

SUBJECT: 2018 Update to Publicly Funded Child Care County Payment Categories

Background:

The Consolidated Appropriations Act of 2018 (Public Law 115-141) became law on March 23, 2018. This law included a \$2.37 billion increase in Child Care and Development Fund (CCDF) Discretionary funds over the 2017 federal appropriation levels. As a result, Ohio was allocated additional funds for federal fiscal year (FFY) 2018. Final guidance on use of the funds was issued by the Administration for Children and Families, Office of Child Care (OCC) in August 2018. The guidelines outlined requirements for these new funds that States cannot supplant existing funds, as the intent is to supplement existing investments.

New Investment:

Ohio will align county payment categories to those defined in the 2016 market rate survey. Effective December 2, 2018, the following counties will move into new payment categories as outlined below:

County	Current Category	Updated Category
Allen	D	E
Ashland	D	E
Athens	D	E
Auglaize	D	F
Belmont	D	F
Carroll	D	E
Clark	D	E
Columbiana	D	E
Cuyahoga	E	F
Darke	D	E

Erie	D	E
Fairfield	E	F
Greene	E	F
Hancock	D	E
Harrison	D	F
Highland	D	E
Huron	D	E
Knox	D	F
Lake	E	F
Lawrence	D	E
Licking	D	E
Logan	D	E
Lucas	E	F
Miami	D	E
Monroe	E	F
Morrow	D	E
Ottawa	D	F
Pickaway	D	E
Portage	E	F
Preble	D	E
Sandusky	D	E
Seneca	D	E
Shelby	D	E
Stark	D	E

Trumbull	E	F
Union	D	E
Wayne	D	E
Wood	E	F

Implementation:

As stated above, as a result of this procedure letter the newly assigned categories will take effect December 2, 2018. Additionally, Appendix A to rule 5101:2-16-41 of the Ohio Administrative Code is currently moving through the rule making process to implement the new Time, Attendance and Payment (TAP) system for publicly funded child care. The rule and appendix have been refiled to reflect these changes and are planned to be effective December 16, 2018.

Transition Payments:

Changes in categories will result in both increases and decreases to individual child payment rates. Depending upon the age (i.e. infant, toddler, preschool school age) and utilization (i.e. full-time, part-time, hourly) of the children a provider is serving, a net reduction in payment may be realized. To assist providers with transitioning their business to the newly assigned category, providers with a current provider agreement to serve children through publicly funded child care as of December 2, 2018 will have the opportunity to request two transition adjustment payments (April 2019 and July 2019). A provider may request a payment adjustment if the total net amount of payment received for the service period of December 2 through March 30 and again March 31 through June 29, 2019 is less than what it would have been in the prior assigned category.

Providers that believe they have received a net reduction in payment will need to request a payment review for all services rendered and ODJFS will determine and issue the difference. Payment enhancements will be included in this review for programs participating in Step Up To Quality. A tracking document will be made available no later than December 9, 2018 and must be completed and included with any request for payment review. The first payment review request must be submitted between April 18 and May 9, 2019; the second payment review request must be submitted July 18 through August 8, 2019.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 122 (Procedures for the Early Adopters of the Child Care Time, Attendance and Payment [TAP] System)

Child Care Manual Procedure Letter No. 122

November 5, 2018

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Procedures for the Early Adopters of the Child Care Time, Attendance and Payment (TAP) System

Background

In 2011, the Ohio Department of Job and Family Services (ODJFS) implemented an electronic child care system to track attendance and calculate payment to providers for the delivery of publicly funded child care (PFCC) services.

ODJFS has identified the need to enhance and improve how Ohio tracks PFCC attendance and the calculation of payments to approved child care providers. As part of the implementation of the new Time, Attendance and Payment (TAP) system, ODJFS has identified a group of programs to be Early Adopters of the new system. In November and December, tablets will be mailed to all programs who provide PFCC services. The statewide implementation for all programs is scheduled for December 16, 2018.

Programs not identified as Early Adopters will continue to utilize the point of service devices (POS devices) and the Ohio Electronic Child Care (ECC) system to record attendance until TAP is implemented statewide. Caretakers who are authorized to multiple providers, as allowed by rule, may need to use TAP to record attendance at an Early Adopter program while also using a swipe card and POS device at a non-Early Adopter program.

Implementation for Early Adopters

The draft rules are available at http://jfs.ohio.gov/cdc/rules_forms.stm.

General Attendance

Services provided prior to November 4, 2018

All PFCC services provided prior to November 4, 2018 should be recorded in the ECC system using the swipe card for families currently authorized to that program. The ECC POS devices at Early Adopter programs will be turned off at 11:59 pm on November 3, 2018. Manual claims and adjustments may be submitted following the requirements and process outlined in draft rule 5101:2-16-44 (J) for care provided but not captured in the ECC system. Requests for manual claims and adjustments shall be sent to child_care_adjustment@jfs.ohio.gov.

Payment adjustments for services provided before November 4, 2018

Providers will follow the process outlined in draft rule 5101:2-16-44 (J) for payment adjustments for services provided before November 4, 2018. The request for

adjustments must be sent to ODJFS at child_care_adjustment@jfs.ohio.gov within seven weeks of the provided services.

Services provided on or after November 4, 2018

All PFCC services provided on or after November 4, 2018 must be tracked using the new automated system and new payment processes as required in the draft rules. This includes services provided while an initial application for eligibility is being processed by the county agency, even if the application is ultimately denied.

Payment adjustments for services provided after November 4, 2018

Providers will follow the process outlined in draft rule 5101:2-16-44 (H) to submit adjustments in the new automated child care system.

Changes in Authorization

Providers will follow the process outlined in draft rule 5101:2-16-44 (J) for payment adjustments for services provided before November 4, 2018. Requests for payment adjustments shall be sent to ODJFS at child_care_adjustment@jfs.ohio.gov.

New applicants for PFCC

Applications with eligibility approved after November 4, 2018

Caretakers will utilize the new automated system and new payment processes as required in the draft rules for all services provided on or after November 4, 2018. Providers will submit manual claims using the process outlined in draft rule 5101:2-16-44 (J) for all services provided prior to November 4, 2018. The manual claims must be sent to ODJFS at child_care_adjustment@jfs.ohio.gov within seven weeks of the provided services.

Applications with eligibility denied after November 4, 2018

Caretakers will utilize the new automated system and new payment processes as required in the draft rules for all services provided on or after November 4, 2018. Providers will submit the JFS 01211 "Request for Payment of Publicly Funded Child Care Services Provided for a Denial of Application" to request payment for services provided prior to November 4, 2018.

Swipe Cards

Mailing of swipe cards

Caretakers will continue to receive swipe cards after initial eligibility is determined, even if their program is an Early Adopter program. Caretakers who are only authorized to an early adopter program will not use the card. Caretakers authorized to a non-Early Adopter program will continue to utilize the swipe cards and POS devices to record attendance at that provider.

New Providers

Providers with new Provider Agreements

Providers that sign a provider agreement on or after November 4, 2018 and providers that have their first child authorized to them on or after November 4, 2018 will be sent a

tablet for the new child care automated system. All parents authorized to those programs will use the new child care automated system and these new rules to record all attendance.

The following website will be updated regularly with information about TAP:
www.ohiocctap.info If you have questions, please contact the CCIDS Help Desk at 1-877-302-2347, option 2 or CCIDS_Help_Desk@jfs.ohio.gov

CCMPL 121 (Curriculum and Assessment Tool Request Form)

Child Care Manual Procedure Letter No. 121

October 11, 2018

TO: Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Curriculum and Assessment Tool Request Form

Background

The Ohio Department of Job and Family Services (ODJFS) purchased two evidence-based curriculums with assessments for eligible ODJFS and Ohio Department of Education (ODE) programs. For a program to be eligible to request a state-purchased curriculum and assessment, it must meet all the following requirements:

- Be an ODJFS or an ODE licensed program with an active publicly funded child care provider agreement.
- Have provided publicly funded child care (PFCC) services to at least one child within 90 days prior to the request date.
- Not currently using a curriculum or not using curriculums purchased by the state for the age group for which you are making the request or not using either of the curriculum purchased by the state.
- Be currently SUTQ rated or pursuing SUTQ as evidenced by a currently submitted registration for any star rating.

One of the following two curriculums, which include the assessment, can be requested and sent to your program:

- ***The Creative Curriculum® and GOLD® Assessment***
For more information regarding this assessment and curriculum, please visit:
<http://teachingstrategies.com/>
- ***HighScope's COR-Advantage, HighScope's Tender Care for Infants and Toddlers, or HighScope's Essentials for Active Play in Preschool***
For more information regarding this assessment and curriculum, please visit:
<http://www.highscope.org/>

Both curriculums are available for infant, toddler, and preschool age groups. You may request one of each of the curriculum that match the age groups of children served in your program who are currently receiving PFCC.

New Policy

The JFS 01598 "Curriculum and Assessment Request for Step Up To Quality" is a new form that programs will complete and submit to Curriculum-Request@jfs.ohio.gov to

request a curriculum and/or assessment. Assessment users will submit this form once every twelve months to renew the assessment.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 120 (2018 Update to Child Care and Kinship Child Care Income Eligibility Standards)

Child Care Manual Procedure Letter No. 120

September 10, 2018

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: 2018 Update to Child Care and Kinship Child Care Income Eligibility Standards

Background:

The child care income eligibility standards are updated annually after the release of the Federal poverty guidelines by the Department of Health and Human Services.

New Income Eligibility Standards:

County agencies must use the new monthly income eligibility standards for all child care applications, redeterminations and case updates processed on or after October 1, 2018. The new monthly income standards will also be used for all kinship child care applications, redeterminations and case updates processed on or after October 1, 2018.

The monthly income standards are as follows:

Family Size	2018 Federal Poverty Level (100%) Annually	2018 Federal Poverty Level (100%) Monthly	Maximum Monthly Income Limit for Initial Eligibility* (130%)	Maximum Monthly Income Limit for Transitional Eligibility* (150%)	Maximum Monthly Income Limit for Ongoing Eligibility* (300%)	Maximum Monthly Income Limit for Kinship Child Care (200%)
2	\$16,460	\$1,372	\$1,784	\$2,058	\$4,115	\$2,744
3	\$20,780	\$1,732	\$2,252	\$2,598	\$5,195	\$3,464
4	\$25,100	\$2,092	\$2,720	\$3,138	\$6,275	\$4,184
5	\$29,420	\$2,452	\$3,188	\$3,678	\$7,355	\$4,904
6	\$33,740	\$2,812	\$3,656	\$4,218	\$8,435	\$5,624
7	\$38,060	\$3,172	\$4,124	\$4,758	\$9,515	\$6,344
8	\$42,380	\$3,532	\$4,592	\$5,298	\$10,595	\$7,064
9	\$46,700	\$3,892	\$5,060	\$5,838	\$11,675	\$7,784

10	\$51,020	\$4,252	\$5,528	\$6,378	\$12,755	\$8,504
11	\$55,340	\$4,612	\$5,996	\$6,918	\$13,835	\$9,224
12	\$59,660	\$4,972	\$6,464	\$7,458	\$14,915	\$9,944

* These amounts are determined using the 2018 Federal Poverty Guidelines as published in the Federal Register on January 20, 2018. Add \$4,320 to the annual income for each household member above 12.

[Copayment Chart as a Desk Aid](#): The family copayment desk aid has been updated based on the new income eligibility guidelines. The new desk aid is attached to this letter.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 119 (New School-Age Professional Endorsement)

Child Care Manual Procedure Letter No. 119

August 1, 2018

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: New School-Age Professional Endorsement

Background:

By July 1, 2020, child care programs will be required to participate in Step Up To Quality (SUTQ) in order to provide publicly funded child care services. This includes programs serving school-age children as well as stand-alone school-age programs.

Due to the nature of school-age programs, school-age professionals are often individuals who only work part-time at the program when school-age children are present. As a result, a school-age endorsement has been developed to support school-age professionals in obtaining the targeted professional development and classroom experience needed to meet the SUTQ education requirements and to best meet the needs of school-age children.

Teachers and administrators in all programs regulated by the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) can apply for the endorsement.

Overview of the School-Age Professional Endorsement:

The School-Age Professional Endorsement is designed for teachers and administrators working in centers and family child care (FCC) programs in which school-age children are enrolled including school-age only programs. There are three levels of endorsements: School-Age Assistant Teacher, School-Age Lead Teacher, and School-Age Administrator. A professional cannot have more than one endorsement at the same time.

Professionals who work with school-age children can use the endorsement as an option to meet SUTQ education requirements for all five star ratings. The endorsement requires experience in a regulated ODJFS/ODE program and Ohio Approved prescribed coursework specific to working with school-age children. Each school-age endorsement also requires a high school diploma or an Ohio High School Equivalence Diploma (formally GED).

All requirements for the endorsement will be incorporated under "Staff Education" in the appendices to rule 5101:2-17-01 of the Ohio Administrative Code (OAC) for lead and assistant teachers, administrators, and FCC owners. Each school-age endorsement is an option for one- to five-star rated programs. However, extra points cannot be attained by administrators for four- to five-star ratings. The Administrators will also need to meet the licensing administrator qualifications pursuant to rule 5101:2-12-07, 5101:2-13-07 or 3301-32-02 of OAC.

[\(Please see attached Table.\)](#)

Components of the School-Age Professional Endorsement:

The Endorsement's school-age professional levels build on each other. The levels are calculated on hours not points and include a combination of Ohio Approved prescribed courses, Ohio Approved professional selected courses, and hours of experience.

COURSE TITLES FOR OHIO APPROVED PRESCRIBED SCHOOL-AGE COURSEWORK			
	Assistant Teacher	Lead Teacher	Administrative
The Art of Programming and Activity Planning (3 hours)	X	X	X
Managing Behaviors Using Knowledge of Child Development and Guidance and Discipline Strategies in School-age Programs (2 hours)	X	X	X
Managing Environmental Influences on Behavior in School-age Programs (2 hours)	X	X	X
Creating Meaningful Child Interactions and Engaging Families in School-age Programs (3 hours)	X	X	X
The Role of the School-age Professional in Applying Social and Emotional Learning Strategies in School-age Programs (2.5 hours)		X	X
Managing Societal Influences on Social Emotional Development in School-age Programs (2.5 Hours)		X	X
Creating Leaders and Managing Staff for School-Age Program Administrators (2 hours)			X
Developing Productive Relationships with Families, Schools, and Communities by School-Age Program Administrators (3 hours)			X
School-Age Endorsement Renewal Course (2 hours)	X	X	X

OHIO APPROVED COURSES (SELECTED BY PROFESSIONAL)		
Type of Endorsement	Required Hours for Initial Endorsement	Required Hours for Endorsement Renewal
School-Age Assistant Teacher	None	3
School-Age Lead Teacher	5	3
School-Age Administrator	5	3

REQUIRED EXPERIENCE IN REGULATED ODJFS/ODE PROGRAM		
Type of Endorsement	Required Hours for Initial Endorsement	Additional Hours for Endorsement Renewal
School-Age Assistant Teacher	200	200
School-Age Lead Teacher	600	400
School-Age Administrator	1400	800

Lead or Assistant Teachers can use experience from any age group. However, 800 hours of Administrator's experience must be specifically in a program serving school-age children.

The school-age prescribed coursework counts toward the Professional Development Certificate in the biennium in which the courses are completed.

The endorsement is valid for two years from the award date.

Implementation Plan: The new School-Age Endorsement will become effective on August 1, 2018. The Ohio Approved online training modules to support the endorsements will be available to professionals after August 1, 2018. All new and current administrators and child care staff can use the endorsement to meet the Staff Education requirements found in the appendices to rule 5101:2-17-01 of the OAC.

If you have any questions, please contact the Ohio Child Care Resource and Referral Association (OCCRRA) at 614-396-5959 or Toll Free 1-877-547-6978, option 1 or support@occrra.org.

CCMPL 118 (Changes to the JFS 01144 Provider Agreement for Publicly Funded Child Care Services)

Child Care Manual Procedure Letter No. 118

March 19, 2018

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Changes to the JFS 01144 Provider Agreement for Publicly Funded Child Care Services

Background:

All child care programs that intend to serve children through the publicly funded child care program must log on to the Child Care Information Data System (CCIDS) provider portal to complete a provider agreement with the Ohio Department of Job and Family Services (ODJFS).

New Policy:

The JFS 01144 "Provider Agreement for Publicly Funded Child Care Services" has been revised to implement the following changes:

- The preamble has been revised to include that the services and obligations of the provider include those provided to children determined eligible for the kinship child care program pursuant to Chapter 5101:2-40 of the Ohio Administrative Code.
- Clarification has been made that any reference to publicly funded child care in the agreement shall also be applicable to the kinship child care program established by Section 307.25 (TEMP) by Am. Sub. HB 49 of the 132nd General Assembly.
- Clarification has been made to reference the ODJFS automated child care system to track attendance and calculate payments for publicly funded child care and to eliminate reference to specific equipment that is used to track a child's attendance.
- Article 38 has been deleted because providers now have the ability to request the immediate termination of the provider agreement in the provider portal.

Implementation:

Child care programs with current provider agreements: No action is required for child care programs with a current provider agreement. Any program that does not agree with these changes or any other article in the provider agreement, can terminate their provider agreement by logging into the provider portal and selecting "No" for the question: "Will you or are you currently providing publicly funded child care?" This will end date the provider agreement and end any current or future authorizations to the program.

Child care programs without a provider agreement: Any child care program signing the provider agreement on or after March 31, 2018 will automatically sign the updated provider agreement.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 117 (New Ohio Child Licensing and Quality System [OCLQS] Access Form)

Child Care Manual Procedure Letter No. 117

February 1, 2018

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: New Ohio Child Licensing and Quality System (OCLQS) Access Form

Background:

OAC rules require child care providers to access OCLQS for licensing actions.

New Form:

JFS 01735 "OCLQS Access Form" is a new form child care providers will use to identify an individual(s) in the system "owner role" to be granted access to OCLQS. A person(s) must be named to act in the "owner role" to initiate and submit new applications/registrations and add/remove other system users.

This form is for system access that will allow the individual to update information required in rules 5101:2-12-02, 5101:2-13-02, 5101:2-18-02 and 5101:2-18-03. This form does not replace the JFS 00598 "Owner's Authorized Representative/Partnership for Child Care."

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 116 (Step Up To Quality Professional Development Plan Form REVISED)

Child Care Manual Procedure Letter No. 116

December 15, 2017

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Step Up To Quality Professional Development Plan Form REVISED

Background:

Step Up To Quality (SUTQ) requires administrators (program owners for family child care), lead teachers and assistant teachers to have annual professional development plans and a written process used to complete the plans.

New Form:

JFS 01587 "Professional Development Plan for Step Up To Quality (SUTQ)" is a sample form that may be used to meet the professional development plan requirements for SUTQ. This form has been revised to include language for Ohio Approved professional development hours, the professional development certificate, and other changes to improve clarity.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 115 (Revised JFS 01351)

Child Care Manual Procedure Letter No. 115

October 27, 2017

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Revised JFS 01351

Background:

The county agency is responsible for accepting and processing applications and completing compliance inspections for family child care providers. Upon the completion of an inspection, county agency staff submit a recommendation for a provisional or continuous family child care provider license to the Ohio Department of Job and Family Services (ODJFS). The JFS 01351 is one of the forms used by ODJFS staff to monitor county agency staff compliance with Ohio Administrative Code rules when inspecting family child care providers.

New Form:

JFS 01351, "County Agency File Monitoring Tool" is used by ODJFS to document the review of county agency family child care provider files. The column headings have been revised to update the background check section(s) to reflect the new requirements.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 114 (Step Up To Quality Sample Forms - New)

Child Care Manual Procedure Letter No. 114

October 18, 2017

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Step Up To Quality Sample Forms - New

Background:

The Office of Family Assistance has created several sample Step Up To Quality (SUTQ) forms to assist programs and family child care providers to achieve or maintain their SUTQ rating.

The following new sample forms coincide with the current standards and are being introduced for the following sub-domains:

Child Screening and Assessment Sub-Domain

- JFS 01378 "Developmental Screening Referral Process For Three To Five-Star Ratings For Step Up To Quality (SUTQ)"

Staff Supports Sub-Domain:

- JFS 01364 "Written Wage Structure For One to Five-Star Ratings for Step Up To Quality (SUTQ)"
- JFS 01371 "Approved Staff Supports For Two To Five-Star Ratings For Step Up To Quality (SUTQ)"

Program Administration Sub-Domain:

- JFS 01383 "Annual Survey Process For Four To Five-Star Ratings For Step Up To Quality (SUTQ)"

Staff Management Sub-Domain:

- JFS 01365 "Description of Professional Development Planning Process For One To Five-Star Ratings For Step Up To Quality (SUTQ)"
- JFS 01374 "Professional Development Plan Annual Summary For Three To Five-Star Ratings For Step Up To Quality (SUTQ) Annual Report"

Transition Sub-Domain:

- JFS 01363 "Written Transition Information For One to Five-Star Ratings for Step Up To Quality (SUTQ)"
- JFS 01368 "Sample Transition Activities For Two To Five-Star Ratings For Step Up To Quality (SUTQ)"
- JFS 01369 "Records Transfer Policy/Request For Two To Five-Star Ratings For Step Up To Quality (SUTQ)"
- JFS 01373 "Transition Plan For Three To Five-Star Ratings For Step Up To Quality (SUTQ)"

- JFS 01381 "Program Transition Policies For Four To Five-Star Ratings For Step Up To Quality (SUTQ)"

Communication and Engagement Sub-Domain:

- JFS 01366 "Community Resources Information For One To Five-Star Ratings For Step Up To Quality (SUTQ)"
- JFS 01367 "Family Engagement Activities For Two To Five-Star Ratings For Step Up To Quality (SUTQ)"
- JFS 01370 "Family Engagement Model Or Process For Four to Five-Star Ratings For Step Up To Quality (SUTQ)"
- JFS 01372 "Health And Child Development Information For Two To Five-Star Ratings For Step Up To Quality (SUTQ)"
- JFS 01375 "Health Referral Process For Three To Five-Star Ratings For Step Up To Quality (SUTQ)"
- JFS 01377 "Family Education Information For Three To Five-Star Ratings For Step Up To Quality (SUTQ)"
- JFS 01379 "Health Screening Process For Three To Five-Star Ratings For Step Up To Quality (SUTQ)"
- JFS 01382 "Parent Volunteer Group For Four To Five-Star Ratings For Step Up To Quality (SUTQ)"

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 113 (Career Pathways Level)

Child Care Manual Procedure Letter No. 113

September 29, 2017

TO: All Child Care Manual Holders

FROM: Cynthia C. Dungey, Director

SUBJECT: Career Pathways Level

Background:

The Career Pathways Level (CPL) provides licensing and Step Up To Quality (SUTQ) star rated programs an alternative pathway to meet the education requirements for a child care staff member or administrator. The CPL uses an approved framework to document formal education, experience, training, mentoring and current credentials to achieve one of six professional designations. Along with a stakeholder review, the CPL was updated and posted to clearance April 3, 2017 through April 14, 2017 and July 11, 2017 through July 24, 2017. Based on stakeholder and Clearance feedback, the CPL has further been updated and clarified.

Post Clearance Updates:

The following updates have been completed per Clearance and stakeholder comment:

Ohio Approved Instructors: The Professional Development Workgroup, which includes the Ohio Department of Job and Family Services, Ohio Department of Education, Ohio Department of Health, Ohio Department of Developmental Disabilities, and the Ohio Department of Mental Health and Addiction Services, have focused their efforts to streamline the requirements to become an Ohio Approved Instructor. The proposed changes have removed the CPL from the Ohio Approved Instructor Requirements as well as provided an associates degree as an option to become an Ohio Approved Instructor at a level one. These changes are effective October 1, 2017.

Family Child Care SUTQ Points: The new points for the CPL currently do not match the point values reflected in the SUTQ standards in rule 5101:2-17-01 of the Administrative Code for family child care (FCC) owner and lead teacher education levels. Until the rule is amended, the standard will be assessed using only the level listed within rule, disregarding the minimum points. For example, the 3-Star requirement for all FCC program owners is a CPL 2 with a minimum of 125 points. This will now be assessed requiring only a CPL 2. These changes will be effective July 1, 2018.

CPL Calculation: CPL points are maintained and calculated ongoing within the Ohio Professional Registry (OPR) and verified by the Ohio Child Care Resource and Referral Agency Association. For example, if an individual has an expired CDA and the CDA is not renewed or submitted to the OPR by the expiration, the points awarded for a current CDA credential are no longer included in the total point value for the professional.

Credential and Certificates: Current credentials and certificates have been updated as submitted to include: Physical Therapist, Ohio School Counselor, Early Intervention Specialist Birth to Three, and Developmental Specialist. Early Intervention Program Assistant was removed as well as the School Age annotation.

Transition Plan:

The implementation of the updated CPL will occur July 1, 2018 for all early childhood education professionals. Early childhood professionals will have from October 1, 2017 through June 30, 2018 to gain an understanding of the updated CPL and prepare for the appropriate pathway. The final Career Pathways Level Model and the Ohio Approved Instructors document are available at www.earlychildhoodohio.org.

CCMPL 112 (2017 Update to Child Care Income Eligibility Standards)

Child Care Manual Procedure Letter No. 112

September 14, 2017

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: 2017 Update to Child Care Income Eligibility Standards

Background:

The child care income eligibility standards are updated annually after the release of the Federal poverty guidelines by the Department of Health and Human Services.

New Income Eligibility Standards:

County agencies must use the new monthly income eligibility standards for all child care applications, redeterminations and case updates processed on or after October 1, 2017.

The monthly income standards are as follows:

Family Size	2017 Federal Poverty Level (100%) Annually	2017 Federal Poverty Level (100%) Monthly	Maximum Monthly Income Limit for Initial Eligibility* (130%)	Maximum Monthly Income Limit for Transitional Eligibility* (150%)	Maximum Monthly Income Limit for Ongoing Eligibility* (300%)
2	\$16,240	\$1,354	\$1,760	\$2,030	\$4,060
3	\$20,420	\$1,702	\$2,213	\$2,553	\$5,105
4	\$24,600	\$2,050	\$2,665	\$3,075	\$6,150
5	\$28,780	\$2,399	\$3,118	\$3,598	\$7,195
6	\$32,960	\$2,747	\$3,571	\$4,120	\$8,240
7	\$37,140	\$3,095	\$4,024	\$4,643	\$9,285
8	\$41,320	\$3,444	\$4,477	\$5,165	\$10,330
9	\$45,500	\$3,792	\$4,930	\$5,688	\$11,375
10	\$49,680	\$4,140	\$5,382	\$6,210	\$12,420
11	\$53,860	\$4,489	\$5,835	\$6,733	\$13,465
12	\$58,040	\$4,837	\$6,288	\$7,255	\$14,510

* These amounts are determined using the 2017 Federal Poverty Guidelines as published in the Federal Register on January 20, 2017. Add \$4,180 to the annual income for each household member above 10.

Copayment Chart as a Desk Aid: The family copayment desk aid has been updated based on the new income eligibility guidelines. The new desk aid is attached to this letter.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

Attachment: [Copayment Chart as a Desk Aid](#)

CCMPL 111 (Obsoleted Child Care Forms)

Child Care Manual Procedure Letter No. 111

Date of Publishing (TBD after e-Review Approval)

TO: All Child Care Manual Holders

FROM: Cynthia C. Dungey, Director

SUBJECT: Obsoleted Child Care Forms

Background:

The Office of Family Assistance has completed a general inventory of child care licensing and Step Up To Quality (SUTQ) forms to identify which forms are still valid and currently in use. During this process, multiple forms were identified as outdated or the information is now contained in the revised rules.

The following forms have been made obsolete and removed from the Child Care Manual:

JFS 01134 "Serious Risk Non-Compliance Documentation for Step Up To Quality"

JFS 01252 "Types of Child Care Settings"

JFS 01274 "Guidance Document for Programs for Type A Homes for Step Up To Quality (SUTQ)"

JFS 01275 "Guidance Document for Programs for Step Up To Quality (SUTQ)"

JFS 01288 "Central Office Licensing Tracking System (COLTS) Payment Voucher"

JFS 01549 "Summary of Child Care Licensing Moderate and Serious Risk Non-Compliances for Centers"

JFS 01555 "Emerging Star Conditions for Participation in Step Up To Quality"

JFS 01564 "Systems Guide for Maintaining Staff/Child Ratios and Supervision"

JFS 01565 "Systems Guide for Criminal Records Checks"

JFS 01566 "Systems Guide for the Proper Administration of Medication"

JFS 01567 "Systems Guide to Keeping Children Safe with Health Conditions"

JFS 01579 "Program Guide to Keeping Ohio's Children Safe and Healthy"

JFS 01752 "Health and Safety Training Instructor Guide"

The above referenced program and systems guides, and the JFS 01549, will be released as technical assistance documents available at

http://jfs.ohio.gov/cdc/Licensing_Compliance.stm.

If you have any questions, please contact the Child Care Policy Help Desk at 1-877-302-2347, option 4.

CCMPL 110 (JFS 01356 and JFS 01357)

Child Care Manual Procedure Letter No. 110

March 29, 2017

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: JFS 01356 and JFS 01357

Background:

The Office of Family Assistance has revised and obsoleted the following family child care forms as a result of changes to the child care licensing rules.

The following form was revised:

JFS 01356 "Recommendation for Revocation/Denial of License of Family Child Care Home" has been revised to allow the form to be used by county agencies for all family child care settings, to update the applicable rule reference and to include additional family child care provider program information.

The following form was made obsolete:

JFS 01357 "Matrix for Recommendation for Revocation of Family Child Care License" is being made obsolete as this form is no longer used.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 109 (Revised and Obsoleted Child Care Licensing Forms)

Child Care Manual Procedure Letter No. 109

January 3, 2017

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Revised and Obsoleted Child Care Licensing Forms

Background:

The Office of Family Assistance has completed a thorough review and restructuring of all child care licensing rules. During this process, all licensing forms were reviewed and revised to reflect the rule changes, when applicable. All prescribed forms were updated during the rules process and were issued with the final transmittal letter.

New Policy:

Minor revisions which include the new rule cites, policy updates and formatting have been made to several "sample" forms. No content revisions were made. Other "sample" forms were made obsolete at this time and many will be reissued as sample technical assistance documents in the future.

The following forms were revised:

[JFS 01208](#) "Weekly Attendance for Child Care"

[JFS 01218](#) "Basic Infant Information for Child Care"

[JFS 01222](#) "Criminal Records Check Procedures for Child Care Centers"

[JFS 01225](#) "Routine Trip Permission for Child Care"

[JFS 01226](#) "Field Trip Permission for Child Care"

[JFS 01227](#) "Permission to Participate in Swimming Activities for Child Care"

[JFS 01228](#) "Infant Daily Report Child Care"

[JFS 01229](#) "Transition Letter for Child Care"

[JFS 01232](#) "Field Trip Checklist for Child Care"

[JFS 01239](#) "Field Trip Information Record for Child Care"

[JFS 01240](#) "Food Service License Exemption Report Child Care Centers"

[JFS 01247](#) "Inspection Report for Child Care Centers"

[JFS 01248](#) "License Capacity Determination"

[JFS 01278](#) "Communicable Disease Trainer Registration for Child Care"

[JFS 01296](#) "Employee Medical Statement for Child Care"

[JFS 01303](#) "Fire Inspection Report for Child Care Centers and Type A Homes"

[JFS 01305](#) "Child Medical Statement for Child Care"

[JFS 01338](#) "Weekly Vehicle Inspection and Vehicle Evacuation Drills Record for Child Care"

[JFS 01351](#) "County Agency File Monitoring Tool"

[JFS 01353](#) "County Agency Staff Observation Tool"

[JFS 01354](#) "County Agency Staff Training Monitoring Tool"

[JFS 01580](#) "Your Prescription for Safely Administering Prescription Medication"

[JFS 01581](#) "Your Prescription for Safely Administering Non-Prescription Medication"

[JFS 01582](#) "Your Prescription for Safely Caring for Children with Special Health Conditions"

[JFS 01583](#) "Your Prescription for Safely Caring for Children with Medication and Health Care Needs on Field Trips"

The following forms have been made obsolete:

JFS 01153 "Child Care Center Administrator Qualifications Worksheet"

JFS 01154 "Type A Home Administrator Qualifications Worksheet"

JFS 01203 "Pre-Approval for Conference In-Service Training"

JFS 01203-I "Instructions for Completing JFS 01203, Pre-Approval for Conference In-Service Training"

JFS 01204 "Affidavit for Documentation of Experience in a Licensed Child Care Program"

JFS 01207 "Parent Handbook Checklist for Child Care Programs"

JFS 01209 "Type A Home Information Letter"

JFS 01210 "Application for Child Care License"

JFS 01212 "Compliance Tips and Reminders for Child Care Centers and Type A Homes"

JFS 01216 "Guidelines for Administration of Medication for Child Care Centers and Type A Homes"

JFS 01219 "Child Care Staff Member, Employee and Residents Over Age 18 for Child Care Centers and Type A Homes"

JFS 01220 "Suggested Play Equipment and Materials Child Care Centers and Type A Homes"

JFS 01223 "Monthly Attendance for Child Care Centers and Type A Homes"

JFS 01233 "Guidelines for Transportation/Field Trip Safety for Child Care Centers and Type A Homes"

JFS 01237 "Center Parent Information Required By Ohio Administrative Code"

JFS 01237-SPA "Center Parent Information Required By Ohio Administrative Code"

JFS 01243 "Type A Home Administrator Rules Review Course Certificate"

JFS 01244 "First Aid Supplies for Child Care Centers, Type A Homes and Funding Approved Day Camps"

JFS 01251 "Inspection Guide: Type A Homes Meal Preparation and Water Sanitation"

JFS 01253 "Tips for Responding to an Inspection Report for Child Care Centers and Type A Homes"

JFS 01260 "Diaper Changing Instructions for Child Care"

JFS 01263 "Guidelines for Primary Caregiving for Child Care Centers"

JFS 01267 "Transportation/Field Trip/Ratio/Second Adult Requirements for Child Care Centers and Type A Homes"

JFS 01268 "Sample Parent Handbook for Child Care Centers"

JFS 01269 "Handwashing Procedures for Child Care"

JFS 01284 "Center and Type A Home Plan of Operation Scorecard"

JFS 01284-I "Instructions for JFS 01284, Center and Type A Home Plan of Operation Scorecard"

JFS 01286 "Plan of Operation Submission and Status Report"

JFS 01287 "Initial Application Information for COLTS"

JFS 01293 "Child Care Provisional License Inspection Assessment"

JFS 01294 "Online Complaint Information - Child Care Centers and Type A Homes"

JFS 01298 "Annual Fire Inspection Notice for Child Care Centers and Type A Homes"

JFS 01308 "Child Observation Form"

JFS 01309 "Type A Home Compliance Report"

JFS 01335 "Type A Home Plan of Operation"

JFS 01335-I "Instructions for Completing the Plan of Operation for a Type A Home"

JFS 01337 "Type A Home Parent and Employee Information"

JFS 01352 "County Department of Job and Family Services (CDJFS) File and Procedure Monitoring Tool"

JFS 01750 "Health and Safety in Family Child Care"

JFS 01911 "Infant Daily Report – Type B Child Care Homes and In-Home Aides"

CCMPL 108 (Changes to the Provider Agreement for Publicly Funded Child Care)

Child Care Manual Procedure Letter No. 108

December 9, 2016

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Changes to the Provider Agreement for Publicly Funded Child Care

Background:

All child care providers that intend to serve children through the publicly funded child care program must log on to the Child Care Information Data System (CCIDS) provider portal to complete a provider agreement with the Ohio Department of Job and Family Services (ODJFS).

New Policy:

The [JFS 01144](#) "Provider Agreement for Publicly Funded Child Care Services" has been revised to implement the following changes:

- Article 3 – New Article 3 added "The provider agreement is valid for the license number and address associated with the license number, and any care provided at that address. Payment will not be authorized if care is provided at an address that has not been approved by ODJFS. If payment has already been made for care provided at an unauthorized address, the provider agrees to repay the full amount of payment received." As a result, subsequent article numbers have been updated.
- Article 7 – New article 7 added "The provider agreement shall be terminated if the program employs staff with a prohibited offense in accordance with 5101:2-12-09 and 5101:2-13-09 of the OAC."
- Article 8 – New article 8 added "If a provider agreement is terminated by ODJFS pursuant to rule 5101:2-16-72 of the OAC, another agreement shall not be issued to the owner of the program until five years have elapsed from the date the agreement was terminated. The definition of owner includes a firm, organization, institution, or agency, as well as any individual governing board members, partners or authorized representatives of the owner." As a result, subsequent article numbers have been updated.
- Article 19 – New article 19 added "Provider agrees to record attendance via caretaker swipes using the POS device. The Provider or person acting in any capacity for the provider may not possess, maintain, store or use the caretaker swipe card to record attendance and shall comply with section 5104.32 of the Ohio Revised Code (ORC) as well as all applicable OAC rules regarding the Ohio Electronic Child Care system and the PFCC program. The POS device may be deactivated if the device is being used to record attendance at an address that has not been approved by

ODJFS. Attendance tracked by the POS device does not fulfill the record keeping requirements as outlined in article 12. It is the Provider's responsibility to maintain accurate records so as to avoid being paid for child care services not provided."

- Article 31 – Previous article 27, has removed "a preponderance of evidence."
- Article 35 – Previous article 31, has removed "(6) for reasons contained in rule 5101:2-14-04 of the OAC."

Implementation:

Changes to the provider agreement have been communicated to current Providers of publicly funded child care via the clearance process. The changes will also be communicated to Providers via systems bulletins. Current Providers will not be required to sign new agreements. The new agreement will be available for all Providers of publicly funded child care services including those who sign agreements after December 19, 2016.

CCMPL 107 (Head Start/Early Head Start Policy Amplification - Update)

Child Care Manual Procedure Letter No. 107

September 14, 2016

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Head Start/Early Head Start Policy Amplification - **Update**

This procedure letter (Child Care Manual Procedure Letter No. 107) obsoletes Child Care Manual Procedure Letter No. 106.

Background: On February 19, 2016, the Ohio Department of Job and Family Services (ODJFS) posted Ohio Administrative Code rule 5101:2-16-41 to Clearance for public comment. The rule was amended to clarify policy regarding when a publicly funded child care payment can be issued for a child covered under another funded program. This clarification in paragraph (E) ensures consistent statewide application of the state's policy that if a state or federal program (i.e. Head Start or Early Childhood Education) is providing payment for a specific child, the publicly funded child care program will not pay for the same time period. This rule was original filed on April 11, 2016, had a public hearing on May 16, 2016 and was on the June 6, 2016 Joint Committee on Agency Rule Review agenda. No testimony was submitted or provided at either hearing. The rule became effective June 26, 2016.

In Child Care Manual Procedure Letter (CCMPL) No. 101 (June 22, 2016) it was stated this policy clarification will not be enforced by the ODJFS until September 3, 2016. This delay in enforcement was to provide participating providers and their partners' time to evaluate their budgets, revise where necessary and to implement any changes in accordance with the rule clarification.

In Child Care Manual Procedure Letter No. 103 (August 30, 2016) it was announced that base rates and enhanced payment rates would be increased for Step Up To Quality rated providers, effective September 4, 2016 to maintain budget neutrality for the publicly funded child care program by investing any money realized as a result of the Ohio Administrative Code policy clarification outlined above into the Step Up To Quality program.

Update: Below please find updates to the policy clarification affecting Head Start/Early Head Start and the payment increase to the Step Up To Quality base rates and the enhanced rates for highly rated programs.

Head Start/Early Head Start: As a result of further discussion, the ODJFS will approve an additional extension of the delayed enforcement of Ohio Administrative Code rule 5101:2-16-41 paragraph (E) as clarified in CCMPL No. 101. The extension only applies to the Head Start/Early Head Start slots identified for layering with publicly funded child care in the approved 2016/2017 Head Start/Early Head Start federal program year budget. Slots not previously budgeted for layering as of September 3, 2016 must adhere to Ohio Administrative Code rule 5101:2-16-41 paragraph (E).

In order for the grantee to take advantage of this delay each Head Start/Early Head Start grantee must:

1. Register with the ODJFS by October 14, 2016 by filling out the attached “Head Start Provider Registration – Layering” spreadsheet to provide the following information:

Tab 1: Grantee Information:

- Head Start grantee name
- Grantee contact information
- Total dollar amount awarded to the grantee for Head Start/Early Head Start
- Total slots awarded to the grantee for Head Start/Early Head Start
- Total number of licensed child care partner programs

Tab 2: Partner/Provider Information:

- Names of all licensed child care providers partnering with the grantee for the current program year
- Identify partners whose agreements are in conflict with Ohio Administrative Code 5101:2-16-41 paragraph (E)
- Number of Head Start/Early Head Start slots for each partner
- Number of slots budgeted for layering (the number of children being layered should not exceed the slots budgeted and approved in the 2016/2017 Head Start/Early Head Start program year budget.)
- Total Hours of Care for non-PFCC children. * **See Important Note Below.**
- Non-PFCC Schedule (ex. 9am to 3pm). * **See Important Note Below.**
- Months of Service (ex. Full-Year, September to May, etc.). * **See Important Note Below.**

*** Important Note:** The above information is being gathered to inform future system enhancements for administration of the extended day policy.

Tab 3: Partner/Child Information:

- Identify all children enrolled in both publicly funded child care and Head Start/Early Head Start as of the date of submission of the Head Start Provider Registration –Layering form to be served by the grantee and child care partner. * **See Important Note Below.**
- Identify the children occupying slots for which the provider will receive layered funding.
- If after the date of submission of the form, a child enters a slot previously identified for layering, the child’s information must be provided to ODJFS.

*** Important Note:** Prior to submitting this form to ODJFS, children included on this document must have a signed release by a parent or guardian allowing the Head Start grantee permission to provide this information to ODJFS. If a parent

or guardian elect not to provide the child's information the slot the child holds will not be eligible for layering. An example release form is attached. The grantee must maintain the release.

2. The grantee must also provide the following additional documents:
 - The approved federal budget for the 2016/2017 Head Start/Early Head Start program year that clearly identifies the use of layering.
 - A budget supplement that clearly explains the number of children to be served by the grantee and child care partner provider, planned category of utilization for PFCC (i.e. Full-time, Part-Time, hourly), other partnership funding and projected expenses by category (Administration, Staffing, Services by type, child care).

The Head Start/Early Head Start grantee must provide the above documents and any changes to the children enrolled and approved in a layering slot to the ODJFS by email at HeadStart-PFCC@jfs.ohio.gov no later than 5pm EST on **Friday, October 14, 2016.**

3. The grantee must submit the following information to ODJFS by **December 31, 2016:**
 - a. **Transition Plan:** the plan must explain how the grantee and all partners will become compliant with Ohio Administrative Code 5101:2-16-41 paragraph (E) with the start of the next school year/grant program cycle beginning in 2017. Details of the plan will be forthcoming.
 - b. **Proposed Budget:** The proposed budget for the 2017/2018 program year that supports the transition plan. The proposed budget should include total number of children to be served by grantee's program type by partner, source of partnership funding and projected expenses by category.

Step Up To Quality – Base Rates and Highly Rated Enhanced Rates: Pursuant to CC MPL 103, effective Sunday, September 4, 2016, the base rates for all Step Up To Quality rated providers were increased by four percent.

In addition to the four percent base increase for all Step Up To Quality rated programs, highly rated providers (3-, 4- or 5-star rated) will receive the following payment enhancement increases:

- Three-star rated programs will increase from 18% to 21%
- Four-star rated programs will increase from 25% to 29%
- Five-star rated programs will increase from 31% to 35%

If you have any questions regarding these updates please contact the Child Care Policy Help Desk at childcarepolicy@jfs.ohio.gov

Attachment: [Head Start Center Authorization for Release of Information](#)

Attachment: [Head Start Provider Registration - Layering](#)

CCMPL 106 (Head Start/Early Head Start Policy Amplification - Archived)

Archived

CCMPL 105 (Child Care Forms To Be Made Obsolete)

Child Care Manual Procedure Letter No. 105

September 9, 2016

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Child Care Forms To Be Made Obsolete

Background:

Annually the Ohio Department of Job and Family Services completes a forms inventory. As a result, the following forms will be made obsolete and removed from the Child Care Manual:

JFS 01171 "Notice of Change in Your Early Learning Initiative (ELI) Services"

JFS 01285 "Regulations for Certified Type B Providers"

JFS 01531 "Community of Learners Memorandum of Commitment"

JFS 01532 "Community of Learners Application"

JFS 01532-I "Instructions for Completing the Community of Learners Application"

JFS 01550 "Application for Step Up To Quality Star Rating"

JFS 01558 "Specialized Training Worksheet for Step Up To Quality"

JFS 01589 "Curriculum Standards Assessment Alignment Tool: Prekindergarten Standards Statement For Step Up To Quality (SUTQ) Programs"

CCMPL 104 (Revision to the JFS 01596 Staff Worksheet for Step Up To Quality)

Child Care Manual Procedure Letter No. 104

September 9, 2016

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Revision to the JFS 01596 Staff Worksheet for Step Up To Quality

Background:

Recently revised rules for Step Up To Quality (SUTQ) made changes to the professional development standards.

New Policy:

The [**JFS 01596**](#) "Staff Worksheet for Step Up To Quality (SUTQ)" has been revised to add two new courses required for professional development. Ohio's Approach to Quality and Ohio's Overview of Child Development have been added to the form since administrators, lead teachers and assistant teachers are required to complete these courses. The new layout aligns with system-based reports administrators use with the Ohio Professional Registry.

CCMPL 103 (September 2016 Publicly Funded Child Care Rates)

Child Care Manual Procedure Letter No. 103

August 30, 2016

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: September 2016 Publicly Funded Child Care Rates

Background:

Currently, publicly funded child care base rates are set by provider type, age of child, and county of provider. Programs participating in Step Up To Quality do not have separate base rates – the enhanced rates for Step Up To Quality build upon the base rates.

New Procedure:

Effective Sunday, September 4, 2016, the base rates will be increased by four percent for all Step Up To Quality rated programs. Additionally, the payment enhancements will be updated as follows:

- Three-star rated programs will increase from 18% to 21%
- Four-star rated programs will increase from 25% to 29%
- Five-star rated programs will increase from 31% to 35%

These changes are an effort by the Ohio Department of Job and Family Services to maintain overall investment of any estimated funding as a result of the recent extended day clarification. This is part of the department's continued commitment of investing in quality care within the publicly funded child care program and ensuring that children served at every level of quality are benefiting from the investment.

Implementation:

In an effort to implement this new policy as expeditiously as possible, both the increase to the base rate for all rated programs and the enhanced rate for quality programs rated 3, 4, or 5-stars will initially show in the provider portal as an increase to the SUTQ enhancement, not as an increase to the base rate. This will be corrected in a future system release. Appendix A to rule 5101:2-16-41 of the Ohio Administrative Code will also be updated in the near future to reflect the new base rates and the Step Up To Quality rated program enhancements.

CCMPL 102 (2016 Update to Child Care Income Eligibility Standards)

Child Care Manual Procedure Letter No. 102

September 14, 2016

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: 2016 Update to Child Care Income Eligibility Standards

Background:

The child care income eligibility standards are updated annually after the release of the Federal poverty guidelines by the Department of Health and Human Services.

New Income Eligibility Standards:

County agencies must use the new monthly income eligibility standards for all child care applications, redeterminations and case updates processed on or after October 1, 2016.

The monthly income standards are as follows:

Family Size	2016 Federal Poverty Level (100%) Annually	2016 Federal Poverty Level (100%) Monthly	Maximum Monthly Income Limit for Initial Eligibility* (130%)	Maximum Monthly Income Limit for Transitional Eligibility* (150%)	Maximum Monthly Income Limit for Ongoing Eligibility*
2	\$16,020	\$1,335	\$1,736	\$2,003	\$4,006
3	\$20,160	\$1,680	\$2,184	\$2,520	\$5,040
4	\$24,300	\$2,025	\$2,633	\$3,038	\$6,076
5	\$28,440	\$2,370	\$3,081	\$3,555	\$7,110
6	\$32,580	\$2,715	\$3,530	\$4,073	\$8,146
7	\$36,730	\$3,061	\$3,980	\$4,592	\$9,184
8	\$40,890	\$3,408	\$4,430	\$5,112	\$10,224
9	\$45,050	\$3,755	\$4,881	\$5,632	\$11,264
10	\$49,210	\$4,101	\$5,332	\$6,152	\$12,304

* These amounts are determined using the 2016 Federal Poverty Guidelines as published in the Federal Register on January 20, 2016. Add \$4,160 to the annual income for each household member above 10.

Copayment Chart as a Desk Aid: The family copayment desk aid has been updated based on the new income eligibility guidelines. The new desk aid is attached to this letter.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

Attachment: [Copayment Chart as a Desk Aid](#)

CCMPL 101 (Head Start/Early Childhood Education Policy Timeline)

Child Care Manual Procedure Letter No. 101

June 22, 2016

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Head Start/Early Childhood Education Policy Timeline

Background: On February 19, 2016 the Ohio Department of Job and Family Services (ODJFS) posted Ohio Administrative Code rule 5101:2-16-41 to clearance for comment. The rule was amended to clarify policy of a publicly funded child care payment for services during the hours a child is covered under another funded program. This clarification in paragraph (E) ensures consistent statewide application of the state's policy that if a state or federal program (i.e. Head Start or Early Childhood Education) is providing payment for a specific child the publicly funded child care program will not pay for the same time period. This rule was original filed on April 11, 2016, had a public hearing on May 16, 2016 and was on the June 6, 2016 Joint Committee on Agency Rule Review agenda. No testimony was submitted or provided at either hearing. This rule will be effective June 26, 2016.

Update: As a result of the request from several Head Start and Early Head Start providers and stakeholders this policy clarification will not be enforced by the ODJFS until September 3, 2016. This will provide participating providers and their partners time to evaluate their budgets, revise where necessary and to implement any changes in accordance with the rule clarification.

In addition, the ODJFS has reached out to the Office for Early Childhood Development for the Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services to ensure any necessary technical assistance is provided. ACF and the ODJFS are committed to providing technical assistance toward continued effective programming.

CCMPL 100 (Step Up To Quality [SUTQ] - Quality Achievement Awards)

Child Care Manual Procedure Letter No. 100

May 26, 2016

TO: All Child Care Manual Holders
FROM: The Office of Legal and Acquisition Services
SUBJECT: Step Up To Quality (SUTQ) - Quality Achievement Awards

Background:

Quality Achievement Awards are currently issued to programs that earn or maintain a star rating through the Step Up To Quality (SUTQ) tiered rating system. These payments are based on licensed capacity, the average number of publicly funded children served in the previous six months and the provider's achieved star rating.

Update:

Effective July 1, 2016 Quality Achievement Awards will no longer be issued. There will be a one-time payment to the following providers:

1. Those that have earned or maintained a 3-, 4- or 5-star rating between July 1, 2015 through June 30, 2016; AND
2. Those that served at least one child through the Ohio Department of Job and Family Services publicly funded child care program at the time of the provider's last quality achievement award.

Payments:

Payments will be calculated and issued to all qualifying providers in the early fall based on the following formula:

1. The Ohio Department of Job and Family Services (ODJFS) will review payments for publicly funded child care services from the previous 12 months (July 1, 2015 – June 30, 2016) without the SUTQ enhancement (base rate only).
2. This base will then be multiplied by the quality enhancement rate for the last Step Up To Quality Rating earned prior to the July 1, 2016 (i.e. 3 star – 15%, 4 star – 20%, 5 star 25%).
3. The base rate will then be multiplied by the new quality enhancement rate for the same earned Step Up To Quality Rating (i.e. 3 star – 18%, 4 star – 25%, 5 star 31%).
4. The difference between calculations for steps #2 and #3 will then be calculated.
5. The difference between the last Quality Achievement Award and the calculation of step #4 will then be issued to the provider.

Example:

1. 5-star rated provider earned payments of \$40,000 in State Fiscal Year 2016 without the SUTQ enhancement (base rate only).
2. $\$40,000 \times 1.25 = \$50,000$ (25% enhancement rate for 5 star programs prior to July 1, 2016).
3. $\$40,000 \times 1.31 = \$52,400$ (31% enhancement rate for 5 star programs after July 1, 2016).
4. The last Quality Achievement Award was \$8,000.
5. \$52,400 is less than \$58,000 ($\$50,000 + \$8,000 = \$58,000$)
6. ODJFS will issue a payment of \$5,600 ($\$58,000 - \$52,400 = \$5,600$)

CCMPL 99 (Revisions to JFS 01222 "Criminal Records Check Procedures for Child Care Centers and Type A Homes")

Child Care Manual Procedure Letter No. 99

December 23, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Revisions to JFS 01222 "Criminal Records Check Procedures for Child Care Centers and Type A Homes"

Background:

The Office of Family Assistance has amended the following child care center and type A home form. This form will be effective the date of this letter.

Policy updates:

[JFS 01222](#) "Criminal Records Check Procedures for Child Care Centers and Type A Homes" has been amended to change the name of the Bureau of Criminal Identification and Investigation (BCII) to Bureau of Criminal Investigation (BCI), to remove the Revised Code citation for criminal records checks that was repealed and to update the link to the webcheck addresses and telephone numbers.

CCMPL 98 (Data Manager Request for the Early Learning Assessment - Ready for Kindergarten Online System)

Child Care Manual Procedure Letter No. 98

December 2, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Data Manager Request for the Early Learning Assessment - Ready for Kindergarten Online System

Background:

Beginning in fall 2016, Three-, Four-, and Five-Star Rated Step Up To Quality Programs will be required to administer Ohio's Early Learning Assessment on children ages three to five. The results of these assessments are to be entered into the Ready for Kindergarten Online System. Each program must identify a data manager.

New Policy:

On November 18, 2015, information in the Ohio Child Licensing and Quality System (OCLQS) was used to assign owners and administrators as data managers in the Ready for Kindergarten Online System for current three-, four-, and five-star rated programs. If you want to change this data manager submit the [JFS 01162](#) "Data Manager Request for the Early Learning Assessment-Ready for Kindergarten Online System" with the individual's information. Any program not rated a three-, four-, or five-star as of November 18, 2015 must complete and submit a JFS 01162 to name a data manager in order to gain access to the system.

The [JFS 01162](#) is a new form that programs must use to submit data manager information to ODJFS. This form is used to:

- Change the name of data manager
- Change the email address of a data manager
- To add an additional data manager
- To remove a data manager

For questions regarding data managers, email ELA@jfs.ohio.gov

CCMPL 97 (JFS 01299 Incident/Injury Report for Child Care Centers/Type A Homes/Type B Providers)

Child Care Manual Procedure Letter No. 97

October 29, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: JFS 01299 Incident/Injury Report for Child Care Centers/Type A Homes/Type B Providers

Background:

Child care providers are required to complete the JFS 01299 when any unusual incident or accident occurs in their home/program. An online fill in version was introduced in June of 2007; this was a voluntary format providers could complete and submit instead of completing a paper version and mailing it.

New Policy:

The [**JFS 01299**](#) stored in the warehouse has been revised to match the online fill in version, both versions are being revised to update the Child Care Policy Help Desk phone number and the revision date.

Implementation:

Effective immediately all providers shall use the September 2015 version of the form. The warehouse will be stocked with this version at the time of this publishing.

If you have questions, please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4.

CCMPL 96 (Child Care Forms)

Child Care Manual Procedure Letter No. 96

November 13, 2015

TO: All Child Care Manual Holders

FROM: Cynthia C. Dungey, Director

SUBJECT: Child Care Forms

Background:

Amended Substitute House Bill 64 of the 131st General Assembly added new prohibitive offenses and expanded the definition of owner for child care programs.

Contracted drivers not used in ratio and who are not employees of licensed child care centers or Type A Homes are required to have their employer complete and submit the JFS 01266 "Contracted Driver Qualifications Statement for Child Care" yearly. This form includes a statement that the driver does not have a prohibitive offense.

Licensed child care centers and Type A Homes may be owned by corporations or partnerships. Currently the Ohio Department of Job and Family Services does not have a method to identify all individuals included in a corporation or partnership.

New Policy:

The [JFS 01266](#) "Contracted Driver Qualifications Statement for Child Care" has been revised to reflect the updated Ohio Revised Code citation for criminal records checks, Section 109.572 (A)(5), as a result of Amended Substitute House Bill 64 of the 131st General Assembly. New prohibited offenses include: reporting child abuse or neglect, trafficking in persons, commercial sexual exploitation of a minor, soliciting - after positive HIV test, driver's license suspension, misrepresentation relating to provision of child care, disclosure and notice regarding death or injury of child in facility and making or causing false report of child abuse or neglect. The Child Care Policy Help Desk phone number has also been updated.

The [JFS 00598](#) "Owner's Authorized Representative/Partnership For Child Care" is a new form for licensed child care centers or Type A Homes that are owned by a corporation or partnership to provide information on all individual owners.

Implementation:

[JFS 01266](#)

Effective immediately all providers shall use the October 2015 version of the JFS 01266 for initial contracted drivers and for any annual updates.

[JFS 00598](#)

New applications for licensure received on or before **September 29, 2015** are required to have all owners, except individual governing board members who have a vested interest in the program, complete the JFS 00598 and submit it along with their Plan of Operation.

New applications for licensure received on or after **September 30, 2016** are required to have all owners, which include individual governing board members, complete the JFS 00598.

If you have questions, please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4.

CCMPL 95 (Revisions to JFS 01328 and JFS 01329, Statements of Nonconviction for Family Child Care and In-Home Aides)

Child Care Manual Procedure Letter No. 95

November 5, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Revisions to JFS 01328 and JFS 01329, Statements of Nonconviction for Family Child Care and In-home Aides

Background:

The Office of Family Assistance has amended the following family child care and in-home aide forms as a result of Amended Substitute House Bill 64 of the 131st General Assembly.

Policy updates:

The following forms will become effective November 1, 2015.

JFS 01328 "Statement of Nonconviction for Child Care Centers and Type A Homes" is being amended to add the following additional prohibitive offenses: Reporting child abuse or neglect, trafficking in persons, commercial sexual exploitation of a minor, soliciting - after positive HIV test - driver's license suspension, misrepresentation relating to provision of child care, disclosure and notice regarding death or injury of child in facility and making or causing false report of child abuse or neglect.

JFS 01329 "Statement of Nonconviction for Type B Homes and In-Home Aides" is being amended to add the following additional prohibitive offenses: Reporting child abuse or neglect, trafficking in persons, commercial sexual exploitation of a minor, soliciting - after positive HIV test - driver's license suspension, misrepresentation relating to provision of child care, disclosure and notice regarding death or injury of child in facility and making or causing false report of child abuse or neglect.

CCMPL 94 (Child Care License Suspension Forms)

Child Care Manual Procedure Letter No. 94

November 24, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Child Care License Suspension Forms

Background:

Amended Substitute House Bill 64 of the 131st General Assembly created section 5104.042 of the Ohio Revised Code, which gives the Ohio Department of Job and Family Services (ODJFS) the authority to immediately suspend the license of a child care program.

New Policy:

The following forms will be effective the date of this letter.

JFS 01160 "Confirmation of Delivery of Child Care License Suspension Order."

This form will be used to document delivery of a license suspension order to a child care program.

JFS 01161 "Recommendation for Suspension of Child Care License." This form will be used to recommend suspension of a child care program license.

CCMPL 93 (Changes to Child Care Income Eligibility Standards)

Child Care Manual Procedure Letter No. 93

August 26, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Changes to Child Care Income Eligibility Standards

Background:

Changes to the child care income eligibility standards are a result of the passage of Ohio's biennial budget, Am. Sub. H.B. 64 of the 131st General Assembly.

New Income Eligibility Standards:

County agencies must use the new monthly income eligibility standards for all child care applications, redeterminations and case updates processed on or after September 28, 2015.

The monthly income standards are as follows:

Family Size	2015 Federal Poverty Level (100%)	Maximum Income Limit for Initial Eligibility* (130%)	Maximum Income Limit for Transitional Eligibility* (150%)	Maximum Income Limit for Ongoing Eligibility* (300%)
2	\$1,328	\$1,727	\$1,992	\$3,984
3	\$1,674	\$2,177	\$2,511	\$5,022
4	\$2,021	\$2,628	\$3,032	\$6,063
5	\$2,368	\$3,079	\$3,552	\$7,104
6	\$2,714	\$3,529	\$4,071	\$8,142
7	\$3,061	\$3,980	\$4,592	\$9,183
8	\$3,408	\$4,431	\$5,112	\$10,224
9	\$3,754	\$4,881	\$5,631	\$11,262
10	\$4,101	\$5,332	\$6,152	\$12,303
11	\$4,448	\$5,783	\$6,672	\$13,344
12	\$4,794	\$6,233	\$7,191	\$14,382

* These amounts are determined using the 2015 Federal Poverty Guidelines as published in the Federal Register on January 20, 2015.

Copayment Chart as a Desk Aid: The family copayment desk aid has been updated based on the new income eligibility guidelines and to reflect that the copayments will be waived for families at or below 100% of the Federal Poverty Level. The new desk aid is attached to this letter.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 92 (JFS 01305 Child Medical Statement Second Clearance)

Child Care Manual Procedure Letter No. 92

July 10, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: JFS 01305 Child Medical Statement Second Clearance

Background:

Amended Substitute House Bill 394 of the 130th General Assembly was effective March 19, 2015. This bill requires a medical professional to report a child's immunization status against diseases listed below. The bill did not change the requirement to have a medical statement with immunizations on file within thirty days of enrollment and updated every thirteen months. The requirements of the bill are outlined below.

New Policy:

The [**JFS 01305**](#) "Child Medical Statement for Child Care" went through a second clearance to add recommended assessments, screenings and measurements.

Effective March 19, 2015, section 5104.014 of the Ohio Revised Code (ORC) required that all children enrolled in child care centers, Type A Home providers and Type B Home providers have on file a medical statement that contains all of the following:

1. The child's name and birth date.
2. The date of the medical examination.
3. A statement that the child has been examined and is in suitable condition for participation in group care.
4. The signature, business address and telephone number of the physician, physician's assistant (PA), advanced practice nurse (APN) or certified nurse practitioner (CNP) who examined the child.
5. A record of the immunizations that the child has had, specifying the month, day and year of each immunization, this record may be an attachment to the medical statement.
6. A statement from the physician, PA, APN, or CNP that the child has been immunized or is in the processes of being immunized against the diseases required by section 5104.014 of the ORC.
7. A child is not required to be immunized against a disease specified in section 5104.014 of the ORC if the medical statement includes any of the following:
 - a. A statement from a physician, PA, APN, or CNP that an immunization against the disease is medically contraindicated for the child.

- b. A statement from a physician, PA, APN, or CNP that an immunization against the disease is not medically appropriate for the child's age.
- c. A statement from the child's parent or guardian that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

Specified diseases for immunization include:

- 1. Chicken pox
- 2. Diphtheria
- 3. Haemophilus influenzae type b
- 4. Hepatitis A
- 5. Hepatitis B
- 6. Influenza (not required if the seasonal vaccine is not available)
- 7. Measles
- 8. Mumps
- 9. Pertussis
- 10. Pneumococcal disease
- 11. Poliomyelitis
- 12. Rotavirus
- 13. Rubella
- 14. Tetanus

The JFS 01305 "Child Medical Statement for Child Care," the sample form, has been revised to comply with the requirements in section 5104.014 ORC.

Implementation:

Any medical statement dated on or after March 19, 2015 will need to include the new immunization requirements. Both the March 2015 and the June 2015 final versions meet this requirement. Medical statements dated prior to March 19, 2015 need to meet the requirements detailed in rules 5101:2-12-37, 5101:2-13-37 and 5101:2-14-15 of the Administrative Code.

If you have questions, please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4.

CCMPL 91 (Accreditation Approval Process for Step Up To Quality)

Child Care Manual Procedure Letter No. 91

April 13, 2015

TO: All Child Care Manual Holders

FROM: Cynthia C. Dungey, Director

SUBJECT: ACCREDITATION APPROVAL PROCESS FOR STEP UP TO QUALITY

Background:

Step Up To Quality (SUTQ) is Ohio's five-star quality rating and improvement system. Programs and providers that are accredited by an approved organization can earn points towards achieving a four- or five-star rating.

New Policy:

The Ohio Department of Job and Family Services (ODJFS) will begin accepting applications to become an approved accrediting organization. SUTQ programs accredited by these approved organizations will be eligible for additional SUTQ points.

Implementation:

Organizations requesting approval to be an approved accrediting organization must complete and submit the [JFS 01648](#) "Application for Accrediting Organization for Step Up To Quality (SUTQ)" including supporting documentation to the Ohio Department of Job and Family Services (ODJFS) at: SUTQOnlineApp@jfs.ohio.gov

Once a program has been approved as an accrediting organization for SUTQ they must verify every two years that they continue to meet the approval criteria. Approved accrediting organizations must complete and submit the [JFS 01650](#) "Bi-Annual Review Report for Approved Accrediting Organization for Step Up To Quality" and supporting documentation and send it to SUTQOnlineApp@jfs.ohio.gov. If an organization is unable to document that they are still meeting approval criteria, the approval will be removed.

If you have questions, please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4.

CCMPL 90 (New Immunization Requirements for Child Care)

Child Care Manual Procedure Letter No. 90

March 27, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: New Immunization Requirements for Child Care

Background:

Amended Substitute House Bill 394 of the 130th General Assembly will be effective March 19, 2015. This bill adds two additional diseases that children must be immunized against to be enrolled in child care. The bill does not change the requirement to have a medical statement with immunizations on file within thirty days of enrollment and updated every thirteen months.

New Policy:

Effective March 19, 2015, division 5104.014 of the Ohio Revised Code (ORC) requires that all children enrolled in child care centers, type A home providers and type B home providers have on file a medical statement that contains all of the following:

1. The child's name and birth date.
2. The date of the medical examination.
3. A statement that the child has been examined and is in suitable condition for participation in group care.
4. The signature, business address and telephone number of the physician, physician's assistant (PA), advanced practice nurse (APN) or certified nurse practitioner (CNP) who examined the child.
5. A record of the immunizations that the child has had, specifying the month, day and year of each immunization, this record may be an attachment to the medical statement.
6. A statement from the physician, PA, APN, or CNP that the child has been immunized or is in the processes of being immunized against the diseases required by section 5104.014 ORC.
7. A child is not required to be immunized against a disease specified in 5104.014 ORC if the medical statement includes any of the following:
 - a. A statement from a physician, PA, APN, or CNP that an immunization against the disease is medically contraindicated for the child.
 - b. A statement from a physician, PA, APN, or CNP that an immunization against the disease is not medically appropriate for the child's age.
 - c. A statement from the child's parent or guardian that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

Specified diseases for immunization:

1. Chicken pox
2. Diphtheria
3. Haemophilus influenzae type b
4. Hepatitis A
5. Hepatitis B
6. Influenza (not required if the seasonal vaccine is not available)
7. Measles
8. Mumps
9. Pertussis
10. Pneumococcal disease
11. Poliomyelitis
12. Rotavirus
13. Rubella
14. Tetanus

[JFS 01305](#) "Child Medical Statement for Child Care" - this sample form has been revised to comply with the requirements in section 5104.014 ORC.

Implementation:

Any medical statement dated on or after March 19, 2015 will need to include the new immunization requirements. Medical statements dated prior to March 19, 2015 need to meet the requirements detailed in rules 5101:2-12-37, 5101:2-13-37 and 5101:2-14-15 of the Administrative Code.

If you have questions, please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4.

CCMPL 89 (Staff Worksheet for Step Up To Quality)

Child Care Manual Procedure Letter No. 89

April 10, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: STAFF WORKSHEET FOR STEP UP TO QUALITY

Background:

As the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) implement the five-star Step Up To Quality (SUTQ) program, the departments continue to identify areas to strengthen efficiency and consistency.

New Policy:

The [JFS 01596](#) "Staff Worksheet for Step Up To Quality (SUTQ)" is a form for SUTQ rated programs and providers to complete to indicate administrator(s), lead and assistant teacher(s) employed by the program. ODJFS and ODE will use this to determine the current and previous training periods for staff listed by the program.

This form is available on the ODJFS forms central webpage <http://www.odjfs.state.oh.us/forms/inter.asp> and <http://www.earlychildhood.org/>.

If you have questions, please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4.

CCMPL 88 (2015 Changes to Child Care Income Eligibility Standards)

Child Care Manual Procedure Letter No. 88

February 27, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: 2015 Changes to Child Care Income Eligibility Standards

Background:

Income standards for determining eligibility for publicly funded child care are issued through a procedure letter to ensure timely implementation.

New Income Eligibility Standards:

Below are the 2015 income standards based on the 2015 federal poverty level guidelines (FPL). Counties must use the new monthly income eligibility standards for all child care applications, redeterminations and case updates processed on or after March 1, 2015.

The monthly income standards are as follows:

Family Size	2015 Federal Poverty Level (100%)	Maximum Income Limit for Initial Eligibility*	Maximum Income Limit for Transitional Eligibility**	Maximum Income Limit for Ongoing Eligibility***
2	\$1,328	\$1,660	\$1,992	\$2,656
3	\$1,674	\$2,093	\$2,511	\$3,348
4	\$2,021	\$2,526	\$3,032	\$4,042
5	\$2,368	\$2,960	\$3,552	\$4,736
6	\$2,714	\$3,393	\$4,071	\$5,428
7	\$3,061	\$3,826	\$4,592	\$6,122
8	\$3,408	\$4,260	\$5,112	\$6,816
9	\$3,754	\$4,693	\$5,631	\$7,508
10	\$4,101	\$5,126	\$6,152	\$8,202

11	\$4,448	\$5,560	\$6,672	\$8,896
12	\$4,794	\$5,993	\$7,191	\$9,588

* These amounts are at or below 125% of the 2015 Federal Poverty Guidelines as published in the Federal Register on January 20, 2015.

** These amounts are at or below 150% of the 2015 Federal Poverty Guidelines as published in the Federal Register on January 20, 2015.

*** These amounts are at or below 200% of the 2015 Federal Poverty Guidelines as published in the Federal Register on January 20, 2015.

[Copayment Chart as a Desk Aid:](#)

The family copayment desk aid has been updated based on the 2015 federal poverty level guidelines. The new desk aid is attached to this letter.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 87 (SUTQ Guidance Documents)

Child Care Manual Procedure Letter No. 87

January 27, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Step Up To Quality (SUTQ) Guidance Documents

Background:

In October 2013, the Office of Family Assistance modified the Step Up To Quality (SUTQ) program from a three-star rating system to a five-star rating system to implement grant requirements for the Early Learning Challenge Grant (ELCG). Beginning in July 2014, licensed Type B Home providers were able to participate in SUTQ.

Policy Changes:

Part II of the JFS 01275 "Guidance Document for Step Up To Quality (SUTQ)" and the JFS 01274 "Guidance Document for Family Child Care Homes for Step Up To Quality (SUTQ)" has been revised to include the requirements for programs wanting to apply for a SUTQ rating during the application process for a child care license.

Part III of the JFS 01275 and the JFS 01274 have been revised to provide clarification and to include Type B home providers (JFS 01274 only). The following is a list of changes that were initially submitted through clearance package 7598 in July 2014:

JFS 01274 "Guidance Document for Family Child Care Homes for Step Up To Quality (SUTQ)" contains the program standards for licensed family child care homes.

JFS 01275 "Guidance Document for Programs for Step Up To Quality (SUTQ)" contains the program standards for all programs licensed by the Ohio Department of Job and Family Services and the Ohio Department of Education.

The guidance documents are available on forms central and www.earlychildhood.org.

If you have questions, please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4.

CCMPL 86 (Step Up To Quality Professional Development Form)

Child Care Manual Procedure Letter No. 86

January 27, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Step Up To Quality Professional Development Form

Background:

Voluntary registration for Step Up To Quality (SUTQ) is no longer limited to licensed child care centers or licensed Type A Home providers. Requirements for the Early Learning Challenge Grant (ELCG) include Type B Home provider participation in SUTQ. The Office of Family Assistance has revised this form to support these changes and to clarify and align language across program types.

The following form has been revised:

[**JFS 01587**](#) "**Professional Development Plan for Step Up To Quality (SUTQ)**" has been revised to improve clarity.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 85 (Revised Step Up To Quality [SUTQ] Procedures)

Child Care Manual Procedure Letter No. 85

January 20, 2015

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Revised Step Up To Quality (SUTQ) Procedures

Background:

As the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) implement the five-star Step Up To Quality (SUTQ) program, the departments continue to identify areas to strengthen efficiency and consistency.

New Policy:

SUTQ rules have been original filed to include the policy changes detailed below. These amended rules will be effective April 1, 2015, but ODJFS will implement the policy changes effective the date of this letter.

Ohio Administrative Code (OAC) rule 5101:2-17-03

1. Rating effective date
 - A. The rating effective date will now be the Sunday following the thirtieth day after the completion of the verification visit or the Sunday following the thirtieth day after the end of the deferral period. This will also be the effective date of the SUTQ increase to publicly funded child care (PFCC) pursuant to rule 5101:2-16-41 of the Administrative Code. Note: This change will be implemented beginning with all verifications visits completed on or after the effective date of this letter.
2. Expedited Rating
 - A. If an owner owns multiple licensed programs of which fifty percent have a star rating and two or more of the programs have a three, four or five-star rating, a rating can be awarded during the provisional license period.
 1. The new program must request the rating in writing during the application process, or within the first thirty days of the provisional license period.
 2. The rating awarded shall equal the lowest of the three, four or five-star rated programs if:
 - a. All administrators and staff meet the qualifications outlined in the appendices to rule 5101:2-17-01 of the Administrative Code.

- b. The program implements a written, researched-based, comprehensive curriculum aligned with the early learning and development standards and/or Ohio K-12 standards, appropriate to the age group served, and which shows alignment to the program's identified assessment process.
 3. If the program is unable to meet these requirements, a lesser star rating may be awarded.
 4. Once the initial star-rating has been awarded, in order to continue to be star-rated, the program must submit a full SUTQ registration within four months of the rating begin date and comply with a verification visit. A rating will be awarded based on the outcome of the desk review and/or verification visit.
 5. If the program doesn't submit a full SUTQ registration or comply with the verification visit, the rating will be discontinued four months after the rating begin date.
3. Change of owner of star-rated program
 - A. If a currently rated program changes ownership, the new program may be awarded a rating during the provisional period.
 1. The currently rated program shall have been rated for at least 13 consecutive months.
 2. The new program must request the rating in writing during the application process, or within the first thirty days of the provisional license period.
 3. The rating awarded shall equal the current rating if:
 - a. All administrators and staff meet the qualifications outlined in the appendices to rule 5101:2-17-01 of the Administrative Code.
 - b. The program implements a written, researched-based, comprehensive curriculum aligned with the early learning and development standards and/or Ohio K-12 standards, appropriate to the age group served, and which shows alignment to the program's identified assessment process.
 4. If the program is unable to meet these requirements a lesser star rating may be awarded.
 5. Once the initial star-rating has been awarded, in order to continue the star rating, the program must submit a full SUTQ registration within four months of the rating begin date and comply with a verification visit. A rating will be awarded

based on the outcome of the desk review and/or verification visit.

6. If the program doesn't submit a full SUTQ registration or comply with the verification visit, the rating will be discontinued four months after the rating begin date.

4. Change of location

- A. If a program changes location, the rating shall continue if documentation is provided that all staff meet the staff qualifications outlined in the appendices to rule 5101:2-17-01 of the Administrative Code and the documentation is submitted to ODJFS within thirty days of the location change.

- 5.. Family child care change of provider type

- A. If a star-rated type A home provider applies to be a licensed type B home provider or a star-rated licensed type B home provider applies to be a type A home provider, the rating shall continue if all staff meet the staff qualifications outlined in the appendices to rule 5101:2-17-01 of the Administrative Code and the documentation is submitted to ODJFS within thirty days from the begin date of the provisional license.

Ohio Administrative Code (OAC) rule 5101:2-17-04

1. Rating reductions

- A. If a star-rating is reduced due to serious risk non-compliance (SRNC) or because ODJFS determines the program is not meeting a SUTQ standard:
 1. The new reduced rating will expire twelve months after the new rating begin date.
 2. The program may not request a change in rating for six months from the new rating begin date.
 3. The program must submit a registration prior to the new rating expiration date to maintain a rating.

2. Rating removals

- A. If a star-rating is removed due to a SRNC or because ODJFS determines the program is not meeting an SUTQ standard, the program may not register for a rating for twelve months from the date of removal.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 84 (Step Up To Quality Annual Report)

Child Care Manual Procedure Letter No. 84

December 16, 2014

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Step Up To Quality Annual Report

Background:

Step Up To Quality (SUTQ) rated programs that have a two-star through five-star rating must submit an annual report during the years when a renewal on-site verification visit is not conducted. One-star rated programs either renew their rating annually or can submit a change registration to request a change in rating. If a two-star through five-star rated program submits a registration for a change in rating more than thirty days prior to the anniversary of the rating, that request and the supporting documentation will meet the annual report requirement.

Rule 5101:2-17-04 of the Administrative Code instructs rated programs to complete and submit the annual report to <http://oclqs.ohio.gov>. The Ohio Child Licensing and Quality System (OCLQS) is under development and the annual report functionality is not yet available. This letter outlines the process to submit an annual report until the process is fully automated.

Process to Complete and Submit the Annual Report:

Prior to the anniversary of the star rating date, a star-rated program will receive an email notification from the Ohio Department of Job and Family Services (ODJFS) regarding the annual report process and necessary steps.

Programs will complete the annual report and submit the required information to ODJFS no later than thirty days prior to the anniversary of the rating date. Examples of acceptable documentation can be found in the appendices to rule 5101:2-17-01 of the Administrative Code.

Centers must complete the [JFS 00595](#) "Annual Report For Child Care Programs For Step Up To Quality (SUTQ)" and family child care homes must complete the [JFS 00596](#) "Annual Report For Family Child Care For Step Up To Quality (SUTQ)" and submit it along with any additional required documentation, as noted on the form, to ODJFS no later than thirty days prior to the anniversary of the rating date. All staff education, qualifications, and professional development must be current and entered into the professional development registry located at: <https://login.occrra.org/>

Supporting documents will be reviewed and accepted or returned for corrections. Programs will receive an email from their specialist regarding the approval or non-approval of their annual report. If an annual report is not approved, the program will receive written notification as to the next steps in the rating process.

Further annual report requirements can be found in rule 5101:2-17-04 "Step Up To Quality (SUTQ) Changes, Renewals, Removals or Requests to Withdraw a SUTQ Rating."

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 83 (Keys to Compliance Revision)

Child Care Manual Procedure Letter No. 83

December 3, 2014

TO: All Child Care Manual Holders

FROM: Cynthia C. Dungey, Director

SUBJECT: Keys to Compliance Revision

Background:

The [JFS 01552](#) "Keys to Compliance" is a resource designed to assist child care centers in better understanding the serious risk non-compliances. It was designed to be small enough to keep in the classroom as a quick reference for staff to use when maintaining compliance.

What are the revisions?

The JFS 01552 has been revised to correct spacing and to clarify several rule requirements:

Page three

Bullet three: Added "FBI" and the word "directly" to clarify results must be returned directly to the center within 30 days. Employees are not permitted to provide a copy of their background check, it must be supplied directly from the WebCheck agent or fingerprinting provider.

Added bullet to include administrators and owners and the process to submit their BCI/FBI results.

Page four

Bullet five: Added language "except for preventative topical products such as sunscreen and lip balm."

Added bullet "As needed" instructions are not permitted without a list of the symptoms that would necessitate the medication, or a notation referring to the health care plan for a list of symptoms and additional instructions."

Page five

Bullet one: Added language "require you to perform a medical procedure or requires child-specific care."

Page six

Bullet two: Changed one and one-half hours to two hours for the length of time you can double the ratio during nap time. This aligns with Ohio Administrative Code.

Added bullet "Only school children may use a restroom alone if the restroom is used exclusively by the center."

Page seven

Bullet two: Added "or stacked cribs" after mesh cribs.

Added bullet indicating that all cribs must meet new federal standards, per rule language.

Page nine

Bullet six: Added "including personal vehicles" to the first sentence.

Page ten

Added bullet "Children must not be permitted to walk unsupervised to or from the vehicle that will be transporting them."

Page twelve

Added bullet "Children must not be exposed to paint fumes."

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 82 (Child Care Type B Home Inspection Field Guide)

Child Care Manual Procedure Letter No. 82

November 5, 2014

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Child Care Type B Home Inspection Field Guide

Background:

The county agencies are responsible for completing compliance inspections for Type B Home providers. The county agency recommends the Type B Home provider for licensure to the Ohio Department of Job and Family Services.

New Policy:

The [JFS 01311](#) "Child Care Type B Home Inspection Field Guide" was developed to provide information about the licensure process to county agency staff. It is the intent that licensing specialists will use the field guide while conducting inspections and investigations.

The goal of the JFS 01311 is to provide consistency among licensing staff statewide in the assessment of rule compliance and inspection protocols. The JFS 01311 will also assist Type B Home providers in learning how rules are implemented and how compliance will be measured.

CCMPL 79 (Revised CDJFS Monitoring Forms and New SRNC Form for Type B Home Inspectors)

Child Care Manual Procedure Letter No. 79

August 7, 2014

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Revised County Department of Job and Family Services (CDJFS) Monitoring Forms and New Serious Risk Non-compliance Form for Type B Home Inspectors

Background:

Type B Home providers are now licensed by the Ohio Department of Job and Family Services (ODJFS). The county agency is responsible for accepting and processing applications and completing compliance inspections for Type B Home providers. Upon the completion of an inspection, county agency staff submit a recommendation for a provisional or continuous Type B Home provider license to ODJFS.

ODJFS staff monitor county agency staff to ensure compliance with the Ohio Administrative Code. Two of the forms that are used by ODJFS staff to monitor county agency staff have been revised since their original issuance.

A new form has been created for county agencies to provide documentation if a provider has been cited for any serious risk non-compliances (SRNC) since January 1, 2014. This form is submitted by the county agency at registration and will be used to determine the provider's eligibility or continued eligibility in Step Up To Quality.

New policy:

The following Type B Home provider monitoring forms have been revised as follows:

[JFS 01351](#), "County Department of Job and Family Services (CDJFS) File Monitoring Tool," is used by ODJFS to document the review of county agency Type B Home provider files. The column headings have been revised, the questions regarding follow-up inspections have been removed and the instructional key has been updated to reflect the changes made to the column headings.

[JFS 01352](#), "County Department of Job and Family Services (CDJFS) File and Procedure Monitoring Tool," is used by ODJFS to document how the county agency meets the requirements for recommending Type B Home providers for licensure. The boxes for the arrival and departure times have been revised to allow for multiple visits, if applicable, and the language regarding the rules has been revised to mirror what is stated in the current rules.

The following Type B Home provider form is new:

[JFS 01134](#), "Serious Risk Non-Compliance Documentation for Step Up To Quality," is used by the county agency to document if a Type B Home provider has been cited for any serious risk non-compliances (SRNC) since January 1, 2014.

CCMPL 78 (New County Department of Job and Family Services (CDJFS) Monitoring Forms for Type B Home Inspectors)

Child Care Manual Procedure Letter No. 78

April 21, 2014

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: New County Department of Job and Family Services (CDJFS) Monitoring Forms for Type B Home Inspectors

Background:

Prior to January 1, 2014, Type B Home providers were certified by the County Departments of Job and Family Services (CDJFS).

New Policy:

Type B Home providers are now licensed by the Ohio Department of Job and Family Services (ODJFS). The CDJFS is responsible for accepting and processing applications and completing compliance inspections for Type B Home providers. Upon the completion of an inspection, CDJFS staff submit a recommendation for a provisional or continuous Type B Home license to ODJFS. Seven forms have been developed to assist with this transition. Four forms will be used by ODJFS staff to monitor CDJFS staff compliance with Ohio Administrative Code rules for inspecting Type B Home providers. Two forms will be used by the CDJFS when making a recommendation for revocation of a Type B Home provider license. The remaining form will be used by the CDJFS when making a recommendation to ODJFS for licensure or closure of a Type B Home provider.

The following Type B Home provider monitoring forms are being proposed as new:

[JFS 01351](#), "County Department of Job and Family Services (CDJFS) File Monitoring Tool," is used by ODJFS to document the review of CDJFS Type B Home provider files.

[JFS 01352](#), "County Department of Job and Family Services (CDJFS) File and Procedure Monitoring Tool," is used by ODJFS to document how the CDJFS meets the requirements for recommending Type B Home providers for licensure.

[JFS 01353](#), "County Department of Job and Family Services (CDJFS) Staff Observation Tool," is used by ODJFS when observing CDJFS staff when they are conducting onsite visits with Type B Home providers.

[JFS 01354](#), "County Department of Job and Family Services (CDJFS) Staff Training Monitoring Tool," is used by ODJFS to document training dates for CDJFS licensing staff.

[JFS 01355](#), "County Department of Job and Family Services (CDJFS) Licensing Action Recommendation Cover Sheet," is used by the CDJFS to recommend a change in the status of a Type B Home provider license.

[**JFS 01356**](#), "Recommendation for Revocation/Denial of License of Type B Home," is used by the CDJFS to recommend revocation of a Type B Home provider to ODJFS.

[**JFS 01357**](#), "Matrix for Recommendation for Revocation of Type B Home License," is used by the CDJFS as a supporting document when recommending revocation of a Type B Home provider.

CCMPL 76 (Child Care Form Revision - JFS 01138 "Application for Child Care Benefits")

Child Care Manual Procedure Letter No. 76

January 23, 2014

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Child Care Form Revision - JFS 01138 "Application for Child Care Benefits"

This letter transmits revisions to the form used for determining eligibility for child care benefits. This form has been revised to update information and to meet the requirements of the Child Care Information Data System (CCIDS) related to the implementation of the Statewide Student Identifier (SSID) and to add language that requires use of the Ohio Electronic Child Care (ECC) swipe card as a condition of eligibility. Voter registration questions have also been added to comply with the National Voter Registration Act of 1993.

The form revisions have been added to collect information required for the Eligibility and Authorization (EA) module of the CCIDS to assign a SSID. The new version of the [JFS 01138](#) (rev. 1/2014) shall be completed by caretakers who apply for child care on or after the date of this letter. Either version of this form (8/2011 or 1/2014) shall be accepted until June 30, 2014. The updated version of the JFS 01138 will be available in the EA module of CCIDS.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	JFS 01138 (8/2011)	<u>JFS 01138</u> (rev. 1/2014)
Procedure Letters		CCMPL No. 76

CCMPL 75 (Child Care Form Revision - JFS 01258 "Child Day Camp Registration")

Child Care Manual Procedure Letter No. 75

February 28, 2014

TO: All Child Care Manual Holders

FROM: Cynthia C. Dungey, Director

SUBJECT: Child Care Form Revision - JFS 01258 "Child Day Camp Registration"

This letter transmits revisions to the JFS 01258 "Child Day Camp Registration" form, which is used for the registration of child day camps. This form has been revised to collect current owner information, including an email address.

The [JFS 01258](#) has been revised to collect current information required for the registration of child day camps. The new version of the JFS 01258 shall be completed by child day camp owners who wish to apply for registration with the Ohio Department of Job and Family Services.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	JFS 01258 (10/2009)	<u>JFS 01258</u> (rev. 12/2013)
Procedure Letters		CCMPL No. 75

CCMPL 74 (Changes to the Provider Agreement for Publicly Funded Child Care)

Child Care Manual Procedure Letter No. 74

February 28, 2014

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Changes to the Provider Agreement for Publicly Funded Child Care

Background:

All child care providers that intend to serve children through the publicly funded child care program must log on to the Child Care Information Data System (CCIDS) provider portal to complete a provider agreement with the Ohio Department of Job and Family Services (ODJFS).

New Policy:

Effective January 1, 2014, Type B Home providers who previously were certified by the county department of job and family services (CDJFS) became licensed by ODJFS. Language has been revised in the JFS 01144 "Provider Agreement For Publicly Funded Child Care Services" to reflect this change. Changes have also been made to outline requirements providers must complete in order to enter into a provider agreement with ODJFS.

Implementation:

The JFS 01144 "Provider Agreement for Publicly Funded Child Care Services" has been revised to implement the following changes:

- Lead paragraph – capitalized "Provider" (this continues throughout agreement), added "and regulations" after "Federal statutes," and added "to children authorized for Publicly Funded Child Care (PFCC) services" to first sentence.
- Article 9 – included all chapters of rules for child care as a requirement of the provider to maintain records.
- Article 10 – paragraph was added to require the retention of records if a provider is in litigation.
- Article 11 – added "or any other purpose as required by ODJFS."
- Article 12 – paragraph was added for the requirements of the provider for publicly funded record reviews.
- Article 16 – added the Ohio Revised Code reference that pertains to licensed Type B Home providers.
- Article 20 – added "Be aware that as" in the beginning of the article and changed "certified" to "licensed."
- Article 21 – added "Not" and "disclose" at the beginning of the article.

- Article 22 – added "Provider shall therefore be responsible for all of the Provider's business expenses, including but not limited to, employee's wages and salaries, insurance of every type and description, and all business and personal taxes, including income and Social Security taxes and contributions for Workers' Compensation and Unemployment Compensation coverage, if any."
- Article 24 – removed paragraph regarding the Office of Budget Management's requirement for a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA), because this section of the Revised Code was repealed.
- Article 29 – paragraph was added to incorporate the requirement to complete the IRS Form W-9.
- Article 31 – paragraph was added to include rule reference for immediate termination of licensed Type B Home providers.

The JFS 01150 "Rate Information for Providers of Publicly Funded Child Care" has been revised to implement the following changes:

- Changed "provider/center" to "provider/program" in the second row.
- Removed "certified" in reference to Type B Home providers above the rate chart.

Please contact the Office of Family Assistance, Child Care Policy Help Desk at 1-877-302-2347, option 4, your licensing specialist, or your county department of job and family services if you have questions regarding these changes. The electronic versions of the child care manuals are located at: <http://emanuals.odjfs.state.oh.us/emanuals>.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Child Care Manual (CCM):

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Manual Procedure Letters		CCMPL No. 74

CCMPL 72 (SUTQ New Sample Forms)

Child Care Manual Procedure Letter No. 72

October 3, 2013

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: Step Up To Quality (SUTQ) new sample forms

Background:

The Office of Family Assistance has modified the Step Up To Quality (SUTQ) program from a three-star rating system to a five-star rating system to implement new research, best practices, and the requirements for the Early Learning Challenge Grant (ELCG).

Program Changes:

New sample forms have been developed to assist programs with meeting the SUTQ program standards. Many of these forms were referenced in Clearance Control Number 7399 "Step Up To Quality (SUTQ) Guidance Document".

JFS 01511 "Family Information For Step Up To Quality Programs (SUTQ)" is a sample form used by programs seeking a one to five-star rating to collect information about the family's structure and child at the time of enrollment.

JFS 01512 "Developmental Screening Tool Summary For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a one to five-star rating to document the identification, selection and implementation process of a developmentally appropriate screening tool.

JFS 01513 "Activity Plan For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a one to five-star rating to document planned activities for children. Programs seeking a two to five-star rating may use this form to document the alignment of planned activities to align with the Early Learning and Development Standards and /or Ohio K-12 Standards (appropriate to the age group served) that is developmentally appropriate.

JFS 01514 "Developmental and Educational Goals For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a three to five-star rating to document the developmental and educational goals for children developed jointly with the child's family.

JFS 01515 "Community Partner Agreement For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a four to five-star rating to document formal and informal agreements between the program and community partners or other family serving agencies, programs, and entities.

JFS 01516 "Classroom Self-Assessment Tool Summary For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a one to five- star rating to document the selection and completion of a self-assessment tool for each classroom that is developmentally appropriate for each group served.

JFS 01517 "Developmental Screening Child Summary For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a three to five-star rating to document the completion of a comprehensive, developmental screening and referral when necessary.

JFS 01518 "Classroom Self-Assessment Action Plan For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a three to five-star rating to document classroom action plans for improvement that include goals and action steps based on the results of the classroom self-assessment.

JFS 01519 "Child Assessment Process For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a three to five-star rating to document the method, process, and tools used by the program during a child's on-going assessment process.

JFS 01521 "Teacher Observation For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a two to five-star rating to complete an annual formal lead and assistant teacher observation.

JFS 01522 "Teacher Observation Summary For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a two to five-star rating to document the completion of an annual formal teacher observation.

JFS 01586 "Program Self-Assessment Summary For Step up To Quality (SUTQ)" is a sample form used by programs seeking a one to five-star rating to document the completion of an annual program self-assessment.

JFS 01587 "Professional Development Plan For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a one to five-star rating to document the completion of the administrator, lead, and assistant teachers professional development hours, performance goals, and programs action steps toward completing the goals.

JFS 01588 "Process To Use Child Assessment Results For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a four to five-star rating to document the process the program uses to analyze, interpret, and monitor a child's on-going assessment.

JFS 01589 "Curriculum Standards Assessment Alignment Tool: Pre-Kindergarten Standards Statement For Step Up To Quality (SUTQ) Programs" is a sample form used by programs seeking a two to five-star rating to document the alignment of the program's curriculum to the Early Learning and Development Standards.

JFS 01590 "Curriculum Standards Assessment Alignment Tool: Infants And Toddlers For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a two to five-star rating to document the alignment of the program's infant and toddler curriculum to the age appropriate standards.

JFS 01591 "Curriculum Standards Assessment Alignment Tool: Pre-Kindergarten Strand For Step Up To Quality (SUTQ) Programs" is a sample form used by programs seeking a two to five- star rating to document the alignment of the program's curriculum to the strands within the Early Learning and Development Standards.

JFS 01592 "Individual Child Plan For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a one to five-star rating to document planned activities for

individual children and by two to five-star rated programs to document the alignment of the planned activities to the age appropriate child standards.

JFS 01593 "Curriculum Standards Assessment Alignment Tool: School Age For Step Up To Quality (SUTQ)" is a sample form used by programs seeking a two to five-star rating to document the alignment of the program's school age curriculum to the age appropriate standards.

JFS 00044 "Ohio Classroom Observation Tool (OCOT) For Step Up To Quality (SUTQ)" is a form the system will generate for classroom observations to evaluate the quality of the classroom environment and staff/child interactions.

JFS 00044-I "Instructions For Completing The JFS 00044, Ohio Classroom Observation Tool (OCOT) For Step Up To Quality (SUTQ)" is a form that provides instructions to complete the JFS 00044.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Child Care Manual (CCM):

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Manual Appendix		<u>JFS 01511</u> (10/2013)
		<u>JFS 01512</u> (10/2013)
		<u>JFS 01513</u> (10/2013)
		<u>JFS 01514</u> (10/2013)
		<u>JFS 01515</u> (10/2013)
		<u>JFS 01516</u> (10/2013)
		<u>JFS 01517</u> (10/2013)
		<u>JFS 01518</u> (10/2013)
		<u>JFS 01519</u> (10/2013)
		<u>JFS 01521</u> (10/2013)
		<u>JFS 01522</u> (10/2013)
		<u>JFS 01586</u> (10/2013)
		<u>JFS 01587</u> (10/2013)

		<u>JFS 01588</u> (10/2013)
		<u>JFS 01589</u> (10/2013)
		<u>JFS 01590</u> (10/2013)
		<u>JFS 01591</u> (10/2013)
		<u>JFS 01592</u> (10/2013)
		<u>JFS 01593</u> (10/2013)
		<u>JFS 00044</u> (10/2013)
		<u>JFS 00044-I</u> (10/2013)
CCM Procedure Letters		CCMPL No. 72

CCMPL 70 (Requesting to be an Approved Training Agency for Child Care First Aid/CPR)

Child Care Manual Procedure Letter No. 70

May 13, 2013

To: All Child Care Manual Holders
From: Michael B. Colbert, Director
Subject: Requesting to be an Approved Training Agency for Child Care First Aid/CPR

Background:

This letter is to notify the administrators of licensed child care centers and Type A Homes of the process to become an approved training agency as set forth in rules 5101:2-12-27 and 5101:2-13-27 of the Administrative Code. The new process will allow for training agencies to be considered as "an approved health organization", which allows the training conducted by these organizations to fulfill the requirements set forth in rule.

New Approval Process:

The Ohio Department of Job and Family Services (ODJFS) has developed a protocol for agencies wishing to have their agency, agency trainers or online blended trainings approved for credit to provide first aid and cardiopulmonary resuscitation (CPR) training. These approved trainings will be used by child care staff in licensed programs.

In order for an agency's trainings to be approved, the agency must submit the following documentation:

- The training must be reviewed by a physician, and that physician must submit a written statement indicating that he or she has reviewed and found the training and the materials to be current and suitable for child care workers and comparable to either the American Heart Association or the American Red Cross training. ("Physician" means a person issued a certificate to practice in accordance with Chapter 4731 of the Revised Code and rules adopted by the state medical board or a comparable body in another state).
- If the agency's trainers do not meet the trainer qualifications stated in the child care licensing rules, the physician must submit a written statement indicating that he or she has reviewed the trainers' curriculum and training content and has found that the trainers are qualified to teach the subject material to child care workers.
- The physician must submit a copy of his or her Ohio Medical Board License or a copy of their State Board Licensure Verification web page as verification of their qualifications.
- If the agency is requesting that a "blended course" be approved, the agency must submit a written statement that the blended course will include online

training as well as an in-person, hands-on skills test at the end of the training.

The person conducting this skills test must meet the ODJFS trainer qualifications.

Once all the required documents have been received, the ODJFS child care program area will review the information and inform the agency as to whether or not the agency has been approved to provide first aid or CPR training to child care workers in Ohio.

Instructions: The following chart identifies the material that needs to be inserted into the Child Care Manual.

LOCATION	REMOVED AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Manual Procedure Letters (CCMPL)		CCMPL No. 70

CCMPL 66 (New Form for Reinstatement of Child Care Benefits)

Child Care Manual Procedure Letter No. 66

October 18, 2011

TO: All Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: New Form for Reinstatement of Child Care Benefits

Child care policy now allows for reinstatement of child care benefits under certain conditions. A new form has been developed to capture information necessary to identify the case and review eligibility factors to determine if the caretaker qualifies for reinstatement.

The **JFS 01126** "Request for Reinstatement of Child Care Benefits" will be used by caretakers when they are requesting reinstatement of child care benefits within 60 days of termination of benefits. Rule 5101:2-16-30, which is effective September 29, 2011, describes all eligibility requirements for reinstatement.

The electronic versions of the Child Care Manuals are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM		<u>JFS 01126</u>
CCM Procedure Letters		CCMPL No. 66

CCMPL 65 (September 2011 Form Updates for Child Care Centers and Type A Homes)

Child Care Manual Procedure Letter No. 65

September 5, 2012

To: All Child Care Center Manual Holders
From: Michael B. Colbert, Director
Subject: September 2011 Form Updates for Child Care Centers and Type A Homes

This letter is to notify licensed child care program administrators that twenty-one forms are being revised, seven new forms are being introduced and three forms are being made obsolete. The changes to the forms reflect revisions to child care licensing rules which became effective on September 29, 2011.

The following is a summary of the changes to forms:

JFS 01201 "Dental First Aid Chart" is a prescribed form that child care centers and type A homes are required to post. This form has been revised to update the state agency logos and to revise some content.

JFS 01206 "Rehabilitation Criteria" is a prescribed form that is used to document that an employee of the child care program meets the rehabilitation criteria requirements of the rule. This form has been revised to indicate that it must be submitted to the Ohio Department of Job and Family Services (ODJFS) if the owner or administrator of a child care program is seeking to be approved for rehabilitation.

JFS 01207 "Checklist for Parent/Guardian/Employee Policies and Procedures" is a sample form that child care centers may use to ensure that their parent handbook contains all information required in rule. This form has been revised to reflect rule changes for the required information.

JFS 01209 "Type A Home Information Letter" explains the process to obtain a license for a type A home. This letter has been updated to reflect the current licensing process.

JFS 01210 "Application for Child Care License" is a prescribed form to apply for a child care license or to request an amendment to a child care license. This form has been automated to be a system-generated form that must be completed online.

JFS 01214 "Recommendation for Licensing Action for Child Care" is a form used by ODJFS to document recommended changes to a child care program's license. This form has been amended to reflect the changes to the licensing system.

JFS 01234 "Child Enrollment and Health Information" is a prescribed form completed by the parent/guardian which is used to maintain a child's information. This form has been revised to reflect the changes in maintaining and sharing parent/guardian contact information.

JFS 01235 "**Sleep Position Waiver Statement**" is a prescribed form used to document an infant's sleep position when the infant is not be placed in their crib on their back. This form has been revised to clarify sleep policies.

JFS 01236 "**Child Care Plan for Health Conditions or Medical Procedures**" is a recommended sample form completed by parents/guardians for children with health or medical needs. The form has been revised to reflect new rule language and the requirement for an emergency evacuation plan for children who will require special assistance in an emergency.

JFS 01237 "**Center Parent Information Required by Ohio Administrative Code**" is a prescribed form required to be provided to parents/guardians. This form has been revised to reflect the removal of the parent roster requirement.

JFS 01238 "**Second Adult Statement for Child Care Centers**" is a prescribed form used to document the times and days a second adult is available to respond in an emergency. This form has been revised so it can be completed online and printed.

JFS 01241 "**Child Care Center Administrator Rules Review Course Certificate**" is the certificate issued when the administrator of a licensed program completes the mandated administrator rules training. This form has been revised to clarify which administrator training has been completed.

JFS 01242 "**Medical/Dental and General Emergency Plan**" is a prescribed form to be completed and posted at licensed child care programs. This form has been revised to reflect the new rule requirements for staff training in first aid and communicable illnesses and the new requirements for children with special evacuation needs.

JFS 01246 "**Child Care Staff Member Orientation and Employee Policy Review Statement**" is a prescribed form used to document completion of required staff training. This form has been revised to reflect the new rule language regarding this training.

JFS 01250 "**Plan of Operation for a Child Care Center**" is a prescribed form which must be completed by individuals seeking a child care center license. This form has been revised to reflect the rule changes which became effective September 29, 2011.

JFS 01268 "**Sample Parent Handbook for Child Care Centers**" is a sample form which may be used by child care programs to assist in developing their parent handbook policies. This form has been revised to reflect the new rule requirements.

JFS 01278 "**Communicable Disease Trainer Registration**" is a sample form used to document the qualifications of communicable disease trainers. This form has been revised to update the ODJFS contact information listed on the form.

JFS 01296 "**Employee Medical Statement**" is a sample form which is used to document that all employees have received a physical examination and meet the health requirements outlined in the child care rules. This form has been revised to reflect the changes made to the rule; including removal of the requirement that the health provider certify that the employee is free from communicable tuberculosis.

JFS 01306 "**Child Care Employee Record Chart**" is a prescribed form used to record employees' work schedules and qualifications. The chart has been revised to reflect changes to the child care licensing rules.

JFS 01335 "**Type A Home Plan of Operation**" is a prescribed form which must be completed by individuals seeking a type A child care home license. This form has been revised to reflect the rule changes which were effective September 29, 2011.

JFS 01337 "**Type A Home Parent and Employee Information**" is a prescribed form used to provide parents with required information and policies for the type A home. This form has been revised to reflect the removal of the parent roster requirement.

The following is a summary of the new forms:

JFS 01204 "**Verification of Employment in a Licensed Child Care Program**" is a sample form that may be used to document experience for potential administrators seeking an "Early Childhood Professional Level Three" designation.

JFS 01243 "**Type A Home Administrator Rules Review Course Certificate**" is a prescribed certificate that is issued by ODJFS when a type A administrator has completed the rules review training course.

JFS 01250-I "**Instructions for Completing the JFS 01250, Center Plan of Operation**" has been added to explain what sections need to be completed for an initial application versus a change of location request.

JFS 01261 "**Verification of Five Years Ohio Residency for Registered Child Day Camps**" is a sample form for use by registered child day camp directors to document how each employee's state residency was verified.

JFS 01266 "**Contracted Driver Qualifications Statement**" is a prescribed form that administrators will use to document that contracted drivers have the required paperwork completed and on file with their employer.

JFS 01293 "**Child Care Provisional License Inspection Assessment**" is an internal form for use by ODJFS to document child care programs compliance during the provisional license period.

JFS 01335-I "**Instructions for Completing the JFS 01335, Type A Plan of Operation**" has been added to explain what sections need to be completed for an initial application versus a change of location request.

These forms are now obsolete:

JFS 01257 "**License Renewal Notice for Child Care Centers and Type A Homes**" is a prescribed form which was used to notify child care programs that it was time to renew their license. As child care licenses will no longer be renewed, this form is no longer needed.

JFS 01300 "**Child Day Care Employee Reference for Child Care Center and Type A Homes**" is a prescribed form which is no longer needed as obtaining employee references will no longer be a child care licensing requirement.

JFS 01304 "**Owner Reference for Child Care and Type A Homes**" is a prescribed form which is being made obsolete as obtaining owner references will no longer be a child care licensing requirement.

The electronic versions of the child care manuals are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. These manuals contain all child care rules, transmittal letters, procedure letters and forms. Please contact the Help Desk for the Office of Family Assistance, Child Care Policy Help Desk at 1-877-302-2347, option 4, if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT REPLACEMENT
CCM	JFS 01201 (Rev. 9/2006)	<u>JFS 01201</u> (Rev. 9/2011)
	JFS 01206 (Rev. 7/2010)	<u>JFS 01206</u> (Rev. 9/2011)
	JFS 01207 (Rev. 1/2011)	<u>JFS 01207</u> (Rev. 9/2011)
	JFS 01209 (Rev. 7/2010)	<u>JFS 01209</u> (Rev. 9/2011)
	JFS 01210 (Rev. 7/2010)	<u>JFS 01210</u> (Rev. 9/2011)
	JFS 01214 (Rev. 7/2010)	<u>JFS 01214</u> (Rev. 9/2011)
	JFS 01234 (Rev. 2/2009)	<u>JFS 01234</u> (Rev. 9/2011)
	JFS 01235 (Rev. 1/2011)	<u>JFS 01235</u> (Rev. 9/2011)
	JFS 01236 (Rev. 9/2006)	<u>JFS 01236</u> (Rev. 9/2011)
	JFS 01237 (Rev. 1/2011)	<u>JFS 01237</u> (Rev. 9/2011)
	JFS 01238 (Rev. 1/2011)	<u>JFS 01238</u> (Rev. 9/2011)
	JFS 01241 (Rev. 2/2006)	<u>JFS 01241</u> (Rev. 9/2011)
	JFS 01242 (Rev.9/2006)	<u>JFS 01242</u> (Rev. 9/2011)
	JFS 01246 (Rev. 1/2011)	<u>JFS 01246</u> (Rev. 9/2011)
	JFS 01250 (Rev.7/2010)	<u>JFS 01250</u> (Rev. 9/2011)
	JFS 01268 (Rev. 1/2011)	<u>JFS 01268</u> (Rev. 9/2011)
	JFS 01278 (Rev. 10/2009)	<u>JFS 01278</u> (Rev. 9/2011)

	JFS 01296 (Rev. 9/2006)	<u>JFS 01296</u> (Rev. 9/2011)
	JFS 01306 (Rev. 8/2008)	<u>JFS 01306</u> (Rev. 9/2011)
	JFS 01335 (Rev.1/2011)	<u>JFS 01335</u> (Rev. 9/2011)
	JFS 01337 (Rev. 9/2009)	<u>JFS 01337</u> (Rev. 9/2011)
		<u>JFS 01204</u> (9/2011)
		<u>JFS 01243</u> (9/2011)
		<u>JFS 01250-I</u> (10/2011)
		<u>JFS 01261</u> (9/2011)
		<u>JFS 01266</u> (9/2011)
		<u>JFS 01293</u> (9/2011)
		<u>JFS 01335-I</u> (10/2011)
	JFS 01257 (Rev. 1/2011)	
	JFS 01300 (Rev. 1/2011)	
	JFS 01304 (Rev. 9/2006)	
CCMPL Transmittal Letters		CCMPL No. 65

CCMPL 63 (JFS 01920 "Emergency/Substitute Caregiver Acting as an Assistant in a Type B Child Care Home")

Child Care Manual Procedure Letter No. 63

June 28, 2011

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: JFS 01920 "Emergency/Substitute Caregiver Acting as an Assistant in a Type B Child Care Home"

This letter transmits a new form, the [JFS 01920](#) "Emergency/Substitute Caregiver Acting as an Assistant in a Type B Child Care Home," that has been developed to support compliance with rule [5101:2-14-14](#) of the Administrative Code. This rule now allows an approved emergency/substitute caregiver to act as an assistant to a type B home provider. The rule revision is being made in accordance with the collective bargaining agreement between the state of Ohio and AFSCME, Ohio Council 8, AFL-CIO/Child Care Providers Together.

The JFS 01920 collects information from both the type B provider and the emergency/substitute caregiver who will act as an assistant to the provider. The completed form will be maintained in the provider's files for review by the county department of Job and Family Services (CDJFS).

The electronic versions of the Child Care Manuals are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Child Care Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM		JFS 01920 (7/2011)
Procedure Letters		CCMPL No. 63

CCMPL 62 (Revision of JFS 1219 "Child Care Staff Member and Employee Requirements for Child Care Centers and Type A Homes")

Child Care Manual Procedure Letter No. 62

April 19, 2011

To: All Child Care Center Manual Holders
From: Michael B. Colbert, Director
Subject: Revision of JFS 1219 "Child Care Staff Member and Employee Requirements for Child Care Centers and Type A Homes"

This letter is to notify child care center and type A home child care providers that a form has been revised. The changes to the JFS 01219 reflect recent revisions to child care licensing rules.

The following is a summary of the changes to form:

JFS 01219 "Child Care Staff Member and Employee Requirements for Child Care Centers and Type A Homes," is a guidance document that has been revised to reflect the revisions made to the rules regarding criminal background checks.

The electronic versions of the child care manuals are located at:
<http://emanuals.odjfs.state.oh.us/emanuals>. These manuals contain all child care rules, transmittal letters, procedure letters and forms.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT REPLACEMENT
CCM	JFS 01219 (7/2010)	<u>JFS 01219</u> (1/2011)
CCMPL Transmittal Letters		CCMPL No. 62

CCMPL 61 (January 2011 Form Revisions for Licensed Child Care Centers and Type A Homes)

Child Care Manual Procedure Letter No. 61

February 8, 2011

To: All Child Care Center Manual Holders
From: Michael B. Colbert, Director
Subject: January 2011 Form Revisions for Licensed Child Care Centers and Type A Homes

This letter is to notify child care center and type A home child care providers that eight forms have been revised and one new form has been developed. Changes to the forms reflect recent revisions to child care licensing rules which improved the process for obtaining an initial license and renewing a current license.

The following is a summary of the changes to forms:

JFS 01235 "Sleep Position Waiver Statement" is a prescribed form that has been revised to clarify the age of the infant for whom the form is required.

JFS 01237 "Center Parent Information Required By Ohio Administrative Code" is a sample form which has been revised to update the Bureau of Child Care and Development web page address.

JFS 01238 "Second Adult Statement for Child Care Centers" is a sample form which has been revised to indicate that it is a sample form and not a prescribed form.

JFS 01246 "Child Care Staff Member Orientation and Employee Policy Review Statement for Child Care Centers and Type A Homes" has been a prescribed form for child centers and now is a prescribed form for type A homes as well. The form has been revised to clarify directions for completion by each type of person employed at a child care program.

JFS 01257 "License Renewal Notice" is a notice sent to alert a child care program that their license will expire soon and that the renewal application and fee must be submitted. The form has been revised to reflect changes in the license renewal procedures.

JFS 01268 "Sample Parent Handbook for Child Care Centers" is a sample form that has been revised to reflect recent child care rule changes.

JFS 01300 "Child Day Care Employee Reference" is a sample form that has been revised to remove the choice of "relative" as an allowable type of relationship for the person providing the reference.

JFS 01335 "Type A Home Plan Of Operation" is the written plan of compliance for programs seeking a type A home license. It has been revised to correct several section titles and rule references.

A new form, [**JFS 01207**](#) "**Parent Handbook Checklist for Child Care Programs**" is a sample form which may be used to check that the parent handbook contains all required items.

The electronic versions of the Child Care Manuals are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules, transmittal letters, procedure letters and forms.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT REPLACEMENT
CCM	JFS 01235 (3/2007)	JFS 01235 (1/2011)
	JFS 01237 (9/2006)	JFS 01237 (1/2011)
	JFS 01238 (9/2006)	JFS 01238 (1/2011)
	JFS 01246 (3/2007)	JFS 01246 (1/2011)
	JFS 01257 (9/2006)	JFS 01257 (1/2011)
	JFS 01268 (6/2005)	JFS 01268 (1/2011)
	JFS 01300 (9/2006)	JFS 01300 (1/2011)
	JFS 01335 (7/2010)	JFS 01335 (1/2011)
		JFS 01207 (1/2011)
CCMPL Transmittal Letters		CCMPL No. 61

CCMPL 60 (Four New SUTQ Forms for Child Care Centers and Type A Homes)

Child Care Manual Procedure Letter No. 60

January 31, 2011

To: All Child Care Center Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Four New Step Up To Quality (SUTQ) Forms for Child Care Centers and Type A Homes

This letter is to notify stakeholders that four new Step Up To Quality (SUTQ) forms, listed below, are being introduced. These forms have been developed to document and track the enrollment of child care staff in specialized coaching, mentoring or study group trainings.

In order to expand traditional professional development offerings to support the child care workforce as it grows professionally, the Bureau of Child Care and Development will now be accepting study groups and coaching and mentoring experiences to meet the specialized training requirement for Step Up To Quality. The criteria and application were established by a stakeholder group with a strong knowledge base of these types of professional development opportunities.

JFS 01531 "Community of Learners Memorandum of Commitment" is a required form to be used to document child care staff members' enrollment in an approved study group or coaching/mentoring experience.

JFS 01532 "Community of Learners Application" is a required form to be used to apply for approval of a study group or coaching/mentoring experience which will be used to receive Step Up to Quality specialized training credit.

JFS 01532-I "Instructions for Completing the Community of Learners Application" provides details about the Community of Learners program and how to complete and submit the application.

JFS 01558 "Specialized Training Worksheet" is a sample form which is to be used to track required trainings for child care staff members at Step Up To Quality programs.

The electronic versions of the Child Care Manuals are located at:
<http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules, transmittal letters, procedure letters and forms.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
----------	--------------------------------	--------------------

CCM		<u>JFS 01531</u> (10/2010)
		<u>JFS 01532</u> (10/2010)
		<u>JFS 01532-I</u> (10/2010)
	JFS 01558 (Rev. 4/2009)	<u>JFS 01558</u> (Rev. 11/2010)
CCMPL Transmittal Letters		CCMPL No. 60

CCMPL 59 (Revised Type B Home Provider and In-Home Aide Certification Forms)

Child Care Manual Procedure Letter No. 59

March 3, 2011

TO: All Child Care Manual Holders

FROM: Michael B. Colbert, Interim Director

SUBJECT: Revised Type B Home Provider and In-Home Aide Certification Forms

Several forms used by county departments of Job and Family Services, type B providers and in-home aides as part of the certification process have been revised due to new statutory or policy requirements. The following is a summary of the changes:

JFS 01634 "Caretaker/Provider Agreement" has been revised to add a section regarding the requirement that the provider have liability insurance or document that caretakers have been advised that the provider has no liability insurance for the child care business.

JFS 01642 "Application/Inspection for Limited Certification as a Type B Home Provider or In-Home Aide" has been revised to clarify language and to add the requirement that the county agency give a copy of the report to the provider at the time of the inspection.

JFS 01643 "Application for Professional Type B Home and In-Home Aide Certification" has been revised to clarify language and to add the requirement that the county agency give a copy of the report to the provider at the time of the inspection.

JFS 01921 "Complaint Disposition Report for Type B Child Care Providers and In-Home Aides" has been revised to add the requirement that the county agency give a copy of the investigation report to the provider on the date of the initial investigation.

JFS 01926 "Inspection Report for Professional Type B Home Child Care" has been revised to clarify language and to add the requirement that the county agency give a copy of the report to the provider at the time of the inspection.

The electronic versions of the Child Care Manuals are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contains all child care rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCMPL).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	JFS 01634 (Rev. 7/2009)	<u>JFS 01634</u> (Rev. 10/2010)
	JFS 01642 (Rev. 8/2008)	<u>JFS 01642</u> (Rev. 10/2010)

	JFS 01643 (Rev. 8/2008)	<u>JFS 01643</u> (Rev. 10/2010)
	JFS 01921 (Rev. 8/2008)	<u>JFS 01921</u> (Rev. 10/2010)
	JFS 01926 (Rev. 8/2008)	<u>JFS 01926</u> (Rev. 10/2010)
CCMPL Transmittal Letters		CCMPL No. 59

CCMPL 58 (JFS 01750 Health and Safety in Family Homes - Participant Guide JFS 01752 Health and Safety in Family Homes - Instructor Guide)

Child Care Manual Procedure Letter No. 58

November 4, 2010

To: All Child Care Manual Holders
From: Douglas E. Lumpkin, Director
Subject: JFS 01750 Health and Safety in Family Homes - Participant Guide JFS 01752 Health and Safety in Family Homes - Instructor Guide

This letter is to notify stakeholders that the Health and Safety Training has been revised. The curriculum has been updated to reflect current standards and best practices for health and safety in family child care and to reflect changes to Chapter 14 Type B Family Child Care certification rules. The format of the curriculum has also changed and will be presented by a trainer who will use the new JFS 01752 Health and Safety in Family Home Instructor Guide.

JFS 01750 "Health and Safety in Family Homes Participant Guide" has been revised with new curriculum content that presents health and safety standards and best practices in the following modules: "Safe Places," "Healthy Places," "Learning Places" and "Nurturing Places." This training is required before a provider can be certified.

Information on child abuse and neglect and communicable diseases does not appear in the new curriculum, as these individual courses are now required to be completed by the end of a provider's first year of certification.

JFS 01752 "Health and Safety Training Instructor Guide" has been developed to provide training instructors with additional information on the course topics, as well as information on the adult learning process and ways to enrich the training.

Implementation Plan: The JFS 01750 will be available in paper copy and on CD, both of which may be ordered from ODJFS. The JFS 01752 will be available only on CD and will be provided to trainers by ODJFS. A "Train the Trainer" session will be offered on the new material in Columbus, as well as through a webinar. These training dates will be announced at a later time. Until January 1, 2011, trainers may select to use the current JFS 01750 (rev. 5/2003) or the new curriculum. However, after January 1, 2011, only the new curriculum may be used.

Each of the four modules is designed to take approximately two hours. This means the entire training will take about eight hours to complete. Any additional time needed to provide other necessary information for the provider certification process must be considered and added to the eight-hour timeframe.

The electronic version of the Child Care Manual is located at <http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all rules and transmittal letters that the department has issued to certified Type B child care homes.

All providers in certified homes should use and keep accessible a current version of the appropriate manual.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4, if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Manual Appendix	JFS 01750 (Rev. 5/2003)	<u>JFS 01750</u> (Rev. 7/2010)
		<u>JFS 01752</u> (7/2010)
Procedure Letters		CCMPL No. 58

CCMPL 56 (July 2010 Form Revisions for Licensed Child Care Centers and Type A Homes)

Child Care Manual Procedure Letter No. 56

September 16, 2010

To: All Child Care Manual Holders
From: Douglas E. Lumpkin, Director
Subject: July 2010 Form Revisions for Licensed Child Care Centers and Type A Homes

This letter is to notify stakeholders that five forms listed below have been revised, six new forms are being introduced and one form is being made obsolete. These changes to the forms are to accompany the child care licensing rules which were revised to improve the process for obtaining an initial license and renewing a current license.

The following is a summary of the changes to forms:

JFS 01209 Type A Home Information Letter has been revised to reflect the new processes for applying for a type A home license.

JFS 01210 Application For Child Care License has been revised to include the facility email address, the new instructions for filing an application and has been reformatted for easier usage.

JFS 01211 Opening and Operating a Child Care Program - Child Care Licensing Procedural Guide has been revised to reflect the new processes for applying for a child care center license.

JFS 01250 Plan Of Operation For A Child Care Center (the written plan of compliance for programs seeking a child care center license,) has been revised to reduce both the number of required attachments and the number of questions that must be answered.

JFS 01335 Type A Home Plan Of Operation (the written plan of compliance for programs seeking a type A home license,) has been revised to better assess the administrator's ability to operate a child care business in the home.

The following is a summary of the proposed new forms:

JFS 01214 Recommendation For Licensing Action For Child Care is a new form used by the Ohio Department of Job and Family Services (ODJFS) to indicate the information that is published on the child care license and to indicate any changes to the information.

JFS 01284 Center And Type A Home Plan Of Operation Scorecard is a new tool that will be used when scoring the plan of operation. Effective September 1, 2010, programs must obtain a passing score on their prepared Plan of Operation or retake the second session of the pre-licensing training.

JFS 01284-I Instructions For The Center And Type A Home Plan Of Operation Scorecard is the instructions for completing the JFS 01284.

JFS 01286 Plan Of Operation Submission And Status Report is a new form that applicants will use to submit their Plan of Operation for review by ODJFS and to reflect the current status of the program for which they are seeking a license.

JFS 01287 Initial Application Information For COLTS is a new form which the program administrator will complete that provides basic information to be entered into the Central Office Licensing Tracking System (COLTS). The COLTS system will set up an account which applicants must access to submit their license application.

JFS 01288 Central Office Licensing Tracking System (COLTS) Payment Voucher is a new form that will be sent to the applicant from the COLTS system when an applicant needs to submit an application fee. The form must be printed and mailed with the fee payment.

The following form is being proposed to be made obsolete:

JFS 01311 Criminal Record Checks for Owners and Administrators of Child Care Centers and Type A Homes will be removed as the new process for submitting criminal records checks for owners, administrators and adult residents in type A homes no longer requires the use of the form.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules and transmittal letters that the department has issued to licensed child care centers. A current version of this manual should be accessible and utilized by all providers in all licensed child care centers. Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Manual Appendix	JFS 01209 (Rev. 1/2007)	<u>JFS 01209</u> (Rev. 7/2010)
	JFS 01210 (Rev. 8/2008)	<u>JFS 01210</u> (Rev. 7/2010)
	JFS 01211 (Rev. 6/2009)	<u>JFS 01211</u> (Rev. 7/2010)
	JFS 01250 (Rev. 11/2008)	<u>JFS 01250</u> (Rev. 7/2010)
	JFS 01335	<u>JFS 01335</u>

	(Rev. 9/2009)	(Rev. 7/2010)
		<u>JFS 01214</u> (7/2010)
		<u>JFS 01284</u> (7/2010)
		<u>JFS 01284-I</u> (7/2010)
		<u>JFS 01286</u> (7/2010)
		<u>JFS 01287</u> (7/2010)
		<u>JFS 01288</u> (7/2010)
	JFS 01311 (Rev. 8/2008)	
Procedure Letters		CCMPL No. 56

CCMPL 55 (New Procedure and Forms for Pre-Approval of Conference Inservice Training for Child Care Centers and Type A Homes)

Child Care Manual Procedure Letter No. 55

August 25, 2010

To: All Child Care Manual Holders
From: Douglas E. Lumpkin, Director
Subject: New Procedure and Forms for Pre-Approval of Conference Inservice Training for Child Care Centers and Type A Homes

The following two forms have been created for use by agencies providing inservice training for licensed child care centers and type A homes through conferences:

JFS 01203 "Pre-Approval for Conference Inservice Training" is a new form that will be used to request permission from the Ohio Department of Job and Family Services (ODJFS) to use a "sticker sheet" or other style of documentation for child care provider inservice training that is completed through an agency conference.

JFS 01203-I "Instruction for Pre-Approval for Conference Inservice Training" is a new form that provides instructions for completion and use of the JFS 01203.

The electronic versions of the Child Care Manuals are located at <http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all rules and transmittal letters that the department has issued to licensed child care centers and Type A homes. All providers in licensed child care centers and Type A homes should use and keep accessible a current version of the appropriate manual.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4, if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Manual Appendix		<u>JFS 01203</u> (7/2010)
		<u>JFS 01203-I</u> (7/2010)
CCM Procedure Letters		CCMPL No. 55

CCMPL 53 (Revised Forms for Licensed Child Care Centers and Type A Family Child Care Homes)

Child Care Manual Procedure Letter No. 53

June 25, 2010

To: All Child Care Manual Holders
From: Douglas E. Lumpkin, Director
Subject: Revised Forms for Licensed Child Care Centers and Type A Family Child Care Homes

The following forms used by licensed child care centers and type A homes have been revised:

JFS 01206, "**Rehabilitation Criteria**," was a sample form that is now a prescribed form. Owners and administrators must use this form to document that an employee meets the rule requirements for rehabilitation after having a prohibited criminal offense.

JFS 01219, "**Child Care Staff Member and Employee Requirements for Child Care Centers and Type A Homes**," is a guidance document that has been updated to reflect the revisions made to the rules regarding criminal background checks.

JFS 01303, "**Fire Inspection Report**," is the form used to document the findings when a fire inspection is completed. It has been revised to incorporate formatting changes and to include the center license expiration date.

JFS 01305, "**Child's Medical Statement**," is a sample form that may be used to provide the required documentation regarding a child's medical examination. Shading has been added to the Varicella (chicken pox) and the Hepatitis A "Dose 3" boxes, as these immunizations must be given in two doses.

JFS 01307, "**Inservice Training**," is a prescribed form used to document inservice training completed by child care staff members. This form has been revised to include the training requirements for programs that are participating in the Step Up To Quality program.

JFS 01328, "**Statement of Nonconviction**," is a prescribed form used to document each child care employee's statement that he or she has not been convicted of any prohibited offenses. This form has been revised to clarify language regarding convictions under Ohio Revised Code 4511.19. In addition, the signature boxes for the administrator have been reorganized, and language has been added to clarify when the form needs to be signed.

In addition, one new form has been created:

JFS 01239, "**Field Trip Information Record**." This form is designed to assist programs in meeting the requirements of Ohio Administrative Code rules 5101:2-12-18 and 5101:2-13-18 for recording information about children on field trips.

The electronic versions of the Child Care Manuals are located at <http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all rules and

transmittal letters that the department has issued to licensed child care centers and Type A homes. All providers in licensed child care centers and Type A homes should use and keep accessible a current version of the appropriate manual.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4, if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Manual Appendix	JFS 01206 (Rev. 1/2009)	<u>JFS 01206</u> (Rev. 7/2010)
	JFS 01219 (Rev. 9/2008)	<u>JFS 01219</u> (Rev. 7/2010)
	JFS 01303 (Rev. 3/2007)	<u>JFS 01303</u> (Rev. 7/2010)
	JFS 01305 (Rev. 11/2008)	<u>JFS 01305</u> (Rev. 7/2010)
	JFS 01307 (Rev. 9/2006)	<u>JFS 01307</u> (Rev. 7/2010)
	JFS 01328 (Rev. 8/2008)	<u>JFS 01328</u> (Rev. 7/2010)
		<u>JFS 01239</u> (7/2010)
Procedure Letters		CCMPL No.

CCMPL 49 (New Child Care Provider Agreement Forms)

Child Care Manual Procedure Letter No. 49

February 23, 2010

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: New Child Care Provider Agreement Forms

This letter introduces three new forms that all eligible child care providers must use in order to receive payment for providing publicly funded child care services, as a result of the new automated eligibility, authorization and payment system.

This new system - the Child Care Information Data System, or "CCIDS" - will begin issuing payments to child care providers starting with services provided on March 28, 2010. All payments issued will be based on data submitted by each county department of job and family services (CDJFS).

Each provider must have a provider agreement with ODJFS in order to receive payment for child care services to eligible families. All three forms listed below are required and must be completed and submitted to ODJFS before it will issue payments.

Providers must have access to the Internet and a valid e-mail address in order to submit these forms. In future procedure letters, ODJFS will issue more information to providers about how to submit these forms.

The [**JFS 01144**](#), "Provider Agreement for Publicly Funded Child Care Services," presents the terms and conditions for a child care provider to be reimbursed for providing publicly funded child care.

The JFS 01144 replaces the JFS 01224, "Contract for Purchase of Publicly Funded Child Care Services," which providers now use to contract with each CDJFS.

The [**JFS 01141**](#), "Banking Information for Providers of Publicly Funded Child Care," will collect the providers' banking information so that ODJFS can issue payments electronically.

The [**JFS 01150**](#), "Rate Information for Providers of Publicly Funded Child Care," will collect provider rates and other charges.

If you have questions or concerns about these forms, please contact the OFC Help Desk toll free at 1-866-886-3537.

INSTRUCTIONS: The following chart identifies the material that should be added to the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Appendix		JFS 01141 (1/2010)

		<u>JFS 01144</u> (1/2010)
		<u>JFS 01150</u> (1/2010)
Procedure Letters		CCMPL No. 49

CCMPL 47 (JFS 01710)

Child Care Manual Procedure Letter No. 47

November 13, 2009

To: All Child Care Manual Holders
From: Douglas E. Lumpkin, Director
Subject: New Procedure Guide for Type B Child Care Providers

This letter is to inform you that the department has revised the certificate has been created for employees of licensed child care centers and type A homes who have completed their in-service training requirements,

The [JFS 01710](#) "Certificate of In-Service Training" form must be used to document that child care providers have completed the 45 hours of in-service training required by Ohio Administrative Code rules 5101: 2-12-28 or 5101:2-13-28.

JFS forms can be found online at <http://www.odjfs.state.oh.us/forms/inter.asp>. The electronic version of the Child Care Manual is located online at <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued for child care resource and referral service organizations. Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4, if you have questions regarding this information.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Child Care Manual (CCM) and the material that should be added.

LOCATION	REMOVE FROM THE CHILD CARE MANUAL	INSERT INTO THE CHILD CARE MANUAL
Child Care Manual Appendix	JFS 01710 (Rev. 4/2004)	<u>JFS 01710</u> (Rev. 9/2009)
Procedure Letters		CCMPL No. 47

CCMPL 41 (JFS 01273, JFS 01277, JFS 01279 and JFS 08087, eff. 5/2009)

Child Care Manual Procedure Letter No. 41

July 14, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Revised Documents for the Management of Communicable Disease Training for Child Care Providers and the Communicable Disease Chart

This letter transmits revisions to the documents that are used to provide Management of Communicable Disease training for licensed child care centers and type A child care homes and certified type B child care homes. The revised curriculum will now consist of three parts. The JFS 01273 "The Communicable Disease Curriculum for Child Care Providers-Training the Trainers," the JFS 01277 "The Communicable Disease Curriculum for Child Care Providers-Fact Sheets" and the JFS 01279 "The Communicable Disease Curriculum for Child Care Providers." The content of this curriculum and all parts have been revised and updated by the Ohio Department of Health. The JFS 08087, "The Communicable Disease Chart" for all licensed and certified child care providers has also been updated.

The following is a summary of the document revisions:

JFS 01273, "The Communicable Disease Curriculum for Child Care Providers-Training the Trainers" was revised to update information regarding communicable diseases, to incorporate previous suggestions about teaching procedures and to clarify rule requirements.

JFS 01277 "The Communicable Disease Curriculum for Child Care Providers-Fact Sheets" These fact sheets were previously part of the curriculum handbook. They have now been separated into their own packet to reduce the number of pages that trainers will need to print for each training. The content of the sheets have been updated as pertinent to the topic.

JFS 01279 "The Communicable Disease Curriculum for Child Care Providers" has been updated with more current health information. Formatting has been changed to reduce the number of pages that the trainers will need to print for each training

The **JFS 08087** "Communicable Disease Chart" has been revised through the Department of Health to update relevant health information on the chart.

JFS forms can be found online at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued for the child care resource and referral service organizations. Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4 if you have questions regarding this information.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Child Care Manual (CCM) and materials that are to be inserted into the CCM.

LOCATION	REMOVE FROM THE CHILD CARE MANUAL	INSERT INTO THE CHILD CARE MANUAL
Child Care Manual Appendix	JFS 01273 (Rev. 11/2004)	<u>JFS 01273</u> (Rev. 5/2009)
		<u>JFS 01277</u> (Rev. 5/2009)
	JFS 01279 (Rev. 4/2006)	<u>JFS 01279</u> (Rev. 7/2009)
	JFS 08087 (Rev. 4/2006)	<u>JFS 08087</u> (Rev. 4/2009)
Procedure Letters		CCMPL No. 41

CCMPL 39 (New Sample Form, JFS 01585 (5/2009))

Child Care Manual Procedure Letter No. 39

June 10, 2009

TO: All Child Care Center Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: New Sample Form for Child Care

This letter transmits a new sample form, **JFS 01585** "Medication Label for Child Care Providers" (5/2009) to use when a child in their care is taking medication. This label can be affixed to a plastic bag which contains the items listed in order to keep all medication, equipment, and necessary forms located together.

The information on the sample form is designed to be copied and pasted onto 3 ½" X 4" shipping labels, in order to produce multiple labels which can then be adhered directly to a sealable bag.

JFS forms can be found online at: <http://www.odjfs.state.oh.us/forms/inter.asp>. If you have questions or concerns about this form, please contact your licensing specialist or the Office of Families and Children Help Desk at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Child Care Manual (CCM) and materials that are to be inserted into the CCM.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Appendix		<u>JFS 01585</u> (5/2009)
CCM Procedure Letters		CCMPL No. 39

CCMPL 36 (JFS 01206 and JFS 01911)

Child Care Manual Procedure Letter No. 36

February 3, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Form Additions For Licensed Child Care Centers and Type A Homes and Certified Type B Home Providers

This letter transmits two new child care forms. The first is designed to be used by licensed child care centers, type A child care homes and certified type B family child care providers. The second form is for use only by certified type B family child care providers. Below is a summary of the forms.

JFS 01206 "Rehabilitation Criteria for Child Care" is a new sample form which may be used to document that an individual who wants to work in, reside in or own a child care center or home meets or does not meet the rehabilitation requirements.

JFS 01911 "Infant Daily Report For Type B Child Care Homes And In-Home Aides" is a new sample form to assist child care providers in documenting the daily information required on infants in care as stated in rule 5101:2-14-34 of the Administrative Code. This form will meet the requirements of the daily record which the provider must provide to the parent on a daily basis.

JFS forms can be found online at: <http://www.odjfs.state.oh.us/forms/inter.asp>. If you have questions or concerns about any of the items, please contact your licensing specialist or the Office for Children and Families Help Desk at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Child Care Manual (CCM) and materials that are to be inserted into the CCM.

LOCATION	REMOVE FROM THE CHILD CARE MANUAL	INSERT INTO THE CHILD MANUAL
Child Care Manual Appendix		<u>JFS 01206</u> (1/2009)
		<u>JFS 01911</u> (1/2009)
Procedure Letters		CCMPL No. 36

CCMPL 31 (Child Care forms)

Child Care Manual Procedure Letter No. 31

September 25, 2008

TO: All Child Care Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: Form Revision, Rescission and New Form for Licensed Child Care Centers and Type A Homes

The department has revised a form, rescinded a form and added a new form for use by licensed child care centers and type A child care homes. Below is a summary of these changes.

JFS 01219 "Child Care Staff Member and Employee Requirements for Child Care Centers and Type A Homes" has been revised to reflect the changes to the rules that are effective on September 1, 2008. These rule changes are a result of requirements added to statute by Sub. SB 163 of the 127th General Assembly.

JFS 01221 "Child Care Licensing Information Card" is being removed from the child care manual.

JFS 01222 "Criminal Records Check Procedures for Child Care Centers and Type A Homes" is a new sample form to assist the child care centers and type A homes in tracking the required criminal records checks for all employees.

JFS forms can be found online at: <http://www.odjfs.state.oh.us/forms/inter.asp>. If you have questions or concerns, please contact your licensing specialist or the Office for Children and Families Help Desk at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Child Care Manual (CCM) and materials that are to be inserted into the CCM.

LOCATION	REMOVE FROM THE CHILD CARE MANUAL	INSERT INTO THE CHILD CARE MANUAL
Child Care Manual Appendix	JFS 01219 (Rev. 3/2007)	JFS 01219 (Rev. 9/2008)
	JFS 01221 (Rev. 8/1988)	
		JFS 01222 (9/2008)
Procedure Letters		CCMPL No. 31

CCMPL 29 (JFS 01215)

Child Care Manual Procedure Letter No. 29

February 7, 2008

To: All Child Care Manual Users
From: Helen E. Jones-Kelley, Director
Subject: Revised JFS 01215 "Children's Record Review for Licensed Child Care Centers and Type A Homes"

This letter transmits revisions to the [JFS 01215](#) "Children's Record Review for Licensed Child Care Centers and Type A Homes." This form is used to complete compliance inspections for child care centers and type A homes. It has been revised to capture the required documents in a child's record. Additional fields have been added for required documentation of the child's record.

This form will be available online in a PDF format at:

<http://www.odjfs.state.oh.us/forms/inter.asp>.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters, and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option # 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Appendix	JFS 01215 (rev. 9/2006)	JFS 01215 (rev. 1/2008)
CCM Procedure Letters		CCMPL No. 29

CCMPL 27 (JFS 01233 Replacing JFS 01213)

Child Care Manual Procedure Letter No. 27

October 12, 2007

TO: All Child Care Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: CHANGE OF A FORM NUMBER FOR LICENSED CHILD CARE
CENTERS AND TYPE A HOMES

The Bureau of Child Care and Development has changed the form number of a guidance document which is available for child care centers and homes to reference regarding transportation. The information contained in the document has not changed, only the JFS form number assigned to it. The JFS form number is needed when locating the form on our Forms Central website.

The form that was previously identified as, JFS 01213 "Guidelines for Transportation/Field Trip Safety for Child Care Centers and Type A Homes" will now be known as, JFS 01233, **"Guidelines for Transportation/Field Trip Safety for Child Care Centers and Type A Homes"**.

If you have questions or concerns about any of the items, please contact your licensing specialist or the Office for Children and Families Help Desk at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Forms	JFS 01213 (rev. 1/2007)	JFS 01233 (rev. 10/2007)
Procedure Letters		CCMPL No. 27

CCMPL 25 (JFS 01247 and JFS 01309)

Child Care Manual Procedure Letter No. 25

September 6, 2007

To: All Child Care Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Form Revisions for Child Care Centers and Type A Homes

This letter transmits revisions to the forms used to complete compliance inspections for child care centers and type A homes. The forms have been revised to reflect recent changes to the child care licensing rules.

Following is a summary of the form revisions:

JFS 01247 "Child Care Center Compliance Report" has been revised to reflect the amendments of the child care center rules that are effective September 1, 2007.

JFS 01309 "Type A Home Compliance Report" has been revised to reflect the amendments of the type A home child care rules that are effective September 1, 2007.

These forms will be available online in a PDF format at:

<http://www.odjfs.state.oh.us/forms/inter.asp>.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option # 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Manual Appendix	JFS 01247 (1/2007)	JFS 01247 (rev. 9/2007)
	JFS 01309 (7/2003)	JFS 01309 (rev. 9/2007)

CCMPL 24 (Serious Risk Prescription Note Pads)

Child Care Manual Procedure Letter No. 24

August 7, 2007

TO: ALL CHILD CARE MANUAL HOLDERS

FROM: Helen E. Jones-Kelley, Director

SUBJECT: Form Revisions for Licensed Child Care Centers and Type A Homes

This letter transmits new forms available to be used by child care centers and type A homes. The forms are a result of the agency's attempt to assist providers in maintaining compliance with the child care licensing rules and particularly the Serious Risk requirements.

The following is a summary of the new forms.

JFS 01580 "Your Prescription for Safely Administering Prescription Medication" is a small "prescription pad" size checklist that can be attached to the JFS 01217 "Request for Administration of Medication" to check off that the Serious Risk requirements have been met for prescription medication.

JFS 01581 "Your Prescription for Safely Administering Non-Prescription Medication" is a small "prescription pad" size checklist that can be attached to the JFS 01217 "Request for Administration of Medication" to check off that the Serious Risk requirements have been met for non-prescription medication.

JFS 01582 "Your Prescription for Safely Caring for Children with Special Health Conditions" is a small "prescription pad" size checklist that can be attached to the JFS 01238 "Medical/Health Care Plan" to check off that the Serious Risk requirements have been met for children with health conditions.

JFS 01583 "Your Prescription for Safely Caring for Children with Medication and Health Care Needs on Field Trips" is a small "prescription pad" size checklist that can be attached to the JFS 01238 "Medical/Health Care Plan" to check off that the Serious Risk requirements have been met for children with health conditions when they are taken on a field trip.

These forms will be available online in a PDF format and will may be ordered at:

<http://www.odjfs.state.oh.us/forms/inter.asp>.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option # 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE/ FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM Procedure Letters		CCMPL No. 24
CCM Appendix		JFS 01580 (7/2007)
		JFS 01581 (7/2007)
		JFS 01582 (7/2007)
		JFS 01583 (7/2007)

CCMPL 13 (ORC changes)

Child Care Manual Procedure Letter No. 13

August 16, 2005

TO: All Child Care Manual Users
FROM: Barbara E. Riley, Director
SUBJECT: CHANGES IN THE OHIO REVISED CODE GOVERNING PUBLICLY FUNDED CHILD CARE

As a result of the passage of Amended Substitute HB 11 of the 125th General Assembly, changes have been made to the Ohio Revised Code (ORC) that affect the publicly funded child care program. A copy of the Act and an analysis of the new legislation is available at:

http://www.legislature.state.oh.us/bills.cfm?ID=125_HB_11.

H.B. 11 became effective May 18, 2005. The department will be revising Ohio Administrative Code (OAC) rules in order to comply with the new provisions of statute. This procedure letter is being issued to provide information and technical assistance to state and county staff for implementing the changes in statute prior to the issuance of amended rules and forms. A brief explanation of the pertinent sections of the law and recommendations for implementation appears below.

ORC 2919.224 - 2919.227

Child care providers cannot knowingly misrepresent any factor or condition that relates to the care of a child and that substantially affects the health or safety of a child in the provider's home or facility. Prior to accepting a child into care, all providers must disclose to the child's caretaker information concerning a child's death or serious injury while in their care. Section 2919.226 of the Revised Code provides the language that must be used by the provider to disclose information to caretakers. A copy of the signed form from each caretaker must be retained in the provider's records. (Note: All type B providers, as defined in ORC 5104.01, must comply with this requirement whether or not they are certified.)

ORC 5104.011

As of May 18, 2005, Parent/Provider Inspected (PPI) limited type B providers shall be required to have a criminal records check through the Bureau of Criminal Identification and Investigation (BCII). County child care staff will need to ensure that background checks are completed on all PPI providers certified on or after May 18, 2005.

ORC 5104.09, 5104.013

Additional offenses have been added to the list of convictions that prevent a person from being licensed or certified as a child care provider. Disqualification under the new offenses is not retroactive to providers licensed or certified prior to May 18, 2005. The department will be revising the JFS 01301 "Child Care Convictions Statement" and JFS 01313 "Statement of Non-conviction" to include the new offenses. Until the revised forms are released, county child care certification staff and state licensing staff must

provide a list of the new offenses for providers as an attachment to the current forms. A temporary form, the JFS 01314 "Supplement to the 'JFS 01301 Child Care Convictions Statement' and 'JFS 01313 Statement of Non-conviction'", can be used to fulfill this requirement. The new offenses apply only to owners and administrators of centers and type A homes and to certified type B providers.

ORC 5104.013 (A) (3)

Beginning May 18, 2005, licensed center and type A owners and administrators and any person eighteen years or older residing in a type A home, must complete an FBI criminal records check if they have been an Ohio resident less than five years. New language will be added to rules 5101:2-12-26 and 5101:2-13-26, both entitled "Statements of nonconviction, criminal records checks". Also beginning May 18, 2005, ODJFS requires that any new center or type A owner or administrator, or any person eighteen years or older residing in a type A home, complete an FBI check if they do not meet the Ohio residency requirement.

ORC 5104. 03 (G)

Certified type B providers whose certification has been revoked by a county department of job and family services (CDJFS) cannot be licensed as a type A provider by the Ohio Department of Job and Family Services (ODJFS). As of May 18, 2005, ODJFS may not issue or renew a license if the type B revocation terms of 5104.03 (G) are met. Effective immediately, county child care staff must send a written notice to the Bureau of Child Care and Development (BCCD) when a certified type B provider's certification has been revoked. The notice must be on agency letterhead, and include the full name, address and social security number of the certified type B provider. The notice should be directed to: Bureau of Child Care and Development, Center Monitoring Section, 255 East Main Street, 3rd Floor, Columbus, OH 43215 by mail, or fax to (614)728-6803. BCCD will maintain a listing that state licensing staff will check prior to issuing a license to a type A provider.

ORC 5104.30

ODJFS shall develop and maintain a registry of child care providers and shall adopt rules to establish procedures and requirements for the administration of the registry. This registry will be posted on the child care website at <http://jfs.ohio.gov/cdc/> when available. It will contain the names and phone numbers of certified type B providers listed by county.

Manual users may wish to file a copy of the JFS 01314 "Supplement to the 'JFS 01301 Child Care Convictions Statement' and JFS 01313 'Statement of Non-conviction'" in the Appendix section of the Child Care Manual.

If you have any questions regarding this letter, please contact the Bureau of Child Care and Development, County Monitoring and Technical Assistance Section at (614) 466-3822.

Child Care Manual Appendix

JFS 00044 Ohio Classroom Observation Tool (OCOT) for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=00044>

**JFS 00044-IIInstructions for Completing the JFS 00044, Ohio Classroom
Observation Tool (OCOT) for Step Up To Quality (SUTQ)**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=00044>

JFS 00598 Owner's Authorized Representative/Partnership for Child Care
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=00598>

JFS 01121 Early Childhood Education Eligibility Screening Tool

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01121>

JFS 01122 Publicly Funded Child Care Supplemental Application

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01122>

JFS 01124 Re-Determination Application for Child Care Benefits

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01124>

JFS 01126 Request for Reinstatement of Child Care Benefits

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01126>

JFS 01138 Application for Child Care Benefits

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01138>

JFS 01144 Provider Agreement for Publicly Funded Child Care Services

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01144>

JFS 01138-SPA Solicitud De Beneficios Para El Cuidado Ninos

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01138>

JFS 01148 Child Care Application/Redetermination Verification Checklist

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01148>

JFS 01151 Notice of Child Care Overpayment

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01151>

JFS 01155 Request for Review for Licensing and Step Up to Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01155>

JFS 01156 Serious Incident Reporting for Child Care

<http://jfs.ohio.gov/form01156>

JFS 01160 Confirmation of Delivery of Child Care License Suspension Order
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01160>

JFS 01161 Recommendation for Suspension of Child Care License

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01161>

**JFS 01162 Data Manager Request for the Early Learning Assessment-Ready
for Kindergarten Online System**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01162>

**JFS 01172 County Agency Notice of Child Care Improper Payment
Repayment Requirements for Child Care Providers**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01172>

JFS 01201 Dental First Aid

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01201>

JFS 01205 Provider Appeal for Services Not Eligible for Payment

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01205>

JFS 01206 Rehabilitation Criteria for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01206>

JFS 01208 Weekly Attendance for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01208>

**JFS 01211 Request for Payment of Publicly Funded Child Care Services
Provided for a Denial of Application**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01211>

JFS 01214 Recommendation for Licensing Action for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01214>

JFS 01215 Children's Record Review for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01215>

JFS 01217 Request for Administration of Medication for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01217>

JFS 01218 Basic Infant Information for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01218>

JFS 01222 Criminal Records Check Procedures for Child Care Centers

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01222>

JFS 01225 Routine Trip Permission for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01225>

JFS 01226 Field Trip Permission for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01226>

JFS 01227 Permission to Participate in Swimming Activities for Child Care
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01227>

JFS 01228 Infant Daily Report Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01228>

JFS 01229 Transition Letter for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01229>

JFS 01230 Vehicle Inspection Report for Child Care Centers

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01230>

JFS 01231 Request for Payment Rate for Special Needs Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01231>

JFS 01232 Field Trip Checklist for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01232>

JFS 01234 Child Enrollment and Health Information for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01234>

**JFS 01234-SPA Inscripcion Del Nino E Informacion Sobre Salud Para
Centros De Atencion Infantil Y Hogares Tipo A**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01234>

JFS 01235 Sleep Position Waiver Statement for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01235>

JFS 01236 Child Medical/Physical Care Plan for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01236>

JFS 01236-SPA Plan De Atencion Medica/Física Infantil Para Centros De Atencion Infantil Y Hogares Tipo A

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01236>

JFS 01239 Field Trip Information Record for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01239>

JFS 01240 Food Service License Exemption Report Child Care Centers

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01240>

JFS 01242 Medical, Dental and General Emergency Plan for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01242>

JFS 01247 Inspection Report for Child Care Centers

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01247>

JFS 01248 License Capacity Determination

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01248>

JFS 01250 Plan of Operation for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01250>

JFS 01258 Child Day Camp Registration

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01258>

JFS 01261 Publicly Funded Child Care Manual Claim for Attendance

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01261>

**JFS 01261-IPublicly Funded Child Care Manual Claim for Attendance
Instructions**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01261-I>

JFS 01266 Contracted Driver Qualifications Statement for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01266>

**JFS 01273 The Communicable Disease Curriculum for Child Care
Providers-Training the Trainers**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01273>

JFS 01276 Health Training Documentation for Child Care

<http://jfs.ohio.gov/form01276>

**JFS 01277 The Communicable Disease Curriculum for Child Care
Providers-Fact Sheets**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01277>

JFS 01278 Communicable Disease Trainer Registration for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01278>

JFS 01279 The Communicable Disease Curriculum for Child Care Providers
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01279>

JFS 01281 Child Care Playground Inspection Report

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01281>

JFS 01292 Publicly Funded Child Care Request for Ohio ECC Payment Adjustment

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01292>

**JFS 01292-IPublicly Funded Child Care Request for Ohio ECC Payment
Adjustment Instructions**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01292-I>

**JFS 01295 Complaint Intake, Alleged Operations and Disposition Report for
Child Care**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01295>

JFS 01296 Employee Medical Statement for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01296>

JFS 01299 Incident/Injury Report for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01299>

**JFS 01302 Request for Child Abuse and Neglect Report Information for
Child Care**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01302>

JFS 01303 Fire Inspection Report for Child Care Centers and Type A Homes

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01303>

JFS 01305 Child Medical Statement for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305>

JFS 01306 Employee Record Chart for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01306>

JFS 01307 Professional Development Documentation for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01307>

JFS 01311 Child Care Type B Home Inspection Field Guide

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01311>

JFS 01326 Statement of Nonconviction for Approved Child Day Camps

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01326>

JFS 01328 Statement of Nonconviction for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01328>

**JFS 01338 Weekly Vehicle Inspection and Vehicle Evacuation Drills Record
for Child Care**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01338>

JFS 01351 County Agency File Monitoring Tool

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01351>

JFS 01353 County Agency Staff Observation Tool

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01353>

JFS 01354 County Agency Staff Training Monitoring Tool

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01354>

**JFS 01355 County Department of Job and Family Services (CDJFS)
Licensing Action Recommendation Cover Sheet**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01355>

**JFS 01356 Recommendation for Revocation/Denial of License of Family
Child Care Home**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01356>

JFS 01507 Curriculum Selection Process for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01507>

JFS 01508 Action Plan for Selecting a Curriculum for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01508>

JFS 01509 Continuous Improvement Plan (CIP) for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01509>

JFS 01511 Family Information for Step Up To Quality Programs (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01511>

JFS 01512 Developmental Instrument Summary for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01512>

JFS 01513 Activity Plan for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01513>

JFS 01514 Developmental and Educational Goals for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01514>

JFS 01515 Community Partner Agreement for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01515>

**JFS 01516 Classroom Self-Assessment Tool Summary: One Through Five
Star Rating for Step Up To Quality (SUTQ)**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01516>

JFS 01517 Developmental Screening Child Summary for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01517>

JFS 01518 Classroom Self-Assessment Action Plan for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01518>

JFS 01519 Child Assessment Process for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01519>

JFS 01521 Teacher Observation for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01521>

JFS 01522 Teacher Observation Summary for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01522>

JFS 01526 Complaint Investigation Receipt for Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01526>

JFS 01527 Notification of Criminal Records Checks and Child Abuse and Neglect Checks

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01527>

JFS 01533 In-Home Aide Inspection

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01533>

JFS 01552 Keys to Compliance Success

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01552>

JFS 01556 Request to Withdraw from Step Up To Quality

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01556>

**JFS 01580 Your Prescription for Safely Administering Prescription
Medication**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01580>

**JFS 01581 Your Prescription for Safely Administering Non-Prescription
Medication**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01581>

JFS 01582 Your Prescription for Safely Caring for Children with Special Health Conditions

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01582>

JFS 01583 Your Prescription for Safely Caring for Children with Medication and Health Care Needs on Field Trips

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01583>

JFS 01585 Medication Label for Child Care Providers

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01585>

JFS 01586 Program Self-Assessment Summary for Step up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01586>

JFS 01587 Professional Development Plan for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01587>

JFS 01588 Process to Use Child Assessment Results for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01588>

JFS 01590 Curriculum Standard Assessment Alignment Tool: Infants and Toddlers for Step Up To Quality

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01590>

JFS 01591 Curriculum Standard Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01591>

JFS 01592 Individual Child Plan for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01592>

**JFS 01593 Curriculum Standard Assessment Alignment Tool: School Age
for Step Up To Quality**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01593>

JFS 01596 Staff Worksheet for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01596>

JFS 01642 In-Home Aide Assurances

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01642>

JFS 01648 Application for Accrediting Organization for Step Up To Quality (SUTQ)

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01648>

**JFS 01650 Bi-Annual Review Report for Approved Accrediting Organization
for Step Up To Quality**

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01650>

JFS 01926 Inspection Report for Family Child Care

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01926>

JFS 01933 Liability Insurance Statement for Family Child Care Providers

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01933>

JFS 01949 Request for Appeal of Suspension of Child Care Provider Agreement

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01949>

JFS 08087 Communicable Disease Chart

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=08087>

Search for Child Care in Ohio

<http://jfs.ohio.gov/CDC/childcare.stm>

Child Care Chapter 15: Child Care Resource and Referral Agencies

5101:2-15-01 Service Delivery Areas and Funding Formula for the Provision of Child Care Resource and Referral Services

CCMTL 143

Effective Date: September 2, 2018

Most Current Prior Effective Date: August 4, 2013

- (A) How is a child care resource and referral agency selected?
- (1) One agency in a service delivery area (SDA) shall be selected through a request for grant applications.
 - (2) Once selected, the agency must enter into a grant agreement with the Ohio department of job and family services (ODJFS) to become designated as the child care resource and referral service organization in the SDA for which they were selected.
- (B) How are funds determined and distributed to child care resource and referral agencies?
- (1) A funding formula is used to ensure equitable distribution among the service delivery areas.
 - (2) The funding formula is based on the following criteria:
 - (a) A minimum funding component for each service delivery area.
 - (b) A service funding component is based on the number of ODJFS licensed programs.
- (C) Can funding be used for other expenditures?
- Grant agreements may also include funding for special initiatives or projects that are not subject to the funding formula.

Replaces: 5101:2-15-01

Effective: 9/2/2018

Five Year Review (FYR) Dates: 09/02/2023

Certification: CERTIFIED ELECTRONICALLY

Date: 08/13/2018

Promulgated Under: 119.03

Statutory Authority: 5104.07

Rule Amplifies: 5104.07

Prior Effective Dates: 03/02/1992 (Emer.), 07/30/1992, 09/01/1995, 01/01/1999, 05/01/2002, 07/01/2003, 07/01/2009, 08/04/2013

5101:2-15-02 Child Care Resource and Referral Service Organization Qualifications, Services, and Technical Assistance

CCMTL 143

Effective Date: September 2, 2018

Most Current Prior Effective Date: August 4, 2013

(A) What is early care and education?

- (1) "Early care and education" means non-parental, supervised care from infancy through early adolescence, in all types of early care and education settings.**
- (2) Programs include environments in which children and youth spend time supervised by one or more adults other than a parent or permanent guardian. Early care and education programs include, but are not limited to:**
 - (a) In-home care.**
 - (b) Licensed family child care homes.**
 - (c) Centers.**
 - (d) Preschools including head start and school based programs.**

(B) What are the responsibilities of the child care resource and referral service agencies?

- (1) Support providers of early care and education in increasing the supply and quality of early care and education services.**
- (2) Assist families in accessing early care and education services that meet both the developmental needs of children and the employment-related needs of families.**
- (3) Support community involvement in improving the early care and education system.**
- (4) Provide the Ohio department of job and family services (ODJFS) policy makers and community partners with reports and statistics on early care and education.**

(C) What are the qualifications for child care resource and referral service agencies?

- (1) Be a community based non-profit organization that does not currently provide direct child care services.**
- (2) Be a community based non-profit organization that has delivered early care and education services in the previous three years.**
- (3) Be an organization that has as part of its mission the provision of services to all socio-economic groups.**

- (4) Be accessible and responsive to all families and early care and education programs in all counties of its service delivery area.
 - (5) Be competent in providing culturally appropriate services to the linguistic and ethnic groups in their communities.
 - (6) Employ staff with education, expertise or experience as required by ODJFS.
 - (7) Be capable of meeting the specific requirements as defined in the grant agreement.
- (D) What documentation shall the child care resource and referral service agencies submit to ODJFS?
 - (1) Requests for payment.
 - (2) Fiscal reports, including project budget summaries and budget revisions.
 - (3) Activity reports of services rendered by the agency.
- (E) What are ODJFS' responsibilities pending the availability of funds?
 - (1) Develop and coordinate uniform data collection procedures between ODJFS and the child care resource and referral service organizations under grant agreement with ODJFS.
 - (2) Provide technical assistance related to services specified in the ODJFS grant agreement to child care resource and referral service organizations under grant agreement with ODJFS and to local communities around the state.

Replaces: 5101:2-15-02

Effective: 9/2/2018

Five Year Review (FYR) Dates: 09/02/2023

Certification: CERTIFIED ELECTRONICALLY

Date: 08/13/2018

Promulgated Under: 119.03

Statutory Authority: 5104.07

Rule Amplifies: 5104.07

Prior Effective Dates: 03/02/1992 (Emer.), 07/30/1992, 09/01/1995, 01/01/1999, 05/01/2002, 07/01/2003, 07/01/2009, 08/04/2013

CCMTL 143

Effective Date: September 2, 2018

- (A) What is the purpose and responsibilities of the child care advisory council?
- (1) The purpose of the child care advisory council (the council) is to assist and advise the Ohio department of job and family services (ODJFS) in the administration and development of child care according to division (A) of section 5104.08 of the Revised Code.
 - (2) The council shall advise the director of ODJFS on the administration of Chapter 5104. of the Revised Code and in the development of child care.
 - (3) The council may establish guidelines and procedures necessary for the effective operation of council business.
 - (4) The council shall make an annual report to the director of ODJFS that addresses the availability, affordability, accessibility, and quality of action that the council has proposed to the director during the preceding fiscal year.
- (B) What is the composition of the council?
- (1) The council shall be comprised of seven non-voting members and twenty-two voting members appointed by the director of ODJFS with the approval of the governor and shall include:
 - (a) The director of ODJFS, the director of developmental disabilities, the director of mental health and addiction services, the superintendent of public instruction, the director of health, the director of commerce, and state fire marshal who shall serve as nonvoting members. Each nonvoting member may appoint a designee.
 - (b) Six voting members representing child care centers subject to licensing, including nonprofit and proprietary. These centers shall represent different geographical areas of the state.
 - (c) Three voting members who are representatives of in-home aides, family child care providers, or head start programs.
 - (d) A minimum of three voting members who are parents, guardians, or custodians of children receiving child care or publicly funded child care in the child's own home, a center, a type A home, a head start program or a licensed type B home at the time of appointment.
 - (e) A minimum of six members who represent county departments of job and family services.
 - (f) The remaining four voting members who are representatives of the teaching, child development, and health professions and other individuals interested in the welfare of children.

- (g) At least six members of the council shall not be employees or licensees of child care centers, head start programs, family home providers or in-home aides.
 - (2) The council shall have two co-chairpersons. One co-chairperson shall be the director of ODJFS or the director's designee, and one co-chairperson shall be elected by the voting members of the council.
- (C) How long is the term for appointed council members?
 - (1) Appointed members shall serve a three-year term.
 - (2) Vacancies shall be filled for the unexpired terms.
- (D) Can a council member be removed from the council?

A member of the council is subject to removal by the director of ODJFS for a willful and flagrant exercise of authority or power that is not authorized by law. This includes refusal or willful neglect to perform any official duty as a member of the council or for being guilty of misfeasance, malfeasance, nonfeasance, or gross neglect of duty as a member of the council.
- (E) Do members of the council get compensated?
 - (1) Members of the council shall serve without compensation.
 - (2) Members of the council shall receive reimbursement for necessary expenses, including travel expenses.
- (F) How often does the council meet?
 - (1) The council shall meet at least once in each quarter of each calendar year.
 - (2) The council shall meet at the call of the co-chairpersons.
 - (3) The co-chairpersons or their designee shall send to each member a written notice of the date, time, and place of each meeting.

Replaces: 5101:2-15-10

Effective: 9/2/2018

Five Year Review (FYR) Dates: 09/02/2023

Certification: CERTIFIED ELECTRONICALLY

Date: 08/13/2018

Promulgated Under: 119.03

Statutory Authority: 5104.08

Rule Amplifies: 5104.08

Prior Effective Dates: 07/01/2006, 08/04/2013

CCMTL 118

Effective Date: August 4, 2013

Most Current Prior Effective Date: July 1, 2006

- (A) The purpose of the child care advisory council (the council) is to assist and advise the department in the administration and development of child care according to division (A) of section 5104.08 of the Revised Code.
- (B) The council shall be comprised of seven non-voting members and twenty-two voting members appointed by the director of job and family services with the approval of the governor and shall include:
 - (1) The director of job and family services, the director of ~~mental retardation~~ **and** developmental disabilities, the director of mental health, the superintendent of public instruction, the director of health, the director of commerce, and state fire marshal who shall serve as nonvoting members. Each nonvoting member may appoint a designee.
 - (2) Six members representing child care centers subject to licensing, including nonprofit and proprietary. These centers shall represent different geographical areas of the state.
 - (3) Three members who are representatives of in-home aides, type A homes, certified type B homes, type B homes, or head start programs.
 - (4) A minimum of three members who are parents, guardians, or custodians of children receiving child care or publicly funded child care in the child's own home, a center, a type A home, a head start program, a certified type B home, or a type B home at the time of appointment.
 - (5) A minimum of six members who represent county departments of job and family services.
 - (6) The remaining members who are representatives of the teaching, child development, and health professions and other individuals interested in the welfare of children. At least six members of the council shall not be employees or licensees of child care centers, head start programs, or type A homes, or providers operating certified type B homes, type B homes or in-home aides.
- (C) Appointed members shall serve a three-year term. Vacancies shall be filled for the unexpired terms. A member of the council is subject to removal by the director of job and family services for a willful and flagrant exercise of authority or power that is not authorized by law. This includes refusal or willful neglect to perform any official duty as a member of the council or for being guilty of misfeasance, malfeasance, nonfeasance, or gross neglect of duty as a member of the council.

- (D) Members of the council shall serve without compensation, but shall receive reimbursement for necessary expenses.
- (E) The council shall have two co-chairpersons. One co-chairperson shall be the director of the department of job and family services or the director's designee, and one co-chairperson shall be elected by the voting members of the council.
- (F) The council shall meet at least once in each quarter of each calendar year and at the call of the co-chairpersons. The co-chairpersons or their designee shall send to each member a written notice of the date, time, and place of each meeting.
- (G) The council shall advise the director on matters affecting the licensing of child care centers and type A homes and the certification of type B child care homes and in-home aides.
- (H) The council may establish guidelines and procedures necessary for the effective operation of council business.
- (I) The council shall make an annual report to the director of the department of job and family services that addresses the availability, affordability, accessibility, and quality of action that the council has proposed to the director during the preceding fiscal year. The director shall provide copies of the report to the governor, speaker, and minority leader of the house of representatives, and the president and minority leader of the senate and, on request, shall make copies available to the public.

Effective: 08/04/2013

R.C. 119.032 review dates: 05/16/2013 and 08/01/2018

Certification: CERTIFIED ELECTRONICALLY

Date: 07/25/2013

Promulgated Under: 119.03

Statutory Authority: 5104.08

Rule Amplifies: 5104.08

Prior Effective Dates: 7/1/06

Child Care Chapter 16: Child Care Eligibility, Fraud & Overpayments

5101:2-16-01 Definitions for Eligibility for Publicly Funded Child Care Benefits

CCMTL 148

Effective Date: October 20, 2019

Most Current Prior Effective Date: December 16, 2018

- (A) "Absent day" means any day that a child is authorized and scheduled to be in the care of the provider, but is not in attendance, and child care would have been provided had the child been present with the provider.
- (B) "Adult" means an individual who is age eighteen or older.
- (C) "Authorization" means the hours that a county agency determines that a child may receive publicly funded child care from an eligible provider chosen by the caretaker. The authorization shall be reasonably related to the number of hours of the caretaker's qualifying activities.
- (D) "Automated child care system" means the automated electronic child care system that tracks attendance and calculates payments for publicly funded child care.
- (E) "Border state child care provider" means a child care provider who is licensed, certified, or otherwise approved by the border state to provide child care services. A border state child care provider may provide publicly funded child care only to a recipient who resides in an Ohio county.
- (F) "Caretaker" means the father or mother of a child, an adult who has legal custody of a child, an adult who is the guardian of a child, or an adult who stands in loco parentis, as defined in this rule, with respect to a child and whose presence in the home is needed as the caretaker of the child. Caretaker has the same meaning as "caretaker parent" as defined in section 5104.01 of the Revised Code.
- (G) "Child" means an infant, toddler, preschool child, or school-age child up to age eighteen.
- (H) "Child care" per section 5104.01 of the Revised Code means all of the following:
 - (1) Administering to the needs of infants, toddlers, preschool-age children and school-age children outside of school hours;
 - (2) By persons other than their parents, guardians, or custodians;
 - (3) For ~~any~~ part of the twenty-four-hour day; and
 - (4) In a place other than a child's own home, except that an in-home aide provides child care in the child's own home;
 - (5) By a provider required by Chapter 5104. of the Revised Code to be licensed or approved by the Ohio department of job and family services (ODJFS), certified by a county department of job and family services, or under contract with the department to provide publicly funded child care as described in section 5104.32 of the Revised Code.

- (I) "Designee/Sponsor" means the individual designated by the caretaker to record attendance for a child receiving publicly funded child care at an authorized provider.
- (1) The caretaker shall not designate a child who is an infant, toddler or preschool child.
 - (2) The caretaker shall not designate the authorized provider or anyone acting in any capacity for the provider.
 - (3) A school-age child that is a designee/sponsor may only track attendance for themselves and other school-age children authorized on the same case and to the same provider.
- (J) "Eligibility period" means a period of at least twelve months that a family is determined eligible for publicly funded child care benefits, or the period until the family no longer meets eligibility requirements or requests termination. The family's eligibility period shall end on the first Saturday after the last day of the twelfth month of eligibility unless the last day of the month is a Saturday.
- (K) "Eligible provider" means a child care provider who is eligible to receive public funds in accordance with Chapter 5104. of the Revised Code, ~~has completed the provider agreement with the Ohio department of job and family services (ODJFS) and has entered all required information in the provider portal. An eligible provider includes all of the following:~~ and rule 5101:2-16-09 of the Administrative Code.
- ~~(1) A licensed child care center.~~
 - ~~(2) A licensed type A child care home.~~
 - ~~(3) A licensed type B child care home.~~
 - ~~(4) A certified in-home aide.~~
 - ~~(5) A licensed school child care center.~~
 - ~~(6) A licensed preschool program.~~
 - ~~(7) A licensed school child program.~~
 - ~~(8) An approved child day camp as defined in rule 5101:2-18-01 of the Administrative Code.~~
 - ~~(9) A border state child care provider.~~
- (L) "Head Start program" means a comprehensive child development program that receives federal funds distributed under the "Head Start Act" 95 Stat. 499 (1981) which includes early head start.
- (M) "Homeless children" as defined in 42 U.S.C. 11434a(2)(2015) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of 42 U.S.C. 11302(a)(1)(2014), and includes all of the following:
- (1) Children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels,

hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.

- (2) Children who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of 42 U.S.C. 11302(a)(2)(C)).
- (3) Children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- (4) Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in paragraphs (M)(1) to (M)(3) of this rule.

~~(M)~~(N) "Income" means gross income, as defined in rule ~~5101:2-16-34~~5101:2-16-03 of the Administrative Code.

~~(N)~~(O) "Infant" means a child under eighteen months of age.

~~(O)~~(P) "In loco parentis" means an adult who is the caretaker of a child, including a relative, foster parent or stepparent, who is charged with the rights, duties and responsibilities of a parent and whose presence in the home is needed to perform these rights, duties and responsibilities.

~~(P)~~(Q) "Minor parent" means a caretaker who is under age eighteen.

~~(Q)~~(R) "Preschool child" means a child who is three years old or older but is not a school child.

~~(R)~~(S) "Professional development day" means a day in which a provider would normally provide child care for currently enrolled and scheduled children, but has closed to the public so that the provider and/or child care staff may undergo training meant to improve their professional knowledge, competence, skill and effectiveness as child care professionals.

~~(S)~~(T) "Publicly funded child care" is the care of infants, toddlers, preschool children, and school-age children under age thirteen by an eligible provider. Publicly funded child care is paid, wholly or in part, with federal or state funds, including funds available under the child care block grant act Title IV-A, and Title XX, distributed by ODJFS.

~~(T)~~(U) "School-age child" means a child who is enrolled in and attending a grade of kindergarten or above ~~or who is of compulsory school age as defined in section 3321.01 of the Revised Code~~, but is less than fifteen years old or, in the case of a child who is receiving special needs child care, is less than eighteen years old.

~~(U)~~(V) "School hours" means the standardized hours of school as ~~determined by ODJFS~~ defined by the child's school. If the child is homeschooled, school hours are defined by the public school the child would attend if not being homeschooled.

- ~~(V)~~(W) "School not in session" means a day during the ODJFS defined school year when a school-age child is not able to attend school due to an official school closure, including a delayed start time or an early dismissal time.
- (X) "School year" is defined by ODJFS as the first Sunday in September through the last Saturday in May.
- ~~(W)~~ ~~"Special needs" means providing child care services to a child who is under eighteen years old who does not function according to age appropriate expectations in one or more of the following areas of development: social/emotional, cognitive, communication, perceptual-motor, physical, or behavioral development, or the child has chronic health issues. The child's delays/conditions affect development to the extent that the child requires special adaptations, modified facilities, program adjustments or related services on a regular basis in order to function in an adaptive manner.~~
- (Y) "Special needs child care" means child care provided to a child who is less than eighteen years of age and either has one or more chronic health conditions or does not meet age appropriate expectations in one or more areas of development, including social, emotional, cognitive, communicative, perceptual, motor, physical, and behavioral development and that may include on a regular basis such services, adaptations, modifications, or adjustments needed to assist in the child's function or development.
- ~~(X)~~(Z) "Step up to quality (SUTQ)" means the tiered quality rating system for licensed child care programs in Ohio.
- ~~(Y)~~(AA) "Temporary absence" is when a caretaker is out of the home for up to forty-five consecutive days with a definite plan to return to the household.
- ~~(Z)~~(BB) "Toddler" means a child who is at least eighteen months of age but is less than three years of age.
- ~~(AA)~~(CC) "Week" is the seven-day period from twelve a.m. Sunday to eleven fifty-nine p.m. Saturday.

Effective: 10/20/2019

Five Year Review (FYR) Dates: 7/24/2019 and 10/20/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 10/10/2019

Promulgated Under: 119.03

Statutory Authority: 5104.30, 5104.34, 5104.38

Rule Amplifies: 5104.01, 5104.38, 5104.34, 5104.30

Prior Effective Dates: 02/11/1982, 09/01/1986, 05/01/1989 (Emer.), 09/28/1989, 04/01/1990 (Emer.), 06/22/1990, 07/01/1990 (Emer.), 09/30/1990, 05/01/1991 (Emer.), 07/29/1991, 11/01/1991 (Emer.), 01/20/1992, 03/02/1992 (Emer.), 07/30/1992, 01/01/1994, 10/01/1997 (Emer.), 12/30/1997, 02/22/2002, 06/09/2003, 07/01/2005

(Emer.), 10/01/2005, 02/01/2007, 10/21/2009, 03/28/2010, 08/28/2011, 05/04/2014,
07/10/2015, 09/28/2015, 12/16/2018

5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits

CCMTL 148

Effective Date: October 20, 2019

Appendix A - [Qualifying Activities for the Publicly Funded Child Care Program](#)

Appendix B - [Verification of Citizenship for Children in the Publicly Funded Child Care Program](#)

(A) How does a caretaker apply for publicly funded child care (PFCC) benefits?

(1) The caretaker shall complete a PFCC application and submit the application to the county agency that serves the caretaker's county of residence.

(a) A valid PFCC application includes any of the following forms with the applicant's name, address and signature on the form:

(i) The JFS 01138 "Application for Child Care Benefits" (rev. 12/2018) or its electronic equivalent.

(ii) The JFS 01121 "Early Childhood Education Eligibility Screening Tool" (rev. 12/2018) or the JFS 01122 "Publicly Funded Child Care Supplemental Application" (rev. 12/2018).

(iii) If the PFCC application does not include, at a minimum, the applicant's name, address, and signature, the application is not considered valid.

(b) The application received date shall be the date the county agency receives a valid PFCC application as described in paragraph (A)(1)(a) of this rule.

(2) The application shall be considered complete when the caretaker has submitted all of the following:

(a) The JFS 01138 or the JFS 01121 and the JFS 01122 with the required information for all family members. A family is any of the following:

(i) One or more caretaker(s) and all minor children who reside with the caretaker(s) in the same household.

(ii) A caretaker, a minor parent and the child of the minor parent when all reside in the same household, unless the minor parent is participating in the learning, earning and parenting (LEAP) program. If the minor parent is participating in LEAP, the caretaker is not included in the household.

(iii) A caretaker with shared custody of minor children and all children who reside with the caretaker in the same

household. Minor children with more than one residence due to shared custody agreements are counted in the caretaker's household during the time periods they reside with the caretaker.

- (iv) A caretaker who is a foster parent and/or stepparent and all of the minor children who reside with the caretaker in the same household.
- (v) Married caretakers and all minor children who reside with the caretakers in the same household.
- (vi) Unmarried caretakers who live in the same household with a common child and all of the minor children who reside with them. Both caretakers shall be considered caretakers for all the children in the family.

(b) Complete information about the work, school, training or other activity for every caretaker in the household who is participating in an activity that necessitates child care.

- (i) If the county agency determines that the caretaker is participating in a qualifying activity, verification of that activity is required for the application to be complete.
- (ii) If the county agency determines that the caretaker is not participating in a qualifying activity, verification of a qualifying activity is not required for the application to be complete.
- (iii) If a caretaker in the family is not participating in a qualifying activity but is unable to provide appropriate care for the child, written verification from a licensed physician, licensed psychologist, licensed psychiatrist or public children services agency (PCSA) that the caretaker cannot provide appropriate care for the child is required for the application to be complete.

(c) Verification of income for all household members pursuant to rule 5101:2-16-03 of the Administrative Code. When there is no income, a statement of how the family is meeting basic living expenses is required pursuant to rule 5101:2-16-03 of the Administrative Code.

(d) Verification of citizenship or qualified alien status for children in need of care as listed in appendix B to this rule.

(e) The name and address of an eligible provider chosen for each child in need of care.

(3) The caretaker shall complete the application process within thirty calendar days from the date the county agency receives a valid PFCC application as described in paragraph (A)(1) of this rule.

- (a) The application shall be denied due to insufficient information if the county agency does not receive all required documentation within the thirty day time frame.
- (b) The caretaker may submit a new application with supporting documentation pursuant to paragraphs (A)(2) and (A)(3) of this rule if he or she still wishes to apply for benefits.

(B) What are the eligibility requirements to qualify for publicly funded child care benefits?

- (1) The family shall meet the income requirements:
 - (a) Initially, a caretaker may be eligible for publicly funded child care benefits if the family's gross monthly income is at or below one hundred thirty per cent of the federal poverty level (FPL).
 - (b) Ongoing eligibility may be maintained if the family's gross monthly income is at or below three hundred per cent of the FPL.
 - (c) These amounts will be published annually in a child care manual procedure letter.
- (2) All caretakers in the home shall be participating in one or more of the qualifying activities as listed in appendix A to this rule, unless verification is received that the caretaker cannot provide appropriate care for the child, pursuant to paragraph (A)(2)(b) of this rule.
- (3) The child in need of care shall:
 - (a) Be under age thirteen at the time of application and may remain eligible through the end of the eligibility period in which they turn thirteen; or
 - (b) Be under age eighteen at the time of application if the child meets the definition of special needs pursuant to rule 5101:2-16-01 of the Administrative Code, and may remain eligible through the end of the eligibility period in which they turn eighteen.
 - (c) Meet the citizenship requirements as listed in appendix B to this rule.
- (4) The family shall not have more than one million dollars in cash, checking or savings accounts.

(C) What if a child in need of care has special needs?

- (1) If a caretaker indicates on an application that a child has special needs, the county shall request verification of the child's special need. If the special need is verified, the provider may receive payment enhancements pursuant to rule 5101:2-16-10 of the Administrative Code for child care services provided for the child.
- (2) If the provider must make special accommodations to care for the child, the caretaker and the provider may apply for a special needs waiver so

that the provider may receive additional payment enhancements per rule 5101:2-16-09 of the Administrative Code.

(D) What if a caretaker's qualifying activity ends before the end of a family's eligibility period?

- (1) A family will remain eligible for child care if the county agency has documentation that a caretaker's qualifying activity will begin within the next thirty days.
- (2) A family may continue to be eligible for child care if a caretaker's qualifying activity ends and a new activity is not scheduled to begin pursuant to paragraph (D)(1) of this rule, if the following requirements are met:
 - (a) If the county agency is notified about the loss of a qualifying activity, eligibility may continue for up to thirteen weeks from the date the qualifying activity ends, not to extend beyond the current eligibility period.
 - (b) If a new qualifying activity is verified before the end of the thirteen week time period, the family may continue to be eligible for child care, not to extend beyond the current eligibility period.
- (3) A child enrolled in a child care program that partners with a federally funded head start program may remain eligible for child care benefits until the end of the current head start program year if the county agency proposes termination of child care due to an unmet eligibility requirement. To remain eligible for continuation of child care benefits until the end of the current head start program year, the caretaker shall meet the following eligibility requirements:
 - (a) The caretaker shall meet the income eligibility requirements outlined in paragraph (B)(1) of this rule.
 - (b) The caretaker shall pay the assigned copayment.
 - (c) The caretaker shall complete the redetermination process pursuant to paragraph (K) of this rule if the head start program year extends beyond the current eligibility period.
 - (d) The caretaker shall not have been found guilty by a court of law for child care fraud.

(E) What is transitional child care?

- (1) A caretaker shall be eligible for transitional child care benefits for the twelve-month period immediately following the end of participation in Ohio works first (OWF) if the caretaker meets all of the initial and redetermination eligibility requirements and all of the following apply:
 - (a) The caretaker needs child care due to employment.

(b) The caretaker's initial income does not exceed one hundred fifty per cent of the FPL. These amounts shall be published annually in a child care manual procedure letter.

(2) A caretaker who is ineligible to participate in OWF pursuant to section 5101.83 or 5107.16 of the Revised Code is not eligible for transitional child care.

(F) What if a family needs protective care?

(1) Protective child care is publicly funded child care services provided to assist in the care and protection of a child. Caretakers receiving protective child care shall be determined eligible without regard to income or assets and shall have their copayment waived pursuant to rule 5101:2-16-05 of the Administrative Code.

(2) A case plan, as required in section 2151.412 of the Revised Code shall be prepared and maintained for the child and caretaker. The case plan shall indicate a need for protective child care to permit the caretaker to complete requirements of the case plan. Protective child care may be authorized only for a child who resides in the home of the caretaker for whom the case plan is written.

(G) What if a family is homeless?

(1) The term "homeless children" means individuals who lack a fixed, regular and adequate nighttime residence as defined in rule 5101:2-16-01 of the Administrative Code.

(2) If the homeless caretaker does not meet the eligibility requirements outlined in paragraph (B) of this rule, the family shall be determined eligible for homeless child care without regard to income or activity and the copayment shall be waived. The child in need of care shall still meet the requirements outlined in paragraph (B)(3) of this rule.

(3) If the homeless caretaker does not have a qualifying activity, each child in need of care shall receive a full-time authorization.

(4) Homeless child care shall be approved for ninety calendar days or the period of time that the caretaker and child are homeless, whichever period is shorter.

(5) At the end of the homeless child care eligibility period, the county agency shall re-evaluate eligibility according to the requirements outlined in paragraph (B) of this rule. The maximum monthly income for ongoing eligibility, as defined in paragraph (B)(1)(b) of this rule, shall be used.

(H) What if a second caretaker is temporarily absent from the household, pursuant to rule 5101:2-16-01 of the Administrative Code?

When the family is currently eligible for publicly funded child care, eligibility may continue when a second caretaker is temporarily absent.

- (1) The following is a list of temporary absences that may be considered:
 - (a) Attendance at school.
 - (b) Trip made in connection with current or prospective employment.
 - (c) Service in the military when it is the sole reason for the absence.
 - (d) Vacationing.
 - (e) Serving a jail sentence.
- (2) The temporarily absent caretaker is used in the determination of eligibility in the following manner:
 - (a) The caretaker is counted in household size.
 - (b) The income contributed to the household by the absent caretaker is counted in the determination of eligibility pursuant to rule 5101:2-16-03 of the Administrative Code.
 - (c) The caretaker's activity shall not be considered when determining authorizations for child care and the caretaker is not considered available for care.

- (I) Can child care be approved if a second caretaker is absent from the home for more than forty-five days?

If a second caretaker is absent from the home for more than forty-five days, the caretaker shall not be included in the household for determining eligibility for child care.

- (J) Can child care benefits be reinstated after termination of child care benefits?

- (1) A caretaker may be eligible for reinstatement of child care benefits within sixty days following termination if the termination was due to income, or if the caretaker's employment, training or education activity was interrupted and the individual did not meet or no longer met the requirements in paragraph (D) of this rule.
 - (a) The caretaker shall complete either a JFS 01126 "Request for Reinstatement of Child Care Benefits" (rev. 10/2019) or the application for publicly funded child care defined in paragraph (A)(1) of this rule. If the most recent period of eligibility will expire within forty-five days of the request for reinstatement, the caretaker shall complete the application for publicly funded child care defined in paragraph (A)(1) of this rule.
 - (b) The maximum monthly income limit for ongoing eligibility, as defined in paragraph (B)(1)(b) of this rule, shall be used to determine income eligibility.
 - (c) The copayment amount shall be based on the current income and household size.

- (d) The caretaker shall verify that he or she is engaged in a qualifying employment, education or training activity as required in this rule, and shall verify current income and household size.
 - (e) The caretaker shall not have an outstanding overpayment or outstanding delinquent copayment unless a repayment plan is in place and the terms of the repayment plan are being met.
 - (2) The caretaker may be eligible only if the original eligibility period has not ended, and shall be eligible until the end of the original eligibility period.
 - (3) The caretaker is not eligible for reinstatement if the termination of eligibility was as a result of a redetermination of eligibility.
- (K) How does a caretaker re-apply for benefits at the end of their eligibility period?
Annually, a caretaker receiving publicly funded child care benefits shall submit the JFS 01124 "Re-determination Application for Child Care Benefits" (rev. 12/2018), household income verification and supporting documentation to their county agency if they wish to continue receiving benefits.
- (L) How will a caretaker know when it is time to submit a re-determination application?
Forty-five days prior to the end of the current eligibility period, a JFS 01124 shall be mailed to the caretaker.
- (M) What shall the caretaker submit to complete the re-determination process?
 - (1) Prior to the end of the current eligibility period, the caretaker shall:
 - (a) Verify information on the printed JFS 01124 and make changes as necessary.
 - (b) Attach proof of current household income and any other changes to the JFS 01124.
 - (c) Sign and return the JFS 01124 and necessary documentation to the county agency.
 - (2) If the caretaker does not submit a JFS 01124 and all required supporting documentation fifteen calendar days prior to the end of the current eligibility period, the caretaker will receive a termination notice.
 - (3) If the re-determination is completed after the issuance of a termination notice and prior to the end of the current eligibility period, ongoing eligibility will be determined.
- (N) What if a caretaker fails to cooperate in the re-determination process?
If the caretaker does not comply with paragraph (M) of this rule, eligibility shall be terminated effective the last day of the current eligibility period.
- (O) How will a caretaker be notified when ongoing eligibility has been re-determined?
Upon the receipt of a completed JFS 01124 and all supporting verifications, the county agency shall re-determine eligibility for publicly funded child care.

- (1) If the county agency determines the caretaker is eligible for benefits for a new eligibility period, the county agency shall provide notice of approval for child care benefits using the JFS 04074 "Notice of Approval of Your Application for Assistance" (rev. 6/2019) or its computer-generated equivalent.
- (2) If the county agency determines the caretaker is ineligible for benefits for a new eligibility period, the county agency shall provide notice of denial of an application for benefits using the JFS 07334 "Notice of Denial of Your Application for Assistance" (rev. 6/2019) or its computer-generated equivalent.

Replaces: 5101:2-16-30, 5101:2-16-35.1, 5101:2-16-36, 5101:2-16-37

Effective: 10/20/2019

Five Year Review (FYR) Dates: 10/20/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 10/10/2019

Promulgated Under: 119.03

Statutory Authority: 5104.38, 5104.34

Rule Amplifies: 5104.01, 5104.42, 5104.38, 5104.382, 5104.34, 5104.30, 5104.32

Prior Effective Dates: 07/29/1991, 11/01/1991 (Emer.), 01/20/1992, 07/06/1992 (Emer.), 10/01/1992, 07/02/1993 (Emer.), 08/20/1993, 01/01/1994, 10/02/1995 (Emer.), 12/26/1995, 01/02/1996 (Emer.), 03/01/1996, 07/01/1997 (Emer.), 10/01/1997 (Emer.), 12/30/1997, 01/01/1999, 02/14/2002, 05/12/2002, 04/01/2003, 06/09/2003, 07/01/2005 (Emer.), 09/16/2005, 10/01/2005, 07/01/2006, 02/01/2007, 07/01/2007, 02/01/2008, 07/01/2008, 07/01/2009, 07/23/2009 (Emer.), 10/21/2009, 03/28/2010, 05/01/2011, 07/01/2011 (Emer.), 08/28/2011, 09/29/2011, 06/23/2013, 03/02/2014, 05/04/2014, 09/04/2014, 09/14/2014, 01/09/2015, 02/22/2015, 09/28/2015, 06/26/2016, 10/01/2017, 12/16/2018

CCMTL 148

Effective Date: October 20, 2019

- (A) What income is used to determine caretaker eligibility for publicly funded child care benefits?

The county agency shall use gross earned income and gross unearned income to determine child care income eligibility and family copayment. Gross income is the income amount before taxes and other deductions are removed.

- (B) What is considered gross earned income?

"Gross earned income" means the total amount of gross earnings received in a month by all of the employed individuals in the family including wages legally obligated to all members of the family but which are diverted to a third party.

- (C) What is counted as gross earned income for services performed as an employee?

- (1) "Gross earnings for services performed as an employee" means any of the following:

- (a) Wages, salary, back pay, bonuses and awards paid by an employer.
- (b) Commissions.
- (c) Severance pay.
- (d) Payments from job corps.
- (e) Earnings from work training programs and/or on-the-job training programs.
- (f) Sick leave paid as wages.
- (g) Annual leave.
- (h) Holiday and vacation pay.

- (2) State temporary disability insurance and temporary worker's compensation payments are considered gross earnings when such payments meet all of the following conditions:

- (a) The payment is employer-funded.
- (b) The payment is made to an individual who remains employed during recuperation from a temporary illness or injury pending return to the job.
- (c) The payment is specifically characterized under state law as temporary wage replacement.

- (D) What is counted as gross earned income for individuals who are self-employed?

- (1) "Gross self-employment earnings" means the total profit from a business enterprise. The total profit from the self-employment business enterprise is determined by one of the following:
- (a) Adding all gross self-employment income, then deducting the self-employment expenses from the total gross income, or
 - (b) Using a standard fifty per cent deduction from the total gross self-employment income.
- (2) Self-employment expenses are those expenses directly related to producing the goods and services. The following expenses are not allowable deductions:
- (a) Net losses from a previous period.
 - (b) Federal, state and local income tax.
 - (c) Money set aside for retirement.
 - (d) Work related personal expenses, such as transportation to and from work.
 - (e) Entertainment expenses.
 - (f) Depreciation.
- (3) Individuals who are self-employed and have no countable income shall provide written verification documenting how they are meeting basic living expenses, including, but not limited to, food, housing, utilities and transportation. This documentation shall be used in determining authorized hours in paragraph (E) of this rule. Failure to provide sufficient documentation shall result in the denial or termination of child care benefits.

(E) How are work hours determined for individuals who are self-employed?

- (1) For approved self-employment activities, the work hours used to determine the publicly funded child care category of authorization shall be for no more hours than it would take an individual to earn the same amount of money working at the federal minimum wage. This shall be calculated as follows:
- (a) Divide the gross self-employment earnings determined in paragraph (D) of this rule by 4.3 weeks.
 - (b) Divide the number determined in paragraph (E)(1)(a) of this rule by the federal hourly minimum wage.
 - (c) Round the number determined in paragraph (E)(1)(b) of this rule up to the nearest whole number.
- (2) The number determined in paragraph (E)(1) of this rule is the maximum weekly hours which can be applied to the child care authorization for the self-employment approved activity.

(F) What income is not counted as gross earned income?

- (1) The gross earnings of a minor child in the family who is a full-time student as defined by the school, unless the minor is a parent.
- (2) Alimony or child support payments paid by a family member. The amount paid, up to the amount ordered, is excluded.
- (3) The verified amount which is being garnished from the income.
- (4) Earnings received under the Domestic Volunteer Service Act of 1973 for participation in the "Americorp Vista" program.
- (5) Federal work study income as referenced in rule 5101:4-4-13 of the Administrative Code.
- (6) All income, including in kind benefits, excluded under the supplemental nutrition assistance program (SNAP) regulations, as set forth in rule 5101:4-4-13 of the Administrative Code.
- (7) Any other income amounts that federal statutes or regulations require be excluded.
- (8) Any income earned by a person receiving supplemental security income (SSI).

(G) What about individuals who are unemployed or on unpaid leave from employment?

- (1) Individuals who are unemployed or on unpaid leave from employment shall provide written verification documenting how they are meeting basic living expenses including, but not limited to, food, housing, utilities and transportation.
- (2) Failure to provide sufficient documentation shall result in the denial or termination of child care benefits.

(H) What income is considered gross unearned income?

- (1) "Gross unearned income" means the total amount of unearned income that is received in the month by all members of the family.
- (2) Unearned income is income that is not gross earned income or is not gross earned income from self-employment, as defined in this rule.
- (3) Unearned income includes cash contributions received by the family from absent caretakers, persons, organizations or assistance agencies; social security administration disability, death or retirement benefits; and child support payments.

(I) What income is not counted as gross unearned income?

- (1) SSI payments.
- (2) Federal, state or local foster care maintenance payments.
- (3) Federal, state or local adoption assistance payments.

- (4) Kinship permanency incentive payments made in accordance with the requirements of rule 5101:2-40-04 of the Administrative Code.
- (5) Payments made with county funds to increase the amount of cash assistance an assistance group receives in accordance with section 5107.03 of the Revised Code.
- (6) Child support payments paid by a family member for a child outside the family. The amount paid, up to the amount ordered, is excluded.
- (7) Alimony paid pursuant to a court order.
- (8) Contributions for shared living arrangements.
 - (a) These include cash payments received by a family from an individual who is not a family member but who resides in the household and shares responsibility for the household expenses through an informal arrangement.
 - (b) The cash payment given to the family is not available to the family because the payment represents the non-family member's share of the household expenses.
- (9) Bona fide loans from any source, including rural housing loans made by the federal housing administration.
- (10) Experimental housing allowance program payments made under annual contributions on contracts entered into prior to January 1975, under section 23 of the U.S. Housing Act of 1937.
- (11) HUD community development block grant funds paid under Title I of the Housing and Community Development Act of 1974 (Public Law 93-383).
- (12) Home energy assistance support and maintenance paid in cash or in-kind, Public Laws 97-377 (December 21, 1982), 97-424 (January 6, 1983), and 98-21 (April 20, 1983).
- (13) Income tax refunds received by any of the family members.
- (14) The verified amount which is being garnished from the income.
- (15) Earned income tax credit payments when received as part of an income tax refund.
- (16) The value of surplus commodities donated by the department of agriculture.
- (17) Benefits received under Title VII, nutrition program for the elderly, Older Americans Act of 1965, Public Law 89-73 as amended through Public Law 114-144 (April 19, 2016).
- (18) Retroactive payments made as a result of a state hearing.
- (19) Escrow accounts established or credited as the direct result of the assistance group's involvement in family self-sufficiency on or after May 15, 1992.

- (20) Ohio works first cash payment for support services, pursuant to section 5107.66 of the Revised Code.
- (21) Prevention, retention and contingency (PRC) payments.
- (22) The value of SNAP allotments.
- (23) Money received in the form of a nonrecurring lump sum payment, including, but not limited to:
 - (a) Retroactive lump sum social security, SSI, or pension benefits.
 - (b) Retroactive lump sum insurance settlements.
 - (c) Retroactive lump sum payment of child support arrearage.
 - (d) Refunds of security deposits on rental properties or utilities.
 - (e) Publicly funded child care overpayment reimbursements.
 - (f) PRC payments not defined as cash assistance.
- (24) Income excluded under the SNAP regulations, as set forth in rule 5101:4-4-13 of the Administrative Code, unless the income is included under the provisions of this rule.
- (25) Any other income amounts that federal statutes or regulations require be excluded.

(J) How is the family's gross monthly income calculated?

- (1) When determining eligibility and copayment for child care benefits, the county agency shall calculate the family's gross monthly income.
- (2) Earned and unearned income that is received on a monthly basis shall be rounded down by dropping all cents.
- (3) Earned and unearned income that is received weekly, bi-weekly or semi-monthly shall have all cents dropped before and after being converted into a monthly amount. Amounts shall be converted as follows:
 - (a) Income received on a weekly basis is multiplied by 4.3.
 - (b) Income received biweekly (every two weeks), is multiplied by 2.15.
 - (c) Income received semimonthly (twice a month) is multiplied by two.
- (4) Hourly rates which include cents are not rounded but are converted into monthly figures using the exact amounts.

(K) What if an individual has fluctuating income?

If an individual has fluctuating income, the income shall first be averaged to arrive at a figure to be converted into a monthly amount, according to the following procedures:

- (1) If the employed individual works the same number of hours per pay period, that number of hours shall be used in computing the individual's gross monthly income.

- (a) The gross monthly income shall be computed by one of the following:
 - (i) Using the gross earnings listed on the individual's pay stubs;
or
 - (ii) Multiplying the number of hours per pay period by the hourly rate of pay.
 - (b) The figure determined in paragraph (K)(1)(a) of this rule is used to convert the income into a monthly amount.
- (2) If the employed individual has fluctuating hours of employment, the income shall be averaged.
 - (a) Cents shall be dropped prior to calculating the average income amount.
 - (b) The average income amount is used in converting the income into a monthly figure.
 - (c) When possible, the county agency shall average the income received in the preceding four weeks.
- (3) When the income from the prior four week period is not representative of current or future income, the county agency shall project income based on a best estimate. The best estimate shall consider the following variables which may affect the determination:
 - (a) More than four weeks of pay stubs, if they are available and the individual states that an average of a longer period of time is more representative because the income received in the most recent four weeks was less or greater than the average. The county agency shall use all available income related information for the immediately preceding three month period.
 - (b) The individual's projection of future earnings, when the individual disagrees with the use of income for the past four weeks period as representative of future income. The county agency shall determine a representative figure using all available income related information, including the individual's projection of future income.
 - (c) Year-to-date earnings, if listed on an individual's pay stub. Year-to-date earnings may be used to determine average income for periods longer than four weeks.
 - (d) All available income related information, which shall be used to determine a representative figure when there are fewer than four weeks of pay stubs available. This includes situations when the employed individual disagrees with the use of earnings from the past four week period as indicative of future earnings.
 - (e) Written documentation from the employer, which shall be required if there are no pay stubs available because the employment is new.

(L) What if an individual's income is sporadic?

- (1) If income is sporadic, the income for a period of one year shall be used to determine an average adjusted monthly income. An example of sporadic income is commission-based income.
- (2) When income is from work that normally involves seasonal periods of unemployment, the family's adjusted monthly income shall be determined from the adjusted annual income of the family divided by twelve months.

(M) How is self-employment income calculated?

For situations in which an individual has self-employment income, the county agency shall determine the gross earnings for the month based on an estimate of the individual's gross annual earnings.

- (1) The self-employed individual shall provide copies of the tax return from the previous year as well as current business records in order to project annual gross income.
 - (a) The income shown on the previous year's tax return shall be used to estimate earnings for the current and future months.
 - (b) The gross monthly earnings shall be determined by dividing the previous year's tax return by the number of months the individual was self-employed the previous year.
 - (c) Estimation of self-employment income shall be used when the individual has been self-employed for some time, the gross earnings have remained fairly constant, and there is no anticipated change in the individual's circumstance.
- (2) If the individual contests the estimate of income from self-employment based solely on information on the previous year's tax return, the individual shall provide a projected estimate of gross earnings for the current taxable year, based upon current business records.
 - (a) When the individual cannot estimate gross earnings for the current taxable year based on current business records, the county agency shall accept the individual's best estimate.
 - (b) Using the individual's best estimate of income for the current taxable year, the county agency shall allocate one-twelfth of the gross annual income equally into each month of the taxable year.
- (3) If the individual contests the county agency estimate of the income from self-employment based solely on information on the previous year's tax return but does not provide a projected estimate of gross earnings for the taxable year based on current business records, the county agency shall project the earnings based on the gross earnings listed on the previous year's tax return.
 - (a) If the individual does not have a tax return from the previous year, the county agency shall project an estimate of the individual's

annual gross earnings from self-employment based on the individual's current business records. The county agency shall determine that one-twelfth of the projected gross earnings from self-employment shall be allocated monthly.

- (b) In the absence of both previous year's tax return and current business records, the county agency shall require the individual to provide a written best estimate of his or her projected annual income and expenses. The county agency shall then determine that one-twelfth of the projected annual gross earnings from self-employment shall be distributed into all months of the taxable year.

(N) What are acceptable forms of income verification?

All income shall be verified by the best available information from the following list:

- (1) Documentary evidence is written confirmation of the applicant's income. The county agency should include copies of all documents used for verification in the case file. If copies of documents cannot be obtained, a description of the documentary evidence shall be included in the case file. Documentary evidence includes, but is not limited to, the following:

 - (a) Pay stubs.
 - (b) Income tax returns.
 - (c) The most recent W-2 form.
 - (d) Self-employment bookkeeping records.
 - (e) The most recent W-38 self-employment income verification.
 - (f) Data from providers of pension benefits.
 - (g) Business records.
 - (h) Correspondence or data from the social security administration.
 - (i) Data from the Ohio bureau of worker's compensation.
 - (j) A signed statement from the employer that includes gross income and/or hourly wage and work hours.
- (2) A collateral contact is an oral confirmation by someone that is not a member of the applicant's household, including employers, human resources personnel, social service agencies or migrant service agencies.

 - (a) A confirmation may be made in person or over the phone.
 - (b) The collateral contact may be anyone who can provide an accurate third-party verification. The person who will act as the collateral contact may be provided by the applicant or selected by the county.
 - (c) If income received is cash without a receipt, a contact with the employer is required.

- (d) The county agency is not required to use a collateral contact provided by the applicant if there is reason to believe the contact will not be able to provide accurate third-party verification. In these cases, the county agency may request another collateral contact from the applicant or may select an alternate contact themselves.
 - (e) The county agency may contact individuals or agencies with receipt of a signed application as defined in rule 5101:2-16-02 of the Administrative Code, or other signed written consent by the caretaker, in order to obtain all pertinent information regarding family income.
- (3) A statement from the applicant may be acceptable on a case-by-case basis when no other verification is available. When an applicant statement is used it shall be documented in the case record.
- (O) Who is responsible for providing verifications of income?

The caretaker shall provide verification of the source and amount of any income received, unless such information is already available to the county agency.

 - (1) The county agency shall assist the caretaker in obtaining verification provided the caretaker has not refused to cooperate in the development of documentation for any source of income received. If it would be difficult or impossible for the caretaker to obtain verification in a timely manner, or if the county agency can obtain the verification faster, the county agency shall offer assistance in obtaining the verification.
 - (2) Failure to cooperate in the development of documentation for any source of income received is acceptable grounds for a delay in the processing of an application or a determination of eligibility.
 - (3) If failure to cooperate continues beyond thirty days from the date of application, the application shall be denied.
 - (4) Denial of an application does not prohibit the caretaker parent from reapplying for child care benefits.

Replaces: 5101:2-16-34

Effective: 10/20/2019

Five Year Review (FYR) Dates: 10/20/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 10/10/2019

Promulgated Under: 119.03

Statutory Authority: 5104.38

Rule Amplifies: 5104.38

Prior Effective Dates: 04/01/1990 (Emer.), 06/22/1990, 05/01/1991 (Emer.), 07/01/1991, 11/01/1991 (Emer.), 01/20/1992, 06/17/1994 (Emer.), 09/16/1994, 12/26/1995,

10/01/1997 (Emer.), 12/30/1997, 01/01/1999, 02/22/2002, 02/01/2007, 02/01/2008,
07/01/2009, 08/28/2011, 05/04/2014, 02/22/2015, 09/28/2015, 06/26/2016, 10/01/2017

5101:2-16-04 Caretaker responsibilities to maintain eligibility in the publicly funded child care program

CCMTL 148

Effective Date: October 20, 2019

- (A) What are the caretaker responsibilities for tracking a child's attendance in the publicly funded child care program?
- (1) The caretaker and/or the caretaker's designee(s)/sponsor(s) shall use the automated child care system upon entry to and exit from the child care provider's location.
- (a) Use of the automated system will track attendance for each child at each authorized provider.
- (b) An eligible caretaker or the caretaker's designee(s)/sponsor(s) are the only people permitted by the Ohio department of job and family services (ODJFS) to use the automated child care system to record a child's attendance.
- (c) The caretaker and/or the caretaker's designee(s)/sponsor(s) shall create and use personal identification information to access the automated system. Personal identification information shall not be shared with the provider.
- (d) The caretaker's personal identification information shall serve as an electronic signature.
- (e) Misuse of the automated child care system pursuant to rule 5101:2-16-07 of the Administrative Code may result in termination of a caretaker's eligibility.
- (2) The caretaker shall review any changes made by a provider to their child's attendance in the automated child care system, and approve all appropriate changes. A caretaker's designee(s)/sponsor(s) is not permitted to review and approve changes to a child's attendance. The caretaker's designee(s)/sponsor(s) will not be alerted when changes are made by providers and will not have access to case information.
- (B) What are the caretaker financial responsibilities in the publicly funded child care program?
- (1) The caretaker shall make all copayments assigned pursuant to rule 5101:2-16-05 of the Administrative Code to the provider.
- (2) The caretaker shall abide by an agreed upon payment arrangement with the provider if delinquent copayments are owed pursuant to rule 5101:2-16-05 of the Administrative Code.
- (3) The caretaker shall abide by a payment agreement with the county agency if money is owed for an overpayment pursuant to rule 5101:2-16-07 of the Administrative Code.

(C) What information shall a caretaker report to the county agency?

- (1) A caretaker receiving publicly funded child care benefits shall report to the county agency any changes which affect the caretaker's eligibility for the publicly funded child care program, including:
 - (a) Changes in family income.
 - (b) Changes in caretaker participation in a qualifying activity pursuant to rule 5101:2-16-02 of the Administrative Code.
 - (c) Changes in household composition.
 - (d) Address changes, including relocation to another county.
 - (e) When a preschool child becomes a school-age child and begins attending elementary school.
 - (f) When a school-age child changes schools.
- (2) The caretaker shall report changes within ten calendar days of the date the change occurs.
- (3) If the caretaker fails to comply with the ten calendar day reporting requirement, the county agency will pursue a determination of and recovery of any overpayment, pursuant to rule 5101:2-16-07 of the Administrative Code.
- (4) The caretaker shall notify the county agency regarding any change that impacts their child's current authorization for care prior to or within the service week that the new authorization is needed. A service week starts at twelve a.m. on Sunday and ends at eleven fifty-nine p.m. on Saturday. Changes that impact a child's authorization for care include the following:
 - (a) When a child stops attending a child care program that is authorized to provide publicly funded child care services for the child.
 - (b) When a caretaker wants to switch to a different provider of publicly funded child care services.
 - (c) When a caretaker needs to change the category of authorization for the child. Verification of qualifying activity shall be required to increase a child's category of authorization.

(D) What are the caretaker responsibilities regarding program integrity review requests by ODJFS or any approved entity?

- (1) Caretakers in the publicly funded child care program shall cooperate and participate in program integrity review requests by ODJFS or any approved entity pursuant to rule 5101:2-16-12 of the Administrative Code.
- (2) If a caretaker fails to comply with a program integrity review request, the county agency may propose termination of child care benefits pursuant to rule 5101:2-16-08 of the Administrative Code.

Replaces: 5101:2-16-35.1

Effective: 10/20/2019

Five Year Review (FYR) Dates: 10/20/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 10/10/2019

Promulgated Under: 119.03

Statutory Authority: 5104.38, 5104.34

Rule Amplifies: 5104.01, 5104.38, 5104.34, 5104.32

Prior Effective Dates: 07/29/1991, 11/01/1991 (Emer.), 01/20/1992, 01/01/1994, 01/02/1996 (Emer.), 03/01/1996, 10/01/1997 (Emer.), 12/30/1997, 01/01/1999, 02/14/2002, 04/01/2003, 07/01/2005 (Emer.), 09/16/2005, 02/01/2007, 02/01/2008, 07/01/2009, 03/28/2010, 05/01/2011, 08/28/2011, 05/04/2014, 09/04/2014, 02/22/2015, 09/28/2015, 06/26/2016, 10/01/2017, 12/16/2018

CCMTL 148

Effective Date: October 20, 2019

Appendix A - [Copayment Calculation Table](#)

(A) What are the copayment requirements for families receiving publicly funded child care benefits?

- (1) Families shall be assigned a weekly copayment amount based on income level.
- (2) Families shall pay the assigned copayment(s) directly to their child care provider(s).
- (3) Weekly copayment amounts shall be based on the federal poverty guidelines released annually by the United States department of health and human services.
 - (a) Each family with a monthly income of one hundred per cent or less of the federal poverty level (FPL) shall have a weekly copayment of zero dollars.
 - (b) Each family with a monthly income of more than one hundred per cent of the FPL shall have a weekly copayment based on family size and gross monthly income.
 - (c) The family copayment schedule will be published annually in a child care manual procedure letter.

(B) How is the copayment calculated?

To calculate the family's copayment, the county agency shall:

- (1) Determine the family's monthly income pursuant to rule 5101:2-16-03 of the Administrative Code, and multiply by twelve to calculate the family's annual income.
- (2) Divide the family's annual income by one hundred per cent of the FPL that corresponds to the family size to determine the family's FPL. The FPL guidelines are published annually in a child care manual procedure letter pursuant to rule 5101:2-16-02 of the Administrative Code.
- (3) Round the family's FPL determined in paragraph (B)(2) of this rule up to the next five per cent (for example, one hundred two per cent FPL is rounded to one hundred five per cent FPL).
- (4) Using the FPL determined in paragraph (B)(3) of this rule, multiply by one hundred per cent of the FPL that corresponds to the family size and divide by twelve, rounding up to the nearest dollar to determine the maximum monthly income.
- (5) Using the chart in appendix A to this rule, multiply the maximum monthly income as determined in paragraph (B)(4) of this rule by the appropriate

copay multiplier, round to the nearest whole dollar, multiply by twelve, and divide by the number of weeks in the current state fiscal year to determine the family's weekly copay.

(C) If a family has more than one weekly authorization for child care, how is the copayment distributed?

- (1) The copayment amount shall be equally distributed among all authorizations each week.
- (2) The distributed copayments shall be rounded down to the nearest whole dollar.
- (3) The caretaker shall be notified of the copayment amounts for each authorization.

(D) How long is a family copayment effective?

The copayment amount that is assigned to the family upon determination of eligibility shall be in effect for the entire eligibility period unless any of the following occurs:

- (1) The caretaker reports a change in family income, family size, or both, that reduces the amount of the copayment.
- (2) An incorrect copayment was assessed by the county agency as a result of agency error, recipient error, or recipient fraud, resulting in corrective action to reduce or increase the family's copayment.
- (3) The Ohio department of job and family services (ODJFS) requires a change in the copayment.
- (4) The caretaker is no longer receiving protective child care or homeless child care as described in rule 5101:2-16-02 of the Administrative Code.

(E) When can a family copayment increase?

Copayments may increase at the time of redetermination or reinstatement approval. The new copayment amount is effective on the first day of the new eligibility period.

(F) When can a family copayment be reduced?

A family copayment may be reduced any time a change is reported in income or family size that reduces the copayment, even during the current eligibility period.

(G) When shall the county agency waive the copayment requirement?

The county agency shall waive the copayment requirement for families eligible for protective or homeless child care benefits pursuant to rule 5101:2-16-02 of the Administrative Code.

(H) Is a copayment impacted if the family does not utilize all of the authorized hours for child care in a week?

A family shall be required to pay the copayment assigned for a child's authorization or the child's cost of care for that week, whichever amount is lower.

(I) Is the family required to pay the copayment when only absent days or professional development days are reported for the week?

A family shall not be required to pay the copayment when only absent days and/or professional development days are reported, with no hours of attendance at the child care program during that week.

(J) What is the due date for each copayment?

The family will sign a written agreement with the provider(s) in which a mutually agreed upon due date for each copayment is specified, pursuant to rule 5101:2-16-09 of the Administrative Code.

(K) What happens if the caretaker does not pay the copayment according to the signed agreement with the child care provider?

A caretaker shall be ineligible for child care benefits if a delinquent copayment is owed, unless satisfactory arrangements are made to pay the delinquent copayment. Arrangements to pay a delinquent copayment shall be satisfactory to both the caretaker and the provider.

Replaces: 5101:2-16-39

Effective: 10/20/2019

Five Year Review (FYR) Dates: 10/20/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 10/10/2019

Promulgated Under: 119.03

Statutory Authority: 5104.38, 5104.34

Rule Amplifies: 5104.01, 5104.38, 5104.34, 5104.30

Prior Effective Dates: 04/01/1990 (Emer.), 06/22/1990, 05/01/1991 (Emer.), 07/01/1991, 11/01/1991 (Emer.), 01/20/1992, 07/06/1992 (Emer.), 10/01/1992, 06/01/1993 (Emer.), 07/02/1993 (Emer.), 08/20/1993, 10/02/1995 (Emer.), 12/26/1995, 10/01/1997 (Emer.), 12/30/1997, 01/01/1999, 02/14/2002, 06/09/2003, 02/01/2005 (Emer.), 04/01/2005, 07/01/2005 (Emer.), 10/01/2005, 07/01/2006, 02/01/2007, 07/01/2007, 07/01/2008, 07/23/2009 (Emer.), 10/21/2009, 05/28/2010, 07/01/2011 (Emer.), 09/29/2011, 06/23/2013, 03/02/2014, 09/14/2014, 09/28/2015, 12/31/2016, 10/01/2017, 12/16/2018

CCMTL 148

Effective Date: October 20, 2019

(A) What is a child care authorization?

- (1) The child care authorization indicates how many weekly hours have been approved for the child to receive care.
- (2) The child care authorization identifies the provider that the family has chosen to provide care. The chosen provider shall have a provider agreement with the Ohio department of job and family services (ODJFS) to provide publicly funded child care services.
- (3) The child care authorization allows ODJFS to make weekly payments to the authorized provider for child care services for the child.

(B) What is a category of authorization?

- (1) The category of authorization is based on the number of hours per week that a child is approved to receive publicly funded child care services. The approved hours of care shall be categorized as follows:
 - (a) An hourly authorization is for hours of care totaling fewer than seven hours per week.
 - (b) A part-time authorization is for hours of care totaling seven hours to fewer than twenty-five hours per week.
 - (c) A full-time authorization is for hours of care totaling twenty-five hours to sixty-hours per week.
 - (d) A full-time plus authorization is for hours of care totaling more than sixty-hours per week.
 - (e) A week is defined as the seven-day period from twelve a.m. Sunday to fifty-nine minutes after eleven p.m. Saturday.
- (2) Authorizations for care shall not exceed the maximum category of care that a caretaker is eligible to receive.
- (3) The category of authorization, determined at the time the county agency determines eligibility, shall be maintained for the entire eligibility period unless verification is submitted requiring an increase to the category of authorization.
- (4) Authorizations for approved initial applications shall begin on the date the county received the valid application pursuant to rule 5101:2-16-02 of the Administrative Code, or the date that the qualifying activity begins, if that date is later than the application received date.

(C) How does the county determine the category of authorization?

- (1) The approved hours of care shall be reasonably related to the hours that the caretaker participates in qualifying activities, pursuant to rule 5101:2-16-02 of the Administrative Code.
 - (2) If there is more than one caretaker in the household, the hours of care shall be reasonably related to the hours in which neither caretaker is available to care for the child because of participation in qualifying activities.
- (D) Can child care be approved for hours in addition to the hours the caretaker is participating in an approved activity?
 - (1) Travel time, not to exceed four hours round trip, shall be allowed.
 - (2) Sleep time shall be allowed on a case by case basis, not to exceed eight hours, for a caretaker who participates in an activity where at least four hours occur between midnight and six a.m.
 - (3) Child care may exceed twenty-four consecutive hours when the caretaker's hours of employment, training or education indicate such a need. Child care shall not exceed forty-eight consecutive hours.
- (E) How many weekly authorizations may a county grant for one child?
 - (1) A child shall have one authorization for one provider in a week; unless an exemption is met as set forth in paragraph (E)(2) of this rule.
 - (2) The county agency may grant an additional part-time or hourly authorization in a week if the family provides documentation showing it meets one of the following exemption criteria:
 - (a) The child needs care during non-traditional hours as defined in rule 5101:2-16-10 of the Administrative Code.
 - (b) The child needs to change providers in the middle of the week and the hours of care provided by the providers do not overlap.
 - (c) The child's provider is closed on scheduled school days off or on calamity days and the child needs care for those days.
 - (d) The child is enrolled in a part-time program participating in step up to quality and needs care from an additional provider.
- (F) Can an authorization be created if the publicly funded child care application is denied?

A full-time authorization may be created for child care services provided for the period of time between the date the county agency receives the valid application as defined in rule 5101:2-16-02 of the Administrative Code and the date of denial plus five days, if all of the following occur:

 - (1) A complete application, as defined in rule 5101:2-16-02 of the Administrative Code, was submitted.
 - (2) The child in care is age eligible, as defined in rule 5101:2-16-02 of the Administrative Code.

- (3) The provider had a valid provider agreement pursuant to rule 5101:2-16-09 of the Administrative Code for all or part of the time the child received care. The authorization shall match the period of time the provider had a valid provider agreement.
- (4) The caretaker was not previously approved for paid publicly funded child care services after denial in the previous twelve months.
- (G) Are there any publicly funded child care providers that caretakers may not choose to provide care for their children?

 - (1) A caretaker shall not receive publicly funded child care services from a provider who resides in the same household as the child and the caretaker.
 - (2) If the caretaker is the owner or an owner's representative of a licensed child care center or type A home, the caretaker's children shall not be authorized to that center or type A home.
 - (3) If the caretaker is the employee of a licensed type A home or licensed type B home, the caretaker's children shall not be authorized to that licensed type A or type B home.

Replaces: 5104:2-16-30, 5104:2-16-35.1

Effective: 10/20/2019

Five Year Review (FYR) Dates: 10/20/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 10/10/2019

Promulgated Under: 119.03

Statutory Authority: 5104.30, 5104.34, 5104.38

Rule Amplifies: 5104.01, 5104.30, 5104.32, 5104.34, 5104.38, 5104.382, 5104.42

Prior Effective Dates: 07/29/1991, 11/01/1991 (Emer.), 01/20/1992, 07/06/1992 (Emer.), 10/01/1992, 07/02/1993 (Emer.), 08/20/1993, 01/01/1994, 10/02/1995 (Emer.), 12/26/1995, 01/02/1996 (Emer.), 03/01/1996, 07/01/1997 (Emer.), 10/01/1997 (Emer.), 12/30/1997, 01/01/1999, 02/14/2002, 05/12/2002, 04/01/2003, 06/09/2003, 07/01/2005 (Emer.), 09/16/2005, 10/01/2005, 07/01/2006, 02/01/2007, 07/01/2007, 02/01/2008, 07/01/2008, 07/01/2009, 07/23/2009 (Emer.), 10/21/2009, 03/28/2010, 05/01/2011, 07/01/2011 (Emer.), 08/28/2011, 09/29/2011, 06/23/2013, 03/02/2014, 05/04/2014, 09/04/2014, 09/14/2014, 02/22/2015, 09/28/2015, 06/26/2016, 10/01/2017, 12/16/2018

CCMTL 148

Effective Date: October 20, 2019

Most Current Prior Effective Date: December 16, 2018

(A) What is a caretaker improper child care payment?

A caretaker improper payment for publicly funded child care (PFCC) means that a PFCC payment was made to a caretaker's provider for services provided to the caretaker's child that were ineligible to be paid by the PFCC program. The caretaker shall repay the county agency for the following improper payments:

- (1) An error on the part of the caretaker.
- (2) Payments made to a provider for care provided during a state hearing appeal period when the decision to terminate benefits is upheld at the state hearing.
- (3) An error by the county agency or Ohio department of job and family services.

(B) What is considered caretaker misuse of PFCC benefits or the automated child care system?

Misuse is when the caretaker:

- (1) Intentionally withholds or falsifies information.
- (2) Allows the provider to use or possess the caretaker's personal identification information to gain access to the automated child care system.
- (3) Falsifies attendance records.

(C) What are the repayment procedures for a caretaker improper child care payment or an overpayment related to misuse of the automated child care system?

- (1) The county agency shall:
 - (a) Calculate the overpayment resulting from an improper payment.
 - (b) Notify the caretaker of the determined overpayment amount to be repaid using the JFS 01151 "County Notice of Child Care Benefit Repayment Requirements for Caretakers" (rev. 10/2019).
 - (c) Report payments received from caretakers in the county finance information system (CFIS).
- (2) The caretaker shall:
 - (a) Sign the JFS 01151 acknowledging the overpayment and agreeing to a repayment plan.
 - (b) Make payments in accordance with the signed payment agreement.

(D) What if the caretaker fails to comply with a repayment agreement?

- (1) The county agency shall terminate child care benefits if the caretaker fails to enter into or comply with an agreement to repay a child care overpayment, and shall issue the appropriate hearing notice pursuant to division 5101:6 of the Administrative Code.
 - (2) Ineligibility for child care benefits shall continue until the caretaker complies with an agreement to repay the determined amount.
- (E) What is considered child care caretaker fraud?
 - (1) Child care caretaker fraud is the willful withholding or falsification of information, or the misuse of child care services by the caretaker with an intent to deceive or defraud, resulting in the acceptance of services to which the caretaker was not entitled, as determined by a court of law or the caretaker's admission.
 - (2) The county agency, in cooperation with the county prosecutor, shall develop and implement procedures for the investigation and/or prosecution of alleged child care caretaker fraud and the recovery of child care over payments from caretakers. The county agency shall update these procedures as necessary.
- (F) What happens if a caretaker has admitted to caretaker fraud or has been convicted of fraud by a court of law?
 - (1) The county agency shall terminate child care benefits.
 - (2) The caretaker shall not be eligible for PFCC benefits until full repayment has been made.
 - (3) The county agency shall follow all appropriate provisions of the state hearing notice as required in division 5101:6 of the Administrative Code.

Replaces: 5101:2-16-70

Effective: 10/20/2019

Five Year Review (FYR) Dates: 10/20/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 10/10/2019

Promulgated Under: 119.03

Statutory Authority: 5104.38

Rule Amplifies: 5104.38

Prior Effective Dates: 06/03/1996, 10/01/1997 (Emer.), 12/30/1997, 01/01/2002, 02/01/2007, 07/01/2008, 03/28/2010, 08/28/2011, 05/04/2014, 08/10/2015, 12/16/2018

5101:2-16-08 County agency responsibilities for the administration and determination of eligibility for publicly funded child care

CCMTL 148

Effective Date: October 20, 2019

- (A) How shall the county agency, in accordance with Chapter 5104. of the Revised Code, manage the publicly funded child care program?
- (1) The county agency shall accept any gift, grant, or other funds from public or private sources offered unconditionally or under conditions which are, in the judgment of the Ohio department of job and family services (ODJFS), proper and consistent with Chapter 5104. of the Revised Code and deposit such funds in the county public assistance fund established by section 5101.161 of the Revised Code.
 - (2) The county agency shall submit a plan to ODJFS for approval that assures the application process is as accessible to the public as possible and complies with section 5104.33 of the Revised Code. The county agency shall submit any revisions of the plan to ODJFS. The plan shall:
 - (a) Assure that alternative methods for application are available to families through telephone, fax, agency computer, the ODJFS child care web site and other means that are convenient and accessible for families. These shall include but are not limited to the following:
 - (i) To the extent permitted by federal law, the county agency may contract with child care providers, resource and referral organizations, or an outside entity to make all or any part of the eligibility determinations.
 - (ii) To the extent permitted by federal law, the county agency may contract with child care providers, resource and referral organizations, or an outside entity to collect information for use by the county agency in determining eligibility for child care benefits.
 - (iii) The county agency may use and accept electronic records and electronic signatures as specified in Chapter 1306. of the Revised Code.
 - (b) Station county agency employees at various sites in the county for the purpose of assisting applicants in completing the application process and for eligibility determinations at those locations.
 - (c) Extend county agency hours and assigning county agency employees to hours of employment outside the normal working hours of the county agency to collect information relevant to applications for publicly funded child care and to make eligibility determinations.

- (d) Provide training and technical assistance to individuals or agencies so they may assist families in completing the application process and, where applicable, in making eligibility determinations.
- (3) The county agency shall provide caretakers with complete written explanations of the following:
 - (a) Instructions on how to apply for publicly funded child care.
 - (b) Factors used in determining eligibility including family income, family size, ages of family members and the caretaker's hours of employment, training or education.
 - (c) The caretaker's responsibility for reporting changes of information that may affect eligibility.
 - (d) The consequences to the caretaker for failure to accurately and completely report information or changes, including:
 - (i) A repayment of child care benefits pursuant to rule 5101:2-16-07 of the Administrative Code.
 - (ii) Termination or denial of child care benefits.
 - (iii) Penalty of fine and/or imprisonment if a court action renders a finding that the caretaker fraudulently received child care benefits for which the caretaker was not eligible.
- (4) The county agency shall report to ODJFS any known or suspected violations of Chapter 5104. of the Revised Code or the rules promulgated pursuant to that chapter regarding licensed child care centers, licensed family child care homes, Ohio department of education licensed preschool or school-age child programs, or approved child day camps.
- (5) The county agency shall cooperate and participate in all reviews including but not limited to, fiscal, programming, records, and other monitoring activities regarding publicly funded child care.
- (6) The county agency shall comply with the National Voter Registration Act of 1993 which requires each state to provide voter registration services at designated government agencies that provide public assistance.
 - (a) The county agency shall distribute voter registration applications with applications for publicly funded child care, defined in rule 5101:2-16-02 of the Administrative Code.
 - (b) The county agency shall follow procedures outlined in rule 5101:1-2-15 of the Administrative Code for the acceptance of voter registration applications.
- (7) The county agency shall cooperate with ODJFS for the recruitment of providers to meet the need for publicly funded child care in the county.
- (B) What is the record retention requirement for the county agency?

- (1) The county agency shall maintain records in accordance with Chapter 149. of the Revised Code.
- (2) Records shall be maintained a minimum of three years or until an audit is completed, if one has been initiated within a three-year period, to document compliance with child care requirements.

(C) What is the county agency responsibility in the utilization of the child care information data system (CCIDS)?

The county agency shall limit access to and use of CCIDS to the extent necessary to meet the requirements of the publicly funded child care program under the Child Care and Development Block Grant Act (CCDBG) of 1990, established in section 5082 of the Omnibus Budget Reconciliation Act of 1990, 104 Stat. 1388-236 (1990), 42 U.S.C. 9858, (11/2014) and reauthorized by the CCDBG Act of 2014.

- (1) Personnel having access to CCIDS shall be limited to those who have been trained in the confidentiality requirements of ODJFS, who are informed of all penalties, who have been trained in security procedures and who have signed the JFS 07078 "Code of Responsibility" (rev. 6/2018).
- (2) The county agency shall monitor access to and use of CCIDS to prevent and promptly identify any unauthorized use.
- (3) The county agency shall ensure that all personnel who have access to, may have access to or are required to use CCIDS are informed of applicable requirements and penalties and have been trained in security procedures.

(D) What is the county agency responsibility to migrant families?

The county agency shall assist migrant families in obtaining appropriate documentation in order to expedite the migrant family's determination of eligibility for child care benefits.

(E) What is the county agency responsibility for the determination of eligibility for publicly funded child care?

- (1) The county agency shall document the date a valid application for publicly funded child care, defined in rule 5101:2-16-02 of the Administrative Code, is received.
- (2) The county agency shall determine eligibility no later than thirty calendar days from the date the county agency receives the valid application. The complete application and all required supporting documentation shall be retained in the agency's files.
- (3) The county agency shall not require a face-to-face interview with the caretaker if the information required for determining the caretaker's eligibility for child care is already on file with the county agency and/or the required information can be obtained through other methods.

- (4) If the county agency determines a caretaker is eligible for child care benefits, the eligibility period may begin on the date the county agency received the valid application, pursuant to rule 5101:2-16-02 of the Administrative Code. The county agency shall send the caretaker a notice of approval for child care benefits by the JFS 04074 "Notice of Approval of Your Application for Assistance" (rev. 6/2019) or its computer-generated equivalent.
- (5) The county agency shall deny or terminate a caretaker's eligibility for child care benefits, after providing hearing notice rights as required by applicable rules in division 5101:6 of the Administrative Code, if the caretaker does any of the following:
- (a) Does not meet current eligibility, unless the caretaker is approved for continuing eligibility pursuant to rule 5101:2-16-02 of the Administrative Code.
 - (b) Has another adult caretaker available in the family who can provide appropriate care for the child, and no written verification has been provided to the county agency from a licensed physician, licensed psychologist, licensed psychiatrist or public children services agency (PCSA) that the caretaker cannot provide appropriate care for the child pursuant to rule 5101:2-16-02 of the Administrative Code.
 - (c) Does not cooperate in determining eligibility for current or for past benefits.
 - (d) Does not enter into or comply with an agreement with the county agency or ODJFS to repay a child care overpayment. If an initial application is received from a caretaker who owes an overpayment from a previous PFCC benefit period, the application shall be denied unless the caretaker enters into an agreement with the county agency or ODJFS to repay the overpayment.
 - (e) Does not pay the required child care copayment unless the family makes arrangements to pay delinquent copayments.
 - (f) Owes delinquent copayments to a child care provider, unless satisfactory arrangements are made to pay such delinquent copayments.
- (6) If the county agency determines a caretaker ineligible for child care benefits the county agency shall deny the application. The county agency shall:
- (a) Provide the caretaker with a notice of denial of an application for child care benefits by the JFS 07334 "Notice of Denial of Your Application for Assistance" (rev. 6/2019) or its computer-generated equivalent.

- (b) Authorize child care pursuant to rule 5101:2-16-06 of the Administrative Code for the period of time between the date the county agency receives the valid application and the date of denial plus five days, not to exceed a full time authorization. Authorization for payment after denial shall not be approved if a caretaker received paid services after denial in the previous twelve months from the date of the valid application.
- (7) The county agency may terminate a caretaker's eligibility for child care benefits, after providing hearing notice rights as required by applicable rules in division 5101:6 of the Administrative Code. The county agency shall propose termination of child care benefits using the JFS 04065 "Prior Notice of Right to a State Hearing" (rev. 6/2019) or its computer-generated equivalent at least fifteen calendar days prior to the date of the proposed action if any of the following occur:
 - (a) The county agency determines the family is no longer eligible, and the family does not qualify for continuing eligibility pursuant to rule 5101:2-16-02 of the Administrative Code.
 - (b) The caretaker does not comply with the automated child care system, which includes but is not limited to use of the automated system and approval of edited attendance as necessary.
 - (c) The caretaker does not comply with a review conducted by ODJFS pursuant to rule 5101:2-16-12 of the Administrative Code.
- (8) The county agency shall not terminate child care benefits pursuant to paragraph (E)(5) of this rule if any of the following apply:
 - (a) A caretaker has not participated in an education or training activity which prepares the caretaker for paid employment due to a scheduled break in the education or training activity. This scheduled break cannot exceed one quarter or one semester.
 - (b) A caretaker has not utilized child care benefits.
- (9) The county agency shall use the procedures outlined by ODJFS for transferring cases between counties when the caretaker relocates to another county.
- (F) What is the county agency responsibility for informing caretakers of available child care providers?
 - (1) The county agency shall allow eligible caretakers a choice from all available child care providers who are certified, licensed or approved to provide publicly funded child care.
 - (2) The county agency shall make available a current list of all certified, licensed or approved providers in the county. The county agency shall provide selected portions of the list or the complete list as requested by the caretaker to facilitate parental choice. Such lists shall include, but are not limited to:

- (a) Reasonable access to the child's home or school.
- (b) Reasonable access to the caretaker's place of employment, education or training.
- (c) Reasonable access to special child care needs as specified by the family.

(G) What is the county agency responsibility for reporting all information required by ODJFS data and payment information systems?

- (1) The county agency shall transmit all data regarding child care eligibility and authorizations on a daily basis as required in the CCIDS or other data systems required by ODJFS.
- (2) The county agency shall provide caretakers with a verification checklist no later than ten calendar days following the receipt of a valid application for publicly funded child care as defined in rule 5101:2-16-02 of the Administrative Code, with notification of the requirements needed to complete the eligibility determination process.
- (3) The county agency shall submit eligibility data no later than five calendar days following the date eligibility is determined or no later than five calendar days following any reported changes to a case that affect eligibility or authorizations.
- (4) The county agency shall assign each family a payment code according to the family's programmatic eligibility for publicly funded child care benefits.
- (5) The county agency shall issue a notice of change in child care benefits to the caretaker within ten calendar days from the date the change of circumstances was reported by the caretaker.

(H) What is the responsibility of the county agency in the re-determination process?

- (1) In the event a caretaker requests a copy of the JFS 01124 "Redetermination Application for Child Care Benefits" (rev. 12/2018) the county agency shall provide both of the following:
 - (a) The JFS 01124; and
 - (b) The voter registration application pursuant to this rule.
- (2) The county agency shall re-determine eligibility by the last day of the current eligibility period.
 - (a) If the county agency determines the caretaker is eligible for benefits for a new eligibility period, the new period shall begin on the date following the last day of the current eligibility period. The county agency shall provide notice of approval for benefits using the JFS 04074 "Notice of Approval of Your Application for Assistance" (rev. 6/2019) or its computer-generated equivalent.
 - (b) If the county agency determines the caretaker is ineligible for benefits for a new eligibility period, the county agency shall provide

notice of denial of the application for benefits using the JFS 07334 "Notice of Denial of Your Application for Assistance" (rev. 6/2019) or its computer-generated equivalent. The eligibility shall end on the last day of the current eligibility period.

- (c) The county agency shall propose termination of benefits using the JFS 04065 or its computer-generated equivalent if the caretaker fails to submit a JFS 01124 and all required supporting documentation fifteen calendar days prior to the end of the current eligibility period.

Replaces: 5101:2-16-07, 5101:2-16-35, 5101:2-16-36

Effective: 10/20/2019

Five Year Review (FYR) Dates: 10/20/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 10/10/2019

Promulgated Under: 119.03

Statutory Authority: 5104.38, 5104.34, 5104.30

Rule Amplifies: 5104.01, 5104.38, 5104.341, 5104.34, 5104.32, 5104.30

Prior Effective Dates: 04/01/1982, 09/01/1986, 05/01/1989, 07/29/1991, 11/01/1991 (Emer.), 01/20/1992, 01/01/1994, 01/02/1996 (Emer.), 03/01/1996, 10/15/1996, 10/01/1997 (Emer.), 12/30/1997, 01/01/1999, 01/01/2002, 02/14/2002, 04/01/2003, 07/01/2005 (Emer.), 09/26/2005, 01/01/2007, 02/01/2007, 02/01/2008, 07/01/2009, 10/21/2009, 03/28/2010, 08/28/2011, 05/04/2014, 09/14/2014, 01/09/2015, 02/22/2015, 09/28/2015, 06/26/2016, 10/01/2017, 12/16/2018

5101:2-16-09 Provider responsibilities for publicly funded child care

CCMTL 148

Effective Date: October 20, 2019

- (A) Who is eligible to sign an agreement to provide publicly funded child care?
- (1) A child care provider who operates a licensed child care center; a licensed type A or type B child care home; an approved Ohio department of education (ODE) licensed program; an approved child day camp; a certified in-home aide; or a regulated border state provider is eligible to sign a provider agreement.
- (a) A school child or preschool program licensed by the ODE, pursuant to sections 3301.52 to 3301.59 of the Revised Code, will become eligible to sign a provider agreement after requesting approval to provide publicly funded child care services. All requests shall be made by:
- (i) Submitting the JFS 01140 "Request to Provide Publicly Funded Child Care for Ohio Department of Education Programs" (10/2017) with a copy of the ODE license or the Ohio child licensing and quality system (OCLQS) generated equivalent to ODJFS.
- (ii) Complying with background check requirements pursuant to rule 5101:2-12-09 of the Administrative Code.
- (b) A border state provider shall register in OCLQS prior to signing a provider agreement.
- (2) Beginning July 1, 2020, a provider who operates a licensed child care program is eligible to provide publicly funded child care only if the program is rated through the step up to quality program established pursuant to section 5104.29 of the Revised Code.
- (3) A provider is exempt from paragraph (A)(2) of this rule if the provider operates any of the following:
- (a) A program that operates only during the summer and not for more than fifteen consecutive weeks.
- (b) A program that operates only during school breaks.
- (c) A program that operates only on weekday evenings, weekends, or both.
- (d) A program that holds a provisional license issued under section 5104.03 of the Revised Code.
- (e) A program that had its step up to quality program rating removed by the department of job and family services within the previous twelve months.

- (f) A program that is the subject of a revocation action initiated by the department, but the license has not yet been revoked.
- (4) Child care providers with a signed provider agreement shall maintain compliance with all requirements of the Child Care and Development Block Grant Act of 2014, P.L.113-186 (11/19/2014), 128 Stat. 1971 (2014) 42 U.S.C. 9858 (CCDBG Act of 2014).
- (B) What are the provider requirements to sign an agreement for publicly funded child care services?
- (1) Providers are eligible for payment after they complete the provider agreement with the Ohio department of job and family services (ODJFS) and have entered all required information in the automated system.
- (a) The provider agreement is effective on the date it is signed and submitted by the provider or the date the provider becomes an eligible provider pursuant to paragraph (A) of this rule, whichever is later.
- (b) The provider agreement as entered into with ODJFS may be terminated if ODJFS determines misuse of publicly funded child care or the automated child care system.
- (c) The provider agreement as entered into with ODJFS, may be terminated in accordance with the terms contained in the agreement.
- (d) The provider agreement shall be terminated if the eligible provider fails to maintain approval as an eligible provider.
- (e) Providers of publicly funded child care with a valid provider agreement shall not be considered employees of ODJFS but shall be considered independent contractors who are responsible for the requirements of self-employment.
- (2) ODJFS shall pay eligible child care providers for publicly funded child care services provided to eligible caretakers authorized to that provider.
- (a) An eligible child care provider who provides child care services for a caretaker who is potentially eligible for publicly funded child care benefits shall be paid for child care services if an authorization is created by the county agency pursuant to rule 5101:2-16-06 of the Administrative Code.
- (b) Payment for publicly funded child care services shall be contingent upon the availability and appropriation of state and federal funds.
- (C) How shall a provider track attendance for publicly funded child care services?
- (1) Child care providers shall utilize the automated child care system to track attendance data for caretakers who have applied or have been determined eligible for publicly funded child care, in accordance with procedures outlined by ODJFS.

- (2) Child care providers or a person acting in any capacity for the provider shall not use the personal identification information created by the caretaker or a caretaker's designee/sponsor to track or approve attendance in the automated child care system.
 - (3) The provider shall be responsible for the cost of replacement or repair of the hardware required for use of the automated child care system. Recoupment may occur through the payment adjustment process.
- (D) How are school hours deducted in the automated system for school-age children being cared for by a provider?
 - (1) The provider shall enter each school-age child's current school schedule in the automated system on or before the first day of the school year as defined in rule 5101:2-16-01 of the Administrative Code or the child's first week of attendance if authorization is after the first day of the school year. Each school schedule shall include all of the school year, but may begin earlier and/or end later.
 - (2) The schedule set by the provider for each school-age child shall be used to deduct the hours in which that child is in school and not at the child care program.
- (E) How shall a provider submit attendance data for child care services provided?

A child care provider shall submit all data for the calculation of payments in accordance with instructions provided by ODJFS.

 - (1) Attendance data shall be submitted for payment after the close of the service week and no later than four weeks from the last day of the service week or four weeks from the last day of the week the authorization is provided to the automated system, whichever is later.
 - (2) Only complete data (days with both an in and out time for the child receiving care) may be submitted.
 - (3) Each school-age child shall have an associated school schedule set by the provider pursuant to paragraph (D) of this rule before the child's attendance may be submitted for payment.
 - (4) Changes to attendance data shall be submitted with caretaker approval.
 - (5) The provider may track attendance or make changes to attendance data in the automated child care system without caretaker approval if all of the following apply:
 - (a) There has been a loss of contact with the caretaker for five consecutive calendar days from the last day of attendance.
 - (b) The provider has notified the county agency of the loss of contact.
 - (c) The authorization to the provider has been ended.
 - (d) Any new or changed attendance is limited to no more than five consecutive days.

- (6) Once attendance has been submitted, the provider has until the following Saturday to recall the submitted attendance in order to make a change to the attendance data. Any changes made shall require caretaker approval pursuant to paragraphs (D)(3) and (D)(4) of this rule prior to resubmitting the attendance.
 - (7) ODJFS will begin processing the payment on the Sunday following the submission of the attendance data.
 - (8) If the attendance has not been submitted pursuant to the time line in paragraph (D)(1) of this rule, ODJFS shall automatically process any complete attendance data for payment. No new attendance data may be submitted after this date.
 - (9) ODJFS shall not pay for a child's attendance submitted by more than one provider for the same date and time.
- (F) How does a provider receive payment when a caretaker's application for publicly funded child care has been denied?
 - (1) Child care providers shall submit attendance data pursuant to paragraphs (C) and (D) of this rule when notification has been received that a caretaker's application for child care has been denied.
 - (2) The provider may appeal a denial notice of eligibility for payment after denial within fifteen days from the date of denial if either of the following apply:
 - (a) Payment was denied due to a caretaker's incomplete application.
 - (b) Payment was denied because the provider did not have a valid provider agreement when services were provided.
 - (3) Attendance submitted for payment after denial shall not include absent days or professional development days.
- (G) How does a provider request a payment adjustment after a payment has been issued?
 - (1) The provider shall submit a request for payment adjustment in the automated child care system within four weeks of the payment date. No new attendance may be submitted for payment adjustments.
 - (2) If the incorrect payment amount is because of a county agency data entry error, the provider shall contact the county agency to request correction of the error before the provider submits the request for payment adjustment. ODJFS shall not process the request for payment adjustment until the error is corrected by the county agency. The request for adjustment may exceed four weeks from the original payment date.
- (H) What are the provider's responsibilities to collect a copayment?
 - (1) The provider shall establish a written and signed agreement with the caretaker for payment of the child's assigned copayment.

- (2) If an assigned copayment is delinquent more than two weeks from the date established in the written copayment agreement, the provider shall submit a record of the delinquent copayment to the county agency no later than three weeks from the date the copayment was due.
 - (3) If a provider fails to inform the county agency of the delinquent copayment, the caretaker shall be responsible for any delinquent copayments reported by the provider for up to the previous three weeks from the date the county agency was notified.
 - (I) What is the process for requesting payment for services provided prior to December 16, 2018?
 - (1) Child care providers shall submit to ODJFS the JFS 01261 "Publicly Funded Child Care Manual Claim for Attendance" (rev. 9/2014) for attendance not recorded in the Ohio electronic child care (Ohio ECC) system for the following reasons:
 - (a) Authorization made prior to the back swipe period.
 - (b) A bureau of state hearings decision.
 - (c) The point of services (POS) device was not installed when services were provided.
 - (d) A caretaker is awaiting a swipe card.
 - (e) A caretaker withdraws without notice.
 - (2) The child care provider shall submit the JFS 01261 no later than seven weeks from the week of service being submitted unless otherwise determined by ODJFS.
 - (3) ODJFS shall reject the JFS 01261 for care provided during the back swipe period.
 - (4) Child care providers shall submit to ODJFS the JFS 01292 "Publicly Funded Child Care Request for Ohio ECC Payment Adjustment" (rev. 7/2017) when a payment has been issued and needs to be corrected no later than seven weeks from the week of service unless otherwise determined by the bureau of state hearings.
 - (5) Child care providers shall submit to ODJFS the JFS 01211 "Request for Payment of Publicly Funded Child Care Services Provided for a Denial of Application" (rev. 9/2014) when notification has been received that a caretaker's application for child care has been denied.
 - (J) What is the process for requesting a payment enhancement when a provider must make accommodations to care for a child with special needs?
 - (1) A child care provider may submit a request for a payment enhancement when accommodations must be made to care for a child who meets the definition of special needs as defined in rule 5101:2-16-01 of the Administrative Code.

- (a) To request this payment rate, the provider shall submit a completed JFS 01231 "Request for Payment Rate for Special Needs Child Care" (rev. 10/2019) to ODJFS.
 - (b) ODJFS will notify the provider with verification of the approved amount, the effective date of the change in payment rate, or if the request is denied.
 - (c) An approved payment enhancement shall be in effect for twelve months for a child authorized to receive publicly funded child care at the approved provider.
- (2) If state and/or federal funds are not available for the purchase of publicly funded child care services, ODJFS shall reserve the right to deny all requests.
 - (3) The granting of this payment rate by ODJFS shall not be construed as constituting precedence for the granting of any other payment changes or the subsequent renewal of a rate. All requests shall be considered on an individual basis.

Replaces: 5101: 2-16-42, 5101: 2-16-43, 5101:2-16-44

Effective: 10/20/2019

Five Year Review (FYR) Dates: 10/20/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 10/10/2019

Promulgated Under: 119.03

Statutory Authority: 5104.30, 5104.38

Rule Amplifies: 5104.30, 5104.32, 5104.34, 5104.35, 5104.37, 5104.38

Prior Effective Dates: 07/01/1989 (Emer.), 09/28/1989, 07/01/1990 (Emer.), 09/30/1990, 05/01/1991 (Emer.), 07/29/1991, 11/01/1991 (Emer.), 01/20/1992, 07/06/1992 (Emer.), 10/01/1992, 09/01/1993, 01/01/1994 (Emer.), 03/31/1997, 10/01/1997 (Emer.), 12/30/1997, 01/01/1999, 06/10/2000, 05/12/2002, 06/09/2003, 07/01/2003, 02/01/2007, 02/01/2008, 07/01/2008, 10/21/2009, 03/28/2010, 06/01/2011, 08/28/2011, 05/04/2014, 09/14/2014, 08/10/2015, 07/09/2017, 10/29/2017, 12/16/2018

5101:2-16-10 Payment rates and procedures for providers of publicly funded child care services.

CCMTL 151

Effective Date: May 29, 2020

Most Current Prior Effective Date: March 13, 2020 (Emergency)

Appendix A - Weekly Payment Rates for Providers of Publicly Funded Child Care

- (A) How are payment rates established in the publicly funded child care program?
 - (1) Payment rates are based on a market rate survey completed by the Ohio department of job and family services (ODJFS) to providers in the state of Ohio.
 - (2) Payment rates shall apply to all providers of publicly funded child care.
- (B) What is the payment rate for a provider not participating in step up to quality (SUTQ)?
 - (1) The payment rate for a provider not participating in SUTQ shall be the lower of these two:
 - (a) The rate shown in appendix A to this rule for non-rated programs in the provider's county of location.
 - (b) The provider's customary rate to the public.
 - (2) The rate determined in paragraph (B)(1) of this rule shall be the base rate used to calculate any applicable additional payment amounts pursuant to paragraphs (D), (F) and (G) of this rule.
- (C) What is the payment rate for a provider participating in SUTQ?
 - (1) The base payment rate for a provider participating in SUTQ shall be the lower of these two:
 - (a) The rate shown in appendix A to this rule for rated programs in the provider's county of location.
 - (b) The provider's customary rate to the public. If the customary rate is used, an additional four per cent will be added, not to exceed the rated appendix.
 - (2) Once the rate is determined in paragraph (C)(1) of this rule, an additional per cent shall be added, as follows:
 - (a) One-star rated programs shall be paid an additional five per cent.
 - (b) Two-star rated programs shall be paid an additional eighteen per cent.
 - (c) Three-star rated programs shall be paid an additional twenty-one per cent.
 - (d) Four-star rated programs shall be paid an additional twenty-nine per cent.

- (e) Five-star rated programs shall be paid an additional thirty-five per cent.
- (D) What is the payment rate for accredited providers?
 - (1) Providers who are accredited by an ODJFS approved accrediting body as listed at <http://jfs.ohio.gov/cdc/childcare.stm> shall be paid an additional ten per cent of the applicable payment rate established in paragraph (B)(1) of this rule or paragraph (C)(1) of this rule. This rate shall apply for all children receiving publicly funded child care services.
 - (2) Providers who are accredited and also participating in SUTQ shall be paid either the per cent additional payment in paragraph (C)(2) of this rule or the per cent additional payment in paragraph (D)(1) of this rule, whichever is higher.
- (E) What is the difference between a school-age rate and a summer school-age rate?
 - (1) School-age rates shall be in effect during the school year as defined in rule 5101:2-16-01 of the Administrative Code.
 - (2) Summer school-age rates shall be in effect outside of the school year as defined in rule 5101:2-16-01 of the Administrative Code.
- (F) What is the compensation for child care services provided during non-traditional hours?
 - (1) Providers who care for children during non-traditional hours shall be paid an additional five per cent of the applicable payment rate established in paragraph (B)(1) or (C)(1) of this rule.
 - (2) This rate shall apply to the child for all hours of care during a week when any non-traditional hours of care are provided.
 - (3) The payment shall not exceed the provider's customary charge to the public.
 - (4) Non-traditional hours are the hours between seven p.m. and six a.m. on weekdays, and between twelve a.m. Saturday and six a.m. Monday.
 - (5) Non-traditional hours include any hours of care provided on New Year's day, Martin Luther King Jr. day, Memorial day, Independence day, Labor day, Thanksgiving day and Christmas day.
- (G) How are providers compensated for the care of children with special needs?
 - (1) Providers who care for a child that the caretaker and the county agency have identified as having special needs pursuant to rule 5101:2-16-02 of the Administrative Code shall be paid an additional five per cent of the applicable payment rate established in paragraph (B)(1) or (C)(1) of this rule. The payment shall not exceed the provider's customary charge to the public.

- (2) Providers who make special accommodations for the care of a child with special needs may receive twice the amount of the applicable payment rate established in paragraph (B)(1) or (C)(1) of this rule if approved pursuant to rule 5101:2-16-09 of the Administrative Code.
 - (3) Payment enhancements or additional percentages shall only apply to the hours of care for the child with special needs.
- (H) What time increments are used for the payment of publicly funded child care services?
 - (1) Time increments are broken down into weekly categories based on the total number of hours per week that each child is authorized to receive publicly funded child care services, pursuant to rule 5101:2-16-06 of the Administrative Code. The categories of payment are as follows:
 - (a) An hourly payment is for hours of care totaling less than seven hours per week.
 - (b) A part-time payment is for hours of care totaling seven hours to less than twenty-five hours per week.
 - (c) A full-time payment is for hours of care totaling twenty-five hours to sixty hours per week.
 - (d) A full-time plus payment is for hours of care totaling more than sixty hours per week.
 - (e) A week is defined as the seven-day period from twelve a.m. Sunday to fifty-nine minutes after eleven p.m. on Saturday.
 - (2) Payment shall be calculated using the total number of child care hours per week, that have been approved by the caretaker, if applicable, and submitted by the provider in the automated child care system.
 - (a) The total number of weekly hours of care received will be matched with the associated category and the provider will receive the payment rate for that category of care, up to the child's category of authorization.
 - (b) Payment shall not be made for hours that exceed the child's category of authorization.
- (I) Are providers compensated for registration fees?

Providers may receive registration fees for children receiving publicly funded child care according to the following criteria:

- (1) Annually, a provider with a valid provider agreement as of January first shall receive a twenty-five dollar registration fee for each child who received publicly funded child care from the provider in the previous calendar year. For approved day camps, the camp shall have had a valid provider agreement as of August thirtieth of the previous year.

- (2) The child must have received publicly funded child care from the provider for at least one day during January through December of the previous year.

(J) Is a provider compensated when a child is absent from the program?

- (1) A child is eligible for a maximum of ~~ten~~twenty absent days during each six-month period of January through June and July through December of each state fiscal year.
- (2) Absent days are defined in rule 5101:2-16-01 of the Administrative Code.
- (3) A provider may be paid for an absent day for which a child is eligible. An absent day shall not be paid prior to actual attendance at the authorized program. The attendance shall be documented by a recorded in time and a recorded out time, and shall have occurred on any day in the previous rolling twelve months.
- (4) The value of an absent day is based on the child's authorized hours for care, as follows:
 - (a) For a full-time or a full-time plus authorization, the value of an absent day is eight hours.
 - (b) For a part-time or an hourly authorization, the value of an absent day is five hours.

(K) Are providers compensated for staff professional development days?

- (1) Providers are eligible for two professional development days per state fiscal year. A fiscal year is defined as July first through June thirtieth.
- (2) Professional development days are defined in rule 5101:2-16-01 of the Administrative Code.
- (3) Professional development days cannot be used on two consecutive calendar days or in two consecutive calendar months.
- (4) Professional development days shall not be used on any holiday listed in paragraph (F)(5) of this rule.
- (5) The value of a professional development day is based on a child's authorized hours for care, as follows:
 - (a) For a full-time or a full-time plus authorization, the value of a professional development day is eight hours.
 - (b) For a part-time or an hourly authorization, the value of a professional development day is five hours.

(L) What is not included in the payment for publicly funded child care services?

The provider's publicly funded child care payment shall not include:

- (1) A child's copayment amount pursuant to rule 5101:2-16-05 of the Administrative Code.

- (2) Payment for services provided during the hours that a child is in care in another federal or state funded program (including, but not limited to, head start, early head start, or the early childhood education program).
 - (3) Payment for services provided during the hours that a school-age child would typically be in attendance at a primary or secondary school.
- (M) What are the requirements regarding fees that a provider may charge to the caretaker?
- (1) A provider shall make a caretaker aware of fees not covered by publicly funded child care payments for which the caretaker may be responsible.
 - (a) A provider shall have a signed agreement with the caretaker for the payment of these fees.
 - (b) Such fees may include:
 - (i) Late fees.
 - (ii) Activity fees.
 - (iii) Transportation fees.
 - (iv) Charges for absent days which exceed those eligible for payment from ODJFS.
 - (v) Charges for hours of care that exceed those authorized.
 - (2) A provider shall not ask a caretaker to pay the difference between the provider's payment rate and the provider's customary charge to the public when the customary charge is higher.
 - (3) A provider shall not ask a caretaker to pay the difference between the registration fee paid for the child by ODJFS and the provider's customary registration fee charge to the public when the customary registration fee is higher.
- (N) What are the payment rates for in-home aides that provide publicly funded child care services?

An in-home aide is the only provider of publicly funded child care services who may provide child care in the child's own home. Payment rates for in-home aides shall be determined according to the following:

- (1) An in-home aide shall be paid an hourly rate that is equal to the state minimum wage for forty or fewer hours in a week.
- (2) A rate of one and one-half times the state minimum wage shall be paid for hours in excess of forty in a week.
- (3) The total payment shall include child care services provided to all of the authorized child(ren) in the caretaker's home.
- (4) An in-home aide shall not claim absent days or professional development days for children receiving publicly funded child care services.

(O) Are providers compensated for pandemic days?

- (1) A pandemic day means a day in which the provider would normally provide child care for currently enrolled children, but has been ordered to close by the Ohio department of health or local health department as a result of the COVID-19 pandemic.
- (2) Providers are eligible for twenty-one pandemic days per fiscal year.
- (3) The provider shall provide ODJFS written documentation of the order to close. Failure to provide the documentation will result in the pandemic days not being paid.
- (4) The value of a pandemic day is based on a child's authorized hours for care, as follows:
 - (a) For a full-time or a full-time plus authorization, the value of a pandemic day is eight hours.
 - (b) For a part-time or an hourly authorization, the value of a pandemic day is five hours.

Replaces: 5101:2-16-41

Effective: 5/29/2020

Certification: CERTIFIED ELECTRONICALLY

Date: 05/29/2020

Promulgated Under: 119.03

Statutory Authority: 5104.30, 5104.38, 5104.39

Rule Amplifies: 5104.30, 5104.35, 5104.38, 5104.39

Prior Effective Dates: 07/01/1989 (Emer.), 09/28/1989, 04/01/1990 (Emer.), 07/01/1990 (Emer.), 09/30/1990, 05/01/1991 (Emer.), 07/01/1991, 11/01/1991 (Emer.), 01/20/1992, 07/06/1992 (Emer.), 10/01/1992, 01/01/1994, 10/01/1997 (Emer.), 12/30/1997, 05/08/1998 (Emer.), 08/01/1998, 06/10/2000, 01/01/2001, 02/22/2002, 06/09/2003, 07/01/2005 (Emer.), 09/26/2005, 01/13/2006 (Emer.), 04/13/2006, 01/01/2007, 03/30/2007 (Emer.), 06/28/2007, 07/01/2008, 07/23/2009 (Emer.), 08/12/2009 (Emer.), 11/08/2009, 03/28/2010, 05/01/2011, 07/29/2011 (Emer.), 10/27/2011, 10/01/2013, 07/10/2015, 06/26/2016, 12/31/2016, 12/16/2018, 10/20/2019, 03/13/2020 (Emer.)

5101:2-16-11 Provider improper payments or misuse of publicly funded child care benefits

CCMTL 148

Effective Date: October 20, 2019

(A) What is a provider improper child care payment?

A provider improper child care payment means that a payment was made to a provider for which the provider was not eligible to receive. Improper payments are the result of one of the following:

- (1) An error on the part of the provider.
- (2) An error on the part of the county agency or the Ohio department of job and family services (ODJFS).

(B) What is considered provider misuse of publicly funded child care benefits or the automated child care system?

Provider misuse includes, but is not limited to:

- (1) Utilizing the personal identification information of a caretaker or designee/sponsor to log a child's attendance in the automated child care system.
- (2) Falsifying attendance records.
- (3) Knowingly seeking and/or accepting payment for child care services that were not provided.
- (4) Knowingly seeking and/or accepting payment for child care services which the provider was not eligible to receive, including providing care at an unlicensed location.
- (5) Knowingly seeking and/or accepting payment for child care services provided to a child that resides in the provider's own home.

(C) What are the procedures if a provider improper child care payment is a result of a county error?

If the improper payment is the result of a county data error, the county agency shall:

- (1) Correct the error in the child care information data system.
- (2) Calculate the total overpayment amount that resulted from the county error.
- (3) Send a provider with a current provider agreement a notice of the determined overpayment using the JFS 01172 "County Agency Notice of Child Care Improper Payment and Repayment Requirements for Child Care Providers" (rev. 12/2018).
- (4) Notify ODJFS of the provider improper child care payment so that ODJFS may adjust all impacted payments in the child care automated system.

- (5) Refer all provider improper child care payments for providers without a current provider agreement to ODJFS.
- (D) What are the repayment procedures for all improper payments, including misuse of the automated child care system?
- (1) ODJFS may recoup one hundred per cent of the over payment via payment adjustments if the provider has a current provider agreement and is currently receiving payments for publicly funded child care services.
- (2) An invoice will be issued to the provider if either of the following are true:
- (a) The provider does not have a current provider agreement or is not currently receiving payments for publicly funded child care services.
- (b) Overpayments are unable to be recouped through the payment adjustment process, for those providers currently receiving payments for publicly funded child care services.
- (3) After thirty calendar days, any remaining balance will be certified to the office of the attorney general for collection.
- (E) Can a child care provider request a review of an identified overpayment?
- (1) A child care provider may request in writing to ODJFS that a reconsideration review be conducted for any identified overpayment that is subject to recoupment.
- (2) The written request must be received by ODJFS no later than fifteen calendar days after the date the provider receives the overpayment notice.
- (F) What is provider fraud?
- (1) Provider fraud is the willful withholding or falsification of information by the provider with an intent to deceive or defraud, resulting in the acceptance of or the receipt of payment for which the provider was not entitled, as determined by a court of law or the provider's admission.
- (2) The county agency shall recommend to ODJFS the termination of the provider agreement if a provider has admitted or pleaded guilty to committing fraud or has been convicted of fraud, as determined by a court of law.

Replaces: 5101:2-16-71

Effective: 10/20/2019

Five Year Review (FYR) Dates: 10/20/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 10/10/2019

Promulgated Under: 119.03

Statutory Authority: 5104.38

Rule Amplifies: 5104.32, 5104.38, 5104.37

Prior Effective Dates: 06/03/1996, 10/01/1997 (Emer.), 12/30/1997, 01/01/2002,
02/01/2007, 07/01/2008, 03/28/2010, 08/28/2011, 05/04/2014, 08/10/2015, 07/09/2017,
12/16/2018

5101:2-16-12 Publicly funded child care program integrity review

CCMTL 148

Effective Date: October 20, 2019

(A) What is a program integrity review?

A program integrity review carried out for the publicly funded child care program is meant to ensure:

- (1) The program is limited to only eligible recipients.
- (2) Payments to providers are for actual services provided.
- (3) Payments to providers conform to program rules.

(B) Who performs program integrity reviews?

The following entities may perform program integrity reviews for the publicly funded child care program:

- (1) The Ohio department of job and family services (ODJFS).
- (2) A county department of job and family services.
- (3) The Ohio auditor of state.
- (4) The Ohio attorney general.
- (5) The Ohio inspector general.
- (6) The U.S. department of health and human services (HHS).
- (7) The HHS office of inspector general.
- (8) The U.S. government accountability office.
- (9) Any entity working on behalf of ODJFS or the federal government.

(C) Who shall comply with publicly funded child care program integrity reviews?

Child care providers with a provider agreement or who had a provider agreement pursuant to rule 5101:2-16-09 of the Administrative Code, and caretakers determined eligible for publicly funded child care benefits pursuant to rule 5101:2-16-02 of the Administrative Code shall cooperate and participate in reviews conducted by any of the entities listed in paragraph (B) of this rule.

(D) What documentation and records will child care providers be required to provide as part of a program integrity review?

- (1) Child care providers shall provide all documentation and records which are required to be maintained by Chapters 3301-32, 3301-37, 5101:2-12, 5101:2-13, 5101:2-14, 5101:2-16 and 5101:2-18 of the Administrative Code.
- (2) Child care providers shall provide the documents and records listed in paragraph (D)(1) of this rule immediately upon request or no later than

fifteen days from the date the child care provider receives notice of the request.

- (3) Child care providers shall provide all documentation and records required to be maintained on-site immediately upon request during an on-site review.

- (E) What happens if a child care provider fails to comply with a program integrity review request?

If a child care provider fails to comply with a program integrity review request, ODJFS may do both of the following:

- (1) Terminate the provider agreement entered into with ODJFS pursuant to rule 5101:2-16-09 of the Administrative Code.
- (2) Determine an overpayment for any claims under examination as part of the review.

- (F) What happens if ODJFS determines misuse of publicly funded child care or the automated child care system pursuant to rule 5101:2-16-11 of the Administrative Code?

ODJFS may do any of the following:

- (1) Recoup all improper payments due to misuse of publicly funded child care.
- (2) Terminate the provider agreement entered into with ODJFS pursuant to rule 5101:2-16-09 of the Administrative Code.

- (G) If ODJFS terminates a provider agreement pursuant to this rule, when can the provider request a new agreement?

A child care provider whose provider agreement has been terminated pursuant to this rule may not re-enter into a provider agreement for a period of five years from the date of termination.

Replaces: 5101:2-16-72

Effective: 10/20/2019

Five Year Review (FYR) Dates: 10/20/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 10/10/2019

Promulgated Under: 119.03

Statutory Authority: 5104.38

Rule Amplifies: 5104.37

Prior Effective Dates: 05/04/2014, 08/10/2015, 12/16/2018

Child Care Chapter 17: Step Up to Quality (SUTQ)

5101:2-17-01 "Step Up To Quality" (SUTQ): Program Standards

CCMTL 144

Effective Date: January 6, 2019

Most Current Prior Effective Date: December 31, 2016

Appendix A - [Step Up To Quality Center Program Standards for a One-Star Rating](#)

Appendix B - [Step Up To Quality Center Program Standards for a Two-Star Rating](#)

Appendix C - [Step Up To Quality Center Program Standards for a Three-Star Rating](#)

Appendix D - [Step Up To Quality Center Program Standards for a Four and Five-Star Rating](#)

Appendix E - [Step Up To Quality Family Child Care Program Standards for a One-Star Rating](#)

Appendix F - [Step Up To Quality Family Child Care Standards for a Two-Star Rating](#)

Appendix G - [Step Up To Quality Family Child Care Program Standards for a Three-Star Rating](#)

Appendix H - [Step Up To Quality Family Child Care Program Standards for a Four and Five-Star Rating](#)

(A) What are the step up to quality (SUTQ) definitions for the purposes of implementing Chapter 5101:2-17 of the Administrative Code?

(1) "Administrator" means the following:

- (a) Ohio department of job and family services (ODJFS) licensed child care center administrator as described in rule 5101:2-12-07 of the Administrative Code.**
- (b) ODJFS licensed family child care provider as described in rule 5101:2-13-07 of the Administrative Code.**
- (c) Ohio department of education (ODE) licensed preschool director as defined in rule 3301-37-01 of the Administrative Code.**
- (d) ODE licensed staff member as described in rule 3301-32-02 of the Administrative Code.**

(2) "Approved related fields" means the following:

- (a) Early childhood education teacher approved related fields include: early childhood education, child development, family studies, human ecology, human development, child and family community studies, elementary education, early intervention (ECE or special education), elementary, middle or secondary education, physical**

education, elementary intervention, and school counselor, or other degrees as approved by ODJFS and ODE.

- (b) Approved related child development fields include psychology, and recreation management if twelve semester or eighteen quarter hours of child development coursework, with a grade of C or better from an accredited institution of higher education, is completed.

- (3) "Assistant teacher" means a child care staff member who works under the supervision of a lead teacher. Assistant teachers may work independently in a lead teacher's absence, but for the majority of time the assistant teacher works directly with the lead teacher in the same space with the same children.

- (4) "Child care staff" means:

- (a) ODJFS licensed child care center staff member as described in rule 5101:2-12-08 of the Administrative Code.
- (b) ODJFS licensed family child care provider staff member as described in rule 5101:2-13-08 of the Administrative Code.
- (c) ODE licensed preschool staff member, head teacher, teacher, and non-teaching employee as defined in rule 3301-37-01 of the Administrative Code.

- (5) "Family child care provider" means:

- (a) ODJFS licensed type A home provider.
- (b) ODJFS licensed type B home provider.

- (6) "Instructional time" means the time the group spends with the lead teacher each day, excluding nap or rest time.

- (a) The lead teacher shall interact with children a minimum of three and one-half hours daily for at least half the days of each week the program operates.
- (b) If a group requires two or more child care staff members to meet ratio, there shall be a lead teacher and an assistant teacher present. Co-lead teachers may be used to meet this requirement.
- (c) The assistant or co-lead teacher shall meet this requirement the other days of the week.
- (d) If a program or group operates less than three and one-half hours daily, the lead teacher shall be present for the entire day.
- (e) School-age programs shall have a lead teacher for the duration of either a total of three and one-half hours, the complete before school session, or the complete after school session. On non-school days, the program shall meet the three and one-half hour requirement as stated in paragraph (A)(7) to this rule.

(7) "Lead teacher" means the adult who has primary responsibility for the group of children. The lead teacher shall meet the three and one-half hour minimum instruction time daily, not including nap or rest, for more than half of the days in operation each week. The lead teacher is responsible for activity planning and implementing the curriculum and child assessment requirements related to the current star rating level.

(8) "Program" means any of the following:

- (a) Family child care provider.
- (b) ODJFS licensed child care center.
- (c) ODE licensed preschool.
- (d) ODE licensed school child program.

(9) "Substitute" means the following:

- (a) A child care staff member who replaces an assigned staff member for fewer than ninety days.
- (b) What if the substitute is providing care for more than ninety days?
The substitute shall become the lead teacher or assistant and meet the requirements of the lead or assistant pursuant to this chapter.

(B) What are the standards that shall be met to be star rated?

(1) The program shall comply with the desk review and the on-site verification visit.

(2) ODJFS licensed child care centers, ODE licensed preschools and ODE licensed school child programs shall meet all of the standards for the star rating requested at registration as listed in appendices A, B, C, and D to this rule.

(3) Family child care providers shall meet all of the standards for the star rating requested at registration as listed in appendices E, F, G and H to this rule.

(4) Programs who register for a four or five-star rating may be awarded points based on the verification of the three-star rating requirements and their ability to earn additional points as outlined in appendices D and H to this rule.

(5) A program shall obtain at least one point in each of the following domains in order to achieve a four or five-star rating:

- (a) Learning and development.
- (b) Administrative and leadership practices.
- (c) Staff qualifications and professional development.
- (d) Family and community partnerships.

(6) How many points shall be earned to achieve a four-star rating?

- (a) ODJFS licensed child care centers and ODE licensed preschool or licensed school child programs shall score thirty-five to fifty-five points. Points are indicated in appendix D to this rule.
 - (b) Family child care providers shall score thirty to forty-five points. Points are indicated in appendix H to this rule.
- (7) How many points shall be earned to achieve a five-star rating?
 - (a) ODJFS licensed child care centers, ODE licensed preschools and licensed school child programs shall score fifty-six to seventy-nine points. Points are indicated in appendix D to this rule.
 - (b) Family child care providers shall score forty-six to sixty-four points. Points are indicated in appendix H to this rule.

Replaces: 5101:2-17-01

Effective: 1/6/2019

Five Year Review (FYR) Dates: 01/06/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 12/27/2018

Promulgated Under: 119.03

Statutory Authority: 5104.29

Rule Amplifies: 5104.29

Prior Effective Dates: 07/01/2009, 08/01/2010, 11/10/2011, 10/01/2013, 07/20/2014, 09/28/2015, 06/26/2016, 12/31/2016

5101:2-17-02 "Step Up To Quality" (SUTQ): eligibility for registration

CCMTL 149

Effective Date: March 29, 2020

Most Current Prior Effective Date: January 6, 2019

(A) Who may register to participate in step up to quality (SUTQ), Ohio's tiered quality rating and improvement system?

(1) A program licensed by the Ohio department of job and family services (ODJFS).

(2) A program licensed by the Ohio department of education (ODE).

(B) Which programs are not eligible to register for a star rating?

A licensed program with a currently suspended license is not eligible to register for a star rating.

~~(1) Licensed programs who operate a summer only program as determined by ODJFS or ODE.~~

~~(2) Licensed programs who only operate during non-traditional hours as determined by ODJFS or ODE.~~

~~(3) Licensed programs whose license has a temporary closure status or is currently suspended.~~

(C) What are the requirements for a licensed program to be eligible for a star rating?

The program shall do all of the following:

(1) Log onto the Ohio child licensing and quality system (OCLQS) at <https://oclqs.force.com>, to electronically submit the initial rating registration.

(2) Comply with the desk review, including documents returned for revision, and with the on-site verification visit.

(3) Have children enrolled and attending the program at time of the on-site verification visit.

(4) Meet all of the program standards for the registered star rating as listed in the appendices to rule 5101:2-17-01 of the Administrative Code including:

(a) Ensure that the administrators, lead teachers and assistant teachers complete and have verified their education and professional development through the Ohio professional registry (OPR) at occr.org/opr.

(b) Ensure staff roles, schedules and hire dates are accurate and that the staff are linked to the program prior to the registration and maintained in the OPR.

- (c) Not falsifying any documentation required to meet the standards. Falsified documentation shall be cited in accordance with Chapters 5101:2-12, 5101:2-13, 3301-32 and 3301-37 of the Administrative Code.
- (5) Not have an active enforcement case.
- (6) The program shall not have an accumulation of twenty-four moderate and/or serious risk non-compliance points within the previous twelve months if licensed by ODJFS, or a six-point serious risk non-compliance if licensed by ODE.
 - (a) Moderate and serious risk non-compliances are listed in appendix A to rule 5101:2-12-03 of the Administrative Code for child care centers and appendix A to rule 5101:2-13-03 of the Administrative Code for family child care providers.
 - (b) Serious risk non-compliances are listed in rule 3301-37-02 of the Administrative Code for preschools and rule 3301-32-11 of the Administrative Code for school child programs.
 - (c) The accumulation of points shall not be within the previous twelve months prior to the registration date and between the registration date and the star rating effective date.
 - (d) If a licensing inspection has not occurred within twelve months, the most recent licensing inspection shall be considered.

Effective: 3/29/2020

Five Year Review (FYR) Dates: 1/6/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 03/19/2020

Promulgated Under: 119.03

Statutory Authority: 5104.29

Rule Amplifies: 5104.29

Prior Effective Dates: 07/01/2009, 10/01/2013, 07/20/2014, 06/26/2016, 12/31/2016, 01/06/2019

5101:2-17-03 "Step Up To Quality" (SUTQ): Desk Reviews, on-Site Verification Visits and Star Rating Awards

CCMTL 149

Effective Date: March 29, 2020

Most Current Prior Effective Date: January 6, 2019

- (A) What programs qualify for a desk review conducted by the Ohio department of job and family services (ODJFS), the county agency or the Ohio department of education (ODE)?

Programs who are eligible pursuant to rule 5101:2-17-02 of the Administrative Code and have submitted a completed registration.

- (B) How are ratings awarded?

- (1) The program shall not be awarded a rating higher than was confirmed by the program during the registration process if the program confirms at a one-star, two-star or three-star rating.
- (2) The program may be awarded a higher rating if it's determined that the program meets the criteria and the program confirms at a four-star rating.
- (3) A program may not be awarded a rating, or a lower star rating may be assessed, if at the desk review or on-site verification visit the program does not meet the standards for the rating the program confirmed at registration.

- (C) How long does a star rating last?

If the program meets the standards for a star rating and the requirements for maintaining a star rating, the following shall occur:

- (1) One-star rated programs shall be rated for a period of one year.
- (2) Two-star rated programs shall be rated for a period of one year.
 - (a) A two-star rated program shall register for a one, three, four, or five-star rating between one hundred eighty days and two hundred seventy days after the two-star rating effective date.
 - (b) If a program fails to register by day two hundred seventy, the rating shall be immediately discontinued.
 - (c) A program may only be awarded a two-star rating once every four years from the end of the two-star rating.
- (3) Three-star rated programs shall be rated for a period of two years.
- (4) Four and five-star rated programs shall be rated for a period of three years.

- (D) How is a deferral issued?

- (1) A deferral may be issued at the conclusion of the on-site verification visit or at the time of the annual report if the program cannot demonstrate it is meeting the standards.
- (2) If the program cannot meet the deferral requirement within the time frame given, a lesser star rating may be awarded.

(E) When is a rating effective?

The rating shall be effective:

- (1) The Sunday following the thirtieth day after the completion of the on-site verification visit.
- (2) If a deferral was issued, the Sunday following the thirtieth day after the end of the deferral period.
- (3) The Sunday following approval or license begin date, whichever is later, after:
 - (a) The desk review;
 - (b) A rating is awarded pursuant to paragraph (F) or (G) of this rule; or
 - (c) The annual report review.

(F) What are the requirements if a program owner, with multiple rated programs, wants to have a new program's rating expedited?

- (1) The program shall request the rating in the Ohio child licensing and quality system (OCLQS) at <https://oclqs.force.com> during the application process or within the first thirty days of the provisional license period.
- (2) The program's owner shall own multiple licensed programs that include the following:
 - (a) At least fifty per cent of the owner's programs have a star rating; and
 - (b) Two or more of the programs have a three, four or five-star rating.
- (3) The rating awarded shall equal the lowest rating of the three, four or five-star rated programs if the program meets the following:
 - (a) All administrator and staff qualifications shall be met pursuant to the appendices to rule 5101:2-17-01 of the Administrative Code for the star rating to be awarded.
 - (b) The program implements a written, researched-based, comprehensive curriculum aligned with the early learning and development standards and/or the Ohio K-12 standards, appropriate to the age group served and which shows alignment to the program's identified assessment process.
- (4) If the program is unable to meet the requirements of paragraph (F)(3) of this rule, a lesser star rating may be awarded.

- (5) In order to continue the star rating, the program shall:
 - (a) Submit an initial registration within one hundred twenty days of the rating begin date; and
 - (b) Comply with a desk review including documents returned for revision and the on-site verification visit.
- (6) If the new program fails to comply with paragraph (F)(5) of this rule, the rating shall be discontinued one hundred twenty days after the rating begin date.
- (G) What are the requirements to continue a rating if the program's owner changes?
 - (1) An initial program applicant may be awarded a rating when the owner is changing if the following requirements are met:
 - (a) The currently rated program has been rated for the previous thirteen months.
 - (b) The new program requests the rating in OCLQS during the application process or within the first thirty days of the provisional license period.
 - (2) The rating awarded shall equal the current rating if the program meets the following:
 - (a) All administrator and staff qualifications shall be met pursuant to the appendices to rule 5101:2-17-01 of the Administrative Code for the star rating to be awarded.
 - (b) The program implements a written, researched-based, comprehensive curriculum aligned with the early learning and development standards and/or the Ohio K-12 standards, appropriate to the age group served and which shows alignment to the program's identified assessment process.
 - (3) If the program is unable to meet all of the requirements of paragraph (G)(2) of this rule, a lesser star rating may be awarded.
 - (4) In order to continue the star rating, the program shall:
 - (a) Submit an initial registration within one hundred twenty days of the rating begin date: and.
 - (b) Comply with a desk review including documents returned for revision and the on-site verification visit.
 - (5) If the program fails to comply with paragraph (G)(4) of this rule, the rating shall be discontinued one hundred twenty days after the rating begin date.
- (H) Will the star rating continue if a program changes its location?

Yes the star rating shall continue.

- (I) If a star rated family child care provider changes from a licensed type A home to a licensed type B home or from a licensed type B home to a licensed type A home, will the star rating continue?

Yes the star rating shall continue.

- (J) Will the star rating be reinstated if a program was previously rated and the rating was discontinued due to the program being in temporary closure status for more than ninety days pursuant to rule 5101:2-12-02 or 5101:2-13-02 of the Administrative Code?

- (1) The rating may be reinstated if the program requests the reinstatement in OCLQS within the first thirty days after reinstatement of the continuous license. If the program has a provider agreement to provide publicly funded child care pursuant to Chapter 5101:2-16 of the Administrative Code and does not request to reinstate its star rating prior to the reopening of the license, the program may have a gap in PFCC services.

- (2) The reinstated rating shall equal the prior rating if the program meets all of the following:

- (a) All administrators and staff qualifications shall be met pursuant to the appendices to rule 5101:2-17-01 of the Administrative Code for the star rating to be awarded.
- (b) The program meets the curriculum and assessment requirements pursuant to the appendices to rule 5101:2-17-01 of the Administrative Code for the star rating to be awarded.

- (3) If the program is unable to meet the requirements of paragraph (J)(2) of this rule, a lesser star rating may be awarded.

- (4) Once the reinstated star rating has been awarded, in order to continue the rating, the program shall:

- (a) Submit an ongoing registration within one hundred twenty days of the rating begin date.
- (b) Comply with a desk review and an on-site verification visit.

- (5) What if the program fails to comply with paragraph (J)(4) of this rule?

The rating shall be discontinued one hundred twenty days after the rating begin date.

- (K) What if ODJFS, ODE or the county agency determine the program is not meeting any of the standards outlined in the appendices to rule 5101:2-17-01 of the Administrative Code?

The program shall:

- (1) Comply with any desk reviews or on-site verification visits.
- (2) Submit any documents requested by ODJFS, ODE or the county agency.

- (L) What are the requirements for rated programs displaying marketing materials?

The program shall:

- (1) Use SUTQ marketing materials only for the current rating.
- (2) Meet the branding and logo requirements outlined by ODJFS for marketing materials.

Effective: 3/29/2020

Five Year Review (FYR) Dates: 1/6/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 03/19/2020

Promulgated Under: 119.03

Statutory Authority: 5104.29

Rule Amplifies: 5104.29, 5104.31

Prior Effective Dates: 10/01/2013, 07/20/2014, 05/24/2015, 09/28/2015, 06/26/2016, 12/31/2016, 01/06/2019

5101:2-17-04 "Step Up To Quality" (SUTQ): Changes, Renewals, Removals, or Requests to Withdraw a SUTQ Rating

CCMTL 149

Effective Date: March 29, 2020

Most Current Prior Effective Date: May 13, 2019

(A) What shall a program do to request a rating change?

The program shall:

- (1) Log onto <https://oclqs.force.com> to complete an ongoing rating registration.
- (2) Electronically submit the registration.

(B) What is the process to submit an annual report?

- (1) A program shall complete and submit an annual report at <https://oclqs.force.com> thirty days prior to the anniversary date of the initial star rating.
- (2) The annual report shall contain updated information as described in the appendices to rule 5101:2-17-01 of the Administrative Code for a three, four or five-star rated program.
- (3) An annual report is not required if a change in rating registration is submitted before the deadline for the annual report.

(C) What if the annual report is not completed and submitted?

The star rating shall be discontinued on the anniversary date of the star rating.

(D) What if the rated program does not meet the program standards based on the information provided in the annual report?

The star rating may be reduced or removed pursuant to paragraph (F)(3) of this rule.

(E) What is the process to submit a rating renewal?

- (1) A program shall request to renew its rating by logging onto <https://oclqs.force.com> ninety days prior to the star rating expiration date to complete and submit an ongoing registration.
- (2) If the program does not submit a rating renewal, the rating shall be discontinued on the rating expiration date.

(F) When can a star rating be reduced or removed?

- (1) Programs licensed by ODJFS:
 - (a) The star rating shall be removed if the program receives a letter of intent to revoke a license from ODJFS.
 - (b) The star rating may be reduced or removed if ODJFS or the county agency determines that the program has an accumulation of

twenty-four moderate and/or serious risk non-compliance points or a six-point serious risk non-compliance within the previous twelve months as listed in appendix A to rule 5101:2-12-03 of the Administrative Code for child care centers and appendix A to rule 5101:2-13-03 of the Administrative Code for family child care providers.

- (2) For programs licensed by ODE, the star rating may be reduced or removed if ODE determines that the program has a six-point serious risk non-compliance as shown in rule 3301-37-02 of the Administrative Code for preschools and rule 3301-32-11 of the Administrative Code for school child programs.
 - (3) The star rating may be reduced or removed if ODJFS, ODE or the county agency determines the program is not meeting any of the standards outlined in the appendices to rule 5101:2-17-01 of the Administrative Code.
- (G) ~~When can a program register for~~ What are the requirements following a rating reduction ~~a new rating if the rating is reduced~~ pursuant to paragraph (F)(1) or (F)(2) of this rule?
- (1) The program shall not ~~begin an initial registration~~ be awarded a star rating for six months after the new rating begin date; this includes a reduction to a zero rating.
 - (2) The new rating awarded will expire twelve months after the new rating begin date.
 - (3) Paragraph (C)(6) of rule 5101:2-17-02 of the Administrative Code shall only apply to inspections completed after the effective date of the reduction of a star rating.
- (H) ~~How long does a program have to wait to begin an initial registration for a~~ What are the requirements following a rating ~~star rating after a~~ removal pursuant to paragraph (F)(1) or (F)(2) of this rule?
- (1) The program shall not ~~begin an initial registration~~ be awarded a star rating for twelve months from the date of removal.
 - (2) Paragraph (C)(6) of rule 5101:2-17-02 of the Administrative Code shall only apply to inspections completed after the effective date of the removal of a star rating.
- (I) How can a program with an agreement to provide publicly funded child care avoid a gap in PFCC services when its SUTQ exemption pursuant to Chapter 5101:2-16 of the Administrative Code is expiring or no longer exists?
- (1) If a program is currently meeting a time-limited exemption pursuant to Chapter 5101:2-16 of the Administrative Code and does not submit a registration for SUTQ between one hundred eighty days and ninety days prior to the expiration of the exemption, the program may have a gap in PFCC services. Time-limited exemptions are a reduction or removal

pursuant to paragraph (F) of this rule as well as a program at the end of its provisional license period.

- (2) If a program no longer meets any of the other exemptions pursuant to Chapter 5101:2-16 of the Administrative Code and does not submit a registration for SUTQ within thirty days of no longer meeting the exemption criteria, the program may have a gap in PFCC services.

~~(H)~~(J) How does a program withdraw from SUTQ and when does it become effective?

- (1) A program that has submitted a registration for SUTQ or that has a current SUTQ rating may withdraw from SUTQ by completing and submitting the JFS 01556 "Request to Withdraw From Step Up To Quality". ~~-(rev. 5/2015)-~~
- (2) The effective date of the program's withdrawal from SUTQ shall be the date requested on the JFS 01556 or thirty days from the date of the signature on the JFS 01556, whichever is later.

Effective: 3/29/2020

Five Year Review (FYR) Dates: 1/6/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 03/19/2020

Promulgated Under: 119.03

Statutory Authority: 5104.29

Rule Amplifies: 5104.29

Prior Effective Dates: 10/01/2013, 07/20/2014, 05/24/2015, 06/26/2016, 12/31/2016, 01/06/2019, 05/13/2019

5101:2-17-05 "Step Up To Quality" (SUTQ): Request for Review

CCMTL 144

Effective Date: January 6, 2019

Most Current Prior Effective Date: December 31, 2016

(A) What are the reasons a program may request a review of a rating decision?

- (1) Denial of a star rating.
- (2) The award of a lesser star rating.
- (3) The removal or reduction of a star rating pursuant to rule 5101:2-17-04 of the Administrative Code.

(B) How does a program submit a request for review?

A program shall complete and submit the JFS 01155 "Request for Review for Licensing and Step Up to Quality" (12/2016) with all applicable documentation.

(C) When may a program submit a JFS 01155?

Within seven business days of the following:

- (1) Notification of the denial of the star rating.
- (2) Notification of the star rating award.
- (3) Date of the letter indicating the removal or reduction of the star rating.

(D) When is a program not permitted to request a review?

The program may not request a review of a discontinued star rating as a result of the program failing to submit an ongoing registration to renew the star rating or an annual report.

Replaces: 5101:2-17-05

Effective: 1/6/2019

Five Year Review (FYR) Dates: 01/06/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 12/27/2018

Promulgated Under: 119.03

Statutory Authority: 5104.29

Rule Amplifies: 5104.29

Prior Effective Dates: 07/01/2009, 10/01/2013, 07/20/2014, 09/28/2015, 12/31/2016

5101:2-17-06 "Step Up To Quality" (SUTQ): County Agency Responsibilities

CCMTL 144

Effective Date: January 6, 2019

Most Current Prior Effective Date: June 26, 2016

(A) What are the responsibilities of the county agency staff for "Step Up To Quality" (SUTQ)?

The county agency shall:

(1) Utilize the Ohio child licensing and quality system (OCLQS) to support SUTQ.

(2) Follow all requirements contained in Chapter 5101:2-17 of the Administrative Code.

(3) Follow the Ohio department of job and family services (ODJFS) policies and procedures for all SUTQ responsibilities as assigned.

(4) Recommend rating actions to ODJFS for approval.

(B) May the county agency have additional requirements that exceed the SUTQ standards in Chapter 5101:2-17 of the Administrative Code?

The county agency shall not have additional requirements for SUTQ.

(C) May the county agency contract out the SUTQ responsibilities?

The county agency may contract out the SUTQ responsibilities but shall ensure that the requirements of this chapter are met.

Replaces: 5101:2-17-06

Effective: 1/6/2019

Five Year Review (FYR) Dates: 01/06/2024

Certification: CERTIFIED ELECTRONICALLY

Date: 12/27/2018

Promulgated Under: 119.03

Statutory Authority: 5104.29

Rule Amplifies: 5104.29

Prior Effective Dates: 07/20/2014, 06/26/2016

Child Care Manual Archive

CCMTL

CCMTL 83 (ELI {emer.} eff. 7/1/07- ARCHIVE)

Child Care Manual Transmittal Letter No. 83

Early Learning Manual Transmittal Letter No. 1

July 2, 2007

To: All Child Care Manual Holders and Early Learning Manual Holders

From: Helen E. Jones-Kelley, Director

Subject: Emergency filing of Early Learning Initiative Rules

This letter transmits the Emergency rescission of the rules governing the Early Learning Initiative (ELI) from the Child Care Manual (CCM) and the adoption of new rules governing ELI in the newly created Early Learning Manual (ELM). This letter also moves ELI forms from the CCM to the ELM. The changes to the rules and forms are a result of Sub. House Bill 119 of the 127th General Assembly. These changes were immediately effective on July 2, 2007.

Following is a summary of the rule amendments:

Rule 5101:2-16-07.1 entitled County Department of Job and Family Services Administrative Responsibilities for the Early Learning Initiative (ELI) has been rescinded.

Rule 5101:2-16-35.1 entitled Eligibility for "Early Learning Initiative" (ELI) Services and its appendix have been rescinded.

Rule 5101:2-16-41.1 entitled Ohio Department of Job and Family Services (ODJFS) Responsibilities for Reimbursement to the Early Learning Initiative (ELI) Agencies has been rescinded.

Rule 5101:2-16-71.1 entitled Early learning initiative (ELI) program overpayments has been rescinded.

Rule 5101:2-23-01 entitled Definitions for the early learning initiative (ELI) has been created.

Rule 5101:2-23-03 entitled County department of job and family services administrative responsibilities for the early learning initiative (ELI) has been created.

Rule 5101:2-23-05 entitled Eligibility requirements for Early Learning Initiative (ELI) benefits has been created.

Rule 5101:2-23-07 entitled Income eligibility requirements for Early Learning Initiative (ELI) benefits has been created.

Rule 5101:2-23-09 entitled Ohio department of job and family services responsibilities for reimbursement to Early Learning Initiative (ELI) agencies has been created.

Rule 5101:23-23-11 entitled Early Learning Initiative (ELI) overpayments has been created.

JFS 01153 "Early Learning Initiative Request by ELI Contracted Agency to Adjust Attendance" has been revised to change the title and incorporates information

previously collected by the JFS 01156. The drop-down menus have also been revised to reflect the payment cycles for SFY 2008 and 2009.

JFS 01154 and "Early Learning Initiative (ELI) CDJFS to adjust 3299 data" and instructions has been revised to reflect changes to the program as a result of the new statute.

JFS 1154I "Instructions for Early Learning Initiative (ELI) CDJFS to adjust 3299 data" has been made obsolete.

JFS 01155 "Application for Early Learning Initiative (ELI) Benefits" has been revised to change the title and to collect all information necessary for an ELI application.

JFS 01156 "Request By ELI Contracted Agent to Manually Add Hours for Billing" has been incorporated into the JFS 01153 and is being made obsolete.

JFS 01157 "Early Learning Initiative Notice to CDJFS of ELI Overpayment" has been revised to reflect changes to the program as a result of the new statute. The drop-down menus have also been revised to reflect the payment cycles for SFY 2008 and 2009.

JFS 01162 "Early Learning Initiative (ELI) Services Change Request" has been created. This form will be used when a child enrolled in ELI switches from one ELI provider to another.

The electronic versions of the Child Care Manual and the Early Learning Manual are located at::

<http://emanuals.odjfs.state.oh.us/emanuals>. The Early Learning Manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to ELI contracted agencies and providers. A current version of this manual should be utilized by staff in ELI contracted agencies and providers and an updated copy of the manual should be accessible at all times.

Forms can be located at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The department will notify all manual holders when forms are changed and the date of the change. When forms are obsolete they should no longer be used. The old version of this form should be removed and replaced with the new one. The use of current forms is necessary in order to be in compliance with ELI rules.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Child Care Manual (CCM) and inserted into the Early Learning Manual (ELM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	5101:2-16-07.1	
	5101:2-16-35.1 and appendix	

	5101:2-16-41.1 and appendix	
	5101:2-16-71.1	
	JFS 01153 (Rev. 1/2007)	
	JFS 01154 (Rev. 1/2007)	
	JFS 01154I (Rev. 12/2005)	
	JFS 01155 (Rev. 12/2005)	
	JFS 01156 (Rev. 3/2006)	
	JFS 01157 (Rev. 4/2006)	
CCM Transmittal Letters		CCMTL No. 83
ELM		5101:2-23-01
		5101:2-23-03
		5101:2-23-05 and appendices
		5101:2-23-07
		5101:2-23-09
		5101:2-23-11
		JFS 01153 (Rev. 7/2007)
		JFS 01154 (Rev. 7/2007)
		JFS 01155 (Rev. 7/2007)
		JFS 01157 (Rev. 7/2007)
		JFS 01162 (7/2007)
ELM Transmittal Letters		ELMTL No. 1

CCMTL 79 (Reimbursement Rates {emer.} eff. 5/1/07 - ARCHIVE)

Child Care Manual Transmittal Letter No. 79

April 4, 2007

TO: All Child Care Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: Emergency Rule Amendments - Adjustments in Reimbursement Ceiling Rates for Providers of Publicly Funded Child Care Services

Emergency rule amendments were filed on March 30, 2007 to allow the department to adjust reimbursement ceiling rates for providers of publicly funded child care effective May 1, 2007. These rates are the maximum reimbursement rates payable by county departments of Job and Family Services (CDJFS) to child care providers.

These adjusted rates are set at the 65th percentile of the rates reported in the 2006 market rate survey conducted by the Ohio State University Statistical Consulting Service. The number of market rate sectors has been changed from three to six which best represents counties with similar child care rate structures. Analysis of the 2006 market rate survey results demonstrated some categories of care for which the reimbursement ceiling rate should be lowered, however the department has chosen not to reduce any reimbursement ceiling rates at this time.

County departments of Job and Family Services (CDJFS) shall reimburse providers according to the adjusted reimbursement ceiling rates in amended rule 5101:2-16-41 for child care services that are provided on or after May 1, 2007.

Appendix A of rule 5101:2-16-41 is a chart showing reimbursement ceiling rates for each CDJFS to follow. Each chart contains the maximum reimbursement ceiling rates for the five types of providers who are either licensed or certified. Actual payment rates to these providers are based on individual contracts between the CDJFS and the provider.

Appendix A of rule 5101:2-16-41.1 is a chart with hourly rates for payments to Early Learning Initiative (ELI) providers. These rates are being changed to correspond to the adjusted maximum hourly reimbursement ceiling rates for subsidized child care. These payments are made by ODJFS.

The rules contained in this transmittal are:

Rule 5101:2-16-41 Reimbursement Rates for Providers of Publicly Funded Child Care. This rule has been amended to state that May 1, 2007 is the effective date for payment of the adjusted reimbursement rates for providers. The appendix has been amended to show the adjusted maximum reimbursement ceiling rates.

Rule 5101:2-16-41.1 Ohio Department of Job and Family Services (ODJFS) Responsibilities for Reimbursement to Early Learning Initiative (ELI) Agencies. This rule has been amended to state that May 1, 2007 is the effective date for payment of the adjusted hourly reimbursement rates for ELI agencies. The appendix has been amended to show the adjusted hourly maximum reimbursement ceiling rates.

If you have questions, please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all child care rules, forms, transmittal letters and procedure letters that the department has issued.

INSTRUCTIONS: The following chart identifies the materials that need to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE/ FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 3 Family Eligibility	5101:2-16-41 and Appendix	5101:2-16-41 and Appendix
	5101:2-16-41.1 and Appendix	5101:2-16-41.1 and Appendix
CCM Transmittal Letters		Child Care Manual Transmittal Letter No. 79

CCMTL 73 (ELI Eligibility eff. 2/16/06 - ARCHIVE)

Child Care Manual Transmittal Letter No. 73

February 15, 2006

TO: All Child Care Manual Holders
FROM: Barbara E. Riley, Director
SUBJECT: Changes in Eligibility Criteria for Early Learning Initiative (ELI) Services (OAC 5101:2-16-35.1)

This letter transmits a change in the requirements for eligibility criteria for the Early Learning Initiative (ELI). Language has been deleted from OAC 5101:2-16-35.1 (A)(5)(f) Eligibility for early learning initiative (ELI) to clarify that those families that have interrupted employment and documentation that the employment or employment orientation activity is expected to begin within a the thirty day period will remain eligible for ELI. Paragraph (A)(13) was changed to reflect that those children who remain in ELI and enter non-ELI publicly funded child care shall follow the co-payment requirements. This rule was recently updated in CCMTL No. 70. The rule included with this letter will be replacing it. **These changes are effective February 16, 2006.**

There is no change to the appendix of this rule.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 3 Family Eligibility		
Publicly Funded Child Care Benefits	5101:2-16-35.1 with appendix	5101:2-16-35.1 with appendix
TRANSMITTAL LETTERS		CCMTL No. 73

CCMTL 72 (ELI Reimbursement eff. 1/6/06 - ARCHIVE)

Child Care Manual Transmittal Letter No. 72

January 23, 2006

To: All Child Care Manual Holders
From: Barbara Riley, Director
Subject: Change in Reimbursement Criteria for Early Learning Initiative (ELI) Agencies (OAC 5101:2-16-41.1)

This letter transmits a change in the requirements for reimbursement to agencies who provide Early Learning Initiative (ELI) services. Language has been deleted from OAC 5101:2-16-41.1 Ohio department of job and family services (ODJFS) responsibilities for reimbursement to early learning initiative (ELI) agencies requiring that slots allocated to an agency may be moved only to counties that are contiguous to the county to which the slots were allocated. This change will allow ELI agencies to provide access to child care and early learning services for children in low-income working families in communities where there is an identified need. **This change is effective January 13, 2006.**

There is no change to the appendix of this rule.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 2 Child Care Reimbursement, Fraud and Overpayment		
Reimbursement Rates	5101:2-16-41.1 with appendix	5101:2-16-41.1 with appendix
TRANSMITTAL LETTERS		CCMTL No. 72

CCMTL 71 (ELI Forms eff. 1/6/06 - ARCHIVE)

Child Care Manual Transmittal Letter No. 71

January 6, 2006

TO: All Child Care Manual Holders

FROM: Barbara E. Riley, Director

SUBJECT: New Forms for the Early Learning Initiative (ELI) Program

This letter transmits the JFS 01155 "Request for Early Learning Initiative Services" which has been developed to help county staff keep track of case activity for Early Learning Initiative (ELI) services and for monitoring the requirements of OAC rule 5101:2-16-07.1 County department of job and family services administrative responsibilities for the early learning initiative (ELI). The use of the JFS 01155 is not required.

County staff must document the following data items through existing case management procedures or through the use of the JFS 01155.

- Date of caretaker's request for ELI services
- Caretaker's signature and date of request for ELI services
- Name of child care facility/ELI provider requested
- Date JFS 01138 "Application for Child Care Benefits" received for child(ren)
- Date JFS 01138 "Application for Child Care Benefits" verified as completed
- Date child(ren) determined eligible for ELI services
- Name of ELI contracted agency

Use of the JFS 01155 will assist the department in monitoring case activity in the ELI program and will be documentation in the county's files to verify that required timelines are being met. A completed JFS 01138 "Application for Child Care Benefits" must be on file for all new ELI applications for children who are not transitioning from other publicly funded child care.

Two additional forms are also included with this letter, the JFS 01153 "Request by Contracted ELI Agent to Adjust Attendance Data" and the JFS 01154 "CDJFS Request to Adjust 3299 Data" and its instructions, which have been developed for use in the ELI program. These forms are required of ELI providers or CDJFS staff when changes must be made to the ELI data that has been submitted to the department for a payment cycle.

These forms will be available online at: <http://www.odjfs.state.oh.us/forms/inner.asp>. They will not be available in hard copy from the ODJFS warehouse.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Child Care Manual (CCM).

LOCATION	INSERT
----------	--------

Child Care Manual Appendix	JFS 01153 (12/2005)
	JFS 01154 (12/2005)
	JFS 01154I (12/2005)
	JFS 01155 (12/2005)
Transmittal Letters	CCMTL No. 71

CCMTL 70 (ELI Eligibility Rules eff. 11/21/05 - ARCHIVE)

Child Care Manual Transmittal Letter No. 70

November 7, 2005

To: Child Care Manual Holders

From: Barbara E. Riley, Director

Subject: Changes in Eligibility Criteria for Early Learning Initiative (ELI) Services

It is important that children from low-income working families have the opportunity to take part in the child care and early learning programs that are offered by Early Learning Initiative (ELI) agencies. This letter transmits several changes to the eligibility criteria for ELI services so that more families can participate in ELI programs in their communities. **These changes will be effective November 21, 2005.** These changes apply to any eligibility determination made on or after November 21, 2005, regardless of the date of application.

OAC 5101:2-16-35.1 Eligibility for Early Learning (ELI) Services has been amended as follows:

- Language in (A)(5)(b) has been changed to allow eligibility for ELI when at least one of two caretakers is participating in OWF program approved activities. Language in (A)(5)(e) has been changed to allow eligibility when at least one of two caretakers is engaged in at least one hour per week of paid employment.
- New language has been added in (A)(6) to allow eligibility for a child who receives child-only OWF cash assistance. The work and income requirements of the caretaker do not apply to this child's eligibility.
- New language has been added in (A)(12) to clarify that the copayment requirement applies to a child who leaves ELI and enters non-ELI publicly funded child care.

There are no changes to the appendix of this rule.

INSTRUCTIONS: The following chart identifies the materials that need to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM 3 FAMILY ELIGIBILITY		
Publicly Funded Child Care Benefits	5101:2-16-35.1 with appendix	OAC 5101:2-16-35.1 with appendix
TRANSMITTAL LETTERS		CCMTL No. 70

CCMTL 69 (ELI Rules eff. 9/26/05 - ARCHIVE)

Child Care Transmittal Letter No. 69

September 16, 2005

TO: All Child Care Manual Holders

FROM: Barbara E. Riley, Director

SUBJECT: September 26, 2005 Early Learning Initiative (ELI) Rule Revisions

This letter transmits revisions to rules 5101:2-16-07, 5101:2-16-07.1, 5101:2-16-35.1 and 5101:2-16-41.1 of the Administrative Code. These rules were recently updated in CCMTL No. 65. The rules included with this letter will be replacing them. The revisions are explained below. **These changes are effective September 26, 2005.**

5101:2-16-07 County Department of Job and Family Services Administrative Responsibilities for Determining Eligibility for Publicly Funded Child Care Benefits has been revised to show a revision date of 10/2005 for the JFS 01140 "Certificate of Authorization for Payment of Publicly Funded Child Care Services (COAP)."

5101:2-16-07.1 County Department of Job and Family Services Administrative Responsibilities for the Early Learning Initiative (ELI) has been revised to show a revision date of 10/2005 for the JFS 01140 "Certificate of Authorization for Payment of Publicly Funded Child Care Services (COAP)."

5101:2-16-35.1 Eligibility for Early Learning Initiative Services (ELI) has been revised to allow for ELI eligibility when, in a two-caretaker household, one caretaker is employed at least one hour per week and one caretaker is engaged in employment, training or education at least one hour per week. A reference to the Revised Code section that defines compulsory school age is now included, and language has been added to clarify that an ELI provider cannot charge a caretaker fees other than the copayment. The appendix to this rule has not been changed.

5101:2-16-41.1 Ohio Department of Job and Family Services (ODJFS) Responsibilities for Reimbursement to Early Learning Initiative (ELI) Agencies has been revised to increase reimbursement amounts to ELI agencies, to clarify reimbursement for an absent day, to define the movement of allocated slots between counties and to allow for a payment of up to five hundred dollars per child per year to an ELI agency for participation in a quality improvement plan. The appendix to this rule has not been changed.

INSTRUCTIONS: The following chart identifies the materials that need to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT / REPLACEMENT
CCM 1 ADMINISTRATION AND RESOURCE AND REFERRAL		

CDHS Responsibilities	5101:2-16-07	5101:2-16-07
		5101:2-16-07.1
CCM 2 CHILD CARE REIMBURSEMENT, FRAUD AND OVERPAYMENT		
Reimbursement Rates	5101:2-16-41.1	5101:2-16-41.1
CCM 3 FAMILY ELIGIBILITY	5101:2-16-07.1	
Publicly Funded Child Care Benefits	5101:2-16-35.1	5101:2-16-35.1
	5101:2-16-35.2	
TRANSMITTAL LETTERS		CCMTL No. 69

CCMTL 68 (Ch. 16 Rules, eff. 10/1/05 - ARCHIVE)

Child Care Manual Transmittal Letter No. 68

September 7, 2005

TO: All Child Care Manual Holders
FROM: Barbara E. Riley, Director
SUBJECT: October 1, 2005 Rule and Form Revisions

This letter transmits revisions to rules 5101:2-16-30, 5101:2-16-39 and 5101:2-16-41 of the Administrative Code; and to the JFS 01140 "Certificate of Authorization for Payment of Publicly Funded Child Care Services" and the JFS 01224 "Contract for Purchase of Publicly Funded Child Care Services". These rules and forms were recently updated in CCMTL No. 64. The rules and forms included with this letter will be replacing them. The revisions are explained below. **These changes are effective October 1, 2005.**

5101:2-16-30 Program Eligibility Requirements for Publicly Funded Child Care Benefits has been revised to add a sentence to paragraph (P) which specifies that children in placement are not eligible for protective child care. The appendix to this rule has not changed.

5101:2-16-39 Monthly Family Copayment for Publicly Funded Child Care Benefits has been revised to change the revision date of JFS 01224 in paragraph (H). The appendix to this rule has not changed.

5101:2-16-41 Reimbursement Rates for Providers of Publicly Funded Child Care has been revised to add language to clarify that reimbursement to a provider shall not exceed the provider's customary charge to the public. The appendix to this rule has not changed.

JFS 01140 "Certificate of Authorization for Payment of Publicly Funded Child Care" (COAP) has been revised to change language in the "Terms of Agreement", item 10 "Indemnity and Insurance", so that the content is the same as the language in item 13, "Indemnity and Insurance", of the JFS 01224. This form shall be used beginning October 1, 2005 to contract with new providers. Current contracts do not need to be replaced with this version.

JFS 01224 "Contract for Purchase of Publicly Funded Child Care Services" has been revised to include more space in item 4 for entering provider rates. This form shall be used beginning October 1, 2005 to contract with new providers. Current contracts do not need to be replaced with this version.

INSTRUCTIONS: The following chart identifies the materials that need to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/ REPLACEMENT
----------	--------------------------------	------------------------

CCM 2 CHILD CARE REIMBURSEMENT, FRAUD AND OVERPAYMENT		
Reimbursement Rates	5101:2-16-41	5101:2-16-41
CCM 3 FAMILY ELIGIBILITY		
Publicly Funded Child Care Benefits	5101:2-16-30	5101:2-16-30
	5101:2-16-39	5101:2-16-39
APPENDIX		
	JFS 01140 (Rev. 7/2005)	JFS 01140 (Rev. 10/2005)
	JFS 01224 (Rev. 7/2005)	JFS 01224 (Rev. 10/2005)
TRANSMITTAL LETTERS		CCMTL No. 68

CCMTL 65 (ELI eff 7/1/05 - ARCHIVE)

Child Care Manual Transmittal Letter No. 65

July 11, 2005

TO: All Child Care Manual Users

FROM: Barbara E. Riley, Director

SUBJECT: July 1, 2005 Implementation of Ohio's Early Learning Initiative (ELI)

Ohio is implementing an early care and education program for the children of low income working families. The Early Learning Initiative (ELI) is designed to provide full-day, full-year child care and school readiness services for preschool children. Most recently, these services were provided by the Title IV-A Head Start programs. **The attached rules for the implementation of ELI are effective on July 1, 2005.**

ELI is a collaborative effort between the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE). County departments of Job and Family Services (CDJFS) will be responsible for determining family eligibility for ELI programs. ODJFS will be responsible for contracting with ELI agencies, for reimbursing ELI agencies and for monitoring compliance with children's attendance and ELI agency billing requirements.

The following rules are contained in this transmittal letter:

5101:2-16-07 County Department of Job and Family Services Administrative Responsibilities for Determining Eligibility for Publicly Funded Child Care Benefits has been amended to change the title, to clarify existing language and to include appropriate references to the ELI program.

5101:2-16-07.1 County Department of Job and Family Services Administrative Responsibilities for the Early Learning Initiative (ELI) has been adopted as a new rule. The new rule language directs the administrative duties of the CDJFS and provides the requirements for coordinating and communicating with ELI agencies. 5101:2-16-07.1 County Department of Job and Family Services Administrative Requirements for Title IV-A Head Start and Title IV-A Head Start Plus Programs is being rescinded due to the expiration of Title IV-A Head Start..

5101:2-16-35 Determination of Eligibility for Publicly Funded Child Care Benefits has been amended to change the title, to clarify existing language and to add language appropriate to ELI.

5101:2-16-35.1 Eligibility for Early Learning Initiative (ELI) Services has been adopted as a new rule. The new rule language provides the eligibility requirements for ELI program services. 5101:2-16-35.1 Title IV-A Head Start Plus Program Eligibility is being rescinded due to the expiration of Title IV-A Head Start Plus.

5101: 2-16-35.2 Title IV-A Head Start Program Eligibility is being rescinded due to the expiration of Title IV-A Head Start.

5101: 2-16-41.1 Ohio Department of Job and Family Services (ODJFS) Responsibilities for Reimbursement to Early Learning (ELI) Agencies has been adopted as a new rule to

identify the activities of ODJFS in providing reimbursement to ELI agencies. Reimbursement to ELI agencies shall be administered by ODJFS through web reporting and EFT payments.

Form JFS 01138 "Application for Publicly Funded Child Care Benefits" has been revised to delete references to Title IV-A Head Start programs and add the payment code for ELI. This form, as well as the JFS 01137 "The Child Care/Healthy Start and Healthy Families Supplement" have been translated into Spanish. Both language versions of these forms are available as a PDF for downloading and printing from the department's forms listing page at <http://www.odjfs.state.oh.us/forms/inner.asp>. The JFS 01138 is available in hardcopy from the warehouse by sending the JFS 09510 "Form Requisition" by fax at (614) 728-7724, or by mail to Warehouse Services, 2098 Integrity Drive, Columbus, OH 43209.

INSTRUCTIONS:

The following chart depicts the materials that should be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT / REPLACEMENT
Administration and Resource and Referral		
CDJFS Responsibilities	5101-2-16-07	5101:2-16-07
Family Eligibility		
Publicly Funded Child Care Benefits	5101:2-16-07.1	5101:2-16-07.1
	5101:2-16-35	5101:2-16-35
	5101:2-16-35.1	5101:2-16-35.1 with appendix
	5101:2-16-35.2	
Child Care Reimbursement, Fraud and Overpayment		
Reimbursement Rates		5101: 2-16-41.1 with appendix
Child Care Manual Appendix		
		JFS 01137S

	JFS 01138	JFS 01138
		JFS 01138S
Transmittal Letters		CCMTL No. 65

CCMTL 64 (Copayments, Eligibility and Reimbursement eff. 7/1/05 - ARCHIVE)

Child Care Manual Transmittal Letter No. 64

July 11, 2005

TO: All Child Care Manual Users
FROM: Barbara E. Riley, Director
SUBJECT: July 1, 2005 Changes in Income Eligibility, Copayments and Provider Reimbursement Rates

This letter transmits changes to the monthly income standards for child care eligibility, monthly child care family copayments and reimbursement rates for providers of publicly funded child care services. **These changes are effective July 1, 2005.**

The department is increasing the maximum monthly gross income to amounts that are equal to 185% of the 2005 federal poverty levels (FPL). A chart is being added as "Appendix A" to rule 5101:2-16-30 Program Eligibility Requirements for Publicly Funded Child Care Benefits that displays family size and the corresponding maximum monthly gross income. The Maximum Monthly Gross Income per Household Size chart must be used for all determinations of eligibility including initial eligibility, six-month copayment reviews and twelve-month redeterminations. Any future changes in income eligibility levels will be made by revising this chart. **This letter obsoletes the information and instructions in Child Care Manual Procedure Letter No. 9 dated March 11, 2004.**

The Monthly Child Care Family Copayment Table, which is "Appendix A" of rule 5101:2-16-39 Monthly Family Copayment for Publicly Funded Child Care Benefits, has been revised based on the 2005 FPL. Copayments will not exceed 10% of a family's monthly income and will be automatically calculated by the CCIDS/3299 system. The revised Monthly Child Care Family Copayment Table shall be used to advise families of copayment amounts when determining initial eligibility, six-month copayment reviews and twelve-month redeterminations.

Ohio Revised Code 5104.30 directs the department to determine rates of reimbursement for providers based upon appropriate criteria. In 2004, in cooperation with the Ohio State University (OSU) Center for Survey Research, the department conducted a market rate survey which led to the development of revised market sectors and new payment rates for providers. A summary and the analysis of the survey is on the department's website at: <http://jfs.ohio.gov/cdc/providers.stm> The new reimbursement rates are set at the 65th percentile of the child care market rates collected in the OSU survey.

OAC 5101:2-14-01 Definitions for Certification of Type B Home Providers and OAC 5101:2-16-01 Definitions for Eligibility for Publicly Funded Child Care Benefits have been amended in order to change the titles, remove definitions that will no longer be accurate, clarify existing language, and add new definitions based on the new rule language.

5101:2-16-30 Program Eligibility Requirements for Publicly Funded Child Care Benefits is a new rule. The new rule contains the program eligibility requirements that a caretaker must meet to receive child care benefits. Eligibility requirements for training and education activities, protective child care and benefits for those seeking employment or who are scheduled to enroll in training or educational activities have been clarified to comply with language in statute. 5101:2-16-30 Publicly Funded Child Care Program Requirements is being rescinded. "Appendix A" has been added with income eligibility limits.

5101:2-16-39 Monthly Family Copayment for Publicly Funded Child Care Benefits has been revised to clarify language. "Appendix A" has been revised with the updated copayment amounts.

5101:2-16-39.1 Implementation of Copayment Changes for Publicly Funded Child Care with Appendix A has expired.

OAC 5101:2-16-41 Reimbursement Ceilings for Child Care Providers is being rescinded and replaced with 5101:2-16-41 Reimbursement Rates for Providers of Publicly Funded Child Care, which presents the proposed new language for reimbursement amounts, payment methods and tables that list all reimbursement rates. There are now five tables showing the reimbursement rates for each provider type. The rule changes require reimbursement to providers for full-time weekly, part-time weekly, or hourly services. A full-time week is twenty-five hours and above and a part-time week is seven hours to twenty-four and nine-tenths hours. Daily rates will no longer be a payment option. Hourly rates are paid to center and type A providers for those hours of care that exceed sixty hours per week, to home providers for those hours of care that exceed fifty hours per week, and to all providers for those hours of care provided for less than seven hours a week.

This letter also transmits the following revised forms:

The JFS 01140 "Certificate of Authorization for Payment of Publicly Funded Child Care Services" (COAP) has been re-titled and revised to align with department forms design requirements and to clarify language.

The JFS 01224 "Contract for Purchase of Publicly Funded Child Care Services" has been re-titled and revised to clarify language and to incorporate new rule requirements. Contracts with providers shall be amended according to procedures determined by the CDJFS.

INSTRUCTIONS:

The following chart depicts the materials that should be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT / REPLACEMENT
FAMILY ELIGIBILITY		

Publicly Funded Child Care Benefits	5101:2-16-01	5101:2-16-01
	5101:2-16-30	5101:2-16-30 with Appendix
	5101:2-16-39	5101:2-16-39 with Appendix
	5101:2-16-39.1 with Appendix A	
Child Care Reimbursement, Fraud and Overpayments		
Reimbursement Rates	5101:2-16-41 with Appendix A	5101:2-16-41 with Appendix A
Child Care Provider Certification Regulations		
Professional Certification Procedures	5101:2-14-01	5101:2-14-01
Child Care Manual Appendix	JFS 01140	JFS 01140
	JFS 01224	JFS 01224
Procedure Letters	CCPL No. 9	
Transmittal Letters		CCMTL 64

CCMTL 63 (Copayments eff. 2/1/05 - ARCHIVE)

Child Care Manual Transmittal Letter No. 63

January 18, 2005

TO: All Child Care Manual Users

FROM: China L. Widener, Chief of Staff

SUBJECT: Change in Monthly Child Care Family Copayment Table

This letter transmits OAC rule 5101:2-16-39 Monthly Family Copayment for Publicly Funded Child Care Benefits which contains changes in copayment amounts for families who receive publicly funded child care benefits. **This rule will become effective on February 1, 2005 as an emergency rule.**

In 2003, the department reduced income eligibility levels and increased copayments in an effort to contain program costs. The department is now able to reduce copayments and recently directed counties to review all publicly funded child care cases in order to make the necessary reductions in monthly child care family copayment for many families.

The "Monthly Child Care Family Copayment Table" in the appendix of the attached rule reflects the decreased copayment amounts. This copayment table shall be used when determining the monthly child care family copayments for all applications, copayment reviews and annual redeterminations.

Other amendments to this rule include a change of the title from Family copayment requirement to Monthly family copayment for publicly funded childcare benefits, a new paragraph (C)(5) and some language has been revised for consistency.

Please note that this rule is currently in Clearance and will be processed through JCARR. If any changes are made to it prior to its finalization by JCARR, the amended rule will be sent in a separate letter.

INSTRUCTIONS:

The following chart depicts what materials should be removed from and what materials should be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
FAMILY ELIGIBILITY		
Publicly Funded Child Care Benefits	5101:2-16-39 with Appendix A - Monthly Child Care Family Copayment Table	5101:2-16-39 with Appendix A - Monthly Child Care Family Copayment Table
TRANSMITTAL		CCMTL No. 63

LETTERS		
---------	--	--

CCMTL 62 (Copayments eff. 2/1/05 - ARCHIVE)

Child Care Manual Transmittal Letter No. 62

December 14, 2004

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Implementation of Copayment Changes for February 2005

This letter transmits changes in copayment amounts for families who receive publicly funded child care benefits and instructions to county departments for implementation of the new copayments by February 1, 2005. In 2003, the department reduced income eligibility levels and increased copayments in an effort to contain program costs. Since then, many factors have resulted in the department now being able to reduce copayments for many families. The Monthly Child Care Family Copayment Table has been changed to reflect the decreased copayment amounts.

Effective with this letter, counties shall begin to review all cases in order to make changes to copayments by February 1, 2005.

The new copayment table shall be used when determining copayments for all cases that are reviewed, and for all applications, copayment reviews and annual redeterminations where a copayment change is made for February 1, 2005.

Reimbursement to providers for services provided on or after February 1, 2005 shall be determined with the application of the new copayment amounts.

Rule 5101:2-16-39.1 Implementation of copayment changes for February 2005 contains the new Monthly Child Care Family Copayment Table and instructions to counties for implementation of the copayment change.

INSTRUCTIONS:

The following chart depicts what materials should be removed from and what materials should be inserted into the Child Care Manual (CCM).

LOCATION	INSERT/REPLACEMENT
FAMILY ELIGIBILITY	
Publicly Funded Child Care Benefits	5101:2-16-39.1
TRANSMITTAL LETTER	CCMTL No. 62

CCMTL 61 (JFS 01210 and JFS 01258 - ARCHIVE)

Child Care Manual Transmittal Letter No. 61

December 2, 2004

TO: All Child Care Manual Users
FROM: Thomas J. Hayes, Director
SUBJECT: JFS 01210 "Application for Child Care License"
JFS 01258 "Application for Child Day Camp Registration"

This letter transmits the revised forms JFS 01210 "Application for Child Care License" and JFS 01258 "Application for Child Day Camp Registration".

The JFS 01210 is used to apply for initial and renewal licenses for child care centers and type A child care homes. The owner and the administrator of the child care facility must sign and submit this form to the department and agree to the terms of the application and the licensing process.

The JFS 01258 is used for the annual registration of child day camp facilities.

The changes made are primarily in the format of the documents, with minor language changes. These forms will be included in the Child Care Manual and on the department's website. They will not be stocked in hard copy.

Please address any questions to the Bureau of Child Care and Development, Policy and Evaluation Section at 614-466-7762.

INSTRUCTIONS:

The following chart depicts what materials should be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
APPENDIX		JFS 01210
		JFS 01258
TRANSMITTAL LETTERS		CCMTL No. 61

CCMTL 60 (Head Start / Head Start Plus eff. 9/20/04 - ARCHIVE)

Child Care Manual Transmittal Letter No. 60

September 17, 2004

TO: All Child Care Manual Users
FROM: Thomas J. Hayes, Director
SUBJECT: Amendments to Title IV-A Head Start Plus and Title IV-A Head Start Part-Time Program Rules

This letter transmits emergency amendments to Ohio Administrative Code (OAC) rules 5101:2-16-35.1 and 5101:2-16-35.2 which govern eligibility for the Title IV-A Head Start Plus and Title IV-A Head Start programs. **These rule changes will be effective on September 20, 2004.**

Title IV-A Head Start Plus is a joint effort of the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) to provide children of low income working families with access to high quality early learning opportunities and child care services. Since the program's implementation on July 1, 2004, the number of children enrolled in Head Start Plus programs is far below the projected number in need. As a result of concerns raised by families, providers and county departments of Job and Family Services, ODJFS and ODE identified rule changes that are intended to remove barriers to program access and increase the number of families eligible for Title IV-A Head Start services.

- OAC rule 5101: 2-16-35.1 Title IV-A head start plus program eligibility is amended to remove the minimum work hours requirement for working families.
- OAC rule 5101:2-16.35.2 Title IV-A head start program eligibility is amended to eliminate the exclusion from other subsidized child care for children in receipt of Title IV-A Head Start program services.

Applications for Title IV-A Head Start Plus and Title IV-A Head Start part time programs approved on or after the effective date of these amendments shall be approved using the provisions of the new rule. No desk review is required, however, counties should inform all families of the new program criteria at the time of redeterminations and reviews. Counties are also encouraged to let potentially eligible families know about this program change.

Please note that allowances for travel time for caretakers engaged in paid employment or paid employment and training must be made in accordance to OAC rule 5101:2-16-30(F)(1).

If you have questions regarding this information, please contact the Bureau of Child Care and Development, Policy and Evaluation Section at 614-466-7762.

INSTRUCTIONS:

The following chart depicts what materials should be removed from and what materials should be inserted into the Child Care Manual (CCM).

LOCATION	INSERT/REPLACEMENT
FAMILY ELIGIBILITY	
Publicly Funded Child Care Benefits	5101:2-16-35.1
	5101:2-16-35.2
TRANSMITTAL LETTERS	CCMTL No. 60

CCMTL 59 (Head Start / Head Start Plus eff. 7/1/04 - ARCHIVE)

Child Care Manual Transmittal Letter No. 59

May 26, 2004

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: COUNTY AGENCY RESPONSIBILITIES FOR TITLE IV-A HEAD START PLUS AND TITLE IV-A HEAD START PROGRAMS

Am. Sub. H.B. 95 created the Title IV-A Head Start Plus Program, which will provide full-day/full-year child care, education and linkages to comprehensive services for three and four year-old children of low-income parents who are working full-time. Title IV-A Head Start Plus will be fully operational July 1, 2004.

The Title IV-A Head Start Part-Time program was also created, which will provide education and comprehensive services to pre-school children who are included in an OWF cash assistance group or who reside with an employed parent whose income is at or below 100% of the federal poverty level.

County agencies are responsible for determining eligibility for the services of these programs and for administrative duties in cooperation with providers of Title IV-A Head Start services. Child care program eligibility requirements in chapter 5101:2-16 of the Administrative Code shall be followed for families applying for and receiving Title IV-A Head Start Plus and Title IV-A Head Start Part-Time services. The three new rules attached provide the eligibility policies that are specific to the new programs. **These rules are effective July 1, 2004.**

If you have questions regarding this information, please contact the Bureau of Child Care and Development, County Technical Support Section at 614-466-7762.

INSTRUCTIONS:

The following chart depicts what materials should be removed from and what materials should be inserted into the Child Care Manual (CCM).

LOCATION	INSERT/REPLACEMENT
FAMILY ELIGIBILITY	
Publicly Funded Child Care Benefits	OAC 5101:2-16-07.1
	OAC 5101:2-16-35.1
	OAC 5101:2-16-35.2
TRANSMITTAL LETTERS	CCMTL No. 59

CCMTL 58 (JFS 01138 eff. 7/1/04 - ARCHIVE)

Child Care Manual Transmittal Letter No. 58

May 19, 2004

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Revised JFS 01138 "Application for Child Care Benefits"

This letter transmits the revised JFS 01138 "Application for Child Care Benefits".

The significant content changes to the form resulted from new federal reporting requirements for race and ethnicity, allowing the social security number to be an optional field and adding the new Title IV-A Head Start Program codes.

Counties are instructed to begin using this form immediately or no later than thirty days from the date of this letter. Effective July 1, 2004 the version of this form dated 10/2002 will be considered obsolete.

If you have questions, please contact the Bureau of Child Care and Development, County Technical Support at 614-466-7762.

INSTRUCTIONS:

The following chart depicts what materials should be removed from and what materials should be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/ REPLACEMENT
Child Care Manual Appendix	JFS 01138 (Rev.10/2002)	JFS 01138 (Rev. 5/2004)
CCM Transmittal Letters		CCMTL No. 58

CCMTL 55B (Eligibility - ARCHIVE)

Child Care Manual Transmittal Letter No. 55B

July 17, 2003

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Administrative Order for Change in Child Care Income Eligibility Level

The Director of the Ohio Department of Job and Family Services (ODJFS) issues this administrative order for the purpose of revising the statewide maximum eligibility limit for publicly funded child care benefits. As a result of H.B. 95, the maximum income level for redeterminations of eligibility is now 165% of the 2003 Federal Poverty Level (FPL).

This procedure letter replaces instructions contained in Child Care Manual Transmittal Letter No. 55, item number 4. All other instructions and rule changes contained in CCMTL 55 remain in effect.

Under this administrative order, effective immediately, all county departments of job and family services (CDJFS) shall:

Refer to the maximum income levels of 150% and 165% of the 2003 Federal Poverty Level for redeterminations of eligibility for Income Eligible Employment and Training and Transitional child care benefits. During the time period from June 9, 2003 through September 15, 2003, each family shall be notified at the time of their six-month review or twelve-month redetermination that, if income exceeds 165% of the poverty level, child care benefits will end September 30, 2003.

For families whose review or redetermination is not due during this time period, counties will be responsible for conducting the review or redetermination no later than September 15, 2003 to ensure proper notification and processing of any change prior to September 30, 2003.

If redeterminations were conducted following the effective date of CCMTL 55 and the effective date of this letter, counties shall review those redeterminations and determine eligibility based on the new maximum income level of 165% of FPL.

2003 FEDERAL POVERTY LEVELS		
FAMILY SIZE	150 % FPL	165% FPL
2	\$1,515	\$1,666
3	\$1,908	\$2,099
4	\$2,300	\$2,529
5	\$2,693	\$2,962

6	\$3,085	\$3,394
7	\$3,478	\$3,825
8	\$3,870	\$4,257
9	\$4,263	\$4,689
10	\$4,654	\$5,120
11	\$5,047	\$5,552
12	\$5,440	\$5,985

Eligibility levels are established based on expenditures and funding availability and are subject to change.

If you have any questions regarding these matters, please contact the Bureau of Child Care and Development, County Technical Support at (614) 466-7762.

CCMTL 55 (Administrative Order and 5101:2-16 - ARCHIVE)

Child Care Manual Transmittal Letter No. 55

May 9, 2003

TO: All Child Care Manual Users
FROM: Thomas J. Hayes, Director
SUBJECT: Publicly Funded Child Care Administrative Order and Amendments to Chapter 5101:2-16 of the Ohio Administrative Code

The Director of the Ohio Department of Job and Family Services (ODJFS) issues this administrative order for the purpose of establishing the statewide maximum eligibility limit for publicly funded child care benefits. Eligibility levels are established based on expenditures and funding availability and are subject to change.

Under this administrative order, effective June 9, 2003, all county departments of job and family services (CDJFS) shall:

1. Continue to provide child care benefits to current recipients of publicly funded child care who meet the requirements established in Chapter 5101:2-16 of the Ohio Administrative Code (OAC).
2. Continue to enroll new applicants for publicly funded child care benefits who meet all the requirements established in Chapter 5101:2-16 of the OAC.
3. Refer to the maximum income levels of 150% of the 2003 Federal Poverty Level for initial applications for Income Eligible Employment and Training and Transitional child care benefits,
4. Refer to the maximum income levels of 150% and 185% of the 2003 Federal Poverty Level for redeterminations of eligibility for Income Eligible Employment and Training and Transitional child care benefits. During the time period from June 9, 2003 through September 15, 2003, each family shall be notified at the time of their six-month review or twelve-month redetermination that, if income exceeds 150% of the poverty level but is at or below 185% of the poverty level, child care benefits will end September 30, 2003.

For families whose review or redetermination is not due during this time period, counties will be responsible for reviewing all cases in this income range no later than September 15, 2003 to ensure proper notification and processing of any change prior to September 30.

5. Adjust all copayments according to rule 5101:2-16-39 and the new copayment table included in this transmittal letter. These adjustments must be made beginning June 9, 2003 at the time of the family's six month copayment review or twelve-month redetermination.
6. As soon as possible but no later than 90 days from the effective date of this order, all PPI contracts will be revised to pay PPI providers no more than sixty per cent of the reimbursement ceilings contained in rule 5101:2-16-41.

7. Review cases for children whose eligibility has been determined solely on their special needs to determine if the family is eligible for child care benefits under any other category prior to proposing termination. Effective June 9, 2003, there is no longer a separate category for child care for children with special needs.

2003 FEDERAL POVERTY LEVELS

2003 FEDERAL POVERTY LEVELS		
FAMILY SIZE	150 % FPL	185% FPL
2	\$1,515	\$1,869
3	\$1,908	\$2,353
4	\$2,300	\$2,837
5	\$2,693	\$3,321
6	\$3,085	\$3,805
7	\$3,478	\$4,289
8	\$3,870	\$4,773
9	\$4,263	\$5,258
10	\$4,654	\$5,741
11	\$5,047	\$6,225
12	\$5,440	\$6,710

In order to implement the changes in Am. Sub. H.B. No. 40 and to clarify current policy, amendments have been made to the following Chapter 5101:2-16 rules, effective June 9, 2003.

Rule 5101-2-16-01 "Definitions" is amended as follows: the definition of "loco parentis" is clarified to include relatives, foster parents and step parents; the definition of "special needs" is added to the rule.

Rule 5101:2-16-30 "Publicly funded child care program requirements" is amended as follows: the composition of a family shall include a minor parent and child and an adult caretaker, including relatives, foster parents or step parents, when the minor parent and child are living with the adult caretaker; eligibility for child care benefits for children with special needs can no longer be determined solely on the special needs of the child, but is related to the employment, education or training of the caretaker.

Rule 5101-2-16-39 "Family copayment requirement" is amended as follows the copayment is changed from a child-in-care copayment to a family copayment and is determined by using the revised "Child Care Copayment Table".

Rule 5101:2-16-41 "Reimbursement ceilings for child care providers" is amended as follows: the agency shall reimburse parent provider inspected (PPI) limited certified providers at a rate which is no more than sixty per cent of the reimbursement ceilings as listed in appendix A of this rule for professional certified providers.

Rule 5101:2-16-42 "Procedures for requesting reimbursement ceiling waivers" is amended as follows: the agency may request a waiver of its reimbursement ceiling up to twice the fees allowable when it is necessary to purchase child care services based on the documented special needs of a child, such as requiring a lower staff/child ratio or an adaptive environment.

JFS 01231 "Request for Waiver of Reimbursement Ceiling for Special Needs Child Care", has been revised to reflect the change in requirements for requesting a waiver.

If you have any questions regarding these matters, please contact the Bureau of Child Care and Development, County Technical Support at (614) 466-7762.

CCMTL 52 (Child Care Centers and Type A Forms - ARCHIVE)

Child Care Manual Transmittal Letter No. 52

April 25, 2003

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Forms for Child Care Centers and Type A Homes

This letter transmits forms to be used by Child Care Centers and Type A Homes. As a result of the completion of a five year review by the Bureau of Child Care and Development, the rules governing Child Care Centers and Type A Homes have been revised. The rule changes are in separate Child Care Manual Transmittal Letters. This review also resulted in form changes. One form was obsoleted and not replaced, nine were revised and eight were developed. Several of the forms are optional use and are designated with an asterisk (*) after the form number.

Child care centers need to begin utilizing the Incident/Injury Report, Employee Record Chart, Sleep Position Waiver, First Aid Supplies, and Center Plan of Operation (as applicable), as soon as they receive form copies. The remaining forms, in order to provide for a transition period, should begin to be implemented as soon as possible upon receipt, with full implementation expected no later than December 31, 2003.

Type A homes revised forms will need to begin being utilized by July 1, 2003.

The revised forms that are included in this transmittal are:

Revised Forms	
JFS 01217	Request for Administration of Medication For use by Centers and Type A homes.
JFS 01240	Food Service Exemption For use by Centers
JFS 01247	Child Care Center Compliance Report For use by Centers - Optional Resource
JFS 01250	Child Care Center Plan of Operation For use by Centers - Initial Licensure
JFS 01296*	Employee Medical For use by Centers and Type A homes.
JFS 01299	Incident /Injury Report

	For use by Centers and Type A homes.
JFS 01303	Fire Inspection Report For use by Centers and Type A homes.
JFS 01305*	Child Medical For use by Centers and Type A homes
JFS 01306	Employee Record Chart For use by Centers and Type A homes.
JFS 01307	Documentation of In service Training For use by Centers and Type A homes.
JFS 01313	Non Conviction Statement For use by Centers and Type A homes.

The new forms that are included in this transmittal are:

New Forms	
JFS 01234	Child Enrollment/Health Information (Enrollment, Health, ETA, Roster Permission) For use by Centers and Type A homes.
JFS 01235	Sleep Position Waiver For use by Centers and Type A homes.
JFS 01236*	Child Medical/Physical Care Plan For use by Centers and Type A homes.
JFS 01237	Center Parent Information Sheet For use by Centers
JFS 01238	Second Adult Statement For use by Centers
JFS 01242*	Medical/Dental and General Emergency Plan For use by Centers and Type A homes.

JFS 01244	First Aid Supplies List For use by Centers and Type A homes.
JFS 01335	Type A Home Initial Questionnaire For use by Type A homes
JFS 01336	Type A Home Building Inspection For use by Type A homes
JFS 01337	Type A Home Parent /Employee Information For use by Type A homes

The forms that have been obsoleted are:

JFS 01294 - Emergency Transportation Authorization Form

JFS 01299 - JFS 01299 Incident/Injury Report (Rev. 11/2002). **Please remove from Chapter 7 Forms and Pamphlets.**

Instructions:

Place the enclosed forms in numerical order in Chapter 7 Forms and Pamphlets. File the transmittal letter in Chapter 8.

Please contact the Child Care Licensing Section at (614) 466-3822, should you have any questions.

CCMTL 53 (5101:2-13 - ARCHIVE)

Child Care Manual Transmittal Letter No. 53

April 11, 2003

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Chapter 5101:2-13 Type A Home Rule Rescissions and Adoptions

This letter transmits rule adoptions and rescissions to Ohio Administrative Code (OAC) Chapter 5101:2-13 due to the completion of a five year review conducted by the Bureau of Child Care and Development. This review resulted in the rescission of all of the rules for the Licensing Type A Family Day-Care Homes formerly contained in OAC 5101:2-13. The new rules are included in this transmittal. The associated forms will be released in a separate Child Care Manual Transmittal Letter. **These rules will become effective July 1, 2003.**

5101:2-13-01 "Definitions" has been amended to include "Adult", "Certified Nurse Practitioner", "Cot", "Date of Admission", "Field Trip", "Food Supplement", "Medication", "Modified Diet", "Routine Trip", "Special Needs" and "Substitute".

5101:2-13-02 "Center Types and Rule Stipulations" has been amended to clarify definitions and requirements for Type A Home, Drop-In Type A Home, Part Time Type A Home, and School Child Type A Home.

5101:2-13-03 "License Capacity" provides information and requirements regarding license capacity determination criteria.

5101:2-13-04 "Application and Issuance for Initial Provisional Licensure" provides requirements for the application procedure, expiration of inactive applications, changes in ownership/location, initial inspections, and issuing provisional license and amending to full licensure.

5101:2-13-05 "Application fees for licensure/notification of changes" provides information about and direction for these procedures.

5101:2-13-06 "Application and Procedure for Renewal Licensure" provides information regarding applying for renewal, penalties for nontimely renewal application, the renewal procedures and inspection process.

5101:2-13-07 "Inspection and Investigation Rights" provides information regarding the number of inspections required and the procedure for an administrative review of compliance findings.

5101:2-13-08 "Complaint Investigations" provides information regarding complaint dispositions and reports, allegations of abuse or neglect, and public record requests.

5101:2-13-09 "Actions of the Director" provides information regarding licensing, refusal to license, renewal of license, or revocation of license Type A Home hearing rights, application denial and license revocation.

5101:2-13-10 "Building Inspection" states the requirements regarding Type A Home building inspection approval and appropriate documentation of such.

5101:2-13-11 "Fire Department Approval" states the requirements regarding fire inspection and approval, and appropriate documentation of such.

5101:2-13-12 "Meal Preparation Service and Water Sanitation" provides information and requirements for inspection regarding food sources, sanitation, food storage, water and sewage, and appropriate documentation of such.

5101:2-13-13 "Indoor Floor Space" provides requirements for measured approved space within the Type A Home.

5101:2-13-14 "Outdoor Play" provides information and requirements for play area provisions, outdoor play equipment, and the play area fall surface.

5101:2-13-15 "Safe and Sanitary Equipment and Environment" provides information and requirements regarding safety of Type A Home equipment and environment including proper sanitation and a no smoking requirement.

5101:2-13-16 "Programming and Equipment" provides information and requirements for daily programming for children and types and quantity of equipment for specific age groups being cared for.

5101:2-13-17 "Swimming and Water Safety" provides information and requirements regarding swimming sites, water safety during swimming and activities near bodies of water, and specific items needed on written parental permission on file at the Type A Home.

5101:2-13-18 "Transportation/Field Trip Safety" provides information and requirements regarding supervision, parental permission items, safety precautions and procedures, driver requirements, and Type A Home vehicle safety.

5101:2-13-19 "Cots" provides information and requirements regarding Type A Homes using nap times for children and that they ensure safety and adequate supervision.

5101:2-13-20 "Supervision / Staff/Child Ratios" provides information and requirements regarding, staff/child ratios, supervision of school children, substitute child care staff members, and attendance.

5101:2-13-21 "Care and Nurturing of Children" provides information and requirements regarding children's basic and special needs while in Type A Home care.

5101:2-13-22 "Child Guidance and Management" provides information and requirements regarding staff responsibility, and managing children's behavior.

5101:2-13-23 "Evening and Overnight Care" provides information and requirements regarding supervision and security, programming and sleeping arrangements, and sanitation and hygiene specifically for Type A Homes offering evening and overnight care.

5101:2-13-24 "Administrator Responsibilities and Qualifications" provides information and requirements regarding the administrator's responsibilities, qualifications and the

need for an administrator's designee to be on the premises in the administrator's absence.

5101:2-13-25 "Employee and Child Care Staff Member Requirements" provides information and requirements regarding staff's medical, staff member educational qualifications, vocational students, references, and employment records.

5101:2-13-26 "Statements of Nonconviction, Criminal Records Checks" provides information and requirements regarding definitions for this section, nonconviction statement, criminal records checks, convictions, and rehabilitation.

5101:2-13-27 "Training in First Aid/CPR/Management of Communicable Disease and Child Abuse Prevention" provides information and requirements regarding First Aid Training/Trainer, CPR Training/Trainer, Management of Communicable Disease Training/Trainer, Child Abuse Prevention Training/Trainer, and training documentation to be on file at the Type A Home.

5101:2-13-28 "Inservice Training" provides information and requirements regarding documentation, exemptions, trainer requirements, resource persons, electronic media trainings, and child development topics.

5101:2-13-29 "Unlawful Discriminatory Practices" provides information and prohibition to discriminate in enrollment based on race, color, religion, sex, or national origin.

5101:2-13-30 "Type A Home Information Policies and Procedure" provides information and requirements regarding licensing information, Type A Home program information, written policies, and the preadmission interview.

5101:2-13-31 "Administration of Medication" provides information and requirements regarding prescriptions, nonprescription medication, nonprescription topical products or lotions, medication safeguards, and medication storage.

5101:2-13-32 "Participation Policy" provides information and requirements regarding the parent roster and other activities to promote parent/guardian participation and communication.

5101:2-13-33 "Management of Illness" provides information and requirements regarding symptoms requiring discharge, isolation precautions, and preventative practices for childhood communicable diseases.

5101:2-13-34 "Medical, Dental and General Emergency Plan" provides information, definitions and requirements regarding the Type A Home's emergency plan.

5101:2-13-35 "Incident/Injury Report" provides information and requirements regarding notification of injuries and incidents to parents and to licensing office.

5101:2-13-36 "First Aid Supplies/Procedures" provides information and requirements regarding items included in the first aid kit, and basic procedures.

5101:2-13-37 "Children's Medicals and Enrollment Records" provides information and requirements regarding the content of children's records to be on file at the Type A Home.

5101:2-13-38 "Care of Children with Health Conditions" provides information and requirements regarding the children's written medical/physical care plan to be on file at the Type A Home.

5101:2-13-39 "Meals and Snacks" provides information and requirements regarding parent provided food, food safety and sanitation.

5101:2-13-40 "Infant Daily Program" provides information and requirements regarding program and records.

5101:2-13-41 "Infant Formula and Food" provides information and requirements regarding infant feeding, preparation of bottles at the Type A Home, food safety and storage.

5101:2-13-42 "Cribs" provides information and requirements regarding the infant mattress, sanitation, and safety.

5101:2-13-43 "Handwashing and Diapering" provides information and requirements regarding Handwashing facilities, and diapering procedure.

Please incorporate these rules into Chapter Six of the Child Care Manual after the Child Care Center Rules. If you have questions, please contact the Child Care Licensing Section at (614) 466-3822.

CCMTL 51 (5101:2-12 and 5101:2-17 - ARCHIVE)

Child Care Manual Transmittal Letter No. 51

March 21, 2003

TO: All Child Care Manual Users
FROM: Thomas J. Hayes, Director
SUBJECT: Chapter 5101:2-12 and 5101:2-17 Rule Adoptions and Rescissions for
Child Care Centers and School Child Day Care Centers

This letter transmits rule adoptions and rescissions to Ohio Administrative Code (OAC) Chapters 5101:2-12 and 2-17 due to the completion of a five year review conducted by the Bureau of Child Care and Development. This review resulted in the rescission of all of the rules for the Licensing of School Child Day Care Centers formerly contained in OAC 5101:2-17. The requirements for school child care are now contained within OAC 5101:2-12 Licensing for Child Day Care Centers. All previous rules in Chapter 12 were also rescinded and the new rules are included in this transmittal. The associated forms will be released in a separate Child Care Manual Transmittal Letter. **These rules will become effective April 1, 2003.**

5101:2-12-01 "Definitions" has been amended to include "Special Needs", "Adult", "Certified Nurse Practitioner", "Substitute", "date of admission", "field trip", "routine trip", "food supplement", "medication", "modified diet", "medication", and "cot".

5101:2-12-02 "Center types and rule stipulations" has been amended to clarify definitions and requirements for Child Care Center, Drop-In Center, Parent Co-Op, Part Time Center, and School Child Care Center.

5101:2-12-03 "License capacity" provides information regarding determination criteria and requests for changes in license capacity.

5101:2-12-04 "Application and issuance for initial provisional licensure" provides requirements for the application procedure, expiration of inactive applications, changes in ownership / location, initial inspections, and issuing provisional license and amending to full licensure.

5101:2-12-05 "Application fees for licensure/notification of changes" provides information about and direction for these procedures.

5101:2-12-06 "Application and procedure for renewal licensure" provides information regarding applying for renewal, penalties for nontimely renewal application, the renewal procedures and inspection process.

5101:2-12-07 "Inspection and investigation rights" provides information regarding the number of inspections required and the procedure for an administrative review of compliance findings.

5101:2-12-08 "Complaint investigations" provides information regarding complaint dispositions and reports, allegations of abuse or neglect, and public record requests.

5101:2-12-09 "Actions of the director" provides information regarding licensing, refusal to license, renewal of license, or revocation of license center hearing rights, application denial and license revocation.

5101:2-12-10 "Building approval" states the requirements regarding building approval and appropriate documentation of such.

5101:2-12-11 "Fire department approval" states the requirements regarding fire inspection and approval, and appropriate documentation of such.

5101:2-12-12 "Food service licensure" provides inspection, approval or exemption requirements, and appropriate documentation of such.

5101:2-12-13 "Indoor floor space" provides requirements for measured approved space, exclusive use of space, and separate space for groups that include children less than 2 ½ years of age.

5101:2-12-14 "Outdoor play" provides information and requirements for, play area provisions, outdoor play equipment, and the play area fall surface.

5101:2-12-15 "Safe and sanitary equipment and environment" provides information and requirements regarding safety of facility equipment and environment including sanitation and no smoking.

5101:2-12-16 "Programming and equipment" provides information and requirements for daily programming for children and types and quantity of equipment for specific age groups being cared for.

5101:2-12-17 "Swimming and water safety" provides information and requirements regarding swimming sites, water safety during swimming and activities near bodies of water, and specific items needed on parental permission.

5101:2-12-18 "Transportation/field trip safety" provides information and requirements regarding supervision, parental permission items, safety precautions and procedures, driver requirements, and vehicle safety.

5101:2-12-19 "Cots" provides information and requirements regarding programs using nap times for children that ensure safety and adequate supervision.

5101:2-12-20 "Supervision/staff/child ratios and grouping" provides information and requirements regarding, staff/child ratios, nap time ratios, supervision of school children, transitioning children, substitute child care staff members, second adult, grouping of children / group sizes, and attendance.

5101:2-12-21 "Care and nurturing of children" provides information and requirements regarding children's basic and special needs while in center care.

5101:2-12-22 "Child guidance and management" provides information and requirements regarding staff responsibility, and managing children's behavior.

5101:2-12-23 "Evening and overnight care" provides information and requirements regarding supervision and security, programming and sleeping arrangements, and sanitation and hygiene specifically for programs offering evening and overnight care.

5101:2-12-24 "Administrator responsibilities and qualifications" provides information and requirements regarding the administrator's responsibilities, qualifications and the need for an administrator's designee to be on the premises in the administrator's absence.

5101:2-12-25 "Employee and child care staff member requirements" provides information and requirements regarding staff's medical, staff member educational qualifications, vocational students, references, and employment records.

5101:2-12-26 "Statements of nonconviction, criminal records checks" provides information and requirements regarding definitions for this section, nonconviction statement, criminal records checks, convictions, and rehabilitation.

5101:2-12-27 "Training in first aid/CPR/management of communicable disease and child abuse prevention" provides information and requirements regarding First Aid Training/Trainer, CPR Training/Trainer, Management of Communicable Disease Training/Trainer, Child Abuse Prevention Training/Trainer, and training documentation.

5101:2-12-28 "Inservice training" provides information and requirements regarding documentation, exemptions, trainers, resource persons, electronic media trainings, child development topics.

5101:2-12-29 "Unlawful discriminatory practices" provides information and prohibition to discriminate in enrollment based on race, color, religion, sex, or national origin.

5101:2-12-30 "Center information policies and procedures" provides information and requirements regarding, licensing information, center program information, center written policies, and the preadmission interview.

5101:2-12-31 "Administration of medication" provides information and requirements regarding prescriptions, nonprescription medication, nonprescription topical products or lotions, medication safeguards, and medication storage.

5101:2-12-32 "Participation policy" provides information and requirements regarding the parent roster and other activities to promote parent/guardian participation and communication.

5101:2-12-33 "Management of illness" provides information and requirements regarding symptoms requiring discharge, isolation precautions, and preventative practices for childhood communicable diseases.

5101:2-12-34 "Medical, dental and general emergency plan" provides information, definitions and requirements regarding the center's emergency plan.

5101:2-12-35 "Incident/injury report" provides information and requirements regarding notification of injuries and incidents to parents and to licensing office.

5101:2-12-36 "First aid supplies/procedures" provides information and requirements regarding items included in the first aid kit, and basic procedures.

5101:2-12-37 "Children's medicals and enrollment records" provides information and requirements regarding the content of children's records to be on file at the center.

5101:2-12-38 "Care of children with health conditions" provides information and requirements regarding the children's written medical/physical care plan to be on file at the center.

5101:2-12-39 "Meals and snacks" provides information and requirements regarding parent provided food, food safety and sanitation.

5101:2-12-40 "Infant daily program/infant caregiver" provides information and requirements regarding space, program, records / staff assignment.

5101:2-12-41 "Infant formula and food" provides information and requirements regarding infant feeding, bottles prepared at center, safety and storage.

5101:2-12-42 "Cribs" provides information and requirements regarding the infant mattress and sanitation and safety.

5101:2-12-43 "Handwashing and diapering" provides information and requirements regarding handwashing facilities, and diapering procedure.

Please incorporate these rules into Chapter Six of the Child Care Manual after the Child Care Provider Licensing Regulations/Licensure Types Index. If you have any questions, please contact the Child Care Licensing Section at (614) 466-3822.

CCMTL 50 (Administrative Order - ARCHIVE)

Child Care Manual Transmittal Letter No. 50

March 6, 2003

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Publicly Funded Child Care Administrative Order

The Director of the Ohio Department of Job and Family Services (ODJFS) issues this administrative order for the purpose of establishing the statewide maximum eligibility limit for publicly funded child care benefits at the 2003 Federal Poverty Level.

Under this administrative order, effective April 1, 2003, all county departments of job and family services (CDJFS) shall:

1. Continue to provide child care benefits to current recipients of publicly funded child care who meet the requirements in Chapter 5101:2-16 of the Ohio Administrative Code (OAC).
2. Continue to enroll new applicants for publicly funded child care benefits who meet the requirements in Chapter 5101:2-16 of the Ohio Administrative Code.

Instructions for Implementation of this Administrative Order:

1. For initial applications and redeterminations of eligibility for Transitional child care benefits, the CDJFS shall refer to the maximum income levels of 150% of the 2003 Federal Poverty Level as shown in the attached chart.
2. For initial applications and redeterminations of eligibility for Income Eligible Employment and Training, and Special Needs child care benefits, the CDJFS shall refer to the maximum income levels of 185% of the 2003 Federal Poverty Level as shown in the attached chart.

2003 FEDERAL POVERTY LEVELS

2003 FEDERAL POVERTY LEVELS		
FAMILY SIZE	150 % FPL TRANSITIONAL	185% FPL INCOME ELIGIBLE EMPLOYMENT AND TRAINING OR SPECIAL NEEDS
2	\$1,515	\$1,869
3	\$1,908	\$2,353
4	\$2,300	\$2,837
5	\$2,693	\$3,321

6	\$3,085	\$3,805
7	\$3,478	\$4,289
8	\$3,870	\$4,773
9	\$4,263	\$5,258
10	\$4,654	\$5,741
11	\$5,047	\$6,225
12	\$5,440	\$6,710

Eligibility levels are established based on expenditures and funding availability and are subject to change.

If you have any questions regarding these matters, please contact the Bureau of Child Care and Development, County Technical Support at (614) 466-7762.

CCMTL 48 (2002 FPL - ARCHIVE)

Child Care Manual Transmittal Letter No. 48

March 21, 2002

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: 2002 Federal Poverty Levels

The Director of the Ohio Department of Job and Family Services (ODJFS) issues this administrative order for the purpose of establishing the statewide maximum eligibility limit for publicly funded child care benefits at the 2002 Federal Poverty Level.

Under this administrative order, effective April 1, 2002, all county departments of job and family services (CDJFS) shall:

1. Continue to provide child care benefits to current recipients of publicly funded child care benefits who continue to meet the requirements established in Chapter 5101:2-16 of the Ohio Administrative Code (OAC).
2. Continue to enroll new applicants for publicly funded child care benefits who continue to meet all the requirements established in Chapter 5101:2-16 of the OAC.

Instructions for Implementation of this Administrative Order:

1. For initial applications and redeterminations of eligibility for Transitional child care benefits, the CDJFS shall refer to the maximum income levels of 150% of the 2002 Federal Poverty Level.
2. For initial applications and redeterminations of eligibility for Income Eligible Employment and Training and Special Needs child care benefits, the CDJFS shall refer to the maximum income levels of 185% of the 2002 Federal Poverty Level or 85% state median income as shown in the attached chart.

2002 FEDERAL POVERTY LEVELS

2002 FEDERAL POVERTY LEVELS		
FAMILY SIZE	150 % FPL TRANSITIONAL	185% FPL INCOME ELIGIBLE EMPLOYMENT AND TRAINING OR SPECIAL NEEDS
2	\$1,493	\$1,841
3	\$1,878	\$2,316
4	\$2,263	\$2,791
5	\$2,648	\$3,266

6	\$3,033	\$3,741
7	\$3,418	\$4,215
8	\$3,803	\$4,690
9	\$4,188	\$5,165
10	\$4,573	\$5,640
11	\$4,958	\$6,115
12	\$5,343	\$6,590
13	\$5,728	*\$6,746
14	\$6,113	*\$6,879
15	\$6,498	*\$7,011
* Indicates 85% state median income. Federal regulations for the Child Care Development Fund limit income eligibility to 85% of the state median income.		

Eligibility levels are established based on expenditures and funding availability and are subject to change. If you have any questions regarding these matters, please contact the Bureau of Child Care and Development, County Technical Support at (614) 466-7762.

CCMTL 47 (5101:2-15 and 5101:2-16 - ARCHIVE)

Child Care Manual Transmittal Letter No. 47

March 8, 2002

TO: All Child Care Manual Users
FROM: Tom Hayes, Director
SUBJECT: Chapter 5101:2-15 and 5101:2-16 Rule Adoptions, Amendments and Rescissions

This letter transmits rule adoptions, amendments and rescissions to Chapter 5101:2-15 and 5101:2-16 rules due to the completion of a five year rule review conducted by the Bureau of Child Care and Development. If any changes are made to these rules as a result of a public hearing or the JCARR hearing, you will be notified of the changes by an amended CCMTL. Otherwise, these rules will become effective May 1, 2002.

Rule 5101:2-16-30 "Publicly funded child care program requirements" is amended as follows: **1)** Guidelines for determining the composition of the family has been included in the rule; **2)** Hours of care can be authorized for travel time not to exceed four hours, and for sleep time not to exceed eight hours, unless there is an exceptional circumstance; **3)** The eligibility guidelines for the Head Start/Child Care Partnership Program have been included in the rule.

Rule 5101:2-16-42 "Procedure for requesting reimbursement ceiling waivers" is amended as follows: The CDJFS shall maintain on file documentation that a special needs child requires services which are not reimbursable from other sources, including Title XX.

Rule 5101:2-16-44 "Purchased services contract requirement" is amended as follows: The agency may enter into a contract with an eligible provider for a specific period of time as specified in the contract.

Rule 5101:2-16-54 "Certificate of authorization for payment (COAP)" is rescinded and language from the rule is incorporated into rule 5101:2-16-55.

Rule 5101:2-16-55 "Certificate of authorization for payment (COAP)" is amended as follows: Language from rule 5101:2-16-54 is incorporated into the rule.

Rule 5101:2-15-01 "Child Care Resource and Referral Agency Definitions" is adopted to include definitions that apply to resource and referral agencies.

Rule 5101:2-16-65 "Service delivery areas and funding formula for the provision of child care resource and referral services" is rescinded and adopted under new rule 5101:2-15-02.

Rule 5101:2-16-66 "Child care resource and referral service organizations; organizational structure, administration, planning and reporting requirements" is rescinded and adopted under new rule 5101:2-15-03.

Rule 5101:2-16-67 "Resource and referral services provided by child care resource and referral service organizations" is rescinded and adopted under new rule 5101:2-15-04.

Rule 5101:2-16-69 "Ohio department of human services (ODHS) responsibility for oversight of child care resource and referral organizations" is rescinded and adopted under new rule 5101:2-15-05.

The JFS 01138 "Child Care Application" is amended as follows: **1)** A "rights and responsibilities" section is added to the application and a signed copy is to be retained by both the agency and the applicant; **2)** Space is provided for the applicant to report the amount of child support that is both paid and received; **3)** Space is provided to indicate if the applicant has completed a two year or four year college degree in order to assist the CDJFS in determining if the applicant is eligible for education/training child care benefits; **4)** Space is provided to indicate the provider's name, address, and telephone number for each child needing care.

The JFS 01139 "Child Care Application Addendum" is rescinded and will no longer be used with the JFS 07200 "Application for Cash, Medical and Food Stamp Assistance."

If you have any questions regarding these matters, please contact the Bureau of Child Care and Development, County Technical Support Section at (614) 466-7762.

CCMTL 46A (Administrative Order - ARCHIVE)

Child Care Manual Transmittal Letter No. 46A

February 15, 2002

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Corrections to Chapter 5101:2-16 Rule Amendments

The enclosed copayment table replaces the table included with rule 5101:2-16-39 which was issued with Child Care Manual Transmittal Letter No. 46. The enclosed copayment table is identical to the table that was used prior to the issuance of CCMTL No. 46. Please disregard the table that was issued with CCMTL No. 46.

The enclosed "Purchase of Child Care Services Contract," JFS 01224, contains minor additions to the absentee day policy to more clearly inform providers of the requirements.

If you have any questions regarding this information, please contact the Bureau of Child Care and Development, County Technical Support at (614) 466-7762.

MONTHLY FAMILY PER CHILD IN CARE COPAYMENT TABLE

FAM SIZE	MAX FEE \$0	MAX FEE \$0	MAX FEE \$2	MAX FEE \$4	MAX FEE \$4	MAX FEE \$8
2	\$0 - \$88	\$89 - \$133	\$134 - \$177	\$178 - \$221	\$222 - \$265	\$266 - \$309
3	\$0 - \$111	\$112 - \$167	\$168 - \$222	\$223 - \$278	\$279 - \$333	\$334 - \$389
4	\$0 - \$134	\$135 - \$201	\$202 - \$268	\$269 - \$334	\$335 - \$401	\$402 - \$468
5	\$0 - \$156	\$157 - \$235	\$236 - \$313	\$314 - \$391	\$392 - \$469	\$470 - \$547
6	\$0 - \$179	\$180 - \$269	\$270 - \$358	\$359 - \$448	\$449 - \$537	\$538 - \$627
7	\$0 - \$202	\$203 - \$303	\$304 - \$404	\$405 - \$504	\$505 - \$605	\$606 - \$706
8	\$0 - \$224	\$225 - \$337	\$338 - \$449	\$450 - \$561	\$562 - \$673	\$674 - \$785
9	\$0 - \$247	\$248 -	\$372 -	\$495 -	\$619 -	\$742 -

		\$371	\$494	\$618	\$741	\$865
10	\$0 - \$270	\$271 - \$405	\$406 - \$540	\$541 - \$674	\$675 - \$809	\$810 - \$944
11	\$0 - \$292	\$293 - \$439	\$440 - \$585	\$586 - \$731	\$732 - \$877	\$878 - \$1,023
12	\$0 - \$315	\$316 - \$473	\$474 - \$630	\$631 - \$788	\$789 - \$945	\$946 - \$1,103
13	\$0 - \$338	\$339 - \$507	\$508 - \$676	\$677 - \$844	\$845 - \$1,013	\$1,014 - \$1,182
14	\$0 - \$360	\$361 - \$541	\$542 - \$721	\$722 - \$901	\$902 - \$1,081	\$1,082 - \$1,261
15	\$0 - \$383	\$384 - \$575	\$576 - \$766	\$767 - \$958	\$959 - \$1,149	\$1,150 - \$1,341
FAM SIZE	MAX FEE \$10	MAX FEE \$12	MAX FEE \$16	MAX FEE \$20	MAX FEE \$24	MAX FEE \$28
2	\$310 - \$354	\$355 - \$398	\$399 - \$442	\$443 - \$486	\$487 - \$531	\$532 - \$575
3	\$390 - \$444	\$445 - \$500	\$501 - \$555	\$556 - \$611	\$612 - \$666	\$667 - \$722
4	\$469 - \$535	\$536 - \$602	\$603 - \$669	\$670 - \$736	\$737 - \$803	\$804 - \$869
5	\$548 - \$626	\$627 - \$704	\$705 - \$782	\$783 - \$860	\$861 - \$939	\$940 - \$1,017
6	\$628 - \$716	\$717 - \$806	\$807 - \$895	\$896 - \$985	\$986 - \$1,075	\$1,076 - \$1,164
7	\$707 - \$807	\$808 - \$908	\$909 - \$1,009	\$1,010 - \$1,110	\$1,111 - \$1,211	\$1,212 - \$1,311
8	\$786 - \$898	\$899 - \$1,010	\$1,011 - \$1,122	\$1,123 - \$1,234	\$1,235 - \$1,347	\$1,348 - \$1,459
9	\$866 - \$988	\$989 - \$1,112	\$1,113 - \$1,235	\$1,236 - \$1,359	\$1,360 - \$1,482	\$1,483 - \$1,606

10	\$945 - \$1,079	\$1,080 - \$1,214	\$1,215 - \$1,349	\$1,350 - \$1,484	\$1,485 - \$1,619	\$1,620 - \$1,753
11	\$1,024 - \$1,170	\$1,171 - \$1,316	\$1,317 - \$1,462	\$1,463 - \$1,608	\$1,609 - \$1,755	\$1,756 - \$1,901
12	\$1,104 - \$1,260	\$1,261 - \$1,418	\$1,419 - \$1,575	\$1,576 - \$1,733	\$1,734 - \$1,891	\$1,892 - \$2,048
13	\$1,183 - \$1,351	\$1,352 - \$1,520	\$1,521 - \$1,689	\$1,690 - \$1,858	\$1,859 - \$2,027	\$2,028 - \$2,195
14	\$1,262 - \$1,442	\$1,443 - \$1,622	\$1,623 - \$1,802	\$1,803 - \$1,982	\$1,983 - \$2,163	\$2,164 - \$2,343
15	\$1,342 - \$1,532	\$1,533 - \$1,724	\$1,725 - \$1,915	\$1,916 - \$2,107	\$2,108 - \$2,298	\$2,299 - \$2,490
FAM SIZE	MAX FEE \$32	MAX FEE \$38	MAX FEE \$44	MAX FEE \$50	MAX FEE \$56	MAX FEE \$64
2	\$576 - \$619	\$620 - \$663	\$664 - \$707	\$708 - \$752	\$753 - \$796	\$797 - \$840
3	\$723 - \$778	\$779 - \$833	\$834 - \$889	\$890 - \$944	\$945 - \$1,000	\$1,001 - \$1,055
4	\$870 - \$936	\$937 - \$1,003	\$1,004 - \$1,070	\$1,071 - \$1,137	\$1,138 - \$1,204	\$1,205 - \$1,271
5	\$1,018 - \$1,095	\$1,096 - \$1,173	\$1,174 - \$1,251	\$1,252 - \$1,330	\$1,331 - \$1,408	\$1,409 - \$1,486
6	\$1,165 - \$1,254	\$1,255 - \$1,343	\$1,344 - \$1,433	\$1,434 - \$1,522	\$1,523 - \$1,612	\$1,613 - \$1,701
7	\$1,312 - \$1,412	\$1,413 - \$1,513	\$1,514 - \$1,614	\$1,615 - \$1,715	\$1,716 - \$1,816	\$1,817 - \$1,917
8	\$1,460 - \$1,571	\$1,572 - \$1,683	\$1,684 - \$1,795	\$1,796 - \$1,908	\$1,909 - \$2,020	\$2,021 - \$2,132
9	\$1,607 - \$1,730	\$1,731 - \$1,853	\$1,854 - \$1,977	\$1,978 - \$2,100	\$2,101 - \$2,224	\$2,225 - \$2,347
10	\$1,754 - \$1,888	\$1,889 - \$2,023	\$2,024 - \$2,158	\$2,159 - \$2,293	\$2,294 - \$2,428	\$2,429 - \$2,563

11	\$1,902 - \$2,047	\$2,048 - \$2,193	\$2,194 - \$2,339	\$2,340 - \$2,486	\$2,487 - \$2,632	\$2,633 - \$2,778
12	\$2,049 - \$2,206	\$2,207 - \$2,363	\$2,364 - \$2,521	\$2,522 - \$2,678	\$2,679 - \$2,836	\$2,837 - \$2,993
13	\$2,196 - \$2,364	\$2,365 - \$2,533	\$2,534 - \$2,702	\$2,703 - \$2,871	\$2,872 - \$3,040	\$3,041 - \$3,209
14	\$2,344 - \$2,523	\$2,524 - \$2,703	\$2,704 - \$2,883	\$2,884 - \$3,064	\$3,065 - \$3,244	\$3,245 - \$3,424
15	\$2,491 - \$2,682	\$2,683 - \$2,873	\$2,874 - \$3,065	\$3,066 - \$3,256	\$3,257 - \$3,448	\$3,449 - \$3,639
FAM SIZE	MAX FEE \$70	MAX FEE \$78	MAX FEE \$86	MAX FEE \$94	MAX FEE \$102	MAX FEE \$112
2	\$841 - \$884	\$885 - \$928	\$929 - \$973	\$974 - \$1,017	\$1,018 - \$1,061	\$1,062 - \$1,105
3	\$1,056 - \$1,111	\$1,112 - \$1,166	\$1,167 - \$1,222	\$1,223 - \$1,277	\$1,278 - \$1,333	\$1,334 - \$1,389
4	\$1,272 - \$1,338	\$1,339 - \$1,404	\$1,405 - \$1,471	\$1,472 - \$1,538	\$1,539 - \$1,605	\$1,606 - \$1,672
5	\$1,487 - \$1,564	\$1,565 - \$1,642	\$1,643 - \$1,721	\$1,722 - \$1,799	\$1,800 - \$1,877	\$1,878 - \$1,955
6	\$1,702 - \$1,791	\$1,792 - \$1,880	\$1,881 - \$1,970	\$1,971 - \$2,059	\$2,060 - \$2,149	\$2,150 - \$2,239
7	\$1,918 - \$2,018	\$2,019 - \$2,118	\$2,119 - \$2,219	\$2,220 - \$2,320	\$2,321 - \$2,421	\$2,422 - \$2,522
8	\$2,133 - \$2,244	\$2,245 - \$2,356	\$2,357 - \$2,469	\$2,470 - \$2,581	\$2,582 - \$2,693	\$2,694 - \$2,805
9	\$2,348 - \$2,471	\$2,472 - \$2,594	\$2,595 - \$2,718	\$2,719 - \$2,841	\$2,842 - \$2,965	\$2,966 - \$3,089
10	\$2,564 - \$2,698	\$2,699 - \$2,832	\$2,833 - \$2,967	\$2,968 - \$3,102	\$3,103 - \$3,237	\$3,238 - \$3,372
11	\$2,779 - \$2,924	\$2,925 - \$3,070	\$3,071 - \$3,217	\$3,218 - \$3,363	\$3,364 - \$3,509	\$3,510 - \$3,655

12	\$2,994 - \$3,151	\$3,152 - \$3,308	\$3,309 - \$3,466	\$3,467 - \$3,623	\$3,624 - \$3,781	\$3,782 - \$3,939
13	\$3,210 - \$3,378	\$3,379 - \$3,546	\$3,547 - \$3,715	\$3,716 - \$3,884	\$3,885 - \$4,053	\$4,054 - \$4,222
14	\$3,425 - \$3,604	\$3,605 - \$3,784	\$3,785 - \$3,965	\$3,966 - \$4,145	\$4,146 - \$4,325	\$4,326 - \$4,505
15	\$3,640 - \$3,831	\$3,832 - \$4,022	\$4,023 - \$4,214	\$4,215 - \$4,405	\$4,406 - \$4,597	\$4,598 - \$4,789
FAM SIZE	MAX FEE \$122	MAX FEE \$132	MAX FEE \$142	MAX FEE \$152	MAX FEE \$160	MAX FEE \$166
2	\$1,106 - \$1,149	\$1,150 - \$1,194	\$1,195 - \$1,238	\$1,239 - \$1,282	\$1,283 - \$1,326	\$1,327 - \$1,370
3	\$1,390 - \$1,444	\$1,445 - \$1,500	\$1,501 - \$1,555	\$1,556 - \$1,611	\$1,612 - \$1,666	\$1,667 - \$1,722
4	\$1,673 - \$1,739	\$1,740 - \$1,806	\$1,807 - \$1,873	\$1,874 - \$1,939	\$1,940 - \$2,006	\$2,007 - \$2,073
5	\$1,956 - \$2,033	\$2,034 - \$2,112	\$2,113 - \$2,190	\$2,191 - \$2,268	\$2,269 - \$2,346	\$2,347 - \$2,424
6	\$2,240 - \$2,328	\$2,329 - \$2,418	\$2,419 - \$2,507	\$2,508 - \$2,597	\$2,598 - \$2,686	\$2,687 - \$2,776
7	\$2,523 - \$2,623	\$2,624 - \$2,724	\$2,725 - \$2,825	\$2,826 - \$2,925	\$2,926 - \$3,026	\$3,027 - \$3,127
8	\$2,806 - \$2,917	\$2,918 - \$3,030	\$3,031 - \$3,142	\$3,143 - \$3,254	\$3,255 - \$3,366	\$3,367 - \$3,478
9	\$3,090 - \$3,212	\$3,213 - \$3,336	\$3,337 - \$3,459	\$3,460 - \$3,583	\$3,584 - \$3,706	\$3,707 - \$3,830
10	\$3,373 - \$3,507	\$3,508 - \$3,642	\$3,643 - \$3,777	\$3,778 - \$3,911	\$3,912 - \$4,046	\$4,047 - \$4,181
11	\$3,656 - \$3,801	\$3,802 - \$3,948	\$3,949 - \$4,094	\$4,095 - \$4,240	\$4,241 - \$4,386	\$4,387 - \$4,532
12	\$3,940 - \$4,096	\$4,097 - \$4,254	\$4,255 - \$4,411	\$4,412 - \$4,569	\$4,570 - \$4,726	\$4,727 - \$4,884

13	\$4,223 - \$4,391	\$4,392 - \$4,560	\$4,561 - \$4,729	\$4,730 - \$4,897	\$4,898 - \$5,066	\$5,067 - \$5,235
14	\$4,506 - \$4,685	\$4,686 - \$4,866	\$4,867 - \$5,046	\$5,047 - \$5,226	\$5,227 - \$5,406	\$5,407 - \$5,586
15	\$4,790 - \$4,980	\$4,981 - \$5,172	\$5,173 - \$5,363	\$5,364 - \$5,555	\$5,556 - \$5,746	\$5,747 - \$5,938
FAM SIZE	MAX FEE \$172	MAX FEE \$176	MAX FEE \$182	MAX FEE \$188	MAX FEE \$194	MAX FEE \$200
2	\$1,371 - \$1,415	\$1,416 - \$1,459	\$1,460 - \$1,503	\$1,504 - \$1,547	\$1,548 - \$1,592	\$1,593 - \$1,636
3	\$1,723 - \$1,777	\$1,778 - \$1,833	\$1,834 - \$1,888	\$1,889 - \$1,944	\$1,945 - \$1,999	\$2,000 - \$2,055
4	\$2,074 - \$2,140	\$2,141 - \$2,207	\$2,208 - \$2,274	\$2,275 - \$2,341	\$2,342 - \$2,408	\$2,409 - \$2,474
5	\$2,425 - \$2,503	\$2,504 - \$2,581	\$2,582 - \$2,659	\$2,660 - \$2,737	\$2,738 - \$2,816	\$2,817 - \$2,894
6	\$2,777 - \$2,865	\$2,866 - \$2,955	\$2,956 - \$3,044	\$3,045 - \$3,134	\$3,135 - \$3,223	\$3,224 - \$3,313
7	\$3,128 - \$3,228	\$3,229 - \$3,329	\$3,330 - \$3,430	\$3,431 - \$3,531	\$3,532 - \$3,632	\$3,633 - \$3,732
8	\$3,479 - \$3,591	\$3,592 - \$3,703	\$3,704 - \$3,815	\$3,816 - \$3,927	\$3,928 - \$4,040	\$4,041 - \$4,152
9	\$3,831 - \$3,953	\$3,954 - \$4,077	\$4,078 - \$4,200	\$4,201 - \$4,324	\$4,325 - \$4,447	\$4,448 - \$4,571
10	\$4,182 - \$4,316	\$4,317 - \$4,451	\$4,452 - \$4,586	\$4,587 - \$4,721	\$4,722 - \$4,856	\$4,857 - \$4,990
11	\$4,533 - \$4,679	\$4,680 - \$4,825	\$4,826 - \$4,971	\$4,972 - \$5,117	\$5,118 - \$5,264	\$5,265 - \$5,410
12	\$4,885 - \$5,041	\$5,042 - \$5,199	\$5,200 - \$5,356	\$5,357 - \$5,514	\$5,515 - \$5,671	\$5,672 - \$5,829
13	\$5,236 - \$5,404	\$5,405 - \$5,573	\$5,574 - \$5,742	\$5,743 - \$5,911	\$5,912 - \$6,080	\$6,081 - \$6,248

14	\$5,587 - \$5,767	\$5,768 - \$5,947	\$5,948 - \$6,127	\$6,128 - \$6,307	\$6,308 - \$6,488	\$6,489 - \$6,668
15	\$5,939 - \$6,129	\$6,130 - \$6,321	\$6,322 - \$6,512	\$6,513 - \$6,704	\$6,705 - \$6,895	\$6,896 - \$7,087
NOTE: SMI (State Median Income) calculated by dividing FPL (Federal Poverty Level) family size 4 by 100% SMI family size 4.						
FAM SIZE	MAX FEE \$204	MAX FEE \$210	MAX FEE \$216	MAX FEE \$222	MAX FEE \$226	MAX FEE \$232
2	\$1,637 - \$1,680	\$1,681 - \$1,724	\$1,725 - \$1,768	\$1,769 - \$1,813	\$1,814 - \$1,857	\$1,858 - \$1,901
3	\$2,056 - \$2,111	\$2,112 - \$2,166	\$2,167 - \$2,222	\$2,223 - \$2,277	\$2,278 - \$2,333	\$2,334 - \$2,388
4	\$2,475 - \$2,541	\$2,542 - \$2,608	\$2,609 - \$2,675	\$2,676 - \$2,742	\$2,743 - \$2,809	\$2,810 - \$2,876
5	\$2,895 - \$2,972	\$2,973 - \$3,050	\$3,051 - \$3,128	\$3,129 - \$3,207	\$3,208 - \$3,285	\$3,286 - \$3,363
6	\$3,314 - \$3,403	\$3,404 - \$3,492	\$3,493 - \$3,582	\$3,583 - \$3,671	\$3,672 - \$3,761	\$3,762 - \$3,850
7	\$3,733 - \$3,833	\$3,834 - \$3,934	\$3,935 - \$4,035	\$4,036 - \$4,136	\$4,137 - \$4,237	\$4,238 - \$4,338
8	\$4,153 - \$4,264	\$4,265 - \$4,376	\$4,377 - \$4,488	\$4,489 - \$4,601	\$4,602 - \$4,713	\$4,714 - \$4,825
9	\$4,572 - \$4,695	\$4,696 - \$4,818	\$4,819 - \$4,942	\$4,943 - \$5,065	\$5,066 - \$5,189	\$5,190 - \$5,312
10	\$4,991 - \$5,125	\$5,126 - \$5,260	\$5,261 - \$5,395	\$5,396 - \$5,530	\$5,531 - \$5,665	\$5,666 - \$5,800
11	\$5,411 - \$5,556	\$5,557 - \$5,702	\$5,703 - \$5,848	\$5,849 - \$5,995	\$5,996 - \$6,141	\$6,142 - \$6,287
12	\$5,830 - \$5,987	\$5,988 - \$6,144	\$6,145 - \$6,302	\$6,303 - \$6,459	\$6,460 - \$6,617	\$6,618 - \$6,774
13	\$6,249 - \$6,417	\$6,418 - \$6,586	\$6,587 - \$6,755	\$6,756 - \$6,924	\$6,925 - \$7,093	\$7,094 - \$7,262

14	\$6,669 - \$6,848	\$6,849 - \$7,028	\$7,029 - \$7,208	\$7,209 - \$7,389	\$7,390 - \$7,569	\$7,570 - \$7,749
15	\$7,088 - \$7,279	\$7,280 - \$7,470	\$7,471 - \$7,662	\$7,663 - \$7,853	\$7,854 - \$8,045	\$8,046 - \$8,236
FAM SIZE	MAX FEE \$238	MAX FEE \$244	MAX FEE \$250	MAX FEE \$254	MAX FEE \$260	MAX FEE \$266
2	\$1,902 - \$1,945	\$1,946 - \$1,989	\$1,990 - \$2,034	\$2,035 - \$2,078	\$2,079 - \$2,122	\$2,123 - \$2,166
3	\$2,389 - \$2,444	\$2,445 - \$2,499	\$2,500 - \$2,555	\$2,556 - \$2,610	\$2,611 - \$2,666	\$2,667 - \$2,722
4	\$2,877 - \$2,943	\$2,944 - \$3,009	\$3,010 - \$3,076	\$3,077 - \$3,143	\$3,144 - \$3,210	\$3,211 - \$3,277
5	\$3,364 - \$3,441	\$3,442 - \$3,519	\$3,520 - \$3,598	\$3,599 - \$3,676	\$3,677 - \$3,754	\$3,755 - \$3,832
6	\$3,851 - \$3,940	\$3,941 - \$4,029	\$4,030 - \$4,119	\$4,120 - \$4,208	\$4,209 - \$4,298	\$4,299 - \$4,388
7	\$4,339 - \$4,439	\$4,440 - \$4,539	\$4,540 - \$4,640	\$4,641 - \$4,741	\$4,742 - \$4,842	\$4,843 - \$4,943
8	\$4,826 - \$4,937	\$4,938 - \$5,049	\$5,050 - \$5,162	\$5,163 - \$5,274	\$5,275 - \$5,386	\$5,387 - \$5,498
9	\$5,313 - \$5,436	\$5,437 - \$5,559	\$5,560 - \$5,683	\$5,684 - \$5,806	\$5,807 - \$5,930	\$5,931 - \$6,054
10	\$5,801 - \$5,935	\$5,936 - \$6,069	\$6,070 - \$6,204	\$6,205 - \$6,339	\$6,340 - \$6,474	\$6,475 - \$6,609
11	\$6,288 - \$6,433	\$6,434 - \$6,579	\$6,580 - \$6,726	\$6,727 - \$6,872	\$6,873 - \$7,018	\$7,019 - \$7,164
12	\$6,775 - \$6,932	\$6,933 - \$7,089	\$7,090 - \$7,247	\$7,248 - \$7,404	\$7,405 - \$7,562	\$7,563 - \$7,720
13	\$7,263 - \$7,431	\$7,432 - \$7,599	\$7,600 - \$7,768	\$7,769 - \$7,937	\$7,938 - \$8,106	\$8,107 - \$8,275
14	\$7,750 - \$7,929	\$7,930 - \$8,109	\$8,110 - \$8,290	\$8,291 - \$8,470	\$8,471 - \$8,650	\$8,651 - \$8,830

15	\$8,237 - \$8,428	\$8,429 - \$8,619	\$8,620 - \$8,811	\$8,812 - \$9,002	\$9,003 - \$9,194	\$9,195 - \$9,386
FAM SIZE	MAX FEE \$272	MAX FEE \$276	MAX FEE \$282	MAX FEE \$288	MAX FEE \$294	MAX FEE \$300
2	\$2,167 - \$2,210	\$2,211 - \$2,255	\$2,256 - \$2,299	\$2,300 - \$2,343	\$2,344 - \$2,387	\$2,388 - \$2,431
3	\$2,723 - \$2,777	\$2,778 - \$2,833	\$2,834 - \$2,888	\$2,889 - \$2,944	\$2,945 - \$2,999	\$3,000 - \$3,055
4	\$3,278 - \$3,344	\$3,345 - \$3,411	\$3,412 - \$3,478	\$3,479 - \$3,544	\$3,545 - \$3,611	\$3,612 - \$3,678
5	\$3,833 - \$3,910	\$3,911 - \$3,989	\$3,990 - \$4,067	\$4,068 - \$4,145	\$4,146 - \$4,223	\$4,224 - \$4,301
6	\$4,389 - \$4,477	\$4,478 - \$4,567	\$4,568 - \$4,656	\$4,657 - \$4,746	\$4,747 - \$4,835	\$4,836 - \$4,925
7	\$4,944 - \$5,044	\$5,045 - \$5,145	\$5,146 - \$5,246	\$5,247 - \$5,346	\$5,347 - \$5,447	\$5,448 - \$5,548
8	\$5,499 - \$5,610	\$5,611 - \$5,723	\$5,724 - \$5,835	\$5,836 - \$5,947	\$5,948 - \$6,059	\$6,060 - \$6,171
9	\$6,055 - \$6,177	\$6,178 - \$6,301	\$6,302 - \$6,424	\$6,425 - \$6,548	\$6,549 - \$6,671	\$6,672 - \$6,795
10	\$6,610 - \$6,744	\$6,745 - \$6,879	\$6,880 - \$7,014	\$7,015 - \$7,148	\$7,149 - \$7,283	\$7,284 - \$7,418
11	\$7,165 - \$7,310	\$7,311 - \$7,457	\$7,458 - \$7,603	\$7,604 - \$7,749	\$7,750 - \$7,895	\$7,896 - \$8,041
12	\$7,721 - \$7,877	\$7,878 - \$8,035	\$8,036 - \$8,192	\$8,193 - \$8,350	\$8,351 - \$8,507	\$8,508 - \$8,665
13	\$8,276 - \$8,444	\$8,445 - \$8,613	\$8,614 - \$8,782	\$8,783 - \$8,950	\$8,951 - \$9,119	\$9,120 - \$9,288
14	\$8,831 - \$9,010	\$9,011 - \$9,191	\$9,192 - \$9,371	\$9,372 - \$9,551	\$9,552 - \$9,731	\$9,732 - \$9,911
15	\$9,387 - \$9,577	\$9,578 - \$9,769	\$9,770 - \$9,960	\$9,961 - \$10,152	\$10,153 - \$10,343	\$10,344 - \$10,535

CCMTL 46 (5101:2-16 - ARCHIVE)

Child Care Manual Transmittal Letter No. 46

December 12, 2001

TO: All Child Care Manual Users
FROM: Thomas J. Hayes, Director
SUBJECT: Ohio Revised Code (ORC) Changes and Chapter 5101:2-16 Rule Amendments

This letter transmits ORC language changes to the eligibility criteria for subsidized child care due to the implementation of Am. Sub. H.B. 94. These statute changes are effective January 1, 2002 and agencies are to abide by the new language at that time.

5104.32 (C) is amended as follows: The maximum number of absent days reimbursed to providers shall not exceed ten days in a six-month period during which publicly funded child day-care is provided to the child regardless of the number of providers that provide publicly funded child day-care to the child during that period.

5104.341 (A)(2) is amended as follows: The county department of job and family services shall redetermine the appropriate level of a fee charged under division (B) of section 5104.34 of the Revised Code every six months during the one-year period.

Proposed rule amendments to the enclosed Chapter 5101:2-16 rules due to the implementation of Am. Sub. H.B. 94 and completion of a five year rule review conducted by the Bureau of Child Care are also included with this manual transmittal letter. If any changes are made to these rules as a result of a public hearing or the JCARR hearing, you will be notified of the changes by an amended CCMTL. Otherwise, these rules will become effective February 14, 2002.

Rule 5101:2-16-01 "Definitions" is amended as follows: **1)** Definitions are established for "absentee day" and "border state child care provider"; **2)** "Caretaker" replaces "caretaker parent"; **3)** "Children in placement" is clarified; **4)** The definition of "family" is included in the rule; **5)** The definition of a "Head Start/Child Care Partnership Program" is clarified as to the minimum standards that should exist; **6)** The definitions that apply to child care resource and referral agencies have been removed from the rule and will be included in the new Chapter 5101:2-15 resource and referral rules.

Rule 5101:2-16-34 "Income Eligibility" is amended as follows: **1)** Clarifies which types of income can be excluded from gross earned and gross unearned income including federal work study income, earned in kind income, and nonrecurring lump sum payments; **2)** Families with no countable income shall provide written verification confirming how they are meeting basic living expenses.

Rule 5101:2-16-35 "Eligibility determination" is amended as follows: **1)** The agency shall provide the recipient with a copy of the signed rights and responsibilities section of the child care application or an agency equivalent; **2)** Clarification of notice requirements when there is a change in child care benefits; **3)** The eligibility determiner shall not terminate child care benefits for Head Start eligible children who are enrolled in a Head Start/Child Care Partnership Program until the end of the Head Start Program year.

Rule 5101:2-16-39 "Family copayment requirement" is amended as follows: **1)** At the sixth month of the one year eligibility period the family's copayment shall be reviewed and appropriate action taken by the eligibility determiner; **2)** The copayment shall be in effect for each six month period unless the caretaker requests a reduction to the copayment due to changes in family income or composition, a documented increase in family income occurs within the first thirty days of eligibility, or an incorrect copayment was assessed by the eligibility determiner resulting in corrective action to adjust the copayment; **3)** A recipient shall not be required to pay the difference between the reimbursement ceiling and the provider's customary charge to the public when the customary charge is higher; **4)** Clarification of notice requirements when there is an increase in the copayment.

Rule 5101:2-16-41 "Reimbursement ceilings for child care providers" is amended as follows: **1)** The agency shall reimburse ten absentee days per child during each six-month period that care is provided to a child, regardless of the number of providers used by the child; **2)** The provider is required to report to the CDJFS any absence that exceeds two consecutive days. Failure of the provider to report absences on a timely basis may result in the termination of payment after the second consecutive day.

The ODJFS 01224 "Purchase of Child Care Services Contract" is amended as follows: **1)** Failure to report timely may result in the termination of payment after the second consecutive absentee day; **2)** A recipient shall not be required to pay the difference between the reimbursement ceiling and the provider's customary charge to the public when the customary charge is higher.

Fiscal Impact Statement: These policy and procedure changes will decrease expenditures by limiting the number of absentee days per child and by allowing an increase in family copayment once during the twelve month eligibility period.

Training Impact Statement: Staff in the Bureau of Child Care and Development will offer training on these changes during the regularly scheduled quarterly Networking Opportunities. Staff in the County Technical Support (CTS) Section will also review these changes with county child care staff and provide technical assistance during monitoring visits.

If you have any questions regarding these matters, please contact the Bureau of Child Care and Development, County Technical Support at (614) 466-7762.

CCMTL 45A (5101:2-16 Correction - ARCHIVE)

Child Care Manual Transmittal Letter No. 45A

November 29, 2001

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Chapter 5101:2-16 Transmittal Correction

Recently Child Care Manual Transmittal Letter No. 45 was disseminated. The attached rules were not the final version of filed rules, however, the ODJFS Web version of the rules does display the correct, final version. The purpose of this transmittal is to provide a correct, final version of the following rules. These rules will become effective January 1, 2002.

Rule 5101:2-16-07 "County department of job and family services responsibilities" is amended as follows: **1)** Procedures developed and implemented by the CDJFS replace the provider recruitment plan, and a plan, submitted to ODJFS for approval, to ensure that the application process is as accessible to the public as possible replaces CDJFS policies; **2)** Language regarding parental choice is added to the rule; **3)** Language regarding reporting requirements using the automated child care information system is added to the rule.

Rule 5101:2-16-71 "Child care recipient fraud" is amended as follows: The child care fraud and overpayment recovery plan is replaced by procedures implemented by the CDJFS.

Rule 5101:2-16-72 "Child care provider fraud" is amended as follows: The child care fraud and overpayment recovery plan is replaced by procedures implemented by the CDJFS.

Rule 5101:2-16-73 "Recovery of child care overpayments" is amended as follows: The child care fraud and overpayment recovery plan is replaced by procedures implemented by the CDJFS.

Rule 5101:2-16-52 "Parental Choice" is rescinded.

Rule 5101:2-16-57 "Child care information system (CCIS) reporting requirements" is rescinded.

If you have any questions regarding these matters, contact County Technical Support at (614) 466-7762.

CCMTL 45 (5101:2-16 - ARCHIVE)

Child Care Manual Transmittal Letter No. 45

October 29, 2001

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Chapter 5101:2-16 Rule Amendments and Rescissions

This letter transmits rule amendments and rescissions to Chapter 5101:2-16 rules resulting from partnership agreement negotiations between ODJFS and representative associations regarding the replacement of required statewide plans with procedures developed and implemented by county departments of job and family services, and the completion of a five year rule review conducted by the Bureau of Child Care. If any changes are made to these rules as a result of a public hearing or the JCARR hearing, you will be notified of the changes by an amended CCMTL. Otherwise, these rules will become effective January 1, 2002.

Rule 5101:2-16-07 "County department of job and family services responsibilities" is amended as follows: **1)** Procedures developed and implemented by the CDJFS replace the provider recruitment plan, and a plan, submitted to ODJFS for approval, to ensure that the application process is as accessible to the public as possible replaces CDJFS policies; **2)** Language regarding parental choice is added to the rule; **3)** Language regarding reporting requirements using the automated child care information system is added to the rule.

Rule 5101:2-16-71 "Child care recipient fraud" is amended as follows: The child care fraud and overpayment recovery plan is replaced by procedures implemented by the CDJFS.

Rule 5101:2-16-72 "Child care provider fraud" is amended as follows: The child care fraud and overpayment recovery plan is replaced by procedures implemented by the CDJFS.

Rule 5101:2-16-73 "Recovery of child care overpayments" is amended as follows: The child care fraud and overpayment recovery plan is replaced by procedures implemented by the CDJFS.

Rule 5101:2-16-52 "Parental Choice" is rescinded.

Rule 5101:2-16-57 "Child care information system (CCIS) reporting requirements" is rescinded.

Fiscal Impact Statement: The changes in the requirements of documenting and administering the procedures required by these rules results in no increase in county administrative expenditures.

Training Impact Statement: The training requirements for these procedural changes will be provided by County Technical Support staff during monitoring visits to counties and quarterly statewide meetings with county child care staff.

If you have any questions regarding these matters, contact County Technical Support at (614) 466-7762.

CCMTL 44 (Administrative Order - ARCHIVE)

Child Care Manual Transmittal Letter No. 44

April 18, 2001

TO: All Child Care Manual Users

FROM: Jo Ann Davidson, Director

SUBJECT: Publicly Funded Child Care Administrative Order

The Director of the Ohio Department of Job and Family Services (ODJFS) issues this administrative order for the purpose of establishing the statewide maximum eligibility limit for publicly funded child care benefits at the 2001 Federal Poverty Level.

Under this administrative order, effective April 1, 2001, all county departments of job and family services (CDJFS) shall:

1. Continue to provide child care benefits to current recipients of publicly funded child care benefits who continue to meet the requirements established in Chapter 5101:2-16 of the Ohio Administrative Code (OAC).
2. Continue to enroll new applicants for publicly funded child care benefits who continue to meet all the requirements established in Chapter 5101:2-16 of the Ohio Administrative Code.

Instructions for Implementation of this Administrative Order:

1. For initial applications and redeterminations of eligibility for Transitional child care benefits, the CDJFS shall refer to the maximum income levels of 150% of the 2001 Federal Poverty Level as shown in the attached chart.
2. For initial applications and redeterminations of eligibility for Income Eligible Employment and Training and Special Needs child care benefits, the CDJFS shall refer to the maximum income levels of 185% of the 2001 Federal Poverty Level or 85% State Median Income as shown in the attached chart.

2001 FEDERAL POVERTY LEVELS

2001 FEDERAL POVERTY LEVELS		
FAMILY SIZE	150 % FPL TRANSITIONAL	185% FPL INCOME ELIGIBLE EMPLOYMENT AND TRAINING OR SPECIAL NEEDS
2	\$1,452	\$1,791
3	\$1,829	\$2,255
4	\$2,207	\$2,721

5	\$2,585	\$3,188
6	\$2,961	\$3,652
7	\$3,339	\$4,118
8	\$3,717	\$4,584
9	\$4,094	\$5,049
10	\$4,471	\$5,515
11	\$4,849	\$5,980
12	\$5,226	*\$6,393
13	\$5,604	*\$6,521
14	\$5,981	*\$6,649
15	\$6,359	*\$6,777
* Indicates 85% State Median Income. Federal regulations for the Child Care Development Fund limit income eligibility to 85% state median income.		

Eligibility levels are established based on expenditures and funding availability and are subject to change. If you have any questions regarding these matters, please contact the Bureau of Child Care, County Technical Support at (614) 466-7762.

CCMTL 43 (5101:2-14 and 5101:2-16 - ARCHIVE)

Child Care Manual Transmittal Letter No. 43

December 4, 2000

TO: All Child Care Manual Users

FROM: Jacqueline Romer-Sensky, Director

SUBJECT: Chapter 5101:2-14 and 5101:2-16 Rule Amendments

This letter transmits rule amendments to Chapter 5101:2-14 and 5101:2-16 rules. If any changes are made to these rules as a result of a public hearing or the JCARR hearing, you will be notified of the changes by an amended CCMTL. Otherwise, these rules will become effective January 1, 2001.

1. Rule 5101:2-16-41 entitled "Reimbursement ceilings for child care providers" is amended as follows: Appendix A has been revised to show the increase in reimbursement ceilings for certified and licensed providers. **If necessary, the CDJFS shall amend its child care contracts with limited and professional type B providers and licensed providers in accordance with paragraphs (B) and (C) and appendix A of rule 5101:2-16-41.**
2. Rule 5101:2-14-10 entitled "Provider qualifications for professional certification" is amended as follows: Allows a provider to be examined by a certified nurse practitioner and allows a certified nurse practitioner to sign the ODJFS 01280 "Provider Medical Statement." **A certified nurse practitioner is a specific designation provided under Ohio law and does not include registered nurses or licensed practical nurses.**
3. Rule 5101:2-14-28 entitled "Medical and dental emergency plan for professional providers" is amended as follows: 1) explains what is meant by a serious incident, injury, or illness; 2) clarifies when the ODJFS 01299 "Incident/Injury Report" should be used; 3) clarifies other circumstances that shall be reported to the CDJFS by the provider.
4. Rule 5101:2-14-40 entitled "Appeal review procedures for limited and professional certification" is amended as follows: 1) the phrase "and not subject to any further appeal" has been deleted from paragraph (P) because section 2506.01 of the Ohio Revised Code affords appeals to the common pleas court; 2) the county appeal review shall be recorded by an individual designated by the county director, and the recording shall be made part of the record.
5. Rule 5101:2-14-58 entitled "Provider responsibilities for limited certification" is amended as follows: 1) requires the provider to have a plan for medical and dental emergencies; 2) requires the limited provider to use the ODJFS 01297 "Emergency Transportation Authorization" form in the same manner that it is used by the professional provider; 3) clarifies when the ODJFS 01299 "Incident/Injury Report" should be used; 4) clarifies other circumstances that must be reported to the CDJFS by the provider; 5) allows a provider to be

examined by a certified nurse practitioner and allows a certified nurse practitioner to sign the ODJFS 01280 "Provider Medical Statement."

6. Form ODHS 1299 "Incident Report" is amended and is now titled ODJFS 01299 "Incident/Injury Report". The rule language instructs home providers to submit this form to the CDJFS via fax or mail within three days of a serious injury/incident/illness. The CDJFS should keep a copy of the report in the provider's file and fax (614-728-6803) or mail a copy to ODJFS, Bureau of Child Care, 65 East State Street, 5th Floor, Columbus, Ohio 43215. The purpose of submitting the report is to allow ODJFS to track serious injuries/incidents/illnesses. In lieu of asking each CDJFS to data enter the information, ODJFS is instructing the CDJFS to submit the report to the Bureau of Child Care.

The obsolete rules and form shall be removed from the child care manual and replaced with the amended rules and form of the corresponding number. If you have any questions regarding these matters, please contact County Technical Support at (614) 466-7762.

CCMTL 42 (5101:2-16 - ARCHIVE)

Child Care Manual Transmittal Letter No. 42

April 19, 2000

TO: All Child Care Manual Users
FROM: Jacqueline Romer-Sensky, Director
SUBJECT: Chapter 5101:2-16 Rule Amendments Regarding Child Care Eligibility, Copayments, Reimbursement Ceilings and Contracts

This letter transmits rule amendments to Chapter 5101:2-16 rules due to the implementation of Am. Sub. H.B. 176 and 283. If any changes are made to these rules as a result of a public hearing or the JCARR hearing, you will be notified of the changes by an amended CCMTL. Otherwise, these rules will become effective June 10, 2000.

1. Rule 5101:2-16-35 entitled "Application and eligibility determination" is amended as follows: 1) to provide families a twelve month eligibility period, unless the family ceases to be eligible for child care benefits; 2) to require a CDHS to follow procedures established by ODHS making alternative means available to families for eligibility determinations and redeterminations; 3) to require that families with children enrolled in a Head Start collaborative model remain eligible for child care for the remainder of the current Head Start year, regardless of income or participation in paid employment; 4) to require the eligibility determiner to issue notice of a change in child care benefits to the family within ten days from the date the change of circumstance was reported by the caretaker parent; and 5) the composition of a family for determining eligibility for child care benefits may include children residing in a relative's home with the adult relative serving as the caretaker parent.
2. Rule 5101:2-16-39 entitled "Family fee requirement" is amended as follows: 1) to require that the family's monthly copayment shall not exceed ten per cent of the family's monthly income; 2) to require that the family's copayment be in effect for the family's entire twelve month eligibility period unless: i) a caretaker parent requests that the copayment be reduced due to changes in family income, family size, or both, and the eligibility determiner approves the reduction, ii) an incorrect copayment was assessed by the eligibility determiner as a result of agency error, recipient error, or recipient fraud, resulting in corrective action to reduce or increase the family copayment, or iii) the family ceases to be eligible for publicly funded child care benefits; 3) to require the eligibility determiner to issue notice of a change in child care benefits to the family within ten days from the date the change of circumstance was reported by the caretaker parent; and 4) to require the family to pay the monthly copayment or the monthly cost of care, whichever is less, for any month that the family uses child care services.

A new copayment table is included as part of the rule. The new copayment table reduces the maximum fee from three children in care to two children in care. All families with more than two children in care will only be required to pay a copayment for two children.

3. Rule 5101:2-16-41 entitled "Reimbursement ceilings for child care providers" is amended as follows: 1) to allow a CDHS to reimburse a border state child care provider for publicly funded child care services; 2) to require a CDHS to pay eligible type B home providers with limited certification, a reimbursement rate that is the greater of the rate that was in effect for the home on October 1, 1997, or seventy-five per cent of the reimbursement ceiling for type B home providers with professional certification; 3) to include the National School-Age Care Alliance (NSACA) as an accredited provider; 4) to require a CDHS to reimburse, at a minimum, ten absentee days per child per provider during each six-month period that care is provided to a child. At the option of the CDHS, it may reimburse a greater number of absentee days per child per provider during each six-month period that care is provided to a child; and 5) to require the CDHS to mandate that each provider report any absence that exceeds five consecutive days in order to verify enrollment of the child with the provider.
4. Rule 5101:2-16-44 entitled "Purchased Services Contract Requirement" is amended to allow a CDHS to contract with a border state child care provider for the purchase of child care services. A border state child care provider is defined as a child care provider that is located in a state bordering Ohio and that is licensed, certified, or otherwise approved by that state to provide child care. A border state child care provider may provide publicly funded child care only to a recipient who resides in an Ohio county that borders the state in which the provider is located.
5. Form ODJFS 1224 "Purchase of Child Care Services Contract" is amended as follows: 1) to allow a CDHS to contract with a border state child care provider; and 2) to require each provider to report to the CDHS any absence that exceeds five consecutive days in order to verify enrollment of the child with the provider.

The obsolete rules and form shall be removed from the child care manual and replaced with the amended rules and form of the corresponding number. If you have any questions regarding these matters, please contact County Technical Support at (614) 466-7762.

CCMTL 41 (Administrative Order - ARCHIVE)

Child Care Manual Transmittal Letter No. 41

April 3, 2000

TO: All Child Care Manual Users

FROM: Jacqueline Romer-Sensky

SUBJECT: Publicly Funded Child Care Administrative Order

The Director of the Ohio Department of Human Services (ODHS) issues this administrative order for the purpose of establishing the statewide maximum eligibility limit for publicly funded child care benefits at the 2000 federal poverty level.

Under this administrative order, effective April 3, 2000, all county departments of human services (CDHS) shall:

1. Continue to provide child care benefits to current recipients of OWF, LEAP and Protective child care who continue to meet the requirements established in Ohio Administrative Code (OAC) 5101:2-16.
2. Continue to provide child care benefits to current recipients of Transitional child care who continue to meet all the requirements established in OAC 5101:2-16 until twelve months of eligibility have expired or until their income exceeds 150% of the 2000 federal poverty level, whichever comes first.
3. Continue to provide child care benefits to current recipients of Income Eligible Employment and Training and Special Needs child care who continue to meet all the requirements established in OAC 5101:2-16, and whose income does not exceed the lower of, 185% of the 2000 federal poverty level or 85% state median income.
4. Continue to enroll for Income Eligible Employment and Training child care benefits, families who continue to meet all the requirements established in OAC 5101:2-16, and whose twelve months of Transitional benefits have expired or whose income exceeds 150% of the 2000 federal poverty level, and whose income does not exceed the lower of, 185% of the 2000 federal poverty level or 85% state median income.
5. Enroll applicants for OWF, LEAP, and Protective child care who meet the requirements of OAC 5101:2-16.
6. Enroll applicants for Transitional child care who meet the requirements of OAC 5101:2-16, and who are eligible for any part of the twelve month eligibility period, and whose income does not exceed 150% of the 2000 federal poverty level.
7. Enroll applicants for Income Eligible Employment and Training and Special Needs child care who meet the requirements of OAC 5101:2-16, and whose income does not exceed the lower of, 185% of the 2000 federal poverty level or 85% state median income.

Instructions for Implementation of this Administrative Order:

1. For initial applications and redeterminations of eligibility for Transitional child care benefits, the CDHS shall refer to the maximum income levels of 150% of the 2000 federal poverty level.
2. For initial applications and redeterminations of eligibility for Income Eligible Employment and Training and Special Needs child care benefits, the CDHS shall refer to the maximum income levels of 185% of the 2000 federal poverty level or 85% state median income.

2000 FEDERAL POVERTY LEVELS:

2000 FEDERAL POVERTY LEVELS		
FAMILY SIZE	150 % FPL TRANSITIONAL	185% FPL INCOME ELIGIBLE EMPLOYMENT AND TRAINING OR SPECIAL NEEDS
2	\$1,406	\$1,734
3	\$1,769	\$2,181
4	\$2,131	\$2,629
5	\$2,494	\$3,076
6	\$2,856	\$3,523
7	\$3,219	\$3,970
8	\$3,581	\$4,417
9	\$3,944	\$4,864
10	\$4,303	\$5,311
11	\$4,669	\$5,759
12	\$5,031	\$6,205
13	\$5,394	*\$6,521
14	\$5,757	*\$6,649
15	\$6,119	*\$6,777
* Indicates 85% state median income. Federal regulations for the Child Care Development Fund limit income eligibility to 85% state median income.		

Eligibility levels are established based on expenditures and funding availability and are subject to change. If you have any questions regarding these matters, please contact Child Care Services, County Technical Support at (614) 466-7762.

CCMTL 40 (Administrative Order - ARCHIVE)

Child Care Manual Transmittal Letter No. 40

July 1, 1999

TO: All Child Care Manual Users

FROM: Jacqueline Romer-Sensky

SUBJECT: Publicly Funded Child Care Administrative Order

The Director of the Ohio Department of Human Services (ODHS) issues this administrative order for the purpose of extending the statewide child care enrollment period and establishing a statewide maximum eligibility limit for publicly funded child care benefits.

Under this administrative order, effective July 1, 1999, all county departments of human services (CDHS) shall:

1. **Continue** to provide **child care benefits** to current recipients of **OWF, LEAP and Protective** child care who continue to meet the requirements established in Ohio Administrative Code (OAC) 5101:2-16.
2. **Continue** to provide **child care benefits** to current recipients of **Transitional** child care who continue to meet all the requirements established in OAC 5101:2-16 **until twelve months** of eligibility have expired or until their **income exceeds**, the lower of, **150% of the federal poverty level** or 85% estimated state median income, **whichever comes first**.
3. **Continue** to provide **child care benefits** to current recipients of **Income Eligible Employment and Training and Special Needs** child care who continue to meet all the requirements established in OAC 5101:2-16 and whose **income does not exceed**, the lower of, **185% of the federal poverty level** or 85% estimated state median income.
4. **Continue** to enroll for **Income Eligible Employment and Training** child care benefits, families who continue to meet all the requirements established in OAC 5101:2-16 and **whose twelve months of Transitional benefits have expired or whose income exceeds the lower of** 150% of the federal poverty level or 85% estimated state median income and **whose income does not exceed**, the lower of, **185% of the federal poverty level**, or 85% estimated state median income.
5. **Enroll applicants for OWF, LEAP, and Protective** child care who meet the requirements of OAC 5101:2-16.
6. **Enroll applicants for Transitional** child care who meet the requirements of OAC 5101:2-16 and **who are eligible for any part of the twelve months of eligibility and whose income does not exceed**, the lower of, **150% of the federal poverty level** or 85% estimated state median income.
7. **Effective July 1, 1999** and ending June 30, 2000, **enroll all applicants for Income Eligible Employment and Training and Special Needs** child care who

meet the requirements of OAC 5101:2-16 and **whose income does not exceed**, the lower of, **185% of the federal poverty level** or 85% estimated state median income.

Instructions for Implementation of this Administrative Order:

1. **For initial applications and redetermination** of eligibility for **Transitional** child care benefits, the CDHS shall refer to the **maximum income levels of**, the lower of, **150% of the federal poverty level** or 85% estimated state median income.
2. **For initial and redetermination** of eligibility for **Income Eligible Employment and Training and Special Needs** child care benefits, the CDHS shall refer to the **maximum income levels of**, the lower of, **185% of the federal poverty level** or 85% estimated state median income.

1999 FEDERAL POVERTY LEVELS

FAMILY SIZE	150 % FPL TRANSITIONAL	185% FPL INCOME ELIGIBLE EMPLOYMENT AND TRAINING OR SPECIAL NEEDS
2	\$1,383	\$1,705
3	\$1,735	\$2,140
4	\$2,088	\$2,575
5	\$2,440	\$3,009
6	\$2,793	\$3,444
7	\$3,145	\$3,879
8	\$3,498	\$4,314
9	\$3,850	\$4,748
10	\$4,203	\$5,183
11	\$4,555	*\$5,397
12	\$4,908	*\$5,507
13	\$5,260	*\$5,618
14	\$5,613	*\$5,728
15	*\$5,838	*\$5,838

* Indicates 85% estimated state median income. Federal regulations for the Child Care Development Fund limit income eligibility to 85% state median income.

Eligibility levels are established based on expenditures and funding availability and are subject to change. If you have any questions regarding these matters, please contact Child Care Services, County Technical Support at (614) 466-7762.

CCMTL 39 (Administrative Order - ARCHIVE)

Child Care Manual Transmittal Letter No. 39

April 26, 1999

TO: All Child Care Manual Users

FROM: Jacqueline Romer-Sensky

SUBJECT: Publicly Funded Child Care Administrative Order

The Director of the Ohio Department of Human Services (ODHS) issues this administrative order for the purpose of extending the statewide child care enrollment period and establishing a statewide maximum eligibility limit for publicly funded child care benefits.

Under this administrative order, effective May 1, 1999, all county departments of human services (CDHS) shall:

1. **Continue** to provide **child care benefits** to current recipients of **OWF, LEAP and Protective** child care who continue to meet the requirements established in Ohio Administrative Code (OAC) 5101:2-16.
2. **Continue** to provide **child care benefits** to current recipients of **Transitional** child care who continue to meet all the requirements established in OAC 5101:2-16 **until twelve months** of eligibility have expired or until their **income exceeds**, the lower of, **150% of the federal poverty level** or 85% estimated state median income, **whichever comes first**.
3. **Continue** to provide **child care benefits** to current recipients of **Income Eligible Employment and Training and Special Needs** child care who continue to meet all the requirements established in OAC 5101:2-16 and whose **income does not exceed**, the lower of, **185% of the federal poverty level** or 85% estimated state median income.
4. **Continue** to enroll for **Income Eligible Employment and Training** child care benefits, families who continue to meet all the requirements established in OAC 5101:2-16 and **whose twelve months of Transitional benefits have expired or whose income exceeds the lower of** 150% of the federal poverty level or 85% estimated state median income and **whose income does not exceed**, the lower of, **185% of the federal poverty level**, or 85% estimated state median income.
5. **Enroll applicants for OWF, LEAP, and Protective** child care who meet the requirements of OAC 5101:2-16.
6. **Enroll applicants for Transitional** child care who meet the requirements of OAC 5101:2-16 and **who are eligible for any part of the twelve months of eligibility and whose income does not exceed**, the lower of, **150% of the federal poverty level** or 85% estimated state median income.
7. **Effective May 1, 1999** and ending June 30, 1999, **enroll all applicants for Income Eligible Employment and Training and Special Needs** child care who

meet the requirements of OAC 5101:2-16 and **whose income does not exceed**, the lower of, **185% of the federal poverty level** or 85% estimated state median income.

Instructions for Implementation of this Administrative Order:

1. **For initial applications and redetermination** of eligibility for **Transitional** child care benefits, the CDHS shall refer to the **maximum income levels of**, the lower of, **150% of the federal poverty level** or 85% estimated state median income.
2. **For initial and redetermination** of eligibility for **Income Eligible Employment and Training and Special Needs** child care benefits, the CDHS shall refer to the **maximum income levels of**, the lower of, **185% of the federal poverty level** or 85% estimated state median income.

1999 FEDERAL POVERTY LEVELS

FAMILY SIZE	150 % FPL TRANSITIONAL	185% FPL INCOME ELIGIBLE EMPLOYMENT AND TRAINING OR SPECIAL NEEDS
2	\$1,383	\$1,705
3	\$1,735	\$2,140
4	\$2,088	\$2,575
5	\$2,440	\$3,009
6	\$2,793	\$3,444
7	\$3,145	\$3,879
8	\$3,498	\$4,314
9	\$3,850	\$4,748
10	\$4,203	\$5,183
11	\$4,555	*\$5,397
12	\$4,908	*\$5,507
13	\$5,260	*\$5,618
14	\$5,613	*\$5,728
15	*\$5,838	*\$5,838

* Indicates 85% estimated state median income. Federal regulations for the Child Care Development Fund limit income eligibility to 85% state median income.

Eligibility levels are established based on expenditures and funding availability and are subject to change. If you have any questions regarding these matters, please contact Child Care Services, County Technical Support at (614) 466-7762.

CCMTL 38 (5101:2-16 - ARCHIVE)

Child Care Manual Transmittal Letter No. 38

January 4, 1999

TO: All Child Care Manual Users

FROM: Wayne W. Sholes, Director

SUBJECT: Chapter 5101:2-16 Child Care Eligibility and Copayments, Parental Choice, Reimbursement Ceiling Waivers, Certificate of Authorization for Payment (COAP), and Child Care Resource and Referral Services Rule Amendments.

This letter transmits rule amendments to Chapter 5101:2-16 rules. The effective date for these rules is January 1, 1999.

1. Rule 5101:2-16-30 entitled "Publicly funded child care program requirements" is amended to provide Ohio Works First (OWF) applicants eligibility for Income Eligible Employment and Training child care, rather than OWF child care, in order to: participate in an approved OWF activity pending eligibility for OWF financial assistance, meet compliance with OWF while sanctioned under OWF, and be employed or to participate in an approved education/training program while sanctioned under OWF.
2. Rule 5101:2-16-34 entitled "Income eligibility" is amended to specify other types of income which are excluded from a family's gross income such as: income received from the federal Americorp Vista program, OWF cash payment for support services, Prevention, Retention and Contingency program payments and Food Stamp program payments. The rule now references exclusions under the food stamp program regulations.
3. Rule 5101:2-16-35 entitled "Application and eligibility determination" is amended to provide families eligibility for income eligible employment\training, special needs or protective child care benefits when under an OWF sanction and all other requirements are met.
4. Rule 5101:2-16-39 entitled "Family fee requirement" is amended to replace child care "fee" language with child care "copayment" and to expand the table for determining a family's monthly child care copayment.
5. Rule 5101:2-16-42 entitled "Procedure for requesting market rate waivers" is amended to replace "market rate" language with "reimbursement ceiling".
6. Rule 5101:2-16-52 entitled "Parental choice" is amended to remove unnecessary language and incorporate parental choice language from rule 5101:2-16-54.
7. Rule 5101:2-16-54 entitled "Certificate of authorization for payment (COAP)" is amended to remove parental choice language and incorporate that language into rule 5101:2-16-52.

8. Rule 5101:2-16-55 entitled "Validation, submittal and reimbursement requirements for the certificate of authorization for payment (COAP)" is amended to remove "day" from child day care language.
9. Rule 5101:2-16-65 entitled "Service delivery areas and funding formula for the provision of child day care resource and referral services" is amended to remove "day" from child day care. Allocation of base funding is based on a different premise.
10. Rule 5101:2-16-66 entitled "Child day care resource and referral organizations: organizational structure, administration, planning and reporting requirements" is amended to remove "day" from child day care. The bureau of child care, county technical support section is rescinded and replaced with child care services. The fiscal reports are identified as the monthly invoice and budget revision form. Evaluation reports are rescinded and replaced with the monthly activity report. Information on all providers whether they are registered, certified or licensed must be shared as part of the county plan of cooperation. This rule is being amended to include sharing information on all child care providers as part of the county plan of cooperation regardless of their contracting status with the CDHS.
11. Rule 5101:2-16-67 entitled "Resource and referral services provided by child day care resource and referral service organizations" is amended to remove "day" from child day care. Child care resource and referral organizations shall provide services to all appropriate individuals as well as various entities interested in being potential providers of child care services. The term "school child programs" is rescinded and replaced with "school age child care programs."
12. Rule 5101:2-16-69 entitled "Ohio department of human services (ODHS) responsibility for the establishment and oversight of child day care resource and referral services organizations" is amended to remove "day" from child day care. Language has changed to allow for modifications in responsibilities for the oversight of the child care resource and referral organizations. Establishment of child care resource and referral service organizations that service a multicounty service delivery area has been deleted since this was accomplished in 1992. The development of an information reporting and procedures manual, and procedures for collection, analysis, and reporting of child day care information has been deleted due to establishment of internal procedures developed by the child care resource and referral service organizations. The Monthly Data Report by County form was added as part of the standardized data reporting procedure. The reference to entering into a January 1993 contract with the child care resource and referral service organizations was deleted.
13. Form ODHS 1231 "Request For Reimbursement Ceiling Waiver" is revised to replace "market rate" language with "reimbursement ceiling" and reference the form to rule 5101:2-16-42, not 5101:2-16-382.
14. Form ODHS 1643 "Type B Family Child Care Home and In-home Aide Application" is revised to record the provider's hourly customary charge to the public and other customary charges to the public such as registration fees.

15. Form ODHS 1141 "Child Care Resource and Referral Service Program Monthly Invoice" is adopted to report on monthly expenditures and reimbursements requested.
16. Form ODHS 1142 "Child Care Resource and Referral Service Budget/Revision Request" is adopted to report on a 10% line item change resulting in a revision to the budget.
17. Form ODHS 1143 "Child Care Resource and Referral Services Monthly Activity Report" is adopted to report on specific activities related to performance of grant deliverables.
18. Form ODHS 1144 " Child Care Resource and Referral Services Monthly Data Report by County" is adopted to report on data elements for each county submitted on a monthly basis.

The directions for updating the Child Care Manual are as follows:

1. The following Chapter 5101:2-16 rules shall be removed from the child care manual and replaced with the revised rule of the corresponding number: 5101:2-16-30, 5101:2-16-34, 5101:2-16-35, 5101:2-16-39, 5101:2-16-42, 5101:2-16-52, 5101:2-16-54, 5101:2-16-55, 5101:2-16-65, 5101:2-16-66, 5101:2-16-67, and 5101:2-16-69.
2. Replace ODHS 1231 "Request For Market Rate Waiver" (12/93) with ODHS 1231 "Request For Reimbursement Ceiling Waiver"(1/99).
3. Replace ODHS 1643 "Type B Family Child Care Home and In-home Aide Application" (11/97) with ODHS 1643 "Type B Family Child Care Home and In-home Aide Application" (1/99).
4. Insert ODHS forms 1141, 1142, 1143 and 1144 in chapter seven of the manual.

If you have any questions regarding these matters, please contact County Technical Support at (614) 466-7762.

CCMTL 37 (Administrative Order - ARCHIVE)

Child Care Manual Transmittal Letter No. 37

September 29, 1998

TO: All Child Care Manual Users

FROM: Arnold R. Tompkins, Director

SUBJECT: Publicly Funded Child Care Administrative Order

The Director of the Ohio Department of Human Services (ODHS) issues this administrative order for the purpose of extending the statewide child care enrollment period and establishing a statewide maximum eligibility limit for publicly funded child care benefits.

Under this administrative order, **effective October 1, 1998**, all county departments of human services (CDHS) shall:

1. **Continue** to provide **child care benefits** to current recipients **OWF, LEAP and Protective** child care who continue to meet the requirements established in OAC 5101:2-16.
2. **Continue** to provide **child care benefits** to current recipients of **Transitional** child care who continue to meet all the requirements established in OAC 5101:2-16 **until twelve months** of eligibility have expired **or** until their **income exceeds**, the lower of, **150% of the federal poverty level** or 85% estimated state median income, **whichever comes first**.
3. **Continue** to provide **child care benefits** to current recipients of **Income Eligible Employment and Training and Special Needs** child care who continue to meet all the requirements established in OAC 5101:2-16 and whose **income does not exceed**, the lower of, **185% of the federal poverty level** or 85% estimated state median income.
4. **Continue** to enroll for **Income Eligible Employment and Training child care benefits**, families who continue to meet all the requirements established in OAC 5101:2-16 and **whose twelve months of Transitional child care benefits have expired or whose income exceeds the lower of 150%** of the federal poverty level or 85% estimated state median income and **whose income does not exceed**, the lower of, **185% of the federal poverty level** or 85% estimated state median income.
5. **Enroll applicants for OWF, LEAP and Protective child care** who meet the requirements of OAC 5101:2-16.
6. **Enroll applicants for Transitional child care** who meet the requirements of OAC 5101:2-16 and **who are eligible for any part of the twelve months of eligibility and whose income does not exceed**, the lower of, **150% of the federal poverty level** or 85% estimated state median income.
7. **Effective October 1, 1998** and ending June 30, 1999 **enroll all applicants for Income Eligible Employment and Training and Special Needs child care**

who meet the requirements of OAC 5101:2-16 and **whose income does not exceed**, the lower of, **185% of the federal poverty level** or 85% estimated state median income.

Instructions for Implementation of this Administrative Order

1. **For initial applications and redetermination of eligibility for Transitional child care** benefits the CDHS shall refer to the **maximum income levels of**, the lower of, **150% of the federal poverty level** or 85% estimated state median income.
2. **For initial and redetermination of eligibility for Income Eligible Employment and Training and Special Needs child care** benefits, the CDHS shall refer to the maximum income levels of, the lower of, **185% of the federal poverty level** or 85% estimated state median income.

1998 FEDERAL POVERTY LEVELS

FAMILY SIZE	150% FPL TRANSITIONAL	185% FPL INCOME ELIGIBLE EMPLOYMENT AND TRAINING OR SPECIAL NEEDS
2	\$1,356	\$1,673
3	\$1,706	\$2,104
4	\$2,056	\$2,536
5	\$2,406	\$2,968
6	\$2,756	\$3,399
7	\$3,106	\$3,831
8	\$3,456	\$4,263
9	\$3,806	\$4,694
10	\$4,156	\$5,126
11	\$4,506	*\$5,397
12	\$4,856	*\$5,507
13	\$5,206	*\$5,618
14	\$5,556	*\$5,728
15	*\$5,838	*\$5,838*

		Indicates 85% estimated state median income. Federal regulations for the Child Care Development Fund limit income eligibility to 85% state median income.
--	--	---

Eligibility levels are established based on expenditures and funding availability and are subject to change. If you have any questions regarding these matters, please contact Child Care Services, County Technical Support at 614-466-7762.

CCMTL 36 (Administrative Order - ARCHIVE)

Child Care Manual Transmittal Letter No. 36

July 1, 1998

TO: All Child Care Manual Users

FROM: Arnold R. Tompkins, Director

SUBJECT: Publicly Funded Child Care Administrative Order

The Director of the Ohio Department of Human Services (ODHS) issues this administrative order for the purpose of extending the statewide child care enrollment period and establishing a statewide maximum eligibility limit for publicly funded child care benefits using the 1998 federal poverty levels.

Under this administrative order all county departments of human services (CDHS) shall upon receipt of this order:

1. Continue to provide child care benefits to all newly eligible applicants of OWF, LEAP, and Protective child care benefits.
2. Continue to provide child care benefits to all current recipients of OWF, LEAP, and Protective child care benefits.
3. Continue to enroll for Income Eligible Employment and Training child care benefits, all Transitional child care families whose twelve months of child care benefits have expired and who are determined eligible for Income Eligible Employment and Training child care benefits and whose income does not exceed 150% of the federal poverty level.
4. Continue to provide Income Eligible Employment and Training, Transitional, and Special Needs child care benefits to all current recipients whose income does not exceed 150% of the federal poverty level.
5. Effective July 1, 1998 and ending September 30, 1998, enroll all newly eligible applicants for Income Eligible Employment and Training, Transitional, and Special Needs child care, with gross income at or below 150% of the 1998 federal poverty level.

Instructions for Implementation of this Administrative Order

In accordance with ORC 5104.39 and 5104.40, the following instructions are to be followed for the purpose of implementing this administrative order:

1. For initial determination of eligibility for Income Eligible Employment and Training, Transitional, and Special Needs child care benefits, the CDHS shall refer to the maximum income levels at 150% of the 1998 federal poverty level.
2. For redeterminations of eligibility for Income Eligible Employment and Training, Transitional and Special Needs child care benefits, the CDHS shall refer to the maximum income levels at 150% of the 1998 federal poverty level.

1998 FEDERAL POVERTY LEVELS

Family Size	150%
2	1,356
3	1,706
4	2,056
5	2,406
6	2,756
7	3,106
8	3,456
9	3,806
10	4,156
11	4,506
12	4,856
13	5,206
14	5,556
15	5,906

If you have any questions regarding these matters, please contact the County Technical Support Section at (614) 466-7762.

CCMTL 35 (5101:2-16-41 and ODHS 1138 - ARCHIVE)

Child Care Manual Transmittal Letter No. 35

May 8, 1998

TO: All Child Care Manual Users
FROM: Arnold R. Tompkins, Director
SUBJECT: Amendments to Rule 5101:2-16-41 and the ODHS 1138 "Child Care Application".

Please find enclosed rule 5101:2-16-41 which has been amended to include revised reimbursement ceilings for the purchase of publicly funded child care services. The revised reimbursement ceilings more accurately reflect the usual and customary charges to the public among child care providers in Ohio. The revised reimbursement ceilings, listed in Appendix A of the rule, shall be used when entering into new contracts, effective July 1, 1998. Contracts in effect prior to July 1, 1998 with expiration dates beyond June 30, 1998, where providers' customary charges to the public exceed the reimbursement ceilings listed in Appendix A of the rule, shall be amended no later than June 30, 1998, effective July 1, 1998.

Also enclosed is the ODHS 1138 "Child Care Application" which has been revised to capture identifying information regarding race for each member of the family, in order to meet federal reporting requirements.

Obsolete rule 5101:2-16-41 shall be removed from Chapter Two of the manual, and amended rule 5101:2-16-41 shall be inserted into Chapter Two of the manual. Obsolete form ODHS 1138 shall be removed from Chapter Seven of the manual, and revised form ODHS 1138 shall be inserted into Chapter Seven of the manual.

If you have any questions please contact the County Technical Support Section at (614) 466-7762.

CCMTL 34 (Administrative Order - ARCHIVE)

Child Care Manual Transmittal Letter No. 34

April 1, 1998

TO: All Child Care Manual Users

FROM: Arnold R. Tompkins, Director

SUBJECT: Publicly Funded Child Care Administrative Order

The Director of the Ohio Department of Human Services (ODHS) issues this administrative order for the purpose of extending the statewide child care enrollment period and establishing a statewide maximum eligibility limit for publicly funded child care benefits using the **1998 federal poverty levels**.

Under this administrative order all county departments of human services (CDHS) shall upon receipt of this order:

1. Continue to provide child care benefits to all newly eligible applicants of OWF, LEAP, and Protective child care benefits.
2. Continue to provide child care benefits to all current recipients of OWF, LEAP, and Protective child care benefits.
3. Continue to enroll for Income Eligible Employment and Training child care benefits, all Transitional child care families whose twelve months of child care benefits have expired and who are determined eligible for Income Eligible Employment and Training child care benefits and whose income does not exceed 150% of the federal poverty level.
4. Continue to provide Income Eligible Employment and Training, Transitional, and Special Needs child care benefits to all current recipients whose income does not exceed 150% of the federal poverty level.
5. Effective April 1, 1998 and ending June 30, 1998, enroll all newly eligible applicants for Income Eligible Employment and Training, Transitional, and Special Needs child care, with gross income at or below 150% of the **1998 federal poverty level**.

Instructions for Implementation of this Administrative Order

In accordance with ORC 5104.39 and 5104.40, the following instructions are to be followed for the purpose of implementing this administrative order:

1. For initial determination of eligibility for Income Eligible Employment and Training, Transitional, and Special Needs child care benefits, the CDHS shall refer to the maximum income levels at 150% of the **1998 federal poverty level**.
2. For redeterminations of eligibility for Income Eligible Employment and Training, Transitional and Special Needs child care benefits, the CDHS shall refer to the maximum income levels at 150% of the **1998 federal poverty level**.

1998 FEDERAL POVERTY LEVELS

Family Size	150%
2	1,356
3	1,706
4	2,056
5	2,406
6	2,756
7	3,106
8	3,456
9	3,806
10	4,156
11	4,506
12	4,856
13	5,206
14	5,556
15	5,906

If you have any questions regarding these matters, please contact the County Technical Support Section at (614) 466-7762.

CCMTL 33 (Administrative Order - ARCHIVE)

Child Care Manual Transmittal Letter No. 33

March 1, 1998

TO: All Child Care Manual Users

FROM: Arnold R. Tompkins, Director

SUBJECT: Publicly Funded Child Care Administrative Order

The Director of the Ohio Department of Human Services (ODHS) issues this administrative order for the purpose of extending the statewide child care enrollment period and establishing a statewide maximum eligibility limit for publicly funded child care benefits.

Under this administrative order all county departments of human services (CDHS) shall upon receipt of this order:

1. Continue to provide child care benefits to all newly eligible applicants of OWF, LEAP, and Protective child care benefits.
2. Continue to provide child care benefits to all current recipients of OWF, LEAP, and Protective child care benefits.
3. Continue to enroll for Income Eligible Employment and Training child care benefits, all Transitional child care families whose twelve months of child care benefits have expired and who are determined eligible for Income Eligible Employment and Training child care benefits and whose income does not exceed 150% of the federal poverty level.
4. Continue to provide Income Eligible Employment and Training, Transitional, and Special Needs child care benefits to all current recipients whose income does not exceed 150% of the federal poverty level.
5. Effective March 1, 1998 and ending June 30, 1998, enroll all newly eligible applicants for Income Eligible Employment and Training, Transitional, and Special Needs child care, with gross income at or below 150% of the federal poverty level.

Instructions for Implementation of this Administrative Order

In accordance with ORC 5104.39 and 5104.40, the following instructions are to be followed for the purpose of implementing this administrative order:

1. For initial determination of eligibility for Income Eligible Employment and Training, Transitional, and Special Needs child care benefits, the CDHS shall refer to the maximum income levels at 150% of the 1997 federal poverty level.
2. For redeterminations of eligibility for Income Eligible Employment and Training, Transitional and Special Needs child care benefits, the CDHS shall refer to the maximum income levels at 150% of the 1997 federal poverty level.

1997 FEDERAL POVERTY LEVELS

Family Size	150%
2	1,326
3	1,666
4	2,006
5	2,346
6	2,686
7	3,026
8	3,366
9	3,706
10	4,046
11	4,386
12	4,726
13	5,066
14	5,406
15	5,746

Please note that the federal poverty levels for 1998 will be published in March. An updated administrative order will be issued as soon as possible after the Ohio Department of Human Services receives the new levels. If you have any questions regarding these matters, please contact the County Technical Support Section at (614) 466-7762.

CCMTL 32 (Administrative Order - ARCHIVE)

Child Care Manual Transmittal Letter No. 32

December 8, 1997

TO: All Child Care Manual Users
FROM: Arnold R. Tompkins, Director
SUBJECT: Publicly Funded Child Care Administrative Order

The Director of the Ohio Department of Human Services (ODHS) issues this Administrative Order for the purpose of extending the statewide child care enrollment period and establishing a statewide maximum expenditure limit for publicly funded child care benefits.

Under this Administrative Order all county departments of human services (CDHS) shall upon receipt of this order:

1. Continue to provide child care benefits to all newly eligible applicants of OWF, LEAP, Transitional and Protective child care benefits.
2. Continue to provide child care benefits to all current recipients of OWF, LEAP, Transitional and Protective child care benefits.
3. Continue to enroll for Income Eligible Employment and Training child care benefits, all Transitional child care families whose twelve months of child care benefits have expired and who are determined eligible for Income Eligible Employment and Training child care benefits and whose income does not exceed 150% of the federal poverty level.
4. Continue to provide Income Eligible Employment and Training and Special Needs child care benefits to all current recipients whose income does not exceed 150% of the federal poverty level.
5. Continue to provide Income Eligible Employment and Training and Special Needs child care benefits to all current recipients, whose income exceeded 150% of the federal poverty level prior to August 1, 1997, until 60 days after their current six month eligibility period. This continuation only applies to those recipients whose child care benefits were extended under Child Care Manual Transmittal Letter No.29.
6. Effective December 8, 1997 and ending March 31, 1998, enroll all newly eligible applicants for Income Eligible Employment and Training and Special Needs child care, with gross income at or below 135% of the federal poverty level, on a first-come, first-serve basis.

Instructions for Implementation of this Administrative Order

In accordance with ORC 5104.39 and 5104.40, the following instructions are to be followed for the purpose of implementing this Administrative Order:

1. For initial determination of eligibility for Income Eligible Employment and Training and Special Needs child care benefits, the CDHS shall refer to the maximum

income levels at 135% of the 1997 federal poverty level. For initial determination of eligibility for Transitional child care benefits, the CDHS shall refer to the maximum income levels at 150% of the 1997 federal poverty level.

2. For redeterminations of eligibility for Transitional, Income Eligible Employment and Training and Special Needs child care benefits, the CDHS shall refer to the maximum income levels at 150% of the 1997 federal poverty level.

1997 FEDERAL POVERTY LEVELS		
Family Size	135%	150%
2	1,194	1,326
3	1,500	1,666
4	1,806	2,006
5	2,112	2,346
6	2,418	2,686
7	2,724	3,026
8	3,030	3,366
9	3,336	3,706
10	3,642	4,046
11	3,948	4,386
12	4,254	4,726
13	4,560	5,066
14	4,866	5,406
15	5,172	5,746

If you have any questions please contact the County Technical Support Section at (614) 466-7762.

CCMTL 30A (5101:2-14, 5101:2-16 - ARCHIVE)

Child Care Manual Transmittal Letter No. 30A

December 19, 1997

TO: All Child Care Manual Users

FROM: Arnold R. Tompkins, Director

SUBJECT: Chapter 5101:2-14 and 5101:2-16 Child Care Rule Revisions

This transmittal letter contains rule revisions to some of the rules issued under Child Care Manual Transmittal Letter No.30. These revisions are the result of comments we received through the rule filing and clearance process and from CDHS child care staff who attended the child care training sessions. These rule changes are effective December 30, 1997.

5101:2-14-01(B), (D) and (R) "Definitions for Terms Used in Chapter 5101:2-14 or 5101:2-16 of the Administrative Code" is revised to include that "agency inspected" also means to obtain a criminal records check; "child care" means for any part of the twenty-four hour day and includes the definition of child care as provided for in the Ohio Revised Code; and "parent/provider inspected" also means the provider and all adults in the home are exempt from the criminal records check. The implementation of these changes shall begin within 30 days.

5101:2-14-03(J) "Professional Certification Compliance Inspection and Complaint Investigation" is revised to require that the provider make available all inspection reports within the current certification period upon request of the parent. The implementation of this change shall begin within 30 days.

5101:2-14-58 "Provider Responsibilities for Limited Certification" is revised to require that the provider maintain the home where care is provided in compliance with the health and safety requirements in accordance with ODHS 1642 "Type B Family Child Care Home Limited and In-home Aide Limited Certification Application and Health and Safety Form". The implementation of this change shall begin within 30 days.

5101:2-16-01(F) "Definitions" is revised to include the definition of "child care" as provided for in the Ohio Revised Code. The implementation of this change shall begin within 30 days.

5101:2-16-30 "Publicly Funded Child Care Program Requirements" is revised to include that Transitional child care benefits be provided to a family in order for a caretaker parent to participate in education/training activities while also being employed. The family's gross income shall not exceed the maximum per cent of the federal poverty level for continued eligibility. Transitional benefits begin the day following the last day the assistance group is eligible for the OWF program, and the caretaker parent is not under OWF sanction. The rule is revised to include that the child needing care be under age thirteen or under age eighteen if the child has special needs. The implementation of these changes shall begin within 30 days for new applicants of publicly funded child care and no later than the beginning of the next eligibility period for current recipients.

5101:2-16-34 "Income Eligibility" is revised to clarify which types of income can be excluded from gross earned and gross unearned income. The implementation of this change shall begin within 30 days for new applicants of publicly funded child care and no later than the beginning of the next eligibility period for current recipients.

5101:2-16-35 "Application and Eligibility Determination" is revised to include that a CDHS shall terminate a family's child care eligibility, after provision of appropriate hearing notice, once a determination has been made that the family has relocated to another county. The CDHS in the new county of residence shall conduct a redetermination of continued eligibility, unless the family fails to apply within thirty-one consecutive calendar days from the effective date of the hearing notice, which would require the family to meet initial eligibility at time of application.. A case transfer shall occur and shall contain at a minimum a copy of the original application, a copy of the most recent application, a copy of the most recent verification of income, and a copy of the hearing notice. The rule is revised to allow the CDHS to contract with child care providers or resource and referral agencies to determine eligibility for all child care programs. The rule is revised to include that the CDHS shall deny or terminate a family's eligibility when repayment of a child care overpayment is owed to the CDHS as a result of recipient fraud or the family fails to enter into or comply with an agreement to repay a child care overpayment caused by recipient error or agency error. Rule is revised to include that the CDHS shall terminate a family's eligibility when the caretaker parent or family is under OWF sanction, unless the family is eligible for special needs child care, but only to address the special needs of the child. The rule is revised to remove misleading language for determining the composition of a family. The rule is revised to require a family to report to the CDHS within ten working days when the family relocates to another county. The implementation of these changes shall begin within 30 days.

5101:2-16-39 "Family Fee Requirement" is revised to clarify that the family's monthly child care fee is a per child-in-care fee with a fee cap for three children in care. The implementation of this change shall begin within 30 days for new applicants of publicly funded child care and no later than the beginning of the next eligibility period for current recipients.

5101:2-16-41(B)(3) "Reimbursement Ceilings for Child Care Providers" is revised to include that each CDHS may establish a rate of reimbursement negotiated between the CDHS and the provider, which is lower than either the reimbursement ceiling or the provider's normal and customary charge to the public only when the provider routinely serves at least seventy-five per cent publicly funded children. This shall be implemented with the next amendment to the current contract and no later than the beginning of the next contract.

5101:2-16-44 "Purchased Services Contract Requirement" is revised to include that a CDHS may contract with a child care provider or a resource and referral agency to determine eligibility for all child care programs. The implementation of this change shall begin within 30 days.

5101:2-16-71 "Child Care Recipient Fraud" is revised to include that the eligibility determiner is responsible for ensuring that the recipient receives a complete written

explanation of responsibilities. The implementation of this change shall begin within 30 days.

5101:2-16-72 "Child Care Provider Fraud" is revised to require that the CDHS not contract with or authorize a COAP for any licensed child care provider until the provider has paid in full any overpayment that resulted from provider fraud. The implementation of this change shall begin within 30 days.

5101:2-16-73 "Recovery of Child Care Overpayments" is revised to require that the CDHS deny or terminate a family's eligibility when repayment of a child care overpayment is owed to the CDHS as a result of recipient fraud or the family fails to enter into or comply with an agreement to repay a child care overpayment caused by recipient error or agency error. Ineligibility for child care benefits shall continue until repayment of a child care overpayment is paid in full. The implementation of this change shall begin within 30 days.

Directions for updating the Child Care Manual are as follows:

1. The following Chapter 2-14 and Chapter 2-16 rules shall be removed from the child care manual and replaced with the rules contained in this transmittal letter: 5101:2-14-01, 5101:2-14-03, 5101:2-14-58, 5101:2-16-01, 5101:2-16-30, 5101:2-16-34, 5101:2-16-35, 5101:2-16-39, 5101:2-16-41, 5101:2-16-44, 5101:2-16-71, 5101:2-16-72, and 5101:2-16-73.

Revisions have also been made to the forms listed in this paragraph. The effective date of the revised forms is changed from 10/97 to 11/97. The revised forms should be available from the ODHS warehouse by January 1, 1998. In the meantime, the CDHS shall make copies of the forms enclosed with this transmittal letter. The following forms are revised: ODHS 1138, 1151, 1224, 1280, 1297, 1299, 1634, 1642, 1643, 1921, 1923, 1924, 1926, 1927, 1932, 1941.

If you have any questions, please contact the County Technical Support Section at (614) 466-7762.

CCMTL 30 (5101:2-14, 5101:2-15, 5101:2-16 - ARCHIVE)

Child Care Manual Transmittal Letter No. 30

October 1, 1997

TO: All Child Care Manual Users
FROM: Arnold R. Tompkins, Director
SUBJECT: Publicly Funded Child Care Administrative Order and Chapter 5101:2-14, 5101:2-15, and 5101:2-16 Child Care Rule Rescission, Amendment and Adoption

The Director of the Ohio Department of Human Services (ODHS) issues this Administrative Order for the purpose of extending the statewide child care enrollment period and establishing a statewide maximum expenditure limit for child care benefits.

Under this administrative order all county departments of human services (CDHS) shall upon receipt of this order:

1. Continue to provide child care benefits to all newly eligible applicants of OWF, LEAP, Transitional and Protective Child Care benefits.
2. Continue to provide child care benefits to all current recipients of OWF, LEAP, Transitional and Protective Child Care benefits.
3. Continue to enroll for Income Eligible Employment and Training Child Care benefits, all Transitional Child Care families whose twelve months of child care benefits have expired and who are determined eligible for Income Eligible Employment and Training Child Care benefits and whose income does not exceed 150% of the federal poverty level.
4. Continue to provide Income Eligible Employment and Training and Special Needs Child Care benefits to all current recipients whose income does not exceed 150% of the federal poverty level.
5. Continue to provide Income Eligible Employment and Training and Special Needs Child Care benefits to all current recipients, whose income exceeded 150% of the federal poverty level prior to August 1, 1997, until 60 days after their current six month eligibility period.
6. Effective October 1, 1997 and ending December 31, 1997, enroll all newly eligible applicants for Income Eligible Employment and Training and Special Needs Child Care, with gross income at or below 105% of the federal poverty level, on a first-come, first-serve basis.

Instructions for Implementation of this Administrative Order

In accordance with ORC 5104.39 and 5104.40, the following instructions are to be followed for the purpose of implementing this Administrative Order:

1. For initial determination of eligibility for Income Eligible Employment and Training and Special Needs Child Care benefits, the CDHS shall refer to the maximum income levels at 105% of the 1997 federal poverty level.

2. For redeterminations of eligibility for Transitional, Income Eligible Employment and Training and Special Needs Child Care benefits, the CDHS shall refer to the maximum income levels at 150% of the 1997 federal poverty level listed in the fee table.

1997 FEDERAL POVERTY LEVELS		
Family Size	105%	150%
2	928	1,326
3	1,166	1,666
4	1,404	2,006
5	1,642	2,346
6	1,880	2,686
7	2,118	3,026
8	2,356	3,366
9	2,594	3,706
10	2,832	4,046
11	3,070	4,386
12	3,308	4,726
13	3,546	5,066
14	3,784	5,406
15	4,022	5,746

This letter also transmits rule recissions, amendments and adoptions to Chapter 5101:2-14, 5101:2-15, and 5101:2-16 rules effective October 1, 1997. The Chapter 5101:2-15 In-home Aide rules have been incorporated into the Chapter 5101:2-14 rules. The directions for updating the Child Care Manual are as follows:

1. The following Chapter 2-14 rules shall be removed from the child care manual:
5101:2-14- 01, 5101:2-14-02, 5101:2-14-03, 5101:2-14-04, 5101:2-14-06,
5101:2-14-07, 5101:2-14-08, 5101:2-14-10, 5101:2-14-101, 5101:2-14-13,
5101:2-14-14, 5101:2-14-16, 5101:2-14-17, 5101:2-14-18, 5101:2-14-19, 5101:2-
14-20, 5101:2-14-21, 5101:2-14-22, 5101:2-14-23, 5101:2-14-24, 5101:2-14-26,
5101:2-14-27, 5101:2-14-28, 5101:2-14-29, 5101:2-14-30, 5101:2-14-31, 5101:2-

14-32, 5101:2-14-35, 5101:2-14-36, 5101:2-14-37, 5101:2-14-40, 5101:2-14-55, 5101:2-14-56, 5101:2-14-57, 5101:2-14-58, 5101:2-14-59, and 5101:2-14-60.

2. The following Chapter 5101:2-15 rules shall be removed from the child care manual: 5101:2-15-01, 5101:2-15-02, 5101:2-15-03, 5101:2-15-04, 5101:2-15-05, 5101:2-15-06, 5101:2-15-07, 5101:2-15-08, 5101:2-15-09, 5101:2-15-10, 5101:2-15-11, 5101:2-15-12, 5101:2-15-13, 5101:2-15-14, 5101:2-15-15, 5101:2-15-16, 5101:2-15-17, 5101:2-15-18, 5101:2-15-19, 5101:2-15-20, 5101:2-15-21, 5101:2-15-22, 5101:2-15-23, 5101:2-15-24, 5101:2-15-25, 5101:2-15-26, 5101:2-15-27, 5101:2-15-28, 5101:2-15-29, 5101:2-15-30, 5101:2-15-31, 5101:2-15-32, 5101:2-15-33, 5101:2-15-34, 5101:2-15-35, 5101:2-15-36, 5101:2-15-37, 5101:2-15-38, 5101:2-15-40, 5101:2-15-50, 5101:2-15-51, 5101:2-15-52, 5101:2-15-53, 5101:2-15-54, and 5101:2-15-55.
3. The following Chapter 5101:2-16 rules shall be removed from the child care manual: 5101:2-16-01, 5101:2-16-06, 5101:2-16-07, 5101:2-16-08, 5101:2-16-30, 5101:2-16-31, 5101:2-16-311, 5101:2-16-32, 5101:2-16-33, 5101:2-16-34, 5101:2-16-35, 5101:2-16-38, 5101:2-16-381, 5101:2-16-382, 5101:2-16-39, 5101:2-16-40, 5101:2-16-44, 5101:2-16-48, 5101:2-16-50, 5101:2-16-51, 5101:2-16-511, 5101:2-16-57, 5101:2-16-61, 5101:2-16-62, 5101:2-16-71, 5101:2-16-72, 5101:2-16-73, 5101:2-16-071, and 5101:2-16-072.
4. The following Chapter 5101:2-14 rules shall be inserted into the child care manual: 5101:2-14-01, 5101:2-14-02, 5101:2-14-03, 5101:2-14-04, 5101:2-14-06, 5101:2-14-07, 5101:2-14-08, 5101:2-14-10, 5101:2-14-11, 5101:2-14-13, 5101:2-14-14, 5101:2-14-16, 5101:2-14-17, 5101:2-14-18, 5101:2-14-19, 5101:2-14-20, 5101:2-14-21, 5101:2-14-22, 5101:2-14-23, 5101:2-14-24, 5101:2-14-26, 5101:2-14-27, 5101:2-14-28, 5101:2-14-29, 5101:2-14-30, 5101:2-14-31, 5101:2-14-32, 5101:2-14-35, 5101:2-14-36, 5101:2-14-37, 5101:2-14-40, 5101:2-14-55, 5101:2-14-57, 5101:2-14-58, 5101:2-14-60, 5101:2-14-61, and 5101:2-14-62.
5. The following Chapter 5101:2-16 rules shall be inserted into the child care manual: 5101:2-16-01, 5101:2-16-07, 5101:2-16-30, 5101:2-16-34, 5101:2-16-35, 5101:2-16-39, 5101:2-16-41, 5101:2-16-42, 5101:2-16-44, 5101:2-16-57, 5101:2-16-71, 5101:2-16-72, and 5101:2-16-73.
6. The following forms are revised ODHS 1138, 1151, 1224, 1280, 1297, 1299, 1634, 1642, 1643, 1921, 1923, 1924, 1926, 1927, 1932.

The following rules have not been rescinded, but are no longer required to be a part of the child care manual and are to be removed from the manual: 5101:6-11, 5101:6-12, 5101:10-28, 5101:10-31, 5101:7-20, 5101:7-22, 5101:10-33.

Due to significant changes made in the child care rules, the Table of Contents to the Child Care Manual has been revised. When updating your manual with this issuance, please take a few minutes to make sure your manual is organized according to the ordering found in the new Table of Contents.

A desk review of all cases impacted by changes in Chapter 2-16 of the OAC shall be completed no later than November 30, 1997.

The primary changes to the rules are as follows:

1. The In-home aide rules have been incorporated into the Chapter 5101:2-14 Type B family child care home rules.
2. There is a new definition for limited certified Type B family child care homes.
3. Certification of Type B family child care homes and In-home aides are designated as either limited or professional.
4. Ohio Works First (OWF) replaces all references to JOBS, ADC and TANF.
5. Gross income replaces adjusted income for determining child care eligibility and fees.
6. Child support payments that are received must be included in gross income.
7. Market rates for provider reimbursement have increased.
8. The required child care fee is now a per child-in-care fee with a family cap for all programs.
9. If a family relocates to another county, a case transfer is required.
10. Child care benefits shall be terminated when a family fails to cooperate in repaying a child care overpayment caused by recipient error or agency error, and when recipient fraud occurs until the overpayment is repaid.

If you have any questions please contact the County Technical Support Section at (614) 466-7762.

CCMPL

CCMPL 127 (Reduced License Fees for Center and Family Child Care Applications)

Child Care Manual Procedure Letter No. 127

June 27, 2019

TO: All Child Care Manual Holders

FROM: Kimberly Hall, Director

SUBJECT: Reduced License Fees for Center and Family Child Care Applications

Background:

Currently, child care center applicants must pay a \$500 license fee and family child care applicants must pay \$250 upon submitting an application for licensure. Additionally, Section 5104.31 (C) of the Ohio Revised Code (ORC) requires that beginning July 1, 2020, publicly funded child care (PFCC) services may only be provided by programs that are rated at least a 1-star in Step Up To Quality (SUTQ). Section 5104.29 (G) ORC requires that by June 30, 2025, all centers and Type A Homes must be rated at least a 3-star or higher in SUTQ in order to provide PFCC. In an effort to recruit new child care providers, the license application fee will be reduced.

License Application Fee Update:

ODJFS is reducing license fees for child care centers and family child care programs with initial applications submitted between July 1, 2019 – June 30, 2020. Current SUTQ-rated programs that are changing owners or program types are also eligible to request the reduced license fee.

The current child care center license fee will be reduced from \$500 to \$50 and the family child care license fee will be reduced from \$250 to \$25 if the following requirements are met:

1. The reduced license fee is requested in OCLQS before the initial license application is submitted.
2. The initial license application and SUTQ registration is complete and submitted in the Ohio Child Licensing and Quality System (OCLQS) between July 1, 2019 – June 30, 2020.

The reduced fee does not apply to license amendment requests to change the location of a program. The program will not be issued a provisional license unless the SUTQ rating can be awarded. If the program is not able to be licensed and rated within twelve months, the application will be deleted, and the fee forfeited.

Rule 5101:2-17-02 of the Ohio Administrative Code requires that a program have children enrolled and attending the program at the time of the SUTQ onsite verification visit. This requirement will be waived for programs applying for SUTQ with the reduced licensing application fee.

County agencies may have funding available to assist applicants with the application fee.

This change will be re-evaluated at the end of state fiscal year 2020 to determine if it will be continued.

Questions:

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCMPL 106 (Head Start/Early Head Start Policy Amplification - Archived)

Child Care Manual Procedure Letter No. 106

September 9, 2016

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Head Start/Early Head Start Policy Amplification

Background: On February 19, 2016, the Ohio Department of Job and Family Services (ODJFS) posted Ohio Administrative Code rule 5101:2-16-41 to Clearance for public comment. The rule was amended to clarify policy regarding when a publicly funded child care payment can be issued for a child covered under another funded program. This clarification in paragraph (E) ensures consistent statewide application of the state's policy that if a state or federal program (i.e. Head Start or Early Childhood Education) is providing payment for a specific child, the publicly funded child care program will not pay for the same time period. This rule was original filed on April 11, 2016, had a public hearing on May 16, 2016 and was on the June 6, 2016 Joint Committee on Agency Rule Review agenda. No testimony was submitted or provided at either hearing. The rule became effective June 26, 2016.

In Child Care Manual Procedure Letter (CCMPL) No. 101 (June 22, 2016) it was stated this policy clarification will not be enforced by the ODJFS until September 3, 2016. This delay in enforcement was to provide participating providers and their partners' time to evaluate their budgets, revise where necessary and to implement any changes in accordance with the rule clarification.

In Child Care Manual Procedure Letter No. 103 (August 30, 2016) it was announced that base rates and enhanced payment rates would be increased for Step Up To Quality rated providers, effective September 4, 2016 to maintain budget neutrality for the publicly funded child care program by investing any money realized as a result of the Ohio Administrative Code policy clarification outlined above into the Step Up To Quality program.

Update: Below please find updates to the policy clarification affecting Head Start/Early Head Start and the payment increase to the Step Up To Quality base rates and the enhanced rates for highly rated programs.

Head Start/Early Head Start: As a result of further discussion, the ODJFS will approve an additional extension of the delayed enforcement of Ohio Administrative Code rule 5101:2-16-41 paragraph (E) as clarified in CCMPL No. 101. The extension only applies to the Head Start/Early Head Start slots with children enrolled in both Head Start/Early Head Start and publicly funded child care as of September 3, 2016. Any children enrolled in both publicly funded child care and Head Start/Early Head Start on or after September 4, 2016 must adhere to Ohio Administrative Code rule 5101:2-16-41 paragraph (E). In order for the grantee to take advantage of this delay the grantee must:

- 1) Register with the ODJFS by October 14, 2016 by filling out the attached “Head Start Provider Registration – Layering” spreadsheet to provide the following information:

Tab 1: Grantee Information:

- Head Start grantee name
- Grantee contact information
- Total dollar amount awarded to the grantee for Head Start/Early Head Start
- Total slots awarded to the grantee for Head Start/Early Head Start
- Total number of licensed child care partner programs

Tab 2: Partner/Provider Information:

- Names of all licensed child care providers partnering with the grantee for the current program year
- Identify partners whose agreements are in conflict with Ohio Administrative Code 5101:2-16-41 paragraph (E)
- Number of Head Start/Early Head Start Partnership slots for each partner
- Total Hours of Care for non-PFCC children
- Non-PFCC Schedule (ex. 9am to 3pm)
- Months of Service (ex. Full-Year, September to May, etc.)

Tab 3: Partner/Child Information:

- Identify all children enrolled in both publicly funded child care and Head Start/Early Head Start as of September 3, 2016 to be served by the grantee and child care partner. * See Important Note Below.
- If a child leaves the program after submission of the Head Start Registration – Layering form, and the slot is filled the new child information must be provided to ODJFS.
- Identify the children for which the provider will receive layered funding.

*** Important Note:** Prior to submitting this form to ODJFS, children included on this document must have a signed release by a parent or guardian allowing the Head Start grantee permission to provide this information to ODJFS. An example release form is attached. The grantee must maintain the release.

- 2) The grantee must also provide the following additional documents:

- The approved federal budget for the 2016/2017 Head Start/Early Head Start program year that clearly identifies the conflict.
- A budget supplement that clearly explains the number of children to be served by the grantee and child care partner provider, planned category of utilization for PFCC (i.e. Full-time, Part-Time, hourly), other partnership funding and projected expenses by category (Administration, Staffing, Services by type, child care).

The above documents and any changes to the children enrolled and approved in a layering slot must be submitted to the ODJFS by email at HeadStart-PFCC@jfs.ohio.gov no later than 5pm EST on **Friday, October 14, 2016**.

- 3) The grantee must submit the following information to ODJFS by December 31, 2016:
 - a. Transition Plan: the plan must explain how the grantee and all partners will become compliant with Ohio Administrative Code 5101:2-16-41 paragraph (E) with the start of the next school year/grant program cycle beginning in 2017. Details of the plan will be forthcoming.
 - b. Proposed Budget: The proposed budget for the 2017/2018 program year that supports the transition plan. The proposed budget should include total number of children to be served by grantee's program type by partner, source of partnership funding and projected expenses by category.

Step Up To Quality – Base Rates and Highly Rated Enhanced Rates: Pursuant to CC MPL 103, effective Sunday, September 4, 2016, the base rates for all Step Up To Quality rated providers were increased by four percent.

In addition to the four percent base increase for all Step Up To Quality rated programs, highly rated providers (3-, 4- or 5-star rated) will receive the following payment enhancement increases:

- Three-star rated programs will increase from 18% to 21%
- Four-star rated programs will increase from 25% to 29%
- Five-star rated programs will increase from 31% to 35%

If you have any questions regarding these updates please contact the Child Care Policy Help Desk at childcarepolicy@jfs.ohio.gov

Attachment: [Head Start Center Authorization for Release of Information](#)

Attachment: [Head Start Provider Registration - Layering](#)

CCMPL 77 (2014 Changes to Child Care Income Eligibility Standards)

Child Care Manual Procedure Letter No. 77

February 27, 2014

TO: All Child Care Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: 2014 Changes to Child Care Income Eligibility Standards

Background:

Income standards for determining eligibility for publicly funded child care began being issued through a procedure letter in 2013 to ensure timely implementation.

The family copayment chart was previously issued as an appendix to rule 5101:2-16-39 of the Administrative Code. The chart was updated annually after the federal poverty level guidelines were issued and the formal rule process was completed.

New Income Eligibility Standards:

Below are the new income standards based on the 2014 federal poverty level guidelines (FPL). The county agency must use the new income eligibility standards for all child care applications (initial and redeterminations) processed on or after March 2, 2014.

The income standards are as follows:

Family Size	2014 Federal Poverty Level (100%)	Maximum Income Limit for Initial Eligibility*	Maximum Income Limit for Transitional Eligibility**	Maximum Income Limit for Ongoing Eligibility***
2	\$1,311	\$1,639	\$1,967	\$2,622
3	\$1,649	\$2,061	\$2,474	\$3,298
4	\$1,988	\$2,485	\$2,982	\$3,976
5	\$2,326	\$2,908	\$3,489	\$4,652
6	\$2,664	\$3,330	\$3,996	\$5,328
7	\$3,003	\$3,754	\$4,505	\$6,006
8	\$3,341	\$4,176	\$5,012	\$6,683

9	\$3,679	\$4,599	\$5,519	\$7,358
10	\$4,018	\$5,023	\$6,027	\$8,036
11	\$4,356	\$5,445	\$6,534	\$8,712
12	\$4,694	\$5,868	\$7,041	\$9,388

(For each additional person, add \$338 to the monthly FPL)

* These amounts are at or below 125% of the 2014 Federal Poverty Guidelines as published in the Federal Register on January 22, 2014.

** These amounts are at or below 150% of the 2014 Federal Poverty Guidelines as published in the Federal Register on January 22, 2014.

*** These amounts are at or below 200% of the 2014 Federal Poverty Guidelines as published in the Federal Register on January 22, 2014.

Copayment Chart as a Desk Aid:

The family copayment chart will now be issued as a desk aid for use by the county agencies. The calculation of the family copayment is defined in rule 5101:2-16-39 of the Administrative Code.

Child Care Weekly Copayment Desk Aid has been created and will be updated each year along with the Income Eligibility Standards.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM Procedure Letters	CCMPL No. 71	CCMPL No. 77
JFS Chart		Child Care Weekly Copayment Desk Aid

CCMPL 73 (SUTQ Guidance Documents)

Child Care Manual Procedure Letter No. 73

October 3, 2013

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: New Step Up To Quality (SUTQ) Guidance Documents

Background:

The Office of Family Assistance modified the Step Up To Quality (SUTQ) program effective October, 2013 from a three-star rating system to a five-star rating system to implement grant requirements for the Early Learning Challenge Grant (ELCG).

Program Changes:

Due to the changes in Step Up To Quality (SUTQ), two new Guidance Documents have been developed, one for programs and one for Type A Homes. The documents each have three parts, parts I and II provide background and transition information about the five-star rating system. Part III contains details and requirements of the program standards, registration and verification process for each provider type. The documents also contain appendices that include research and checklists to assist programs in meeting the standards.

JFS 01275 "**Guidance Document for Programs for Step Up To Quality (SUTQ)**" contains the program standards for all programs licensed by the Ohio Department of Job and Family Services and the Ohio Department of Education.

JFS 01274 "**Guidance Document for Programs for Type A Homes for Step Up To Quality (SUTQ)**" contains the program standards for licensed Type A Homes.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Manual Appendix		JFS 01275 (10/2013)
		JFS 01274 (10/2013)
CCM Procedure Letters		CCMPL No. 73

CCMPL 71 (2013 Changes to Child Care Income Eligibility Standards)

Child Care Manual Procedure Letter No. 71

June 26, 2013

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: 2013 Changes to Child Care Income Eligibility Standards

Background:

Income standards for determining eligibility for publicly funded child care were previously issued as an appendix to rule 5101:2-16-30 of the Administrative Code. The amounts were updated after the federal poverty guidelines were issued and the formal rule process was completed. The income standards will now be issued annually in a procedure letter to ensure timely implementation.

New Income Eligibility Standards:

Below are the 2013 income standards based on the 2013 federal poverty level guidelines (FPL). Counties must use the new income eligibility standards for all child care applications (initial and redeterminations) processed on or after June 23, 2013.

The income standards are as follows:

Family Size	2013 Federal Poverty Level	Maximum Income Limit for Initial Eligibility*	Maximum Income Limit for Transitional Eligibility**	Maximum Income Limit for Ongoing Eligibility***
2	\$1293	\$1616	\$1940	\$2586
3	\$1628	\$2035	\$2442	\$3256
4	\$1963	\$2454	\$2945	\$3926
5	\$2298	\$2873	\$3447	\$4596
6	\$2633	\$3291	\$3950	\$5266
7	\$2968	\$3710	\$4452	\$5936
8	\$3303	\$4129	\$4955	\$6606
9	\$3638	\$4548	\$5457	\$7276
10	\$3973	\$4966	\$5960	\$7946

11	\$4308	\$5385	\$6462	\$8616
12	\$4643	\$5804	\$6965	\$9286

* These amounts are at or below 125% of the 2013 Federal Poverty Guidelines as published in the Federal Register on January 24, 2013.

**These amounts are at or below 150% of the 2013 Federal Poverty Guidelines as published in the Federal Register on January 24, 2013.

***These amounts are equal to 200% of the 2013 Federal Poverty Guidelines as published in the Federal Register on January 24, 2013.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

INSTRUCTIONS:

The following chart identifies the materials that need to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCMPL Procedure Letters		CCMPL No. 71

CCMPL 69 (New Form for Step Up To Quality)

Child Care Manual Procedure Letter No. 69

June 27, 2012

To: All Child Care Manual Holders
From: Michael B. Colbert, Director
Subject: New Form for Step Up To Quality

This letter is to notify stakeholders of a new Step Up To Quality (SUTQ) form.

JFS 01505 "SUTQ Written Policies Checklist" has been developed to be used during the SUTQ verification visit to document the review of the program's written policies. The Step Up To Quality Licensing Specialist (SULS) will complete this checklist during the verification visit to determine completion of the program's written policies. The program will receive a copy of the completed checklist which outlines the policies that have been verified.

The SUTQ Benchmark Indicators for Administrative Practices and Early Learning require programs to have written descriptions of program policies and procedures. Recently, guidance sheets have been created to provide clear expectations for the requirements of the written descriptions. These guidance sheets are posted on the SUTQ website and were sent electronically to rated programs.

Programs may utilize the checklist in conjunction with the guidance sheets as they prepare for the verification visit to ensure that all policies and procedures are clearly reflected in their written descriptions. The purpose of these policies is to accurately describe the systems and processes that are reflective of the program's current practices.

The electronic versions of the child care manuals are located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. These manuals contain all child care rules, transmittal letters, procedure letters and forms. Please contact the Office of Family Assistance, Child Care Policy Help Desk at 1-877-302-2347, option 4, or your Step Up To Quality licensing specialist if you have any questions regarding this new form.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM		JFS 01505 (5/2012)
CCM Procedure Letters		CCMPL No. 69

CCMPL 68 (Manual Claims for Attendance and Adjustments to Payments in Publicly Funded Child Care)

Child Care Manual Procedure Letter No. 68

January 19, 2012

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: Manual Claims for Attendance and Adjustments to Payments in Publicly Funded Child Care

This letter transmits new forms and procedures for County Departments of Job and Family Services (CDJFS) to process manual claims for a child's attendance and adjustments to provider payments for publicly funded child care. These forms will be used beginning with dates of services on January 1, 2012 with the statewide implementation of the Ohio Electronic Child Care (ECC) system.

Manual claims are submitted and processed when the system cannot be used to record child care services. Adjustments are submitted when a payment has been issued and needs corrected.

The JFS 01261 "Publicly Funded Child Care Manual Claim for Attendance" is a new form that a child care provider and caretaker must complete and submit to the CDJFS when the system could not be used to record child care services. Specific reasons are outlined on the JFS 01261. The CDJFS must enter data from the JFS 01261 into the Administrative Terminal (AT) no later than 30 calendar days from the date the CDJFS receives a completed JFS 01261. Manual claims submitted for care provided during the current back swipe period will be rejected. The current back swipe period is this week plus the previous two weeks. The week begins on a Sunday and ends on a Saturday. Only manual claims received for dates of service before the back swipe period will be accepted. A separate JFS 01261-I Instruction is being issued with this form.

The JFS 01291 "Publicly Funded Child Care County Request for Payment Adjustment" is a new form that the CDJFS completes and submits to the Ohio Department of Job and Family Services (ODJFS). This form allows for an adjustment to a payment that had been invoiced through the Centralized Payment (CP) system by the CDJFS prior to the date when a county began using Ohio ECC. A separate JFS 01291-I Instruction is being issued with this form.

The JFS 01292 "Publicly Funded Child Care Request for Ohio ECC Payment Adjustment" is a new form that the CDJFS completes and submits to ODJFS or the provider completes and submits to the CDJFS. This form requests an adjustment to a payment calculated and invoiced through Ohio ECC. The CDJFS must submit the adjustment to ODJFS no later than 30 calendar days from the date the CDJFS receives a completed JFS 01292 from the provider. A separate JFS 01292-I Instruction is being issued with this form.

Counties that reject provider's submission of the JFS 01292 "Publicly Funded Child Care Request for Ohio ECC Payment Adjustment" or the JFS 01261 "Publicly Funded

Child Care Manual Claim for Attendance" shall inform the provider of the reason for the rejection within five business days of the rejection determination.

Caretakers shall use their electronic child care swipe card to record publicly funded child care attendance as a condition of eligibility per rule 5101:2-16-35.1 of the Ohio Administrative Code. Publicly funded child care benefits may be terminated if caretakers refuse to utilize the swipe card. Child care providers must utilize Ohio ECC as a condition of their provider agreement with ODJFS. Failure to comply with the agreement may be cause for termination of the provider agreement.

The electronic versions of the Child Care Manuals are located at:
<http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM		JFS 01261 (1/2012)
		JFS 01261-I (1/2012)
		JFS 01291 (1/2012)
		JFS 01291-I (1/2012)
		JFS 01292 (1/2012)
		JFS 01292-I (1/2012)
CCM Procedure Letters		CCMPL No. 68

CCMPL 67 (Updates to Step Up To Quality Brochures)

Child Care Manual Procedure Letter No. 67

November 29, 2011

TO: All Child Care Manual Holders
FROM: Michael B. Colbert, Director
SUBJECT: Updates to Step Up To Quality Brochures

This letter transmits revisions to Step Up To Quality (SUTQ) publications due to a recent rule revision. The JFS 01570 "SUTQ Parent Outreach Brochure" and the JFS 01554 "Step Up To Quality General Informational Brochure" are being revised to include the requirement for 20 hours of specialized training every two years. The JFS 01570 is also available in Spanish.

The electronic version of the Child Care Manual is located at:
<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	JFS 01570 (rev. 2/2010)	JFS 01570 (rev. 11/2011)
	JFS 01554 (rev. 3/2011)	JFS 01554 (rev.11/2011)
CCM Procedure Letters		CCMPL No. 67

CCMPL 64 (Child Care Form Revisions -JFS 01138, JFS 01140 and JFS 01231)

Child Care Manual Procedure Letter No. 64

August 19, 2011

TO: All Manual Holders

FROM: Michael B. Colbert, Director

SUBJECT: Child Care Form Revisions -JFS 01138, JFS 01140 and JFS 01231

This letter transmits revisions to three forms used for determining eligibility for child care benefits or for authorizing payments to providers. These forms have been revised to update information and to meet the requirements of the Child Care Information Data System (CCIDS) related to the implementation of the Ohio Electronic Child Care (ECC) module.

The JFS 01138 "Application for Child Care Benefits" has been revised to collect new information, to add notification language for the ECC module and to clarify existing language. The new version of the JFS 01138 shall be completed by caretakers who apply for child care on or after the date of this letter. The 1/2010 version of this form will be accepted until September 30, 2011. Counties utilizing the Eligibility and Authorization (EA) module of the CCIDS will use the new version of the JFS 01138 for new cases and for redeterminations on or after August 1, 2011.

The JFS 01140 "Temporary Voucher for Publicly Funded Child Care" has been revised to clarify language necessary for the ECC system.

The JFS 01231 "Payment Waiver for Special Needs Child Care" has been revised to allow providers to submit a waiver request to the Ohio Department of Job and Family Services (ODJFS) since ODJFS is now contracting with and issuing payments to providers for publicly funded child care services.

The electronic versions of the Child Care Manuals are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	JFS 01138 (1/2010) JFS 01140 (4/2010) JFS 01231 (rev. 1/2007)	JFS 01138 (rev. 8/2011) JFS 01140 (rev. 8/2011) JFS 01231 (rev. 8/2011)

Procedure Letters		CCMPL No. 64
-------------------	--	--------------

CCMPL 54 (Adjustments to Payments Made to Providers of Publicly Funded Child Care)

Child Care Manual Procedure Letter No. 54

June 10, 2010

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Adjustments to Payments Made to Providers of Publicly Funded Child Care

Since the Ohio Department of Job and Family Services (ODJFS) began making payments to child care providers in May, some providers have indicated that their payment amounts have been incorrect because they reported incorrect rates in the provider portal. To correct these errors, the department is providing the following instructions to county agencies and providers.

ODJFS will notify providers via e-mail that they are responsible for reviewing and updating, if necessary, their entered customary rates. Providers also are responsible for following up with the county in order to make payment corrections. Providers who feel they have been paid an incorrect amount because they entered incorrect rates on the JFS 01150 "Rate Information for Providers of Publicly Funded Child Care" must provide the county with the following, no later than June 23, 2010:

1. A copy of the original invoice, for services on or after March 28, 2010, for which the provider feels that incorrect rates were used.
2. A copy of the JFS 01150 with updated rates. These rates will be used to calculate the correct payment.
3. A copy of the Remittance History showing the incorrect payment. This information is available to the county on the Payment Detail Report.

When the county has received the above items, it will review them and process corrected payments in the following manner:

1. Review and recalculate the payment amounts for the invoices submitted by the providers.
2. Authorize an adjusted payment as an underpayment on the next roster or, for counties using the Eligibility and Authorization system, the invoice.
3. Adjusted payments shall be made only for services back to March 28, 2010, when a rate correction has been made by the provider.

If you have questions or concerns about this information, please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that should be added to the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Procedure Letters		CCMPL No. 54

CCMPL 52 (Rescission of JFS 01224 "Contract For Purchase of Publicly Funded Child Care Services")

Child Care Manual Procedure Letter No. 52

April 29, 2010

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Rescission of JFS 01224 "Contract For Purchase of Publicly Funded Child Care Services"

This letter is to make obsolete JFS 01224 "Contract For Purchase of Publicly Funded Child Care Services." This form served as a contract between county departments of job and family services and child care providers who provide publicly funded child care. This form is no longer needed because in April 2010 the Ohio Department of Job and Family Services (ODJFS) will begin issuing payments to all child care providers under the terms of a provider agreement between the provider and ODJFS. The provider agreement process was introduced in Child Care Manual Procedure Letter (CCMPL) No. 49.

JFS forms are available online at: <http://www.odjfs.state.oh.us/forms/inter.asp>. If you have questions or concerns about this form, please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that should be deleted from or added to the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM - Appendix	JFS 01224 (rev. 8/2009)	
Procedure Letters		CCMPL No. 52

CCMPL 51 (Changes to the JFS 01138, eff. 1/2010)

Child Care Manual Procedure Letter No. 51

February 26, 2010

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Changes to the JFS 01138 "Application for Child Care Benefits" for the new Child Care Eligibility and Authorization Automation and Payment System

This letter transmits revisions to the JFS 01138, "Application for Child Care Benefits," in order to process applications for publicly funded child care benefits using the new Child Care Information Data System (CCIDS) for child care eligibility and authorization, and automated payments. The JFS 01138 (rev. 1/2010) shall be completed for caretakers who apply for child care on or after March 1, 2010. Caretakers who are reapplying may submit the previous version of the JFS 01138 until May, 2010. Counties utilizing the new CCIDS shall use the new version for caretakers applying and or reapplying on or after March 1, 2010.

The JFS 01138 has been updated to reflect required data elements required in the CCIDS.

JFS forms can be found online at: <http://www.odjfs.state.oh.us/forms/inter.asp>. If you have questions or concerns about this form, please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that should be added to the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Appendix	JFS 01138 (rev. 6/2009)	JFS 01138 (rev. 1/2010)
Procedure Letters		CCMPL No. 51

CCMPL 50 (Revisions to the JFS 01258, eff. 10/2009)

Child Care Manual Procedure Letter No. 50

February 23, 2010

TO: All Child Care Day Camp Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: Revisions to the JFS 01258 "Child Day Camp Registration"

This letter transmits revisions to the JFS 01258 "Child Day Camp Registration."

These revisions are being made to change the format of the form so that it can be automated with all necessary information.

The effective date of this form change is March 1, 2010.

If you have questions, please contact the OFC Help Desk toll free at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that needs to be added to the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Appendix	JFS 01258 (12/2008)	JFS 01258 (10/2009)
CCM Procedure Letters		CCMPL No. 50

CCMPL 48 (JFS 01278)

Child Care Manual Procedure Letter No. 48

November 25, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: JFS 01278 "Approved Trainer Application" Revised

This letter is to inform you that the document used to obtain information from Communicable Disease trainers requesting the curriculum for Common Childhood Illnesses has been revised. The JFS 01278 has been revised to require trainers to submit proof of their trainer requirements with the application.

JFS forms can be found online at <http://www.odjfs.state.oh.us/forms/inter.asp>. If you have questions or concerns about this form, please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that should be removed from the Child Care Manual (CCM) and the material that should be added.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Appendix	JFS 01278 (Rev. 3/2007)	JFS 01278 (Rev. 10/2009)
Procedure Letters		CCMPL No. 48

CCMPL 46 (JFS 01933)

Child Care Manual Procedure Letter No. 46

October 22, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: New Liability Insurance Form for Licensed Type A Homes and Certified Type B Home Providers

This letter introduces the new insurance liability form that is required to be used by licensed type A and certified type B child care homes. The following is a summary of the form:

The JFS 01933 "Liability Insurance Statement for Type A and Type B Child Care Homes" is required by section 5104.041 of the Ohio Revised Code and must be signed by the parent, and be on file in the provider's home by the child's first day of attendance. Providers who do not carry liability insurance and who currently have children enrolled in their care on the effective date of this letter have until December 1, 2009 to obtain a completed JFS 01933 from each parent.

JFS forms can be found online at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued for the child care resource and referral service organizations. Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4 if you have questions regarding this information.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the below Manuals.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Child Care Manual Appendix		<u>JFS 01933</u> (8/2009)
Procedure Letters		CCMPL No. 46

CCMPL 45 (Various Type A and Type B Forms)

Child Care Manual Procedure Letter No. 45

October 26, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Revised and New Forms for Licensed Type A Homes and Certified Type B Home Providers

This letter transmits revisions to existing forms and introduces new forms required for use by licensed type A and certified type B child care homes. The following is a summary of these forms:

JFS 01332 "**Certified Child Care Handbook For Caretakers**" is a new form that has been developed to assist type B child care providers with providing caretakers of children in care with basic information about the child care program.

JFS 01332-I "**Instructions for Completing the JFS 01332**" is a new form to use with the JFS 01332 which provides instructions for each section of the JFS 01332 that needs to be completed.

JFS 01335 "**Type A Home Initial Questionnaire**" the form to be used by persons applying for a type A home license has been revised to reflect current procedures and rule requirements.

JFS 01337 "**Type A Home Parent And Employee Information**" has been revised to reflect current procedures and rule requirements.

JFS 01634 "**Caretaker/Provider Agreement**" has been revised to remove information that is now required to be covered in the JFS 01332.

JFS forms can be found online at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued for the child care resource and referral service organizations. Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4 if you have questions regarding this information.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the below Manuals.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Child Care Manual Appendix		JFS 01332 (7/2009)
		JFS 01332-I

		(7/2009)
	JFS 01335 (Rev. 9/2006)	JFS 01335 (Rev. 9/2009)
	JFS 01337 (Rev. 9/2006)	JFS 01337 (Rev. 9/2009)
	JFS 01634 (Rev. 8/2008)	JFS 01634 (Rev. 7/2009)
Procedure Letters		CCMPL No. 45

CCMPL 44 (Serious Risk Non-Compliance publications)

Child Care Manual Procedure Letter No. 44

September 3, 2009

TO: All Child Care Center Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: New Form, JFS 01549 "Summary of Child Care Licensing Serious Risk Non-Compliances" and Revised JFS 01552 "Keys To Compliance Success" for Licensed Child Care Centers

This letter transmits a new form and a revised form with information regarding serious risk non-compliances for licensed child care centers. The JFS 01549 "Summary of Child Care Licensing Serious Risk Non-Compliances" is a new form to assist providers in quickly identifying serious risk non-compliances in rules for licensed child care centers. The JFS 01552 "Keys To Compliance Success" has been revised to include updated rule language regarding criminal background check requirements. This document provides steps child care centers can take to maintain compliance for those non-compliances that have been identified as serious risk.

JFS forms can be found online at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all of the forms that the department issues for child care programs. Please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4 if you have questions regarding this information.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Child Care Manual (CCM) and materials that are to be inserted into the CCM.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Child Care Manual Appendix		JFS 01549 (7/2009)
	JFS 01552 (6/2007)	JFS 01552 (7/2009)
Procedure Letters		CCMPL No. 44

CCMPL 43 (Child Care Funding)

Child Care Manual Procedure Letter No. 43

July 15, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Funding for Payment of Child Care Benefits During the Interim Budget Period

This letter transmits information to county departments of Job and Family Services (CDJFS) and to child care providers regarding funding for reimbursement to providers of subsidized child care during the interim budget period. H.B. 16 and H.B. 245 appropriated funding for the interim budget period, July 1 through July 14.

Funding for reimbursement to child care providers may be delayed. The length of the delay depends upon how frequently the CDJFS reimburses these providers. For counties that pay monthly, there may be little or no delay. For counties that pay more often, there will be a delay.

All providers will receive the entire reimbursement amount for the child care services rendered during the interim budget period.

CDJFS shall accept and process child care applications and determine income eligibility as required in rule 5101:2-16-30 of the Administrative Code, which, at this time, allows for maximum monthly income of up to 200% FPL.

CDJFS shall accept and process ELI applications during this interim budget period as required in Chapter 5101:2-23 of the Administrative Code.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Procedure Letters		CCMPL No. 43

CCMPL 42 (Transition of ELI Authorizations to Child Care)

Child Care Manual Procedure Letter No. 42 / Early Learning Manual Procedure Letter No. 4

July 8, 2009

TO: All Child Care Manual Holders
All Early Learning Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: Changes to the Early Learning Initiative (ELI) on July 1, 2009

This procedure letter is being issued with information as of the date shown above and is based on the Governor's budget framework released in June. If any information changes following the completion of the budget process, a procedure letter will be issued.

In the pending budget bill, Am. Sub. H.B. 1, the legislature may enact changes to the Early Learning Initiative (ELI) which may result in a reduction or elimination of allocated slots to ELI contracted agencies. These changes would affect the ELI eligibility of currently enrolled children.

It is important that these children, especially those who are ready to enter kindergarten, continue to receive early care and education services. The department has determined that these ELI-eligible children will continue to be eligible to receive ELI services for two pay cycles in SFY 2010 (July 1 to August 22, 2009) and may be eligible for child care benefits when they leave ELI.

1. ELI contracted agencies will receive funding to serve children for two pay cycles. New children may be enrolled in ELI until July 7. No enrollment awards will be issued.
2. During the period between July 1 and July 7, 2009 this group of children may be eligible to receive both ELI and child care from the same provider in a pay cycle. This means that the Department has determined that the requirement of rule 5101:2-23-03 (I) will not be applicable during this period.
3. If a caretaker chooses to move an ELI child to a child care setting and the caretaker has an active subsidized child care case, the child shall be added to the caretaker's existing child care case. The copayment assigned to these caretakers shall not change.
4. For ELI-eligible children whose caretakers do not have active subsidized child care cases, the county department of Job and Family Services (CDJFS) shall determine eligibility after receiving a JFS 01138. This application must be received by the CDJFS no later than July 22, 2009 in order for the caretaker to qualify for child care under the terms of this procedure letter. **Caretakers for this group of ELI-eligible children may be eligible for child care benefits with incomes up to 200% FPL, not**

withstanding the maximum income amounts in the appendix to rule 5010:2-16-30, and they must have a qualified work, training or education activity.

5. If a caretaker is determined eligible for child care benefits, the CDJFS shall pay for child care provided between the date the CDJFS received the application and the date the caretaker is determined eligible. If the caretaker is determined ineligible, the caretaker is responsible for the cost of care provided during the eligibility determination process.

Beginning immediately, we are asking ELI contracted agencies and ELI providers to provide a JFS 01138 "Application for Child Care Benefits" to a caretaker if the caretaker chooses to apply for child care and does not have an active subsidized child care case. These applications should be provided as soon as possible but no later than July 22. Caretakers should be advised to submit the applications to the CDJFS immediately in order to allow for the eligibility determination process to be completed timely.

The CDJFS shall issue a JFS 01140 "Certificate for Authorization of Payment for Publicly Funded Child Care Services" to a caretaker who uses the services of a licensed or certified provider who does not have a current contract with the CDJFS.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Child Care Manual (CCM) and the Early Learning Manual (ELM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Procedure Letters		CCMPL No. 42
ELM Procedure Letters		ELMPL No. 4

CCMPL 40 (JFS 01564, JFS 01565, JFS 01566 and JFS 01567)

Child Care Manual Procedure Letter No. 40

June 3, 2009

TO: All Child Care Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: New Guidance for Child Care Centers to Assist with Compliance

This letter transmits four new publications to assist licensed child care centers in maintaining compliance with rules 5101:2-12-20, 5101:2-12-26, 5101:2-12-31 and 5101:2-12-38 of the Administrative Code. Requirements in these rules are the most commonly cited serious risk non-compliances for licensed child care centers. These documents provide examples of systems that child care programs can use to maintain compliance with the rules.

The following is a summary of the publications:

JFS 01564 "Systems Guide For Maintaining Staff/Child Ratios and Supervision" is designed to assist providers with maintaining compliance with requirements in rule 5101:2-12-20 Supervision, Staff/Child Ratios and Grouping for Licensed Child Care Centers.

JFS 01565 "Systems Guide For Criminal Records Checks" is designed to assist providers with maintaining compliance with requirements in rule 5101:2-12-26 Statement of Nonconviction and Criminal Records Checks for Licensed Child Care Centers.

JFS 01566 "Systems Guide for the Proper Administration of Medication" is designed to assist providers with maintaining compliance with requirements in rule 5101:2-12-31 Administration of Medication in Licensed Child Care Centers.

JFS 01567 "Systems Guide to Keeping Children Safe with Health Conditions" is designed to assist providers with maintaining compliance with requirements in rule 5101:2-12-38 Care of Children with Health Conditions in Licensed Child Care Centers.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Appendix		JFS 01564
		JFS 01565
		JFS 01566
		JFS 01567
CCM Procedure Letters		CCMPL No. 40

CCMPL 38 (JFS 01211)

Child Care Manual Procedure Letter No. 38

March 27, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Revised Procedural Guide For Licensed Child Care Centers and Type A Homes

This letter transmits revisions to the JFS 01211 "Child Care Licensing Procedural Guide." The JFS 01211 is designed to provide information to owners or administrators who are interested in opening a child care center or type A family child care home.

JFS 01211 "Child Care Licensing Procedural Guide: Opening and Operating a Child Care Program" provides important information regarding the requirements and procedures for opening and operating a licensed child care center or type A home. This document has been revised to reflect current rule requirements and procedures.

JFS forms can be found online at: <http://www.odjfs.state.oh.us/forms/inter.asp>. If you have questions or concerns about any of the items, please contact your licensing specialist or the Office for Children and Families Help Desk at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Child Care Manual (CCM) and materials that are to be inserted into the CCM.

LOCATION	REMOVE FROM THE CHILD CARE MANUAL	INSERT INTO THE CHILD CARE MANUAL
Child Care Manual Appendix	JFS 01211 (Rev. 11/2000)	JFS 01211 (Rev. 3/2009)
Procedure Letters		CCMPL No. 38

CCMPL 37 (Spanish Translation of Child Care forms)

Child Care Manual Procedure Letter No. 37

January 23, 2009

TO: All Child Care Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Translation of various Child Care forms into Spanish

This letter transmits the following forms that have been translated into Spanish.

JFS 01137-S "The Child Care/Healthy Start and Healthy Families Supplement"

JFS 01138-S "Application for Child Care Benefits"

JFS 01234-S "Child Enrollment and Health Information for Child Care Centers and Type A Homes"

JFS 01236-S "Child Medical/Physical Care Plan for Child Care Centers & Type A Homes"

JFS 01237-S "Center Parent Information Required By Ohio Administrative Code"

INSTRUCTIONS:

The following chart depicts what materials are to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Forms	JFS 01137-S (Rev. 4/2003) JFS 01138-S (Rev. 7/2005) JFS 01234-S (Rev. 7/2003) JFS 01236-S (Rev. 4/2003)	JFS 01137-S (Rev. 1/2009) JFS 01138-S (Rev. 1/2009) JFS 01234-S (Rev. 1/2009) JFS 01236-S (Rev. 1/2009) JFS 01237-S (1/2009)
Procedure Letters		CCMPL No. 37

CCMPL 35 (JFS 01258 and 01259 for Day Camps)

Child Care Manual Procedure Letter No. 35

January 12, 2009

TO: All Holders of the Child Care Manual

FROM: Jan Allen, Interim Director

SUBJECT: Revised and New Forms for Child Day Camps

This letter issues two forms that are used for child day camps. These form revisions will be effective December 2008.

The JFS 01258 "Child Day Camp Registration" has been revised to clarify language and add a field for American Camp Association (ACA) accreditation. This form must be completed annually by all child day camps and submitted to the Ohio Department of Job and Family Services (ODJFS).

The JFS 01259 "Application for Child Day Camp Approval" is a new form for use by child day camps that apply for approval from ODJFS. Only approved camps that have been inspected by ODJFS can receive reimbursement for children whose parents qualify for subsidized child care.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by all providers in all licensed child care centers, licensed type A homes and type B homes that are certified by the county Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times to all providers.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Appendix	JFS 01258 (Rev. 9/2006)	JFS 01258 (Rev. 12/2008).
		JFS 01259 (12/2008)
Procedure Letters		CCMPL No. 35

CCMPL 34 (JFS 01250 and JFS 01305)

Child Care Manual Procedure Letter No. 34

November 20, 2008

TO: All Child Care Manual Holders

FROM: Helen E. Jones-Kelley, Director

SUBJECT: Revisions to Forms for Child Care Centers and Type A Homes

This letter transmits changes to the following forms used in child care centers and type A homes as a result of recent rule amendments.

JFS 01250 "Plan of Operation for A Child Care Center" is a prescribed form and has been revised to remove language regarding the five-year residency requirement for a federal bureau of identification background check due to the passage of SB 163. The form has also been updated to clarify current rule requirements. This form shall be completed by anyone who has an application on file with the Ohio Department of Job and Family Services on or after December 31, 2008.

JFS 01305 "Child Medical Statement for Child Care Centers and Type A Homes" is a sample form being revised to update the immunization chart and to clarify the documentation needed from the physician, physician's assistant (PA) or advanced practice nurse (APN) at the time of the child's medical examination.

These forms will be available online in a PDF format at:

<http://www.odjfs.state.oh.us/forms/inter.asp>.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters, and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option # 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Appendix	JFS 01250 (Rev. 1/2007)	JFS 01250 (Rev. 11/2008)
	JFS 01305 (Rev. 9/2006)	JFS 01305 (Rev. 11/2008)
CCM Procedure Letters		CCMPL No. 34

CCMPL 33 (Type B BCII Clarification)

Child Care Manual Procedure Letter No. 33

November 20, 2008

TO: All Child Care Manual Holders

FROM: Helen E. Jones-Kelley, Director

SUBJECT: Instructions for Implementing Rule Revisions for Type B Homes

The Ohio Department of Job and Family Services recently revised the rules in Chapter 5101:2-14 Type B Family Child Care Homes. Notification of these rule changes was covered in CCMTL 91. To assist counties in implementing the new requirements the Bureau of Child Care and Development is issuing this letter. This letter contains procedures for implementing the rule changes as well as dates as to when the revised forms must be utilized.

- Providers who have submitted a request for a new criminal records check but whose results have not been received and reviewed by the CDJFS by the expiration date of the certificate may remain certified according to the following:

The CDJFS may extend the expiration date of the certificate for a maximum of 60 days pending receipt and review of BCII results as long as the provider meets all of the following criteria:

- The provider has submitted the criminal records check request in a "timely" manner. "Timely" means in the manner and process instructed by the CDJFS, but at least 60 days prior to the expiration date of the certificate.
- The CDJFS is the WebCheck agency submitting the fingerprints or the CDJFS has a written statement from the WebCheck agent which includes the date the fingerprints were submitted to BCII and verification from the WebCheck agency or another CDJFS that the fingerprints have been submitted in a timely manner.
- The provider and any adults in the home and the emergency/substitute caregivers have signed the JFS 01329 "Statement of Nonconviction for Employees of Child Care Centers and Type A Homes, and Emergency and Substitute Caregivers of Type B Homes" (rev. 8/2008).
- The provider has submitted all other compliance materials and required paperwork.

The extension of the expiration date of the certificate allows the CDJFS to continue to contract with the provider for a maximum of 60 days. This extension of the expiration date of the certificate may be used only for cases in which the receipt and review of the criminal records check results is the only factor pending.

- Criminal record checks must be completed every four years, prior to certification. The request for the checks may be submitted up to 180 days prior to the issuance of the certificate or renewal of the certificate.
- Child development training requirements (2 hours) shall be waived until January 1, 2009 to allow providers time to secure training.
- Forms that were revised shall be implemented as indicated here or in Child Care Manual Transmittal Letter 91.
 - JFS 01634 - All Caretaker/Provider Agreements signed after August 14, 2008, including those signed by current providers that are amending their agreements per rule 5101:2-14-24 (B)(3), must be on the revised form.
 - JFS 01642 - Inspections completed prior to August 14, 2008 may stay on the old version of the form as long as the provider is certified by December 31, 2008. Any inspections completed after August 14, 2008 must be completed on the revised Application/Inspection for Limited Certification form.
 - JFS 01643 - Applications for Professional Type B Home/Aide Certification submitted prior to August 14, 2008, for providers who are certified by December 31, 2008 may be on the old version of this form. Any applications submitted after August 14, 2008 or for providers certified on or after January 1, 2009 must be on the revised form.
 - JFS 01644 - Medication requests submitted to providers after August 14, 2008 must be on the revised form. As all "long term" medication requests are only valid for up to 12 months, all medication requests must be on the JFS 1644 by August 14, 2009.
 - JFS 01923 - Emergency/substitute caregivers submitting their form after August 14, 2008 must sign the revised statement. Emergency/substitute caregivers who submitted their form prior to August 14, 2008 and who are approved by September 14, 2008 are not required to complete the revised form.
 - JFS 01926 - Inspections completed after August 14, 2008 must be completed on the revised inspection report.

Please note additional information was already released in CCMTL 91 regarding Chapter 5101:2-14 rule content and implementation of the following forms: JFS- 01280, 01297, 01329, 01924, 01928, 01929, 01930, 01932. JFS forms can be found online at: <http://www.odjfs.state.oh.us/forms/inter.asp>.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by providers in all type B homes that are certified by the county Department of Job and Family Services and a

current and updated copy of the manual should be accessible at all times in the type B home.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the materials that need to be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE FROM THE CHILD CARE MANUAL	INSERT INTO THE CHILD CARE MANUAL
Procedure Letters		CCMPL No. 33

CCMPL 32 (JFS 01285)

Child Care Manual Procedure Letter No. 32

October 6, 2008

TO: All Child Care Manual Holders

FROM: Helen E. Jones-Kelley, Director

SUBJECT: Revised JFS 01285 "Regulations for Certified Type B Providers"

The JFS 01285 "Regulations for Certified Type B Providers" has been updated to delete the crossed-out and underscored language. There have been no changes in the content of the rules that are included in the document.

County departments of Job and Family Services are required to distribute this revised document to all type B home providers. Copies can be ordered from the ODJFS Forms Central website.

This form will be available online in a PDF format at:

<http://www.odjfs.state.oh.us/forms/inter.asp>.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters, and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option # 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Appendix	JFS 01285 (rev. 8/2008)	JFS 01285 (rev. 9/2008)
CCM Procedure Letters		CCMPL No. 32

CCMPL 30 (JFS 01285 for Type B Homes)

Child Care Manual Procedure Letter No. 30

July 11, 2008

To: All Child Care Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: Revised JFS 01285 "Regulations for Certified Type B Providers"

The JFS 01285 "Regulations for Certified Type B Providers" has been updated with the recently amended rules in Chapter 5101:2-14 of the Administrative Code.

County departments of Job and Family Services are required to distribute this revised document to all type B home providers as soon as possible. Copies can be ordered from the ODJFS Forms Central website.

This form will be available online in a PDF format at:
<http://www.odjfs.state.oh.us/forms/inter.asp>.

The electronic version of the Child Care Manual is located at:
<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters, and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option # 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Appendix	JFS 01285 (rev. 10/2007)	JFS 01285 (rev. 8/2008)
CCM Procedure Letters		CCMPL No. 30

CCMPL 28 (JFS 08087, 01577, 01578)

Child Care Manual Procedure Letter No. 28

January 28, 2008

To: All Child Care Manual Users
From: Helen E. Jones-Kelley, Director
Subject: Form Updates for the Child Care Manual

This letter transmits information regarding child care forms that are being removed or added to the child care manual as a result of an annual forms inventory project. The following is a summary of the changes:

JFS 01577 "January 1, 2007 Rule Changes to the Child Care Licensing Rules for Child Care Centers" has been made obsolete because the rules have been amended.

JFS 01578 "January 1, 2007 Rule Changes to the Child Care Licensing Rules for Type A Homes" has been made obsolete because the rules have been amended.

JFS 08087 "Ohio Department of Health's Communicable Disease Chart" has been added to the manual.

ODHS 1927 "Child Care Certificate" will no longer be in the manual. This form will be available online in a PDF format at: <http://www.odjfs.state.oh.us/forms/inter.asp>.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters, and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option # 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Child Care Manual Appendix	JFS 01577 (1/2007)	
	JFS 01578 (1/2007)	
		JFS 08087 (Rev. 4/2006)
	ODHS 1927	
CCM Procedure Letters		CCMPL No. 28

CCMPL 26 (Revised JFS 01285)

Child Care Manual Procedure Letter No. 26

October 25, 2007

TO: All Child Care Manual Users

FROM: Helen E. Jones-Kelley, Director

SUBJECT: Revised JFS 01285 "Regulations for Certified Type B Home Providers"

The JFS 01285 "Regulations for Certified Type B Home Providers" is a document that county departments of Job and Family Services (CDJFS) are required to provide to type B child care providers. It has been revised to update rules from Chapters 5101:2-14 and 5101:2-16 of the Administrative Code that have recently changed.

This form contains rules as of September 1, 2007.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to county departments of Job and Family Services (CDJFS) and to child care providers. A current version of this manual should be utilized by staff in all type B child care homes that are certified by CDJFS.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM Appendix	JFS 01285 (rev. 10/2005)	JFS 01285 (rev. 10/2007)
CCM Procedure Letters		CCMPL No. 26

CCMPL 23 (Step Up to Quality Forms)

Child Care Manual Procedure Letter No. 23

August 7, 2007

TO: All Child Care Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: NEW FORMS FOR STEP UP TO QUALITY

This letter transmits new Step Up to Quality forms. Step Up to Quality is a voluntary child care quality rating system available statewide which recognizes early care and education programs that exceed quality benchmarks above minimum health and safety licensing standards.

The following is a summary of the forms.

JFS 01555 "Emerging Star Conditions For Participation In Step Up to Quality" outlines requirements for programs participating in the Step Up to Quality program.

JFS 01556 "Request to Withdraw from Step Up To Quality" documents the request to withdraw from the Step Up to Quality program.

JFS 01557 "Quality Achievement Award Verification For Step Up to Quality" verifies data required to determine a quality achievement award for programs participating in Step Up to Quality.

These forms will appear in the Child Care Manual and will also be available on the Forms website. The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Forms can be located at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The department will notify all licensed centers and type A homes when forms are changed and the date of the change. When forms are obsolete, they should no longer be used. The old version of the form should be removed and replaced with the new one. The use of current forms is necessary in order to be in compliance with child care licensing rules.

If you have questions or concerns about any of the items, please contact your licensing specialist or the Office for Children and Families Help Desk at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
----------	--------------------------------	--------------------

Child Care Manual Appendix		JFS 01555 (5/2007)
		JFS 01556 (5/2007)
		JFS 01557 (5/2007)
CCM Procedure Letters		CCMPL No. 23

CCMPL 22 (Child Care Update CD)

Child Care Manual Procedure Letter No. 22

June 22, 2007

TO: All Child Care Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: UPDATES FOR LICENSED CHILD CARE CENTERS AND TYPE A HOMES

The Bureau of Child Care and Development would like to acknowledge that there have been many policy and procedural changes for child care centers and type A homes in the past several months. The Bureau has had revised rules, updated forms and implemented new statewide initiatives. In order to assist providers in understanding the changes and maintaining compliance with program requirements, the Bureau is providing the following information on the enclosed CD:

- Copies of licensing rules for both centers and type A homes, prescribed and sample forms, and reference guides.
- Website addresses with information about research and best practices in child care.
- Information about new programs that are being implemented in Ohio to recognize and support quality child care and early learning for our youngest residents.

The Bureau is pleased to be able to provide these resources, which we hope will eliminate some of the concerns providers have expressed about accessing the revised rules and forms. This mailing is a one-time procedure to meet the expressed needs of providers following the recent policy and form changes. All future policy and form changes will be issued and posted, as usual, on the department's legal and manual websites where they are viewable and printable. Any provider who cannot access the electronic copies of the rules and forms on these websites can call the Office for Children and Families Help Desk at 1-866-886-3537, option 4 to request a paper copy of the transmittal letter or procedure letter.

The CD contains the following:

- A complete copy of all rules in chapter 5101:2-12 (for centers) and chapter 5101:2-13 (for type A homes) that are in effect as of January 1, 2007. Administrators need to update these copies of the rules as revisions are made in future Child Care Manual Transmittal Letters and Child Care Manual Procedure Letters.
- A copy of prescribed and sample forms and reference guides along with a chart, which defines "prescribed" and "sample" and identifies the rule in which the form is referenced. Administrators will need to replace any of these forms when revisions are made.
- A list of websites that provide current information about child care in Ohio.

- A summary of the rule review and rule-filing process.
- A copy of the Program Guide to Keeping Ohio's Children Safe and Healthy, JFS 01579 (1/2007). This document provides a guide to the rules and portions of rules that, when not followed appropriately, pose a serious risk to the health and safety of children. Included is a detailed explanation of the serious risk non-compliances and technical assistance that will help centers and type A homes develop systems to assure compliance with these rule requirements.
- An explanation and history of the Step Up To Quality program. This quality rating system started as a pilot project and recently has been made available to all child care centers in Ohio.

If you are unable to open the CD, please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 to request a paper copy of the contents.

JFS 01299 - Incident/Injury Report

Effective June 1, 2007 the JFS 01299 Incident/Injury Report will be revised and must be used by centers and type A homes. The form has a revision date of 6/2007. The revisions were made to allow the department to more accurately track serious incidents and injuries. The current version, dated 9/2006, may be used until June 1, 2007. The 6/2007 version is included in the prescribed forms being sent with this letter. Please note: the Incident/Injury Report dated 6/2007 cannot be used until June 1, 2007 because the computer system used to track this information will not be able to accept data from the new form until that date.

BCII Checks

The forms required for statements of nonconviction from center and type A staff have changed. Child Care Manual Transmittal Letter No. 76, dated December 22, 2006, issued two new forms, the JFS 01328 "Statement of Nonconviction for Child Care Centers, Type A Homes and Type B Homes" and the JFS 01329 "Statement of Nonconviction for Employees of Child Care Centers, Type A Homes, and Emergency and Substitute Caregivers of Type B Homes." As a result of a change in Ohio law, additional convictions were added to the list of prohibited criminal offenses. These changes required the development of two new forms and both are included in this mailing. The previously required forms, JFS 01313 and JFS 01314 are obsolete. The JFS 01328 and JFS 01329 must be used for all employees and owner/administrators who are required to complete nonconviction statements on or after June 1, 2007.

Communicating effectively with over 4,100 licensed programs presents both a challenge and an opportunity for the Bureau of Child Care and Development. The Bureau intends that this mailing and the materials included will provide needed tools to assist child care staff to better understand policies and procedures and to access the helpful licensing information that is readily available. The Bureau is using web-based means and limited mailings to distribute information. Accessing the Bureau's website is the most efficient way to view and print manual letters and rules, procedure letters and forms. The website also displays links to view and comment on proposed rule changes, state initiatives, child care resources and publications that offer information on best practices in the field of early care and education. The Bureau's website may be viewed at:

<http://jfs.ohio.gov/cdc/childcare.stm>

Owners, administrators, employees and parents are encouraged to visit this site on a regular basis. In the future, our ability to mail information will be even more limited than it is now and use of the available electronic resources will be the most important and effective way to guarantee timely access to licensing information.

The Bureau will soon release an easy way to keep up-to-date on Child Care Notices and Policy Updates. A new Really Simple Syndication (RSS) feed will automatically deliver the latest child care information and updates directly to your desktop or Web browser. Additional details about the RSS feed will be sent to you as soon as possible.

Please review all of the items contained on the enclosed CD and keep them for reference. The information and resources can assist you in the daily operation of your center or Type A home. If you have questions or concerns about any of the items, please contact your licensing specialist or the Office for Children and Families Help Desk at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM Procedure Letters		CCMPL No. 22

Attachment

Reference Guide

CCMPL 21 (JFS 01552 Keys to Compliance Success)

Child Care Manual Procedure Letter No. 21

June 7, 2007

To: All Child Care Manual Holders
From: Helen E. Jones-Kelley, Director
Subject: JFS 01552 Keys to Compliance Success - A Reference Guide for Serious Risk Non-compliance Assessments in Licensed Child Care Centers and Type A Homes

This letter introduces a proposed new reference guide for Ohio's licensed child care centers and licensed type A homes.

JFS 01552 "Keys to Compliance Success" has been developed to assist licensed child care facilities in better understanding the serious risk non-compliances. These keys provide detailed, concise information on those rules or sections of rules which, if not implemented appropriately, would result in a serious risk non-compliance. They have been designed for use by administrators and staff, and copies can be kept in individual classrooms in order to be a quick reference guide.

This form will appear in the Child Care Manual and will be available on the Forms website. It will also be available from licensing specialists in the department's five field offices.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Forms can be located at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The department will notify all licensed centers and type A homes when forms are changed and the date of the change. When forms are obsolete, they should no longer be used. The old version of the form should be removed and replaced with the new one. The use of current forms is necessary in order to be in compliance with child care licensing rules.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM Appendix		JFS 01552

CCM Procedure Letters		CCMPL No. 21
-----------------------	--	--------------

CCMPL 20 (JFS 01577 and JFS 01578 Reference Guides)

Child Care Manual Procedure Letter No. 20

May 22, 2007

TO: ALL CHILD CARE MANUAL HOLDERS
FROM: Helen E. Jones-Kelley, Director
SUBJECT: New Reference Guides for Licensed Child Care Centers and Type A Homes

The department has developed two reference guides that summarize the changes in child care licensing rules that were effective January 1, 2007, and how compliance will be assessed during licensing inspections. These reference guides will be available online in a PDF format. They may be downloaded, printed and copied. These reference guides are intended to be a concise review of the recent rule changes.

JFS 01577 "January 1, 2007 Rule Changes to the Child Care Licensing Rules for Child Care Centers". This is a new form developed to assist child care center staff in identifying changes in the rules that affect their program.

JFS 01578 "January 1, 2007 Rule Changes to the Child Care Licensing Rules for Type A Homes". This is a new form developed to assist type A child care providers in identifying changes in rules that affect their program.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all licensed child care centers and type A homes. A current and updated copy of the manual should be accessible to staff at all times in the center or type A home.

Forms can be located at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The department will notify all licensed centers and type A homes when forms are changed and the date of the change. When forms are obsolete they should no longer be used. The old version of the form should be removed and replaced with the new one. The use of current forms is necessary in order to be in compliance with child care licensing rules.

Please contact the Office for Children and Families, Help Desk at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Procedure Letters		CCM Procedure Letter No. 20

Child Care Manual Appendix		JFS 01577 (1/2007)
		JFS 01578 (1/2007)

CCMPL 19 (Forms for Licensed Child Care Centers and Type A Homes)

Child Care Manual Procedure Letter No. 19

April 2, 2007

TO: ALL CHILD CARE MANUAL HOLDERS

FROM: Helen E. Jones-Kelley, Director

SUBJECT: Form Revisions for Licensed Child Care Centers and Type A Homes

Recent changes in child care licensing rules, effective January 1, 2007, were the result of the department's rule review process that requires all rules to be reviewed at least every five years. Forms that were affected by these rule changes have been revised to meet the new rule requirements. Changes have been made to the prescribed and sample forms referenced in this letter. These forms are to assist providers in meeting the requirements of rules in Chapters 5101:2-12 and 5101:2-13 of the Administrative Code. Effective immediately the prescribed forms that are contained in this letter must be used in child care centers and type A homes.

All of these forms will be available online in a PDF format. They may be downloaded and many of them will be able to be completed electronically. The forms may also be printed, copied and completed by hand. All previous versions of these forms are obsolete and should be removed from the manual.

The following lists prescribed and sample forms that have been amended. Forms that are identified as reference guides are also included.

PRESCRIBED FORMS - These forms must be used by all centers and type A homes in order to comply with the requirements of the child care licensing rules.

JFS 01210 Application for Child Care License has been revised for minor formatting purposes. This form is not available on the internet. Licensing field offices will continue to send providers this form for a new license and at the time of the license renewal process.

JFS 01235 Sleep Position Waiver Statement for Child Care Centers and Type A Homes has been revised to require sleep position instructions and the signature of a physician in order for an infant to be put to sleep in a position other than the required position on the back.

JFS 01247 Compliance Report has been revised to address rule revisions. This is the paper version of the child care center inspection report. Centers may use the information on this form to assess their compliance with licensing rules.

JFS 01250 Plan of Operation for a Child Care Center has been revised to meet the requirements of the rules effective January 1, 2007. This form is required only for applicants seeking to open a child care center.

JFS 01281 Child Care Playground Inspection Report has been revised to specify that the report must be done quarterly. Center administrators must use this form to

complete and record quarterly inspections of playgrounds. This record must be maintained on file for one year.

JFS 01295 Complaint Report has been revised to reflect the correct rule numbers that became effective January 1, 2007. This form is used by department staff when a complaint is received. Child care providers do not need to print or use this form.

JFS 01310 Required Staff/Child Ratios for Child Care Centers has been amended to correct the revision date on the form. March 2006 is the correct date. All content remains the same. Effective January 1, 2007 this form must be posted outside all child care classrooms and areas.

SAMPLE FORMS - Providers may choose to use these forms. These are not required, but the content of the form meets the requirements of the child care licensing rules.

JFS 01225 Routine Trip Permission Form has been revised to meet the requirements of the rules effective January 1, 2007.

JFS 01226 Field Trip Permission Form has been revised to meet the requirements of the rules effective January 1, 2007.

JFS 01227 Permission to Participate in Swimming Activities has been revised to meet the requirements of the rules effective January 1, 2007.

REFERENCE GUIDES - Reference guides present information and suggestions for best practices and procedures. These guides are not to be used in place of rules.

JFS 01209 Type A Home Licensing Information Letter has been revised to reflect the requirements for the rules effective January 1, 2007. This is a letter sent to those interested in obtaining a type A home license. This form is a reference guide.

JFS 01213 Guidelines for Transportation/Field Trip Safety has been revised to reflect the requirements for the rules effective January 1, 2007. This form is a reference guide.

JFS 01219 Child Care Staff Member and Employee Requirements for Rule 25 and Rule 26 has been revised to clarify the information each person at the center is required to have on file and available for review. This form is a reference guide.

JFS 01260 Diaper Changing Instructions for Child Care has been revised to meet the requirements of the rules effective January 1, 2007. This form is a reference guide.

JFS 01267 Transportation/Field Trip Ratio/Second Adult Requirements has been revised to reflect the requirements for the rules effective January 1, 2007. This form is a reference guide.

JFS 01269 Handwashing Procedures for Child Care has been revised to include the requirement for liquid soap and the additional times that handwashing is required for staff and children. This form is a reference guide.

Forms to Obsolete - If a paper copy of the Child Care Manual is maintained, remove these forms from the manual and destroy them. These forms may no longer be used.

JFS 08084 Ohio Employer Tool Kit for Child Care

JFS 01207 Cleaning Requirements for Child Care Centers

JFS 01650 Type B Family Day Care Home Provisional Limited Certificate

JFS 01651 Type B Family Day Care Home Limited Certificate

JFS 01940 First Aid Guide

JFS 01993 Growth Chart

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all licensed child care centers and type A homes. A current and updated copy of the manual should be accessible to staff at all times in the center or type A home.

Forms can be located at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The department will notify all licensed centers and type A homes when forms are changed and the date of the change. When forms are obsolete they should no longer be used. The old version of the form should be removed and replaced with the new one. The use of current forms is necessary in order to be in compliance with child care licensing rules.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Procedure Letters		CCM Procedure Letter No. 19
Child Care Manual Appendix	JFS 01210 (9/2006)	JFS 01210 (rev. 2/2007)
	JFS 01235 (rev. 9/2006)	JFS 01235 (rev. 3/2007)
	JFS 01250 (rev. 9/2006)	JFS 01250 (rev. 1/2007)
		JFS 01281 (1/2007)
	JFS 01295 (rev. 12/2001)	JFS 01295 (rev. 3/2007)
	JFS 01310 (9/2006)	JFS 01310 (rev. 3/2006)
	JFS 01209 (rev. 9/2006)	JFS 01209 (rev. 1/2007)
	JFS 01213 (rev. 9/2006)	JFS 01213 (rev. 1/2007)
	JFS 01219 (rev. 9/2006)	JFS 01219 (rev. 3/2007)

	JFS 01225 (rev. 9/2006)	JFS 01225 (rev. 1/2007)
	JFS 01226 (rev. 9/2006)	JFS 01226 (rev. 1/2007)
	JFS 01227 (rev. 9/2006)	JFS 01227 (rev. 1/2007)
	JFS 01247 (rev. 4/2003)	JFS 01247 (rev. 1/2007)
	JFS 01260 (rev. 9/2006)	JFS 01260 (rev. 1/2007)
	JFS 01267 (rev. 9/2006)	JFS 01267 (rev. 1/2007)
	JFS 01269 (rev. 9/2006)	JFS 01269 (rev. 1/2007)
Obsolete - No Replacement	JFS 01207 (rev. 9/2006)	
	JFS 01650 (Rev.10/1991)	
	JFS 01651 (Rev.10/1991)	
	JFS 01940 (Rev.11/2001)	
	JFS 01993 (rev. 5/2004)	
	JFS 08084 (rev. 4/2002)	

CCMPL 18 (ELI Forms - ARCHIVE)

Child Care Manual Procedure Letter No. 18

March 5, 2007

To: All Child Care Manual Users
From: Helen E. Jones-Kelley, Director
Subject: Early Learning Initiative (ELI) Form Change and New Form for the ELI Overpayment Process

This letter transmits requirements for collecting Early Learning Initiative (ELI) overpayments that occurred when a child received ELI services for which the caretaker was not eligible or when an ELI agency received payment for services for which it was not entitled. When an overpayment has been identified, the Ohio Department of Job and Family Services (ODJFS) will notify the county Department of Job and Family Services (CDJFS) of the dollar amount. The JFS 01157 "Notice to CDJFS of ELI Overpayment" (4/2006) will be issued by ODJFS to the county with state-required sections completed. The county will return the JFS 01157 to ODJFS with county-required sections completed.

ODJFS will use the JFS 01157 to inform counties when an overpayment has been identified. This notification will include attendance records and the amount of the overpayment. Overpayment and recovery procedures must be followed in accordance with Chapter 5101:2-16 of the Administrative Code.

The JFS 01153 "Request By ELI Contracted Agent to Adjust Attendance Data" (rev. 1/2007) has been updated to reflect the department's new mailing address and instructions to the ELI agencies.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by county staff and by certified and licensed child care providers.

Forms can be found at: <http://www.odjfs.state.oh.us/forms/inter.asp>. When forms are obsolete they should no longer be used. The old version of the form should be removed and replaced with the new one. The use of current forms is necessary in order to be in compliance with child care rules.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/ REPLACE
----------	-----------------------------------	--------------------

CCM Procedure Letters		CCM Procedure Letter No. 18
Child Care Manual Appendix	JFS 01153 (12/2005)	JFS 01153 (Rev. 1/2007)
		JFS 01157 (4/2006)

CCMPL 17 (Step Up to Quality and Serious Risk)

Child Care Manual Procedure Letter No. 17

February 8, 2007

TO: ALL CHILD CARE MANUAL HOLDERS
FROM: HELEN E. JONES-KELLEY, DIRECTOR
SUBJECT: New Forms - Step Up to Quality Application and Provider Guide for Serious Risk Rule Noncompliances

The department has recently made Step Up to Quality, a voluntary child care quality rating system, available statewide. Step Up To Quality recognizes early care and education programs that exceed quality benchmarks above minimum health and safety licensing standards. The application form, JFS 01550 "Application for Step Up to Quality Star Rating" is available on the child care website at: <http://www.stepuptoquality.org/> for licensed child care centers who wish to apply for Step Up to Quality.

The JFS 01579 "Provider's Guide - Child Care Licensing, Serious Risk Noncompliances," offers child care providers a tool to assist them in assessing compliance with those licensing requirements that, if violated, present the greatest risk of harm to children. The serious risk rule compliance process was developed in 2006 and implements provisions of HB 11 of the 125th General Assembly. The assessment of serious risk noncompliance is effective January 1, 2007. The JFS 01579 will be available on the department's forms website at: <http://www.odjfs.state.oh.us/forms/inter.asp>.

Please contact the Office for Children and Families (OCF) Help Desk at 1-866-886-3537, option 4 if you have questions regarding this information.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Procedure Letters		CCM Procedure Letter No. 17
Child Care Manual Appendix		JFS 01579 (1/2007)

CCMPL 16 (SB 238 Changes and JFS 01137)

Child Care Manual Procedure Letter No. 16

September 28, 2006

To: All Child Care Manual Users

From: Barbara E. Riley, Director

Subject: Changes in the Ohio Revised Code Governing Publicly Funded Child Care as a Result of SB 238

Recission of Child Care Manual Procedure Letter No. 10

Revised JFS 01137 "Child Care/Healthy Start and Healthy Families Supplement"

As a result of the passage of Amended Substitute SB 238 of the 126th General Assembly, changes have been made to the Revised Code (RC) that affect the publicly funded child care program. A copy of the Act and an analysis of the new legislation is available at: http://www.legislature.state.oh.us/bills.cfm?ID=126_SB_238.

SB 238 is effective on September 21, 2006. The department is revising Administrative Code (OAC) rules in order to comply with the new provisions of statute. These revised rules are expected to be effective January 1, 2007. This procedure letter is being issued to provide instruction and information to state and county staff for implementing the changes in statute prior to the issuance of the amended rules. This letter contains policies and forms that are effective as of the date of this letter.

Provisions of the new law require that the County Department of Job and Family Services (CDJFS) obtain information from the Public Children Service Agency (PCSA) concerning reports of abuse or neglect for applicants for certification as a type B family child care home providers, for other adults residing in the type B applicant's home and for any person designated by the type B applicant to be an emergency or substitute caregiver. JFS 01302 "Request for Child Abuse and Neglect Report Information" is a new form for use by CDJFS staff to request information from the PCSA. This form shall be completed for all of the persons named above as part of the certification or recertification process on or after the date of this letter.

SB 238 also requires the Bureau of Criminal Identification and Investigation (BCII) to determine if an adult residing in a licensed type A home or a certified type B family child care home, or a person who is an applicant for employment in a child care center or type A home has ever been convicted of or pleaded guilty to the offenses of theft, Medicaid fraud or identity fraud. JFS 01328 "Statement of Nonconviction for Child Care Centers, Licensed Type A Homes and Certified Type B Homes" is a new form which replaces the JFS 01301, JFS 01313, and the JFS 01314. This form must be completed by every person who makes an application as an owner, administrator or employee of a child care center or licensed type A home, by every certified type B family home provider, and all persons eighteen years of age and older who reside in a licensed type A or certified type B home, as well as emergency and substitute caregivers, on or after

the date of this letter. On or after the date of this letter this form will be the only nonconviction statement that should be used for all persons required to complete one.

SB 238 also amended the definition of in-home aide by adding a restriction that an in-home aide is the only provider who can be reimbursed for caring for a child in the child's own home. This means that a licensed type A provider or certified type B provider cannot be reimbursed for caring for a child when the provider lives in the same home as the child. This policy change does not affect a caretaker's eligibility for child care benefits.

All cases in which a provider is now caring for a child in the child's home must be reviewed and corrected no later than July 1, 2007. The CDJFS must determine if the provider is an in-home aide. If not, the caretaker and the provider must be notified that the county will discontinue reimbursement on July 1, 2007 for care by this provider in the child's home. Counties are encouraged to provide notice to caretakers and providers well in advance of taking action affecting a provider's status. In addition, families may need assistance to make alternate child care arrangements.

Procedure Letter No. 10

Procedure Letter No. 10, dated April 28, 2004, is rescinded. The department has been unable to implement the process of notification to child care providers as described. Providers will be advised when a new system is developed.

JFS 01137

JFS 01137 has been revised to comply with recent rule changes in the Medicaid program.

If you have any questions regarding this letter, please contact the Bureau of Child Care and Development, Policy and Evaluation Section at (614) 466-7762.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Procedure Letters	Child Care Manual Procedure Letter No. 10	
Child Care Manual Appendix		JFS 01137
		JFS 01302
	JFS 01301 JFS 01313 JFS 01314	JFS 01328
	JFS 01988	

CCM Procedure Letters		CCMPL NO. 16
------------------------------	--	---------------------

CCMPL 15 (Payment Calendar - ARCHIVE)

Child Care Manual Procedure Letter No. 15

April 27, 2006

To: All Child Care Manual Users

From: Barbara E. Riley, Director

Subject: Payment Calendar for Child Care Provider Reimbursement

This letter transmits the state fiscal year (SFY) 2007 payment calendar for the reporting of child care provider reimbursement. Each month shows the designated days that are assigned to that month for the purpose of reporting provider reimbursement to the state's CCIDS/3299 child care data reporting system. Counties are responsible for using this calendar to accurately report provider reimbursement.

This calendar is effective from July 2, 2006 to June 30, 2007.

If you have any questions regarding this letter, please contact the Bureau of Child Care and Development, County Monitoring and Technical Assistance Section at (614) 466-3822.

Attachment

[Click here to view the State Fiscal Year \(SFY\) 2007 payment Calendar.](#)

CCMPL 14 (Hurricane Katrina - ARCHIVE)

Child Care Manual Procedure Letter No. 14

September 14, 2005

To: All Child Care Manual Users
From: Barbara E. Riley, Director
Subject: Waiver of Child Care Eligibility Requirements for Evacuees from Hurricane Katrina

Families who have evacuated from areas affected by Hurricane Katrina may be eligible for child care benefits. The federal Administration for Children and Families has issued a guidance document that directs states to use the flexibility of the Child Care and Development Fund (CCDF) to provide child care assistance to families affected by federal or state declared emergency situations. In addition, Governor Taft has issued an Executive Order authorizing the department to take action that will assist families affected by Hurricane Katrina in meeting their needs for child care and other services.

Evacuees are individuals who have left a location in Alabama, Louisiana or Mississippi that has been affected by Hurricane Katrina. The affected areas include:

Alabama

Baldwin, Clarke, Choctaw, Mobile, Sumter, and Washington Counties

Louisiana

The parishes of Acadia, Ascension, Assumption, Calcasieu, Cameron, East Baton Rouge, East Feliciana, Iberia, Iberville, Jefferson, Jefferson Davis, Lafayette, Lafourche, Livingston, Orleans, Pointe Coupee, Plaquemines, St. Bernard, St. Charles, St. Helena, St. James, St. John, St. Mary, St. Martin, St. Tammany, Tangipahoa, Terrebonne, Vermilion, Washington, West Baton Rouge, and West Feliciana

Mississippi

Adams, Amite, Attala, Chickasaw, Choctaw, Claiborne, Clarke, Clay, Copiah, Covington, Forrest, Franklin, George, Greene, Hancock, Harrison, Hinds, Itawamba, Jackson, Jasper, Jefferson, Jefferson Davis, Jones, Kemper, Lamar, Lauderdale, Lawrence, Leake, Lee, Lincoln, Lowndes, Madison, Marion, Monroe, Neshoba, Newton, Noxubee, Oktibbeha, Pearl River, Perry, Pike, Rankin, Scott, Simpson, Smith, Stone, Walthall, Warren, Wayne, Webster, Wilkinson, and Winston Counties

For CDJFS Staff:

Evacuees will be eligible for protective child care as described in paragraph (P)(2) of OAC rule 5101:2-16-30 Program Eligibility Requirements for Publicly Funded Child Care Benefits. Protective child care allows for eligibility without regard to the income of the caretaker. Katrina evacuees will be considered homeless for purposes of eligibility and the ninety day limitation for eligibility is waived. The family may be eligible for protective child care for up to six months.

Funds received by an evacuee from sources such as an emergency relief agency, from a state or federal aid program or from Ohio's Temporary Assistance for Needy Families (TANF) program will be disregarded. The CDJFS should accept any verification that is available from the family; however in the absence of available verification, the CDJFS shall accept self-declaration as verification.

The requirement that a caretaker be engaged in employment, training or education can be met for up to six months by activities that the caretaker is engaged in that will stabilize the family's living situation.

For Child Care Providers:

Evacuees will likely not have health records for their children. Therefore, the child health information required by OAC rules 5101:2-12-37, 5101:2-13-37 and 5101:2-14-26 governing licensed child care facilities and certified type B homes, that requires verification of immunizations is waived for ninety days. The Ohio Department of Health has supplied the attached form to be used by child care providers to document the absence of an immunization record for children coming from the hurricane affected areas. The caretaker should complete all enrollment information and child health record data with as much information as possible. Children should be observed for communicable diseases daily upon arrival. Admittance, observation and discharge policies regarding communicable diseases should be followed. (OAC rules 5101:2-12-33, 5101:2-13-33 and 5101:2-14-30).

Children are not eligible for Early Learning Initiative (ELI) services unless all the eligibility requirements of that program are met.

The department is required to track child care benefits authorized to evacuees of Hurricane Katrina. CCIDS/3299 will incorporate tracking by creating codes specific to families determined eligible for child care services due to evacuee status. Further information on CCIDS/3299 data entry will be issued via separate instruction.

If you have any questions regarding this letter, please contact the Bureau of Child Care and Development, County Monitoring and Technical Assistance Section at (614) 466-3822.

Attachment

Click [here](#) to view the Emergency Provisional Enrollment for Victims of Hurricane Katrina.

CCMPL 12 (July 1, 2005 Rule Changes - ARCHIVE)

Child Care Manual Procedure Letter No. 12

July 11, 2005

To: All Child Care Manual Users
From: Barbara E. Riley, Director
Subject: Implementation of July 1, 2005 Rule Changes

Rule changes contained in Child Care Manual Transmittal Letters No. 64 and No. 65 were effective on July 1, 2005, following the finalization of the state's two-year biennium budget process and the emergency filing of the rules. County Departments of Job and Family Services (CDJFS) received advance copies of these transmittals on July 1, 2005. ORC section 5104.40 states that the CDJFS will be responsible for implementing child care rules thirty days after the effective date or thirty days after the CDJFS receives notice of the rules.

It is the expectation of the department that the CDJFS will implement the emergency rules as soon as possible in order that:

- increases in family income eligibility levels can be effective
- authorization of ELI services can be effective, and
- child care providers can receive the new reimbursement rates for services provided on or after July 1, 2005.

If it is necessary to amend contracts for provider services, the CDJFS may need to consult with county officials, such as the county prosecutor, auditor or commissioners, in order to allow payment of appropriate agreed upon rates effective July 1, 2005. Counties still need to verify that the rates they are negotiating are the lowest of the provider's customary charge to the public, a negotiated rate or the reimbursement rates listed in Appendix A of rule 5101:2-16-41 and abide by payment methodology outlined in this same rule.

During the department's future monitoring and auditing procedures, consideration will be given to the date the county implemented the revisions which will be no later than 30 days after July 1, 2005 according to ORC section 5104.40. Additional criteria to be used will be the applicable contract and amendments, the impact of these rule changes and the documentation of CDJFS actions to reconcile and correct any errors. The department recommends that the CDJFS maintain detailed records for all payments to support any necessary reconciliation to statutory payment rates at a later date. In situations where non-compliance is unavoidable, any costs that are questioned would be accompanied by the identification of the cause of the non-compliance. In this circumstance, the cause would be an immediate change in state rules that could not be implemented timely by CDJFS.

The department is prepared to offer technical assistance in order to support county staff in meeting the terms of the new rules and the statutory language. If you have any

questions concerning this procedure letter, please contact the Bureau of Child Care and Development, Monitoring and Technical Assistance Section at 614-466-3822.

CCMPL 11 (Termination of Head Start Plus - ARCHIVE)

Child Care Manual Procedure Letter No. 11

May 27, 2005

To: All Child Care Manual Users
From: China L. Widener, Chief of Staff
Subject: Notice to Families Being Terminated from Title IV-A Head Start Plus and Title IV-A Head Start Programs

The statutes authorizing the Title IV-A Head Start Plus and Title IV-A Head Start part-time programs will be repealed on July 1, 2005. The programs will end on June 30, 2005. In most counties, these programs will be replaced by a new program, the Early Learning Initiative (ELI), which will begin July 1, 2005. Like the programs it is replacing, ELI will serve three and four year olds with child care and educational services in order to prepare them to enter kindergarten.

Included in this procedure letter is the JFS 01477 "Notice About Your Title IV-A Head Start (Child Care) Benefits" that county departments of Job and Family Services (CDJFS) must send to each family who has a child in a Title IV-A Head Start Plus or Title IV-A Head Start part-time program to advise them of the termination of Title IV-A Head Start programs. The JFS 01477 advises families of their state hearing rights due to the termination of Title IV-A Head Start services. **This notice must be mailed or personally delivered to each family no later than June 15, 2005.**

CDJFS must send two copies of the JFS 01477 to each family currently receiving Title IV-A Head Start services so that if they choose, they can use one to request a county conference or state hearing and keep one copy for their records. In addition, the CDJFS may send their own correspondence to families with more specific information on transitioning to ELI.

A list of ELI agencies and providers in Excel format can be viewed and downloaded at: <http://innerweb/cdc/index.shtml>. This list will be updated periodically and a revision date will show the date of change.

The JFS 01477 will become obsolete on August 1, 2005, without further notice.

JFS 01477 Notice About Your Title IV - A Head Start (Child Care) Benefits

CCMPL 10 (Information Distribution - ARCHIVE)

Child Care Manual Procedure Letter No. 10

April 28, 2004

TO: All Child Care Manual Holders
FROM: Thomas J. Hayes, Director
SUBJECT: Distribution of Child Care Program Information

This letter explains our paper transmittal reduction plan that will reduce, but not eliminate, the number of paper transmittals and their attachments that are distributed. In conjunction with an agency-wide change in the method for distribution of rules and other hard-copy publications, the Bureau of Child Care and Development will no longer automatically issue hard-copies of final rules and forms to child care providers. In addition to the department's initiative, recent changes in legislation have amended Ohio Revised Code 5104.011(J) to require that the department provide copies of adopted rules to each licensee prior to the effective date of the rule in either paper or electronic form. This policy has already been implemented for non-providers who are holders of the Child Care Manual.

We will transition into the new plan between now and July 1, 2004. During this period of transition, providers will be asked to complete the attached form to select the format in which they wish to receive future program updates relating to the licensing of child care centers and Type A Homes.

Providers will only receive the applicable program updates. Format options are explained below.

Option 1, Standard Distribution. This option is for providers who have Internet access and is the most efficient method of distribution. Providers will receive e-mail notification of program updates during the week that they are published. The e-mail will include links to the electronic manuals and to the Legal/Policy Central Calendar. The Legal/Policy Central Calendar provides a daily list of handbook and/or transmittal letter issuances with links to the electronic manuals site and to printer-friendly (Acrobat) versions of the documents. Electronic notices will normally be received within 5 business days of the director's signature.

Visit the Legal/Policy Central Calendar site at: <http://www.odjfs.state.oh.us/lpc/calendar/> and the Electronic Manuals site at: <http://emanuals.odjfs.state.oh.us/emanuals/family/CCM/>.

Option 2, Paper Distribution. This is the current system used for paper distributions and is for providers who do not have Internet access. Providers will receive paper notices, i.e., CCMTLs and CCMPLs, of applicable program updates which will be limited to a summary of the changes to rules, handbooks and/or policies without attachments. Paper notices will normally be received within 10-15 business days of the director's signature. Providers wanting the complete program update (paper notice with attachments) will have to request that information using the JFS 03400 "Service Provider Update Request Form" which will be included in the transmittal letter notice.

To select the format in which you wish to receive child care program updates, complete and submit one copy of the attached JFS 01988 "Registration for Child Care Program Updates" by **June 1, 2004**. A copy of the form should be filed in the Appendix section of the Child Care Manual for future reference if updates to the registration are needed.

For questions about this letter, please contact the Child Care Licensing Section at (614) 466-3822.

CCMPL 8 (Head Start Transition ODE to ODJFS - ARCHIVE)

Child Care Manual Procedure Letter No. 8

August 8, 2003

TO: All Child Care Manual Users

FROM: Thomas J. Hayes, Director

SUBJECT: Transition of Child Care Programs from the Ohio Department of Education (ODE) to the Ohio Department of Job and Family Services (ODJFS)

As you are aware, as a result of HB 95, the licensing responsibilities for Head Start child care programs will be transferred to the jurisdiction of the Ohio Department of Job and Family Services effective September 1, 2003. Regular licensing inspections will begin as of that date, as will complaint investigations if needed.

In order to facilitate an effective transition, all Head Start programs are asked to provide the following information to the department by **August 20, 2003**:

- **center name;**
- **address, including zip code;**
- **county where the center is located;**
- **the name of the administrator;**
- **license expiration date.**

This verification will assure accurate and complete information for the ODJFS data entry project to support timely notification to Head Start centers of future inspections as they become due. This information should be sent to the attention of the Head Start Transition Project: by fax: (614) 728-6803, e-mail to smithk03@odjfs.state.oh.us, or mail to Child Care Licensing, Bureau of Child Care and Development, 255 East Main Street, Third Floor, Columbus, OH 43215.

The following licensing procedures will be implemented immediately:

- ODJFS licensing staff will be in contact with all Grantees to verify all child care programs in their respective counties in order to assign the center's six digit ODJFS file number, and indicate the assigned ODJFS specialist.
- Centers needing to be initially licensed (new centers) either before or during the first week of September 2003 need to continue pursuing completion of their licensing process with ODE, in order to be transferred to ODJFS with licensure in place.
- Centers whose license expiration date falls within the months of September 2003 and October 2003 and who do not already have their ODJFS renewal application packet for processing need to contact the Head Start Transition Project right away to assure receipt of the necessary forms. The ODJFS Field Office, serving the county in which the program is located, will contact you to arrange for a renewal on-site as soon as possible.

- Programs whose license expiration date falls within the months of November 2003 through March of 2004 can expect to receive their renewal application packet during the month of October 2003.

The following is the procedure for implementation of ODJFS forms:

In order to provide for a transition period, Head Start forms for existing programs will be accepted in lieu of ODJFS forms until September 2004 with the exception of the forms listed below. Programs are encouraged to begin utilizing ODJFS forms as soon as possible, and will be provided technical assistance during regular on-site visits. Full implementation of all ODJFS forms is expected no later than September 1, 2004.

The following forms must be utilized beginning September 1, 2003:

JFS 01299 "Incident/Injury Report", JFS 01306 "Employee Record Chart", JFS 01235 "Sleep Position Waiver" (if applicable), JFS 01244 "First Aid Supplies List", and JFS 01250 "Center Plan of Operation" (only for newly opening centers).

Enclosed you will find a copy of JFS 01306 "Employee Record Chart (ERC)". This form is used to track center staffing and employee requirements. You will want to become familiar with use of this form as a means of keeping staffing information available for ODJFS. Also enclosed are the JFS 01244 "First Aid Supplies List" and the JFS 01299 "Incident/Injury Report" for reference.

The following are rules which should be noted because they are recent rules which contain upcoming deadline dates for compliance:

OAC Rule 5101:2-12-27 Training in First Aid/ CPR/Management of Communicable Disease and Child Abuse Prevention contains an in-service training deadline to have one staff trained in Cardio Pulmonary Resuscitation (CPR) to be on the center premises during all hours of program operation no later than October 1, 2003.

OAC Rule 5101:2-12-18 Transportation/Field Trip Safety contains a deadline for meeting the center vehicle inspection requirement no later than April 1, 2004.

On behalf of the Bureau of Child Care and Development and the Child Care Licensing Section, we wish the Head Start programs a warm welcome and look forward to our work together. Please feel free to contact the Child Care Licensing Section at (614) 466-3822. Please also visit the ODJFS Child Care Website at <http://www.state.oh.us/odjfs/cdc/> for additional resources.

CCMPL 7 (Child Care for Non-Ohio Resident Military)

Child Care Manual Procedure Letter No. 7

February 27, 2003

TO: All Child Care Manual Holders

FROM: Thomas J. Hayes, Director

SUBJECT: Provisional Child Care Benefits for Non-Ohio Resident Military Personnel

Effective on the date above, this letter establishes the procedure for determining eligibility when a non-Ohio resident is called to active military duty and the child's substitute caretaker resides in Ohio and is in need of child care due to employment, training and/or education activities.

For families in this circumstance, eligibility will be determined using the deployed caretaker's income for a six month period beginning with the date of the caretaker's departure to active military duty. This will allow time for families to establish sending military pay into the home of the child's substitute caretaker.

In recognition of the current military activities, the following waiver to the current child care policy will support children and families faced with financial, emotional and parental disruption during a period of war:

The procedure is as follows:

1. Document the need for child care, based on the substitute caretaker's employment, training and/or education activities. Child care benefits will be established, based on the needs of the substitute caretaker's schedule. The eligibility determiner shall require the substitute caretaker to complete a JFS 01138, "Application for Child Care Benefits".
2. Authorize benefits based upon the verified income of the deployed caretaker at the time of the caretaker's departure to active military duty. Income shall not exceed 150 % FPL.
3. Child care benefits, based on the deployed caretaker's income and the substitute caretaker's need, will be authorized for a six month period beginning on the date of the caretaker's departure and the child's first date of residence with the substitute caretaker.
4. If the substitute caretaker continues to need child care services beyond this six month waiver period, the eligibility determiner shall require the substitute caretaker to complete a JFS 01138, "Application for Child Care Benefits" and the eligibility determiner will base program eligibility on the substitute caregiver's information.
5. When the caretaker parent that left for active military duty returns, the case must be closed, or scheduled for review or redetermination, whichever is appropriate.
6. Counties will be required to flag the case for review at the end of the six month waiver period and make any changes to the case based on income and family composition.

Considering the current child care funding concerns, this waiver to rule 5101:2-16-39 will only be provided to non-Ohio caretakers who would have been income eligible for subsidized child care had they resided in Ohio. The family must be disrupted as a direct result of the caretaker being called to active military duty and deployed to a location that requires the caretaker to live outside of the home. There must be a documented need for child care services because of employment, education or training activities of the substitute caretaker.

This waiver is not available for a caretaker who voluntarily enlists in the military or who voluntarily changes their military status from reserve to active duty.

This policy will be in place until such time a directive is sent to all CDJFS to stop allowing the waiver procedures for the child care program.

Child Care Procedure Letter No. 6 remains in effect, in addition to this procedure. If you have any questions regarding these procedures, please contact County Technical Support at (614) 466-7762.

CCMPL 6 (Co-Payment for Active Military Duty)

Child Care Manual Procedure Letter No. 6

January 15, 2002

TO: All Child Care Manual Holders
FROM: Thomas J. Hayes, Director
SUBJECT: Waiver OF Copayment Increase for Active Military Duty

This letter establishes the procedure for waiving an increase in the copayment when a caretaker parent is receiving subsidized child care services, is called to active military duty as a result of "Operation Enduring Freedom" and the child's substitute caretaker is in need of child care due to employment, training and/or education activities.

For families in this circumstance, eligibility will continue for a six month period, with the copayment remaining at the amount in place at the time of the caretaker parent's departure to active military duty. This will allow time for families to establish sending military pay home to the child's substitute caretaker. This will also allow continuity of care for a child during an otherwise turbulent time.

In recognition of the events that occurred on September 11, 2001, and subsequent military activities, the following waiver to the current child care policy will support consistency to children and families faced with financial, emotional and parental disruption during a period of war:

The procedure is as follows:

1. Document the continuing need for child care, based on the substitute caretaker's employment, training and/or education activities. Child care benefits will be continued, based on the needs of the substitute caretaker's schedule.
2. Authorize the copayment to remain at the amount in place at the time of the caretaker parent's departure to active military duty.
3. The copayment will remain unchanged for a six month waiver period beginning on the date of the caretaker parent's departure from the home.
4. If a redetermination is due during this six month waiver period, the eligibility determiner shall require the substitute caretaker to complete a JFS 01138, "Application for Child Care Benefits" and the eligibility determiner will make any necessary changes in the family's information, except for the amount of the copayment.
5. When the caretaker parent that left for active military duty returns, the case must be scheduled for review or redetermination, whichever is appropriate.
6. Counties will be required to flag the case for review at the end of the six month waiver period and make any changes to the copayment based on income and family composition.

Counties will review any child care case that may qualify for this exception beginning on September 11, 2001 and determine eligibility.

Considering the current child care funding concerns, this waiver to rule 5101:2-16-39 will only be provided to a parent who was enlisted as of September 11, 2001 and is currently receiving subsidized child care. The family must be disrupted as a direct result of the parent being called to active military duty under "Operation Enduring Freedom," and deployed to a location that requires the caretaker parent to live outside of the home. There must be a documented need for child care services because of employment, education or training activities of the substitute caretaker.

This waiver is not available for a caretaker who voluntarily enlists in the military or who voluntarily changes their military status from reserve to active duty.

This policy will be in place until the end of "Operation Enduring Freedom," at which time a directive will be sent to all CDJFS to stop allowing the waiver procedures for the child care program.

If you have any questions regarding these procedures, please contact County Technical Support at (614) 466-7762.

CCMPL 5 (Eligibility, Co-Payment and Reimbursement)

Child Care Manual Procedure Letter No. 5

September 29, 1999

TO: All Child Care Manual Users
FROM: Jacqueline Romer-Sensky, Director
SUBJECT: Procedures Regarding Child Care Eligibility, Copayments and Provider Reimbursement

This letter establishes procedures regarding child care eligibility, copayments and provider reimbursement, effective September 29, 1999, due to the implementation of Am. Sub. H.B. 283.

1. Pursuant to sections 5104.34 and 5104.38 of the Revised Code, families who are determined eligible on or after September 29, 1999, shall be given a twelve month eligibility period, and their copayment shall be assessed using the new copayment table contained in this procedure letter. Redeterminations shall occur every twelve months, and the copayment shall be in effect for the family's entire twelve-month eligibility period unless the recipient reports a change in family income, family size, or both, resulting in a reduction to the family copayment, or the family ceases to be eligible for child care benefits.
2. Pursuant to sections 5104.34 and 5104.38 of the Revised Code, families who were determined eligible before September 29, 1999, shall be redetermined no later than the end of their current six month eligibility period. Families shall be given a twelve month eligibility period at the time of redetermination, providing they are eligible for child care benefits, and their copayment shall be assessed using the new copayment table. Redeterminations shall occur every twelve months, and the copayment shall be in effect for the family's entire twelve-month eligibility period unless the recipient reports a change resulting in a reduction to the copayment, or the family ceases to be eligible for child care benefits.

The new copayment table reduces the maximum fee from three children in care to two children in care. All families with more than two children in care will be required to pay a copayment for only two children.

3. Pursuant to section 5104.30 of the Revised Code, the CDHS shall pay eligible type B home providers with limited certification, a reimbursement rate that is the greater of the rate that was in effect for the home on October 1, 1997, or seventy-five per cent of the reimbursement ceiling for type B home providers with professional certification.
4. Pursuant to section 5104.32 of the Revised Code, for each six-month period that a provider provides care to a child, the CDHS shall reimburse the provider up to ten absentee days. At the option of the CDHS, it may reimburse a provider a greater number of absentee days, when the provider would have provided care had the child been present.

This CCMPL transmits information regarding changes in statute that become effective September 29, 1999. While these procedures have yet to be promulgated in rule, ODHS recognizes that the Ohio Revised Code takes precedence over provisions in the Ohio Administrative Code. This information is being provided while the Department follows the regular rule making process in order for CDHSs to comply with the full intent of the legislation cited above. If you have any questions regarding these procedures, please contact County Technical Support at (614) 466-7762.

MONTHLY FAMILY PER CHILD IN CARE FEE TABLE:

FAM	MAX FEE \$0	MAX FEE \$0	MAX FEE \$2	MAX FEE \$4	MAX FEE \$4	MAX FEE \$8
SIZE	PER CHILD \$0	PER CHILD \$0	PER CHILD \$1	PER CHILD \$2	PER CHILD \$2	PER CHILD \$4
2	\$0 - \$88	\$89 - \$133	\$134 - \$177	\$178 - \$221	\$222 - \$265	\$266 - \$309
3	\$0 - \$111	\$112 - \$167	\$168 - \$222	\$223 - \$278	\$279 - \$333	\$334 - \$389
4	\$0 - \$134	\$135 - \$201	\$202 - \$268	\$269 - \$334	\$335 - \$401	\$402 - \$468
5	\$0 - \$156	\$157 - \$235	\$236 - \$313	\$314 - \$391	\$392 - \$469	\$470 - \$547
6	\$0 - \$179	\$180 - \$269	\$270 - \$358	\$359 - \$448	\$449 - \$537	\$538 - \$627
7	\$0 - \$202	\$203 - \$303	\$304 - \$404	\$405 - \$504	\$505 - \$605	\$606 - \$706
8	\$0 - \$224	\$225 - \$337	\$338 - \$449	\$450 - \$561	\$562 - \$673	\$674 - \$785
9	\$0 - \$247	\$248 - \$371	\$372 - \$494	\$495 - \$618	\$619 - \$741	\$742 - \$865
10	\$0 - \$270	\$271 - \$406	\$406 - \$640	\$541 - \$674	\$675 - \$809	\$810 - \$944
11	\$0 - \$292	\$293 - \$439	\$440 - \$585	\$586 - \$731	\$732 - \$877	\$878 - \$1,023
12	\$0 - \$315	\$316 -	\$474 -	\$631 -	\$789 - \$945	\$946 -

		\$473	\$630	\$788		\$1,103
13	\$0 - \$338	\$339 - \$507	\$508 - \$676	\$677 - \$844	\$845 - \$1,013	\$1,014 - \$1,182
14	\$0 - \$360	\$361 - \$541	\$542 - \$721	\$722 - \$901	\$902 - \$1,081	\$1,082 - \$1,261
15	\$0 - \$383	\$384 - \$575	\$676 - \$766	\$767 - \$958	\$959 - \$1,149	\$1,150 - \$1,341
FAM	MAX FEE \$10	MAX FEE \$12	MAX FEE \$16	MAX FEE \$20	MAX FEE \$24	MAX FEE \$28
SIZE	PER CHILD \$5	PER CHILD \$6	PER CHILD \$8	PER CHILD \$10	PER CHILD \$12	PER CHILD \$14
2	\$310 - \$364	\$355 - \$398	\$399 - \$442	\$443 - \$486	\$487 - \$531	\$532 - \$575
3	\$390 - \$444	\$445 - \$500	\$501 - \$555	\$556 - \$611	\$612 - \$666	\$667 - \$722
4	\$469 - \$535	\$536 - \$602	\$603 - \$669	\$670 - \$736	\$737 - \$803	\$804 - \$869
5	\$548 - \$626	\$627 - \$704	\$705 - \$782	\$783 - \$860	\$861 - \$939	\$940 - \$1,017
6	\$628 - \$716	\$717 - \$806	\$807 - \$895	\$896 - \$985	\$986 - \$1,075	\$1,076 - \$1,164
7	\$707 - \$807	\$808 - \$908	\$909 - \$1,009	\$1,010 - \$1,110	\$1,111 - \$1,211	\$1,212 - \$1,311
8	\$786 - \$898	\$899 - \$1,010	\$1,011 - \$1,122	\$1,123 - \$1,234	\$1,235 - \$1,347	\$1,348 - \$1,459
9	\$866 - \$988	\$989 - \$1,112	\$1,113 - \$1,235	\$1,236 - \$1,359	\$1,360 - \$1,482	\$1,483 - \$1,606
10	\$945 - \$1,079	\$1,080 - \$1,214	\$1,215 - \$1,349	\$1,350 - \$1,484	\$1,485 - \$1,619	\$1,620 - \$1,753
11	\$1,024 - \$1,170	\$1,171 - \$1,316	\$1,317 - \$1,462	\$1,463 - \$1,608	\$1,609 - \$1,755	\$1,756 - \$1,901

12	\$1,104 - \$1,260	\$1,261 - \$1,418	\$1,419 - \$1,575	\$1,576 - \$1,733	\$1,734 - \$1,891	\$1,892 - \$2,048
13	\$1,183 - \$1,351	\$1,352 - \$1,520	\$1,521 - \$1,689	\$1,690 - \$1,858	\$1,859 - \$2,027	\$2,028 - \$2,195
14	\$1,262 - \$1,442	\$1,443 - \$1,622	\$1,623 - \$1,802	\$1,803 - \$1,982	\$1,983 - \$2,163	\$2,164 - \$2,343
15	\$1,342 - \$1,532	1,533 - \$1,724	\$1,725 - \$1,915	\$1,916 - \$2,107	\$2,108 - \$2,298	\$2,299 - \$2,490
FAM	MAX FEE \$32	MAX FEE \$38	MAX FEE \$44	MAX FEE \$50	MAX FEE \$56	MAX FEE \$64
SIZE	PER CHILD \$16	PER CHILD \$19	PER CHILD \$22	PER CHILD \$25	PER CHILD \$28	PER CHILD \$32
2	\$576 - \$619	\$620 - \$663	\$664 - \$707	\$708 - \$752	\$753 - \$796	\$797 - \$840
3	\$723 - \$778	\$779 - \$833	\$834 - \$889	\$890 - \$944	\$945 - \$1,000	\$1,001 - \$1,055
4	\$870 - \$936	\$937 - \$1,003	\$1,004 - \$1,070	\$1,071 - \$1,137	\$1,138 - \$1,204	\$1,205 - \$1,271
5	\$1,018 - \$1,095	\$1,096 - \$1,173	\$1,174 - \$1,251	\$1,252 - \$1,330	\$1,331 - \$1,408	\$1,409 - \$1,486
6	\$1,165 - \$1,264	\$1,255 - \$1,343	\$1,344 - \$1,433	\$1,434 - \$1,522	\$1,523 - \$1,612	\$1,613 - \$1,701
7	\$1,312 - \$1,412	\$1,413 - \$1,513	\$1,514 - \$1,614	\$1,615 - \$1,715	\$1,716 - \$1,816	\$1,817 - \$1,917
8	\$1,460 - \$1,571	\$1,572 - \$1,683	\$1,684 - \$1,795	\$1,796 - \$1,908	\$1,909 - \$2,020	\$2,021 - \$2,132
9	\$1,607 - \$1,730	\$1,731 - \$1,853	\$1,854 - \$1,977	\$1,978 - \$2,100	\$2,101 - \$2,224	\$2,225 - \$2,347
10	\$1,754 - \$1,888	\$1,889 - \$2,023	\$2,024 - \$2,158	\$2,159 - \$2,293	\$2,294 - \$2,428	\$2,429 - \$2,563
11	\$1,902 - \$2,047	\$2,048 - \$2,193	\$2,194 - \$2,339	\$2,340 - \$2,486	\$2,487 - \$2,632	\$2,633 - \$2,778

12	\$2,049 - \$2,206	\$2,207 - \$2,363	\$2,364 - \$2,521	\$2,522 - \$2,678	\$2,679 - \$2,836	\$2,837 - \$2,993
13	\$2,196 - \$2,364	\$2,365 - \$2,533	\$2,534 - \$2,702	\$2,703 - \$2,871	\$2,872 - \$3,040	\$3,041 - \$3,209
14	\$2,344 - \$2,523	\$2,524 - \$2,703	\$2,704 - \$2,883	\$2,884 - \$3,064	\$3,065 - \$3,244	\$3,245 - \$3,424
15	\$2,491 - \$2,682	\$2,683 - \$2,873	\$2,874 - \$3,065	\$3,066 - \$3,256	\$3,257 - \$3,448	\$3,449 - \$3,639
FAM	MAX FEE \$70	MAX FEE \$78	MAX FEE \$86	MAX FEE \$94	MAX FEE \$102	MAX FEE \$112
SIZE	PER CHILD \$35	PER CHILD \$39	PER CHILD \$43	PER CHILD \$47	PER CHILD \$51	PER CHILD \$56
2	\$841 - \$884	\$885 - \$928	\$929 - \$973	\$974 - \$1,017	\$1,018 - \$1,061	\$1,062 - \$1,105
3	\$1,056 - \$1,111	\$1,112 - \$1,166	\$1,167 - \$1,222	\$1,223 - \$1,277	\$1,278 - \$1,333	\$1,334 - \$1,389
4	\$1,272 - \$1,338	\$1,339 - \$1,404	\$1,405 - \$1,471	\$1,472 - \$1,538	\$1,539 - \$1,605	\$1,606 - \$1,672
5	\$1,487 - \$1,564	\$1,566 - \$1,642	\$1,643 - \$1,721	\$1,722 - \$1,799	\$1,800 - \$1,877	\$1,878 - \$1,955
6	\$1,702 - \$1,791	\$1,792 - \$1,880	\$1,881 - \$1,970	\$1,971 - \$2,059	\$2,060 - \$2,149	\$2,160 - \$2,239
7	\$1,918 - \$2,018	\$2,019 - \$2,9118	\$2,119 - \$2,219	\$2,220 - \$2,320	\$2,321 - \$2,421	\$2,422 - \$2,522
8	\$2,133 - \$2,244	\$2,245 - \$2,356	\$2,357 - \$2,469	\$2,470 - \$2,581	\$2,582 - \$2,693	\$2,694 - \$2,805
9	\$2,348 - \$2,471	\$2,472 - \$2,694	\$2,695 - \$2,718	\$2,719 - \$2,841	\$2,842 - \$2,965	\$2,966 - \$3,089
10	\$2,564 - \$2,698	\$2,699 - \$2,832	\$2,833 - \$2,967	\$2,968 - \$3,102	\$3,103 - \$3,237	\$3,238 - \$3,372
11	\$2,779 - \$2,924	\$2,925 - \$3,070	\$3,071 - \$3,217	\$3,218 - \$3,363	\$3,364 - \$3,509	\$3,510 - \$3,655

12	\$2,994 - \$3,161	\$3,152 - \$3,308	\$3,309 - \$3,466	\$3,467 - \$3,623	\$3,624 - \$3,781	\$3,782 - \$3,939
13	\$3,210 - \$3,378	\$3,379 - \$3,646	\$3,547 - \$3,715	\$3,716 - \$3,884	\$3,885 - \$4,053	\$4,054 - \$4,222
14	\$39425 - \$3,604	\$3,605 - \$3,784	\$3,785 - \$3,965	\$3,966 - \$4,145	\$4,146 - \$4,325	\$4,326 - \$4,505
15	\$3,640 - \$3,831	\$3,832 - \$4,022	\$4,023 - \$4,214	\$4,215 - \$4,405	\$4,406 - \$4,697	\$4,698 - \$4,789
FAM	MAX FEE \$122	MAX FEE \$132	MAX FEE \$142	MAX FEE \$152	MAX FEE \$160	MAX FEE \$166
SIZE	PER CHILD \$61	PER CHILD \$66	PER CHILD \$71	PER CHILD \$76	PER CHILD \$80	PER CHILD \$83
2	\$1,106 - \$1,149	\$1,150 - \$1,195	\$1,195 - \$1,238	\$1,239 - \$1,282	\$1,283 - \$1,326	\$1,327 - \$1,370
3	\$1,390 - \$1,444	\$1,445 - \$1,500	\$1,501 - \$1,555	\$1,556 - \$1,611	\$1,612 - \$1,666	\$1,667 - \$1,722
4	\$1,673 - \$1,739	\$1,740 - \$1,806	\$1,807 - \$1,873	\$1,874 - \$1,939	\$1,940 - \$2,006	\$2,007 - \$2,073
5	\$1,956 - \$2,033	\$2,034 - \$2,112	\$2,113 - \$2,190	\$2,191 - \$2,268	\$2,269 - \$2,346	\$2,347 - \$2,424
6	\$2,240 - \$2,328	\$2,329 - \$2,418	\$2,419 - \$2,507	\$2,508 - \$2,697	\$2,698 - \$2,686	\$2,687 - \$2,776
7	\$2,523 - \$2,623	\$2,624 - \$2,724	\$2,725 - \$2,825	\$2,826 - \$2,925	\$2,926 - \$39026	\$3,027 - \$3,127
8	\$2,806 - \$2,917	\$2,918 - \$3,030	\$3,031 - \$3,142	\$3,143 - \$3,254	\$3,255 - \$3,366	\$3,367 - \$3,478
9	\$3,090 - \$3,212	\$3,213 - \$3,336	\$3,337 - \$3,459	\$3,460 - \$3,583	\$3,584 - \$3,706	\$3,707 - \$3,830
10	\$3,373 - \$3,507	\$3,508 - \$3,642	\$3,643 - \$3,777	\$3,778 - \$3,911	\$3,912 - \$4,046	\$4,047 - \$4,18,
11	\$3,656 - \$3,801	\$3,802 - \$3,948	\$3,949 - \$4,094	\$4,095 - \$4,240	\$4,241 - \$4,386	\$4,387 - \$4,532

12	\$3,940 - \$4,096	\$4,097 - \$4,264	\$4,255 - \$4,411	\$4,412 - \$4,569	\$4,570 - \$4,726	\$4,727 - \$4,884
13	\$4,223 - \$4,391	\$4,392 - \$4,660	\$4,511 - \$4,729	\$4,730 - \$4,897	\$4,898 - \$5,066	\$5,067 - \$5,235
14	\$4,506 - \$4,685	\$4,686 - \$4,866	\$4,867 - \$5,046	\$6,047 - \$5,226	\$5,227 - \$5,406	\$5,407 - \$5,586
15	\$4,790 - \$4,980	\$4,981 - \$5,172	\$5,173 - \$5,363	\$5,364 - \$5,555	\$5,556 - \$5,746	\$5,747 - \$5,938
FAM	MAX FEE \$172	MAX FEE \$176	MAX FEE \$182	MAX FEE \$188	MAX FEE \$194	MAX FEE \$200
SIZE	PER CHILD \$86	PER CHILD \$88	PER CHILD \$91	PER CHILD \$94	PER CHILD \$97	PER CHILD \$100
2	\$1,371 - \$1,415	\$1,416 - \$1,459	\$1,460 - \$1,503	\$1,504 - \$1,547	\$1,548 - \$1,592	\$1,593 - \$1,636
3	\$1,723 - \$1,777	\$1,778 - \$1,833	\$1,834 - \$1,888	\$1,889 - \$1,944	\$1,945 - \$1,999	\$2,000 - \$2,055
4	\$2,074 - \$2,140	\$2,141 - \$2,207	\$2,208 - \$2,274	\$2,275 - \$2,341	\$2,342 - \$2,408	\$2,409 - \$2,474
5	\$2,425 - \$2,503	\$2,504 - \$2,581	\$2,582 - \$2,659	\$2,660 - \$2,737	\$2,738 - \$2,816	\$2,817 - \$2,894
6	\$2,777 - \$2,865	\$2,866 - \$2,955	\$2,956 - \$3,044	\$3,045 - \$3,134	\$3,135 - \$3,223	\$3,224 - \$3,313
7	\$3,128 - \$3,228	\$3,229 - \$3,329	\$3,330 - \$3,430	\$3,431 - \$3,531	\$3,532 - \$3,632	\$3,633 - \$3,732
8	\$3,479 - \$3,591	\$3,592 - \$3,703	\$3,704 - \$3,815	\$3,816 - \$3,927	\$3,928 - \$4,040	\$4,041 - \$4,152
9	\$3,831 - \$3,963	\$3,954 - \$4,077	\$4,078 - \$4,200	\$4,201 - \$4,324	\$4,325 - \$4,447	\$4,448 - \$4,571
10	\$4,182 - \$4,316	\$4,317 - \$4,461	\$4,452 - \$4,586	\$4,687 - \$4,721	\$4,722 - \$4,856	\$4,857 - \$4,990
11	\$4,533 -	\$4,680 -	\$4,826 -	\$4,972 -	\$5,118 -	\$5,265 -

	\$4,679	\$4,825	\$4,971	\$5,117	\$5,264	\$6,410
12	\$4,885 - \$5,041	\$5,042 - \$5,199	\$5,200 - \$6,356	\$5,357 - \$5,614	\$5,515 - \$5,671	\$5,672 - \$5,829
13	\$5,236 - \$6,404	\$6,405 - \$5,573	\$5,574 - \$5,742	\$5,743 - \$5,911	\$5,912 - \$6,080	\$6,081 - \$6,248
14	\$5,587 - \$5,767	\$5,768 - \$5,947	\$5,948 - \$6,127	\$6,128 - \$6,307	\$6,308 - \$6,488	\$6,489 - \$6,668
15	\$5,939 - \$6,129	\$6,130 - \$6,932	\$6,322 - \$6,512	\$6,513 - \$6,704	\$6,705 - \$6,895	\$6,896 - \$7,087

NOTE: SMI (State Median Income) calculated by dividing FPL (Federal Poverty Level) family size 4 by 100% SMI family size 4.

FAM	MAX FEE \$204	MAX FEE \$210	MAX FEE \$216	MAX FEE \$222	MAX FEE \$226	MAX FEE \$232
SIZE	PER CHILD \$102	PER CHILD \$106	PER CHILD \$108	PER CHILD \$111	PER CHILD \$113	PER CHILD \$116
2	\$1,637 - \$1,680	\$1,681 - \$1,724	\$1,725 - \$1,768	\$1,769 - \$1,813	\$1,814 - \$1,857	\$1,858 - \$1,901
3	\$2,056 - \$2,111	\$2,112 - \$2,166	\$2,167 - \$2,222	\$2,223 - \$2,277	\$2,278 - \$2,333	\$2,334 - \$2,388
4	\$2,475 - \$2,541	\$2,542 - \$2,608	\$2,609 - \$2,675	\$2,676 - \$2,742	\$2,743 - \$2,809	\$2,810 - \$2,876
5	\$2,895 - \$2,972	\$2,973 - \$3,050	\$3,051 - \$3,128	\$3,129 - \$3,207	\$3,208 - \$3,285	\$3,286 - \$3,363
6	\$3,314 - \$3,403	\$3,404 - \$3,492	\$3,493 - \$3,682	\$3,583 - \$3,671	\$3,672 - \$3,761	\$3,762 - \$3,850
7	\$3,733 - \$3,833	\$3,834 - \$3,934	\$3,935 - \$4,035	\$4,036 - \$4,136	\$4,137 - \$4,237	\$4,238 - \$4,338
8	\$4,153 - \$4,264	\$4,265 - \$4,376	\$4,377 - \$4,488	\$4,489 - \$4,601	\$4,602 - \$4,713	\$4,714 - \$4,825
9	\$4,572 - \$4,695	\$4,696 - \$4,818	\$4,819 - \$4,942	\$4,943 - \$5,065	\$5,066 - \$5,189	\$5,190 - \$5,312

10	\$4,991 - \$5,125	\$5,126 - \$5,260	\$5,261 - \$5,395	\$5,396 - \$5,530	\$5,531 - \$5,665	\$5,666 - \$5,800
11	\$5,411 - \$5,556	\$5,557 - \$5,702	\$5,703 - \$5,848	\$5,849 - \$5,995	\$5,996 - \$6,141	\$6,142 - \$6,287
12	\$5,830 - \$5,987	\$5,988 - \$6,144	\$6,145 - \$6,302	\$6,303 - \$6,459	\$6,460 - \$6,617	\$6,618 - \$6,774
13	\$6,249 - \$6,417	\$6,418 - \$6,586	\$6,587 - \$6,755	\$6,756 - \$6,924	\$6,925 - \$7,093	\$7,094 - \$7,262
14	\$6,669 - \$6,848	\$6,849 - \$7,028	\$7,029 - \$7,208	\$7,209 - \$7,389	\$7,390 - \$7,569	\$7,570 - \$7,749
15	\$7,088 - \$7,279	\$7,280 - \$7,470	\$7,471 - \$7,662	\$7,663 - \$7,853	\$7,854 - \$8,045	\$8,046 - \$8,236
FAM	MAX FEE \$238	MAX FEE \$244	MAX FEE \$250	MAX FEE \$264	MAX FEE \$260	MAX FEE \$266
SIZE	PER CHILD \$119	PER CHILD \$122	PER CHILD \$126	PER CHILD \$127	PER CHILD \$130	PER CHILD \$133
2	\$1,902 - \$1,945	\$1,946 - \$1,989	\$1,990 - \$2,034	\$2,035 - \$2,078	\$2,079 - \$2,122	\$2,123 - \$2,166
3	\$2,389 - \$2,444	\$2,445 - \$2,499	\$2,500 - \$2,565	\$2,556 - \$2,610	\$2,611 - \$2,666	\$2,667 - \$2,722
4	\$2,877 - \$2,943	\$2,944 - \$3,009	\$3,010 - \$3,076	\$3,077 - \$3,143	\$3,144 - \$3,210	\$3,211 - \$3,277
5	\$3,364 - \$3,441	\$3,442 - \$3,519	\$3,520 - \$3,598	\$3,599 - \$3,676	\$3,677 - \$3,754	\$3,755 - \$3,832
6	\$3,851 - \$3,940	\$3,941 - \$4,029	\$4,030 - \$4,119	\$4,120 - \$4,208	\$4,209 - \$4,298	\$4,299 - \$4,388
7	\$4,339 - \$4,439	\$4,440 - \$4,539	\$4,540 - \$4,640	\$4,641 - \$4,741	\$4,742 - \$4,842	\$4,843 - \$4,943
8	\$4,826 - \$4,937	\$4,938 - \$5,049	\$5,050 - \$5,162	\$5,163 - \$5,274	\$5,275 - \$5,386	\$5,387 - \$5,498
9	\$5,313 -	\$5,437 -	\$5,560 -	\$5,684 -	\$5,807 -	\$5,931 -

	\$5,436	\$5,559	\$5,683	\$5,806	\$6,930	\$6,054
10	\$5,801 - \$5,935	\$5,936 - \$6,069	\$6,070 - \$6,204	\$6,205 - \$6,339	\$6,340 - \$6,474	\$6,475 - \$6,609
11	\$6,288 - \$6,433	\$6,434 - \$6,579	\$6,580 - \$6,726	\$6,727 - \$6,872	\$6,873 - \$7,018	\$7,019 - \$7,164
12	\$6,775 - \$6,932	\$6,933 - \$7,089	\$7,090 - \$7,247	\$7,248 - \$7,404	\$7,405 - \$7,562	\$7,563 - \$7,720
13	\$7,263 - \$7,431	\$7,432 - \$7,599	\$7,600 - \$7,768	\$7,769 - \$7,937	\$7,938 - \$8,106	\$8,107 - \$8,275
14	\$7,750 - \$7,929	\$7,930 - \$8,109	\$8,110 - \$8,290	\$8,291 - \$8,470	\$8,471 - \$8,650	\$8,661 - \$8,830
15	\$8,237 - \$8,428	\$8,429 - \$8,619	\$8,620 - \$8,811	\$8,812 - \$9,002	\$9,003 - \$9,194	\$9,195 - \$9,386
FAM	MAX FEE \$272	MAX FEE \$276	MAX FEE \$282	MAX FEE \$288	MAX FEE \$294	MAX FEE \$300
SIZE	PER CHILD \$136	PER CHILD \$138	PER CHILD \$141	PER CHILD \$144	PER CHILD \$147	PER CHILD \$160
2	\$2,167 - \$2,210	\$2,211 - \$2,255	\$2,256 - \$2,299	\$2,300 - \$2,343	\$2,344 - \$2,387	\$2,388 - \$2,431
3	\$2,723 - \$2,777	\$2,778 - \$2,833	\$2,834 - \$2,888	\$2,889 - \$2,944	\$2,945 - \$2,999	\$3,000 - \$3,055
4	\$3,278 - \$3,344	\$3,345 - \$3,411	\$3,412 - \$3,478	\$3,479 - \$3,544	\$3,545 - \$3,611	\$3,612 - \$3,678
5	\$3,833 - \$3,910	\$3,911 - \$3,989	\$3,990 - \$4,067	\$4,068 - \$4,145	\$4,146 - \$4,223	\$4,224 - \$4,301
6	\$4,389 - \$4,477	\$4,478 - \$4,567	\$4,568 - \$4,656	\$4,657 - \$4,746	\$4,747 - \$4,835	\$4,836 - \$4,925
7	\$4,944 - \$5,044	\$5,045 - \$5,145	\$5,146 - \$5,246	\$5,247 - \$5,346	\$5,347 - \$5,447	\$5,448 - \$5,548
8	\$6,499 - \$5,610	\$5,611 - \$5,723	\$5,724 - \$5,835	\$6,836 - \$5,947	\$5,948 - \$6,059	\$6,060 - \$6,171

9	\$6,055 - \$6,177	\$6,178 - \$6,301	\$6,302 - \$6,424	\$6,425 - \$6,548	\$6,549 - \$6,671	\$6,672 - \$6,795
10	\$6,610 - \$6,744	\$6,745 - \$6,879	\$6,880 - \$7,014	\$7,015 - \$7,148	\$7,149 - \$7,283	\$7,284 - \$7,418
11	\$7,165 - \$7,310	\$7,311 - \$7,457	\$7,468 - \$7,603	\$7,604 - \$7,749	\$7,750 - \$7,895	\$7,896 - \$8,041
12	\$7,721 - \$7,877	\$7,878 - \$8,035	\$8,036 - \$8,192	\$8,193 - \$8,350	\$8,361 - \$8,507	\$8,508 - \$8,665
13	\$8,276 - \$8,444	\$8,445 - \$8,613	\$8,614 - \$8,782	\$8,783 - \$8,950	\$8,951 - \$9,119	\$9,120 - \$9,288
14	\$8,831 - \$9,010	\$9,011 - \$9,191	\$9,192 - \$9,371	\$9,372 - \$9,551	\$9,552 - \$9,731	\$9,732 - \$9,911
15	\$9,387 - \$9,677	\$9,578 - \$9,769	\$9,770 - \$9,960	\$9,961 - \$10,152	\$10,153 - \$10,343	\$10,344 - \$10,535

Early Learning Manual Archive

ELMTL 5 (Rescission of ELI Rules and Forms)

Early Learning Manual Transmittal Letter No. 5 / Child Care Manual Transmittal Letter No. 103

October 22, 2009

TO: All Early Learning Manual Holders
All Child Care Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: Rescission of Early Learning Initiative (ELI) Rules

This letter transmits the permanent rescission of rules for the Early Learning Initiative (ELI) as a result of the passage of Am. Sub. H. B. 1 of the 128th General Assembly. Funding for ELI was discontinued. These rules were rescinded as emergency rules on July 23, 2009. The effective date of the permanent rescission is October 21, 2009:

Rule 5101:2-23-01 "Definitions for the early learning initiative (ELI)" is being proposed for rescission.

Rule 5101:2-23-03 "County departments of job and family services administrative responsibilities for the early learning initiative (ELI)" is being proposed for rescission.

Rule 5101:2-23-05 "Eligibility requirements for early learning initiative (ELI) services" is being proposed for rescission.

Rule 5101:2-23-07 "Income eligibility requirements for early learning initiative (ELI) services" is being proposed for rescission.

Rule 5101:2-23-09 "Ohio Department of Job and Family Services (ODJFS) responsibilities for reimbursement to early learning initiative (ELI) contracted agencies" is being proposed for rescission.

Rule 5101:2-23-11 "Early learning initiative (ELI) overpayments" is being proposed for rescission.

The following forms are being rescinded:

JFS 01153 "Early Learning Initiative (ELI): Request by Contacted Agency to Adjust Attendance Data"

JFS 01154 "Early Learning Initiative (ELI): CDJFS Request to Adjust 3299 Data"

JFS 01155 and JFS 01155-S "Application for Early Learning Initiative (ELI) Benefits"

JFS 01157 "Early Learning Initiative (ELI): Notice to CDJFS of ELI Overpayment"

JFS 01163 "Request to Add ELI Provider"

JFS 01164 "Request to Inactivate ELI Provider"

JFS 01165 "ELI Overpayment Tracking and Updates"

JFS 01166 "Notice to Contracted Agency of ELI Overpayment"

Please contact the Office of Families and Children (OFC) Help Desk at 1 -866-886-3537, option 4 if you have questions regarding this information.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Early Learning Manual (ELM) and materials that need to be inserted into the ELM and the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
ELM Rules	5101:2-23-01 5101:2-23-03 5101:2-23-05 and appendices 5101:2-23-07 5101:2-23-09 and appendix 5101:2-23-11	
ELM Forms	JFS 01153 (Rev. 9/2007)	
	JFS 01154 (Rev. 9/2007)	
	JFS 01155 (Rev. 7/2008)	
	JFS 01155-S	

	(Rev. 1/2009)	
	JFS 01157 (Rev. 9/2007)	
	JFS 01163 (Rev. 9/2007)	
	JFS 01164 (Rev. 9/2007)	
	JFS 01165 (Rev. 9/2007)	
	JFS 01166 (Rev. 9/2007)	
ELM Transmittal Letters		ELMTL No. 5
CCM Transmittal Letters		CCMTL No. 103

ELMTL 4 (Child Care and ELI)

Early Learning Manual Transmittal Letter No. 4 / Child Care Manual Transmittal Letter No. 101

July 24, 2009

TO: All Child Care Manual Holders
All Early Learning Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: Emergency Rules for Child Care and the Early Learning Initiative (ELI)
Effective July 23, 2009

This letter transmits the revisions of rules for child care and the Early Learning Initiative (ELI) as a result of the passage of Am. Sub. H. B. 1 of the 128th General Assembly. These changes are effective on July 23, 2009.

ELI has not been funded for the next biennium. ELI services for currently enrolled children will continue until August 22, 2009. Caretakers of currently enrolled ELI children may be eligible for child care benefits if they have incomes up to 200% FPL and have a qualifying work, training or education activity. **These caretakers must apply for child care benefits by August 22 in order for the 200% FPL income standard to be applied.** After this date, the income standard will be 150% FPL.

County Departments of Job and Family Services (CDJFS) shall not accept new ELI applications on or after July 23, 2009. A notice form, JFS 01171 "Notice of a Change in Your Early Learning Initiative (ELI) Services," is included with this letter. The CDJFS shall send this notice to ELI-eligible families to advise them of the termination of ELI.

Child care changes include removal of the six-month copayment review requirement, reduction in the family income eligibility standard to 150% of the federal poverty level (FPL) and an adjustment of the maximum provider reimbursement rates.

CDJFS shall issue new contracts or amend existing contracts to providers that implement the adjusted rates no later than August 23, 2009. The JFS 01224 "Contract for Purchase of Publicly Funded Child Care Services" has been revised and shall be used for all new contracts issued on or after July 23, 2009. Effective August 23, 2009, the CDJFS shall reimburse child care providers according to rule 5101:2-16-41 and the maximum reimbursement amounts shown in the appendix to rule 5101:2-16-41.

The following is a summary of the rule amendments and form revisions:

Rule 5101:2-16-30 entitled "Eligibility requirements for receipt of publicly funded child care benefits" has been amended to reduce the maximum monthly income from 200% of the FPL to 150% FPL.

Rule 5101:2-16-39 entitled "Copayment for publicly funded child care" has been amended to remove the requirement for a six-month redetermination of copayment, update the copayment chart and add a copayment calendar.

Rule 5101:2-16-41 "Reimbursement rates for providers of publicly funded child care" has been amended to adjust the maximum provider reimbursement rates in the appendix to the rule.

Rule 5101:2-23-01 "Definitions for the early learning initiative (ELI)" has been amended to indicate that the ELI will no longer exist as of August 23, 2009 and that the rule will be in effect until August 22, 2009.

Rule 5101:2-23-03 "County departments of job and family services administrative responsibilities for the early learning initiative (ELI)" has been amended to indicate that the ELI will no longer exist as of August 23, 2009 and that the rule will be in effect until August 22, 2009.

Rule 5101:2-23-05 "Eligibility requirements for early learning initiative (ELI) services" has been amended to indicate that the ELI will no longer exist as of August 23, 2009 and that the rule will be in effect until August 22, 2009.

Rule 5101:2-23-07 "Income eligibility requirements for early learning initiative (ELI) services" has been amended to indicate that the ELI will no longer exist as of August 23, 2009 and that the rule will be in effect until August 22, 2009.

Rule 5101:2-23-09 "Ohio Department of Job and Family Services (ODJFS) responsibilities for reimbursement to early learning initiative (ELI) contracted agencies" has been amended indicate that the ELI will no longer exist as of August 23, 2009 and that the rule will be in effect until August 22, 2009.

Rule 5101:2-23-11 "Early learning initiative (ELI) overpayments" has been amended to indicate that the ELI will no longer exist as of August 23, 2009 and that the rule will be in effect until August 22, 2009.

JFS 01224 "Contract for Purchase of Publicly Funded Child Care Services" has been revised to remove the definitions of full-time, part-time and hourly hours and to add notice of the statutory requirement for providers to have liability insurance.

JFS 01171 "Notice of a Change in Your Early Learning Initiative (ELI) Services" is a new form that CDJFS shall use to provide notice to families that ELI is being terminated.

The electronic version of the Child Care Manual and the Early Learning Manual are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. These manuals contain all rules, forms, transmittal letters and procedure letters that the department has issued to county departments of Job and Family Services (CDJFS) and ELI providers.

You may contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM) and the Early Learning Manual (ELM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
----------	--------------------------------	----------------

CCM Rules	5101:2-16-30 and Appendix	5101:2-16-30 and Appendix
	5101:2-16-39 and Appendices	5101:2-16-39 and Appendices
	5101:2-16-41 and Appendices	5101:2-16-41 and Appendices
ELM Rules	5101:2-23-01	5101:2-23-01
	5101:2-23-03	5101:2-23-03
	5101:2-23-05 and Appendix	5101:2-23-05 and Appendix
	5101:2-23-07	5101:2-23-07
	5101:2-23-09 and Appendix	5101:2-23-09
	5101:2-23-11	5101:2-23-11
CC Forms	JFS 01124 (Rev. 1/2008)	JFS 01224 (Rev. 2/2009)
		JFS 01171 (7/2009)
Transmittal Letters		CCMTL No. 101
Transmittal Letters		ELMTL No. 4

ELMTL 3 (2008 FPL Update, eff. 7/1/2008)

Early Learning Manual Transmittal Letter No. 3

June 20, 2008

TO: All Early Learning Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: 2008 Changes to Income Eligibility Standards, Copayment Amounts, the Payment Cycle Calendar and the Application for the Early Learning Initiative (ELI)

Income standards for Early Learning Initiative (ELI) eligibility have been changed as a result of the annual update of the federal poverty guidelines. Copayment amounts have also been revised due to the change in income standards. The appendices of two rules have been revised to update income and copayment amounts according to the new federal figures and to provide the reimbursement reporting calendar for state fiscal year 2009. The JFS 01155 "Application for Early Learning Initiative (ELI) Benefits" has also been revised.

Counties must use the new income eligibility standards and the revised JFS 01155 beginning July 1, 2008 for all determinations of initial eligibility and for all twelve-month redeterminations.

Rule 5101:2-23-05 entitled "Eligibility Requirements for Early Learning Initiative (ELI) Benefits" has been amended to clarify language and to update the income chart appendix and the copayment chart appendix with figures based on the 2008 federal poverty guidelines. The copayment calendar has been revised for state fiscal year 2009.

Rule 5101:2-23-07 entitled "Income Eligibility Requirements for Early Learning Initiative (ELI) benefits" has been amended to change the revision date of a form.

Rule 5101:2-23-09 entitled "Ohio Department of Job and Family Services (ODJFS) Responsibilities for Reimbursement to Early Learning Initiative (ELI) Contracted Agencies" has been amended to update the pay cycle calendar in the appendix.

JFS 01155 "Application for Early Learning Initiative (ELI) Benefits" has been revised to show that the social security number for the caretaker is an optional field.

The electronic version of the Child Care Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to county departments of Job and Family Services (CDJFS) and to child care providers. A current version of this manual should be utilized by all child care staff.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS	INSERT/REPLACE
-----------------	---------------------------	-----------------------

	OBSOLETE	
Rules	5101:2-23-05 and Appendices 5101:2-23-07 5101:2-23-09 and Appendix	5101:2-23-05 and Appendices 5101:2-23-07 5101:2-23-09 and Appendix
Forms	JFS 01155 (Rev. 9/2007)	JFS 01155 (Rev. 7/2008)
Transmittal Letters		ELMTL No. 3

ELMTL 2 (ELI Rules and Forms)

Early Learning Manual Transmittal Letter No. 2

Child Care Manual Transmittal Letter No. 86

September 28, 2007

To: All Child Care Manual Holders and Early Learning Manual Holders

From: Helen E. Jones-Kelley, Director

Subject: Early Learning Initiative Rules and Forms

As a result of Am. Sub. HB 119 of the 127th General Assembly, the rules governing the Early Learning Initiative (ELI) were removed from the Child Care Manual (CCM) and issued as new rules in the Early Learning Manual (ELM). The date of this action was July 2, 2007 with the filing of emergency rules and the issuance of ELMTL No. 1 and CCMTL No. 83.

The rules issued in this transmittal replace the rules that were emergency filed and are effective **September 30, 2007**. New and revised ELI forms are also included with this letter.

Following is a summary of the rule amendments and form changes:

Rule 5101:2-16-07.1 entitled "County Department of Job and Family Services Administrative Responsibilities for the Early Learning Initiative (ELI)" has been rescinded.

Rule 5101:2-16-35.1 entitled "Eligibility for "Early Learning Initiative" (ELI) Services" and the appendix have been rescinded.

Rule 5101:2-16-41.1 entitled "Ohio Department of Job and Family Services (ODJFS) Responsibilities for Reimbursement to the Early Learning Initiative (ELI) Agencies" and the appendix have been rescinded.

Rule 5101:2-16-71.1 entitled "Early learning initiative (ELI) Program Overpayments" has been rescinded.

Rule 5101:2-23-01 entitled "Definitions for the Early Learning Initiative (ELI)" has been created to define terms used in the administration of ELI.

Rule 5101:2-23-03 entitled "County Department of Job and Family Services Administrative Responsibilities for the Early Learning Initiative (ELI)" has been created to define the duties of county departments of Job and Family Services in the administration of ELI.

Rule 5101:2-23-05 entitled "Eligibility Requirements for Early Learning Initiative (ELI) Benefits" and three appendices have been created to define ELI eligibility requirements for the caretaker and child and to provide income standards, copayment amounts and a copayment calendar.

Rule 5101:2-23-07 entitled "Income Eligibility Requirements for Early Learning Initiative (ELI) Benefits" has been created to define countable income and income eligibility requirements for ELI.

Rule 5101:2-23-09 entitled "Ohio Department of Job and Family Services (ODJFS) Responsibilities for Reimbursement to Early Learning Initiative (ELI) Agencies" and an appendix have been created to define the duties of ODJFS for reimbursement to ELI contracted agencies for ELI services provided.

Rule 5101:2-23-11 entitled "Early Learning Initiative (ELI) Overpayments" has been created to define responsibilities for county departments of Job and Family Services and the Ohio Department of Job and Family Services for the management of overpayments made for ELI services.

JFS 01153 "Request by ELI Contracted Agency to Adjust Attendance Data" has been revised to align it with recent changes in ELI eligibility requirements.

JFS 01154 "Early Learning Initiative (ELI) CDJFS Request to Adjust 3299 Data" is being revised to clarify the data needed.

JFS 01155 "Application for Early Learning Initiative (ELI) Benefits" has been revised to align it with recent changes in ELI eligibility requirements.

JFS 01157 "Notice to CDJFS of ELI Overpayment" has been revised to correct formatting.

JFS 01162 "Early Learning Initiative Request to Change ELI Services" is being rescinded.

JFS 01163 "Request to Add ELI Provider" is a new form that a contracted agency needs to complete in order to add an ELI provider.

JFS 01164 "Request to Inactivate ELI Provider" is a new form that a contracted agency needs to complete in order to inactivate an ELI provider.

JFS 01165 "ELI Overpayment Tracking and Updates" is a new form to assist ODJFS staff in tracking overpayment data.

JFS 01166 "Notice to Contracted Agency of ELI Overpayment" is a new form that will be used by the CDJFS to advise a contracted agency of an overpayment.

The electronic version of the Child Care Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to child care providers. A current version of this manual should be utilized by staff in all child care centers and type A homes that are licensed by the Department of Job and Family Services. A current and updated copy of the manual should be accessible at all times in the center or type A home.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual (CCM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
----------	--------------------------------	--------------------

Child Care Manual		
CCM 3 Family Eligibility	5101:2-16-07.1	
	5101:2-16-35.1	
	5101:2-16-41.1	
	5101:2-16-71.1	
Early Learning Manual	5101:2-23-01	5101:2-23-01
	5101:2-23-03	5101:2-23-03
	5101:2-23-05	5101:2-23-05
	5101:2-23-07	5101:2-23-07
	5101:2-23-09	5101:2-23-09
	5101:2-23-11	5101:2-23-11
	JFS 01153 (rev. 7/2007)	JFS 01153 (rev. 9/2007)
	JFS 01154 (rev. 7/2007)	JFS 01154 (rev. 9/2007)
	JFS 01155 (rev. 7/2007)	JFS 01155 (rev. 9/2007)
	JFS 01157 (rev. 7/2007)	JFS 01157 (rev. 9/2007)
	JFS 01162 (7/2007)	
		JFS 01163 (9/2007)
		JFS 01164 (9/2007)
		JFS 01165 (9/2007)
		JFS 01166 (9/2007)

ELMTL 1 (Emergency filing of Early Learning Initiative Rules)

Early Learning Manual Transmittal Letter No. 1

Child Care Manual Transmittal Letter No. 83

July 2, 2007

To: All Child Care Manual Holders and Early Learning Manual Holders

From: Helen E. Jones-Kelley, Director

Subject: Emergency filing of Early Learning Initiative Rules

This letter transmits the Emergency rescission of the rules governing the Early Learning Initiative (ELI) from the Child Care Manual (CCM) and the adoption of new rules governing ELI in the newly created Early Learning Manual (ELM). This letter also moves ELI forms from the CCM to the ELM. The changes to the rules and forms are a result of Sub. House Bill 119 of the 127th General Assembly. These changes were immediately effective on July 2, 2007.

Following is a summary of the rule amendments:

Rule 5101:2-16-07.1 entitled County Department of Job and Family Services Administrative Responsibilities for the Early Learning Initiative (ELI) has been rescinded.

Rule 5101:2-16-35.1 entitled Eligibility for "Early Learning Initiative" (ELI) Services and its appendix have been rescinded.

Rule 5101:2-16-41.1 entitled Ohio Department of Job and Family Services (ODJFS) Responsibilities for Reimbursement to the Early Learning Initiative (ELI) Agencies has been rescinded.

Rule 5101:2-16-71.1 entitled Early learning initiative (ELI) program overpayments has been rescinded.

Rule 5101:2-23-01 entitled Definitions for the early learning initiative (ELI) has been created.

Rule 5101:2-23-03 entitled County department of job and family services administrative responsibilities for the early learning initiative (ELI) has been created.

Rule 5101:2-23-05 entitled Eligibility requirements for Early Learning Initiative (ELI) benefits has been created.

Rule 5101:2-23-07 entitled Income eligibility requirements for Early Learning Initiative (ELI) benefits has been created.

Rule 5101:2-23-09 entitled Ohio department of job and family services responsibilities for reimbursement to Early Learning Initiative (ELI) agencies has been created.

Rule 5101:23-23-11 entitled Early Learning Initiative (ELI) overpayments has been created.

JFS 01153 "Early Learning Initiative Request by ELI Contracted Agency to Adjust Attendance" has been revised to change the title and incorporates information

previously collected by the JFS 01156. The drop-down menus have also been revised to reflect the payment cycles for SFY 2008 and 2009.

JFS 01154 and "Early Learning Initiative (ELI) CDJFS to adjust 3299 data" and instructions has been revised to reflect changes to the program as a result of the new statute.

JFS 1154I "Instructions for Early Learning Initiative (ELI) CDJFS to adjust 3299 data" has been made obsolete.

JFS 01155 "Application for Early Learning Initiative (ELI) Benefits" has been revised to change the title and to collect all information necessary for an ELI application.

JFS 01156 "Request By ELI Contracted Agent to Manually Add Hours for Billing" has been incorporated into the JFS 01153 and is being made obsolete.

JFS 01157 "Early Learning Initiative Notice to CDJFS of ELI Overpayment" has been revised to reflect changes to the program as a result of the new statute. The drop-down menus have also been revised to reflect the payment cycles for SFY 2008 and 2009.

JFS 01162 " Early Learning Initiative (ELI) Services Change Request" has been created. This form will be used when a child enrolled in ELI switches from one ELI provider to another.

The electronic versions of the Child Care Manual and the Early Learning Manual are located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The Early Learning Manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to ELI contracted agencies and providers. A current version of this manual should be utilized by staff in ELI contracted agencies and providers and an updated copy of the manual should be accessible at all times.

Forms can be located at: <http://www.odjfs.state.oh.us/forms/inter.asp>. The department will notify all manual holders when forms are changed and the date of the change. When forms are obsolete they should no longer be used. The old version of this form should be removed and replaced with the new one. The use of current forms is necessary in order to be in compliance with ELI rules.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Child Care Manual (CCM) and inserted into the Early Learning Manual (ELM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
CCM	5101:2-16-07.1	
	5101:2-16-35.1 and appendix	

	5101:2-16-41.1	
	5101:2-16-71.1	
	JFS 01153 (Rev. 1/2007)	
	JFS 01154 (Rev. 1/2007)	
	JFS 01154I (Rev. 12/2005)	
	JFS 01155 (Rev. 12/2005)	
	JFS 01156 (Rev. 3/2006)	
	JFS 01157 (Rev. 4/2006)	
CCM Transmittal Letters		CCMTL No. 83
ELM		5101:2-23-01
		5101:2-23-03
		5101:2-23-05
		5101:2-23-07
		5101:2-23-09
		5101:2-23-11
		JFS 01153 (Rev. 7/2007)
		JFS 01154 (Rev. 7/2007)
		JFS 01155 (Rev. 7/2007)
		JFS 01157 (Rev. 7/2007)
		JFS 01162 (7/2007)
ELM Transmittal Letters		ELMTL No. 1

ELMPL 5 (ELI Funding)

Early Learning Manual Procedure Letter No. 5

July 15, 2009

TO: All Early Learning Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: Funding for Payment of Early Learning Initiative (ELI) Services During the Interim Budget Period

This letter transmits instructions to Early Learning Initiative (ELI) agencies and ELI providers regarding payment for ELI services that are provided to eligible children during the current interim budget period. The Department is issuing these communications to keep ELI agencies and providers informed of policies and procedures as they are being determined during the budget process.

Early Learning Manual Procedure Letter No. 4, a memo from the Bureau of Child Care and Development dated June 25, 2009 and conference calls with ELI agencies on June 4, 2009 provided information on the two ELI pay cycles from July 1 to August 22, 2009.

The following provisions of ELMPL No. 4 are being clarified with this letter:

"The department has determined that these ELI-eligible children will continue to be eligible to receive ELI services for two pay cycles in SFY 2010 (July 1 to August 22, 2009) and may be eligible for child care benefits when they leave ELI. ELI contracted agencies will receive funding to serve children for two pay cycles."

The clarification is as follows: The Department intends to reimburse ELI agencies at 85% of the payment made in pay cycle 12 for at least the period of the interim budget and will seek to maintain that level of funding through the two pay cycles.

In addition, if Am. Sub. H.B. 1, the biennium budget, is passed before the end of the first pay cycle, July 25, and funding for the first two pay cycles is included, ELI agencies will receive payment for authorized services provided and submitted through KinderAttend with no delay.

If the budget is not passed by July 25, ELI agencies will be paid in part or will receive a delayed payment for services provided and submitted through KinderAttend. Payment will be made for services provided as long as the amount does not exceed the amount for the two pay cycle period.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Early Learning Manual (ELM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
ELM Procedure Letters		ELMPL No. 5

ELMPL 4 (Transition of ELI Authorizations to Child Care)

Early Learning Manual Procedure Letter No. 4 / Child Care Manual Procedure Letter No. 42

July 8, 2009

TO: All Child Care Manual Holders
All Early Learning Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: Changes to the Early Learning Initiative (ELI) on July 1, 2009

This procedure letter is being issued with information as of the date shown above and is based on the Governor's budget framework released in June. If any information changes following the completion of the budget process, a procedure letter will be issued.

In the pending budget bill, Am. Sub. H.B. 1, the legislature may enact changes to the Early Learning Initiative (ELI) which may result in a reduction or elimination of allocated slots to ELI contracted agencies. These changes would affect the ELI eligibility of currently enrolled children.

It is important that these children, especially those who are ready to enter kindergarten, continue to receive early care and education services. The department has determined that these ELI-eligible children will continue to be eligible to receive ELI services for two pay cycles in SFY 2010 (July 1 to August 22, 2009) and may be eligible for child care benefits when they leave ELI.

1. ELI contracted agencies will receive funding to serve children for two pay cycles. New children may be enrolled in ELI until July 7. No enrollment awards will be issued.
2. During the period between July 1 and July 7, 2009 this group of children may be eligible to receive both ELI and child care from the same provider in a pay cycle. This means that the Department has determined that the requirement of rule 5101:2-23-03 (I) will not be applicable during this period.
3. If a caretaker chooses to move an ELI child to a child care setting and the caretaker has an active subsidized child care case, the child shall be added to the caretaker's existing child care case. The copayment assigned to these caretakers shall not change.
4. For ELI-eligible children whose caretakers do not have active subsidized child care cases, the county department of Job and Family Services (CDJFS) shall determine eligibility after receiving a JFS 01138. This application must be received by the CDJFS no later than July 22, 2009 in order for the caretaker to qualify for child care under the terms of this procedure letter. **Caretakers for this group of ELI-eligible children may be eligible for child care benefits with incomes up to 200% FPL, not**

withstanding the maximum income amounts in the appendix to rule 5010:2-16-30, and they must have a qualified work, training or education activity.

5. If a caretaker is determined eligible for child care benefits, the CDJFS shall pay for child care provided between the date the CDJFS received the application and the date the caretaker is determined eligible. If the caretaker is determined ineligible, the caretaker is responsible for the cost of care provided during the eligibility determination process.

Beginning immediately, we are asking ELI contracted agencies and ELI providers to provide a JFS 01138 "Application for Child Care Benefits" to a caretaker if the caretaker chooses to apply for child care and does not have an active subsidized child care case. These applications should be provided as soon as possible but no later than July 22. Caretakers should be advised to submit the applications to the CDJFS immediately in order to allow for the eligibility determination process to be completed timely.

The CDJFS shall issue a JFS 01140 "Certificate for Authorization of Payment for Publicly Funded Child Care Services" to a caretaker who uses the services of a licensed or certified provider who does not have a current contract with the CDJFS.

INSTRUCTIONS: The following chart identifies the material that needs to be inserted into the Child Care Manual (CCM) and the Early Learning Manual (ELM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCM Procedure Letters		CCMPL No. 42
ELM Procedure Letters		ELMPL No. 4

ELMPL 3 (Spanish Translation of JFS 01155)

Early Learning Manual Procedure Letter No. 3

January 23, 2009

TO: All Early Learning Manual Holders

FROM: Douglas E. Lumpkin, Director

SUBJECT: Translation of ELI form into Spanish

This letter transmits the following form that has been translated into Spanish.

JFS 01155-S "Application for Early Learning Initiative (ELI) Benefits"

INSTRUCTIONS:

The following chart depicts what materials are to be inserted into the Early Learning Manual (ELM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Forms		JFS 01155-S (1/2009)
Procedure Letters		ELMPL No. 3

ELMPL 2 (ELI Redetermination for SFY 2009)

Early Learning Manual Procedure Letter No. 2

April 21, 2008

TO: All Early Learning Initiative Manual Holders

FROM: Helen E. Jones-Kelley, Director

SUBJECT: ELI Redeterminations for Eligibility Ending June 30, 2008

As a result of the directive from the Bureau of Child Care and Development (BCCD) and the director's office to extend all Early Learning Initiative (ELI) authorizations that existed on July 1, 2007 through June 30, 2008, BCCD is expecting approximately 6000 ELI children to be due for redetermination of ELI eligibility in June 2008. In an effort to relieve some of the administrative burden of processing this number of redeterminations at the same time, BCCD is offering the following technical assistance:

County departments of job and family services (CDJFS) may begin ELI redeterminations as soon as April 1, 2008 for those cases that are due to be completed by June 30, 2008. When the CDJFS determines that a child continues to meet ELI eligibility requirements, the new twelve month eligibility period shall go into effect immediately. In the event that the redetermination results in a copayment increase, the increased copayment shall go into effect July 1, 2008 through the remainder of the twelve month eligibility period.

3299/CCIDS Entry Information: The new authorization should be created to follow the authorization already in the system. It should begin on 07/01/08 (or the day following the end date of the current ELI authorization if it does not end on 06/30/08 as it should). The new authorization should end on the last date of the pay cycle in the month in which redetermination period ends. This will reduce the occurrence of a child not being able to be authorized for subsidized child care during the hours of 6 a.m. to 6 p.m. in the same pay cycle to the same provider in accordance with 5101:2-23-03 (I) of the Ohio Administrative Code. For example, if a child is redetermined eligible on April 12, 2008 then the child's authorization would begin on 07/01/08 and end on 05/02/09. If the redetermination results in a copayment increase the new copayment amount would be entered on the newly created authorization only and the current authorization in the system that reflects the lower copayment amount would remain unchanged.

The electronic version of the Early Learning Manual is located at:

<http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to county departments of Job and Family Services (CDJFS) and to ELI providers.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Early Learning Manual (ELM).

LOCATION	REMOVE AND FILE AS	INSERT/REPLACE
-----------------	---------------------------	-----------------------

	OBSOLETE	
Procedure Letters		ELMPL No. 2

ELMPL 1 (SSN on ELI Applications)

Early Learning Manual Procedure Letter No. 1

April 2, 2008

TO: All Early Learning Manual Holders
FROM: Helen E. Jones-Kelley, Director
SUBJECT: Social Security Number Requirement for Early Learning Initiative (ELI) Eligibility

The JFS 01155 "Application for Early Learning Initiative (ELI) Benefits" was developed to collect the social security numbers of both the children who will use ELI benefits and the caretaker who is applying for the children. The department has previously provided technical assistance to county staff to ensure that a complete ELI application contains the social security numbers of children and caretakers.

A recent review of this requirement has led to a change in procedure. **Effective with the date of this letter, the social security number of the caretaker shall not be required to complete the JFS 01155.** Social security numbers of children who will receive ELI benefits continue to be required on the application. The JFS 01155 with a current revision date of 9/2007 will be revised as soon as possible with the social security number of the caretaker indicated as optional.

The electronic version of the Early Learning Manual is located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manual contains all rules, forms, transmittal letters and procedure letters that the department has issued to county departments of Job and Family Services (CDJFS) and to ELI providers.

Please contact the Office for Children and Families Help Desk at 1-866-886-3537, option 4 if you have questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Early Learning Manual (ELM).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
Procedure Letters		ELMPL No. 1

Qualifying Activities for the Publicly Funded Child Care Program

Eligibility for the publicly funded child care program requires all caretakers in the household to verify participation in one or more of the following qualifying activities:

1. Paid employment on a full-time or part-time basis.
 - a. Paid employment includes the following if verification is provided confirming the employee will return to work:
 - i. Maternity leave.
 - ii. Leave taken according to the Family Medical Leave Act of 1993 (FMLA).
 - iii. Short term disability.
 - b. The end of seasonal paid employment shall not be considered paid employment, even if there is verification that the employee will return to work.
2. Basic education activities.
 - a. Basic education activities must take place at an official practice center site or as part of a limited English proficiency program where an instructor is present, and include the following:
 - i. High school or equivalent education.
 - ii. Remedial high school education.
 - iii. Adult basic literacy education.
 - iv. Education for individuals with limited English proficiency.
 - b. Basic education activities shall be verified by the following documentation:
 - i. Proof of enrollment.
 - ii. The days and hours the caretaker is attending.
 - iii. The length of the class.
 - iv. Proof of initial testing, within the first month of class participation, showing the caretaker's education and/or literacy level.
 - v. When the class has open enrollment and no established end date, the caretaker shall provide proof of how often progress is measured, and provide verification of their progress at least once every twelve months.
3. Post-secondary education activities.
 - a. Post-secondary education activities must be part of a course of study leading to a degree, certificate or license. They include the following:
 - i. College classes.
 - ii. Federal work study assignments.
 - iii. Technical classes.
 - iv. Vocational classes.
 - b. The caretaker must have a record of satisfactory participation as defined by the school or institution.
 - c. When education activities are accessed via electronic media, the number of hours approved for child care shall not exceed the number of credit hours per week for the course, as defined by the educational institution.
 - d. Post-secondary education activities shall be approved by one of the following:
 - i. An accredited institution of higher education.

- ii. An institution that has a certificate or has an authorization from the Ohio board of regents.
 - iii. An institution that has a registration from the state board of school and college registration.
 - e. Post-secondary education activities shall not be eligible for receipt of publicly funded child care benefits in the following instances:
 - i. When the caretaker has completed the requirements for a baccalaureate degree unless the education is necessary to meet specific requirements associated with maintaining the caretaker's employment, certification or licensure.
 - ii. When the caretaker has completed one hundred forty-four undergraduate semester hours or two hundred sixteen undergraduate quarter hours, or the combined equivalent hours.
- 4. Vocational and occupational job skills training that is directly related to the caretaker's employment goal.
 - a. Job skills training may include but are not limited to:
 - i. Classroom job skills training.
 - ii. Supervised on-the-job skills training.
 - iii. Refresher job skills training.
 - b. Job skills training activities shall be approved by one of the following:
 - i. An accredited institution of higher education.
 - ii. An institution that has a certificate issued or has authorization from the Ohio board of regents.
 - iii. An institution that has a registration from the state board of school and college registration.
 - iv. A workforce inventory of education and training (WIET) provider who has been approved by the Ohio department of job and family services (ODJFS).
 - v. An apprenticeship program approved by the Ohio State Apprenticeship Council and registered with ApprenticeOhio.
- 5. Requirements set forth for those participating in Ohio works first (OWF) or the supplemental nutrition assistance program (SNAP) including:
 - a. Caretakers who have applied for or receive OWF and need child care to comply with a self-sufficiency contract or an individual opportunity plan.
 - b. Caretakers who are sanctioned under OWF and are participating in an approved activity to meet OWF requirements.
 - c. Caretakers who need child care to comply with a SNAP employment and training program plan.
 - d. Minor parents participating in the learning, earning and parenting (LEAP) program pursuant to rule 5101:1-23-50 of the Administrative Code.

Verification of Citizenship for Children in the Publicly Funded Child Care Program

The county agency shall verify the United States (U.S.) citizenship or immigration status for children for whom a caretaker applies for child care benefits. If the county agency verifies that a caretaker receives or has received OWF for a child, verification of citizenship is not required.

To be eligible for child care, a child must be one of the following:

1. A U.S. born citizen.
 - a. The caretaker shall provide a civilian birth, baptismal, church certificate, or hospital record showing a birthplace in the U.S.
 - b. "Birthplace in the U.S." refers to an individual born in one of the fifty states, District of Columbia, Puerto Rico, Guam, Northern Mariana Islands, U.S. Virgin Islands, Swain Island, or American Samoa.
2. A foreign-born U.S. citizen.
 - a. The caretaker shall provide a citizen certification, U.S. passport, consulars certification of birth or certificate of naturalization as verification.
3. A qualified alien.
 - a. Qualified alien means one of the following:
 - i. An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act (INA), 8 U.S.C. 1101 (1/14).
 - ii. An alien who is granted asylum under section 208 of the INA, 8 U.S.C. 1158 (1/3/12).
 - iii. A refugee who is admitted to the United States under section 207 of the INA, 8 U.S.C. 1157 (1/3/12).
 - iv. An alien who is paroled into the United States under section 212(d)(5) of the INA, 8 U.S.C. 1182(d)(5), for a period of at least one year (3/2013).
 - v. An alien whose deportation is being withheld under section 243(h) of the INA, 8 U.S.C. 1253 (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the INA, 8 U.S.C. 1231(b)(3) (as amended by section 305(a) of division C of Public Law 104-208).
 - vi. An alien who is granted conditional entry pursuant to section 203(a)(7) of the INA, 8 U.S.C. 1153(a)(7) as in effect prior to April 1, 1980.
 - vii. An alien who is a Cuban or Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
 - viii. A battered alien who meets the conditions set forth in 8 U.S.C. 1641 (c)(1/3/12).
 - ix. An alien who is the victim of a severe form of trafficking as set forth in 8 U.S.C. 1641 (c)(4).
 - x. An Afghan or Iraqi alien admitted to the U.S. who was granted a special immigrant visa (SIV) under section 101(a)(27) of the INA, 8 U.S.C. 1157.
 - b. Except as provided in paragraph (3)(c) of this appendix, a child who is a qualified alien as defined in 8 U.S.C. 1641, and entering the United States on or after

August 22, 1996, shall be required to live in the United States for five years before being eligible for child care.

- c. A child in any of the following categories is exempt from the requirement that he or she live in the United States five years prior to eligibility:
 - i. An alien who is admitted to the United States as a refugee under section 207 of the INA, U.S. C. 1157.
 - ii. An alien who is granted asylum under section 208 of the INA, 8 U.S.C. 1158.
 - iii. An alien whose deportation is being withheld under section 243(h) of the INA as in effect prior to April 1, 1997 or whose removal is withheld under section 241(b)(3) of the INA, 8 U.S.C. 1231 (1/3/12).
 - iv. An alien who is a Cuban or Haitian entrant as defined in section 501(e) of the Refugee Education Assistance Act of 1980.
 - v. An alien admitted to the United States as an Amerasian immigrant as described in 8 U.S.C. 1612(a)(2)(A)(v) (1/7/11).
 - vi. The unmarried dependent child of an alien meeting the veteran and active duty exception in 8 U.S.C. 1641(b)(2).
- d. If the child is an alien, his or her status may be verified by forms issued through the systematic alien verification for entitlements (SAVE) program. In some instances, validity of documents shall be verified by submitting the department of homeland security, "Document Verification Request" form G845S (5/20/15) to the appropriate office, along with the proper documentation.

Per cent of FPL	Multiplier
0 - 100	0.0000
105	0.0700
110	0.0735
115	0.0770
120	0.0805
125	0.0840
130	0.0875
135	0.0875
140	0.0875
145	0.0875
150	0.0875
155	0.0875
160	0.0875
165	0.0875
170	0.0875
175	0.0875
180	0.0875
185	0.0875
190	0.0875
195	0.0875
200	0.0875
205	0.0900
210	0.1000
215	0.1100
220	0.1200
225	0.1300
230	0.1400
235	0.1500
240	0.1600

245	0.1700
250	0.1800
255	0.1900
260	0.2000
265	0.2100
270	0.2200
275	0.2300
280	0.2400
285	0.2500
290	0.2600
295	0.2700
300	0.2700

Category 1 - Non-Rated

Weekly Payment Rates for Providers of Publicly Funded Child Care Not Participating in SUTQ

Center, Day Camps, Type A Homes, ODE Programs			
	Full Time	Part Time	Hourly
Infant	\$143.31	\$94.40	\$6.56
Toddler	\$123.47	\$81.42	\$5.55
Pre-School	\$109.96	\$60.78	\$3.64
School Age	\$61.50	\$43.17	\$3.23
School Age Summer	\$104.96	\$62.50	\$2.90

Licensed Type B Homes			
	Full Time	Part Time	Hourly
Infant	\$134.28	\$77.37	\$4.42
Toddler	\$124.47	\$85.48	\$3.25
Pre-School	\$114.68	\$78.93	\$3.53
School Age	\$100.75	\$71.69	\$3.00
School Age Summer	\$114.31	\$71.74	\$3.45

BROWN

CHAMPAIGN

CRAWFORD

DEFIANCE

FAYETTE

FULTON

GALLIA

GUERNSEY

HOCKING

MERCER

MUSKINGUM

PAULDING

PUTNAM

ROSS

SCIOTO

TUSCARAWAS

VAN WERT

VINTON

WILLIAMS

WYANDOT

BORDER STATE PROVIDERS

Appendix A

Step Up To Quality Center Program Standards For A One-Star Rating

Domain: Learning and Development	
Sub-Domain: Curriculum and Planning (CP)	
Program Standard	Requirements
<p>CP 1</p> <p>The program engages in a process to identify a written, research-based, comprehensive curriculum aligned with the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served) that is developmentally appropriate.</p> <p>Each lead teacher has available and can access in the classroom the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served).</p> <p>The Early Learning and Development Standards can be located at http://jfs.ohio.gov/cdc/providers.stm</p> <p>The Ohio K-12 Standards or K-12 Resource Guide can be located at www.education.ohio.gov</p>	<p>The prescribed form JFS 01508 "Action Plan For Selecting a Curriculum for Step Up To Quality (SUTQ)" (10/2013) shall be submitted for programs that have not selected a curriculum.</p> <p>Programs that have selected a curriculum shall complete and submit a copy of the prescribed form for each age group(s) served:</p> <p>JFS 01590 "Curriculum Standard Assessment Alignment Tool: Infants and Toddlers for Step Up To Quality" (Rev. 7/2014)</p> <p>JFS 01591 "Curriculum Standard Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality" (Rev. 7/2014), or the</p> <p>JFS 01593 "Curriculum Standard Assessment Alignment Tool: School Age for Step Up To Quality" (Rev. 7/2014.)</p> <p>Programs that have selected the curriculum but not yet completed the alignment work may note this on the submitted JFS 01590, JFS 01591 or JFS 01593. Note: This is valid for a one-star registration only and only if the forms include the full name of the curriculum.</p>
<p>CP 2</p> <p>Teachers use a written dated plan of activities for all hours of instructional time.</p>	<p>Teachers shall use and have on file for review a current, written, dated plan of activities to support children's development and learning.</p> <p>The activity plans shall include the following information:</p> <ul style="list-style-type: none"> • The teacher's name • The name of the group • The time frame the plan covers (daily, weekly, biweekly, monthly) • Daily activities to support children's development and learning and reflects current activities in the group

Sub-Domain: Child Screening and Assessment (CSA)	
Program Standard	Requirements
CSA 1 The program engages in a process to select a comprehensive developmentally appropriate screening tool(s), for the age groups served. (Does not apply to school-age children). The program identifies staff to be trained to administer, score and use the tools appropriately.	The program shall provide documentation of its process to select a comprehensive developmentally appropriate screening tool which is valid and reliable and shall include, at a minimum: the names of staff involved, a proposed timeline, and action steps to outline how the program will review and determine if the tool is comprehensive and developmentally appropriate for the age groups served. The tool(s) shall include the following domains: language, cognitive, motor, social and emotional and behavioral. A program may identify more than one tool, depending on the age groups served and the domains each tool addresses. If a program identifies more than one tool, it shall provide documentation for each tool. That documentation shall include the names of the staff members who will be trained to use the tool.
Sub-Domain: Interaction and Environment (IE)	
Program Standard	Requirements
IE 1 The program selects a classroom self-assessment tool(s) that addresses the quality of the environment and staff/child interactions that is developmentally appropriate for each age group served.	The program identifies the classroom self-assessment tool(s) selected to address the quality of the environment and staff/child interactions. The standardized tool(s) shall be developmentally appropriate to age groups served.
Domain: Administrative and Leadership Practices	
Sub-Domain: Staff Supports (SS)	
Program Standard	Requirements
SS 1 The program has a written wage structure.	The program shall have a written structure used to determine compensation for staff based on criteria established by the program such as education, experience, length of employment, role or position. The program shall submit a copy of the written wage structure it uses to compensate staff (both full-and part-time).
Sub-Domain: Program Administration (PA)	
Program Standard	Requirements
PA 1 The program completes an annual program self-assessment using a standardized tool that is used to assess a program's administrative policies, procedures and practices.	The program shall keep on file for review, the completed, scored, and dated self-assessment tool. The self-assessment shall be completed and/or updated annually and include the following elements: <ul style="list-style-type: none"> ○ Human resource leadership and development ○ Family and community partnerships ○ Program development and evaluation ○ Business and operations management

Sub-Domain: Staff Management (SM)	
Program Standard	Requirements
SM 1 Administrators, lead teachers and assistant teachers have annual professional development plans.	<p>A professional development plan is a written individualized plan used to document the on-going training and professional development needs of staff, and shall be updated at least annually.</p> <p>For initial registrations: Professional development plans shall be created for any individual who has been employed for more than 30 days.</p> <p>Once rated, the initial professional development plan shall be completed within 30 days of hire.</p> <p>Professional development plans shall include the staff member's name, date of hire, position, staff signature, date of completion/update, and on-going training and professional development needs related to meeting the performance goals indicated on the professional development plan.</p> <p>The program shall submit a written description of the process used to complete plans for administrators, lead teachers and assistant teachers and shall have available onsite a copy of the professional development plans.</p>
Domain: Staff Qualifications and Professional Development	
Sub-Domain: Staff Education (SE)	
Program Standard	Requirements
SE 1 The administrator has a Child Development Associate (CDA) or an associate's degree (AA) in an approved related field or a Career Pathways Level (CPL) 2 or an Administrator Credential 2 or an Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children). Fifty percent of lead teachers have a CDA (at least two lead teachers shall have a CDA or CPL 2) or one lead teacher has an AA in an approved related field or a CPL 3 or an Ohio's School-Age Lead Teacher Professional Endorsement (counts in school-age only group) Approved related fields are defined in rule 5101:2-17-01 of the Ohio Administrative Code.	<p>The CDA shall be current. www.cdacouncil.org</p> <p>All administrators, lead and assistant teachers shall create a profile in the Ohio Professional Registry (OPR) within 30 days of beginning employment. Individuals shall submit their education to the OPR for verification, following the OPR's established policies and procedures. https://www.occrra.org/opr</p> <p>Documentation will not be considered complete until it has been verified by the OPR.</p> <p>The administrator meeting the on-site hours must meet the SUTQ education requirement.</p>

Sub-Domain: Professional Development (PD)	
Program Standard	Requirements
PD 1 All administrators achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium. All lead teachers and assistant teachers achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium. Individuals who are currently enrolled in a degree-granting program in early childhood or related field can use coursework to fulfill the biennial training requirement.	For initial ratings only: Administrators, lead teachers and assistant teachers are not required to achieve the Professional Development Certificate prior to registering for an initial rating. All administrators, lead teachers and assistant teachers shall achieve the Professional Development Certificate prior to the end of the current biennium. The required hours for the Professional Development Certificate shall be prorated based on the rating effective date of the program's initial rating. Once rated, all lead teachers and assistant teachers achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium. If an administrator, lead teacher or assistant teacher was hired after the program's initial rating date, the required hours for the Professional Development Certificate shall be prorated based on his or her hire date.
PD 2 Administrators, lead teachers and assistant teachers shall complete the required quality and child development courses.	All newly hired administrators, lead teachers and assistant teachers are required to complete Ohio's Approach to Quality and Ohio's Overview of Child Development within 30 days of being hired unless they have documentation of the courses in the OPR or meet the exemption requirements. The hours accumulated for these two courses shall count as professional development hours. Any post-secondary child development course completed (with a grade of C or better or a passing grade from a pass/fail course) within the previous six years from an accredited institution of higher education shall count toward the Ohio's Overview of Child Development regardless of degree. Documentation of the course shall be submitted to the OPR no later than sixty days prior to the end of the biennium.
Domain: Family and Community Partnerships	
Sub-Domain: Transitions (T)	
Program Standard	Requirements
T 1 The program provides written information to families on transitioning children into, within, and out of the program.	The program shall submit copies of written information given to families on transitioning children into, within, and out of the program.
Sub-Domain: Communication and Engagement (CE)	
Program Standard	Requirements
CE 1	The program shall maintain form used to collect family information with the child's name and information about family structure and routines. This information shall be on file for all children enrolled at the program.

The program obtains information about the family structure and routines that are important to the child's development.	
CE 2 The program provides information regarding a minimum of at least two resources and community services to families.	The program shall submit documentation of at least two resources and community services provided to families to support the family and the development of their children.

Appendix B

Step Up To Quality Center Program Standards For a Two-Star Rating

Domain: Learning and Development	
Sub-Domain: Curriculum and Planning (CP)	
Program Standard	Requirements
<p>CP 1</p> <p>The program obtains a written, research-based, comprehensive curriculum aligned with the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served). Each teacher has daily access to a copy of the curriculum.</p> <p>Each lead teacher has available and can access in the classroom the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served).</p> <p>The Early Learning and Development Standards can be located at http://jfs.ohio.gov/cdc/providers.stm</p> <p>Ohio K-12 Standards or K-12 Resource Guide can be located at www.education.ohio.gov</p>	<p>Programs shall complete and submit a copy of the prescribed form for each age group(s) served:</p> <p>JFS 01590 "Curriculum Standard Assessment Alignment Tool: Infants and Toddlers for Step Up To Quality" (Rev. 7/2014)</p> <p>JFS 01591 "Curriculum Standard Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality" (Rev. 7/2014), or the</p> <p>JFS 01593 "Curriculum Standard Assessment Alignment Tool: School Age for Step Up To Quality" (Rev. 7/2014.)</p>
<p>CP 2</p> <p>Teachers use a written dated plan of activities for all hours of instructional time.</p>	<p>Teachers shall use and have on file for review a current, written, dated plan of activities to support children's development and learning.</p> <p>The activity plans shall include the following information:</p> <ul style="list-style-type: none"> • The teacher's name • The name of the group • The time frame the plan covers (daily, weekly, biweekly, monthly) • Daily activities to support children's development and learning and reflects current activities in the group <p>The plan shall be aligned to all developmental domains in Ohio's Birth-Kindergarten Entry Early Learning and Development Standards or Common Core State Standards or both sets of standards; and to the relevant Ohio Academic Content Standards K-12.</p>

Sub-Domain: Child Screening and Assessment (CSA)	
Program Standard	Requirements
CSA 1 The program obtains a comprehensive developmentally appropriate screening tool(s) for the age groups served. (Does not apply to school-age children). Staff is trained to administer, score and use the screening tools appropriately.	<p>The program shall record the name of the screening tool(s) obtained and document that the tool(s) is comprehensive and developmentally appropriate for the age groups served.</p> <p>The program shall maintain on file for review written documentation of the tool(s) staff members have been trained to use that includes the staff members names.</p> <p>The tool(s) shall include the following domains: language, cognitive, motor, social and emotional and behavioral.</p> <p>A program may identify more than one tool, depending on the age groups served and the domains each tool addresses. If a program identifies more than one tool, it shall provide documentation for each tool.</p>
Sub-Domain: Interaction and Environment (IE)	
Program Standard	Requirements
IE 1 The program completes an annual classroom self-assessment tool(s) that addresses the quality of the environment and staff/child interactions that is developmentally appropriate to age groups served.	<p>The program shall maintain written documentation of the completed and scored classroom self-assessment for each group of children. The tool shall be developmentally appropriate to age groups served and shall be completed annually.</p> <p>Note: The completion of the classroom self-assessment tool shall not be used to meet the teacher observation program standard in the Administrative and Leadership Practices domain.</p>
Domain: Administrative and Leadership Practices	
Sub-Domain: Staff Supports (SS)	
Program Standard	Requirements
SS 1 The program has a written wage structure.	<p>The program shall have a written structure used to determine compensation for staff based on criteria established by the program such as education, experience, length of employment, role or position.</p> <p>The program shall submit a copy of the written wage structure it uses to compensate staff (both full-and part-time).</p>

<p>SS 2</p> <p>The program offers one of the approved staff supports.</p>	<p>Approved staff supports are as follows:</p> <ul style="list-style-type: none"> • A total of 5 days of paid leave (sick, vacation, and/or personal) • Health benefits • Retirement • Discount on child care • Tuition reimbursement • T.E.A.C.H. Early Childhood©Ohio • Paid professional development • Paid professional membership • Flexible spending account • Life insurance • Five paid holidays • One hour of paid planning time weekly <p>The program shall submit and maintain written documentation which includes the available supports: who is eligible to receive the staff supports and the program's formal communication of the available supports to employees.</p>
<p style="text-align: center;">Sub-Domain: Program Administration (PA)</p>	
<p>PA 1</p> <p>The program completes an annual program self-assessment using a standardized tool that is used to assess a program's administrative policies, procedures and practices.</p>	<p>The program shall keep on file for review, the completed, scored, and dated self-assessment tool. The self-assessment shall be completed and/or updated annually, and include the following elements:</p> <ul style="list-style-type: none"> ○ Human resource leadership and development ○ Family and community partnerships ○ Program development and evaluation ○ Business and operations management
<p>PA 2</p> <p>The program completes an annual continuous improvement plan using results from the current annual program self-assessment, which includes a minimum of one goal and at least one action step towards completing the goal.</p>	<p>The program shall complete and submit the required sections of the JFS 01509 "Continuous Improvement Plan For SUTQ" (Rev. 7/2014) for a two-star rating. The plan shall be updated annually.</p>

Sub-Domain: Staff Management (SM)	
Program Standard	Requirements
SM 1 Lead and assistant teachers have at least one formal observation annually.	<p>The observation shall be completed by the administrator or person(s) designated by the administrator within 30 days of hire and updated at least annually. The program shall maintain a summary that shall include documentation of the formal observations for each staff member. The summary shall include the staff member's name and the date the observation was completed.</p> <p>Note: The completion of the classroom self-assessment tool or a self-evaluation by the lead or assistant teacher does not meet the requirement for formal observations.</p>
SM 2 Administrators, lead teachers and assistant teachers have annual professional development plans.	<p>A professional development plan is a written individualized plan used to document the on-going training and professional development needs of staff, and shall be updated at least annually.</p> <p>For initial registrations: Professional development plans shall be created for any individual who has been employed for more than 30 days.</p> <p>Once rated, the initial professional development plan shall be completed within 30 days of hire.</p> <p>Professional development plans shall be completed within 30 days of hire and updated at least annually. It shall include the staff member's name, date of hire, position, staff signature, date of completion/update, and on-going training and professional development needs related to meeting the performance goals indicated on the professional development plan.</p> <p>The program shall submit a written description of the process used to complete plans for administrators, lead teachers and assistant teachers and shall have available onsite a copy of the professional development plans.</p>
Domain: Staff Qualifications and Professional Development	
Sub-Domain: Staff Education (SE)	
Program Standard	Requirements
SE 1 The administrator has an associate's degree (AA) in an approved related field or a Career Pathways Level (CPL) 3 or an Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children).	<p>The CDA shall be current. www.cdacouncil.org.</p> <p>All administrators, lead and assistant teachers shall create a profile in the Ohio Professional Registry (OPR) within 30 days of beginning employment.</p>

<p>Twenty-five percent of lead teachers have an AA in an approved related field or a CPL 3 or an Ohio's School-Age Lead Teacher Professional Endorsement (counts in school-age only group).</p> <p>Approved related fields are defined in rule 5101:2-17-01 of the Ohio Administrative Code.</p>	<p>Individuals shall submit their education to the OPR for verification, following the OPR's established policies and procedures. https://www.occrra.org/opr</p> <p>Documentation will not be considered complete until it has been verified by the OPR.</p> <p>The administrator meeting the on-site hours must meet the SUTQ education requirement.</p>
Sub-Domain: Professional Development (PD)	
Program Standard	Requirements
<p>PD 1</p> <p>All administrators achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>All lead teachers and assistant teachers achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>Individuals who are currently enrolled in a degree-granting program in early childhood or related field can use coursework to fulfill the biennial training requirement.</p>	<p>For initial ratings only: Administrators, lead teachers and assistant teachers are not required to achieve the Professional Development Certificate prior to registering for an initial rating. All administrators, lead teachers and assistant teachers shall achieve the Professional Development Certificate prior to the end of the current biennium. The required hours for the Professional Development Certificate shall be prorated based on the rating effective date of the program's initial rating.</p> <p>Once rated, all lead teachers and assistant teachers achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>If an administrator, lead teacher or assistant teacher was hired after the program's initial rating date, the required hours for the Professional Development Certificate shall be prorated based on his or her hire date.</p>
<p>PD 2</p> <p>Administrators, lead teachers and assistant teachers shall complete the required quality and child development courses.</p>	<p>All newly hired administrators, lead teachers and assistant teachers are required to complete Ohio's Approach to Quality and Ohio's Overview of Child Development within 30 days of being hired unless they have documentation of the courses in the OPR or meet the exemption requirements.</p> <p>The hours accumulated for these two courses shall count as professional development hours.</p> <p>Any post-secondary child development course completed (with a grade of C or better or a passing grade from a pass/fail course) within the previous six years from an accredited institution of higher education shall count toward the Ohio's Overview of Child Development regardless of degree. Documentation of the course shall be submitted to the OPR no later than sixty days prior to the end of the biennium.</p>

Domain: Family and Community Partnerships	
Sub-Domain: Transitions (T)	
Program Standard	Requirements
T 1 The program provides written information to families on transitioning children into, within, and out of the program.	The program shall submit copies of written information given to families on transitioning children into, within, and out of the program.
T 2 The program provides age-appropriate activities for children to prepare them for the transition to a new classroom or educational setting.	The program shall submit and maintain documentation which describes age-appropriate activities for children to prepare them for the transition to a new classroom or educational setting. The documentation shall include the age group in which the activities were conducted and the purpose of the activity.
T 3 The program transfers any child's records to the new setting at the family's request and with the family's written consent.	<p>The program shall submit and maintain a written policy explaining the procedure for obtaining family consent and for transferring records that the program and parents have determined to share during the transition.</p> <p>The program shall have available for review completed copies of the document used to obtain written family consent or a sample if no completed copies are available.</p> <p>The written consent shall include the child's name, the name of the new setting that the records will be released to, a statement indicating the family would like the records released, the parent/guardian signature, and the date of signature.</p>
Sub-Domain: Communication and Engagement (CE)	
Program Standard	Requirements
CE 1 The program obtains information about the family structure and routines that is important to the child's development.	The program shall maintain the form used to collect family information with the child's name and information about family structure and routines. This information shall be on file for all children enrolled at the program.
CE 2 The program provides information regarding a minimum of at least two resources and community services to families.	The program shall submit documentation of at least two resources and community services provided to families to support the family and the development of their children.
CE 3 The program communicates with families using at least two different modes of communication; and at least one mode promotes two-way communication.	The program must show or be able to describe at least two modes of communication that the program uses to communicate with families.

<p>CE 4</p> <p>The program provides families with combined or separate information on at least one health topic and one child development topic annually that are appropriate to all age groups served at the program.</p>	<p>The program shall submit a combined or separate document(s) of dated information on one health topic and one child development topic that was provided to families.</p>
<p>CE 5</p> <p>The program offers at least one opportunity for all families to engage in activities annually.</p>	<p>The program shall submit written documentation which describes the family engagement opportunities that have been offered to families. The documentation shall include information describing the activity and to whom and when it was offered.</p>

Sub-Domain: Communication and Engagement

Program Standard	Requirements
The program obtains information about the family structure and routines that is important to the child's development.	The program shall submit the form used to collect family information. This information shall be on file for all children enrolled at the program.
The program provides information regarding resources and community services to families.	The program shall submit sample copies of information provided to families regarding the resources and community services that are available to them to support the family and the development of their children.
The program communicates with families using different modes of communication; and at least one mode promotes two-way communication.	Administrators and teachers shall be able to describe the modes of communication used with families.
The program provides families information on topics addressing health and child development annually that are appropriate to all age groups served at the program.	The program shall submit dated copies of the health and child development information provided to families.
The program offers at least one opportunity for all families to engage in activities annually.	The program shall submit written documentation which describes the family engagement activities that have been offered to families. The documentation shall include information regarding the activity and to whom and when it was offered.

Appendix C

Step Up To Quality Center Program Standards For a Three-Star Rating

Domain: Learning and Development	
Sub-Domain: Curriculum and Planning (CP)	
Program Standard	Requirements
<p>CP 1</p> <p>The program implements a written, research based, comprehensive curriculum aligned with the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served) and demonstrates its alignment to the child assessment. Each teacher has daily access to a copy of the curriculum.</p> <p>Each lead teacher has available and can access in the classroom the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served).</p> <p>The Early Learning and Development Standards can be located at http://jfs.ohio.gov/cdc/providers.stm</p> <p>The Ohio K-12 Standards or K-12 Resource Guide can be located at www.education.ohio.gov</p>	<p>Programs shall complete and submit a copy of the prescribed form for each age group(s) served:</p> <p>JFS 01590 "Curriculum Standard Assessment Alignment Tool: Infants and Toddlers for Step Up To Quality" (Rev. 7/2014)</p> <p>JFS 01591 "Curriculum Standard Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality" (Rev. 7/2014), or the</p> <p>JFS 01593 "Curriculum Standard Assessment Alignment Tool: School Age for Step Up To Quality" (Rev. 7/2014).</p> <p>Teachers of infant, toddler, and preschool children shall be able to explain how they address the Early Learning and Development Standards through the arrangement of the learning environment, daily routines and planned experiences.</p> <p>School-age teachers shall explain how they address the K-12 Standards that are relevant to the program's structure, philosophy, and goals through the arrangement of the learning environment, daily routines and planned experiences.</p> <p>Annual report: If the program has changed curriculum, the program shall submit documentation. Section I of the JFS 01590, JFS 01591, or the JFS 01593 shall be used for documentation.</p>
<p>CP 2</p> <p>Teachers use a written dated plan of activities for all hours of instructional time.</p>	<p>Teachers shall use and have on file for review a current, written, dated plan of activities to support children's development and learning.</p> <p>The activity plans shall include the following information:</p> <ul style="list-style-type: none"> • The teacher's name • The name of the group • The time frame the plan covers (daily, weekly, biweekly, monthly)

	<ul style="list-style-type: none"> Daily activities to support children's development and learning and reflects current activities in the group. <p>Lead teachers shall be able to explain the activity planning process including how they implement the curriculum and child assessment.</p> <p>The plan shall be aligned to all developmental domains in Ohio's Birth-Kindergarten Entry Early Learning and Development Standards or Common Core State Standards or both sets of standards; and to the relevant Ohio Academic Content Standards K-12.</p>
Sub-Domain: Child Screening and Assessment (CSA)	
Child Screening Program Standard	Child Screening Requirements
<p>CSA 1</p> <p>The program ensures that all children (except school-age children) receive a comprehensive developmental screening that is valid and reliable within 60 days of entry into the program and annually thereafter. Necessary referrals are completed within 90 days of identification of need, and the results are formally communicated with families.</p> <p>Staff is trained to administer, score and use the screening tools appropriately.</p>	<p>The program shall record the name of the screening tool(s) obtained and document that the tool(s) is comprehensive and developmentally appropriate for the age groups served.</p> <p>The program shall maintain on file for review written documentation of the tool(s) staff members have been trained to use that includes the staff members names.</p> <p>The tool(s) shall include the following domains: language, cognitive, motor, social and emotional and behavioral.</p> <p>A program may identify more than one tool, depending on the age groups served and the domains each tool addresses. If a program identifies more than one tool, it shall provide documentation for each tool.</p> <p>The program shall keep on file for review screening tools that are completed for each child within 60 days of enrollment and annually thereafter, results shall be communicated with the families.</p> <p>The documentation shall include the child's name, date of enrollment, and date tool was administered, and date of referrals (if necessary).</p> <p>The program shall submit written documentation which outlines the program's referral process and the identified formal communication methods to share screening results with families.</p> <p>The program maintains written documentation of referrals made.</p> <p>Annual report: If the program is using new screening tools, the program shall submit an updated list of the screening tool(s) used as well as a list of staff who have been trained on the new tool(s).</p>

Child Assessment Program Standard	Child Assessment Requirements
<p>CSA 2</p> <p>The program administers the state required assessment for all enrolled preschool aged children.</p>	<p>The program shall administer the Early Learning Assessment (ELA) following the schedule prescribed by the Ohio Departments of Education and Job and Family Services (ODE and ODJFS).</p>
<p>CSA 3</p> <p>The program assesses all children enrolled (except school-age children) using formal and informal methods on an ongoing basis to inform instruction. Results are shared with families.</p> <p>Programs serving school-age children and stand-alone school-age programs are only required to complete informal assessments with school-age children.</p>	<p>The program shall submit a written description of the on-going child assessment process which includes:</p> <ul style="list-style-type: none"> • A description of the on-going process used for child assessment including that formal assessments are completed at least twice annually • Identification of the standardized tool(s) used for formal assessments • Methods by which child observations are conducted and recorded • Identification of supporting evidence and the methods used to collect supporting evidence. <p>The program shall keep on file for review examples of completed tools and supporting evidence of on-going child assessment; as well as samples of information provided to families to share results.</p> <p>The program shall be able to explain the assessment process, methods, and how results are shared with families.</p> <p>Annual report: If the program has changed the assessment process, the program shall submit an update to the requirements listed above.</p>
<p>CSA 4</p> <p>The program and parents work collaboratively to create two written developmental and educational goals within sixty days of enrollment for children, and updated annually.</p>	<p>The written goals shall include the name of the child, developmental and/or educational goals, the parent/guardian signature and date of completion. The written documentation shall clearly identify the family's opportunity to develop the goals. The goals shall be updated annually.</p>
Sub-Domain: Interaction and Environment (IE)	
Program Standard	Requirements
<p>IE 1</p> <p>The program completes an annual classroom self-assessment tool(s) that addresses the quality of the environment and staff/child interactions that is developmentally appropriate to age groups served.</p>	<p>The program shall maintain written documentation of the completion of a classroom self-assessment for each group of children. The standardized tool shall be developmentally appropriate to age groups served and shall be completed annually.</p> <p>Note: The completion of the classroom self-assessment tool shall not be used to meet the teacher observation program standard in the Administrative and Leadership Practices domain.</p> <p>Annual report: The program shall submit documentation of the completed classroom self-assessment tool.</p>

<p>IE 2</p> <p>The lead teacher in each group identifies at least one an area for improvement and creates an action plan which includes a goal and at least one action step based on the results of the annual classroom self-assessment.</p>	<p>The lead teacher in each group shall use the results of the classroom self-assessment to identify at least one area of improvement and develop an annual action plan. The written action plan shall include:</p> <ul style="list-style-type: none"> • Teacher's name • Group • Date completed • Name of tool used • Goal • Action steps for achieving the goal • Timeframe for completing the goal
<p>IE 3</p> <p>The program supports each child's development by providing well-structured learning environments and positive interactions among staff and children.</p>	<p>The Ohio Classroom Observation Tool (OCOT) is conducted in randomly selected groups, representing the age groups the program serves which will be observed using a standardized tool embedded within the verification process. The tool will assess both the quality of the classroom environment and staff/child interactions. Programs will need to successfully meet the elements and indicators within the tool to demonstrate they meet this standard.</p>
<p align="center">Domain: Administrative and Leadership Practices</p>	
<p align="center">Sub-Domain: Staff Supports (SS)</p>	
<p align="center">Program Standard</p>	<p align="center">Requirements</p>
<p>SS 1</p> <p>The program has a written wage structure.</p>	<p>The program shall have a written structure used to determine compensation for staff based on criteria established by the program such as education, experience, length of employment, role or position.</p> <p>The program shall submit a copy of the written wage structure it uses to compensate staff (both full-and part-time).</p>
<p>SS 2</p> <p>The program offers two of the approved staff supports.</p>	<p>Approved staff supports are as follows:</p> <ul style="list-style-type: none"> • A total of 5 days of paid leave (sick, vacation, and/or personal) • Health benefits • Retirement • Discount on child care • Tuition reimbursement • T.E.A.C.H. Early Childhood©Ohio • Paid professional development • Paid professional membership • Flexible spending account • Life insurance • Five paid holidays • One hour of paid planning time weekly <p>The program shall submit and maintain written documentation which includes the available supports, who is eligible to receive the staff supports and the program's formal communication of the available supports to employees.</p>

Sub-Domain: Program Administration (PA)	
PA 1 The program completes an annual program self-assessment using a standardized tool that is used to assess a program's administrative policies, procedures and practices.	The program shall keep on file for review, the documentation of the completed, scored and dated self-assessment tool. The self-assessment shall be completed and/or updated annually and include the following elements: <ul style="list-style-type: none"> ○ Human resource leadership and development ○ Family and community partnerships ○ Program development and evaluation ○ Business and operations management Annual report: The program shall submit documentation of the completed program self-assessment tool.
PA 2 The program completes an annual continuous improvement plan using results from the current annual program self-assessment, which includes a minimum of two goals and at least two action steps towards completing the goals. Input from staff and families is also included in developing the continuous improvement plan.	The program shall complete and submit the required sections of the JFS 01509 "Continuous Improvement Plan For SUTQ" (Rev. 7/2014) for the three-star rating. The plan shall be updated annually. The program shall be able to provide written examples of ways that staff and family input is gathered and used to inform the continuous improvement plan. Annual report: The program shall submit the updated JFS 01509.
Sub-Domain: Staff Management (SM)	
Program Standard	Requirements
SM 1 Lead and assistant teachers have at least one formal observation annually.	The observation shall be completed by the administrator or person(s) designated by the administrator within 30 days of hire and updated at least annually. The program shall maintain a summary that shall include documentation of the formal observations for each staff member. The summary shall include the staff member's name and the date the observation was completed. Note: The completion of the classroom self-assessment tool or a self-evaluation by the lead or assistant teacher does not meet the requirement for formal observations. Annual report: The program shall submit documentation of the formal observations.

<p>SM 2</p> <p>Administrators, lead teachers and assistant teachers have annual professional development plans.</p>	<p>A professional development plan is a written individualized plan used to document the on-going training and professional development needs of staff, and shall be updated at least annually.</p> <p>For initial registrations: Professional development plans shall be created for any individual who has been employed for more than 30 days.</p> <p>Once rated, the initial professional development plan shall be completed within 30 days of hire.</p> <p>Professional development plans shall be completed within 30 days of hire and updated at least annually. It shall include the staff member's name, date of hire, position, staff signature, date of completion/update, and on-going training and professional development needs related to meeting the performance goals indicated on the professional development plan.</p> <p>The program shall submit a written description of the process used to complete plans for administrators, lead teachers and assistant teachers and shall have available onsite a copy of the professional development plans.</p> <p>Annual report: The program shall submit documentation verifying that all of the professional development plans have been updated annually.</p>
<p>SM 3</p> <p>Results of the formal observations are used to inform individual professional development plans.</p>	<p>The program's professional development planning process shall include written documentation that demonstrates how the results of the formal observations were used to inform individuals' goals.</p>
<p align="center">Domain: Staff Qualifications and Professional Development</p>	
<p align="center">Sub-Domain: Staff Education (SE)</p>	
<p align="center">Program Standard</p>	<p align="center">Requirements</p>
<p>SE 1</p> <p>The administrator has an associate's degree (AA) in an approved related field or a Career Pathways Level (CPL) 3 or an Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children).</p> <p>Fifty percent of lead teachers have an AA in an approved related field or a CPL 3 or an Ohio's School-Age Lead Teacher Professional Endorsement (counts if in school-age only group).</p> <p>Approved related fields are defined in rule 5101:2-17-01 of the Ohio Administrative Code.</p>	<p>All administrators, lead and assistant teachers shall create a profile in the Ohio Professional Registry (OPR) within 30 days of beginning employment. Individuals shall submit their education to the OPR for verification, following the OPR's established policies and procedures. https://www.occrra.org/opr</p> <p>Documentation will not be considered complete until it has been verified by the OPR.</p> <p>The administrator meeting the on-site hours must meet the SUTQ education requirement.</p> <p>Annual report: The program shall submit to the OPR documentation for verification of the education qualifications.</p>

Sub-Domain: Professional Development (PD)	
Program Standard	Requirements
<p>PD 1</p> <p>All administrators achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>All lead teachers and assistant teachers achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>Individuals who are currently enrolled in a degree-granting program in early childhood or related field can use coursework to fulfill the biannual training requirement.</p>	<p>For initial ratings only: Administrators, lead teachers and assistant teachers are not required to achieve the Professional Development Certificate prior to registering for an initial rating. All administrators, lead teachers and assistant teachers shall achieve the Professional Development Certificate prior to the end of the current biennium. The required hours for the Professional Development Certificate shall be prorated based on the rating effective date of the program's initial rating.</p> <p>Once rated, all lead teachers and assistant teachers achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>If an administrator, lead teacher or assistant teacher was hired after the program's initial rating date, the required hours for the Professional Development Certificate shall be prorated based on his or her hire date.</p>
<p>PD 2</p> <p>Administrators, lead teachers and assistant teachers shall complete the required quality and child development courses.</p>	<p>All newly hired administrators, lead teachers and assistant teachers are required to complete Ohio's Approach to Quality and Ohio's Overview of Child Development within 30 days of being hired unless they have documentation of the courses in the OPR or meet the exemption requirements.</p> <p>The hours accumulated for these two courses shall count as professional development hours.</p> <p>Any post-secondary child development course completed (with a grade of C or better or a passing grade from a pass/fail course) within the previous six years from an accredited institution of higher education shall count toward the Ohio's Overview of Child Development regardless of degree. Documentation of the course shall be submitted to the OPR no later than sixty days prior to the end of the biennium.</p>

Domain: Family and Community Partnerships	
Sub-Domain: Transitions (T)	
Program Standard	Requirements
T 1 The program provides written information to families on transitioning children into, within, and out of the program.	The program shall submit copies of written information given to families on transitioning children into, within, and out of the program.
T 2 The program provides age-appropriate activities for children to prepare them for the transition to a new classroom or educational setting.	The program shall submit and maintain documentation which describes age-appropriate activities for children to prepare them for the transition to a new classroom or educational setting. The documentation shall include the age group in which the activities were conducted and the purpose of the activity.
T 3 The program transfers any child's records to the new setting at the family's request and with the family's written consent.	<p>The program shall submit and maintain a written policy explaining the procedure for obtaining family consent and transferring records that the program and parents have determined to share during the transition.</p> <p>The program shall have available for review completed copies of the document used to obtain written family consent or a sample if no completed copies are available.</p> <p>The written consent shall include the child's name, the name of the new setting that the records will be released to, a statement indicating the family would like the records released, the parent/guardian signature, and the date of signature.</p>
T 4 The program meets with families to develop an individualized transition plan that supports a child's transition to another classroom or educational setting.	<p>The program shall have a plan that includes strategies to support the individualized needs of the child during the transition process.</p> <p>The plan shall include the name of the staff member completing the plan, the child's name, the parent/guardian signature and date of development, and opportunities for family input.</p> <p>The program shall submit a document describing the process they follow for transition meetings.</p>
Sub-Domain: Communication and Engagement (CE)	
Program Standard	Requirements
CE 1 The program obtains information about the family structure and routines that is important to the child's development.	The program shall maintain the form used to collect family information with the child's name and information about family structure and routines. This information shall be on file for all children enrolled at the program.

Program Standard	Requirements
<p>CE 2</p> <p>The program provides information regarding a minimum of at least two resources and community services to families.</p>	<p>The program shall submit documentation of at least two resources and community services provided to families to support the family and the development of their children.</p>
<p>CE 3</p> <p>The program communicates with families using at least two different modes of communication; and at least one mode promotes two-way communication.</p>	<p>The program must show or be able to describe at least two modes of communication that the program uses to communicate with families.</p>
<p>CE 4</p> <p>The program provides families with combined or separate information on at least one health topic and one child development topic annually that are appropriate to all age groups served at the program.</p>	<p>The program shall submit a combined or separate document(s) of dated information on one health topic and one child development topic provided to families.</p>
<p>CE 5</p> <p>The program offers at least one opportunity for all families to engage in activities annually.</p>	<p>The program shall submit written documentation which describes the family engagement opportunities that have been offered to families. The documentation shall include information describing the activity and to whom and when it was offered.</p> <p>Annual report: The program shall submit updated documentation of the family engagement activities.</p>
<p>CE 6</p> <p>The program offers at least one educational training, workshop or event to support families' engagement in children's learning and development annually for each age group served.</p>	<p>The program shall submit and have on file for review written documentation that describes the educational training, workshop or event the program offered. The documentation shall include the date(s), topic addressed and type of activity. The activity described here shall not be the same activity to engage families in an activity annually.</p>
<p>CE 7</p> <p>The program has written policies and procedures to ensure that children have received comprehensive health screenings or families have been provided information on the importance of health screenings.</p> <p>The program has written policies and procedures for its referral process to community resources that support families and children.</p> <p>This is not required for school-age children.</p>	<p>The program shall submit a written description of its health screening policy which includes how the program will ensure that children have received comprehensive health screenings and referrals to community resources. The policy shall also include a referral process to community resources for those children who have not received a health screening. Comprehensive health screenings include: vision, dental health, height, weight, hearing and blood lead and hemoglobin levels.</p> <p>The program shall submit a written description of its referral policy which includes how it communicates with families regarding community resources that are available to obtain the screenings.</p> <p>If the program only serves school-age children a statement shall be submitted explaining that these requirements do not apply.</p>

<p>The program organizes at least one educational training, workshop or event to support families' engagement in children's learning and development annually for each age group served.</p>	<p>The program shall submit and have on file for review written documentation that describes the educational training, workshop or event the program organized. The documentation shall include the date(s), topic addressed and type of activity. The activity described here shall not be the same activity to engage families in an activity annually.</p>
<p>The program has written policies and procedures to ensure that children have received comprehensive health screenings or families have been provided information on the importance of health screenings and resources to obtain them.</p>	<p>The program shall submit a written description of their health screening policy which includes how the program will ensure that children have received comprehensive health screenings and referrals to community resources. The policy shall also include a referral process to community resources for those children who have not received a health screening. Comprehensive health screenings include: vision, dental health, height, weight, hearing and blood lead and hemoglobin levels.</p> <p>The program shall submit written information available to families regarding the importance of the health screenings and resources that are available to them in order to obtain the screenings.</p> <p>If the program only serves school-age children a statement shall be submitted explaining that these requirements do not apply.</p>
<p>The program and parents work collaboratively to create annual written, developmental and educational goals for children.</p>	<p>The written goals shall include the name of the child, developmental and/or educational goals, the parent/guardian signature and date of completion. The written documentation shall clearly identify the family's opportunity to develop the goals. The goals shall be updated annually.</p>

Appendix D

Step Up To Quality Center Program Standards For a Four and Five-Star Rating

Domain: Learning and Development (Maximum 21 Points)	
Sub-Domain: Curriculum and Planning (CP)	
Program Standard	Requirements
<p>CP 1</p> <p>The program implements a written, research based, comprehensive curriculum aligned with the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served) and demonstrates its alignment to the child assessment. Each teacher has daily access to a copy of the curriculum.</p> <p>Each lead teacher has available and can access in the classroom the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served).</p> <p>The Early Learning and Development Standards can be located at http://jfs.ohio.gov/cdc/providers.stm</p> <p>The Ohio K-12 Standards or K-12 Resource Guide can be located at www.education.ohio.gov</p>	<p>The program shall complete and submit a copy of the prescribed form for each age group(s) served:</p> <p>JFS 01590 "Curriculum Standard Assessment Alignment Tool: Infants and Toddlers for Step Up To Quality" (Rev. 7/2014)</p> <p>JFS 01591 "Curriculum Standard Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality" (Rev. 7/2014), or the</p> <p>JFS 01593 "Curriculum Standard Assessment Alignment Tool: School Age for Step Up To Quality" (Rev. 7/2014).</p> <p>Teachers of infant, toddler, and preschool children shall be able to explain how they address the Early Learning and Development Standards through the arrangement of the learning environment, daily routines and planned experiences.</p> <p>School-age teachers shall explain how they address the K-12 Standards that are relevant to the program's structure, philosophy, and goals through the arrangement of the learning environment, daily routines and planned experiences.</p> <p>Annual report: If the program has changed curriculum, the program shall submit documentation. Section I of the JFS 01590, JFS 01591, or the JFS 01593 shall be used for documentation.</p>

Sub-Domain: Curriculum and Planning (CP)	
Program Standard	Requirements
<p>CP 2</p> <p>Teachers use a written dated plan of activities for all hours of instructional time.</p>	<p>Teachers shall use and have on file for review a current, written, dated plan of activities to support children's development and learning.</p> <p>The activity plans shall include the following information:</p> <ul style="list-style-type: none"> • The teacher's name • The name of the group • The time frame the plan covers (daily, weekly, biweekly, monthly) • Daily activities to support children's development and learning and reflects current activities in the group. <p>Lead teachers shall be able to explain the activity planning process including how they implement the curriculum and child assessment.</p> <p>The plan shall be aligned to all developmental domains in Ohio's Birth-Kindergarten Entry Early Learning and Development Standards or Common Core State Standards or both sets of standards; and to the relevant Ohio Academic Content Standards K-12.</p>
<p>CP 3</p> <p>Lead teachers plan intentional and purposeful activities and experiences for all hours of instructional time, that meet the needs, interests, and abilities of children who are younger than school-age across the following domains: Approaches Toward Learning, Social/Emotional Development, Cognitive and General Knowledge, Physical Well-Being and Motor Development, and Language and Literacy Development in the Early Learning Development Standards and/or Common Core Standards; or the K-12 Standards for school-age children in areas chosen by the program that best matches the philosophy. (5 points)</p>	<p>Lead teachers shall be able to describe and provide written documentation of examples of the strategies that they use in the development and implementation of intentional and purposeful activities.</p> <p>All teachers shall be able to describe and give examples of how they consider individual child needs, interests and abilities during the planning process. They shall share any written documentation, work samples, collections or evidence.</p>
<p>CP 4</p> <p>Teachers support children's active engagement through opportunities for exploration and learning. (3 points)</p>	<p>Lead teachers shall be able to describe and provide written documentation of examples of the methods that they use to create a variety of types of daily experiences for children that encourage exploration and learning.</p>

Sub-Domain: Child Screening and Assessment (CSA)	
Child Screening Program Standard	Child Screening Requirements
<p>CSA 1</p> <p>The program ensures that all children (except school-age children) receive a comprehensive developmental screening that is valid and reliable within 60 days of entry into the program and annually thereafter. Necessary referrals are completed within 90 days of identification of need, and the results are formally communicated with families.</p> <p>Staff is trained to administer, score and use the screening tools appropriately.</p>	<p>The program shall record the name of the screening tool(s) obtained and document that the tool(s) is comprehensive and developmentally appropriate for the age groups served.</p> <p>The program shall maintain on file for review written documentation of the tool(s) staff members have been trained to use that includes the staff members names.</p> <p>The tool(s) shall include the following domains: language, cognitive, motor, social and emotional and behavioral.</p> <p>A program may identify more than one tool, depending on the age groups served and the domains each tool addresses. If a program identifies more than one tool, it shall provide documentation for each tool.</p> <p>The program shall keep on file for review screening tools that are completed for each child within 60 days of enrollment and annually thereafter, results shall be communicated with the families.</p> <p>The documentation shall include the child's name, date of enrollment, and date tool was administered, and date of referrals (if necessary).</p> <p>The program shall submit written documentation which outlines the program's referral process and the identified formal communication methods to share screening results with families.</p> <p>The program maintains written documentation of referrals made.</p> <p>Annual report: If the program is using new screening tools, the program shall submit an updated list of the screening tool(s) used as well as a list of staff who have been trained on the new tool(s).</p>
Child Assessment Program Standard	Child Assessment Requirements
<p>CSA 2</p> <p>The program administers the state required assessment for all enrolled preschool aged children.</p>	<p>The program shall administer the Early Learning Assessment (ELA) following the schedule prescribed by the Ohio Departments of Education and Job and Family Services (ODE and ODJFS).</p>

Child Assessment Program Standard	Child Assessment Requirements
<p>CSA 3</p> <p>The program assesses all children enrolled (except school-age children) using formal and informal methods on an ongoing basis to inform instruction. Results are shared with families.</p> <p>Programs serving school-age children and stand-alone school-age programs are only required to complete informal assessments with school-age children.</p>	<p>The program shall submit a written description of the on-going child assessment process which includes:</p> <ul style="list-style-type: none"> • A description of the on-going process used for child assessment including that formal assessments are completed at least twice annually • Identification of the standardized tool(s) used for formal assessments • Methods by which child observations are conducted and recorded • Identification of supporting evidence and the methods used to collect supporting evidence. <p>The program shall keep on file for review examples of completed tools and supporting evidence of on-going child assessment; as well as samples of information provided to families to share results.</p> <p>The program shall be able to explain the assessment process, methods, and how results are shared with families.</p> <p>Annual report: If the program has changed the assessment process, the program shall submit an update to the requirements listed above.</p>
<p>CSA 4</p> <p>The program and parents work collaboratively to create two written developmental and educational goals within sixty days of enrollment for children, and updated annually.</p>	<p>The written goals shall include the name of the child, developmental and/or educational goals, the parent/guardian signature and date of completion. The written documentation shall clearly identify the family's opportunity to develop the goals. The goals shall be updated annually.</p>
<p>CSA 5</p> <p>On-going child assessment results are used to make, adjust and refine instructional decisions and to evaluate child progress. (5 points)</p> <p>School-age child care programs or programs serving school-age children are only required to complete informal assessments with school-age children. The on-going informal child assessment results are used to make, adjust and refine instructional decisions and evaluate child progress.</p>	<p>The program shall submit a written description of how it applies the on-going child assessment results in the documentation for the following areas:</p> <ul style="list-style-type: none"> • The process used to analyze and interpret results both at the individual child and group level. • How the program monitors individual child progress over time and used the results of the progress to inform and modify, including sharing results with families. • The intentional strategies used to inform instruction for individual children, as well as the group. <p>The program shall be able to explain their methods for analyzing and interpreting assessment data and to explain how they modify their instructional strategies to meet the needs, interests and emerging abilities of individual children in group as well as the group.</p>

Child Assessment Program Standard	Child Assessment Requirements
<p>CSA 6</p> <p>Program provides at least two ways to explain to families the child assessment process used and data collected, and how families can review and contribute to the education plan of their child. (4 points)</p>	<p>The lead teacher(s) shall be able to describe and provide written samples of the process used with families to:</p> <ul style="list-style-type: none"> • Understand the child assessment process and how data is collected • Review and contribute to the education plan of their child • Share child's progress toward educational goals
Sub-Domain: Interaction and Environment (IE)	
Program Standard	Requirements
<p>IE 1</p> <p>The program completes an annual classroom self-assessment tool(s) that addresses the quality of the classroom environment and staff/child interactions that is developmentally appropriate to age groups served.</p>	<p>The program shall maintain written documentation of the completion of a classroom self-assessment for each group of children. The tool shall be developmentally appropriate to age groups served and shall be completed annually.</p> <p>Note: The completion of the classroom self-assessment tool shall not be used to meet the teacher observation program standard in the Administrative and Leadership Practices domain.</p> <p>Annual report: The program shall submit documentation of the completed classroom self-assessment tool.</p>
<p>IE 2</p> <p>The lead teacher in each group identifies at least one area for improvement and creates an action plan which includes a goal and at least one action step based on the results of the annual classroom self-assessment.</p>	<p>The lead teacher in each group shall use the results of the classroom self-assessment to identify at least one area of improvement and develop an annual action plan. The written action plan shall include:</p> <ul style="list-style-type: none"> • Teacher's name • Group • Date Completed • Name of tool used • Goal • Action steps for achieving the goal • Timeframe for completing the goal
<p>IE 3</p> <p>The program supports each child's development by providing well-structured learning environments and positive interactions among staff and children.</p>	<p>The Ohio Classroom Observation Tool (OCOT) is conducted in randomly selected groups, representing the age groups the program serves which will be observed using a standardized tool embedded within the verification process. The tool will assess both the quality of the classroom environment and staff/child interactions. Programs will need to successfully meet the elements and indicators within the tool to demonstrate they meet this standard.</p>
<p>IE 4</p> <p>Each lead teacher documents progress on action steps and readjusts goals if not met. (4 points)</p>	<p>Each lead teacher shall submit and document progress they have made on completing action steps towards achieving identified goal(s).</p>

	<p>Additionally, if goals are adjusted throughout the year based on the ability to successfully make progress, documentation of the adjustment shall also be maintained.</p> <p>Each lead teacher shall be able to describe the classroom self-assessment process, the process for developing goals and action steps based on the results of the classroom self-assessment, and the progress made toward achievement of the goals throughout the year.</p>
Domain: Administrative and Leadership Practices (Max 18 points)	
Sub-Domain: Staff Supports (SS)	
Program Standard	Requirements
SS 1 The program has a written wage structure.	<p>The program shall have a written structure used to determine compensation for staff based on criteria established by the program such as education, experience, length of employment, role or position.</p> <p>The program shall submit a copy of the written wage structure it uses to compensate staff (both full-and part-time).</p>
SS 2 The program offers two of the approved staff supports. The program offers three of the approved staff supports. (3 points)	<p>Approved staff supports are as follows:</p> <ul style="list-style-type: none"> • A total of 5 days of paid leave (sick, vacation, and/or personal) • Health benefits • Retirement • Discount on child care • Tuition reimbursement • T.E.A.C.H. Early Childhood©Ohio • Paid professional development • Paid professional membership • Flexible spending account • Life insurance • Five paid holidays • One hour of paid planning time weekly <p>The program shall submit and maintain written documentation which includes the available supports, who is eligible to receive the staff supports and the program's formal communication of the available supports to employees.</p>

Sub-Domain: Program Administration (PA)	
Program Standard	Requirements
PA 1 The program completes an annual program self-assessment using a standardized tool that is used to assess a program's administrative policies, procedures and practices.	The program shall keep on file for review, the documentation of the completed, scored and dated self-assessment tool. The self-assessment shall be completed and/or updated annually and include the following elements: <ul style="list-style-type: none"> ○ Human resource leadership and development ○ Family and community partnerships ○ Program development and evaluation ○ Business and operations management Annual report: The program shall submit documentation of the completed classroom self-assessment tool.
PA 2 The program completes an annual continuous improvement plan using results from the current annual program self-assessment, which includes a minimum of two goals and at least two action steps towards completing the goals. Input from staff and families is also included in developing the continuous improvement plan.	The program shall complete and submit the required sections of the JFS 01509 "Continuous Improvement Plan For SUTQ" (Rev. 7/2014) for the three-star rating. The plan shall be updated annually. The program shall be able to provide written examples of ways that staff and family input is gathered and used to inform the continuous improvement plan. Annual report: The program shall submit the updated JFS 01509.
PA 3 The program's annual continuous improvement plan has strategies to engage community partners to support child and family outcomes. (3 points)	The program shall complete and submit all of the optional sections of the JFS 01509 "Continuous Improvement Plan for SUTQ" (Rev. 7/2014) in order to obtain points towards a four or five-star rating. Annual report: The program shall submit the updated JFS 01509.
PA 4 The program conducts an annual survey or meeting with families and community partners to review accomplishments of program goals. (3 points)	The program shall document and submit the process of convening the focus group (if applicable) including its structure, the method used for conducting the survey or meeting with families and community partners, how the results are reviewed, and how they are used to impact program goals. A sample copy of the survey or meeting minutes, a summary of the results, and the number of families and community partners that participated shall be maintained in writing and available for review.
Sub-Domain: Staff Management (SM)	
Program Standard	Requirements
SM 1 Lead and assistant teachers have at least one formal observation annually.	The observation shall be completed by the administrator or person(s) designated by the administrator within 30 days of hire and updated at least annually. The program shall maintain a summary that shall include documentation of the formal observations for each staff member. The

	<p>summary shall include the staff member's name and the date the observation was completed.</p> <p>Note: The completion of the classroom self-assessment tool or a self-evaluation by the lead or assistant teacher does not meet the requirement for formal observations.</p> <p>Annual report: The program shall submit documentation of the formal observations.</p>
<p>SM 2</p> <p>Administrators, lead teachers and assistant teachers have annual professional development plans.</p>	<p>A professional development plan is a written individualized plan used to document the on-going training and professional development needs of staff, and shall be updated at least annually.</p> <p>For initial registrations: Professional development plans shall be created for any individual who has been employed for more than 30 days.</p> <p>Once rated, the initial professional development plan shall be completed within 30 days of hire.</p> <p>Professional development plans shall be completed within 30 days of hire and updated at least annually. It shall include the staff member's name, date of hire, position, staff signature, date of completion/update, and on-going training and professional development needs related to meeting the performance goals indicated on the professional development plan.</p> <p>The program shall submit a written description of the process used to complete plans for administrators, lead teachers and assistant teachers and shall have available onsite a copy of the professional development plans.</p> <p>Annual report: The program shall submit documentation verifying that all of the professional development plans have been updated annually.</p>
<p>SM 3</p> <p>Results of the formal observations are used to inform individual professional development plans.</p>	<p>The program's professional development planning process shall include written documentation that demonstrates how the results of the formal observations were used to inform individuals' goals.</p>
<p>SM 4</p> <p>Results of the formal observations are used to inform the program's annual continuous improvement plan. (4 points)</p>	<p>The program shall complete and submit all required sections of the JFS 01509 "Continuous Improvement Plan for SUTQ" (Rev. 7/2014) in order to obtain points towards a four or five-star rating.</p> <p>Annual report: The program shall submit the updated JFS 01509.</p>

Program Standard	Requirements
SM 5 Results of the annual classroom self-assessment are used to inform individual professional development plans. (3 points)	The document describing the process for professional development plans shall include how the results of the annual classroom self-assessments were used to inform the goals on individual professional development plans.
SM 6 Two formal observations are completed annually for all lead and assistant teachers. (2 points)	Formal observations shall be completed within 30 days of hire and updated at least annually. The observations shall be completed by the administrator or person(s) designated by administrator. Documentation of the formal observations shall include the staff member's name, position, and the date the observation was completed. The two observations shall be at least 90 days apart. Annual report: The program shall submit documentation of the formal observations.
Domain: Staff Qualifications and Professional Development (Max 16 points)	
Sub-Domain: Staff Education (SE)	
Program Standard	Requirements
SE 1 The administrator has an associate's degree (AA) in an approved related field or Career Pathways Level (CPL) 3 or an Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children). Fifty percent of lead teachers have an AA in an approved related field or a CPL 3 or an Ohio's School-Age Lead Teacher Professional Endorsement (counts if in school-age only group). Administrators: <ul style="list-style-type: none"> • Master's degree in an approved related field or bachelor's degree (BA) with a CPL 5, or a BA in an approved related field with an Administrator Credential Level (ACL) 3 (5 points); or • BA in an approved related field with an administrator license, (4 points); or • BA in an approved related field, or CPL4, or Associate's degree (AA) in an approved related field with a CPL 3 (3 points) • AA in an approved related field with an ACL 3 (2 points) 	<p>The CDA shall be current. www.cdacouncil.org</p> <p>All administrators, lead and assistant teachers shall create a profile in the Ohio Professional Registry (OPR) within 30 days of beginning employment. Individuals shall submit their education to the OPR for verification, following the OPR's established policies and procedures. https://www.occrra.org/opr</p> <p>Documentation will not be considered complete until it has been verified by the OPR.</p> <p>The administrator meeting the on-site hours must meet the SUTQ education requirement.</p> <p>Note: The program can only earn one of the designated points values within each of the three categories.</p> <p>Annual report: The program shall submit the OPR documentation for verification of the education qualifications.</p>

<p>Lead Teachers:</p> <ul style="list-style-type: none"> • 100 percent have a BA in an approved related field or a CPL 4 (5 points); or • 50 percent have a BA in an approved related field or a CPL 4, and the other 50 percent have a minimum of an AA in an approved field or a CPL 3 or an Ohio's School-Age Lead Teacher Professional Endorsement (counts if school-age only group) (4 points); or • 100 percent have an AA in an approved related field or a CPL 3 or an Ohio's School-Age Lead Teacher Professional Endorsement (counts if school-age only group) (3 points) <p>Assistant Teachers:</p> <ul style="list-style-type: none"> • 100 percent have a CDA or CPL 2 or an Ohio's School-Age Assistant Teacher Professional Endorsement (counts if school-age only group) (4 points); or • 50 percent have an AA in an approved related field (3 points); or • 75 percent have a CDA or CPL 2 or an Ohio's School-Age Assistant Teacher Professional Endorsement (counts if school-age only group) (2 points); or • 50 percent have a CDA or CPL 2 or an Ohio's School-Age Assistant Teacher Professional Endorsement (counts if school-age only group) (1 point) <p>Approved related fields are defined in rule 5101:2-17-01 of the Ohio Administrative Code.</p> <p>*Note: An Ohio's School-Age Administrator Professional Endorsement will not count for points.</p>	
Sub-Domain: Professional Development (PD)	
Program Standard	Requirements
<p>PD 1</p> <p>All administrators achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>All lead teachers and assistant teachers achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p>	<p>For initial ratings only: The program owner and all child care staff are not required to achieve the Professional Development Certificate prior to registering for an initial rating. The program owner and all child care staff shall achieve the Professional Development Certificate prior to the end of the current biennium. The required hours for the Professional Development Certificate shall be prorated based on the rating effective date of the program's initial rating.</p>

<p>100 percent of administrators and lead and assistant teachers have achieved Tier 3 for current or previous biennium (3 points); or</p> <p>100 percent of administrators and lead and assistant teachers have achieved Tier 2 for current or previous biennium (2 points); or</p> <p>50 percent of administrators and lead and assistant teachers have achieved Tier 3 for current or previous biennium (2 points); or</p> <p>50 percent of administrators and lead and assistant teachers have achieved Tier 2 for current or previous biennium (1 point)</p>	<p>Once rated, the program owner and all child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>If an administrator, lead teacher or assistant teacher was hired after the program's initial rating date, the required hours for the Professional Development Certificate shall be prorated based on his or her hire date.</p>
<p>PD 2</p> <p>Administrators, lead teachers and assistant teachers shall complete the required quality and child development courses.</p>	<p>All newly hired administrators, lead teachers and assistant teachers are required to complete Ohio's Approach to Quality and Ohio's Overview of Child Development within 30 days of being hired unless they have documentation of the courses in the OPR or meet the exemption requirements.</p> <p>The hours accumulated for these two courses shall count as professional development hours.</p> <p>Any post-secondary child development course completed (with a grade of C or better or a passing grade from a pass/fail course) within the previous six years from an accredited institution of higher education shall count toward the Ohio's Overview of Child Development regardless of degree. Documentation of the course shall be submitted to the OPR no later than sixty days prior to the end of the biennium.</p>
Domain: Family and Community Partnerships (Max 8 points)	
Sub-Domain: Transitions (T)	
Program Standard	Requirements
<p>T 1</p> <p>The program provides written information to families on transitioning children into, within, and out of the program.</p>	<p>The program shall submit copies of written information given to families on transitioning children into, within, and out of the program.</p>
<p>T 2</p> <p>The program provides age-appropriate activities for children to prepare them for the transition to a new classroom or educational setting.</p>	<p>The program shall submit and maintain documentation which describes age-appropriate activities for children to prepare them for the transition to a new classroom or educational setting. The documentation shall include the age group in which the activities were conducted and the purpose of the activity.</p>
<p>T 3</p> <p>The program transfers any child's records to the new setting at the family's request and with the family's written consent.</p>	<p>The program shall have a written policy explaining the procedure for obtaining family consent and transferring records that the program and parents have determined to share during the transition.</p> <p>The program shall have available for review, completed copies of the document used to obtain written family consent or a sample if no completed copies are available.</p>

	The written consent shall include the child's name, the name of the new setting that the records will be released to, a statement indicating the family would like the records released, the parent/guardian signature, and the date of signature.
T 4 The program meets with families to develop an individualized transition plan that supports a child's transition to another classroom or educational setting.	The program shall have a plan that includes strategies to support the individualized needs of the child during the transition process. The plan shall include the name of the staff member completing the plan, the child's name, the parent/guardian signature and date of development, and opportunities for family input. The program shall submit a document describing the process they follow for transition meetings.
T 5 The program has written transition policies and procedures that include strategies for supporting transitions into, within, and out of the program for both children and families. (2 points)	The program shall submit the written transition policies and procedures. The strategies for supporting transitions into, within, and out of the program shall be clearly described for both children and families and include strategies that are developmentally appropriate for the age group.
Sub-Domain: Communication and Engagement (CE)	
Program Standard	Requirements
CE 1 The program obtains information about the family structure and routines that is important to the child's development.	The program shall maintain the form used to collect family information with the child's name and information about family structure and routines. This information shall be on file for all children enrolled at the program.
CE 2 The program provides information regarding a minimum of at least two resources and community services to families.	The program shall submit documentation with at least two resources and community services provided to families to support the family and the development of their children.
CE 3 The program communicates with families using at least two different modes of communication; and at least one mode promotes two-way communication.	The program must show or be able to describe at least two modes of communication that the program uses to communicate with families.
CE 4 The program provides families with combined or separate information on at least one health topic and one child development topic annually that are appropriate to all age groups served at the program.	The program shall submit a combined or separate document(s) of dated information on one health topic and one child development topic provided to families.
CE 5 The program offers at least one opportunity for all families to engage in activities annually.	The program shall submit written documentation which describes the family engagement opportunities that have been offered to families. The documentation shall include information regarding the activity and to whom and when it was offered.

	Annual report: The program shall submit updated documentation of the family engagement activities.
CE 6 The program offers at least one educational training, workshop or event to support families' engagement in children's learning and development annually for each age group served.	The program shall submit and have on file for review written documentation that describes the educational training, workshop or event the program offered. The documentation shall include the date(s), topic addressed and type of activity. The activity described here shall not be the same activity to engage families in an activity annually.
CE 7 The program has written policies and procedures to ensure that children have received comprehensive health screenings or families have been provided information on the importance of health screenings. The program has written policies and procedures for its referral process to community resources that support families and children. This is not required for school-age children.	The program shall submit a written description of their health screening policy which includes how the program will ensure that children have received comprehensive health screenings and referrals to community resources. The policy shall also include a referral process to community resources for those children who have not received a health screening. Comprehensive health screenings include: vision, dental health, height, weight, hearing and blood lead and hemoglobin levels. The program shall submit a written description of its referral policy which includes how it communicates with families regarding community resources that are available to obtain the screenings. If the program only serves school-age children a statement shall be submitted explaining that these requirements do not apply.
CE 8 The program has written documentation of at least two formal and/or informal agreements with community partners and other family-serving agencies, programs and entities. (3 points)	The program shall submit documentation of formal and/or informal agreements which shall include the name of the community partner or other family-serving agencies, programs or entities with whom the program has an agreement, the name of a contact person within the agency, program or entity, and the nature of the agreement and how it supports the program and/or families and children enrolled in the program.
CE 9 The program uses a formal model or process to enhance family engagement strategies. (2 points)	The program shall submit and provide written documentation which describes the family engagement model or process used at the program. The model or process shall: <ul style="list-style-type: none"> • Facilitate relationship building with and within families • Support families in developing or strengthening parentings skills • Value the family's role in the child's development • Provide links for families to access resources
Program Standard	Requirements
CE 10 The program has an organized and currently active parent volunteer group. (1 point)	The program shall submit and have on file the names of parents of enrolled children participating in the currently active volunteer group, a description of meeting times/dates and activities they are involved in, and how the activities have related to the program in the previous 12 months.

**Optional Extra Points
Ratio/Group Size & Accreditation**

<p><u>Optional Extra Points:</u></p> <p>Infants</p> <ul style="list-style-type: none"> • Birth to 18 months 1:4/2:8/3:10 (3 points): • Birth to 12 months 1:4/2:10 and 12 to 18 months 1:5/2:10 (2 points) <p>This ratio shall be maintained 6:00 AM through 7:00 PM, excluding naptime. Mixed age, 0 to 36 months, will be assessed following the ratio of the youngest child in the group. If the youngest age group meets the criteria for extra points, extra points will be awarded for all age groups represented in the group.</p>	<p>Programs can only earn one of the point values per age category when ratios for all groups in that age category are maintained.</p>
<p><u>Optional Extra Points:</u></p> <p>Toddlers</p> <ul style="list-style-type: none"> • 18 to 30 months 1:5/2:10 and 30 to 36 months 1:6/2:12 (3 points); or • 18 to 30 months 1:6/2:12 and 30 to 36 months 1:7/2:14 (2 points) <p>This ratio shall be maintained 6:00 AM through 7:00 PM, excluding naptime. Mixed age 18 to 36 months, will be assessed following the ratio of the youngest child in the group. If the youngest age group meets the criteria for extra points, extra points will be awarded for all age groups represented in the group.</p>	<p>Programs can only earn one of the point values per age category when ratios for all groups in that age category are maintained.</p>

<p><u>Optional Extra Points:</u></p> <p>Preschool</p> <ul style="list-style-type: none"> • 36 to <48 months 1:10/2:20 and 48 months to < school-age 1:12/2:24 (2 points); or • 36 to <48 months 1:11/2:22 and 48 months to < school-age 1:13/2:26 (1 point) <p>This ratio shall be maintained 6:00 AM through 7:00 PM, excluding naptime. Mixed age, 36 months to school-age will be assessed following the ratio of the youngest child in the group. If the youngest age group meets the criteria for extra points, extra points will be awarded for all age groups represented in the group.</p>	<p>Programs can only earn one of the point values per age category when ratios for all groups in that age category are maintained.</p>
<p><u>Optional Extra Points:</u></p> <p>School-age</p> <ul style="list-style-type: none"> • K to age 14 1:15 (2 points) ; or • K to age 14 1:16 (1 points) • This ratio shall be maintained 6:00 AM through 7:00 PM, excluding naptime <p>This ratio shall be maintained 6:00 AM through 7:00 PM, excluding naptime. Mixed age, 36 months to school-age will be assessed following the ratio of the youngest child in the group. If the youngest age group meets the criteria for extra points, extra points will be awarded for all age groups represented in the group.</p>	<p>Programs can only earn one of the point values per age category when ratios for all groups in that age category are maintained.</p>
<p><u>Optional Extra Points:</u></p> <p>Program is accredited from an approved accrediting body. (5 points)</p>	<p>All approved accrediting bodies are listed at: http://jfs.ohio.gov/cdc/providers.stm</p> <p>The program shall have and submit a current accreditation in order to obtain extra points.</p> <p>A maximum of five points can be achieved for this program standard, even if a program is accredited by more than one approved accrediting body.</p> <p>Annual report: The program shall submit current documentation of the accreditation.</p>

The program and parents work collaboratively to create annual written, developmental and educational goals for children.	The written goals shall include the name of the child, developmental and/or educational goals, the parent/guardian signature and date of completion. The written documentation shall clearly identify the family's opportunity to develop the goals. The goals shall be updated annually.
The program has written documentation of formal and/or informal agreements with community partners and other family-serving agencies, programs and entities. (3 points)	The program shall submit documentation of formal and/or informal agreements which shall include the name of the community partner or other family-serving agencies, programs or entities with whom the program has an agreement, the name of a contact person within the agency, program or entity, and the nature of the agreement and how it supports the program and/or families and children enrolled in the program.
The program uses a formal model or process to enhance family engagement strategies. (2 points)	The program shall submit and provide written documentation which describes the family engagement model or process used at the program. The model or process shall: <ul style="list-style-type: none"> • Facilitate relationship building with families • Support families in developing or strengthening parentings skills • Value the family's role in the child's development • Provide links for families to access resources
The program has an organized and active parent volunteer group. (1 point)	The program shall submit and have on file the names of the individuals participating in the parent volunteer group, a description of meeting times/dates or activities they are involved in, and how the activities relate to the program.

**Optional Extra Points
Ratio/Group Size & Accreditation**

<p><u>Optional Extra Points:</u> Infants Birth to 18 months 1:4/2:8/3:10 (3 points): Birth to 12 months 1:4/2:10 and 12 to 18 months 1:5/2:10 (2 points) This ratio shall be maintained 6:00 AM through 7:00 PM, excluding naptime. Mixed age, 0 to 36 months, will be assessed following the ratio of the youngest child in the group. If the youngest age group meets the criteria for extra points, extra points will be awarded for all age groups represented in the group.</p>	<p>The programs can only earn one of the point values per age category when ratios for all groups in that age category are maintained.</p> <p>Annual report: The program does not need to submit any documentation.</p>
<p><u>Optional Extra Points:</u> Toddlers</p> <ul style="list-style-type: none"> • 18 to 30 months 1:5/2:10 and 30 to 36 months 1:6/2:12 (3 points); or • 18 to 30 months 1:6/2:12 and 30 to 36 months 1:7/2:14 (2 points) <p>This ratio shall be maintained 6:00 AM through 7:00 PM, excluding naptime. Mixed age 18 to 36 months, will be assessed following the ratio of the youngest child in the group. If the youngest age group meets the criteria for extra points, extra points will be awarded for all age groups represented in the group.</p>	

<p><u>Optional Extra Points:</u> Preschool</p> <ul style="list-style-type: none"> • 36 to <48 months 1:10/2:20 and 48 months to < school-age 1:12/2:24 (2 points); or • 36 to <48 months 1:11/2:22 and 48 months to < school-age 1:13/2:26 (1 point) <p>This ratio shall be maintained 6:00 AM through 7:00 PM, excluding naptime. Mixed age, 36 months to school-age will be assessed following the ratio of the youngest child in the group. If the youngest age group meets the criteria for extra points, extra points will be awarded for all age groups represented in the group.</p>	
<p><u>Optional Extra Points:</u> School-age</p> <ul style="list-style-type: none"> • K to age 14 1:15 (2 points) ; or • K to age 14 1:16 (1 points) • This ratio shall be maintained 6:00 AM through 7:00 PM, excluding naptime. 	
<p><u>Optional Extra Points:</u> Program is accredited from an approved accrediting body. (5 points)</p>	<p>All approved accrediting bodies are listed at: www.earlychildhoodohio.org.</p> <p>The program shall have and submit a current accreditation in order to obtain extra points.</p> <p>A maximum of five points can be achieved for this program standard, even if a program is accredited by more than one approved accrediting body.</p> <p>Annual report: The program shall submit current documentation of the accreditation.</p>

Appendix E

Step Up To Quality Family Child Care Program Standards For A One-Star Rating

Domain: Learning and Development	
Sub-Domain: Curriculum and Planning (CP)	
Program Standard	Requirements
<p>CP 1</p> <p>The program engages in a process to identify a written, research-based, comprehensive curriculum aligned with the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served) that is developmentally appropriate.</p> <p>The lead teacher and/or program owner has available and can access the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served).</p> <p>The Early Learning and Development Standards can be located at http://jfs.ohio.gov/cdc/providers.stm</p> <p>The Ohio K-12 Standards or K-12 Resource Guide can be located at www.education.ohio.gov</p>	<p>The prescribed form JFS 01508 "Action Plan For Selecting a Curriculum for Step Up To Quality (SUTQ)" (10/2013) shall be submitted for programs that have not selected a curriculum.</p> <p>Programs that have selected a curriculum shall complete and submit a copy of the prescribed form for each age group(s) served:</p> <p>JFS 01590 "Curriculum Standard Assessment Alignment Tool: Infants and Toddlers for Step Up To Quality" (Rev. 7/2014)</p> <p>JFS 01591 "Curriculum Standard Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality" (Rev. 7/2014), or the</p> <p>JFS 01593 "Curriculum Standard Assessment Alignment Tool: School Age for Step Up To Quality" (Rev. 7/2014.)</p> <p>Programs that have selected the curriculum but not yet completed the alignment work may note this on the submitted JFS 01590, JFS 01591 or JFS 01593. Note: This is valid for a one-star registration only and only if the forms include the full name of the curriculum.</p>
<p>CP 2</p> <p>Teachers and/or program owner uses a written dated plan of activities for all hours of instructional time.</p>	<p>Teachers and/or program owner shall use and have on file for review a current, written, dated plan of activities to support children's development and learning.</p> <p>The activity plans shall include the following information:</p> <ul style="list-style-type: none"> • The teacher's name • The name of the group • The time frame that the plan covers (daily, weekly, bi-weekly, monthly) • Daily activities to support children's development and learning and reflects current activities in the group

Sub-Domain: Child Screening and Assessment (CSA)	
Program Standard	Requirements
CSA 1 The program engages in a process to select a comprehensive developmentally appropriate screening tool(s) for the age groups served. (Does not apply to school-age children.) The program identifies staff to be trained to administer, score and use the tools appropriately.	The program shall provide documentation of its process to select a comprehensive developmentally appropriate screening tool which is valid and reliable and shall include, at a minimum: the names of staff involved, a proposed timeline, and action steps to outline how the program will review and determine if the tool is comprehensive and developmentally appropriate for the age groups served. The tool(s) shall include the following domains: language, cognitive, motor, social and emotional and behavioral. A program may identify more than one tool, depending on the age groups served and the domains each tool addresses. If a program identifies more than one tool, it shall provide documentation for each tool. That documentation shall include the names of the staff members who will be trained to use the tool.
Sub-Domain: Interaction and Environment (IE)	
Program Standard	Requirements
IE 1 The program selects a copy of and familiarizes self and identified staff on how to use the Family Child Care Environment Rating Scale (FCCERS-R) or approved self-assessment tools to measure the learning environment. The tool shall include staff/child interactions and be developmentally appropriate to age groups served.	The program identifies a self-assessment tool(s) used to address the quality of the learning environment and staff/child interactions. The tool shall be developmentally appropriate to age groups served.
Domain: Administrative and Leadership Practices	
Sub-Domain: Program Administration (PA)	
Program Standard	Requirements
PA 1 The program owner completes an annual program self-assessment using a standardized tool that is used to assess a program's administrative policies, procedures and practices.	The program shall keep on file for review, the completed, scored, and dated self-assessment tool. The self-assessment shall be completed and/or updated annually and include the following elements: <ul style="list-style-type: none"> ○ Human resource leadership and development ○ Family and community partnerships ○ Program development and evaluation ○ Business and operations management
Sub-Domain: Staff Management (SM)	
Program Standard	Requirements
SM 1 The program owner and all staff have annual professional development plans.	A professional development plan is a written individualized plan used to document the ongoing training and professional development needs of staff, and shall be updated at least annually.

	<p>For initial registrations: Professional development plans shall be created for any individual who has been employed for more than 30 days.</p> <p>Once rated, the initial professional development plan shall be completed within 30 days of hire.</p> <p>Professional development plans shall include the staff member's name, date of hire, position, staff signature, date of completion/update, and on-going training and professional development needs related to meeting the performance goals indicated on the professional development plan.</p> <p>The program shall submit a written description of the process used to complete plans for the program owner and staff and shall have available onsite a copy of the professional development plans.</p>
Domain: Staff Qualifications and Professional Development	
Sub-Domain: Staff Education (SE)	
Program Standard	Requirements
<p>SE 1</p> <p>The program owner has a Child Development Associate (CDA), a Career Pathways Level (CPL) 1 or an Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children).</p>	<p>The CDA shall be current. www.cdacouncil.org</p> <p>The program owner and all child care staff members shall create a profile in the Ohio Professional Development Registry (OPR) within 30 days of beginning employment. Individuals shall submit their education to the OPR for verification, following the OPR's established policies and procedures. https://www.occrra.org/opr</p> <p>Documentation will not be considered complete until it has been verified by the OPR.</p>
Sub-Domain: Professional Development (PD)	
Program Standard	Requirements
<p>PD 1</p> <p>The program owner achieves and maintains the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>All child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>Individuals who are currently enrolled in a degree-granting program in early childhood or related field can use coursework to fulfill the biennial training requirement.</p>	<p>For initial ratings only: The program owner and all child care staff are not required to achieve the Professional Development Certificate prior to registering for an initial rating. The program owner and all child care staff shall achieve the Professional Development Certificate prior to the end of the current biennium. The required hours for the Professional Development Certificate shall be prorated based on the rating effective date of the program's initial rating.</p> <p>Once rated, the program owner and all child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p>

	If a child care staff member was hired after the program's initial rating date, the required hours for the Professional Development Certificate shall be prorated based on his or her hire date.
PD 2 The program owner and all child care staff shall complete the required quality and child development courses.	The program owner and all newly hired child care staff are required to complete Ohio's Approach to Quality and Ohio's Overview of Child Development within 30 days of being hired unless they have documentation of the courses in the OPR or meet the exemption requirements. The hours accumulated for these two courses shall count as professional development hours. Any post-secondary child development course completed (with a grade of C or better or a passing grade from a pass/fail course) within the previous six years from an accredited institution of higher education shall count toward the Ohio's Overview of Child Development regardless of degree. Documentation of the course shall be submitted to the OPR no later than sixty days prior to the end of the biennium.
Domain: Family and Community Partnerships	
Sub-Domain: Transitions (T)	
Program Standard	Requirements
T 1 The program provides written information to families on transitioning children into and out of the program.	The program shall submit copies of written information given to families on transitioning children into and out of the program.
Sub-Domain: Communication and Engagement (CE)	
Program Standard	Requirements
CE 1 The program obtains information about the family structure and routines that is important to the child's development.	The program shall maintain the form used to collect family information with the child's name and information about family structure and routines. This information shall be on file for all children enrolled at the program.
CE 2 The program provides information regarding a minimum of at least two resources and community services to families.	The program shall submit documentation of at least two resources and community services provided to families to support the family and the development of their children.

Year One			Year Two	
Quarter	Quarter One (July 1 st – December 31 st)	Quarter Two (January 1 st – June 30 th)	Quarter Three (July 1 st – December 31 st)	Quarter Four (January 1 st – June 30 th)
Required Hours	20 hours	15 hours	10 hours	5 hours
	Staff employed within quarter one are required to complete the full 20 credit hours by the completion of year two.	Staff employed within quarter two are required to complete 15 of 20 credit hours by the completion of year two.	Staff employed within quarter three are required to complete 10 of 20 credit hours by the completion of year two.	Staff employed within quarter four are required to complete 5 of 20 credit hours by the completion of year two*.
<i>*Exceptions: Staff employed within the month of June, quarter four, are not required to begin their certificate hours (except for the required classes) and will begin the full 20 certificate hours July 1, quarter one of the next biennium.</i>				
Domain: Family and Community Partnerships				
Sub-Domain: Transitions				
Program Standard		Requirements		
The program provides written information to families on transitioning children into and out of the program.		The program shall submit copies of written information given to families on transitioning children into and out of the program.		
Sub-Domain: Communication and Engagement				
Program Standard		Requirements		
The program obtains information about the family structure and routines that is important to the child’s development.		The program shall submit the form used to collect family information. This information shall be on file for all children enrolled at the program.		
The program provides information regarding resources and community services to families.		The program shall submit sample copies of information provided to families regarding the resources and community services that are available to them to support the family and the development of their children.		

Appendix F

Step Up To Quality Family Child Care Standards For a Two-Star Rating

Domain: Learning and Development	
Sub-Domain: Curriculum and Planning (CP)	
Program Standard	Requirements
<p>CP 1</p> <p>The program obtains a written, research-based, comprehensive curriculum aligned with the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served). Each teacher has daily access to a copy of the curriculum.</p> <p>The lead teacher and/or program owner has available and can access the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served).</p> <p>The Early Learning and Development Standards can be located at http://jfs.ohio.gov/cdc/providers.stm</p> <p>Ohio K-12 Standards or K-12 Resource Guide can be located at www.education.ohio.gov</p>	<p>Programs shall complete and submit a copy of the prescribed form for each age group(s) served:</p> <p>JFS 01590 "Curriculum Standard Assessment Alignment Tool: Infants and Toddlers for Step Up To Quality" (Rev. 7/2014)</p> <p>JFS 01591 "Curriculum Standard Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality" (Rev. 7/2014), or the</p> <p>JFS 01593 "Curriculum Standard Assessment Alignment Tool: School Age for Step Up To Quality" (Rev. 7/2014.)</p>
<p>CP 2</p> <p>Teachers and/or program owner uses a written dated plan of activities for all hours of instructional time.</p>	<p>Teachers and/or program owner shall use and have on file for review a current, written, dated plan of activities to support children's development and learning.</p> <p>The activity plans shall include the following information:</p> <ul style="list-style-type: none"> • The teacher's name • The name of the group • The time frame that the plan covers (daily, weekly, biweekly, monthly) • Daily activities to support children's development and learning and reflects current activities in the group <p>The plan shall be aligned to all developmental domains in Ohio's Birth-Kindergarten Entry Early Learning and Development Standards or Common Core State Standards or both sets of standards; and to the relevant Ohio Academic Content Standards K-12.</p>

Sub-Domain: Child Screening and Assessment (CSA)	
Program Standard	Requirements
CSA 1 The program obtains a comprehensive developmentally appropriate screening tool(s) for the age groups served. (Does not apply to school-age children) Staff is trained to administer, score and use the screening tools appropriately.	The program shall record the name of the screening tool(s) obtained and document that the tool(s) is comprehensive and developmentally appropriate for the age groups served. The program shall maintain on file for review written documentation of the tool(s) staff members have been trained to use that includes the staff members names. The tool(s) shall include the following domains: language, cognitive, motor, social and emotional and behavioral. A program may identify more than one tool, depending on the age groups served and the domains each tool addresses. If a program identifies more than one tool, it shall provide documentation for each tool.
Sub-Domain: Interaction and Environment (IE)	
Program Standard	Requirements
IE 1 The program completes an annual self-assessment using Family Child Care Environment Rating Scale (FCCERS-R) or approved self-assessment tools to measure the learning environment. The tool shall include staff/child interactions and be developmentally appropriate to age groups served.	The program shall maintain written documentation of the completion of the self-assessment for each group of children. The tool shall be developmentally appropriate to age groups served and shall be completed annually. Note: The completion of the classroom self-assessment tool shall not be used to meet the teacher observation program standard in the Administrative and Leadership Practices domain.
Domain: Administrative and Leadership Practices	
Sub-Domain: Program Administration (PA)	
Program Standard	Requirements
PA 1 The program completes an annual program self-assessment using a standardized tool that is used to assess a program's administrative policies, procedures, and practices.	The program shall keep on file for review, the completed, scored, and dated self-assessment tool. The self-assessment shall be completed and/or updated annually and include the following elements: <ul style="list-style-type: none"> ○ Human resource leadership and development ○ Family and community partnerships ○ Program development and evaluation ○ Business and operations management
PA 2	The program shall complete and submit the required sections of the JFS 01509 "Continuous Improvement Plan For SUTQ" (Rev. 7/2014) for a two-star rating. The plan shall be updated annually.

The program completes an annual continuous improvement plan using results from the current annual program self-assessment, which includes a minimum of one goal and at least one action step towards completing the goal.	
Sub-Domain: Staff Management (SM)	
Program Standard	Requirements
<p>SM 1</p> <p>The program owner completes the Ohio Administrator Core Knowledge and Competencies Self-Assessment annually. The program owner ensures completion of at least one formal observation for all staff annually.</p>	<p>The program shall maintain an annual summary of the Ohio Administrator Core Knowledge and Competencies Self-Assessment (Administrator CKC). The summary must include the date the Administrator CKC was completed.</p> <p>The observation shall be completed by the program owner within 30 days of hire and updated at least annually. The program shall maintain a summary that shall include documentation of the formal observations for each staff member. The summary shall include the staff member's name and the date the observation was completed.</p> <p>Note: The completion of the classroom self-assessment tool or a self-evaluation by the staff does not meet the requirement for formal observations.</p>
<p>SM 2</p> <p>The program owner and all staff have annual professional development plans.</p>	<p>A professional development plan is a written individualized plan used to document the on-going training and professional development needs of staff, and shall be updated at least annually.</p> <p>For initial registrations: Professional development plans shall be created for any individual who has been employed for more than 30 days.</p> <p>Once rated, the initial professional development plan shall be completed within 30 days of hire.</p> <p>Professional development plans shall be completed within 30 days of hire and updated annually. It shall include the staff member's name, date of hire, position, staff signature, date of completion/update, and on-going training and professional development needs related to meeting the performance goals indicated on the professional development plan.</p> <p>The program shall submit a written description of the process used to complete plans for the program owner and staff and shall have available onsite a copy of the professional development plans.</p>

Domain: Staff Qualifications and Professional Development	
Sub-Domain: Staff Education (SE)	
Program Standard	Requirements
SE 1 The program owner has a CDA or a CPL 2 or an Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children).	The CDA shall be current. www.cdacouncil.org The program owner and all child care staff members shall create a profile in the Ohio Professional Development Registry (OPR) within 30 days of beginning employment. Individuals shall submit their education to the OPR for verification, following the OPR's established policies and procedures. https://www.occrra.org/opr Documentation will not be considered complete until it has been verified by the OPR.
Sub-Domain: Professional Development (PD)	
Program Standard	Requirements
PD 1 The program owner achieves and maintains the Step Up To Quality Professional Development Certificate in the current or previous biennium. All child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium. Individuals who are currently enrolled in a degree-granting program in early childhood or related field can use coursework to fulfill the biennial training requirement.	For initial ratings only: The program owner and all child care staff are not required to achieve the Professional Development Certificate prior to registering for an initial rating. The program owner and all child care staff shall achieve the Professional Development Certificate prior to the end of the current biennium. The required hours for the Professional Development Certificate shall be prorated based on the rating effective date of the program's initial rating. Once rated, the program owner and all child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium. If a child care staff member was hired after the program's initial rating date, the required hours for the Professional Development Certificate shall be prorated based on his or her hire date.
PD 2 The program owner and all child care staff shall complete the required quality and child development courses.	The program owner and all newly hired child care staff are required to complete Ohio's Approach to Quality and Ohio's Overview of Child Development within 30 days of being hired unless they have documentation of the courses in the OPR or meet the exemption requirements. The hours accumulated for these two courses will count as professional development hours. Any post-secondary child development course completed (with a grade of C or better or a passing grade from a pass/fail course) within the previous six years from an accredited institution of higher education shall count toward the Ohio's Overview of Child Development regardless of degree. Documentation of the course shall be submitted to the OPR no later than sixty days prior to the end of the biennium.

Domain: Family and Community Partnerships	
Sub-Domain: Transitions (T)	
Program Standard	Requirements
T 1 The program provides written information to families on transitioning children into and out of the program.	The program shall submit copies of written information given to families on transitioning children into and out of the program.
T 2 The program provides age-appropriate activities for children to prepare them for the transition to a new educational setting.	The program shall submit and maintain documentation which describes age-appropriate activities for children to prepare them for the transition to a new educational setting. The documentation shall include the age group in which the activities were conducted and the purpose of the activity.
T 3 The program transfers any child's records to the new setting at the family's request and with the family's written consent.	<p>The program shall submit and maintain a written policy explaining the procedure for obtaining family consent and for transferring records that the program and parents have determined to share during the transition.</p> <p>The program shall have available for review completed copies of the document used to obtain written family consent or a sample if no completed copies are available.</p> <p>The written consent shall include the child's name, the name of the new setting that the records will be released to, a statement indicating the family would like the records released, the parent/guardian signature, and the date of signature.</p>
Sub-Domain: Communication and Engagement (CE)	
Program Standard	Requirements
CE 1 The program obtains information about the family structure and routines that is important to the child's development.	The program shall maintain the form used to collect family information with the child's name and information about family structure and routines. This information shall be on file for all children enrolled at the program.
CE 2 The program provides information regarding a minimum of at least two resources and community services to families.	The program shall submit documentation of at least two resources and community services provided to families to support the family and the development of their children.
CE 3 The program communicates with families using at least two different modes of communication; and at least one mode promotes two-way communication.	The program must show or be able to describe at least two modes of communication that the program uses to communicate with families.

<p>CE 4</p> <p>The program provides families with combined or separate information on at least one health topic and one child development topic annually that are appropriate to all age groups served at the program.</p>	<p>The program shall submit a combined or separate document(s) of dated information on one health and one child development topic provided to families.</p>
<p>CE 5</p> <p>The program offers at least one opportunity for all families to engage in activities annually.</p>	<p>The program shall submit written documentation which describes the family engagement opportunities that have been offered to families. The documentation shall include information describing the activity and to whom and when it was offered.</p>

Individuals who are currently enrolled in a degree-granting program in early childhood or related field can use coursework to fulfill the biannual training requirement.		The college coursework shall be successfully completed (with a grade of C or better or a passing grade from a pass/fail course). One semester hour of college coursework is equivalent to 15 clock hours, and one quarter hour of college coursework is equivalent to 10 clock hours. College coursework will only be verified using a copy of an official transcript or grade card.		
All newly hired staff are required to complete Ohio's Approach to Quality and Ohio's Overview of Child Development within 30 days of being hired. The hours accumulated for these two courses will count as professional development hours. Any post-secondary child development course completed (with a grade of C or better or a passing grade from a pass/fail course) within the previous six years will count toward the Ohio's Overview of Child Development regardless of degree. Documentation of the course shall be submitted to the OPR no later than sixty days prior to the end of the biennium.				
Year One			Year Two	
Quarter	Quarter One (July 1 st – December 31 st)	Quarter Two (January 1 st – June 30 th)	Quarter Three (July 1 st – December 31 st)	Quarter Four (January 1 st - June 30 th)
Required Hours	20 hours	15 hours	10 hours	5 hours
	Staff employed within quarter one are required to complete the full 20 credit hours by the completion of year two.	Staff employed within quarter two are required to complete 15 of 20 credit hours by the completion of year two.	Staff employed within quarter three are required to complete 10 of 20 credit hours by the completion of year two.	Staff employed within quarter four are required to complete 5 of 20 credit hours by the completion of year two*.
<i>*Exceptions: Staff employed within the month of June, quarter four, are not required to begin their certificate hours (except for the required classes) and will begin the full 20 certificate hours July 1, quarter one of the next biennium.</i>				
Domain: Family and Community Partnerships				
Sub-Domain: Transitions				
Program Standard		Requirements		
The program provides written information to families on transitioning children into and out of the program.		The program shall submit copies of written information given to families on transitioning children into and out of the program.		
The program provides age-appropriate activities for children to prepare them for the transition to a new educational setting.		The program shall submit and maintain documentation which describes age-appropriate activities for children to prepare them for the transition to a new education setting. The documentation shall include the age group in which the activities were conducted and the purpose of the activity. The lead teacher (if not the program owner) shall be able to describe the age appropriate activities used to help children prepare for transitions.		
The program transfers any child’s records to the new setting at the family’s request and with the family’s written consent.		The program shall submit and maintain a written policy explaining the procedure for obtaining family consent.		

	<p>The program shall submit and have available for review, completed copies of the document used to obtain written family consent or a sample if no completed copies are available.</p> <p>The written consent shall include the child's name, the name of the new setting that the records will be released to, a statement indicating the family would like the records released, the parent/guardian signature, and the date of signature.</p>
--	---

Sub-Domain: Communication and Engagement

The program obtains information about the family structure and routines that is important to the child's development.	The program shall submit the form used to collect family information. This information shall be on file for all children enrolled at the program.
The program provides information regarding resources and community services to families.	The program shall submit sample copies of information provided to families regarding the resources and community services that are available to them to support the family and the development of their children.
The program communicates with families using different modes of communication; and at least one mode promotes two-way communication.	The program owner and child care staff shall be able to describe the modes of communication used with families.
The program provides families information on topics addressing health and child development annually that are appropriate to all age groups served at the program annually.	The program shall submit dated copies of the health and child development information provided to families.
The program offers at least one opportunity for all families to engage in activities annually.	The program shall submit written documentation which describes the family engagement activities that have been offered to families. The documentation shall include information regarding the activity and to whom and when it was offered.

Appendix G

Step Up To Quality Family Child Care Program Standards For a Three-Star Rating

Domain: Learning and Development	
Sub-Domain: Curriculum and Planning (CP)	
Program Standard	Requirements
<p>CP 1</p> <p>The program implements a written, research based, comprehensive curriculum aligned with the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served) and demonstrates its alignment to the child assessment. Each teacher has daily access to a copy of the curriculum.</p> <p>The lead teacher and/or program owner has available and can access the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served).</p> <p>The Early Learning and Development Standards can be located at http://jfs.ohio.gov/cdc/providers.stm</p> <p>The Ohio K-12 Standards or K-12 Resource Guide can be located at www.education.ohio.gov</p>	<p>Programs shall complete and submit a copy of the prescribed form for each age group(s) served.</p> <p>JFS 01590 "Curriculum Standard Assessment Alignment Tool: Infants and Toddlers for Step Up To Quality" (Rev. 7/2014)</p> <p>JFS 01591 "Curriculum Standard Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality" (Rev. 7/2014), or the</p> <p>JFS 01593 "Curriculum Standard Assessment Alignment Tool: School Age for Step Up To Quality" (Rev. 7/2014)</p> <p>Program owner or teachers of infant, toddler, and preschool children shall be able to explain how they address the Early Learning and Development Standards through the arrangement of the learning environment, daily routines and planned experiences.</p> <p>Program owner or school-age teachers shall explain how they address the K-12 Standards that are relevant to the program's structure, philosophy, and goals through the arrangement of the learning environment, daily routines and planned experiences.</p> <p>Annual report: If the program has changed curriculum, the program shall submit documentation. Section I of the JFS 01590, JFS 01591, or the JFS 01593 shall be used for documentation.</p>
<p>CP 2</p> <p>Teachers and/or program owner use a written dated plan of activities for all hours of instructional time.</p>	<p>Teachers and/or program owner shall use and have on file for review a current, written, dated plan of activities to support children's development and learning.</p> <p>The activity plans shall include the following information:</p> <ul style="list-style-type: none"> • The teacher's name • The name of the group • The time frame the plan covers (daily, weekly, biweekly, monthly) • Daily activities to support children's development and learning and reflects current activities in the group. <p>Lead teachers and/or program owner shall be able to explain the activity planning process including how they implement the curriculum and child assessment.</p>

	The plan shall be aligned to all developmental domains in Ohio's Birth-Kindergarten Entry Early Learning and Development Standards or Common Core State Standards or both sets of standards; and to the relevant Ohio Academic Content Standards K-12.
Sub-Domain: Child Screening and Assessment (CSA)	
Child Screening Program Standard	Child Screening Requirements
CSA 1 The program ensures that all children (except school-age children) receive a comprehensive developmental screening that is valid and reliable within 60 days of entry into the program and annually thereafter. Necessary referrals are completed within 90 days of identification of need, and the results are formally communicated with families. Staff is trained to administer, score and use the screening tools appropriately.	The program shall record the name of the screening tool(s) obtained and document that the tool(s) is comprehensive and developmentally appropriate for the age groups served. The program shall maintain on file for review written documentation of the tool(s) staff members have been trained to use that includes the staff members names. The tool(s) shall include the following domains: language, cognitive, motor, social and emotional and behavioral. A program may identify more than one tool, depending on the age groups served and the domains each tool addresses. If a program identifies more than one tool, it shall provide documentation for each tool. The program shall keep on file for review screening tools that are completed for each child within 60 days of enrollment and annually thereafter, results shall be communicated with the families. The documentation shall include the child's name, date of enrollment, and date tool was administered, and date of referrals (if necessary). The program shall submit written documentation which outlines the program's referral process and the identified formal communication methods to share screening results with families. The program maintains written documentation of referrals made. Annual report: If the program is using new screening tools, the program shall submit an updated list of the screening tool(s) used as well as a list of staff who have been trained on the new tool(s).
CSA 2 The program administers the state required assessment for all enrolled preschool aged children.	The program shall administer the Early Learning Assessment (ELA) following the schedule prescribed by the Ohio Departments of Education and Job and Family Services (ODE and ODJFS).
CSA 3 The program assesses all children enrolled (except school-age children) using formal and informal methods on an ongoing basis to inform instruction. Results are shared with families.	The program shall submit a written description of the on-going child assessment process which includes: <ul style="list-style-type: none"> • A description of the on-going process used for child assessment including that formal assessments are completed at least twice annually • Identification of the standardized tool(s) used for formal assessments • Methods by which child observations are conducted and recorded • Identification of supporting evidence and the methods used to collect supporting evidence.

Programs serving school-age children and stand-alone school-age programs are only required to complete informal assessments with school-age children.	<p>The program shall keep on file for review examples of completed tools and supporting evidence of on-going child assessment; as well as samples of information provided to families to share results.</p> <p>The program shall be able to explain the assessment process, methods, and how results are shared with families.</p> <p>Annual report: If the program has changed the assessment process, the program shall submit an update to the requirements listed above.</p>
CSA 4 The program and parents work collaboratively to create two written developmental and educational goals within sixty days of enrollment for children, and updated annually.	The written goals shall include the name of the child, developmental and/or educational goals, the parent/guardian signature and date of completion. The written documentation shall clearly identify the family's opportunity to develop the goals. The goals shall be updated annually.
Sub-Domain: Interaction and Environment (IE)	
Program Standard	Requirements
IE 1 The program completes an annual self-assessment using Family Child Care Environment Rating Scale, Revised Edition (FCCERS-R) or other tool to measure the learning environment. The tool shall include staff/child interactions and be developmentally appropriate to age groups served.	<p>The program shall maintain written documentation of the completion of the self-assessment for each group of children. The tool shall be developmentally appropriate to age groups served and shall be completed annually.</p> <p>Note: The completion of the self-assessment tool shall not be used to meet the teacher observation program standard in the Administrative and Leadership Practices domain.</p> <p>Annual report: The program shall submit documentation of the completed self-assessment tool.</p>
IE 2 The lead teacher and/or program owner in each group identifies at least one area for improvement and creates an action plan which includes a goal and at least one action step based on the results of the annual self-assessment.	<p>The lead teacher and/or program owner in each group shall use the results of the self-assessment to identify at least one area of improvement and develop an annual action plan. The written action plan shall include:</p> <ul style="list-style-type: none"> • Teacher's name • Group • Date completed • Name of tool used • Goal • Action steps for achieving the goal • Timeframe for completing the goal
IE 3 The program supports each child's development by providing well-structured learning environments and positive interactions among staff and children.	The Ohio Classroom Observation Tool (OCOT) is conducted in randomly selected groups, representing the age groups the program serves which will be observed using a standardized tool embedded within the verification process. The tool will assess both the quality of the classroom environment and staff/child interactions. Programs will need to successfully meet the elements and indicators within the tool to demonstrate they meet this standard.

Domain: Administrative and Leadership Practices	
Sub-Domain: Program Administration (PA)	
Program Standard	Requirements
PA 1 The program completes an annual program self-assessment using a standardized tool that is used to assess a program's administrative policies, procedures and practices.	The program shall keep on file for review, the documentation of the completed, scored and dated self-assessment tool. The self-assessment shall be completed and/or updated annually and include the following elements: <ul style="list-style-type: none"> ○ Human resource leadership and development ○ Family and community partnerships ○ Program development and evaluation ○ Business and operations management Annual report: The program shall submit documentation of the completed program self-assessment tool.
PA 2 The program completes an annual continuous improvement plan using results from the current annual program self-assessment, which includes a minimum of two goals and at least two action steps towards completing the goals. Input from staff and families is also included in developing the continuous improvement plan.	The program shall complete and submit the required sections of the JFS 01509 "Continuous Improvement Plan For SUTQ" (Rev. 7/2014) for the three-star rating. The plan shall be updated annually. The program shall be able to provide written examples of ways that staff and family input is gathered and used to inform the continuous improvement plan. Annual report: The program shall submit the updated JFS 01509.
Sub-Domain: Staff Management (SM)	
Program Standard	Requirements
SM 1 The program owner completes the Ohio Administrator Core Knowledge and Competencies Self-Assessment annually. All staff (other than program owner) have at least one formal observation annually.	The program shall maintain an annual summary of the Ohio Administrator Core Knowledge and Competencies Self-Assessment (Administrator CKC). The summary must include the date the Administrator CKC was completed. The observation shall be updated and completed by the program owner within 30 days of hire and updated at least annually. The program shall maintain a summary that shall include documentation of the formal observations for each staff member. The summary shall include the staff member's name and the date the observation was completed. Note: The completion of the classroom self-assessment tool or a self-evaluation by the staff does not meet the requirement for formal observations. Annual report: The program shall submit documentation of all formal observations.

<p>SM 2</p> <p>The program owner and all staff have annual professional development plans.</p>	<p>A professional development plan is a written individualized plan used to document the on-going training and professional development needs of staff, and shall be updated at least annually.</p> <p>For initial registrations: Professional development plans shall be created for any individual who has been employed for more than 30 days.</p> <p>Once rated, the initial professional development plan shall be completed within 30 days of hire.</p> <p>Professional development plans shall be completed within 30 days of hire and updated at least annually. It shall include the staff member's name, date of hire, position, staff signature, date of completion/update, and on-going training and professional development needs related to meeting the performance goals indicated on the professional development plan.</p> <p>Annual report: The program shall submit documentation verifying that all of the professional development plans have been updated annually.</p>
<p>SM 3</p> <p>Results of the formal observations and the program owner's self-assessment are used to inform individual professional development plans.</p>	<p>The program's professional development planning process shall include written documentation that demonstrates how the results of the formal observations were used to inform individuals' goals.</p>
<p align="center">Domain: Staff Qualifications and Professional Development</p>	
<p align="center">Sub-Domain: Staff Education (SE)</p>	
<p align="center">Program Standard</p>	<p align="center">Requirements</p>
<p>SE 1</p> <p>The program owner has an associate's degree (AA) in an approved related field or Career Pathways Level (CPL) 2 or an Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children).</p> <p>One lead teacher (if not the program owner) has an AA in an approved related field or a CPL 2 or an Ohio's Lead Teacher School-Age Professional Endorsement (if in school-age only group).</p> <p>Approved related fields are defined in rule 5101:2-17-01 of the Ohio Administrative Code.</p>	<p>The program owner and all child care staff members shall create a profile in the Ohio Professional Registry (OPR) within 30 days of beginning employment. Individuals shall submit their education to the OPR for verification, following the OPR's established policies and procedures. https://www.occrra.org/opr</p> <p>Documentation will not be considered complete until it has been verified by the OPR.</p> <p>Annual report: The program shall submit to the OPR documentation for verification of the education qualifications.</p>

Sub-Domain: Professional Development (PD)	
Program Standards	Requirements
<p>PD 1</p> <p>The program owner achieves and maintains the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>All child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>Individuals who are currently enrolled in a degree-granting program in early childhood or related field can use coursework to fulfill the biennial training requirement.</p>	<p>For initial ratings only: The program owner and all child care staff are not required to achieve the Professional Development Certificate prior to registering for an initial rating. The program owner and all child care staff shall achieve the Professional Development Certificate prior to the end of the current biennium. The required hours for the Professional Development Certificate shall be prorated based on the rating effective date of the program's initial rating.</p> <p>Once rated, the program owner and all child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>If a child care staff member was hired after the program's initial rating date, the required hours for the Professional Development Certificate shall be prorated based on his or her hire date.</p>
<p>PD 2</p> <p>The program owner and all child care staff shall complete the required quality and child development courses.</p>	<p>The program owner and all newly hired child care staff are required to complete Ohio's Approach to Quality and Ohio's Overview of Child Development within 30 days of being hired unless they have documentation of the courses in the OPR or meets exemption requirements.</p> <p>The hours accumulated for these two courses will count as professional development hours.</p> <p>Any post-secondary child development course completed (with a grade of C or better or a passing grade from a pass/fail course) within the previous six years from an accredited institution of higher education shall count toward the Ohio's Overview of Child Development regardless of degree. Documentation of the course shall be submitted to the OPR no later than sixty days prior to the end of the biennium.</p>
Domain: Family and Community Partnerships	
Sub-Domain: Transitions (T)	
Program Standard	Requirements
<p>T 1</p> <p>The program provides written information to families on transitioning children into and out of the program.</p>	<p>The program shall submit copies of written information given to families on transitioning children into and out of the program.</p>
<p>T 2</p> <p>The program provides age-appropriate activities for children to prepare them for the transition to a new educational setting.</p>	<p>The program shall submit and maintain documentation which describes age-appropriate activities for children to prepare them for the transition to a new educational setting. The documentation shall include the age group in which the activities were conducted and the purpose of the activity.</p>
<p>T 3</p> <p>The program transfers any child's records to the new setting at the family's request and with the family's written consent.</p>	<p>The program shall submit and maintain a written policy explaining the procedure for obtaining family consent and for transferring records that the program and parents have determined to share during the transition.</p>

	<p>The program shall have available for review completed copies of the document used to obtain written family consent or a sample if no completed copies are available.</p> <p>The written consent shall include the child's name, the name of the new setting that the records will be released to, a statement indicating the family would like the records released, the parent/guardian signature, and the date of signature.</p>
<p>T 4</p> <p>The program meets with families to develop an individualized transition plan that supports a child's transition to another educational setting.</p>	<p>The program shall have a plan that includes strategies to support the individualized needs of the child during the transition process.</p> <p>The plan shall include the name of the staff member completing the plan, the child's name, the parent/guardian signature and date of development, and opportunities for family input.</p> <p>The program shall submit a document describing the process they follow for transition meetings.</p>
Sub-Domain: Communication and Engagement (CE)	
Program Standard	Requirements
<p>CE 1</p> <p>The program obtains information about the family structure and routines that is important to the child's development.</p>	<p>The program shall maintain the form used to collect family information with the child's name and information about family structure and routines. This information shall be on file for all children enrolled at the program.</p>
<p>CE 2</p> <p>The program provides information regarding a minimum of at least two resources and community services to families.</p>	<p>The program shall submit documentation of at least two resources and community services provided to families to support the family and the development of their children.</p>
<p>CE 3</p> <p>The program communicates with families using at least two different modes of communication; and at least one mode promotes two-way communication.</p>	<p>The program must show or be able to describe at least two modes of communication that the program uses to communicate with families.</p>
<p>CE 4</p> <p>The program provides families with combined or separate information on at least one health topic and one child development topic annually that are appropriate to all age groups served at the program.</p>	<p>The program shall submit a combined or separate document(s) of dated information on one health topic and one child development topic provided to families.</p>
<p>CE 5</p> <p>The program offers at least one opportunity for all families to engage in activities annually.</p>	<p>The program shall submit written documentation which describes the family engagement opportunities that have been offered to families. The documentation shall include information describing the activity and to whom and when it was offered.</p> <p>Annual report: The program shall submit updated documentation of the family engagement activities.</p>

<p>CE 6</p> <p>The program offers at least one educational training, workshop or event to support families' engagement in children's learning and development annually for each age group served.</p>	<p>The program shall submit and have on file for review written documentation that describes the educational training, workshop or even the program offered. The documentation shall include the date(s), topic addressed and type of activity. The activity described here shall not be the same activity to engage families in an activity annually.</p>
<p>CE 7</p> <p>The program has written policies and procedures to ensure that children have received comprehensive health screenings or families have been provided information on the importance of health screenings.</p> <p>The program has written policies and procedures for its referral process to community resources that support families and children.</p> <p>This is not required for school-age children.</p>	<p>The program shall submit a written description of its health screening policy which includes how the program will ensure that children have received comprehensive health screenings and referrals to community resources. The policy shall also include a referral process to community resources for those children who have not received a health screening. Comprehensive health screenings include: vision, dental health, height, weight, hearing and blood lead and hemoglobin levels.</p> <p>The program shall submit a written description of its referral policy which includes how it communicates with families regarding community resources that are available to obtain the screenings.</p> <p>If the program only serves school-age children a statement shall be submitted explaining that these requirements do not apply.</p>

Domain: Family and Community Partnerships	
Sub-Domain: Transitions	
Program Standard	Requirements
The program provides written information to families on transitioning children into and out of the program.	The program shall submit copies of written information given to families on transitioning children into and out of the program.
The program provides age-appropriate activities for children to prepare them for the transition to a new educational setting.	<p>The program shall submit and maintain documentation which describes age-appropriate activities for children to prepare them for the transition to a new educational setting. The documentation shall include the age group in which the activities were conducted and the purpose of the activity.</p> <p>The lead teacher (if not the program owner) shall be able to describe the age appropriate activities used to help children prepare for transitions.</p>
The program transfers any child's records to the new setting at the family's request and with the family's written consent.	<p>The program shall submit and maintain a written policy explaining the procedure for obtaining family consent.</p> <p>The program shall submit and have available for review, completed copies of the document used to obtain written family consent or a sample if no completed copies are available.</p> <p>The written consent shall include the child's name, the name of the new setting that the records will be released to, a statement indicating the family would like the records released, the parent/guardian signature, and the date of signature.</p>
The lead teacher (if not the program owner) meets with families to develop an individualized transition plan that supports a child's transition to another educational setting.	The program shall submit a plan that includes the name of the staff member completing the plan, the child's name, the parent/guardian signature and date of development, and opportunities for family input.
Sub-Domain: Communication and Engagement	
Program Standard	Requirements
The program obtains information about the family structure and routines that is important to the child's development.	The program shall submit the form used to collect family information. This information shall be on file for all children enrolled at the program.
The program provides information regarding resources and community services to families.	The program shall submit sample copies of information provided to families regarding the resources and community services that are available to them to support the family and the development of their children.

The program communicates with families using different modes of communication; and at least one mode promotes two-way communication.	The program owner and child care staff shall be able to describe the modes of communication used with families.
The program provides families information on topics addressing health and child development annually that are appropriate to all age groups served at the program.	The program shall submit dated copies of the health and child development information provided to families.
The program offers at least one opportunity for all families to engage in activities annually.	<p>The program shall submit written documentation which describes the family engagement activities that have been offered to families. The documentation shall include information regarding the activity and to whom and when it was offered.</p> <p>Annual report: The program shall submit updated documentation of the family engagement activities.</p>
The program organizes at least one educational training, workshop or event to support families' engagement in children's learning and development annually for each age group served.	The program shall submit and have on file for review written documentation that describes the educational training, workshop or event the program organized. The documentation shall include the date(s), topic addressed and type of activity. The activity described here shall not be the same activity to engage families in an activity annually.
The program has written policies and procedures to ensure that children have received comprehensive health screenings or families have been provided information on the importance of health screenings and resources to obtain them.	<p>The program shall submit a written description of their health screening policy which includes how the program will ensure that children have received comprehensive health screenings and referrals to community resources. The policy shall also include a referral process to community resources for those children who have not received a health screening. Comprehensive health screenings include: vision, dental health, height, weight, hearing and blood lead and hemoglobin levels.</p> <p>The program shall submit written information available to families regarding the importance of the health screenings and resources that are available to them in order to obtain screenings.</p> <p>If the program only serves school-age children a statement shall be submitted explaining that these requirements do not apply.</p>
The program and parents work collaboratively to create annual written, developmental and educational goals for children.	The written goals shall include the name of the child, developmental and/or educational goals, the parent/guardian signature and date of completion. The written documentation shall clearly identify the family's opportunity to contribute to the goals. The goals shall be updated annually.

Appendix H

Step Up To Quality Family Child Care Program Standards For a Four and Five-Star Rating

Domain: Learning and Development (Maximum 21 points)	
Sub-Domain: Curriculum and Planning (CP)	
Program Standard	Requirements
<p>CP 1</p> <p>The program implements a written, research based, comprehensive curriculum aligned with the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served) and demonstrates its alignment to the child assessment. Each teacher has daily access to a copy of the curriculum.</p> <p>The lead teacher and/or program owner has available and can access the Early Learning and Development Standards and/or Ohio K-12 Standards or K-12 Resource Guide (appropriate to the age group served).</p> <p>The Early Learning and Development Standards can be located at http://jfs.ohio.gov/cdc/providers.stm</p> <p>The Ohio K-12 Standards or K-12 Resource Guide can be located at www.education.ohio.gov</p> <p>Programs serving school-age children and stand-alone school-age programs shall demonstrate alignment with the Ohio K-12 Standards.</p>	<p>The program shall complete and submit a copy of the prescribed form for each age group(s) served.</p> <p>JFS 01590 "Curriculum Standard Assessment Alignment Tool: Infants and Toddlers for Step Up To Quality" (Rev. 7/2014)</p> <p>JFS 01591 "Curriculum Standard Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality" (Rev. 7/2014), or the</p> <p>JFS 01593 "Curriculum Standard Assessment Alignment Tool: School Age for Step Up To Quality" (Rev. 7/2014).</p> <p>Program owner or teachers of infant, toddler, and preschool children shall be able to explain how they address the Early Learning and Development Standards through the arrangement of the learning environment, daily routines and planned experiences.</p> <p>Program owner or school-age teachers shall explain how they address K-12 Standards that are relevant to the program's structure, philosophy, and goals through the arrangement of the learning environment, daily routines and planned experiences.</p> <p>Annual report: If the program has changed curriculum, the program shall submit documentation. Section I of the JFS 01590, JFS 01591, or the JFS 01593 shall be used for documentation.</p>
<p>CP 2</p> <p>Teachers and/or program owner use a written dated plan of activities for all hours of instructional time.</p>	<p>Teachers and/or program owner shall use and have on file for review a current, written, dated plan of activities to support children's development and learning.</p> <p>The program shall have activity plans that include the following information:</p> <ul style="list-style-type: none"> • The teacher's name • The name of the group • The time frame the plan covers (daily, weekly, biweekly, monthly) • Daily activities to support children's development and learning and reflects current activities in the group. <p>Lead teachers and/or program owner shall be able to explain the activity planning process including how they implement the curriculum and child assessment.</p>

	The plan shall be aligned to all developmental domains in Ohio's Birth-Kindergarten Entry Early Learning and Development Standards or Common Core State Standards or both sets of standards; and to the relevant Ohio Academic Content Standards K-12.
CP 3 Lead teachers or program owner plan intentional and purposeful activities and experiences for all hours of instructional time, that meet the needs, interests, and abilities of children who are younger than school-age across the following domains: Approaches Toward Learning, Social/Emotional Development, Cognitive and General Knowledge, Physical Well-Being and Motor Development, and Language and Literacy Development in the Early Learning Development Standards and/or Common Core Standards; or the K-12 Standards for school-age children in areas chosen by the program that best matches the philosophy. (5 points)	Lead teachers or program owner shall be able to describe and provide written documentation of examples of the strategies that they use in the development and implementation of intentional and purposeful activities. All teachers or program owner shall be able to describe and give examples of how they consider individual child needs, interests and abilities during the planning process. They shall share any written documentation, work samples, collections or evidence.
CP 4 Teachers support children's active engagement through opportunities for exploration and learning. (3 points)	Lead teachers or program owner shall be able to describe and provide written documentation of examples of the methods that they use to create a variety of types of experiences for children that encourage exploration and learning.
Sub-Domain: Child Screening and Assessment (CSA)	
Child Screening Program Standard	Child Screening Requirements
CSA 1 The program ensures that all children (except school-age children) receive a comprehensive developmental screening that is valid and reliable within 60 days of entry into the program and annually thereafter. Necessary referrals are completed within 90 days of identification of need, and the results are formally communicated with families. Staff is trained to administer, score and use the screening tools appropriately.	The program shall record the name of the screening tool(s) obtained and document that the tool(s) is comprehensive and developmentally appropriate for the age groups served. The program shall maintain on file for review written documentation of the tool(s) staff members have been trained to use that includes the staff members names. The tool(s) shall include the following domains: language, cognitive, motor, social and emotional and behavioral. A program may identify more than one tool, depending on the age groups served and the domains each tool addresses. If a program identifies more than one tool, it shall provide documentation for each tool. The program shall keep on file for review screening tools that are completed for each child within 60 days of enrollment and annually thereafter, and how results shall be communicated with the families. The documentation shall include the child's name, date of enrollment, and date tool was administered, and date of referrals (if necessary).

	<p>The program shall submit written documentation which outlines the program's referral process and the identified formal communication methods to share screening results with families.</p> <p>The program maintains written documentation of referrals made.</p> <p>Annual report: If the program is using new screening tools, the program shall submit an updated list of the screening tool(s) used as well as a list of staff who have been trained on the new tool(s).</p>
Child Assessment Program Standard	Child Assessment Requirements
<p>CSA 2</p> <p>The program administers the state required assessment for all enrolled preschool aged children.</p>	<p>The program shall administer the Early Learning Assessment (ELA) following the schedule prescribed by the Ohio Departments of Education and Job and Family Services (ODE and ODJFS).</p>
<p>CSA 3</p> <p>The program assesses all children enrolled (except school-age children) using formal and informal methods on an ongoing basis to inform instruction. Results are shared with families.</p> <p>Programs serving school-age children and stand-alone school-age programs are only required to complete informal assessments with school-age children.</p>	<p>The program shall submit a written description of the on-going child assessment process which includes:</p> <ul style="list-style-type: none"> • A description of the on-going process used for child assessment including that formal assessments are completed at least twice annually • Identification of the standardized tool(s) used for formal assessments • Methods by which child observations are conducted and recorded • Identification of supporting evidence and the methods used to collect supporting evidence. <p>The program shall keep on file for review examples of completed tools and supporting evidence of on-going child assessment; as well as samples of information provided to families to share results.</p> <p>The program shall be able to explain the assessment process, methods, and how results are shared with families.</p> <p>Annual report: If the program has changed the assessment process, the program shall submit an update to the requirements listed above.</p>
<p>CSA 4</p> <p>The program and parents work collaboratively to create two written developmental and educational goals within sixty days of enrollment for children, and updated annually.</p>	<p>The written goals shall include the name of the child, developmental and/or educational goals, the parent/guardian signature and date of completion. The written documentation shall clearly identify the family's opportunity to develop the goals. The goals shall be updated annually.</p>
<p>CSA 5</p> <p>On-going child assessment results are used to make, adjust and refine instructional decisions and to evaluate child progress. (5 points) School-age child care programs or programs serving school-age children are only required to complete informal assessments with school-age children. The on-going informal child assessment results</p>	<p>The program shall submit a written description of how it applies the on-going child assessment results in the documentation for the following areas:</p> <ul style="list-style-type: none"> • The process used to analyze and interpret results both at the individual child and group level. • How the program monitors individual child progress over time and used the results of the progress to inform and modify, including sharing results with

are used to make, adjust and refine instructional decisions and evaluate child progress.	<p>families.</p> <ul style="list-style-type: none"> The intentional strategies used to inform instruction for individual children, as well as the group <p>The program shall be able to explain their methods for analyzing and interpreting assessment data and to explain how they modify their instructional strategies to meet the needs, interests and emerging abilities of individual children in group as well as the group.</p>
<p>CSA 6</p> <p>Program provides at least two ways to explain to families the child assessment process used and data collected, and how families can review and contribute to the education plan of their child. (4 points)</p>	<p>The lead teacher or program owner shall be able to describe and provide written samples of the process used with families to:</p> <ul style="list-style-type: none"> Understand the child assessment process and how data is collected Review and contribute to the education plan of their child Share child's progress toward educational goals
Sub-Domain: Interaction and Environment (IE)	
Program Standard	Requirements
<p>IE 1</p> <p>The program completes an annual self-assessment using Family Child Care Environment Rating Scale, Revised Edition (FCCERS-R) or other tool to measure the learning environment. The tool shall include staff/child interactions and be developmentally appropriate to age groups served.</p>	<p>The program shall maintain written documentation of the completion of the self-assessment for each group of children. The tool shall be developmentally appropriate to age groups served and shall be completed annually.</p> <p>Note: The completion of the self-assessment tool shall not be used to meet the teacher observation program standard in the Administrative and Leadership Practices domain.</p> <p>Annual report: The program shall submit documentation of the completed self-assessment tool.</p>
<p>IE 2</p> <p>The lead teacher or program owner in each group identifies at least one area for improvement and creates an action plan which includes a goal and at least one action step based on the results of the classroom annual self-assessment.</p>	<p>The lead teacher or program owner in each group shall use the results of the self-assessment to identify at least one area of improvement and develop an annual action plan. The written action plan shall include:</p> <ul style="list-style-type: none"> Teacher's name Group Date completed Name of tool used Goal Action steps for achieving the goal Timeframe for completing the goal
<p>IE 3</p>	<p>The Ohio Classroom Observation Tool (OCOT) is conducted in randomly selected groups, representing the age groups the program serves which will be observed using a standardized tool embedded within the verification process. The tool will assess both the quality of the classroom environment and staff/child interactions. Programs will</p>

The program supports each child's development by providing well-structured learning environments and positive interactions among staff and children.	need to successfully meet the elements and indicators within the tool to demonstrate they meet this standard.
IE 4 The lead teacher or program owner documents progress on action steps and readjusts goals if not met. (4 points)	The lead teacher or program owner shall submit and document progress they have made on completing action steps towards achieving identified goal(s). Additionally, if goals are adjusted throughout the year, based on the ability to successfully make progress, documentation of the adjustment shall also be maintained. The lead teacher or program owner shall be able to describe the group self-assessment process, the process for developing goals and action steps based on the results of the group self-assessment, and the progress made toward achievement of the goals throughout the year.
Domain: Administrative and Leadership Practices (Maximum 12 points)	
Sub-Domain: Program Administration (PA)	
Program Standard	Requirements
PA 1 The program completes an annual program self-assessment using a standardized tool that is used to assess a program's administrative policies, procedures and practices.	The program shall keep on file for review, the documentation of the completed, scored and dated self-assessment tool. The self-assessment shall be completed and/or updated annually and include the following elements: <ul style="list-style-type: none"> ○ Human resource leadership and development ○ Family and community partnerships ○ Program development and evaluation ○ Business and operations management Annual report: The program shall submit documentation of the completed classroom self-assessment tool.
PA 2 The program completes an annual continuous improvement plan using results from the current annual program self-assessment, which includes a minimum of two goals and at least two action steps towards completing the goals. Input from staff and families is also included in developing the continuous improvement plan.	The program shall complete and submit the required sections of the JFS 01509 "Continuous Improvement Plan For SUTQ" (Rev. 7/2014) for the three-star rating. The plan shall be updated annually. The program shall be able to provide written examples of ways that staff and family input is gathered and used to inform the continuous improvement plan. Annual report: The program shall submit the updated JFS 01509.
PA 3 The program's annual continuous improvement plan has strategies to engage community partners to support child and family outcomes. (3 points)	The program shall complete and submit all of the optional sections of the JFS 01509 "Continuous Improvement Plan for SUTQ" (Rev. 7/2014) in order to obtain points towards a four or five-star rating. Annual report: The program shall submit the updated JFS 01509.

<p>PA 4</p> <p>The program conducts an annual survey or meeting with families and community partners to review accomplishments of program goals. (3 points)</p>	<p>The program shall document and submit the process of convening the focus group (if applicable) including its structure, the method used for conducting the survey or meeting with families and community partners, how the results are reviewed, and how they are used to impact program goals.</p> <p>A sample copy of the survey or meeting minutes, a summary of the results, and the number of families and community partners that participated shall be maintained in writing and available for review.</p>
<p align="center">Sub-Domain: Staff Management (SM)</p>	
<p align="center">Program Standard</p>	<p align="center">Requirements</p>
<p>SM 1</p> <p>The program owner completes the Ohio Administrator Core Knowledge and Competencies Self-Assessment annually. All staff (other than program owner) have at least one formal observation annually.</p>	<p>The program shall maintain an annual summary of the Ohio Administrator Core Knowledge and Competencies Self-Assessment (Administrator CKC). The summary must include the date the Administrator CKC was completed.</p> <p>The observation shall be updated and completed by the program owner within 30 days of hire and updated at least annually. The program shall maintain a summary that shall include documentation of the formal observations for each staff member. The summary shall include the staff member's name and the date the observation was completed.</p> <p>Note: The completion of the classroom self-assessment tool or a self-evaluation by the staff does not meet the requirement for formal observations.</p> <p>Annual report: The program shall submit documentation of all formal observations.</p>
<p>SM 2</p> <p>The program owner and all staff have annual professional development plans.</p>	<p>A professional development plan is a written individualized plan used to document the on-going training and professional development needs of staff, and shall be updated at least annually.</p> <p>For initial registrations: Professional development plans shall be created for any individual who has been employed for more than 30 days.</p> <p>Once rated, the initial professional development plan shall be completed within 30 days of hire.</p> <p>Professional development plans shall be completed within 30 days of hire and updated at least annually. It shall include the staff member's name, date of hire, position, staff signature, date of completion/update, and on-going training and professional development needs related to meeting the performance goals indicated on the professional development plan.</p> <p>Annual report: The program shall submit documentation verifying that all of the professional development plans have been updated annually.</p>

SM 3 Results of staff observations and the program owner's self-assessment are used to inform individual professional development plans.	The program's professional development planning process shall include written documentation that demonstrates how the results of the formal observations and the program owner's self-assessment were used to inform individuals' goals.
SM 4 Results of the formal observations and the program owner's self-assessment are used to inform the program's annual continuous improvement plan. (4 points)	The program shall complete and submit all required sections of the JFS 01509 "Continuous Improvement Plan for SUTQ" (Rev. 7/2014) in order to obtain points towards a four or five-star rating. Annual report: The program shall submit the updated JFS 01509.
SM 5 Two formal observations are completed annually for all staff other than the program owner. (2 points)	Formal observations shall be completed within 30 days of hire and updated at least annually. The observations shall be completed by the program owner. Documentation of the formal observations shall include the staff member's name and the date the observation was completed. The two observations shall be at least 90 days apart. Annual report: The program shall submit documentation of the formal observations.
Domain: Staff Qualifications and Professional Development (Maximum 13 points)	
Sub-Domain: Staff Education (SE)	
Program Standard	Requirements
SE 1 The program owner has an associate's degree (AA) in an approved related field or Career Pathways Level (CPL) 2 or an Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children). One lead teacher (if not the program owner) has an AA in an approved related field or a CPL 2 or an Ohio's School-Age Lead Teacher Professional Endorsement (if in a school-age only group). Program Owner: <ul style="list-style-type: none"> Master's degree in an approved related field or a CPL 5 (5 points) BA in an approved related field or a CPL 4 (4 points) CPL 3 (3 points) AA degree in an approved related field with an ACL 3 (2 points) Lead Teachers (if not the program owner): <ul style="list-style-type: none"> 100 percent have a BA in an approved related field or a CPL 4 (5 points) 	The CDA shall be current. www.cdacouncil.org The program owner and all child care staff members shall create a profile in the Ohio Professional Registry (OPR) within 30 days of beginning employment. Individuals shall submit their education to the OPR for verification, following the OPR's established policies and procedures. https://www.occrra.org/opr Documentation will not be considered complete until it has been verified by the OPR. Note: The program can only earn one of the designated points values within each of the three categories. Annual report: The program shall submit to the OPR documentation for verification of the education qualifications.

<ul style="list-style-type: none"> • 100 percent have an AA in an approved related field or a CPL 3 or an Ohio's School-Age Lead Teacher Professional Endorsement (if in school-age only group) (4 points) • 100 percent have a CDA or a CPL 2 or an Ohio's School-Age Lead Teacher Professional Endorsement (if in school-age only group) (3 points); • 50 percent have a BA in an approved related field or a CPL 4 (3 points) • 50 percent have an AA in an approved related field or a CPL 3 or an Ohio's School-Age Lead Teacher Professional Endorsement (if in school-age only group) (2 points) • 50 percent of teachers have a CDA or a CPL 2 or an Ohio's School-Age Lead Teacher Professional Endorsement (if in school-age only group) (1 point) <p>Approved related fields are defined in rule 5101:2-17-01 of the Ohio Administrative Code.</p> <p>* Note: An Administrator "Ohio's School-Age Professional Endorsement" will not count for points.</p>	
Sub-Domain: Professional Development (PD)	
Program Standards	Requirements
<p>PD 1</p> <p>The program owner achieves and maintains the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>All child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>Individuals who are currently enrolled in a degree-granting program in early childhood or related field can use coursework to fulfill the biennial training requirement.</p> <p>The program owner and all staff have achieved Tier 3 for current or previous biennium. (3 points); or</p> <p>The program owner and all staff have achieved Tier 2 for current or previous biennium. (2 points)</p>	<p>For initial ratings only: The program owner and all child care staff are not required to achieve the Professional Development Certificate prior to registering for an initial rating. The program owner and all child care staff shall achieve the Professional Development Certificate prior to the end of the current biennium. The required hours for the Professional Development Certificate shall be prorated based on the rating effective date of the program's initial rating.</p> <p>Once rated, the program owner and all child care staff achieve and maintain the Step Up To Quality Professional Development Certificate in the current or previous biennium.</p> <p>If a child care staff member was hired after the program's initial rating date, the required hours for the Professional Development Certificate shall be prorated based on his or her hire date.</p>
<p>PD 2</p>	<p>The program owner and all newly hired child care staff are required to complete Ohio's Approach to Quality and Ohio's Overview of Child Development within 30 days of</p>

<p>The program owner and all child care staff shall complete the required quality and child development courses.</p>	<p>being hired unless they have documentation of the courses in the OPR or meet exemption requirements.</p> <p>The hours accumulated for these two courses will count as professional development hours.</p> <p>Any post-secondary child development course completed (with a grade of C or better or a passing grade from a pass/fail course) within the previous six years from an accredited institution of higher education shall count toward the Ohio's Overview of Child Development regardless of degree. Documentation of the course shall be submitted to the OPR no later than sixty days prior to the end of the biennium.</p>
<p align="center">Domain: Family and Community Partnerships (Maximum 8 points)</p>	
<p align="center">Sub-Domain: Transitions (T)</p>	
<p align="center">Program Standard</p>	<p align="center">Requirements</p>
<p>T 1</p> <p>The program provides written information to families on transitioning children into and out of the program.</p>	<p>The program shall submit copies of written information given to families on transitioning children into and out of the program.</p>
<p>T 2</p> <p>The program provides age-appropriate activities for children to prepare them for the transition to a new educational setting.</p>	<p>The program shall submit and maintain documentation which describes age-appropriate activities for children to prepare them for the transition to a new educational setting. The documentation shall include the age group in which the activities were conducted and the purpose of the activity.</p>
<p>T 3</p> <p>The program transfers any child's records to the new setting at the family's request and with the family's written consent.</p>	<p>The program shall have a written policy explaining the procedure for obtaining family consent and for transferring records that the program and parents have determined to share during the transition.</p> <p>The program shall have available for review, completed copies of the document used to obtain written family consent or a sample if no completed copies are available.</p> <p>The written consent shall include the child's name, the name of the new setting that the records will be released to, a statement indicating the family would like the records released, the parent/guardian signature, and the date of signature.</p>
<p>T 4</p> <p>The program meets with families to develop an individualized transition plan that supports a child's transition to another educational setting.</p>	<p>The program shall have a plan that includes strategies to support the individualized needs of the child during the transition process.</p> <p>The plan shall include the name of the staff member completing the plan, the child's name, the parent/guardian signature and date of development, and opportunities for family input.</p> <p>The program shall submit a document describing the process they follow for transition meetings.</p>

<p>T 5</p> <p>The program has written transition policies and procedures that include strategies for supporting transitions into and out of the program for both children and families (2 points).</p>	<p>The program shall submit the written transition policies and procedures. The strategies for supporting transitions into and out of the program shall be clearly described for both children and families and include strategies that are developmentally appropriate for the age group.</p>
<p align="center">Sub-Domain: Communication and Engagement (CE)</p>	
<p align="center">Program Standard</p>	<p align="center">Requirements</p>
<p>CE 1</p> <p>The program obtains information about the family structure and routines that is important to the child's development.</p>	<p>The program shall maintain the form used to collect family information with the child's name and information about family structure and routines. This information shall be on file for all children enrolled at the program.</p>
<p>CE 2</p> <p>The program provides information regarding a minimum of at least two resources and community services to families.</p>	<p>The program shall submit documentation with at least two resources and community services provided to families to support the family and the development of their children.</p>
<p>CE 3</p> <p>The program communicates with families using at least two different modes of communication; and at least one mode promotes two-way communication.</p>	<p>The program must show or be able to describe at least two modes of communication that the program uses to communicate with families.</p>
<p>CE 4</p> <p>The program provides families with combined or separate information on at least one health topic and one child development topic annually that are appropriate to all age groups served at the program.</p>	<p>The program shall submit a combined or separate document(s) of dated information on one health topic and one child development topic provided to families.</p>
<p>CE 5</p> <p>The program offers at least one opportunity for all families to engage in activities annually.</p>	<p>The program shall submit written documentation which describes the family engagement opportunities that have been offered to families. The documentation shall include information regarding the activity and to whom and when it was offered.</p> <p>Annual report: The program shall submit updated documentation of the family engagement activities.</p>
<p>CE 6</p> <p>The program offers at least one educational training, workshop or event to support families' engagement in children's learning and development annually for each age group served.</p>	<p>The program shall submit and have on file for review written documentation that describes the educational training, workshop or event the program offered. The documentation shall include the date(s), topic addressed and type of activity. The activity described here shall not be the same activity to engage families in an activity annually.</p>
<p>CE 7</p> <p>The program has written policies and procedures to ensure that children have received comprehensive health screenings or families have been provided information on the importance of health screenings.</p>	<p>The program shall submit a written description of their health screening policy which includes how the program will ensure that children have received comprehensive health screenings and referrals to community resources. The policy shall also include a referral process to community resources for those children who have not received a health screening. Comprehensive health screenings include: vision, dental health, height, weight, hearing and blood lead and hemoglobin levels.</p>

<p>The program has written policies and procedures for its referral process to community resources that support families and children.</p> <p>This is not required for school-age children.</p>	<p>The program shall submit a written description of its referral policy which includes how it communicates with families regarding community resources that are available to obtain the screenings.</p> <p>If the program only serves school-age children a statement shall be submitted explaining that these requirements do not apply.</p>
<p>CE 8</p> <p>The program has written documentation of at least two formal and/or informal agreements with community partners and other family-serving agencies, programs and entities. (3 points)</p>	<p>The program shall submit the documentation of formal and/or informal agreements which shall include the name of the community partner or other family-serving agencies, programs or entities with whom the program has an agreement, the name of the contact person within the agency, program or entity, and the nature of the agreement and how it supports the program and/or families and children enrolled in the program.</p>
<p>CE 9</p> <p>The program uses a formal model or process to enhance family engagement strategies. (2 points)</p>	<p>The program shall submit and provide written documentation which describes the family engagement model or process used at the program. The model or process shall:</p> <ul style="list-style-type: none"> • Facilitate relationship building with and within families • Support families in developing or strengthening parenting skills • Value the family's role in the child's development • Provide links for families to access resources
<p>CE 10</p> <p>The program has an organized and active parent volunteer group. (1 point)</p>	<p>The program shall submit and have on file the names of parents of enrolled children participating in the currently active volunteer group, a description of meeting times/dates and activities they are involved in, and how the activities have related to the program in the previous 12 months.</p>
<p>Optional Extra Points Ratio/Group Size & Accreditation</p>	
<p>Optional Extra Points: Ratio/Group size Type A Home Providers: An additional child care staff member is present between the hours of 6:00 AM through 7:00 PM, (excluding nap time), when five or more children are present (5 points).</p> <p>Type B Home Providers: An additional child care staff member is present between the hours of 6:00 AM through 7:00 PM, (excluding nap time), whenever four or more children are present (5 points).</p>	<p>The program shall maintain the lower ratio at all times in order to obtain extra points.</p>
<p><u>Optional Extra Points:</u> The program is accredited from an approved accrediting body (5 points).</p>	<p>All approved accrediting bodies are listed at: http://jfs.ohio.gov/cdc/providers.stm</p> <p>The program shall have and submit a current accreditation in order to obtain extra points.</p>

	<p>A maximum of five points can be achieved for this program standard, even if a program is accredited by more than one approved accrediting body.</p> <p>Annual report: The program shall submit current documentation of the accreditation.</p>
--	---

The program has written transition policies and procedures that include strategies for supporting transitions into and out of the program for both children and families. (2 points)	The program shall submit and have on file for review the written transition policies and procedures. The strategies for supporting transitions into and out of the program shall be clearly described for both children and families and include strategies that are developmentally appropriate for the age group.
Sub-Domain: Communication and Engagement	
Program Standard	Requirements
The program obtains information about the family structure and routines that is important to the child's development.	The program shall provide a copy of the sample form used to collect family information. This information shall be on file for all children enrolled at the program.
The program provides information regarding resources and community services to families.	The program shall provide sample copies of information provided to families regarding the resources and community services that are available to them to support the family and the development of their children.
The program communicates with families using different modes of communication; and at least one mode promotes two-way communication.	The program shall be able to describe the modes of communication used with families.
The program provides families information on topics addressing health and child development annually that are appropriate to all age groups served at the program.	The program shall submit dated copies of the health and child development information provided to families.
The program offers at least one opportunity for all families to engage in activities annually.	<p>The program shall submit written documentation which describes the family engagement activities that have been offered to families. The documentation shall include information regarding the activity and to whom and when it was offered.</p> <p>Annual report: The program shall submit updated documentation of the family engagement activities.</p>
The program organizes at least one educational training, workshop or event to support families' engagement in children's learning and development annually for each age group served.	The program shall submit and have on file for review written documentation that describes the educational training, workshop or event the program organized. The documentation shall include the date(s), topic addressed and type of activity. The activity described here shall not be the same activity to engage families in an activity annually.
The program has written policies and procedures to ensure that children have received comprehensive health screenings and/or that families have been provided information on the importance of health screenings and resources to obtain them.	The program shall submit a written description of their health screening policy which includes how the program will ensure that children have received comprehensive health screenings and referrals to community resources. The policy shall also include a referral process to community resources for those children who have not received a health screening. Comprehensive health screenings include: vision, dental health, height, weight, hearing and blood lead and hemoglobin levels.

	<p>The program shall submit written information available to families regarding the importance of the health screenings and resources that are available to them in order to obtain screenings.</p> <p>If the program only serves school-age children a statement shall be submitted explaining that these requirements do not apply.</p>
The program and parents work collaboratively to create annual written, developmental and educational goals for children.	The written goals shall include the name of the child, developmental and/or educational goals, the parent/guardian signature and date of completion. The written documentation shall clearly identify the family's opportunity to develop the goals. The goals shall be updated annually.
The program has written documentation of formal and/or informal agreements with community partners and other family-serving agencies, programs and entities. (3 points)	The program shall submit the documentation of formal and/or informal agreements which shall include the name of the community partner or other family-serving agencies, programs or entities with whom the program has an agreement, the name of the contact person within the agency, program or entity, and the nature of the agreement and how it supports the program and/or families and children enrolled in the program.
The program uses a formal model or process to enhance family engagement strategies. (2 points)	<p>The program shall submit and provide written documentation which describes the family engagement model or process used at the program. The model or process shall:</p> <ul style="list-style-type: none"> • Facilitate relationship building within families • Support families in developing or strengthening parenting skills • Value the family's role in the child's development • Provide links for families to access resources
The program has organized and active parent volunteer group. (1 point)	The program shall submit and have on file the names of the individuals participating in the parent volunteer group, a description of meeting times/dates or activities they are involved in, and how the activities relate to the program.
Optional Extra Points Ratio/Group Size & Accreditation	
<p>Optional Extra Points: Ratio/Group size Type A Home Providers: An additional child care staff member is present between the hours of 6:00 AM through 7:00 PM, (excluding nap time), when five or more children are present (5 points).</p> <p>Type B Home Providers: An additional child care staff member is present between the hours of</p>	<p>The program shall maintain the lower ratio at all times in order to obtain extra points.</p> <p>Annual report: The program does not need to submit any documentation.</p>

6:00 AM through 7:00 PM, (excluding nap time), whenever four or more children are present (5 points).	
<u>Optional Extra Points:</u> The program is accredited from an approved accrediting body (5 points).	All approved accrediting bodies are listed at www.earlychildhoodohio.org . The program shall have and submit a current accreditation in order to obtain extra points. A maximum of five points can be achieved for this program standard, even if a program is accredited by more than one approved accrediting body. Annual report: The program shall submit current documentation of the accreditation.

Appendix A to rule 5101:2-17-02
Star Rating Progressive Sanctions for
Child Care Centers

1 point per rule non-compliance	2 points per rule non-compliance	6 points per rule non-compliance
<p>5101:2-12-12 - Food Service License – Center unable to obtain or maintain license due to violations; Serving food with no license</p> <p>5101:2-12-14 - Outdoor Play – "S" hooks not closed appropriately; Climbing equipment and/or ropes not securely anchored; Entrapment hazards exist; No protective barriers; No way to summon second adult without leaving children unsupervised; Not supervising while walking to off-site space or using unsafe route; Fence or barrier missing or inadequate</p> <p>5101:2-12-15 - Safe Equipment – Chemicals accessible to children; Unsafe equipment accessible to children (lawnmowers, power tools accessible, etc.); Space heaters used without approval</p> <p>5101:2-12-18 – Transportation - Exit/entering not from curb</p> <p>5101:2-12-18.1 - Transportation – Annual vehicle inspection not completed by Automotive Service Excellence (ASE) certified mechanic; Driving vehicle w/o correcting noted violations</p> <p>5101:2-12-42 - Cribs – Stacked cribs are used; Cribs do not meet required size requirements; Cribs are unstable; Mesh cribs, bassinets, playpens are used for napping</p>	<p>5101:2-12-10 - Building Approval – Center fails to obtain approval for rooms used; Center exceeds room/building occupancies; Center cares for children in room not approved for age group</p> <p>5101:2-12-11 - Fire Approval – Unable to obtain approval due to violations; Does not obtain approval in a timely manner; Cares for children on unapproved floor; Using space not approved</p> <p>5101:2-12-14 - Outdoor Play – Protective surfacing absent under climbing equipment</p> <p>5101:2-12-15 - Safe Equipment – No mats under indoor climbing equipment</p> <p>5101:2-12-18 - Transportation – Not meeting second adult requirements; More than one child in a seat belt; Children sitting or standing in moving vehicle; Not using required seat belts and/or car seats; Child not using seat belt; Child under 12 in front seat; No health care plan on trip;</p> <p>5101:2-12-18.1 –Transportation -Vehicle purchased after 2008, type not permitted to be used</p> <p>5101:2-12-20 – Supervision – Child left unattended; Program does not check on the location of a child who does not arrive from another location. Staff under the influence of substance which impairs ability to supervise. Ratio – Program out of ratio. Second Adult – None present when 7 or more children present in the center</p> <p>5101:2-12-21 - Care & Nurturing – Children not protected from harm</p> <p>5101:2-12-22 -Child Guidance & Management – Center uses prohibited techniques</p> <p>5101:2-12-26 - Background Check – Staff member/student worker/service provider begins employment with no check requested; Results more than 12 months old on file from previous employer; Results not updated if employee left employment and returns; Results not on file w/in 30 days; Required FBI check not completed; No statement of non-conviction on file</p> <p>5101:2-12-31 - Medication – Medication form not on file or missing information; No label on prescription medication; Not in original container; Medication accessible; Instructions not followed</p> <p>5101:2-12-38 - Care of Children with Health Conditions – No health care plan completed; Health care plan missing information and/or signatures; No trained staff on-site when child is present</p> <p>5101:2-12-42 - Cribs – Child placed on stomach to sleep, no sleep position waiver on file; Child placed in crib with object which poses suffocation/ strangulation risk (item tied around neck, pillows, boppies, bumper pads, etc.)</p>	<p>5101:2-12-07 – Inspection and Investigation Rights – Refuses ODJFS access to the program</p> <p>5101:2-12-09 - Actions of the Administrator –Administrator/owner falsifies information to ODJFS</p> <p>5101:2-12-15 - Safe Equipment – Firearms on the premises</p> <p>5101:2-12-17 - Swimming – No life guard; Staff not actively supervising; Life guard used to count in ratio; Swimming site accessible to children w/o staff supervision; Children other than school age, swimming in lakes, ponds, rivers, etc.</p> <p>5101:2-12-18 - Transportation – Child left unattended on field trip or in vehicle</p> <p>5101:2-12-18.2 – Transportation -Driver not 18; Driver w/o valid license; Driver under the influence</p> <p>5101:2-12-20 – Supervision – Child left unattended outside of facility building or during a swimming activity</p> <p>5101:2-12-21 - Care & Nurturing – Program fails to report possible abuse/neglect/endangering</p> <p>5101:2-12-22 - Child Guidance and Management – Physical abuse /neglect/ endangerment; substantiated public children services agency finding; involvement of owner in inappropriate discipline</p> <p>5101:2-12-23 - Evening and Overnight Care – Staff responsible for supervising children are asleep; Children asleep on unapproved floor of building</p> <p>5101:2-12-26 - Background Check - Prohibitive conviction, person remains employed; Employee refuses to be fingerprinted and remains employed</p> <p>5101:2-12-31 - Medication – Medicine administered to the wrong child; Wrong dosage given to child</p>

Appendix B to rule 5101:2-17-02
Star Rating Progressive Sanctions for
Type A Family Child Care Homes

1 point per rule non-compliance	2 points per rule non-compliance	6 points per rule non-compliance
<p>5101:2-13-18 - Transportation – Exit/entering not from curb</p> <p>5101:2-13-18.1 Transportation - Annual vehicle inspection not completed by Automotive Service Excellence (ASE) certified mechanic; Driving vehicle w/o correcting noted violations</p>	<p>5101:2-13-03 – Capacity – License capacity exceeded</p> <p>5101:2-13-18 – Transportation – Ratio not maintained, more than one child in a seat belt, children standing or sitting on floor, children not in seat belts and/or car seat, children under 12 in front seat, no health care plan and/or supplies taken on trip</p> <p>5101:2-13-22– Type A Home uses prohibited techniques</p> <p>5101:2-13-20 – Supervision – Child left unattended. Program does not check on the location of a child who does not arrive from another location. Staff under the influence of a substance which impairs ability to supervise. Ratio – Program out of ratio</p> <p>Rule 5101:2-13-26 – Background Check – Background check not back in 30 days, no FBI check on file. Adult in home/employee started work before fingerprints requested, employee left & came back and didn't get new checks. Care custody control w/o checks back. No nonconviction statement on file for adult in home/employee</p> <p>5101:2-13-31 – Medication – Medication form not on file. No label on meds. Not in original container. Accessible medication. Didn't follow instructions</p> <p>5101:2-13-38 – Care of Children with Health Care Plans – No health care plan on file. Health care plan missing information. No trained staff on site when child is present</p>	<p>5101:2-13-07 – Inspection and Investigation Rights – Refuses ODJFS access to the program</p> <p>5101:2-13-09 – Actions of the Administrator –Administrator/owner falsifies information to ODJFS</p> <p>5101:2-13-15 – Safe Environment – Firearms unsecured on premises</p> <p>5101:2-13-17 - Swimming – No life guard; Staff not actively supervising; Swimming site accessible to children w/o staff supervision; Children other than school-age swimming in lakes, ponds, rivers, etc.</p> <p>5101:2-13-18 – Transportation – Child left unattended on field trip or in vehicle</p> <p>5101:2-13-18.2 – Transportation - Driver not 18; Driver w/o valid license; Driver under the influence</p> <p>5101:2-13-20 – Supervision – Child left unattended outside of Type A home or during a swimming activity</p> <p>5101:2-13-21 – Care & Nurturing – Program fails to report possible abuse/neglect/endangering</p> <p>5101:2-13-22 – Child Guidance and Management – Physical abuse /neglect/ endangerment; substantiated public children services agency finding; involvement of owner in inappropriate discipline</p> <p>5101:2-13-23 – Evening and Overnight Care – Children are asleep on an unapproved floor of the Type A Home</p> <p>5101:2-13-26 – Background Check– Prohibitive conviction, person remains employed or in household. Administrator, employee or member of household refused to be fingerprinted</p> <p>5101:2-13-31 – Medication – Medicine administered to the wrong child; Wrong dosage given to child</p>

Appendix C to rule 5101:2-17-02
Star Rating Progressive Sanctions for
Type B Family Child Care Homes

1 point per rule non-compliance	2 points per rule non-compliance	6 points per rule non-compliance
5101:2-14-06 – County agency not notified within 5 business days of change in household composition	<p>5101:2-14-06 Central registry request (JFS 01302) not completed for provider or adult in home and submitted to the county agency for annual check</p> <p>5101:2-14-07 – Background Check – Adult in home not fingerprinted within 10 days or employee started work before fingerprints results received - Nonconviction statement not on file for employee by start date or within 10 days of adult moving in the home or turning 18</p> <p>5101:2-14-09 – Central registry request (JFS 01302) not completed for employee and submitted to the county agency for annual check</p> <p>5101:2-14-14 – Transportation – Children not restrained as required. Child under 12 in front seat, no health care plan and/or supplies taken on trip</p> <p>5101:2-14-15 – Medication – Medication form not on file. No label on medication. Medication not in original container. Accessible medication. Provider did not follow instructions</p> <p>5101:2-14-15– Care of Children with Health Care Plans – No health care plan was on file. Health care plan missing information. Provider, employee, emergency caregiver or substitute caregiver not trained when child is present</p> <p>5101: 2-14-18 Group Size – Program was over group size</p> <p>5101:2-14-20 – Emergency caregiver, substitute caregiver or employee used inappropriate discipline</p> <p>5101:2-14-20 – Supervision – Child left unattended. Staff under the influence of a substance which impaired ability to supervise</p>	<p>5101:2-14-03 – Inspection and Investigation Rights – Refused the county agency or ODJFS access to the program</p> <p>5101:2-14-03 – Actions of the Provider – Provider falsified information to the county agency or ODJFS</p> <p>5101:2-14-07 – Background Check– Prohibitive conviction, person remained employed or in household. Administrator, employee or member of household refused to be fingerprinted</p> <p>5101:2-14-12 – Safe Environment – Firearms unsecured on premises</p> <p>5101:2-14-14 – Transportation – Child left unattended on field trip or in vehicle; Driver without valid license. Driver not employee, emergency caregiver or substitute caregiver and provider not present</p> <p>5101:2--14-15 – Medication – Medication administered to the wrong child; Wrong dosage given to child</p> <p>5101:2-14-20 – Supervision – Child left unattended outside of Type B home or during a swimming activity</p> <p>5101:2-14-20 – Care & Nurturing – Program fails to report suspected abuse/neglect/endangering</p> <p>5101:2-14-20 – Child Guidance and Management – Physical abuse /neglect/ endangerment substantiated public children services agency finding; involvement of provider in inappropriate discipline</p> <p>5101:2-14-23 - Swimming – No life guard; Staff not actively supervising; Swimming site accessible to children without staff supervision</p> <p>5101:2-14-24 – Evening and Overnight Care – Children were asleep in unapproved areas for sleeping of the Type B Home</p>