



June 26, 2020

Child Care Manual Procedure Letter No. 135

TO: All Child Care Manual Holders

FROM: Kimberly Hall, Director

SUBJECT: Changes to the Required School Schedules 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) can not pay providers for publicly funded child care (PFCC) services that occur during the hours that a school-age child is in school. School schedules are entered in KinderConnect to indicate what months the child is in school and what school hours should be deducted each day from the hours the child is receiving PFCC services.

The child care automated system previously required providers to enter a customized school schedule with a start date and end date that begins on or before the first Sunday of September and ends on or after the last Saturday of May, even if the school year did not actually begin until later in September or ends earlier in May. The "school not in session" functionality in KinderConnect was used to ensure that hours are not deducted until the actual start date and end date.

New Policy and Updated Process:

The child care automated system now allows the school year start and end dates to match the school year set by the child's school, even if the school year begins later in September or ends earlier in May.

Rule 5101:2-16-09 of the Ohio Administrative Code (OAC) will be updated to reflect this change to the school schedule requirements.

Implementation:

Providers may begin entering customized schedules for their authorized school-age children that reflect the actual start and end date of the child's school year. If a child is home-schooled, then the schedule of the school district where the child resides should be used.

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 Controltec Help Desk at 1-833-866-1708, option 9 or email SupportOH@Controltec.com for additional assistance with the system.

Questions:

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