



September 23, 2022

Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 476

To: Fiscal Administrative Procedure Manual Holders

From: Matt Damschroder, Director

Subject: Child Care Funding Allocations

As the result of a five-year review, ODJFS has amended rules 5101:9-6-11 "Child Care Non-Administration Funding Allocation" and 5101:9-6-11.2 "Child Care Administration Allocation." Minor changes to update citations and clarifications were made to reflect the current funding practices.

Please direct inquiries to your ODJFS Fiscal Supervisor or the CFIS Helpdesk CFIS_HELP_DESK@jfs.ohio.gov.

Instructions:

Location	Remove	Insert
Chapter 6	5101:9-6-11 (effective 7/27/2019)	5101:9-6-11 (effective 10/5/2022)
Chapter 6	5101:9-6-11.2 (effective 8/24/2017)	5101:9-6-11.2 (effective 10/5/2022)

5101:9-6-11

Child care non-administration funding allocation.

- (A) The Ohio department of job and family services (ODJFS) allocates funding to the county department of job and family services (CDJFS) for the ~~non-administrative~~non-administration operating costs of providing publicly funded child care.
- (B) This allocation consists of federal funds. The ~~catalog of federal domestic assistance (CFDA)~~assistance listing number (ALN) for this allocation is 93.575.
- (C) ODJFS issues this allocation on a federal fiscal year (FFY) basis. ODJFS will communicate the funding and liquidation periods through the county finance information system (CFIS). The CDJFS shall expend funds by the end of the funding period and disburse and report expenditures no later than the end of the liquidation period.
- (D) ODJFS utilizes the following methodology to distribute available funds for this allocation:
- (1) ODJFS allocates thirty per cent of the statewide allocation based on each county's population of children from birth to fourteen years of age that are at or below one hundred per cent of the federal poverty level as compared to the statewide total population of children in the same category, utilizing the most recent available U.S. bureau of census figures.
 - (2) ODJFS allocates thirty per cent of the statewide allocation based on each county's number of temporary assistance for needy families (TANF) children from birth to fourteen years of age as compared to the statewide total number of children in the same category, utilizing the most recent available state fiscal year (SFY) data from "~~Client Registry Information System Enhanced~~" (CRIS-E) or Ohio benefits (OB).
 - (3) ODJFS allocates thirty per cent of the statewide allocation based on each county's number of children determined eligible for publicly funded child care as compared to the statewide total number of children in the same category, utilizing the most recent available SFY data from the "~~Child Care Information Data System~~" (CCIDS)/centralized payments invoice screenOB system.
 - (4) ODJFS allocates ten per cent of the statewide allocation based on each county's number of licensed type B homes as compared to the statewide total in the same category, utilizing the most recent available SFY data from the ~~CCIDS/centralized payments invoice screen~~OB system.
- (E) The CDJFS may report the following allowable child care related expenditures:

- (1) Shared costs (as allocated in accordance with the ODJFS cost allocation plan);
 - (2) Establishment and maintenance of computerized childcare information systems;
 - (3) Establishment and operation of a certificate program;
 - (4) Eligibility determination and re-determination;
 - (5) Preparation / participation in judicial hearings;
 - (6) Child care placement;
 - (7) Recruitment, licensing, inspection of child care providers;
 - (8) Training for lead agency or sub-recipient staff on billing and claims processes associated with the subsidy program;
 - (9) Reviews and supervision of child care placements;
 - (10) Activities associated with payment rate setting;
 - (11) Resource and referral services; and
 - (12) Training for child care staff.
- (F) The CDJFS claims ~~non-administrative~~non-administration employee costs through the random moment sample (RMS) process as described in rule 5101:9-7-20 of the Administrative Code. The CDJFS reports direct expenditures as described in rule 5101:9-7-29 of the Administrative Code.
- (G) The CDJFS may request to transfer available child care administration funding to the child care non-administration allocation to be used as stated in paragraph (E) of this rule. The CDJFS shall use the budget request function in CFIS to request the transfer of funding and shall be received by ODJFS no later than the last day of the liquidation period.
- (H) A CDJFS may also move any excess child care non-administration expenditures as follows:
- (1) The CDJFS may move excess expenditures associated with child care eligibility determinations and other direct expenditures identified as TANF administrative activities as defined in rule 5101:9-6-08.8 of the Administrative Code, to the TANF administration allocation; or,

- (2) The CDJFS may move excess expenditures associated with activities categorized as non-administration, as described in rule 5101:9-6-08 of the Administrative Code to the TANF regular allocation.
- (I) Allocation redistribution is pursuant to rule 5101:9-6-02 of the Administrative Code. The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 10/5/2022
Five Year Review (FYR) Dates: 7/18/2022 and 10/05/2027

CERTIFIED ELECTRONICALLY

Certification

09/22/2022

Date

Promulgated Under: 111.15
Statutory Authority: 5101.02
Rule Amplifies: 5104.42, 5101.02
Prior Effective Dates: 12/20/1991, 01/02/1996 (Emer.), 07/01/1996,
11/17/1996, 02/17/1997, 11/01/1997, 01/26/1998,
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(Emer.), 12/30/2009, 05/27/2010, 07/19/2012,
09/12/2014, 08/24/2017, 07/27/2019

5101:9-6-11.2 **Child care administration allocation.**

- (A) The Ohio department of job and family services (ODJFS) allocates funding to the county department of job and services (CDJFS) for the administrative costs of providing publicly funded child care.
- (B) The ~~catalog of federal domestic assistance (CFDA)~~ assistance listing number (ALN) for this allocation is 93.575.
- (C) ODJFS issues this allocation on a federal fiscal year (FFY) basis. ODJFS communicates the funding and liquidation periods through the county finance information system (CFIS). The CDJFS must expend funds by the end of the funding period and disburse and report expenditures no later than the end of the liquidation period.
- (D) ODJFS issues available funds for this allocation using the same methodology as contained in paragraph (D) of rule 5101:9-6-11 of the Administrative Code.
- (E) The term "administrative costs" means costs necessary for the proper administration of the child care program in accordance with 45 C.F.R. 98.54 (September 30, 2016). These activities may include:
- (1) Salaries and related costs of staff engaged in administration and implementation of the program;
 - (2) Travel costs incurred for official business in carrying out the program;
 - (3) Administrative services, including accounting services performed by grantees or subgrantees or under agreements with third parties and;
 - (4) Indirect administrative costs associated with providing program services, such as costs for supplies, equipment, travel, postage, utilities, rental and maintenance of office space associated with child care administration and child care non-administration, in accordance with the ODJFS cost allocation plan;
- (F) The CDJFS direct charges contract costs related to the general administration and coordination of the programs to this allocation. The CDJFS claims administrative costs through the random moment sample (RMS) process as described in rule 5101:9-7-20 of the Administrative Code. The CDJFS reports direct expenditures as described in rule 5101:9-7-29 of the Administrative Code.
- (G) The CDJFS may request to transfer available child care administration funding to the child care non-administration allocation to be used as stated in paragraph (E) of rule 5101:9-6-11 of the Administrative Code.

- (H) The CDJFS may apply child care administrative expenditures in excess of the child care administration allocation to TANF administration funding as outlined in rule 5101:9-6-08.8 of the Administrative Code.
- (I) Allocation redistribution is pursuant to rule 5101:9-6-02 of the Administrative Code. The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

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