

5101:2-16-07

~~County department of job and family services responsibilities~~
County department of job and family services administrative responsibilities for determining eligibility for publicly funded child care benefits.

The county department of job and family services (CDJFS), pursuant to sections 5104.32 to 5104.38 of the Revised Code, shall:

- (A) Accept any gift, grant, or other funds from either 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.
- (B) Develop and ~~establish~~ maintain an ongoing child care provider recruitment and retention program. Recruit individuals and groups interested in certification as in-home aides or in developing and operating suitable licensed child care centers, licensed type A family child care homes, or certified type B family child care homes, especially in areas with high concentrations of Ohio works first (OWF) participants, ~~and for such purpose provide~~ The CDJFS shall provide consultation to interested individuals and groups ~~on request~~. The CDJFS shall develop and implement procedures for the recruitment of an adequate number of licensed child care centers, licensed type A homes, certified type B homes and certified in-home aides to meet the need for publicly funded child care services in the county. The procedures may include newspaper, television and radio advertising, use of posters and flyers, and other contacts with community groups. The CDJFS may use applicants referred by a caretaker including relatives of the children served.
- (C) Inform families of the availability of publicly funded child care and early learning initiative (ELI) agency services.
- (D) ~~Submit to ODJFS for approval,~~ a plan to ODJFS for approval ~~for ensuring that assures~~ the application process is as accessible to the public as possible and complies with section 5104.33 of the Revised Code. The CDJFS shall make any changes to its plan that ODJFS determines are necessary for compliance with section 5104.33 of the Revised Code and with any state standards adopted for the administration of section 5104.33 of the Revised Code. The plan shall include procedures for making the application forms available at ~~appropriate~~ locations selected by the CDJFS including at ELI agencies, if appropriate, and making arrangements that enable ~~applicants~~ caretakers to complete the application process at times outside their normal working hours and at locations convenient to the applicant. Arrangements may include but are not limited to the following:
- (1) Stationing CDJFS employees at various sites in the county for the purpose of assisting applicants in completing the application process and of making

eligibility determinations at those locations;.

- (2) Assigning CDJFS employees to hours of employment outside the normal working hours of the CDJFS to collect information relevant to ~~application~~ applications for publicly funded child care and to make eligibility determinations.
 - (3) Providing training and technical assistance to ~~appropriate individuals or agencies entities including ELI agencies, if appropriate, so they may assist to qualify these entities in providing assistance families~~ in completing the application process and, where applicable, in making eligibility determinations; and/or
 - (4) Using public child care funds to extend the CDJFS hours of operation to accommodate the needs of employed ~~caretaker-parents~~ caretakers and to enable ~~those parents~~ them to apply for child care services.
- (E) Allow eligible ~~families-parental~~ caretakers a choice from all available child care providers who are ~~either~~ certified or licensed. The CDJFS shall make available a current list of all certified and licensed providers in the county. The CDJFS shall provide selected portions of the list or the complete list as ~~determined~~ requested by the caretaker ~~to be necessary~~ to facilitate parental choice. Such lists shall include, but ~~are not~~ be limited to:
- (1) Reasonable ~~accessibility~~ access to the child's home ~~and/or~~ or school;.
 - (2) Reasonable ~~accessibility~~ access to the caretaker's place of employment, education or training;.
 - (3) ~~Special~~ Reasonable access to special child care needs as specified by the family. ~~Provide individuals eligible for receipt of publicly funded child care benefits with the option of utilizing the JFS 01140 certificate of authorization for payment (COAP).~~
- ~~An eligible family shall be provided its choice of receiving a COAP which can be taken to an eligible child care provider or using an eligible child care provider who has an JFS 01224 "Purchase of Child Care Services Contract" with the CDJFS.~~
- (F) Provide, at the request of the caretaker, form JFS 01140 "Certificate of Authorization for Payment" (Rev. 10/2001) (COAP) to the caretaker. This form shall be used by the caretaker to access the services of a certified or licensed child care provider who does not have a contract with the CDJFS.

~~(F)~~(G) Provide monthly reports to ODJFS and the director of budget and management regarding expenditures for the purchase of publicly funded child care.

~~(G)~~(H) Monitor ~~contract~~ compliance with the terms of the contracts that the CDJFS has with licensed child care centers, licensed type A family child care homes, certified type B family child care homes, certified in-home aides, preschool programs, school child programs, school child care centers and approved child day camps. The ~~county director~~ CDJFS shall report 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, approved child day camps, school child programs or type A homes to the ~~bureau of child care~~ ODJFS.

~~(H)~~(I) Provide each provider of child care services, who provides publicly funded child care and is self-employed, the information necessary for appropriate filing of income tax and file appropriate information with the internal revenue service.

~~(I) Pay each in-home aide in accordance with the Fair Labor Standards Act.~~

(J) Retain written records in accordance with Chapter 149. of the Revised Code. 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. The records shall include, but not be limited to, those required by Chapters 5101:2-14 and 5101:2-16 of the Administrative Code.

(K) ~~Shall report~~ Report all child care information deemed necessary by required by the director of ODJFS and/or which is required by federal or state statute and/or the Administrative Code, including information required in the "Child Care Information Data System" (CCIDS)/3299 data system on the JFS 03229 "Child Care Payment Roster". The CDJFS shall submit this information no later than five days following the date that eligibility is determined unless otherwise approved by ODJFS.

(1) ~~The required information~~ The CDJFS shall submit the required information by be submitted according to one of the following methods:

(a) On line data entry of child care ~~date~~ data through CCIDS/3299 data system ~~eris-e;~~

(b) Electronic file upload via a personal computer and modem; ~~or.~~

(c) Other reporting mechanism as determined by ODJFS ~~the director.~~

- (2) ~~Child care expenditure data~~ The required information from the CDJFS is subject to the following conditions:
- (a) Child care data reported ~~in via the CCIDS/3299 data child care information system (CCIS) must be submitted by the end of the last working day of each month and~~ must contain information for all child care invoices validated for payment by the CDJFS during that month. The CDJFS shall submit this information no later than sixty days from the date the services were provided unless otherwise approved by ODJFS.
 - (b) If the information submitted ~~to through the CCIDS/3299 data system CCIS~~ is not received by the required submission date, the ~~bureau of child care~~ ODJFS shall contact the CDJFS to determine the cause for noncompliance.
- (3) The CDJFS shall transmit ~~daily all data information~~ regarding child care eligibility ~~criteria on a daily basis as required in the CCIDS/3299 data system on the automated CCIS.~~ The CDJFS shall submit this information no later than five days following the date eligibility is determined unless otherwise approved by ODJFS.
- (4) For reporting and reimbursement purposes, CDJFS ~~staff~~ shall assign each family a funding code according to the family's programmatic eligibility for publicly funded child care benefits. ~~Specific coding instructions are transmitted through Chapter 7000 of the Administrative Procedure Manual.~~
- (5) Each CDJFS shall maintain in the CCIDS/3299 data system ~~CCIS~~, an updated list of certified type B family child care homes and in home aides which includes name, address, and phone number of each currently certified provider.

Effective:

R.C. 119.032 review dates: 04/15/2005

Certification

Date

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