

5101:2-16-07

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), in accordance with Chapter 5104. of the Revised Code, shall:

- (A) 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.
- (B) Develop and 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. The CDJFS shall provide consultation to interested individuals and groups. 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.
- (C) Inform families of the availability of publicly funded child care and early learning initiative (ELI) agency services.
- (D) 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. Whenever the CDJFS revises the plan a copy shall be submitted to ODJFS. The plan shall include procedures for making the application forms available at locations selected by the CDJFS including at ELI agencies, if appropriate, and making arrangements that enable 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 applications for publicly funded child care and to make eligibility determinations.

- (3) Providing training and technical assistance to individuals or agencies including ELI agencies, if appropriate, so they may assist families in completing the application process and, where applicable, in making eligibility determinations.
 - (4) Extending the CDJFS hours of operation to accommodate the needs of employed caretakers and to enable them to apply for child care services.
- (E) Allow eligible caretakers a choice from all available child care providers who are certified or licensed. The CDJFS shall make available a current list of all professional certified and licensed providers in the county. The CDJFS 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:
- (1) Reasonable access to the child's home or school. Publicly funded child care may only be provided in a child's own home by an in-home aide.
 - (2) Reasonable access to the caretaker's place of employment, education or training.
 - (3) Reasonable access to special child care needs as specified by the family.
- (F) ~~Provide form~~ Provide form JFS 01140 "Certificate of Authorization for Payment of Publicly Funded Child Care Services" (COAP) (rev. 1/2007) when requested by 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.
- (G) Provide monthly reports to ODJFS and the director of budget and management regarding expenditures for the purchase of publicly funded child care.
- (H) Monitor compliance with the terms of the contracts that the CDJFS has with licensed child care centers, licensed type A child care homes, certified type B child care homes, certified in-home aides, preschool programs, school child programs, ~~school child care centers~~ and approved child day camps. The 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 ODJFS.
- (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~~ filing appropriate information with the internal revenue service.

- (J) Pay each in-home aide in accordance with the Fair Labor Standards Act, 29 U.S.C. 201 (1994).
- (K) Retain 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 5101:2-12, 5101:2-13, 5101:2-14, ~~and 5101:2-16~~ and 5101:2-18 of the Administrative Code.
- (L) Complete and retain in case record the JFS 01139 "Child Care Application Status and Summary" (rev. ~~9/2006~~ 1/2008).
- (M) Report all child care information required by ODJFS, including information required in the "Child Care Information Data System" (CCIDS)/3299 data system. 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 CDJFS shall submit the required information by one of the following methods:
- (a) Online data entry of child care data through CCIDS/3299 data system.
 - (b) Electronic file ~~upload~~ uploads shall be transmitted via the file transfer protocol (FTP) process.
 - (c) Other reporting ~~mechanism~~ mechanisms as determined by ODJFS.
- (2) The required information from the CDJFS is subject to the following conditions:
- (a) Child care data reported in the CCIDS/3299 data system 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 the CCIDS/3299 data system is not received by the required submission date, the ODJFS shall contact the CDJFS to determine the cause for noncompliance.

- (3) The CDJFS shall transmit all data regarding child care eligibility on a daily basis as required in the CCIDS/3299 data system. 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 shall assign each family a funding code according to the family's programmatic eligibility for publicly funded child care benefits.
- (5) Each CDJFS shall maintain in the CCIDS/3299 data system, an updated list of certified type B family child care homes and ~~in-home~~ in-home aides which includes name, address, phone number, and accreditation status of each currently certified provider.

Effective:

R.C. 119.032 review dates: 09/01/2011

Certification

Date

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