

5101:2-16-07

**County department of job and family services (CDJFS) responsibilities for the administration of publicly funded child care.**

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 especially in areas with high concentrations of Ohio works first (OWF) participants.
  - (1) Recruit individuals interested in planning and operating licensed child care centers, licensed type A family child care homes, certified type B family child care homes and individuals interested in becoming certified as in-home aides.
  - (2) The CDJFS shall provide consultation to interested individuals and groups.
  - (3) The CDJFS shall develop and implement procedures for the recruitment of an adequate number of licensed or certified child care providers to meet the need for publicly funded child care in the county.
- (C) 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~~ The CDJFS revises the plan a copy shall be submitted submit any revisions of the plan to ODJFS. The plan shall include procedures for making ~~the~~ application forms available at locations selected by the CDJFS 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 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.
- (D) 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.
- (E) Provide reports to ODJFS regarding expenditures for the purchase of publicly funded child care.
- ~~(F) Assist certified type B providers with completion and submission of the JFS 01144 "Provider Agreement for Publicly Funded Child Care Services" (1/2010) to the data system required by ODJFS.~~
- ~~(G)~~(F) : The CDJFS 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, approved child day camps, school child programs or type A homes.
- ~~(H) The CDJFS shall report to ODJFS any known or suspected violations of the terms of the JFS 01144.~~
- ~~(H)~~(G) 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, 5101:2-16 and 5101:2-18 of the Administrative Code.

~~(J)~~(H) Report all child care information required by ODJFS, ~~including information required in "Child Care Information Data System" (CCIDS)/3299 or other data system required by ODJFS~~ data and payment information systems.

~~(1) The CDJFS shall submit the required information according to the following methods:~~

~~(a) Online data entry of child care data through CCIDS/3299 or other data system required by ODJFS.~~

~~(b) Electronic file uploads shall be transmitted via the file transfer protocol (FTP) process.~~

~~(c) Other reporting mechanisms as determined and approved by ODJFS.~~

~~(d) Child care data shall be entered for all child care invoices approved for payment by the CDJFS.~~

~~(e) The CDJFS shall enter all invoices no later than ninety days from the date the services were provided unless approved by ODJFS.~~

~~(2)~~(1) The CDJFS shall transmit all data regarding child care eligibility and ~~authorization~~ authorizations on a daily basis as required in the CCIDS/3299 or other data system required by ODJFS. ~~The CDJFS shall submit this information no later than five days following the date eligibility is determined or within five days of any changes to a case that may effect eligibility or authorization unless otherwise approved by ODJFS.~~

(2) The CDJFS shall submit eligibility data no later than five days from the date any application information or a change in information affecting eligibility or authorizations is received.

~~(3) For reporting and reimbursement purposes,~~ The CDJFS shall assign each family a funding payment code according to the family's programmatic eligibility for publicly funded child care benefits.

~~(K)~~(I) Access to and use of the automated child care eligibility, authorization and payment system shall be limited to the extent necessary to meet the requirements of the child care program under the Child Care and Development Block Grant Act of 1990, established in section 5082 of the Omnibus Budget Reconciliation Act of 1990, 104 Stat. 1388-236 (1990), 42 U.S.C. 9858, as amended.

(1) Personnel having access to the automated child care eligibility, authorization and payment system shall be limited to those persons 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 "ODJFS Code of Responsibility for Security and Confidentiality of Data Rules" (rev. 6/2009).

- (2) The CDJFS shall monitor access to and use of the child care eligibility, authorization and payment system to prevent and promptly identify any unauthorized use.
- (3) The CDJFS shall ensure that all personnel who have access to, may have access to or ~~be~~ are required to use the automated child care eligibility, authorization and payment system are informed of applicable requirements and penalties and have been trained in security procedures.

Effective:

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

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Certification

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Date

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