



## Common Sense Initiative

**Mike DeWine**, Governor  
**Jon Husted**, Lt. Governor

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### Business Impact Analysis

Agency, Board, or Commission Name: Department of Job and Family Services

Rule Contact Name and Contact Information:

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Regulation/Package Title (a general description of the rules' substantive content):

SUTQ star rating eligibility and registrations

Rule Number(s): 5101:2-17-02, 5101:2-17-03, and 5101:2-17-04

Date of Submission for CSI Review: \_\_\_\_\_

Public Comment Period End Date: \_\_\_\_\_

Rule Type/Number of Rules:

- |   |   |
|---|---|
| <input type="checkbox"/> New/___ rules  | <input type="checkbox"/> No Change/___ rules (FYR? ___) |
| <input checked="" type="checkbox"/> Amended/ <u>3</u> rules (FYR? <u>no</u> ) | <input type="checkbox"/> Rescinded/___ rules (FYR? ___) |

The Common Sense Initiative is established in R.C. 107.61 to eliminate excessive and duplicative rules and regulations that stand in the way of job creation. Under the Common Sense Initiative, agencies must balance the critical objectives of regulations that have an adverse impact on business with the costs of compliance by the regulated parties. Agencies should promote transparency, responsiveness, predictability, and flexibility while developing regulations that are fair and easy to follow. Agencies should prioritize compliance over punishment, and to that end, should utilize plain language in the development of regulations.

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### **Reason for Submission**

1. **R.C. 106.03 and 106.031 require agencies, when reviewing a rule, to determine whether the rule has an adverse impact on businesses as defined by R.C. 107.52. If the agency determines that it does, it must complete a business impact analysis and submit the rule for CSI review.**

**Which adverse impact(s) to businesses has the agency determined the rule(s) create?**

**The rule(s):**

- ☒ a. **Requires a license, permit, or any other prior authorization to engage in or operate a line of business.**
- ☒ b. **Imposes a criminal penalty, a civil penalty, or another sanction, or creates a cause of action for failure to comply with its terms.**
- ☒ c. **Requires specific expenditures or the report of information as a condition of compliance.**
- ☒ d. **Is likely to directly reduce the revenue or increase the expenses of the lines of business to which it will apply or applies.**

### **Regulatory Intent**

2. **Please briefly describe the draft regulation in plain language.**

*Please include the key provisions of the regulation as well as any proposed amendments.*

Rule 5101:2-17-02 of the Administrative Code " 'Step Up To Quality' (SUTQ): eligibility for registration" sets forth the requirements for programs to register for Step Up To Quality. It is being amended to allow a licensed program that operates only in the summer or during non-traditional hours or has a temporary closure to register for SUTQ. These programs were previously not eligible to register for SUTQ.

Rule 5101:2-17-03 of the Administrative Code " 'Step Up To Quality' (SUTQ): desk reviews, on-site verification visits and star rating awards" describes the requirements for desk reviews and rating awards. It is being amended to clarify that a licensed program whose license is in temporary closure will need to request a reinstatement of its star rating prior to the reopening of the license, to avoid a gap in providing PFCC services. Reinstatement of the star rating will be effective the same date as the license reinstatement.

Rule 5101:2-17-04 of the Administrative Code " 'Step Up To Quality' (SUTQ): changes, renewals, removals, or requests to withdraw a SUTQ rating" gives the requirements for when a rating can be

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changed, renewed or removed. It is being amended to make clarifications to the process for the change, renewal, removal or program request to withdraw a SUTQ rating.

The rule is being updated to clarify that a reduction or removal made as a result of the annual report is made pursuant to paragraph (F)(3) of this rule, a program shall not be awarded another rating for six months after the new rating begin date if the program receives a SUTQ rating reduction, including reduction to a zero rating and a program shall not be awarded a star rating for twelve months from the date of a SUTQ rating removal. Currently these programs cannot even begin a registration for 6 or 12 months after a reduction or removal.

For programs with an agreement to provide publicly funded child care that meet an exemption from SUTQ pursuant to Chapter 5101:2-16 of the Administrative Code, registration submissions should be made in a timely manner to avoid a gap in providing PFCC services.

A program currently meeting a time-limited exemption will need to submit a registration between one hundred eighty days and ninety days prior to the expiration of the exemption to avoid a gap in providing PFCC services. This includes a reduction or removal pursuant to paragraph (F) of this rule as well as a program at the end of its provisional license period.

A program no longer meeting any of the other exemption criteria will need to submit a registration within thirty days of no longer meeting the exemption criteria to avoid a gap in providing PFCC services.

**3. Please list the Ohio statute(s) that authorize the agency, board or commission to adopt the rule(s) and the statute(s) that amplify that authority.**

5101:2-17-02: 5104.29

5101:2-17-03: 5104.29 and 5104.31

5101:2-17-04: 5104.29 and 5104.31

**4. Does the regulation implement a federal requirement? Is the proposed regulation being adopted or amended to enable the state to obtain or maintain approval to administer and enforce a federal law or to participate in a federal program?  
*If yes, please briefly explain the source and substance of the federal requirement.***

Not applicable.

**5. If the regulation includes provisions not specifically required by the federal government, please explain the rationale for exceeding the federal requirement.**

Not applicable.

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**6. What is the public purpose for this regulation (i.e., why does the Agency feel that there needs to be any regulation in this area at all)?**

5101:2-17-02: These changes allow a licensed program previously not eligible to register for a star rating to now have the option to be included. These changes are being promulgated to comply with the statutory requirements of Sections 5104.29 and 5104.31 of the Revised Code as revised by Am. Sub. HB 166 of the 133<sup>rd</sup> General Assembly.

5101:2-17-03: These changes allow a licensed program whose license is in temporary closure to request reinstatement of the star rating to coordinate star rating and license reinstatement on the same effective date. This regulation changes the specified registration timeline to prevent a gap in service for PFCC provided to eligible children. This is promulgated to comply with the statutory requirements of Sections 5104.29 and 5104.31 of the Revised Code as revised by Am. Sub. HB 166 of the 133<sup>rd</sup> General Assembly.

5101:2-17-04: These changes clarify the process for star rated programs that have had a rating reduced or removed to be rated again by the end of the twelve-month PFCC provider agreement exemption period. Additionally, this regulation changes the specified registration timeline to prevent a gap in service for PFCC provided to eligible children. This is promulgated to comply with the statutory requirements of Sections 5104.29 and 5104.31 of the Revised Code as revised by Am. Sub. HB 166 of the 133<sup>rd</sup> General Assembly.

**7. How will the Agency measure the success of this regulation in terms of outputs and/or outcomes?**

The success of this regulation is determined during licensing and SUTQ inspections, through monitoring of SUTQ registrations submitted by regulated providers and through monitoring of PFCC provider agreements. Stakeholders also provide continuous input into the regulation and their ability to comply with the rules.

**8. Are any of the proposed rules contained in this rule package being submitted pursuant to R.C. 101.352, 101.353, 106.032, 121.93, or 121.931?**

*If yes, please specify the rule number(s), the specific R.C. section requiring this submission, and a detailed explanation.*

Not applicable.

**Development of the Regulation**

**9. Please list the stakeholders included by the Agency in the development or initial review of the draft regulation.**

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*If applicable, please include the date and medium by which the stakeholders were initially contacted.*

The policy subcommittee of the Child Care Advisory Council met to review these proposed changes on October 17, 2019.

Rules were available for the public clearance process from October 15, 2019 through October 29, 2019.

**10. What input was provided by the stakeholders, and how did that input affect the draft regulation being proposed by the Agency?**

No changes to the rules were identified or requested by the policy subcommittee of the Child Care Advisory Council.

No comments related to this package were received through the clearance process.

**11. What scientific data was used to develop the rule or the measurable outcomes of the rule? How does this data support the regulation being proposed?**

Not applicable.

**12. What alternative regulations (or specific provisions within the regulation) did the Agency consider, and why did it determine that these alternatives were not appropriate? If none, why didn't the Agency consider regulatory alternatives?**

These changes are being promulgated to comply with the statutory requirements of Section 5104.31 as revised by Am. Sub. HB 166 of the 133<sup>rd</sup> General Assembly.

**13. Did the Agency specifically consider a performance-based regulation? Please explain. *Performance-based regulations define the required outcome, but don't dictate the process the regulated stakeholders must use to achieve compliance.***

No, these changes are being promulgated to comply with the statutory requirements of Section 5104.31 as revised by Am. Sub. HB 166 of the 133<sup>rd</sup> General Assembly.

**14. What measures did the Agency take to ensure that this regulation does not duplicate an existing Ohio regulation?**

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Rules are reviewed by ODJFS staff including technical assistance and training developers, systems staff, child care licensing specialists, and legal staff to ensure there is no duplication of our agency or other agency rules.

**15. Please describe the Agency’s plan for implementation of the regulation, including any measures to ensure that the regulation is applied consistently and predictably for the regulated community.**

ODJFS licensing specialists utilize a software system to inspect licensed centers. ODJFS help desk staff provides support and assistance to licensed child care providers and families regarding the provisions of the rules. Formal notification of the rules is provided to child care providers, families and others by use of an e-manual for child care which is located at <http://emanuals.odjfs.state.oh.us/emanuals/>. Email updates from ODJFS can be received by signing up at <http://www.odjfs.state.oh.us/subscribe/> as well as an RSS feed at <http://www.odjfs.state.oh.us/ccupdates>.

**Adverse Impact to Business**

**16. Provide a summary of the estimated cost of compliance with the rule. Specifically, please do the following:**

**a. Identify the scope of the impacted business community; and**

As of September 2019, there are approximately 5,300 ODJFS licensed programs and 200 ODE licensed programs with provider agreements to provide PFCC.

**b. Identify the nature of all adverse impact (e.g., fees, fines, employer time for compliance,); and**

If a child care program does not comply with the requirements of these rules, the SUTQ rating may not be awarded, or may be reduced or removed. There may be costs to the program to comply with the SUTQ requirements. If a program is not able to achieve or maintain a star rating, this will impact the program’s ability to sign a provider agreement for PFCC. If the program already has a provider agreement, it may be terminated.

**c. Quantify the expected adverse impact from the regulation.**

*The adverse impact can be quantified in terms of dollars, hours to comply, or other factors; and may be estimated for the entire regulated population or for a “representative business.” Please include the source for your information/estimated impact.*

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The cost of lost income would be dependent on the business model of each child care program.

**17. Why did the Agency determine that the regulatory intent justifies the adverse impact to the regulated business community?**

These changes are being promulgated to comply with the statutory requirements of Section 5104.31 of the Revised Code as revised by Am. Sub. HB 166 of the 133<sup>rd</sup> General Assembly.

**Regulatory Flexibility**

**18. Does the regulation provide any exemptions or alternative means of compliance for small businesses? Please explain.**

No. SUTQ standards for child care programs are mandated by the Ohio Revised Code.

**19. How will the agency apply Ohio Revised Code section 119.14 (waiver of fines and penalties for paperwork violations and first-time offenders) into implementation of the regulation?**

Not applicable.

**20. What resources are available to assist small businesses with compliance of the regulation?**

ODJFS provides technical assistance through technical assistance staff, technical assistance documents, video conferences, emails, eblasts, Really Simple Syndication (RSS) feeds, eManual, help desks and through the Ohio Child Care Resource and Referral Association.

ODJFS provides the following:

Child Care Policy Helpdesk

[CHILDCAREPOLICY@jfs.ohio.gov](mailto:CHILDCAREPOLICY@jfs.ohio.gov)

1-877-302-2347 option 4

EManual for child care located at: <http://emanuals.odjfs.state.oh.us/emanuals/>

Email updates from ODJFS can be received by signing up at:

<http://www.odjfs.state.oh.us/subscribe/>

RSS feeds sign up at: <http://www.odjfs.state.oh.us/ccupdates/>

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5101:2-17-02

**"Step Up To Quality" (SUTQ): eligibility for registration.**

(A) Who may register to participate in step up to quality (SUTQ), Ohio's tiered quality rating and improvement system?

- (1) A program licensed by the Ohio department of job and family services (ODJFS).
- (2) A program licensed by the Ohio department of education (ODE).

(B) Which programs are not eligible to register for a star rating?

A licensed program with a currently suspended license is not eligible to register for a star rating.

- ~~(1) Licensed programs who operate a summer only program as determined by ODJFS or ODE.~~
- ~~(2) Licensed programs who only operate during non-traditional hours as determined by ODJFS or ODE.~~
- ~~(3) Licensed programs whose license has a temporary closure status or is currently suspended.~~

(C) What are the requirements for a licensed program to be eligible for a star rating?

The program shall do all of the following:

- (1) Log onto the Ohio child licensing and quality system (OCLQS) at <https://oclqs.force.com>, to electronically submit the initial rating registration.
- (2) Comply with the desk review, including documents returned for revision, and with the on-site verification visit.
- (3) Have children enrolled and attending the program at time of the on-site verification visit.
- (4) Meet all of the program standards for the registered star rating as listed in the appendices to rule 5101:2-17-01 of the Administrative Code including:
  - (a) Ensure that the administrators, lead teachers and assistant teachers complete and have verified their education and professional development through the Ohio professional registry (OPR) at [ocrra.org/opr](http://ocrra.org/opr).

- (b) Ensure staff roles, schedules and hire dates are accurate and that the staff are linked to the program prior to the registration and maintained in the OPR.
  - (c) Not falsifying any documentation required to meet the standards. Falsified documentation shall be cited in accordance with Chapters 5101:2-12, 5101:2-13, 3301-32 and 3301-37 of the Administrative Code.
- (5) Not have an active enforcement case.
- (6) The program shall not have an accumulation of twenty-four moderate and/or serious risk non-compliance points within the previous twelve months if licensed by ODJFS, or a six-point serious risk non-compliance if licensed by ODE.
  - (a) Moderate and serious risk non-compliances are listed in appendix A to rule 5101:2-12-03 of the Administrative Code for child care centers and appendix A to rule 5101:2-13-03 of the Administrative Code for family child care providers.
  - (b) Serious risk non-compliances are listed in rule 3301-37-02 of the Administrative Code for preschools and rule 3301-32-11 of the Administrative Code for school child programs.
  - (c) The accumulation of points shall not be within the previous twelve months prior to the registration date and between the registration date and the star rating effective date.
  - (d) If a licensing inspection has not occurred within twelve months, the most recent licensing inspection shall be considered.

5101:2-17-03

**"Step Up To Quality" (SUTQ): desk reviews, on-site verification visits and star rating awards.**

- (A) What programs qualify for a desk review conducted by the Ohio department of job and family services (ODJFS), the county agency or the Ohio department of education (ODE)?

Programs who are eligible pursuant to rule 5101:2-17-02 of the Administrative Code and have submitted a completed registration.

- (B) How are ratings awarded?

- (1) The program shall not be awarded a rating higher than was confirmed by the program during the registration process if the program confirms at a one-star, two-star or three-star rating.
- (2) The program may be awarded a higher rating if it's determined that the program meets the criteria and the program confirms at a four-star rating.
- (3) A program may not be awarded a rating, or a lower star rating may be assessed, if at the desk review or on-site verification visit the program does not meet the standards for the rating the program confirmed at registration.

- (C) How long does a star rating last?

If the program meets the standards for a star rating and the requirements for maintaining a star rating, the following shall occur:

- (1) One-star rated programs shall be rated for a period of one year.
- (2) Two-star rated programs shall be rated for a period of one year.
  - (a) A two-star rated program shall register for a one, three, four, or five-star rating between one hundred eighty days and two hundred seventy days after the two-star rating effective date.
  - (b) If a program fails to register by day two hundred seventy, the rating shall be immediately discontinued.
  - (c) A program may only be awarded a two-star rating once every four years from the end of the two-star rating.
- (3) Three-star rated programs shall be rated for a period of two years.

(4) Four and five-star rated programs shall be rated for a period of three years.

(D) How is a deferral issued?

(1) A deferral may be issued at the conclusion of the on-site verification visit or at the time of the annual report if the program cannot demonstrate it is meeting the standards.

(2) If the program cannot meet the deferral requirement within the time frame given, a lesser star rating may be awarded.

(E) When is a rating effective?

The rating shall be effective:

(1) The Sunday following the thirtieth day after the completion of the on-site verification visit.

(2) If a deferral was issued, the Sunday following the thirtieth day after the end of the deferral period.

(3) The Sunday following approval or license begin date, whichever is later, after:

(a) The desk review;

(b) A rating is awarded pursuant to paragraph (F) or (G) of this rule; or

(c) The annual report review.

(F) What are the requirements if a program owner, with multiple rated programs, wants to have a new program's rating expedited?

(1) The program shall request the rating in the Ohio child licensing and quality system (OCLQS) at <https://oclqs.force.com> during the application process or within the first thirty days of the provisional license period.

(2) The program's owner shall own multiple licensed programs that include the following:

- (a) At least fifty per cent of the owner's programs have a star rating; and
    - (b) Two or more of the programs have a three, four or five-star rating.
  - (3) The rating awarded shall equal the lowest rating of the three, four or five-star rated programs if the program meets the following:
    - (a) All administrator and staff qualifications shall be met pursuant to the appendices to rule 5101:2-17-01 of the Administrative Code for the star rating to be awarded.
    - (b) The program implements a written, researched-based, comprehensive curriculum aligned with the early learning and development standards and/or the Ohio K-12 standards, appropriate to the age group served and which shows alignment to the program's identified assessment process.
  - (4) If the program is unable to meet the requirements of paragraph (F)(3) of this rule, a lesser star rating may be awarded.
  - (5) In order to continue the star rating, the program shall:
    - (a) Submit an initial registration within one hundred twenty days of the rating begin date; and
    - (b) Comply with a desk review including documents returned for revision and the on-site verification visit.
  - (6) If the new program fails to comply with paragraph (F)(5) of this rule, the rating shall be discontinued one hundred twenty days after the rating begin date.
- (G) What are the requirements to continue a rating if the program's owner changes?
- (1) An initial program applicant may be awarded a rating when the owner is changing if the following requirements are met:
    - (a) The currently rated program has been rated for the previous thirteen months.
    - (b) The new program requests the rating in OCLQS during the application

process or within the first thirty days of the provisional license period.

(2) The rating awarded shall equal the current rating if the program meets the following:

(a) All administrator and staff qualifications shall be met pursuant to the appendices to rule 5101:2-17-01 of the Administrative Code for the star rating to be awarded.

(b) The program implements a written, researched-based, comprehensive curriculum aligned with the early learning and development standards and/or the Ohio K-12 standards, appropriate to the age group served and which shows alignment to the program's identified assessment process.

(3) If the program is unable to meet all of the requirements of paragraph (G)(2) of this rule, a lesser star rating may be awarded.

(4) In order to continue the star rating, the program shall:

(a) Submit an initial registration within one hundred twenty days of the rating begin date: and.

(b) Comply with a desk review including documents returned for revision and the on-site verification visit.

(5) If the program fails to comply with paragraph (G)(4) of this rule, the rating shall be discontinued one hundred twenty days after the rating begin date.

(H) Will the star rating continue if a program changes its location?

Yes the star rating shall continue.

(I) If a star rated family child care provider changes from a licensed type A home to a licensed type B home or from a licensed type B home to a licensed type A home, will the star rating continue?

Yes the star rating shall continue.

(J) Will the star rating be reinstated if a program was previously rated and the rating was discontinued due to the program being in temporary closure status for more than

ninety days pursuant to rule 5101:2-12-02 or 5101:2-13-02 of the Administrative Code?

(1) The rating may be reinstated if the program requests the reinstatement in OCLQS within the first thirty days after reinstatement of the continuous license. If the program has a provider agreement to provide publicly funded child care pursuant to Chapter 5101:2-16 of the Administrative Code and does not request to reinstate its star rating prior to the reopening of the license, the program may have a gap in PFCC services.

(2) The reinstated rating shall equal the prior rating if the program meets all of the following:

(a) All administrators and staff qualifications shall be met pursuant to the appendices to rule 5101:2-17-01 of the Administrative Code for the star rating to be awarded.

(b) The program meets the curriculum and assessment requirements pursuant to the appendices to rule 5101:2-17-01 of the Administrative Code for the star rating to be awarded.

(3) If the program is unable to meet the requirements of paragraph (J)(2) of this rule, a lesser star rating may be awarded.

(4) Once the reinstated star rating has been awarded, in order to continue the rating, the program shall:

(a) Submit an ongoing registration within one hundred twenty days of the rating begin date.

(b) Comply with a desk review and an on-site verification visit.

(5) What if the program fails to comply with paragraph (J)(4) of this rule?

The rating shall be discontinued one hundred twenty days after the rating begin date.

(K) What if ODJFS, ODE or the county agency determine the program is not meeting any of the standards outlined in the appendices to rule 5101:2-17-01 of the Administrative Code?

The program shall:

- (1) Comply with any desk reviews or on-site verification visits.
- (2) Submit any documents requested by ODJFS, ODE or the county agency.

(L) What are the requirements for rated programs displaying marketing materials?

The program shall:

- (1) Use SUTQ marketing materials only for the current rating.
- (2) Meet the branding and logo requirements outlined by ODJFS for marketing materials.

5101:2-17-04

**"Step Up To Quality" (SUTQ): changes, renewals, removals,  
or requests to withdraw a SUTQ rating.**

(A) What shall a program do to request a rating change?

The program shall:

- (1) Log onto <https://oclqs.force.com> to complete an ongoing rating registration.
- (2) Electronically submit the registration.

(B) What is the process to submit an annual report?

- (1) A program shall complete and submit an annual report at <https://oclqs.force.com> thirty days prior to the anniversary date of the initial star rating.
- (2) The annual report shall contain updated information as described in the appendices to rule 5101:2-17-01 of the Administrative Code for a three, four or five-star rated program.
- (3) An annual report is not required if a change in rating registration is submitted before the deadline for the annual report.

(C) What if the annual report is not completed and submitted?

The star rating shall be discontinued on the anniversary date of the star rating.

(D) What if the rated program does not meet the program standards based on the information provided in the annual report?

The star rating may be reduced or removed [pursuant to paragraph \(F\)\(3\) of this rule](#).

(E) What is the process to submit a rating renewal?

- (1) A program shall request to renew its rating by logging onto <https://oclqs.force.com> ninety days prior to the star rating expiration date to complete and submit an ongoing registration.
- (2) If the program does not submit a rating renewal, the rating shall be discontinued on the rating expiration date.

(F) When can a star rating be reduced or removed?

(1) Programs licensed by ODJFS:

(a) The star rating shall be removed if the program receives a letter of intent to revoke a license from ODJFS.

(b) The star rating may be reduced or removed if ODJFS or the county agency determines that the program has an accumulation of twenty-four moderate and/or serious risk non-compliance points or a six-point serious risk non-compliance within the previous twelve months as listed in appendix A to rule 5101:2-12-03 of the Administrative Code for child care centers and appendix A to rule 5101:2-13-03 of the Administrative Code for family child care providers.

(2) For programs licensed by ODE, the star rating may be reduced or removed if ODE determines that the program has a six-point serious risk non-compliance as shown in rule 3301-37-02 of the Administrative Code for preschools and rule 3301-32-11 of the Administrative Code for school child programs.

(3) The star rating may be reduced or removed if ODJFS, ODE or the county agency determines the program is not meeting any of the standards outlined in the appendices to rule 5101:2-17-01 of the Administrative Code.

(G) ~~When can a program register for a new rating if the rating is reduced~~ What are the requirements following a rating reduction pursuant to paragraph (F)(1) or (F)(2) of this rule?

(1) The program shall not ~~begin an initial registration~~ be awarded a star rating for six months after the new rating begin date; this includes a reduction to a zero rating.

(2) The new rating awarded will expire twelve months after the new rating begin date.

(3) Paragraph (C)(6) of rule 5101:2-17-02 of the Administrative Code shall only apply to inspections completed after the effective date of the reduction of a star rating.

(H) ~~How long does a program have to wait to begin an initial registration for a star rating after a removal~~ What are the requirements following a rating reduction pursuant to paragraph

(F)(1) or (F)(2) of this rule?

- (1) The program shall not ~~begin an initial registration~~ be awarded a star rating for twelve months from the date of removal.
- (2) Paragraph (C)(6) of rule 5101:2-17-02 of the Administrative Code shall only apply to inspections completed after the effective date of the removal of a star rating.

(I) How can a program with an agreement to provide publicly funded child care avoid a gap in PFCC services when its SUTQ exemption pursuant to Chapter 5101:2-16 of the Administrative Code is expiring or no longer exists?

- (1) If a program is currently meeting a time-limited exemption pursuant to Chapter 5101:2-16 of the Administrative Code and does not submit a registration for SUTQ between one hundred eighty days and ninety days prior to the expiration of the exemption, the program may have a gap in PFCC services. Time-limited exemptions are a reduction or removal pursuant to paragraph (F) of this rule as well as a program at the end of its provisional license period.
- (2) If a program no longer meets any of the other exemptions pursuant to Chapter 5101:2-16 of the Administrative Code and does not submit a registration for SUTQ within thirty days of no longer meeting the exemption criteria, the program may have a gap in PFCC services.

~~(J)~~ (J) How does a program withdraw from SUTQ and when does it become effective?

- (1) A program that has submitted a registration for SUTQ or that has a current SUTQ rating may withdraw from SUTQ by completing and submitting the JFS 01556 "Request to Withdraw From Step Up To Quality". ~~(rev. 5/2015).~~
- (2) The effective date of the program's withdrawal from SUTQ shall be the date requested on the JFS 01556 or thirty days from the date of the signature on the JFS 01556, whichever is later.