

Fiscal and Kinderattend Website Questions

1. Do we still get a bonus payment?

No, the enrollment award has replaced the bonus payment.

2. What if the child was previously enrolled at another ELI provider, but is new to our program?

Enrollment dollars are tied to the Contracted Agency and limited to the number of slots allocated to each Contracted Agency. Payment is made on a child that is defined as new to a Contracted Agency. A child changing from one Contracted Agency to another with enrollment slots available would be reimbursed the enrollment award at the new contracted agency.

3. Is there a minimum enrollment time frame before we can receive the \$1,000?

A provider is eligible to receive an enrollment award after a child has been authorized and ELI services have been provided. Enrollment payments will be made in the pay cycle that services to the child were initially reimbursed.

4. Are enrollment payments unrestricted?

Yes. Enrollment payments are like bonus payments and are not restricted.

5. Is there anything ELI providers have to do to request the enrollment award or is it automatic?

No, payment will be tracked and issued through the Kinderattend website. The payment reports will provide a break-down and detail of enrollment dollars, attendance, and adjustments per cycle.

6. As a Contracted Agency I have 5 sub-providers. Is each sub-provider allowed \$1000 for enrollment or is it \$1000 per Contracted Agency?

Enrollment funds are paid to the contracted agency up to the number of allocated slots stated in the Contracted Agency's contract.

7. Is a facility able to exceed slot allocation, exhaust the allocated funding for that year through these extra numbers early in the FY, and then have families go to JFS for subsidized care to finish FY of ELI program?

Yes, but a Contracted Agency should work to provide the intended ELI services of a full-time, full-year program to best meet the needs of the families served. Contracted Agencies must manage their slot awards so as not to exceed their respective PO values and provide program continuity.

8. Have all of the contracts covering ELI services for FY 08 been mailed from the state to the Contracted Agency?

All Contracted agencies should receive their signed contract within the next several weeks, if it hasn't been received already.

9. Can ELI dollars from SFY 2007 be carried over?

No, remaining dollars from SFY 2007 purchase order cannot be carried over to SFY 2008.

10. For children who have continued enrollment from FY 07 to FY 08 – When will the contracted agency receive the \$1000 enrollment?

Enrollment fees will be paid with attendance and any adjustments in the pay cycle earned as one gross amount.

11. Pg 4 (B) Should it read “up to the dollar amount of the contract” or is it actually \$9438 per child for all children serviced beyond your allocated slots?

A provider can be reimbursed up to the amount of their purchase order. However, if enrollment awards are issued for the total number of allocated slots, the remaining value is \$9,438 per allocated slot.

12. Please explain how allowing absent days and holidays would effect the compensation per child if the maximum compensation remains the same?

The maximum compensation remains the same. There is no use of absent days as of July 1, 2007.

13. Without payment for absent days, isn't there the potential of getting paid less per child? Last year we could request payment for up to 25 days per child.

Yes, potentially you could be paid less. However, you are receiving \$1,000 enrollment award when a child begins attending. Data shows most providers will be able to bill for more full time reimbursement with total attendance hours paid per pay cycle rather than total hours attended per week.

14. What is the deadline to encumber funds (ELI reimbursement) from SFY 2007? SFY 2008?

There is no deadline when funds need to be spent. SFY 2007 attendance adjustments must be received by September 28, 2007 for reimbursement.

15. Do these deadlines include the bonus funds and the enrollment award funds?

There are no deadlines for these payments.

16. Do the bonus and enrollment award funds need to be tracked separately from monthly reimbursement?

Enrollment dollars will be tracked separately on Kinderattend payment reports. How a Contracted Agency determines to disburse enrollment dollars will determine how the Contracted Agency should track and the documentation they should supply to providers.

17. What is the benefit, if any, to the contracted agency and/or sub-providers, of the change from “bonus money” to “enrollment award”?

Change to enrollment awards in large part was driven by input from Contracted Agencies. To receive bonus dollars agencies had to meet certain criteria during the year to obtain a maximum of \$250 twice a year for a yearly maximum of \$500. Enrollment dollars give \$1,000 per child with attendance up to the maximum number of awarded slots to the Contracted Agency. More money will be available up-front to allow for growth and development of the programs being delivered.

18. Why the change from weekly reimbursement (FT, PT, Hourly) to monthly reimbursement?

This change, in part, was driven by Contracted Agency input. This helps deal with the inconsistencies of attendance experienced by many Contracted Agencies.

19. Is there a reason for the decrease in FT students?

There is no decrease in funding or number of children.

20. Is there a document that identifies allowable administrative costs?

Yes, you can request this information from your contract consultant.

21. Why was the 15% administrative expenditure cap removed?

The change in TANF dollars funding the program and maintaining a contracted vendor relationship allowed for the removal.

22. Is there a time limit to or due date when your slots have to be filled, before your slots are taken or if someone is not using all their slots will more slots be available?

There is no anticipated date if or when the state will administer slot reallocation procedures.

23. Will consistent over enrollment in an ELI program be viewed favorably and allow more slots to be allocated the next FY or when slots become available?

Each agency needs to manage their contract. The ELI program is designed to reimburse providers for providing full-time full-year services to eligible children.

24. In Kinderattend can classrooms be created under sub-providers?

Yes – Provider groups can be created within each sub-provider the same way groups were created on the website in the past. If provider groups are created within each sub-provider, children that are authorized later would show up in an “undefined” provider group within each sub-provider and need to be moved to the appropriate provider group in the same way undefined children had to be grouped in the past.

25. Can provider IDs be given more than one site or administrator not given approval capability? We have staff with 3-4 sites they enter attendance for, but do not approve final attendance.

No – The person entering the attendance will need to be given a separate user ID for each site they are entering the attendance for. Any administrator level ID can approve attendance for payment.

26. Pages 8 and 9 in the handouts are too light to read – can these slides be e-mailed out?

Those slides were sent out in e-mail on 7/18/07 with the e-mail advising of the changes in user IDs on the website.

27. Can the contracted agency view the entire list of children and their eligibility dates or just by site on the state website?

No, at this time children’s eligibility can only be viewed by the site they attend. The current Kinderattend release now allows for a “global” view of all children with the contracted agency as well as children by provider site.

28. Do we not record absent days into Kinderattend anymore?

Correct. Absent days should not be entered from 7/1/07 forward on the billing website.

29. We are concerned about losing absent days. Is this permanent or can changes be made? How was this decision made?

Absent days were removed with the approval of HB 119. We do not anticipate a change at this time. However, that does not mean a change in absent days cannot occur in the future.

30. Is it correct that providers billing subsidized child care will still receive paid absent days?

Yes, subsidized care still pays for 10 absent days in a 6 month period.

31. How far can you go back for ELI billing adjustments?

All SFY 2007 adjustments must be received by ELI Support before 9/28/2007. Adjustments, as has been the standard, will only be considered if they are within the last three pay cycles. Exceptions are made for backdated authorizations.

32. ELI and subsidized care. Can a child be on ELI for more than 11 hours a day?

Yes, a child can be in ELI no more than 24 hours in a given day, Monday – Friday.

33. Any suggestions on how contracted agencies should track PO amounts and enrolled numbers, so the PO amount does not run out before the end of the year?

To calculate an average pay cycle amount, multiply the number of allocated slots by \$9,438. (This is the value of a slot without the \$1,000 enrollment fee.) Divide the total by 13 which is the number of pay cycles in an SFY. Reimbursement not exceeding that amount each pay cycle would ensure the PO amount would not be exceeded. Pay cycle reimbursement may fluctuate and Contracted Agencies would need to track payments to account for pay cycles that may exceed the average and pay cycles that are below the average.

34. When I wrote the grant application, I stated that the ELI center would have an audit by an outside accounting firm. Is this a necessity for sound fiscal management or is the monitoring visit by the state sufficient? Is an audit required?

Based on current ORC and OAC regulations, an independent audit conducted by an outside CPA firm is not an ELI requirement. However, if an ELI agency has other lines of business that would require such an audit, their requirements would need to be adhered to.

35. Why does it take so long to pay contracted agencies around this time each year? It really puts the contracted agencies in a financial bind.

Closing out one State fiscal year and opening a new fiscal year takes many fiscal staff resources. Thus, staff who spend the majority of their time approving invoices for payment may be directed to assist in other areas. We understand the hardship this causes on contracted agencies and work to process payments as quickly as possible during these times.

36. One of our sub-providers has a problem. She has ELI and subsidized children from 2 county's. Her award was based only on the ELI children and the amount from one of the counties. The other children were not counted. Who does she appeal to?

SFY 2008 slot allocations are based on contracted agencies utilization in pay cycle 10. If a contracted agency wanted additional slots they had to apply through the RFA process. There is no appeal process.

37. Will we be able to get a list of each child who receives the \$1000 so we can determine which site they are associated with?

Yes, a report has been requested in Kinderattend. The most current Kinderattend release has two sources to obtain this detail. One, under the payment detail report a list of children and for the cycle dates in which the enrollment is paid can be obtained. Secondly, there is an enrollment report that gives similar information for determining for which children and for which dates enrollment awards have been paid.

38. Where can I find approved children (used to be in the undetermined group under attendance)?

Children can be seen site by site under attendance view or the provider roster.

39. Are approved ELI children going to be posted by sub-provider group names instead of all just grouped together under the consortium they are with?

Yes – The children are all now authorized to the specific site they are attending and will not show up as undefined.

40. Under the new system as a Contracted Agency they have all children listed under your name and also separately for sub-providers. So, do I have the option to go under my name (Contractor) to review attendance or I can go under each sub-provider to view site specific attendance?

Contracted agencies view only children's names under attendance as the center administrator. The center administrator user ID can edit and view the actual attendance entered only if you are viewing site by site. The most current release of Kinderattend has now restored this view enabling attendance for the entire contracted agency to be viewed as well as attendance for a specific provider site.

41. Contractors no longer group the children in Kinderattend. If a child is put into the system under the wrong sub-provider, how do we move the child to the correct sub-provider?

Notify the authorizing CDJFS. Attendance should not be entered for the child until they are assigned to the correct site.

42. Attendance for SFY 07 is not accessible on Kinderattend any longer. How do we complete attendance adjustments for pay cycle 13? Should attendance be submitted on the new JFS 1153 form or the old form?

Select the sub-provider with your CA name & 800## that is not in all capital letters. Select the pay cycle you wish to view in SFY 07 and you can view previous pay cycles. Attendance adjustments should be submitted using the new JFS 1153 form.

Policy and Eligibility Questions

43. JFS 01155 is for what? JFS 01138 is for what?

The JFS 01155 is the “Application for Early Learning Initiative Benefits”. The JFS 01138 is the “Application for Child Care Benefits”. A family who is applying for ELI benefits only is only required to complete the JFS 01155. If a family is also applying for subsidized child care, the completion of both the JFS 01155 and the JFS 01138 is required.

44. If ELI children need subsidized care as well do they need to complete both applications? (Childcare application 01138 and ELI Application 01155)

Yes, completion of both applications is required.

45. If a foster child is from another county can we still enroll them under ELI in our county? (They currently reside in our county).

Yes, the foster parent is required to apply for ELI as the caretaker. Application shall be made by submitting the JFS 01155 to the county department of job and family services (CDJFS) in the county in which the caretaker (foster parent) resides, regardless of the child’s county of residence prior to foster placement.

46. Will type A homes be eligible for ELI?

Yes, type A homes have been and continue to be able to provide ELI services.

47. Can ELI providers help parents complete the 1155 form? Will the county office allow this?

Assistance in the application process may be provided to the caretaker. A caretaker signature is required on the JFS 01155.

48. How is ODJFS making sure that the counties are properly and in a timely manner training their employees who determine eligibility for child care services?

A video conference containing preliminary information about ELI programmatic changes was provided to all CDJFS on June 5, 2007. County monitoring networking sessions scheduled for September 2007 will also contain elements focused on the ELI program. Technical assistance to CDJFS has been provided via email and telephone since program changes were implemented.

49. Our county does not return phone calls 99% of the time. They also don't have but 3 people in the ELI unit. They do an okay job but I am worried about the small unit getting the job done efficiently. What can you do to help us/them?

Communication expectations between the CDJFS and the ELI contracted agency should be addressed in the MOU between the two. If communication issues are unable to be resolved, the provider or contracted agency should work with county supervisor/administrators to facilitate a resolution.

50. When a child is receiving subsidized care with an ELI provider and an ELI slot becomes available, does the parent need to fill out form JFS 01155 or is there a form to fill out that requests the child to be recoded from subsidized to ELI?

When a child is receiving subsidized child care and an ELI slot becomes available, the caretaker is required to complete the JFS 01155 and submit this and any other supporting documentation required to the CDJFS in order to apply for ELI services.

51. Is OWF child only still an automatic approval – not on caretaker income?

Yes, a child who is in receipt of child-only OWF and who is age eligible is eligible for ELI without regard to the caretaker's income. This language is not in current Ohio Administrative Code (OAC), but will be included in the final rule file which will be in effect October 1, 2007.

52. Can a family use subsidized care before 6pm?

Yes, the language limiting the authorization of subsidized child care to the hours between 6 p.m. and 6 a.m. and on weekends when a child was also authorized to the ELI program has been rescinded. A child shall not be authorized for ELI services between 6 a.m. to 6 p.m. Monday – Friday to a provider they are receiving subsidized child care from.

53. Can new ELI student parents qualify for no work requirement?

Effective July 1, 2007, there is no longer a work requirement for ELI eligibility. Therefore, an income eligible family with an age eligible child is eligible for ELI services even if the caretaker is engaged in education activities only.

54. Who monitors the performance of CDJFS to ensure that forms sent to them are administered in a timely fashion?

CDJFS are monitored by the county monitoring and technical assistance unit in the Bureau of Child Care and Development.

55. Does verification of transmission account for receipt by CDJFS and start the 15 days?

A fax transmittal date is an acceptable way for the CDJFS to document the date the application is received. If that date is after business hours, the date received will likely be recorded as the next business day.

With regard to the fifteen day time frame: In accordance with rule 5101:2-23-03 (E) of the OAC, the CDJFS shall complete the eligibility determination for ELI services no later than fifteen calendar days from the date the CDJFS has a completed application. An application is complete when the CDJFS has received all necessary documentation as specified in rule 5101:2-23-05 of the OAC. Rule 5101:2-23-05 (C) of the OAC requires each CDJFS to document the date an ELI application is received. If the caretaker does not provide all information and documentation necessary to complete the eligibility determination within fifteen calendar days from the date the CDJFS receives an application, the application shall be denied.

56. Why can't a provider go directly to the website and enter a child's name and obtain a number vs. the CDJFS doing it?

A child is required to be authorized to a specific ELI provider prior to being identified by the website. The CDJFS is the entity that that authorizes a child to a specific ELI provider.

57. If a parent receives both ELI and subsidized care, can we bill the county after the child is in attendance 100 hours?

A provider can only bill the CDJFS for subsidized child care services requested by the caretaker and authorized by the CDJFS. A child shall not be authorized for ELI services between 6 a.m. to 6 p.m. Monday - Friday to a provider they are receiving subsidized child care from. If a provider is providing both types of care, billing for subsidized child care shall be outside the hours of 6 a.m. to 6 p.m. Monday through Friday.

58. If a child is authorized as eligible but must be placed on a waiting list, can the child be placed into the program from the wait list and still keep their eligibility as long as it is within that 12 month period?

Yes, the family can choose to maintain eligibility and authorization within the 12 month period.

59. Does the date of eligibility determination remain the same if a child moves from one ELI provider to another?

Yes, if a caretaker moves their child to a different ELI provider, the 12 month eligibility period shall remain the same.

60. Will a family authorized for ELI benefits also be able to receive subsidized child care benefits for other siblings?

Yes, if the family applies and is eligible for subsidized child care.

61. Please repeat the process for CDJFS authorization and the 15 day requirement to submit supporting documentation.

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62. Is a five-year old eligible if kindergarten is available but the school district or the child's IEP designates the ELI classroom as the best placement for the child?

Yes, a child is age-eligible for ELI up to compulsory age. Compulsory age in Ohio is age 6 and when the child has the opportunity to attend school. A child who is enrolled in and attending kindergarten is no longer eligible for ELI.

63. If a parent's income goes down within the 12 month period can they submit new income information to decrease their co pay?

Yes, the caretaker may request the CDJFS conduct a copayment review at any time. Within the twelve month eligibility period, adjustments will only be made to the copayment if there is a decrease.

64. If we put the license number on each ELI application what happens if the child moves to a different licensed facility (same contracted agency)? Do we need to send some type of notification to the CDJFS?

Yes, the ELI provider will need to notify the CDJFS of the provider change so that appropriate changes to the authorization can be made.

65. Does it matter if the facility is licensed by JFS or ODE when the license number is put in the application?

No, the requirement is that it is that a child care center is licensed by the State which includes both ODE and ODJFS.

66. Can an ELI child be at a Head Start for 3 ½ hours and still have a voucher for other child care services?

The intent of ELI is to serve children for a full-day of programming, between the hours of 6 a.m. and 6 p.m. If a child in an ELI program is also eligible for child care, he cannot receive child care from the ELI provider during those hours. The child can also receive child care from another provider.

67. Jump up program – a pre-k program in the public schools – Four days a week for four weeks prior to the opening of school, can we bill ELI before and after those hours for authorized children?

Two programs cannot be billed for the same child during the same hours.

68. Can families apply for assistance through ODJFS if denied ELI benefits and remain in an ELI program of a facility? Both using allocated money that is available or if all ELI money is gone?

A family who is determined ineligible for ELI services can choose to apply for subsidized services or choose to receive non-subsidized child care. A provider may choose to provide services that would be ELI services for other children.

69. How does a self-contained Contracted Agency add a newly licensed facility?

The ELI Contracted Agency shall submit a request to add an ELI provider to the Ohio Department of Education.

70. If a child is absent, does the CDJFS need to be notified after a certain length of time? If yes, then what is the length of time?

There is no rule requirement regarding the notification of a child being absent. If a child dis-enrolls from the program the ELI provider should notify the authorizing CDJFS. This communication expectation should be included in the ELI Contracted Agencies MOU with the authorizing CDJFS.

71. Will all of the ELI children be reviewed and re-determined for eligibility in the same month? If so, is this realistic?

All children who were eligible for ELI on July 1, 2007 remain eligible through June 30, 2008. CDJFS' will be responsible to re-determine their eligibility at that time. Any children entering ELI after July 1, 2007 will have a twelve month eligibility period. Their eligibility re-determinations will be conducted as they occur throughout the year.

72. Do all the CDJFS's use the 3299 system? It seems like Montgomery CDJFS uses an older system and needs to enter data twice, causing delays in processing.

Some CDJFS have their own systems and also must enter data into the 3299. They are required by rule 5101:2-23-03 (G) to enter data into the 3299 system for children determined eligible or ineligible for ELI no later than five business days following the date the CDFJS determines eligibility or ineligibility, unless otherwise approved by ODJFS.

73. Can a child transfer from one contracted agency to another in mid-week?

Yes, a caretaker can request to change ELI providers at any time.

74. Since we are receiving authorizations that end March 31, 2008, does that mean this family's application was dated March 31, 2007? We thought all children would have end dates in the summer.

All children who were eligible for ELI on July 1, 2007 will remain eligible for ELI through June 30, 2008, unless a child is no longer age eligible.

75. What can we do to get children enrolled in ELI who have parents who are not legal citizens? They have no social security numbers?

There is no citizen requirement for ELI eligibility. The family may still apply for ELI services.

76. Can children enrolled in preschool disability receive ELI services after preschool disability hours?

Yes, as long as both programs are not billed for the same child during the same hours.

77. If an ELI child attends after 6PM and our center is open until 8PM, do we bill publicly funded child care or ELI for those hours?

Other than Monday through Friday, there will be no restrictions on the hours that ELI services may be provided. The procedures for billing ELI versus billing subsidized child care is driven by the parents request for ELI versus subsidized child care.

78. How are co-pays required for a child who was on subsidized child care for part of the co-payment month and on ELI for the remainder of the time?

Ex. A child was on subsidized through August 31. An ELI authorization began on September 1st. Do they pay 2 co-pays?

A family is only responsible for one copayment per copayment calendar month. The determination of which program receives the payment is depending on the amount paid up to the point the switch is made.

79. “But not of compulsory school age” It is my understanding that kindergarten is not compulsory in the state of Ohio. Does this mean a child is eligible until age eligible for first grade?

A child is age eligible for ELI up to compulsory age. Compulsory age in Ohio is age six and, when the child has the opportunity to attend school.

80. Are we still able to bill for ELI services until the day a child enters Kindergarten?

Yes if the child is compulsory school age, the child can attend ELI up to the day before school starts.

81. When a child is authorized by the CDJFS for ELI , does the family member need to sign a release of information?

Yes, a caretaker needs to sign a release of information so the CDJFS is able to share eligibility information with the ELI provider. The new version of the Application for ELI Services effective 10/1/2007 contains an acceptable, general release of information that meets this obligation.

82. Does the parent need to be doing anything – such as school, work etc.

A family must meet income guidelines and have an age eligible child in order to be eligible for ELI. There are no other eligibility requirements.

83. What steps will be taken to ensure all CDJFS’s will abide by the state’s contract (MOU) in submitting eligibility forms to the provider?

The Ohio Department of Job and Family services is responsible for monitoring the compliance with chapter 5101:2-16-23 of the Ohio Administrative Code which includes eligibility determination and communication.

84. Is the “Request to Change ELI Services” form to be used to have a child transferred to a different contractor? Is this form sent to the CDJFS or the

state?

Anytime a child moves from one ELI provider to another, the change needs to be reported. When the JFS 1162 is rescinded, providers will notify the CDJFS. Until that time, providers can notify the CDJFS or ODJFS.

85. Can you bill ELI and subsidized on the same day?

Yes, a provider can bill ELI and subsidized on the same day but billed hours cannot overlap. A child shall not be authorized for ELI services between 6 a.m. to 6 p.m. Monday – Friday to a provider they are receiving subsidized child care from. If a provider is providing both types of care, billing for subsidized child care shall be outside the hours of 6 a.m. to 6 p.m. Monday through Friday.

86. Explain the requirement that the CDJFS shall notify the ELI provider or ELI contracted agency? Who decides this?

The CDJFS shall notify either the ELI provider or the ELI contracted agency of a change in a child's eligibility within five business days of the CDJFS' determination. This communication expectation should be included in the ELI Contracted Agencies MOU with the authorizing CDJFS. Effective 10/1/2007, OAC 5101:2-23-03(G) states that written notification shall be sent to the contracted agency.

Communication

87. Where should Kinderattend questions go to be answered?

ELI_Support@jfs.ohio.gov (There is an underscore between ELI_Support)

E-mails – Can we all get a directory with info of who to contact for what? (Just e-mail it to the contracted agency) Can you also put your phone numbers?

Yes, for ODJFS –

- a. Fiscal and Kinderattend billing website questions go to Contract Consultants*
- b. Questions regarding a families eligibility or potential eligibility should be referred to the County Department of Job and Family Services.*

88. Can a contracted agency have more than one e-mail address submitted to receive e-mails from ODJFS? If yes, how can we be added to the list?

Yes. Submit the names and e-mail addresses to ELI_Support@jfs.ohio.gov or your ODJFS Contract Consultant to add more contact e-mails. Please note that anyone added will get all mass e-mails sent out by ODJFS.