

Pandemic Child Care Provider Agreement Guidance

Temporary pandemic child care programs must complete a “Pandemic Child Care Provider Agreement” using the CCIDS Provider Portal automated system. Programs cannot be issued a payment until this agreement is submitted.

- **If you have never logged into the CCIDS Provider Portal**, then you must contact the CCIDS Business Unit to gain access at 1-877-302-2347, option 1. You must also provide banking information for the payment to be processed through an electronic funds transfer.
- **If you have logged into the CCIDS Provider Portal** and/or already have a provider agreement for publicly funded child care (PFCC), you must still log in <https://www.ccidsportal.ohio.gov/login.jsf> and submit the “Pandemic Child Care Provider Agreement”. Nothing else in the CCIDS Provider Portal needs to be changed at this time.

Steps to complete the provider agreement within CCIDS Provider Portal:

- Click on data collection tool.
- Select Provider Agreement JFS 01114 – At the top of the page click on the link to access and review the “Pandemic Child Care Provider Agreement”. Once reviewed, close the window to return to the previous page.
- Scroll to the bottom of this page that displays the PFCC provider agreement to locate the check box and submit button.
- Click in the box and select submit. This submits the signed “Pandemic Child Care Provider Agreement” to ODJFS.
- An email confirmation is sent to the program confirming receipt of the submitted agreement.

The CCIDS Business Unit will email your program with the determined payment amount based on your enrollment submission. **Payment is not automatically issued once the “Pandemic Child Care Provider Agreement” is submitted.**

Payment for pandemic child care will be issued after **all** of the following has been completed:

- Program has been approved by ODJFS for pandemic child care,
- Enrolled children have been reviewed and approved by ODJFS for pandemic child care,
- Payment amount is calculated and manually entered into the system and
- The “Pandemic Child Care Provider Agreement” has been acknowledged and submitted by program.

Payment related questions and answers can be found here: <http://jfs.ohio.gov/cdc/docs/Guidance-for-Temporary-Pandemic-Child-Care-Programs.pdf>. If you have any further questions, please call the CCIDS Business Unit at 1-877-302-2347, option 1.