

CCIDS Provider Portal Rate Form

Accreditation Updates

The CCIDS Provider Portal Provider Rate Form (Section B) has been enhanced to display all of the Ohio Department of Job and Family Services (ODJFS) approved accrediting bodies in a dropdown menu format. This enhancement will be visible within the CCIDS Provider Portal Rate Form beginning September 12, 2016. This dropdown feature allows providers to add any ODJFS approved accrediting body they have an association with along with a corresponding expiration date for that accreditation. Additional features, such as "Edit" and "Delete" buttons, have been added to assist providers when an incorrect date or accrediting body is entered.

Providers who currently have an accreditation with an associated expiration date in the CCIDS Provider Portal do not need to take any action at this time as current data will be converted to the new format and providers will maintain their current accreditations.

New providers and those providers who have not yet entered their Agreement, Rate and Banking Forms in the CCIDS Provider Portal will be among the first to utilize this new functionality when entering their rate and accreditation information.

ODJFS currently has six approved accrediting bodies. In the future, there will be other agencies who will be granted ODJFS approval and be added to the list. This new functionality will decrease the time it takes to add a new ODJFS approved accrediting body to the active listing.

We are asking providers to take a moment to look over the screen shots and instructions in this document to become familiar with the new look and functions within the Provider Rate Form so providers will be prepared to update rates and if applicable, accreditation information.

Here is a view of a provider home page within the CCIDS Provider Portal. Providers may select (click on) the [Rate Information Form-JFS 01150](#) to view the new format:

The screenshot shows the Ohio Department of Job and Family Services CCIDS Provider Portal. At the top right, there is a navigation bar with the Ohio.gov logo and links for State Agencies and Online Services. The main header features the Ohio logo and the text 'Department of Job and Family Services'. Below this is a dark banner with 'CCIDS Provider Portal' in white. The page content includes a 'Home Page' section with a 'Welcome' message and links for 'Change Password', 'Update Primary/Secondary Email Address', and 'Log Out'. On the right side, there are login statistics: 'Last Login: 08/30/2016 11:20:52 EDT' and 'Last Failed Login: 08/30/2011 09:04:17 EDT'. The user information section displays 'User Id: CCP', 'Provider Id:', and 'Site Address:'. A warning message states: 'Please be sure to "Logout" before leaving the CCIDS Provider Portal. Do not use the Back button on your browser.' Below this, there are fields for 'Primary Email Address:' and 'Secondary Email Address:'. A 'Data Collection' table lists three forms: 'Provider Agreement Form - JFS 01144', 'Rate Information Form - JFS 01150', and 'Banking Information Form - JFS 01141', all with a status of 'Previously Submitted'. At the bottom, there is a notice about submitting IRS form W-9 to ODJFS within 5 days, with links to the IRS website and an FAQ page. A final note mentions that users using their Social Security Number as a Tax Identification Number should consider obtaining an Employer Identification Number (EIN) and provides a link to the EIN application page.

Ohio.gov State Agencies | Online Services

Ohio | Department of Job and Family Services

CCIDS Provider Portal

Home Page [Change Password](#) | [Update Primary/Secondary Email Address](#) | [Log Out](#)

Welcome

Last Login: 08/30/2016 11:20:52 EDT
Last Failed Login: 08/30/2011 09:04:17 EDT

User Id: CCP
Provider Id:
Site Address:

Please be sure to "Logout" before leaving the CCIDS Provider Portal. Do not use the Back button on your browser.

OH -0000

Primary Email Address:
Secondary Email Address:

Data Collection	Status
Provider Agreement Form - JFS 01144	Previously Submitted
Rate Information Form - JFS 01150	Previously Submitted
Banking Information Form - JFS 01141	Previously Submitted

[Frequently Asked Questions \(FAQ\)](#) | [First Time User Help](#)

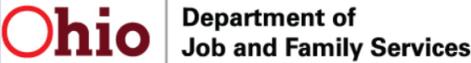
Providers are now required to submit a completed IRS form W-9 to ODJFS within 5 days of completing the Provider Agreement. You can find the W-9 form and instructions on the IRS website at:
<http://www.irs.gov/pub/irs-pdf/fw9.pdf>. (Note: this will open a new browser)

You can find more information on how to submit your W-9 to ODJFS on the [Frequently Asked Questions \(FAQ\)](#) page.

If you are using your Social Security Number as your Tax Identification Number, you may want to consider obtaining an Employer Identification Number (EIN) to use instead. You can access the free, online application at:
<https://sa2.www4.irs.gov/modiein/individual/index.jsp>. (Note: this will open a new browser)

Once a provider is within the rate form, Section B should be viewed to see the new format or to add an accrediting body:

 State Agencies | Online Services



CCIDS Provider Portal

Ohio Department of Job and Family Services
RATE INFORMATION FOR PROVIDERS OF PUBLICLY FUNDED CHILD CARE

Effective Date of Rates (for a change, the effective date will be the Sunday following the date this form is submitted to ODJFS)

Name of Child Care Provider/Program
LATCHKEY

Address
ST. RT.

City	State OH	Zip -0000
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Phone Number 740- - -	E-mail Address ME @ .OHIO.GOV
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License/Certification Number

If your address or phone number is incorrect, you must contact the county department of job and family services or your licensing specialist for more information.

Customary Charges for Licensed Child Care Centers, Type A Homes and Type B Homes, Approved or ACA Accredited Day Camps

(A) Enter the rate you charge the public (customary charges). The charges must be full-time weekly, part-time weekly and hourly for all ages that you will serve. If you enter a full-time weekly rate you **must** complete both the part-time weekly and hourly rates in that column. You must enter an amount between \$0 and \$999.99.

	Infants		Toddlers		Preschool		School Age		Summer School Age	
Full-time Weekly	\$ 0.00		\$ 0.00		\$ 0.00		\$ 90.00		\$ 335.00	
Part-Time Weekly	\$ 0.00		\$ 0.00		\$ 0.00		\$ 45.00		\$ 150.00	
Hourly	\$ 0.00		\$ 0.00		\$ 0.00		\$ 3.00		\$ 3.00	

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation:	Select Accreditation to Add	v	Expiration Date:		Add
---------------------------	-----------------------------	---	------------------	--	-----

Providers with current accreditations will see the accrediting body listed under the “Current Accreditations” section along with the expiration date. The verification status will be displayed as “VERIFIED”. If a provider does not have a current accreditation, this section will be blank.

Customary Charges for Licensed Child Care Centers, Type A Homes and Type B Homes, Approved or ACA Accredited Day Camps

(A) Enter the rate you charge the public (customary charges). The charges must be full-time weekly, part-time weekly and hourly for all ages that you will serve. If you enter a full-time weekly rate you **must** complete both the part-time weekly and hourly rates in that column. You must enter an amount between \$0 and \$999.99.

	Infants	Toddlers	Preschool	School Age	Summer School Age
Full-time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 335.00
Part-Time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45.00	\$ 150.00
Hourly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.00	\$ 3.00

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation: Select Accreditation to Add Expiration Date: Add

Current Accreditations				
Accrediting Body	Expiration Date	Verification Status		
NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)	10/31/2017	VERIFIED	Edit	Delete

Customary Charge for Certified In-Home Aides

Enter your hourly rate. This rate must be at least minimum wage.

Hourly Rate
\$ Hourly

Name of Child Care Provider / Owner / Owner's Authorized Representative Name (please print)	
Signature of Child Care Provider / Owner / Owner's Authorized Representative	Date

The above information is true and accurate. I understand that this information will be used for payment purposes under the terms of the provider agreement. If a change is made to the rate information during this log in session and the form is submitted, the effective date of the submitted rates will be next Sunday, 09/04/2016.

Submit

No Changes

Print

The new features of Section B include:

- ❖ **A new accreditation dropdown menu “Select Accreditation to Add”**
 Providers select the downward pointing arrow (image 1) and a list of all ODJFS approved accrediting bodies will appear (image 2). Providers will highlight and click the accrediting body for which they have an association (image 3).

By entering the rate you charge the public (customer charges), the charges must be full-time weekly, part-time weekly and hourly for all ages that you will serve. If you enter a full-time weekly rate you **must** complete both the part-time weekly and hourly rates in that column. You must enter an amount between \$0 and \$999.99.

	Infants	Toddlers	Preschool	School Age	Summer School Age
Full-time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 335.00
Part-Time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45.00	\$ 150.00
Hourly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.00	\$ 3.00

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation: Select Accreditation to Add ▼ Expiration Date: Add

Current Accreditations			
Accrediting Body	Expiration Date	Verification Status	

Customary Charge for Certified In-Home Aides
 Enter your hourly rate. This rate must be at least minimum wage.

Hourly Rate

Name of Child Care Provider / Owner / Owner's Authorized Representative Name <i>(please print)</i>	
Signature of Child Care Provider / Owner / Owner's Authorized Representative	Date

The above information is true and accurate. I understand that this information will be used for payment purposes under the terms of the provider agreement. If a change is made to the rate information during this log in session and the form is submitted, the effective date of the submitted rates will be next Sunday, 09/04/2016.

Submit No Changes Print

Print a completed copy for your records prior to submission.

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(Image 1)

Enter the rate you charge the public (customary charges). The charges must be part-time weekly, part-time weekly and hourly for all ages that you will serve. If you enter a full-time weekly rate you **must** complete both the part-time weekly and hourly rates in that column. You must enter an amount between \$0 and \$999.99.

	Infants	Toddlers	Preschool	School Age	Summer School Age
Full-time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 335.00
Part-Time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45.00	\$ 150.00
Hourly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.00	\$ 3.00

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation:

- ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI)
- COUNCIL OF ACCREDITATION (COA)
- NATIONAL ACCREDITATION COMMISSION FOR EARLY CARE AND EDUCATION PROGRAM (NAC)
- NATIONAL ASSOCIATION FOR FAMILY CHILD CARE ACCREDITATION (NAFCC)
- NATIONAL ASSOCIATION FOR LICENSURE AND REGULATION OF YOUNG CHILDREN (NAEYC)
- NATIONAL EARLY CHILDHOOD PROGRAM ACCREDITATION (NECPA)

Customary Charge for Certified In-Home Aides
Enter your hourly rate. This rate must be at least minimum wage.

Hourly Rate
\$ Hourly

Name of Child Care Provider / Owner / Owner's Authorized Representative Name (please print)

Signature of Child Care Provider / Owner / Owner's Authorized Representative

Date

The above information is true and accurate. I understand that this information will be used for payment purposes under the terms of the provider agreement. If a change is made to the rate information during this log in session and the form is submitted, the effective date of the submitted rates will be next Sunday, 09/04/2016.

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JFS 01150 (Rev. 8/2016)

(Image 2)

Enter the rate you charge the public (customary charges). The charges must be part-time weekly, part-time weekly and hourly for all ages that you will serve. If you enter a full-time weekly rate you **must** complete both the part-time weekly and hourly rates in that column. You must enter an amount between \$0 and \$999.99.

	Infants	Toddlers	Preschool	School Age	Summer School Age
Full-time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 335.00
Part-Time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45.00	\$ 150.00
Hourly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.00	\$ 3.00

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation:

Current Accreditations

Accrediting Body	Expiration Date	Verification Status

Customary Charge for Certified In-Home Aides
Enter your hourly rate. This rate must be at least minimum wage.

Hourly Rate
\$ Hourly

Name of Child Care Provider / Owner / Owner's Authorized Representative Name (please print)

Signature of Child Care Provider / Owner / Owner's Authorized Representative

Date

The above information is true and accurate. I understand that this information will be used for payment purposes under the terms of the provider agreement. If a change is made to the rate information during this log in session and the form is submitted, the effective date of the submitted rates will be next Sunday, 09/04/2016.

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JFS 01150 (Rev. 8/2016)

(Image 3)

❖ An Expiration Date entry box

Providers will be required to enter a valid expiration date, that is a future date (today + 1), in the format of MM/DD/YYYY. If entered incorrectly, error messages will appear.

column. You must enter an amount between \$0 and \$999.99.

	Infants	Toddlers	Preschool	School Age	Summer School Age
Full-time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 335.00
Part-Time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45.00	\$ 150.00
Hourly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.00	\$ 3.00

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation:	NATIONAL ACCREDITATION COMMISSION FOR EARLY CARE AND EDL	Expiration Date: 10/31/2017	Add
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Current Accreditations			
Accrediting Body	Expiration Date	Verification Status	

Customary Charge for Certified In-Home Aides

Enter your hourly rate. This rate must be at least minimum wage.

Hourly Rate
\$ Hourly

Name of Child Care Provider / Owner / Owner's Authorized Representative Name <i>(please print)</i>	
Signature of Child Care Provider / Owner / Owner's Authorized Representative	Date

The above information is true and accurate. I understand that this information will be used for payment purposes under the terms of the provider agreement. If a change is made to the rate information during this log in session and the form is submitted, the effective date of the submitted rates will be next Sunday, 09/04/2016.

Submit

No Changes

Print

Print a completed copy for your records prior to submission.

❖ An “Add” button

Providers would only add an ODJFS approved accrediting body with whom they are associated and click the ‘Add’ button after they have selected the accrediting body from the dropdown menu and entered an expiration date. Once the accrediting body is added, it will be listed under the “Current Accreditations” list with the expiration date entered. The verification status of “SUBMITTED” will display.

ages that you will serve. If you enter a full-time weekly rate you **must** complete both the part-time weekly and hourly rates in that column. You must enter an amount between \$0 and \$999.99.

	Infants		Toddlers		Preschool		School Age		Summer School Age	
Full-time Weekly	\$ 0.00		\$ 0.00		\$ 0.00		\$ 90.00		\$ 335.00	
Part-Time Weekly	\$ 0.00		\$ 0.00		\$ 0.00		\$ 45.00		\$ 150.00	
Hourly	\$ 0.00		\$ 0.00		\$ 0.00		\$ 3.00		\$ 3.00	

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation: NATIONAL ACCREDITATION COMMISSION FOR EARLY CARE AND EDL ▾ **Expiration Date:** 10/31/2017 **Add**

Current Accreditations				
Accrediting Body	Expiration Date	Verification Status		

Customary Charge for Certified In-Home Aides

Enter your hourly rate. This rate must be at least minimum wage.

Hourly Rate
\$ Hourly

Name of Child Care Provider / Owner / Owner's Authorized Representative Name <i>(please print)</i>		
Signature of Child Care Provider / Owner / Owner's Authorized Representative		Date

The above information is true and accurate. I understand that this information will be used for payment purposes under the terms of the provider agreement. If a change is made to the rate information during this log in session and the form is submitted, the effective date of the submitted rates will be next Sunday, 09/04/2016.

Submit

No Changes

Print

Print a completed copy for your records prior to submission.

	Infants		Toddlers		Preschool		School Age		Summer School Age	
Full-time Weekly	\$	0.00	\$	0.00	\$	0.00	\$	90.00	\$	335.00
Part-Time Weekly	\$	0.00	\$	0.00	\$	0.00	\$	45.00	\$	150.00
Hourly	\$	0.00	\$	0.00	\$	0.00	\$	3.00	\$	3.00

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation:	Select Accreditation to Add	▼	Expiration Date:		Add
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Current Accreditations				
Accrediting Body	Expiration Date	Verification Status		
NATIONAL ACCREDITATION COMMISSION FOR EARLY CARE AND EDUCATION PROGRAM (NAC)	10/31/2017	SUBMITTED	Edit	Delete



Customary Charge for Certified In-Home Aides

Enter your hourly rate. This rate must be at least minimum wage.

Hourly Rate
\$ Hourly

Name of Child Care Provider / Owner / Owner's Authorized Representative Name (please print)		
Signature of Child Care Provider / Owner / Owner's Authorized Representative		Date

The above information is true and accurate. I understand that this information will be used for payment purposes under the terms of the provider agreement. If a change is made to the rate information during this log in session and the form is submitted, the effective date of the submitted rates will be next Sunday, 09/04/2016.

Submit	No Changes	Print
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Print a completed copy for your records prior to submission.

If the incorrect expiration date was entered, the “Edit” button may be selected which will allow the expiration date box for that accrediting body to be changed to the correct future date.

	Infants	Toddlers	Preschool	School Age	Summer School Age
Full-time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 335.00
Part-Time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45.00	\$ 150.00
Hourly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.00	\$ 3.00

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation: Expiration Date:

Current Accreditations				
Accrediting Body	Expiration Date	Verification Status		
NATIONAL ACCREDITATION COMMISSION FOR EARLY CARE AND EDUCATION PROGRAM (NAC)	10/31/2017	SUBMITTED	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Customary Charge for Certified In-Home Aides

Enter your hourly rate. This rate must be at least minimum wage.

\$ Hourly

Name of Child Care Provider / Owner / Owner's Authorized Representative Name <i>(please print)</i>	
Signature of Child Care Provider / Owner / Owner's Authorized Representative	Date

The above information is true and accurate. I understand that this information will be used for payment purposes under the terms of the provider agreement. If a change is made to the rate information during this log in session and the form is submitted, the effective date of the submitted rates will be next Sunday, 09/04/2016.

Print a completed copy for your records prior to submission.

If the incorrect accrediting body was selected from the dropdown, the provider may chose to delete the entry from the list and start over by selecting the correct accrediting body, entering the expiration date, and adding it to the list.

	Infants	Toddlers	Preschool	School Age	Summer School Age
Full-time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 335.00
Part-Time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45.00	\$ 150.00
Hourly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.00	\$ 3.00

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation: **Expiration Date:**

Current Accreditations				
Accrediting Body	Expiration Date	Verification Status	Edit	Delete
NATIONAL ACCREDITATION COMMISSION FOR EARLY CARE AND EDUCATION PROGRAM (NAC)	10/31/2017	SUBMITTED	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Customary Charge for Certified In-Home Aides

Enter your hourly rate. This rate must be at least minimum wage.

\$ Hourly

Name of Child Care Provider / Owner / Owner's Authorized Representative Name <i>(please print)</i>	
Signature of Child Care Provider / Owner / Owner's Authorized Representative	Date

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Print a completed copy for your records prior to submission.

When the delete button is clicked, the entry will disappear from the list.

column. You must enter an amount between \$0 and \$999.99.

	Infants	Toddlers	Preschool	School Age	Summer School Age
Full-time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 335.00
Part-Time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45.00	\$ 150.00
Hourly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.00	\$ 3.00

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation: Expiration Date: Add

Current Accreditations			
Accrediting Body	Expiration Date	Verification Status	

Customary Charge for Certified In-Home Aides

Enter your hourly rate. This rate must be at least minimum wage.

Hourly Rate
\$ Hourly

Name of Child Care Provider / Owner / Owner's Authorized Representative Name (please print)	
Signature of Child Care Provider / Owner / Owner's Authorized Representative	Date

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Submit

No Changes

Print

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The provider may then add the correct accrediting body to the list by following the same instructions described on pages 5-8 of this document:

http://ccidstestportal.odjfs.state.oh.us/domains/application/rateform.pdf - C

Provider Portal

Provider Web Portal

File Edit View Favorites Tools Help

ODJFS Online

Customary Charges for Licensed Child Care Centers, Type A Homes and Type B Homes, Approved or ACA Accredited Day Camps

(A) Enter the rate you charge the public (customary charges). The charges must be full-time weekly, part-time weekly and hourly for all ages that you will serve. If you enter a full-time weekly rate you must complete both the part-time weekly and hourly rates in that column. You must enter an amount between \$0 and \$999.99.

	Infants	Toddlers	Preschool	School Age	Summer School Age
Full-Time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 335.00
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Hourly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.00	\$ 3.00

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation: NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN | Expiration Date: 10/31/2017 | Add

Current Accreditations				
Accrediting Body	Expiration Date	Verification Status		

Customary Charge for Certified In-Home Aides

Enter your hourly rate. This rate must be at least minimum wage.

Hourly Rate
\$ Hourly

Name of Child Care Provider / Owner / Owner's Authorized Representative Name (please print)

Signature of Child Care Provider / Owner / Owner's Authorized Representative

Date

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Submit No Changes Print

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http://ccidstestportal.odjfs.state.oh.us/domains/application/rateform.pdf Terms Of Use | Copyright 2009, Office of Job and Family Services | FAQ | Contact Us

http://ccidstestportal.odjfs.state.oh.us/domains/application/rateform.pdf - C

Provider Portal

Provider Web Portal

File Edit View Favorites Tools Help

ODJFS Online

column. You must enter an amount between \$0 and \$999.99.

	Infants	Toddlers	Preschool	School Age	Summer School Age
Full-Time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 335.00
Part-Time Weekly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45.00	\$ 150.00
Hourly	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.00	\$ 3.00

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation: Select Accreditation to Add | Expiration Date: | Add

Current Accreditations				
Accrediting Body	Expiration Date	Verification Status		
NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)	10/31/2017	SUBMITTED	Edit	Delete

Customary Charge for Certified In-Home Aides

Enter your hourly rate. This rate must be at least minimum wage.

Hourly Rate
\$ Hourly

Name of Child Care Provider / Owner / Owner's Authorized Representative Name (please print)

Signature of Child Care Provider / Owner / Owner's Authorized Representative

Date

The above information is true and accurate. I understand that this information will be used for payment purposes under the terms of the provider agreement. If a change is made to the rate information during this log in session and the form is submitted, the effective date of the submitted rates will be next Sunday, 09/04/2016.

Submit No Changes Print

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JFS 01150 (Rev. 8/2016)

Once the provider has entered all the information to update their rate form including any customary rates or accreditation information, the check box at the bottom of the page must be clicked and the submit button must be selected. This will ensure that the changes the provider has made will go over to the Centralized Payment System in CCIDS and update their rate form.

Providers may also select the print button to keep a copy of the changes for their records. If the “No Changes” button is selected at any time during the rate form update, as always, none of the changes will be saved and the provider would need to start over with any needed changes. The “No Changes” option is best used when providers just want to view their current rate record.

	Infants		Toddlers		Preschool		School Age		Summer School Age	
Full-time Weekly	\$ 0.00		\$ 0.00		\$ 0.00		\$ 90.00		\$ 335.00	
Part-Time Weekly	\$ 0.00		\$ 0.00		\$ 0.00		\$ 45.00		\$ 150.00	
Hourly	\$ 0.00		\$ 0.00		\$ 0.00		\$ 3.00		\$ 3.00	

(B) Enter any new or updated expiration dates for any accreditations your program has, in the format of mm/dd/yyyy (for example 06/07/2010). Having a CDA certification does not automatically qualify you for one of the below accreditations. See FAQs for more details regarding the completion of Section B.

New Accreditation: **Expiration Date:**

Current Accreditations				
Accrediting Body	Expiration Date	Verification Status		
NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)	10/31/2017	SUBMITTED	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Customary Charge for Certified In-Home Aides
Enter your hourly rate. This rate must be at least minimum wage.

Name of Child Care Provider / Owner / Owner's Authorized Representative Name (please print)		
Signature of Child Care Provider / Owner / Owner's Authorized Representative		Date

The above information is true and accurate. I understand that this information will be used for payment purposes under the terms of the provider agreement. If a change is made to the rate information during this log in session and the form is submitted, the effective date of the submitted rates will be next Sunday, 09/04/2016.

Print a completed copy for your records prior to submission.

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After clicking in the check box and selecting the “Submit” button, the provider will be navigated back to the provider home page and see that their rate form has been “submitted” and a confirmation email will be sent to the provider as well. If this confirmation is not received please check the Junk folder of your email account.

CCIDS Provider Portal

Home Page

[Change Password](#) | [Update Primary/Secondary Email Address](#) | [Log Out](#)

Welcome LATCHKEY

Last Login: 08/30/2016 11:20:52 EDT
Last Failed Login: 08/30/2011 09:04:17 EDTUser Id: CCP
Provider Id:
Site Address: ST. RT.**Please be sure to "Logout" before leaving the CCIDS Provider Portal.
Do not use the Back button on your browser.**Primary Email Address: OH -0000 @ .OHIO.GOV
Secondary Email Address: ME

Data Collection

[Frequently Asked Questions \(FAQ\)](#) | [First Time User Help](#)

Provider Agreement Form - JFS 01144
Rate Information Form - JFS 01150
Banking Information Form - JFS 01141

Status
 Previously Submitted
 Submitted
 Previously Submitted

Providers are now required to submit a completed IRS form W-9 to ODJFS within 5 days of completing the Provider Agreement. You can find the W-9 form and instructions on the IRS website at:

<http://www.irs.gov/pub/irs-pdf/fv9.pdf>. (Note: this will open a new browser)

You can find more information on how to submit your W-9 to ODJFS on the [Frequently Asked Questions \(FAQ\)](#) page.

If you are using your Social Security Number as your Tax Identification Number, you may want to consider obtaining an Employer Identification Number (EIN) to use instead. You can access the free, online application at:

<https://sa2.www4.irs.gov/modiein/individual/index.jsp>. (Note: this will open a new browser)

Payment Detail

Sample Email Confirmation:

Dear Provider:

This email is to notify you that your CCIDS Provider Portal web account has been accessed and the information has been received by ODJFS. If you have submitted an updated agreement or banking form, the effective date will be today, MM/DD/YYYY. If you submitted an updated rate form, the new rates will become effective the Sunday following your submission date.

You must use the CCIDS Provider Portal to update your Provider Agreement, your Rate Information Form, your Bank Information Form and your email information. The Provider Portal is available Monday through Friday 7:00 a.m. to 7:30 p.m. and Saturdays 8:00 a.m. to 4:00 p.m. These times may be impacted by system maintenance and are subject to change.

Please contact the CCIDS Business Unit by email at CCIDS_Business_Unit@jfs.ohio.gov or by phone at the CCIDS HELP DESK at 1-877-302-2347 (option 1), Monday - Friday 8:00 a.m. to 5:00 p.m. if you need additional assistance.

This mailbox is not monitored. Please do not reply to this email.

As this sample email indicates, the new rates will be in effect the following Sunday after the submission as long as the entry is validated by the next Sunday. The Business Unit will be in charge of validating or denying new or updated accreditation submissions.

Once providers submit new rate forms, the Business Unit Specialist will actively work a daily report which informs them of when an accreditation has been updated via the portal. They will research the provider submission and determine if the entry was valid with the accrediting body organization. Once that is confirmed, an action will be taken in the CCIDS system, this action will result in data being transmitted to the Provider Portal and the 'Submitted' status will be changed to 'Verified'. Provider's can check, in the portal, to see if the status has been updated. As long as this 'Verified' status is achieved before the following Sunday of the entry, the provider would be eligible for a possible payment bump.

If the Business Unit Specialist determines that the entry was not valid, they will deny the entry changing the status from 'Submitted' to 'Denied'. That 'Denied' status will then be visible in the CCIDS provider portal. Reasons for a "Denied" submission may vary, but most likely would result when an entry could not be validated with the accrediting body or the provider was not eligible for the submitted entry.

Providers who have an accreditation will receive an email notification approximately thirty days prior to the expiration date. Once this reminder email is received, providers should, if applicable, enter a new expiration date by logging into the CCIDS Provider Portal to update the rate form and re-submit it with the new date.

Here is a sample accreditation expiration email:

DEAR PROVIDER,

YOU COMPLETED A RATE FORM USING THE CCIDS PROVIDER PORTAL FOR YOUR CHILD CARE PROGRAM. ON THE RATE FORM YOU INDICATED THAT YOUR PROGRAM IS ACCREDITED BY ONE OR MORE ACCREDITING BODIES.

THIS EMAIL IS TO ADVISE YOU THAT YOUR PROGRAM HAS AN ACCREDITATION(S) EXPIRING IN APPROXIMATELY 30 DAYS. IF YOU HAVE A NEW EXPIRATION DATE FOR THE ACCREDITATION(S), PLEASE LOG ON TO THE CCIDS PROVIDER PORTAL, UPDATE YOUR ACCREDITATION EXPIRATION DATE(S) ON THE RATE FORM AND SUBMIT THE UPDATED INFORMATION BY SELECTING SUBMIT AT THE BOTTOM OF THE FORM. IF YOU DO NOT HAVE A NEW EXPIRATION DATE(S) OR DO NOT LOG ON TO THE PORTAL TO UPDATE THIS INFORMATION PRIOR TO THE EXPIRATION OF THE ACCREDITATION(S), THE SYSTEM WILL AUTOMATICALLY CLEAR OUT THE ACCREDITATION AND ANY ADDITIONAL REIMBURSEMENT YOU WERE RECEIVING AS A RESULT OF THE EXPIRING ACCREDITATION(S) WILL END EFFECTIVE THE SUNDAY FOLLOWING THE EXPIRATION DATE.

THE SYSTEM WILL RETAIN THE ACCREDITATION IN HISTORY FOR REIMBURSEMENT CALCULATION PURPOSES THROUGH THE WEEK THE ACCREDITATION EXPIRED.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE CCIDS HELP DESK AT 1-877-302-2347, OPTION 1.

CHILD CARE INFORMATION DATA SYSTEM HELP DESK (CCIDS)
EMAIL: CCIDS_BUSINESS_UNIT@JFS.OHIO.GOV
FAX #: 614-728-0761

Providers may access the CCIDS Provider Portal at: (<https://www.ccidsportal.ohio.gov>) using their CCP number and portal password. If providers have questions regarding these steps or need assistance they may contact us by email at: [CCIDS Business Unit@jfs.ohio.gov](mailto:CCIDS_Business_Unit@jfs.ohio.gov) or may call us at 1-877-302-2347 option 1.