



Department of
Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

Child Care Manual Procedure Letter No. 68

TO: All Child Care Manual Holders

FROM: Michael B. Colbert, Director

**SUBJECT: Manual Claims for Attendance and Adjustments to Payments
in Publicly Funded Child Care**

This letter transmits new forms and procedures for County Departments of Job and Family Services (CDJFS) to process manual claims for a child's attendance and adjustments to provider payments for publicly funded child care. These forms will be used beginning with dates of services on January 1, 2012 with the statewide implementation of the Ohio Electronic Child Care (ECC) system.

Manual claims are submitted and processed when the system cannot be used to record child care services. Adjustments are submitted when a payment has been issued and needs corrected.

The JFS 01261 "Publicly Funded Child Care Manual Claim for Attendance" is a new form that a child care provider and caretaker must complete and submit to the CDJFS when the system could not be used to record child care services. Specific reasons are outlined on the JFS 01261. The CDJFS must enter data from the JFS 01261 into the Administrative Terminal (AT) no later than 30 calendar days from the date the CDJFS receives a completed JFS 01261. Manual claims submitted for care provided during the current back swipe period will be rejected. The current back swipe period is this week plus the previous two weeks. The week begins on a Sunday and ends on a Saturday. Only manual claims received for dates of service before the back swipe period will be accepted. A separate JFS 01261-I Instruction is being issued with this form.

The JFS 01291 "Publicly Funded Child Care County Request for Payment Adjustment" is a new form that the CDJFS completes and submits to the Ohio Department of Job and Family Services (ODJFS). This form allows for an adjustment to a payment that had been invoiced through the Centralized Payment (CP) system by the CDJFS prior to the date when a county began using Ohio ECC. A separate JFS 01291-I Instruction is being issued with this form.

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The JFS 01292 "Publicly Funded Child Care Request for Ohio ECC Payment Adjustment" is a new form that the CDJFS completes and submits to ODJFS or the provider completes and submits to the CDJFS. This form requests an adjustment to a payment calculated and invoiced through Ohio ECC. The CDJFS must submit the adjustment to ODJFS no later than 30 calendar days from the date the CDJFS receives a completed JFS 01292 from the provider. A separate JFS 01292-I Instruction is being issued with this form.

Counties that reject provider's submission of the JFS 01292 "Publicly Funded Child Care Request for Ohio ECC Payment Adjustment" or the JFS 01261 "Publicly Funded Child Care Manual Claim for Attendance" shall inform the provider of the reason for the rejection within five business days of the rejection determination.

Caretakers shall use their electronic child care swipe card to record publicly funded child care attendance as a condition of eligibility per rule 5101:2-16-35.1 of the Ohio Administrative Code. Publicly funded child care benefits may be terminated if caretakers refuse to utilize the swipe card. Child care providers must utilize Ohio ECC as a condition of their provider agreement with ODJFS. Failure to comply with the agreement may be cause for termination of the provider agreement.

The electronic versions of the Child Care Manuals are located at: <http://emanuals.odjfs.state.oh.us/emanuals>. The manuals contain all child care rules, transmittal letters and procedure letters.

Please contact the Help Desk for the Office of Families and Children at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from and inserted into the Child Care Manual.

| LOCATION | REMOVE AND FILE AS OBSOLETE | INSERT/REPLACEMENT |
|----------|-----------------------------|----------------------|
| CCM | | JFS 01261 (1/2012) |
| | | JFS 01261-I (1/2012) |
| | | JFS 01291(1/2012) |
| | | JFS 01291-I (1/2012) |
| | | JFS 01292 (1/2012) |
| | | JFS 01292-I (1/2012) |

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| CCM Procedure Letters | | CCMPL No. 68 |
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