

County Invoice Process

Click on County Name

ADAMS	ALLEN	ASHLAND	ASHTABULA	ATHENS
AUGLAIZE	BELMONT	BROWN	BUTLER	CARROLL
CHAMPAIGN	CLARK	CLERMONT	CLINTON	COLUMBIANA
COSHOCTON	CRAWFORD	CUYAHOGA	DARKE	DEFIANCE
DELAWARE	ERIE	FAIRFIELD	FAYETTE	FRANKLIN
FULTON	GALLIA	GEAUGA	GREENE	GUERNSEY
HAMILTON	HANCOCK	HARDIN	HARRISON	HENRY
HIGHLAND	HOCKING	HOLMES	HURON	JACKSON
JEFFERSON	KNOX	LAKE	LAWRENCE	LICKING
LOGAN	LORAIN	LUCAS	MADISON	MAHONING
MARION	MEDINA	MEIGS	MERCER	MIAMI
MONROE	MONTGOMERY	MORGAN	MORROW	MUSKINGUM
NOBLE	OTTAWA	PAULDING	PERRY	PICKAWAY
PIKE	PORTAGE	PREBLE	PUTNAM	RICHLAND
ROSS	SANDUSKY	SCIOTO	SENECA	SHELBY
STARK	SUMMIT	TRUMBULL	TUSCARAWAS	UNION
VAN WERT	VINTON	WARREN	WASHINGTON	WAYNE
WILLIAMS	WOOD	WYANDOT		

Adams County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

By the 5th business day following the last day of each billing cycle.

Time frame for Entering Invoice data into CCIDS

Invoice data is entered daily as invoices are received. All data is entered by the end of the month.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the invoice is more than a month later than its due date, it will not be submitted for payment.
A phone call is made to the provider when a submitted invoice is not correct, requesting a corrected invoice.

Additional notes (optional)

Contact Carolyn Scott at (937) 544-2371 ext: 236 for questions or scottc@odjfs.state.oh.us
Or Jan Johnson at (937) 544-2371 ext: 227 johnsj04@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

ALLEN County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Billings must be in the agency by the 6th day following the service month. Any billings submitted after 60 days will not be authorized for payment per provider agreement.

Time frame for Entering Invoice data into CCIDS

Our intent is to enter the billings by the last Friday of the month, whenever possible.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Billings are either returned to provider or adjustments are made by agency staff based on the eligibility, authorization or the submitted information.

Additional notes (optional)

If you have any questions, you may call the child care department at (419)228-2621.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Ashland County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. Invoices must be received by ACDJFS no later than the 1st Thursday of each invoicing calendar month, for the prior (service) month.

Time frame for Entering Invoice data into CCIDS

ACDJFS will provide payment information through the appropriate means no later than four weeks after the date the invoice was received.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If ACDJFS determines the invoice is not correct, the provider will be notified and instructed to make the appropriate corrections. If the corrected invoice is received more than a month later than its due date, it will not be submitted for payment.

Additional notes (optional)

If you have any questions or issues with invoice, please contact Pat Walton at 419-282-5029 or e-mail waltop@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Ashtabula County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the 5th day of the preceding service month. Example: October 2010 (service weeks 14 – 18) (September 26, 2010 – October 30, 2010) invoice is due to ACJDFS by November 04, 2010. Invoices received after the due date will be processed as time allows.

Time frame for Entering Invoice data into CCIDS

Ohio Administrative Code Child Care Manual

J) Report all child care information required by ODJFS, including information required in "Child Care Information Data System" (CCIDS)/3299 or other data system required by ODJFS.

(1) The CDJFS shall submit the required information according to the following methods:

(e) The CDJFS shall enter all invoices no later than ninety days from the date the services were provided unless approved by ODJFS.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Invoices that contain repeated errors and impede the payment process of other invoices will be returned to the provider for correction. The provider is instructed to review all remittance copies of their corrected monthly invoice that accompany payments to understand corrections we have made and transfer all spelling and rate corrections onto future invoices that providers submit. Subsequent invoices that contain repeated errors will be returned to providers.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Athens County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices are to be submitted monthly, within 30 days following the month of service or within 30 days from the last date of the previous billing cycle.

Time frame for Entering Invoice data into CCIDS

Payment information will be provided through the appropriate means no later than 7-10 days following the processing of an invoice that is correct and submitted timely by the provider to the county.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines that the invoice is not correct, the invoice will be returned to the provider for correction. The corrected invoice needs to be resubmitted to the county within the original 30 day billing/processing period as described above.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Auglaize County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices are requested to be provided by the fifth working day following the end of the service month. However, Auglaize Co. does follow current guidelines for billing set forth by the State of Ohio (submitted w/in 60 days following last day of service)

Time frame for Entering Invoice data into CCIDS

Auglaize County makes every attempt possible to enter invoice information by the end of the month that the county receives the invoice. However, Auglaize Co. does follow guidelines set forth by the State of Ohio (payment with/in 90 days of last day of service). All invoices that can be paid are paid by the end of the month. "Problem" invoices may take longer if corrections are needed or information needs corrected in client cases.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines that an invoice is not correct, the provider is notified via phone. If it can not be corrected via phone, the invoice is sent back to the provider for correction. If the invoice is received w/in the allowed time as set forth by the State of Ohio, the invoice will be put through for payment

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Belmont County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the **3rd** day of the follow service month.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the end of the month the county received the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

If the invoice is more than a month later that its due date, it will **still** be submitted for payment.

Additional notes (optional)

If you have any questions or issues with invoice, please contact **Debbie Cooper @ Cooped@odjfs.state.oh.us**

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Brown County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices are expected to be submitted once a month at the end of a billing cycle. Brown County will only pay invoices that have been submitted within 60 days of the date of service.

Time frame for Entering Invoice data into CCIDS

I do my very best to get invoices entered by the end of the week in which they were received.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

I typically do not have this occur. In the instances I should find an error I call the provider and allow them to resubmit the corrected invoice via fax and the turn around is fairly quick.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Butler County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

All invoices must be received by Butler County Daycare Billing Unit no later than 5 pm on the Monday after the close of the service month .

SIDE NOTE : Due to scheduling of our workload we do highly recommend / prefer providers to submit invoices each Monday before 5 pm. for the previous week of service . This also helps prevent providers from missing the monthly deadline .

Time frame for Entering Invoice data into CCIDS

Butler County will provide electronic payment information to the state through the appropriate means no later than the Friday after the close of the service month .

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned the invoice to the provider for correction with a proper explanation of the rejection.

If the invoice is more than 90 days from its due date, it will not be submitted for payment.

Additional notes (optional)

If you have any questions or issues with daycare billing or invoicing Butler County publicly assisted clients, please contact Mr. Stewart C. Leonard , Butler County Job And Family Services Daycare Billing Supervisor at 513-887-4197 or email leonas@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Carroll County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

The provider will submit a Child's Record of Attendance, Absent Days form, Child Care Summary, a Daily Sign in/out sheet and a work/school schedule with in 10 days following the last day of each billing month.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than 30 days after receiving the correct billing information.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Any billing forms that contain errors are subject to be returned to the provider. An invoice submitted without a work/school schedule or a daily sign in/out form will be returned to the provider and not paid until the schedule is received. Corrected invoices must be received no later than the 25th of the month following service. Invoices received after the 25th of the month may not be paid (at the discretion of CCDJFS) unless good cause can be provided and submitted in writing.

Additional notes (optional)

If you have any questions or issues with invoice, please contact Bambi Merrick at 330-627-2571 ext. 243 or email merrib@odjfs.state.oh.us.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Champaign County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices are submitted on a monthly basis; providers have the option of submitting in half-month increments. If twice-monthly billing is used, invoices are submitted after the first two weeks of the reimbursement month, then again after the last week of the reimbursement month. We do not have an “in stone” time for providers to submit invoices, but adhere to the 60 days after first date of service rule. Notice of this policy will be going to all providers by 12/1/10 as part of a provider update letter from the agency.

Time frame for Entering Invoice data into CCIDS

Invoices are processed as received. The county has been able to enter all invoices by the end of the month following service (i.e. all September service is entered by the end of October).

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

The county will correct invoices if enough information is available, then process as usual. If additional clarification is needed, provider is contacted. After invoices are submitted, a copy of the authorization page from CCIDS and copies of any invoices with changes are mailed to the provider.

Additional notes (optional)

If you have any questions, please contact Karen Lucero at lucerk@odjfs.state.oh.us.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Clark County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices are expected to be submitted by the Provider as soon after the month of service as possible. Suggested “due date” is 3 weeks after the month’s end.

Time frame for Entering Invoice data into CCIDS

Clark County will provide payment information as invoices are received and approved, but no later than five weeks after the end of the month of service. Clark County encourages early submission of invoices so that payment information can be input promptly. Information input on late submissions may run into the first week of the next billing month.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines that the invoice is not correct, the Budget Officer at the CCJFS will place a phone call to the child care provider to seek clarification and correct any errors.

Additional notes (optional)

If you have any questions or issues with invoice, please contact Hope Smiddy, Budget Officer at Clark County Job and Family Services at 937-327-1844 or hsmiddy@clarkdjfs.org.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Clermont County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS on a first come first serve basis.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means approximately 30 days from the date the county received the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

Additional notes (optional)

If you have any questions or issues with invoice, please contact Gina Frazee at (513)732-7185 or frazeg@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Clinton County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Clinton County requests invoices be received by the 1st Wednesday of the month following the service month. Letters were sent to all Providers notifying them of the rule.

Time frame for Entering Invoice data into CCIDS

If invoices are received by the 1st Wednesday of the month, payment will be processed within 30 days, otherwise, will be processed no later than 60 days from the date of service.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If invoices are not complete or correct, they are returned for completion/correction. They are to be completed no later than 60 days from the date of service in order to process payment, otherwise, will not be submitted for payment. Letters were sent to all Providers notifying them of the rule.

Additional notes (optional)

Letters were sent to all Providers explaining rule changes as well as contact information for assistance. Clinton County has two daycare worker's responsible for E&A, CP, as well as certifications/re-certifications. Each worker has an alpha caseload assignment, and Providers were notified in the letter which worker to contact.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Coshocton County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be turned in the Monday following the end of the state reporting calendar for child care. Invoices are processed in the order they are received.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the end of the month the county received the invoice. All efforts are made to enter all data into CCIDS during the first week after a billing cycle has ended.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction or the provider will be notified of corrections needed.

If the invoice is more than a month later than its due date, it will not be submitted for payment.

Additional notes (optional)

All invoices for Type B providers (Professional and Limited) have the following information on them: Case name, Code, # of hours approved, Co pay amount, Begin and end date of authorization, Child's name and date of birth, which days child care is approved for. There is also a pay table on each invoice. If there are any questions call Janet Ewings 7470-295-7551 or ewingj01@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Crawford County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Crawford County JFS has a Sub-Grant Agreement with Child Care Choices, which reads:
The provider shall submit an invoice to the Crawford County Department of Job & Family Services covering purchased services rendered for eligible individuals within thirty (30) days after the end of the month that services were rendered.

Time frame for Entering Invoice data into CCIDS

Child Care Choices receives invoices through Thursday of the week following the end of the billing cycle; which are then calculated and entered in the #3299 by the end of the day on Friday of that week. Any remaining invoices received will be calculated and entered the following Friday. Invoices received after that point in time are calculated and entered with the next month cycle.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Crawford County JFS has a Sub-Grant Agreement with Child Care Choices, which reads:
The Crawford County Department of Job & Family Services will review such invoices for completeness and any information necessary before making payment within thirty (30) days after receipt of an accurate invoice and all necessary supporting documentation and reports. In no case, will CCDJFS accept nor reimburse an invoice for services received after sixty (60) days following the service month.

Additional notes (optional)

If you have any questions, please contact: Tina Snyder, JOBS Administrator at snydet@odjfs.state.oh.us or Melinda Crall-Cauley, Fiscal Administrator at crallm@odjfs.state.oh.us. Questions for Child Care Choices, contact: Dawn Fraizer, dfraizer@childcarechoices.org, or Melissa Sesco, msesco@childcarechoices.org, or call Dawn or Melissa at 419-468-7581.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Cuyahoga County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Child Care providers submit invoices monthly.

Time frame for Entering Invoice data into CCIDS

Not using CCIDS. Invoices entered to 3299 daily on a first come first serve basis.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Inaccurate invoices submissions received from a provider are returned to the provider.

Additional notes (optional)

If you have questions about invoicing, please contact Walter Parfejewiec at (216) 987-6666 or parfew@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Darke County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission to be provided to CDJFS on a monthly basis, no later than the 15th day of the following month.

Time frame for Entering Invoice data into CCIDS

CDJFS will provide payment information into CP system no later than the end of the month the CDJFS received the invoice, providing invoice is submitted by provider by end of the first week in new billing month.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Incorrect or incomplete billing vouchers will be returned to provider for corrective action, and will not be entered into CP system until full corrections have been completed by provider.

Additional notes (optional)

Providers may contact Kevin Brumbaugh at (937) 548-4132, ext. 233 for questions regarding provider billings.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Defiance County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by NOCAC no later than the 5th day of the following service month to be processed for payment. If the invoice is late, it will be processed late, but before month end.

Time frame for Entering Invoice data into CCIDS

NOCAC will provide payment information through the State system, if received from the provider by the 5th day following the service month, by the end of the following week. If the invoice is received late, then the invoice will be processed no later than the end of the month.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If NOCAC will contact the provider to assist in correcting the invoice. Upon total correction of the invoice, the invoice will then be entered into the State system within 5 working days.

If the invoice is more than a month later than its due date, it will not be submitted for payment until the following month.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Delaware County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the Delaware CDJFS no later than the 15th day of the follow service month.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the end of the month the county received the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will contact the entity that submitted the invoice and then it may return the invoice for correction.

If the invoice is more than a month later than its due date, it may not be submitted for payment.

Additional notes

If you have any questions or issues with invoice, please contact Marty Starkey at (740) 833-2375. starkm@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Erie County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Erie County processes daycare bills on a monthly cycle. The daycare bills are due into the agency on the Tuesday following the end of the current daycare billing cycle.

Time frame for Entering Invoice data into CCIDS

Erie County strives to process, enter, and approve all daycare bills that have been received by the agency, by the end of the current daycare billing cycle for which the bills were received.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Erie County handles inaccuracies with submitted daycare bills in two ways. First, if the inaccuracy is something simple such as we need clarification on a time or date we will try to contact the parent and/or the provider to clear up the issue. If we are unable to contact the parent and/or provider the bill will be mailed back to the provider with a letter explaining the reason for the returned bill. Second, if there is pertinent information missing from the invoice such as child's name, parents name, social security numbers, provider numbers, or signatures. Then the daycare bills are mailed back to the provider along with a letter explaining the issue with the bills and letting them know that once the information is provided the bills may be resubmitted for payment processing.

Additional notes (optional)

Erie County has sent out letters and e-mails to all providers and/or parents at different times to notify them of changes in procedures and/or processes that we are going through. At the bottom of all the notifications that we send out we list the different daycare departments along with the contact information for each of those departments.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Fairfield County Department of Job and Family Services

October 20, 2010

Time frame Child Care Provider Invoice Submission to CDJFS

According to terms and conditions of the Standard Provider Agreement for Publicly Funded Child Care Services, providers are to submit an accurate invoice to the County Department of Job and Family Services no later than sixty days from the date of the service provided.

Fairfield County procedures call for providers to submit accurate, complete invoices on a **monthly** basis **no later than thirty days following the close of the month, with the close of the month defined according to the State Child Care Copayment Calendar for service.** The current calendar can be found at:

[http://codes.ohio.gov/pdf/oh/admin/2010/5101\\$2-16-39_PH_FF_A_APP3_20100217_1257.pdf](http://codes.ohio.gov/pdf/oh/admin/2010/5101$2-16-39_PH_FF_A_APP3_20100217_1257.pdf), the Appendix to Ohio Administrative Code 5101:2-16-39, Child Care Copayment Calendar SFY 2011.

Time frame for Entering Invoice data into CCIDS

According to terms and conditions of the Standard Provider Agreement for Publicly Funded Child Care Services, the County Department of Job and Family Services will review the invoice for completeness and accuracy within ninety days from the date that the services were provided.

Fairfield County will review invoices and input accurate and complete payment information through the appropriate means (such as data entry into a state approved system) no later than **fifteen days** following the receipt of an accurate and complete invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If an invoice requires corrective action, a letter indicating the action required will be sent to the provider as soon as the action is identified. An example of this scenario is when an invoice is missing information, such as signatures, times, or rates.

If the invoice includes a mathematical error, the invoice will be corrected and processed within fifteen days of receipt.

Additional notes (optional)

To track payment status, a good source of information the ODJFS providers' portal found at <https://www.ccidsportal.ohio.gov/login.jsf>

If information is needed about a Fairfield County case or program requirements, Tracy Bope, Child Care Supervisor, is available at (740) 652-7624 or bopet@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Fayette County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices are due each month by the second working day following the end of each reimbursement month. Late invoices are processed prior to the last day of the month due. (Example: The invoice is due 9/28/2010, but the provider does not submit the invoice until 11/14/2010. The invoice is processed for payment no later than 10/29/2010.)

Time frame for Entering Invoice data into CCIDS

Information is entered into the CCIDS with the first two weeks following the end of each reimbursement month. Once payments are entered, an e-mail is sent to each provider informing them of the payment amount. This allows the provider the opportunity to dispute the amount if incorrect. The county allows the provider a couple of days to review the amount of payment and inform the county if they disagree with the amount. Once those amounts are in agreement, the county will enter the payment issuance date in CCIDS.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

The county compares the invoice to the authorized hours and monthly co-payment. The county calculates the invoices based on the authorized hours. Invoices are not returned unless a caretaker or provider signature is missing. The county notifies the providers of adjustments made to the invoice through e-mail.

Additional notes (optional)

Questions regarding the invoice process can be directed to Veda Schafer at (740)335-0350 Ext. 228 or schafv@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Franklin County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices are due to the Franklin County Department of Job and Family Services with 30 days of the date of service. Approximately 85% of the invoices are received and processed by the first Friday of each month with subsequent payments processed each week.

Time frame for Entering Invoice data into CCIDS

Franklin County uploads data through our AS 400 system

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Providers are contacted and corrections are made. Corrected invoices are processed the next established payment run.

Additional notes (optional)

All inquiries are sent to rbeacom@fcdjfs.franklincountyohio.gov

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Fulton County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by NOCAC no later than the 5th day of the following service month to be processed for payment. If the invoice is late, it will be processed late, but before month end.

Time frame for Entering Invoice data into CCIDS

NOCAC will provide payment information through the State system, if received from the provider by the 5th day following the service month, by the end of the following week. If the invoice is received late, then the invoice will be processed no later than the end of the month.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

NOCAC will contact the provider to assist in correcting the invoice. Upon total correction of the invoice, the invoice will then be entered into the State system within 5 working days.

If the invoice is more than a month later than its due date, it will not be submitted for payment until the following month.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Gallia County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. According to the state child care calendar invoices are due by the Wednesday after the last day of the billing period.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the end of the month it was submitted. Typically this info is entered within the first 2 weeks of the month. Invoices are entered as they are received by the agency. Our agency hours are M-R 7:00am-5:00pm.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct the worker will call the provider and discuss the problem. Once the problem is resolved it will be documented as a correction and processed accordingly.

Additional notes (optional)

If you have any questions or issues with invoices, please contact Marilyn Goucher at 740-446-3222 ext 232 or email to ELLIOM03@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Geauga County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

As stated in JFS 01144 accurate invoice – submit no later than 60 days from the date of service. With new CCIDS system had conversion problems.

Time frame for Entering Invoice data into CCIDS

Within 90 days of accurate billing roster from date that services were rendered.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Corrected by fiscal department in CDJFS and entered into CCIDS accordingly, as per JFS 01144.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Greene County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis and is due 60 days from the date of service. All of the Type B providers and our Type A providers are expected to have their invoices in by the 3rd working day after the billing period ends for payment processing that same week - we will pay them if they come in later but not as quickly. The center providers can send their invoices in whenever they are finished during the month – we do not have a cut off date.

Time frame for Entering Invoice data into CCIDS

Invoices are entered into the CCIDS for payment every week. As invoices come in and are processed – they are entered for payment. Our expectation is an invoice would be entered into CCIDS no later than 30 days after the agency receives it for payment processing.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If we determine the invoice is not correct – we will call the provider and have them fax a correction. Occasionally an invoice will be mailed back for corrections.

Additional notes (optional)

The providers can contact Linda Price 937-562-6305 or pricel@odjfs.state.oh.us for any invoicing questions or if a payment does not appear correct.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Guernsey County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the 5th day following the service month.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the end of the month following the service month in which the county receives the invoice. Invoices are worked in the order received.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct after checking with the eligibility worker the payment clerk calls the provider to correct any errors. This is corrected: initialed, dated, name of provider. Then a corrected copy is sent to the provider.

If the invoice is more than a month later than its due date, it will be calculated and paid the following month.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Hamilton County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to HCJFS

Invoice (voucher) submission is expected to be provided on a bi-weekly basis. It shall be received by the HCDJFS no later than the Tuesday following the bi-weekly service period. Invoices received late are processed in the next bi-weekly payroll process. See attached voucher payment schedule given to providers.

Time frame for Entering Invoice data into CCIDS

HCDJFS enters bi-weekly invoices received timely within 5 business days. HCDJFS processes invoices bi-weekly and monthly transmits payment information to ODJFS. Bi-weekly reports are made available to providers after the monthly upload to ODJFS. See attached HCJFS upload schedule.

Process for HCJFS Inaccurate Invoice Submissions Received from Provider

If HCJFS determines the invoice is not correct it will be returned to the provider for correction. The return of the corrected invoice is the responsibility of the provider. Any returned invoice is processed. However, payment will only be authorized if there is less than 60 days between the date of service delivery and the submission date.

Additional notes (optional)

If you have any questions or issues with a provider payment, please review local voucher bill payment reports posted to www.HCJFS.org. Specific concerns or billing question should then be directed to 513-946-1800.

For questions regarding Hamilton County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Hardin County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected on a monthly basis. We ask that they have them sent by the 3rd of every month. (Most have them in prior to that date).

Time frame for Entering Invoice data into CCIDS

The county will enter payment information beginning as soon as invoices are received. They are completed no later than the third week of the month.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

The County will contact the provider and enter corrected data.

Additional notes (optional)

Any additional information needed or questions, please contact Cari Taylor at 419-675-1130 or tayloc13@odjfs.state.oh.us.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Harrison County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Our guidelines require receipt of the invoice and the parent monthly verification by the 6th of the month .

Time frame for Entering Invoice data into CCIDS

We have 30 days after receiving the invoice and the parent monthly verification to process the payment.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice or verifications are incorrect, worker will make corrections if information is available or all will be returned to the provider for corrections to be made. If the invoice is more than a month late, worker enters the information and lets the state decide if provider will be paid.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Henry County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the Henry County DJFS no later than the 5th day of the month following the service month.

Time frame for Entering Invoice data into CCIDS

Henry County DJFS will provide payment information through the appropriate means no later than the end of the month the county received the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If Henry County DJFS determines the invoice is not correct it will be returned to the child care center or home provider for correction. If the invoice is more than 90 days past the first day of child care services, it will not be submitted for payment without ODJFS approval.

According to Rule 5101:2-16-07, (J) (e) The CDJFS shall enter all invoices no later than ninety days from the date the services were provided unless approved by ODJFS.,

Additional notes (optional)

If you have any questions or issues with invoice, please contact Deb Middleton or Renee Petzoldt at 419-592-4210. middld01@odjfs.state.oh.us or petzor01@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Highland County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices shall be provided on a monthly basis. Invoices shall be received by the Highland Co. DJFS no later than the first Monday following the end of the service month.

Time frame for Entering Invoice data into CCIDS

Invoices are entered into CCIDS the first week following the end of the service month. All invoices shall be entered no later than the first Friday following the end of the service month unless provider's have been notified otherwise.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines an invoice is not correct the invoice will be returned to the provider for correction.

If the invoice is more than a month later than its due date, it will not be submitted for payment.

Additional notes (optional)

If you have any questions or concerns with an invoice, please contact Aliceson Carver at 937-393-4278 ext. 237 or carvea@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Hocking County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices are expected to be provided on a monthly basis by the 5th of the month.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the 15th of the month.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

If the invoice is more than a month later than its due date, it will be submitted for payment the following month.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Holmes County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received initially by KNO HO CO (contracted agency to perform Type B licensing activities for the CDJFS) by the following Tuesday following the last week (Saturday) for that billing cycle or service month. Invoices are initially reviewed for accuracy by Kno Ho Co and submitted by that following Friday to the HCDJFS for processing. Then the CDJFS worked reviews and processes invoices for payment. Licensed Child Care Centers submit their invoices to the DJFS directly within 10 days following the service month.

Monthly invoices for both Type B and Licensed Child Care Centers are always processed by the DJFS by the second Friday following each service month.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the end of the month the county received the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

When the proper correction has been made to the invoice it will be processed right away by the HCDJFS.

Additional notes (optional)

If you have any questions or issues with invoice, please contact Debbie Jewell at 330-674-1111 or JEWD@ODJFS.state.oh.us or the program supervisor Renee Mirich at 330-674-1111 or MIRICR@ODJFS.state.oh.us .

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Huron County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the 5th day of the follow service month.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the last Friday of the end of the month the county received the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

Additional notes (optional)

Signatures, Social Security Number, Days and Hours need to be totaled by Provider.

If you have any questions or issues with invoice, please contact Jeanne Fisher. Fishej04@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Jackson County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Providers are to submit invoices within 30 days with most submissions received during the first two weeks of the billing cycle.

Time frame for Entering Invoice data into CCIDS

Invoices are generally entered into CCIDS in the order they are received and within the week of submission if possible for payment authorization by the close of business on Fridays. Exceptions are holidays and/or vacation by cc staff.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If invoices contain incorrect data, the CDJFS will contact the provider about the billing issue. Depending on the no. of issues, the CDJFS has elected to authorize payment for the remaining clients – holding up payment for one child/family/etc. – depending on the problem. If caught after payment is authorized, the CDJFS will contact the provider explaining the error and send them the Overpayment form for authorization to deduct from the next billing cycle. The new CCIDS screens allows for overpayment or underpayment issuances and documentation as to what occurred which the county utilizes.

Additional notes (optional)

Questions or issues with invoices may be directed to Jackson County DJFS Director Lucinda Davis, 740-286-4181, ext. 311, davisc@odjfs.state.oh.us; CC Supervisor, Julia Coyan, ext. 351, coyanj@odjfs.state.oh.us; or Melody Waugh, ext. 312, waughm@odjfs.state.oh.us.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Jefferson County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. Invoices must be received by the CDJFS no later than three working days following the end of the billing cycle. Any invoices received after close of business on the third working day following the end of billing cycle will be considered late. These invoices will be processed later in the month if time permits.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information into the CCIDS system no later than 30 days after the county receives a complete and accurate invoice. Any late invoices will be entered into the CCIDS system no later than ninety days from the date the services were provided unless approved by ODJFS.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is inaccurate, attempts will be made to contact the provider to make corrections to the invoice as soon as possible.

If contact cannot be made with the provider, the invoice will be mailed back to the provider for corrections.

Additional notes (optional)

If you have any questions or issues with invoices, please contact Caroline Harris at harric01@odjfs.state.oh.us or Joan Wiedaman at weidaj@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Knox County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices should be submitted to KCDJFS on a monthly basis. Invoices should be turned in no later than 30 days from the date of service. If an invoice is more than 60 days past due, it will not be submitted for payment.

Time frame for Entering Invoice data into CCIDS

KCDJFS has up to 30 days from the date the invoice is received to process for payment.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If KCDJFS determines an invoice is incorrect, the invoice will be returned to the provider for corrections.

Additional notes (optional)

If you have questions or issues pertaining to eligibility, please contact Linda Purdy at (740)397-7177 ext. 1105. If you have questions regarding invoices, please contact Theresa Cline at (740)397-7177 ext 1286.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Lake County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices must be delivered to the LCDJFS within the week following the month in which the child care services were rendered in accordance to the CCIDS reporting calendar.

Time frame for Entering Invoice data into CCIDS

Invoices will be entered into CCIDS within 15 business days after they have been received if it was within the week following the month in which the child care services were rendered in accordance to the CCIDS reporting calendar.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Invoices will be corrected through communications between the CDJFS worker and the provider. If the errors are unable to be corrected then the invoice will be returned and processed the next billing cycle if it is returned in a timely manner.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Lawrence County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Lawrence County asks the providers to submit invoices by the 5th day of the following month.

Time frame for Entering Invoice data into CCIDS

Lawrence County has one invoice worker. Since the system went to the current computer system, the worker has until the last day of the month to enter information.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

The invoice worker phones the provider when an error is discovered and asks for correction information. Currently, the county is following the recommended state practice of not accepting any invoices past 60 days of the appropriate billing period.

If the invoice is more than a month later than its due date, it will not be submitted for payment.

Additional notes (optional)

All Lawrence Co. invoice questions should be addressed to Tim Steele at 740-532-3324, ext 259.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Licking County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Per the State contract with Providers, submit an accurate, monthly invoice to Licking CDJFS within ten (10) calendar days following the last day of each Child Care Provider Reimbursement Calendar period. (State Calendar) See Calendar Provided.

Time frame for Entering Invoice data into CCIDS

Per the State contract with Providers, invoices will be processed within ninety (90) days from the date of service. Invoices that contain errors, incorrect rates or non-covered services are subject to adjustments prior to the completion of processing the invoices. Invoices that are received within ten (10) calendar days, as described above, are processed in order, as received, and are typically ready for payment within 30 days. Processed invoices will be uploaded each Friday in an effort to reduce wait time between payments for Providers.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Invoices that are incorrect or incomplete it will be returned for correction or completion. These invoices should be re-submitted with the next months invoices and typically will be processed for payment with those.

Additional notes (optional)

Provide Licking CDJFS with information detailing the customary charges to other individuals for child care service by completing the JFS 01150 "Rate Information for Providers of Publicly Funded Child Care". Any changes in customary rates, requires the Provider to submit a new JFS 01150 to Licking CDJFS within five (5) calendar days of the change.

For questions regarding County Department of Job and Family Services Invoicing process, please contact Sally Smith, Daycare Supervisor.

Logan County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices are to be submitted on a monthly basis, preferably the 1st week of the following billing month. For county CCIDS submission, each billing must be received by no later than the 60th day of the first day of service month.

Time frame for Entering Invoice data into CCIDS

The county will try to complete the billing cycle by the end of the week received with the CCIDS approval. The county will provide payment information through local rosters with the next month's billing forms no later than the end of the month the county receives the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.
If the invoice is more than a month later than its due date, it will not be submitted for payment.

Additional notes (optional)

If you have any questions or issues with invoice, please contact Mary Lyon at 937-599-5165 ext 5250, lyonm@odjfs.state.oh.us. or Chrissy McElroy at 937-599-5165 ext 5247, mcelrc@odjfs.state.oh.us.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Lorain County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

In-home provider invoices are to be submitted for payment no later than three working days following the last day of the billing period. Type A home and day care center invoices are to be submitted for payment no later than twenty-five days following the last day of the billing period.

Time frame for Entering Invoice data into CCIDS

All efforts are made to process and pay invoices within thirty days of receiving them. The county then provides payment information via paid invoice copies and cover letter identifying the payment and the approximate date the payment will be received (5-7 working days). This notification is mailed immediately after the payment is processed through the CCIDS system.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines an invoice is not correct it will be returned for correction. When the corrected invoice is received it is included to be paid with the provider's next billing period submission of invoices.

Additional notes (optional)

If you have any questions or concerns with day care invoicing in Lorain county, please contact Debra Matotek at (440)284-4487 or e-mail to : MATOTD@odjfs.state.oh.us.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Lucas County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

For monthly payment to occur on schedule, Type B providers and In Home Aides should submit invoices within **three (3)** business days of the last date of service in the billing cycle. Type A's and Centers should submit invoices within **thirty (30)** days of the last date of service in the billing cycle.

Time frame for Entering Invoice data into CCIDS

Lucas County makes every effort to enter payment rosters into the CCIDS payment system within **thirty (30)** days of the date of receipt of a completed, accurate and timely invoice for Type A's and Centers, and within **twenty-one (21)** days for Type B's.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Inaccurate invoices (such as those with calculation errors) are audited by the Payment Clerk, and appropriate reimbursement made. Incomplete invoices may result in non payment, a request for proper documentation, or may be returned to the provider. Any of these circumstances may result in a new invoice receipt date with corresponding extended payment time frame. Invoices received after sixty (60) days from the last date of service in a billing cycle are considered late and could result in non payment. When payment adjustments are made, the provider should check the payment detail in the Provider Portal and the Provider rates in the Provider Portal to the copy of the invoice retained at their site and submit any adjustments requests to that payment with the following month's invoice.

Additional notes (optional)

Calls for authorization of services (which is required prior to payments occurring) should be directed to the caretaker's Eligibility Specialist.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Madison County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a bi-monthly basis, for the weeks preceding the invoice submission deadline. A billing schedule is given to all providers detailing invoice submission deadlines and roster issuance dates. *For example: December 2010 service month: invoice submission deadline dates are 12/17/10 & 12/31/10. An invoice approval date will be uploaded to CCIDS the week of 1/10/11, with a roster issuance date uploaded to CCIDS by 1/14/11.*

Time frame for Entering Invoice data into CCIDS

Invoice data is (currently) entered into a local data base on a daily basis. Approved invoices are uploaded to CCIDS once per month (for the previous service month(s)) based on the billing schedule mentioned above. A payment issuance date for all approved invoices is uploaded to CCIDS once per month (on average by the 3rd Friday of each month).

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct, the child care provider will be contacted to correct, or it will be returned for correction.

If the invoice is more than sixty days from the date of services, it will not be submitted for payment.

Additional notes (optional)

Invoice processing will change when Madison county converts to the EA & CP systems.

If you have any questions or issues with invoice, please contact Lori Dodge-Dorsey at dodgel@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Mahoning County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. They shall be received by MCDJFS no later than the 3rd day following the preceding service month. Invoices are date-stamped when they are received into the agency by the Front Desk, Child Care window and/or Mail Room. They are then tracked by the Business Office on an Excel spreadsheet to ensure invoices are processed in the order they are received.

Time frame for Entering Invoice data into CCIDS

MCDJFS has a process to calculate, review and enter payments into CCIDS for EFT processing approximately 30 days after the deadline date and all providers have been made aware of this via an email by Lori Murphy dated 6-3-10. The email also included a payment processing schedule with proposed MCDJFS EFT deadlines.

Prior to CCIDS, all providers were paid on the same date by the Mahoning County Auditors Office, which according to their old contract, was within 30 days. We have modeled our CCIDS payment processing schedule accordingly to also process within approximately 30 days of the requested deadline date.

Our process includes many steps (with less staff due to budget constraints): invoice calculations (includes a review of each authorization), review of invoice calculations, data input into the WinPAC system, data input into the 3299 system and roster approval (closing rosters in 3299 system). All steps are tracked on the above-mentioned Excel spreadsheet.

In October, we began closing rosters each Friday. This allowed providers that did submit their invoices timely to receive their payments earlier without having to wait until all invoices were completed for simultaneous processing. This also took some pressure off our 30 day proposed deadline as not all staff were here at the end of the month to ensure all rosters were closed. We will try to continue this process in future month.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

MCDJFS returns invoices if there is no authorization for the services provided. Minor corrections such as dates, rates and 'hours not according to auth' are made by MCDJFS rather than sending invoices back to the provider. This helps MCDJFS meet the proposed EFT deadlines and also reduces postage costs. Providers are sometimes phoned before changes are made to ensure presumptive changes are correct before being made.

In the past, invoices were copied and returned to providers. To save time, paper and postage MCDJFS began scanning invoices to providers in Sept 2009 so they would not only have a copy for their records but could also see the changes that were made by MCDJFS to their invoices.

Additional notes (optional)

Emails from Lori Murphy to providers have requested that all issues be sent to Lori Murphy via email at murphl01@odjfs.state.oh.us.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Marion County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is provided on a monthly basis. It shall be received by the CDJFS no later than the close of the second business day of the following service month.

Time frame for Entering Invoice data into CCIDS

Marion County strives to have our invoices entered and completed by the close of the second fiscal week following the month of service.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction, or contact made with the provider to discuss/correct the billing. If the correction is made within the time frame outlined above, the correction will be entered and completed without any delay in processing. In the event the above time frame is not met, the corrected invoice will be submitted with the next months invoice payments.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Meigs County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices are expected to be provided on a monthly basis. A calendar is given to the providers for the calendar year that details weekly dates, end of the month billing date, deadline for submitting monthly invoices, and payment expectations.

Time frame for Entering Invoice data into CCIDS

Meigs County will submit payment to ODJFS' CCIDS system the same week the invoices are submitted, provided the provider meets the deadline date for submitting them. The deadline for providers to submit billing sheets during a given week, is by 12:00 pm on Tuesday. This will guarantee payment submission to CCIDS that same week. If the provider does not meet deadline to turn in the invoices, MCDJFS does not guarantee payment submission the same week. It may be processed the following week.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

Additional notes (optional)

If you have any questions or issues with invoice, please contact

Theresa Lavender 740-992-2117, extension 127 lavent@odjfs.state.oh.us

Sherri Priddy 740-992-2117, extension 148. fredes@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Mercer County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the 15th day of the follow service month. Our policy allowed for after the 15 days but payment is at the discretion of the county.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the end of the month the county received the invoice. Before E&A and CP we would have most payments issued before the end of the second week after the end of the service month. We would supply a weekly breakdown of each child for each provider by mail as to the payment and the number of hours and absent days.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If an invoice is not signed by the parent we will send back to the parent. If they are consistently failing to do this a fifteen day notice will go with the invoice. If the parent did the daily sign in we do process the invoice for payment. If the parent has moved out of county and no address we process the invoice with a note for auditing that “parent not available for signature”. We do accept invoices up to 60 days after the end of the service month.

Additional notes (optional)

With our county just beginning the E&A and CP we don't know if we will need to make changes to any of these policies. You can contact Brenda Wellman wellmb@odjfs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Miami County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Child Care Provider submits invoice to agency by mail or drop off. Invoice should be received no later than 30 days from the service date.

Time frame for Entering Invoice data into CCIDS

Invoice is processed and entered no later than 2 weeks from the date invoice is received by the agency.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Copy of any corrections are sent to daycare provider and then processed for payment.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Monroe County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by MCDJFS no later than the Thursday following the service month.

Time frame for Entering Invoice data into CCIDS

The county will data entry and authorize payments no later than the second week after the invoice due date to agency.

Example: September co-pay calendar ended on 9/25/2010, due date was 09/30/2010, paid by 10/14/2010.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

If invoice is received later than the monthly due date, it is held until the following month for payment.

If the invoice is more than a month later than its due date, it will not be submitted for payment.

Additional notes (optional)

If providers have any questions or issues with invoicing, please contact Karen Potts or Tammy Lucas @ 740-472-1602 or

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Montgomery County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Bills are expected to be received on a monthly basis, preferably at the beginning of the month following the service month (Ex. Turn in Nov services at the beginning of Dec.).

Home providers will receive priority processing if they submit bills within the first 5 business days of the billing month. If the home provider submits their bill after the first 5 business days their bill will be processed in the order received with center bills.

Time frame for Entering Invoice data into CCIDS

During the first 5 days of the billing month home provider bills receive priority processing. All other bills are generally processed within 30 days or less of receipt at the agency.

Exceptions may occur when a provider is behind in submitting their bills while we are on CP. We may wait to receive the most recent month to approve payment since only 1 payment can be approved while on CP.

If it has been more than **30 days** after they submitted a bill and no info is in the portal they should contact our department at **937-496-6670**.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines an **entire bill** is incomplete it will be returned via mail and the provider is to resubmit within the same month.

If the county returns an **attendance sheet** the provider is to return the attendance sheet with a completed supplemental roster with their next bill in the following month. If the “rebill” is not submitted with the next months bill the “rebilled” items will be returned unprocessed to stay within rule guidelines. This is while on CP since we can only process one bill per month.

The only exception to this would be for children where there is a retro authorization or a state hearing finding.

Additional notes (optional)

If a provider has specific questions concerning our procedures on what needs to be completed refer them to their orientation folder they received from our county. This folder has definitions, procedures, examples, timeframes and contact information. The providers either received this during the CCIDS implementation meeting, or their provider orientation with Montgomery County. This folder is provided to all types of providers, Limited, Professional Type B's and Centers.

Any questions concerning questions or issues with their invoice they could call the MCDJFS Child Care Fiscal Department unit phone number at **937-496-6670** or via email at ***MONTG_FISCAL_DAYCARE@odjfs.state.oh.us***.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Morgan County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the first Tuesday following the end of the billing cycle.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means by the first Friday following the end of the billing cycle.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct the county will contact the provider and attempt to resolve error.

Additional notes (optional)

Morgan is a small county and are typically able to resolve any issues directly with the provider.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Muskingum County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the 10th day of the following service month.

Time frame for Entering Invoice data into CCIDS

The CDJFS will review the invoice for completeness and accuracy prior to processing the invoice for payment by the Ohio Department of Job and Family Services (ODJFS) within ninety (90) days from the date of service.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

An invoice that contains errors, incorrect rates or non-covered services is subject to adjustments prior to the completion of processing the invoice and may be delayed for payment processing. If the CDJFS determines the invoice is not correct, it may be returned for corrections and therefore, delayed for payment processing.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Noble County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by Noble County DJFS no later than 10 business days from the first Monday of the child care billing month.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than 30 days from the date of receipt of the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

Additional notes (optional)

If you have any questions or issues with invoices, please contact Joseph Wood at 740-732-2392, ext. 149 or at woodj@odjfs.state.oh.us.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Ottawa County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Ottawa County DJFS - By the 10th day after the service month, providers normally have submitted their invoices.

Time frame for Entering Invoice data into CCIDS

Invoices are processed throughout the month, and normally entered into CCIDS within the week.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

County makes corrections to invoices. For those with missing or incorrect data, County attempts to correct the item with the providers within two weeks. If one or more of the children have not yet been determined eligible, or are waiting a re-determination of eligibility, are on the invoice, those that are approved are paid, and the provider is notified that the others will be added onto the next bill, pending eligibility.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Paulding County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the 5th day of the new month, following the end of the state's billing cycle.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means within 8 days of receipt of the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction or it may be addressed via the phone for accuracy.

Invoices may be held until all countable children are submitted for processing. In this way the agency is assuring a full and complete bill per provider is done per billing month. This is possible due to our county being so small. Should an invoice be missed from a previous billing, the agency has no problem adding it into a current one for the same provider. (That has never happened however.)

Additional notes (optional)

If you have any questions or issues with invoice, please contact Alice L. Gerber, LSW 2 419-399-3756 or gerbea@odjfs.state.oh.us.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Perry County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the PCDJFS no later than the 3rd working day following the last day of the billing calendar month.

Time frame for Entering Invoice data into CCIDS

Perry County will provide payment information through the appropriate means no later than 60 days following receipt of the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If Perry CJFS determines the invoice is not correct it will be returned for correction.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Pickaway County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

In Pickaway County invoice submission is expected to be provided on a monthly basis. It is expected to be received by Pickaway County JFS no later than 10 days following the last day of each billing period.

Time frame for Entering Invoice data into CCIDS

Pickaway county will provide payment information through the appropriate means no later than the end of the month Pickaway County receives the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If Pickaway county determines the invoice is inaccurate, a phone call is made to the provider regarding the inaccuracy. Depending on the nature of the inaccurate invoice, the following might occur: the invoice might be returned to the provider (example: for signatures or initials), the provider might come into the office (example: for signatures or initials), or Pickaway county might make the necessary corrections and notify the provider (example: change in child's age (Infant to Toddler rate etc.), incorrect rate, miscalculation of hours).

COMMUNICATION IS FOREMOST BETWEEN INVOICE PROCESSOR AND CHILD CARE ELIGIBILITY SPECIALIST.

Additional notes (optional)

**Every provider is thoroughly trained, one on one, by our invoicing specialist in Pickaway County's invoicing process.

Included in the training, the following are provided: conversion chart, reimbursement calendar, and invoices. Each provider is told to contact our invoicing specialist with questions.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Pike County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the 30th day of the follow service month. However, providers are strongly encouraged to provide completed and signed invoices immediately in order to expedite payments.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the end of the month the county received the invoice. However, the majority of invoices that do not have errors or that have missing data are typically processed and entered into the CCIDS Centralized Payment System within 5 days.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction but the original date of receipt will be preserved as long as it is received before the end of the following billing cycle..

If the invoice is not corrected and received by the end of the following billing cycle it will not be submitted for payment.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Portage County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the 60th day from the last day of services provided in a billing cycle. The invoice is submitted by the provider via e-mail to PORTAGE_DCFAMILY@ODJFS.STATE.OH.US, on the Portage CDJFS invoice and attendance record spreadsheet.

Time frame for Entering Invoice data into CCIDS

The county will process all invoices within 30 days of submission of a correct invoice. The county may have up to 90 days to process an invoice as outlined in the Provider Portal agreement. The Portage CDJFS will e-mail the provider a payment summary on the day the CDJFS approves the invoice, showing the gross payment amount, copay amount, net payment amount, and date invoice was approved.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

The Portage CDJFS will determine if an inaccurate invoice will be returned to the provider for corrections. The provider will be notified by e-mail of the necessary corrections. If an accurate invoice is not received by the 60th day past the last day of services in a billing cycle, the CDJFS will not make payment and a notice of denial of an invoice will be sent to the provider.

Additional notes (optional)

If there are additional questions regarding Portage CDJFS invoicing procedures, and e-mail may be sent to PORTAGE_DCFAMILY@odfjs.state.oh.us

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Preble County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the 3rd business day of the month following the service month.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the end of the month the county received the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

Additional notes (optional)

If you have any questions or issues with invoice, please contact Preble County Department of Job and Family Services at 937-456-6205.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Putnam County Department of Job & Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is completed on a monthly basis. It is expected that invoices will be received five business days after the last day of the billing cycle. The majority of providers are submitting invoices the next business day after the end of the billing cycle. However, a few providers are beyond the above timeframe.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information into the CCIDS system by the end of the week that the invoice is received. On a few occasions there have been instances where the invoice cannot be processed due to missing information or system error. At that time, the invoice will be completed the following week.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

County worker detects error and immediately calls the provider. If the error can be corrected over the telephone, county worker makes appropriate corrections and processes invoice. If correction is not done over telephone, the provider comes into the county office to make appropriate corrections.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Richland County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by RCJFS no later than the 3rd day following the end of the billing cycle. For example, the billing cycle ends October 31. The provider must have invoices to RCJFS by 5:00 PM on November 2 to ensure payment in November.

Time frame for Entering Invoice data into CCIDS

Invoices submitted timely will be processed for payment within the same month. Invoices received after the deadline will be processed for payment the following month.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice contains mathematical errors, it will be corrected by JFS fiscal staff and processed for payment. If the invoice is not signed by the provider, the invoice will be returned to the provider. RCJFS will only reimburse providers for days of care in which the parent/caretaker signed to verify the in and out time.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Ross County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Type B providers submit invoices within the first five days after the billing cycle ends. Centers are asked to submit invoices within the first 10 days after the billing cycle. However invoices can be submitted after that day and within 60 days of last service day provided.

Time frame for Entering Invoice data into CCIDS

Invoices received by Wednesday are entered into the CCIDS system by Friday afternoon. However two provider invoices are held to check against the other provider submitting invoice for overlap hours, approved hours etc.....

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If invoices are received without all information to complete the invoice the invoice is returned for completion.

Additional notes (optional)

With the new CCIDS system our invoice processing has changed. Currently invoices are checked in and calculated by the unit support worker. The invoices are then submitted to social service workers for CCIDS entry.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Sandusky County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices should be turned into the agency on a monthly basis by the second working day of the next billing period. If the invoice is more than 90 days old, payment may not be made to the provider.

Time frame for Entering Invoice data into CCIDS

The county will enter correct invoices into CCIDS for payment to be received by the providers around the 25th of the month (preferably).

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines there is an error on the invoice, the county will contact the provider and hold the invoice until corrections are made.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Scioto County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is due monthly, the providers have ten days after the last calendar working day. Example : last billing date is Sept. 25th, billings are due in Oct. 4th.

Time frame for Entering Invoice data into CCIDS

All billings are processed in the month they are received. If we have reason to believe there is fraud or any other issues with the billings they will be held until the problems are corrected.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If there is an error in billing it will be returned to the provider for correction. IF I have time (usually not) I will call the provider only if it's a small question, like I cant read there writing. If the correction is not returned in the month it was sent the provider has only until the next month for the correction.

Additional notes (optional)

EXAMPLE: If you have any questions or issues with invoice, please contact Mr. Invoicing at xxx.xxx.xxx.
mrinvoicing@jfs.ohio.gov

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county
<http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Seneca County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices are to be submitted on a monthly basis. They are due by the Friday of the week following the end of the invoice pay cycle.

Time frame for Entering Invoice data into CCIDS

Seneca County will provide payment information through the appropriate means no later than the end of the month when the county timely receives the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

When an invoice is received that requires correction, a cover letter identifying the correction(s) needed, along with the invoice, are returned to either the provider or the caretaker as needed.

If an invoice is more than a month later that its due date, it will not be submitted for payment, unless extenuating circumstances exist, such as, but not limited to eligibility determination dates (a provider may receive multiple invoices for coverage back to the eligibility effective date).

Additional notes (optional)

Should you have any questions or issues with an invoice, please contact Suzanne Willacker, Workforce Development Supervisor at 419-447-5011 or 1-800-825-5011 extension 399 or willas@odjfs.state.oh.us .

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Shelby County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. The CDJFS has not implemented any additional submission requirements that are not contained within the JFS 01144, which specifies that an invoice should be submitted no later than 60 days from the date of service.

Time frame for Entering Invoice data into CCIDS

The county maintains an internal policy that the invoice should be entered at the end of the month the county received the invoice. If circumstances arise that make it unreasonable to process it within the month (i.e. invoice submitted at end of month) the invoice is processed as soon as possible.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be researched internally initially with follow-up inquiries made to the provider. Any corrections that are made are discussed directly with the provider before payment is initiated. Copies of revised invoices are made available to the provider upon their request.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Stark County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

REPLY: Publicly Funded Child Care Invoicing and Billing Memorandum of Understanding Between Child Care Provider and the Stark County Department of Job and Family Services

Article V.: **BILLING PROCEDURES FOR THE REIMBURSEMENT OF CHILD CARE SERVICES RENDERED**

- B. The Provider must submit an Invoice for children authorized and utilizing Publicly Funded Child Care services at their site no later than sixty (60) days from the date of the services.
- C. Invoices received with dates that exceed the sixty (60) day time frame will only be reimbursed for days of services that are within the last sixty (60) days.

Time frame for Entering Invoice data into CCIDS

REPLY: Publicly Funded Child Care Invoicing and Billing Memorandum of Understanding Between Child Care Provider and the Stark County Department of Job and Family Services

Article III.: **RESPONSIBILITIES OF THE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**

- C. Per JFS 01144 Provider Agreement For Publicly Funded Child Care Services item 4., SCJFS will review the invoice for completeness and accuracy within ninety (90) days from the date that services were provided. The agency mirrored this language based on the timeline given in the state provider agreement. However, tracking system reports the agency averages the data entry of bills in to the state system with 10 days of receiving a bill. An excel spreadsheet verifying this number is available.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

REPLY: Publicly Funded Child Care Invoicing and Billing Memorandum of Understanding Between Child Care Provider and the Stark County Department of Job and Family Services

Article V.: **BILLING PROCEDURES FOR THE REIMBURSEMENT OF CHILD CARE SERVICES RENDERED**

- E. An Invoice containing errors and or incorrect information is subject to be returned to the Provider as deemed necessary by the SCJFS.
- F. SCJFS will notify Provider of invoice errors and instructions on corrections necessary.
- G. The corrected invoice(s) must be returned by the Provider in order for SCJFS to proceed in processing the bill for payment.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Summit County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

For the home care providers invoice submission is every two weeks. If the month has five work weeks in it, then the fifth week will be submitted separately. For centers, invoice submission is every thirty days.

Time frame for Entering Invoice data into CCIDS

Our goal is to provide payment information through the appropriate means no later than thirty days after receiving the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If there are minor issues with the invoice that don't effect the payment total, we will correct. If there is something major, such as, incorrect rate information in the invoice, it will be sent back to the vendor.

Additional notes (optional)

EXAMPLE: If you have any questions or issues with invoice, please contact the following e-mail address:

SUMMIT_COUNTY_HELPDESK@ODJFS.STATE.OH.US

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Trumbull County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

The 5th working day after the billing cycle.

Time frame for Entering Invoice data into CCIDS

30 Days from the date of receipt of a correct invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Depending on severity of inaccuracy the invoice is returned to provider. For minor inaccuracy the invoices are adjusted by CDHS staff.

Additional notes (optional)

For problems we tell providers to contact their primary information person.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Tuscarawas County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than 30 days for the last date of invoice period.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the 90th day from the 1st date of service as long as the invoice is deemed to be correct, accurate, and ledgible.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

Additional notes (optional)

None

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Union County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Union County receives invoices monthly, following the co pay calendar cycle. We do not stipulate a specific date to receive it by, however the providers/centers turn in as soon as possible to receive reimbursement. They are aware that invoices are processed in the order they are received.

Time frame for Entering Invoice data into CCIDS

Union County enters invoice information as received.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the invoice is more than a month later that its due date, it will not be submitted for payment. Union Co. pays for all invoices, we have struggled with the time frame to get invoices to us mostly from centers and out of county providers. However, they are aware that we process current received invoices first.

Additional notes (optional)

Union Co. will continue to invoice weekly. This has helped us in eliminating billing errors.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

VAN WERT County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Providers are required to submit their invoices/billings on a monthly basis and must have them into the agency no later than ten (10) days after the last day of the billing month.

Time frame for Entering Invoice data into CCIDS

Van Wert County will attempt to process all invoices received from providers in five (5) days or less. There at times may be a delay in processing invoices/billings received from providers due to the Worker being out of the office, however all invoices will be processed no later than ten (10) days after being received.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the agency receives an inaccurate / incomplete invoice the agency will return it to the Provider for completion, no phone calls will be made. If invoices are received from the provider with no valid explanation after the ten (10) days, the will NOT be paid.

Additional notes (optional)

Van Wert County will make every attempt to process billings/invoices timely, although there are certain circumstances that may arise which will delay billing. Any billing/invoice questions can be directed to Shawna L. Dunn-Wollet at (419) 238-5430 or e-mail at DUNNS01@ODJFS.STATE.OH.US

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Vinton County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

EXAMPLE: Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the 15th day of the follow service month.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the end of the month the county received the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

If the invoice is more than a month later that its due date, it will not be submitted for payment.

Additional notes (optional)

If you have any questions or issues with invoice, please contact Jill Powell @ powelj02@odjfs.state.oh.us or 740-596-2584 Ext. 1600.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Warren County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the last day of the following service month.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than 30 days after receipt of a correct invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

If the invoice is more than 60 days later than its due date, it will not be submitted for payment.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Washington County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS on or before the date given on the “Childcare Provider Payment Schedule”. The schedule includes the dates invoices are due to CDJFS and the date CDJFS will upload payment to CCIDS.

Time frame for Entering Invoice data into CCIDS

As long as invoices are submitted according to the schedule and there aren't any problems with the invoice, the county will provide payment information through the appropriate means no later than the end of the month the county received the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct it will be returned for correction.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Wayne County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by the CDJFS no later than the 5th day of the following service month.

Time frame for Entering Invoice data into CCIDS

Wayne County will provide payment information through the appropriate means no later than the end of the month our county received the invoice, provided the invoice is submitted by the deadline noted above.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If our county determines the invoice is not correct we will call the provider or the invoice will be returned for correction. We will submit the invoice for payment after the corrected invoice is returned and we enter it into CCIDS.

Additional notes (optional)

Type B providers will have their payment by the third Friday of the following service month. Type A providers will have their payment by the 4th Friday of the following service month.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Williams County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoice submission is expected to be provided on a monthly basis. It shall be received by NOCAC no later than the 5th day of the following service month to be processed for payment. If the invoice is late, it will be processed late, but before month end.

Time frame for Entering Invoice data into CCIDS

NOCAC will provide payment information through the State system, if received from the provider by the 5th day following the service month, by the end of the following week. If the invoice is received late, then the invoice will be processed no later than the end of the month.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If NOCAC will contact the provider to assist in correcting the invoice. Upon total correction of the invoice, the invoice will then be entered into the State system within 5 working days.

If the invoice is more than a month later than its due date, it will not be submitted for payment until the following month.

Additional notes (optional)

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Wood County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

All invoices are due to the CDJFS no later than the 5th calendar day following the month of service.

Time frame for Entering Invoice data into CCIDS

The county will provide payment information through the appropriate means no later than the end of the month the county received the invoice.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

If the county determines the invoice is not correct, it will be returned for correction and processed the following month.

Additional notes (optional)

If you have any questions or issues with an invoice, please contact Connie DeBarr, Sup at 419-352-7566 x 8265.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

Wyandot County Department of Job and Family Services

Time frame Child Care Provider Invoice Submission to CDJFS

Invoices are to be turned in on a monthly basis. Per rule a provider has 60 days from the date services were provided.

Time frame for Entering Invoice data into CCIDS

Invoices are processed and entered into CCIDS for payment issuance the same month that they are received. Every effort is made to do this practice, but providers are told that the agency has 30 days from receipt of invoice to process it.

Process for CDJFS Inaccurate Invoice Submissions Received from Provider

Invoices that are inaccurate are returned to the provider for correction prior to this agency processing it. Inaccuracies mainly include absence of required signatures\initials, or wrong\old agency form used.

Additional notes (optional)

No additional comments.

For questions regarding County Department of Job and Family Services Invoicing process, please contact identified county <http://jfs.ohio.gov/county/county-short-phone-list.pdf>.

County has not yet provided a completed Invoice Process