



**CARETAKER COMMUNICATION  
OFFICE OF FAMILY ASSISTANCE**

August 21, 2015

**TO:** Caretakers of Children Eligible for Publicly Funded Child Care Services

**FROM:** Kara B. Wentz, Deputy Director  
Office of Family Assistance

**SUBJECT: One Provider Authorization Permitted Per Week and Ohio Electronic  
Child Care Card Reminders**

**Background**

Currently, Ohio Administrative Code (OAC) rule 5101:2-16-35.1(D)&(E) state that a child may be authorized to no more than two providers in a week.

**Actions**

Effective September 28, 2015, OAC rule 5101:2-16-35.1(D) states a child may be authorized to only one child care provider during a week unless the family provides documentation showing it meets one of the following exemptions:

- (1) The child needs additional care during non-traditional hours.
- (2) The child needs to change providers in the middle of the week and the hours of care provided by the providers do not overlap.
- (3) The child's provider is closed on scheduled school days off or on calamity days and the child needs care for those days.
- (4) The child is enrolled in a part-time program participating in step up to quality (SUTQ) and needs care from an additional provider.

The county agency will review and update authorizations at the time of redetermination or case updates.

If you have any questions, please contact your local county agency or the Child Care Help Desk at 1-877-302-2347, option 4.

**Ohio Electronic Child Care (Ohio ECC) Card Reminders**

Initial cards are sent out automatically by Ohio ECC within 48 hours of the case being authorized. If you do not have your card within two weeks from your case being authorized, you have seven business days to contact the county agency who can request a new card for you. If you received your initial card, pinned it and then lost the card prior to use, you will be required to request a new card by contacting the Ohio ECC Caretaker help line at 1-888-796-4322. The help desk is available 24 hours a day/ seven days a week.

If you lose your swipe card, you will be required to request a replacement card within seven days from the date of the last swipe activity. You can request a replacement card by contacting the Ohio ECC Caretaker help line at 1-888-796-4322. The help desk is available 24 hours a day/ seven days a week.

You are not permitted to leave your swipe card with your provider or a person acting in capacity of the provider. If your provider asks you to leave your swipe card with him/her, please call (877) 302-2347, option 4.