



Department of Job and Family Services

Ted Strickland, Governor
Douglas E. Lumpkin, Director

January 29, 2010

Dear Child Care Provider:

The new child care automated system, which has been named CCIDS (Child Care Information Data System), is progressing rapidly. CCIDS will streamline and simplify the payment and eligibility process for all participants in the state's publicly funded child care (PFCC) program. The Ohio Department of Job and Family Services (ODJFS) wants to prepare you, as a provider, for some changes in the way the PFCC program will be operating.

The centralized payment system will begin issuing payments to child care providers in May 2010 for services provided in April 2010. This monthly payment procedure may be different than your current county payment process. For example, some counties currently issue payments weekly or bi-weekly. Union/fair share dues (for type B and type A home providers), along with any money owed to the IRS or for child support, will be deducted from your payments, in accordance with any court order, levy or lien ODFJS may have received on your behalf.

Effective in May 2010 the state will only pay invoices that are within 60 days from the date services were provided. If you are currently contracted with a county and have any past invoices that have not been submitted, we are requesting that you submit them to the county for processing as soon as possible. Please contact the appropriate county agency for assistance with these invoices.

If you are currently contracted with a county agency(ies) to serve publicly funded eligible children, and wish to continue serving these children, or if you wish to be approved to serve publicly funded children after March 27, 2010, you will need to complete a provider agreement, establish rates and provide banking information to ODJFS. The provider agreement is ongoing and will not be renewed annually like current county contracts may be. The ODJFS will continue to be responsible for the certification of Type B professionals, limited providers and in-home aides. ODJFS will continue to be responsible for the licensure of child care programs and Type A homes, and for registering American Camp Association and ODFJS approved day camps. Providers licensed through the Ohio Department of Education and out of state providers will continue to contact the county in which the eligible child resides to establish a provider ID which is needed to complete a provider agreement with ODJFS.

You must complete your provider agreement on the Internet using the CCIDS provider portal, when it is available in March 2010. You can also make changes to your rates and banking information using the Internet. At the end of February we will send you a detailed letter outlining all of the information needed to complete your provider agreement, rates, and banking information, including the Web address and the time frame for entering your provider agreement. In the meantime, you will need to:

- Establish and maintain a valid bank account (this can be a checking or savings account)
- Establish customary rates in the format of weekly full-time, weekly part-time, and hourly child care for each age range of children you are able to serve (infants, toddlers, preschool and school children)
- Ensure Internet access (if you do not have immediate Internet access, contact your local library for general public Internet access)
- Establish a valid email address (there are free email account options available on the Internet)
- Determine if you are required to complete a "Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization" (DMA) form. The Ohio Revised Code language that

requires this information is at: <http://business.ohio.gov/efiling/help/dma.stm>. If you are required to complete this form, you will receive a certification number which you will need when entering your provider agreement on the Internet.

If you do not complete the provider agreement you will not receive payments from ODJFS for the child care services you provide to eligible families.

The Time and Attendance (swipe card) system, which utilizes the Point of Service (POS) device, is in the planning stages. Several of you have asked important questions about how the POS device will work. A phone line or broad band connection/digital phone service is needed to operate the POS. This does not need to be a separate phone line from the one you are currently using. The state is not responsible for this cost. A vendor will provide the device and service it when needed. In addition to using the card daily for attendance in/out times, the swipe card system will allow parents to use their swipe cards to adjust times for the previous 10 days, if necessary.

Chapter 5101:2-16 of the Ohio Administrative Code defines rules outlining Eligibility, Authorization and Overpayments. Please visit the Child Care in Ohio Web Site at <http://www.jfs.ohio.gov/cdc/childcare.stm> and click on the provider link to view these rules.

ODJFS is excited about the upcoming changes and we are working diligently to keep you informed as this work moves forward. To assist you in being prepared, and as informed as possible about the CCIDS system, information is provided for you on the CCIDS web page, which can be found by visiting the main Child Care website at <http://jfs.ohio.gov/cdc/childcare.stm>. Additionally, you can sign up to receive email blasts by sending a request to the CCIDS Help Desk at CCIDS_help_desk@jfs.ohio.gov.

Many of you attempted to participate in a conference call that took place on Friday, January 8, 2010. ODJFS found this was not an effective tool to get information to such a large group and we apologize for any inconvenience this may have caused. As a result, a Provider Leadership Workgroup has been established and includes individuals from several provider based organizations to represent you at the state level. Minutes from the Provider Leadership Workgroup, as well as contact information for these representatives, are available on the CCIDS web page.

For your convenience, questions and answers pertaining to the project, email blasts and the first provider letter are also available on the CCIDS web page. If you have additional questions you may email the CCIDS help desk at CCIDS_help_desk@jfs.ohio.gov.

Sincerely,



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