

Dear Child Care Provider:

Due to concerns from some providers regarding the accuracy of the customary rate information they entered in the provider portal, ODJFS is providing an opportunity to review your rates and make any necessary corrections.

If you determine that the rates you previously submitted on your JFS 01150 "Provider Rate Information" in the provider portal do not accurately reflect your customary charges, you must go back into the portal and update the rates that were entered incorrectly. If your rates are updated and successfully submitted **by June 19, 2010**, county departments of job and family services (CDJFS) will accept documentation to make adjustments to your payments for services provided on or after March 28, 2010. **This will be your only opportunity to correct these payments.**

In order for the CDJFS to re-examine a previous payment you must provide the following documents to each CDJFS with which you are doing business by June 23, 2010:

1. A copy of your invoices that include services on or after March 28, 2010 for which you believe incorrect rates were used.
2. A copy of the Remittance History showing the payments that you have received.

NOTE: The Remittance History can be viewed and printed from the provider portal. Log in to the portal and follow the instructions in the Remittance History section.

3. A copy of the JFS 01150 showing the rates that you have corrected and successfully submitted.

The CDJFS will review these documents and determine any appropriate adjustments.

Adjustments will be made to a future issuance and will appear as an underpayment on the corresponding Remittance History.

Questions can be directed to:

E-mail: [CCIDS\\_Help\\_Desk@jfs.ohio.gov](mailto:CCIDS_Help_Desk@jfs.ohio.gov)

Telephone: CCIDS Help Desk 1-877-302-2347