

Publicly Funded Child Care Process for Ohio Department of Education Programs

The Ohio Department of Job and Family Services (ODJFS) offers financial assistance, also known as publicly funded child care (PFCC), to eligible parents to help them with child care costs while they engage in work, education or job training. Child care programs interested in participating in PFCC must complete a provider agreement with ODJFS. Payment for PFCC services is made to the program through an automatic deposit known as an electronic fund transfer.

To be approved to sign a provider agreement and participate in PFCC, Ohio Department of Education (ODE) licensed programs must have the appropriate staff complete all steps in the background check process and be determined eligible by ODJFS. The background check process includes a review of a fingerprint check through the Ohio Bureau of Investigation (BCI) and the Federal Bureau of Investigation (FBI), as well as a review of state and national sex offender registries and the statewide child abuse and neglect registry.

School-age and preschool programs licensed by ODE must request approval to provide PFCC by following the steps outlined below.

Step 1- Provider Agreement

It is recommended that the program review a sample provider agreement to decide whether the program is willing to agree to the requirements and to gather the necessary information to submit the agreement. Sample provider agreement:

<http://jfs.ohio.gov/cdc/docs/JFS01144ProviderAgreement.stm>.

Step 2- Fingerprint Check

Two of the five required background check components, BCI and FBI, include fingerprint submission. All staff must submit fingerprints at a Webcheck agency. A list of locations can be found here: <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>. A printed copy of the *Background Check Instructions for Webcheck* document (found here:

http://jfs.ohio.gov/cdc/Background_Check_Process.stm) should be given to the Webcheck agency. Be sure to use the correct reason code, **5104.013**, when getting fingerprinted.

Step 3- Ohio Professional Registry (OPR)

All staff required to have a background check must also complete a request for a background check in the OPR. The three remaining background check components required to be completed are national and state sex offender registries and the state child abuse and neglect registry.

ODJFS receives BCI/FBI results and reviews all five required background check components to determine eligibility.

Step 4- Request to be Approved to Provide PFCC

Submit the JFS 01140 “Request to Provide Publicly Funded Child Care for Ohio Department of Education Programs” with a copy of the ODE license (or the Ohio Child Licensing and Quality System (OCLQS) generated equivalent) to CCBackgroundCheck@jfs.ohio.gov for review. The JFS 01140 can be found in Forms Central (<http://www.odjfs.state.oh.us/forms/>). All staff required to have background checks must be listed on the JFS 01140.

Step 5- Background Check Results

The JFS 01176 “Program Notification of Background Check Review for Child Care” from ODJFS is made available for ODE programs to view from their program dashboard in the OPR. When a full determination of eligibility is made for all required individuals listed on the JFS 01140, the program meets ODJFS requirements to provide PFCC. The program will receive notification of approval in OCLQS. ODE will also receive notification of the JFS 01176 via email to OELSR.Licensing@education.ohio.gov.

Step 6- Complete Provider Agreement

Once approved, the program can submit a provider agreement and other required documentation in the provider portal. Directions can be found at: <http://jfs.ohio.gov/cdc/CCIDS.stm>.

For questions, please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4 or CHILDCAREPOLICY@jfs.ohio.gov.