

Pandemic Child Care Application and Payment Processes

1. Fill out the “Application for Temporary Pandemic Program” JFS 01258 <http://www.odjfs.state.oh.us/forms/num/JFS01258/pdf/> and submit to ODJFS_childcare@jfs.ohio.gov
2. The program will receive a notification from ODJFS
 - a. If approved, the following will be sent to the program: an approval letter, a spreadsheet and the JFS 01259 “Pandemic Child Care Program Enrollment Addendum” that can also be found here <http://www.odjfs.state.oh.us/forms/num/JFS01259/pdf/>
 - b. If not approved, the program will receive a denial letter
3. Families must complete the following documents that must be provided to the program before the first day of attendance:
 - a. JFS 01234 "Child Enrollment and Health Information for Child Care" <http://www.odjfs.state.oh.us/forms/num/JFS01234/pdf/>
 - b. JFS 01259 “Pandemic Child Care Program Enrollment Addendum” <http://www.odjfs.state.oh.us/forms/num/JFS01259/pdf/>
4. Programs must fill out the spreadsheet listing all families that will be enrolled. The names on the spreadsheet should match the names on each child’s JFS 01259 “Pandemic Child Care Program Enrollment Addendum”.
5. Programs should submit the spreadsheet, the “Pandemic Child Care Program Enrollment Addendum” JFS 01259 for every child who will be enrolled along with the verification documents required for each child. ODJFS cannot accept these documents from county agencies, the program must submit. These documents should be sent **together** in one email to ODJFS at PandemicChildCare@jfs.ohio.gov. Please include the program name and license number in the subject line of the email. Instructions on how to string a PDF document can be found at: <http://earlychildhoodohio.org/sutq/pdf/OCLQSHowtoStringPDF.pdf>
6. ODJFS will review the spreadsheet and determine the children eligible for payment.
7. Programs will receive an e-mail notifying that the children have been verified and are considered enrolled.
8. Programs that have children eligible for payment from ODJFS will be contacted to set up payment, including to review and sign the “Provider Agreement for Publicly Funded Pandemic Child Care” and the “Provider Agreement for Publicly Funded Pandemic Child Care Services Appendix A”, if not complete previously. Additionally, the program will need to log into the CCIDS Provider Portal to provide the appropriate information for the payment to occur via an electronic fund transfer. Instructions will be provided at the time the families are determined eligible.
9. If a family is not determined eligible for payment from ODJFS, the family must privately pay for child care services.