

**Ohio Department of Job & Family Services (ODJFS)  
Bureau of Child Care Policy & Operational Support****Child Day Camp (Provider) Technical Assistance Letter 10-2015  
Requirements for Publicly Funded Child Care Authorizations and Reimbursement to  
Licensed Child Care Centers and Day Camp Programs  
February 24, 2015****Background**

On May 19, 2010, Technical Assistance Notice No. 2, Subject: “CDJFS Requirements for Authorizations and Reimbursement to Licensed Child Care Centers and Day Camp Programs” was provided to county agencies regarding the correct summer authorization process for Publicly Funded Child Care (PFCC) eligible school children authorized to licensed child care centers and day camp programs.

Effective July 20, 2014, amended rule language removed the option for “Ohio Department of Job and Family Services Approved” Day Camp programs. As a result, the previous technical assistance is no longer accurate. The following revised technical assistance details the requirements for authorizing a PFCC eligible school child to a licensed child care center or an American Camping Association (ACA) accredited day camp.

**Actions**

How would the county agency authorize PFCC eligible school children to a registered day camp operating at a licensed child care center that holds a valid ODJFS Provider Agreement?

- 1) If the registered day camp has a current ACA accreditation, the county agency shall authorize the child to the license number of the child care center.
- 2) If the registered day camp does not have a current ACA accreditation, the county agency shall authorize the before and after day camp hours, that overlap the caretaker’s approved activity, to the license number of the child care center. Note: this would be similar to a school child’s before/after school authorization during the school year.

How would the county agency authorize PFCC eligible school children to a registered day camp not operating at a licensed child care center location?

- 1) If the registered day camp has a current ACA accreditation and a valid Provider Agreement with ODJFS, the county agency shall authorize the child to the day camp using their ODJFS registration number.
- 2) If the registered day camp does not have a current ACA accreditation, or does not have a valid Provider Agreement with ODJFS, then the county agency shall not authorize the child to the day camp.

How would the county agency authorize PFCC eligible school children to a “day camp” which is offered as part of a licensed center's summer programming?

- If the center (which holds a valid ODJFS Provider Agreement) is simply marketing their summer school age programming as a day camp (the “day camp” is not registered with the state or ACA accredited, and it does not meet the definition of a day camp), then the county agency would simply authorize the child using the center’s license number.

What point of service device (swipe machine) should a PFCC eligible caretaker use when swiping their child’s attendance for each “Day Camp” authorization type?

- For PFCC eligible children authorized to the center’s license number, the child’s caretaker would need to use the point of service device assigned to that center’s license number.
- For PFCC children authorized to an ACA registered day camp’s ODJFS registration number, the child’s caretaker would use the point of service device assigned to that registered day camp’s ODJFS registration number.
- PFCC eligible caretakers will not be able to swipe their child’s PFCC attendance to any point of service device which does not have a matching number to their child’s authorization.