

**Ohio Department of Job & Family Services  
Bureau of Child Care Policy & Operational Support**

**Provider Technical Assistance Letter 6-2014  
Child Care Adjustment Forms Submission  
September 26, 2014**

**Background**

In January 2012, the Ohio Department of Job and Family Services (ODJFS) implemented Ohio Electronic Child Care (Ohio ECC) which changed how payments are made to child care providers for publicly funded child care services. Most payments to providers are made through Ohio ECC. However, there are some situations that require child care providers to submit the JFS 01292, "Publicly Funded Child Care Request for Ohio ECC Payment Adjustment", to the county agency for payment. These types of payments are necessary when: 1) families have not received their Ohio ECC card, 2) providers have not received a point of service device within the three week back swipe period, or 3) providers have not received an authorization change during the week.

**Policy Reminder**

Ohio Revised Code (OAC) 5101:2-16-44 (K) requires the provider to submit the JFS 01292 to their county agency no later than seven weeks from the week of service. OAC 5101:2-16-07 (L)(1) requires the county agency to submit the JFS 01292 to ODJFS no later than thirty calendar days from the date the county agency receives the completed form from the provider. Submission dates outlined in this rule must be adhered to for processing purposes.

As of January 1, 2015, any JFS 01292 with a date indicating that the county agency received the form later than seven weeks from the week of service will not be processed by the county agency and will be returned to the provider. Any JFS 01292 with a date greater than thirty days of the county agency's receipt of it will not be processed by ODJFS and will be returned to the county agency.

If you have questions regarding this policy contact your county agency.