

**Ohio Department of Job & Family Services (ODJFS)
Bureau of Child Care Policy and Technical Assistance**

**Child Day Camp (Provider) Technical Assistance Letter 23
Differences between Registered and ODJFS Approved Child Day Camps
and Background Check Requirements
March 9, 2018**

Background

On December 23, 2016, Child Care Day Camp Manual Procedure Letter No.1, “New Procedure for Child Day Camp Registration” was provided to all child care day camp manual holders regarding the new procedure/process outlined in Ohio Administrative Code (OAC) rule 5101:2-18-02 for Ohio child day camps to register with the Ohio Department of Job and Family Services (ODJFS).

Effective April 16, 2018, rule language will be amended to outline the new background check requirements for Registered and ODJFS-Approved Child Day Camp programs that must be completed before working in an ODJFS-Approved Child Day Camp.

Actions

1. What is the registration requirement and process for all Child Day Camp programs operating in Ohio?
 - Every Child Day Camp must register annually with ODJFS in accordance with sections 5104.21 and 5104.22 of the Ohio Revised Code. The registration process is detailed in Ohio Administrative Code amended rule 5101:2-18-02 and the Child Day Camp Manual Procedure Letter No.1 dated, December 23, 2016.
 - To complete the Child Day Camp annual registration process, owners will need to:
 1. Access the Ohio Child Licensing and Quality System (OCLQS) by entering their current/valid email address. OCLQS can be accessed from the ODJFS Child Care website, or directly at: <https://oclqs.force.com/login>
 2. Assign OCLQS access to Child Day Camp employees, if applicable.
 3. Complete and submit a camp registration and required fee on-line in OCLQS by March fifteenth of the year in which they plan to operate.
2. What additional steps are required for a Registered Child Day Camp program to become ODJFS approved in addition to completing the required registration process?
 - After completion of the registration steps in OCLQS, the applicant must also complete and submit the application for an ODJFS-Approved Child Day Camp by April 15th of the year the camp wishes to be approved to receive public funds.

The ODJFS application approval process and requirements are detailed in the “Pre-camp and Staff Orientation Training for Approved Child Day Camp Owners, Administrators and Child Day Camp Staff Members”.

3. What are the differences in the background check requirements and process between a Registered Child Day Camp program and a Registered and ODJFS-Approved Child Day Camp program?

- Individuals required to complete background checks due to their association with Registered Child Day Camp programs or ODJFS-Approved Child Day Camp programs must have the background checks completed using either code 5104.013 or code 2151.86
 - The results for individuals associated with Registered Child Day Camp programs are required to be sent directly to the Registered Child Day Camp program.
 - The results for individuals associated with ODJFS-Approved Child Day Camp programs are required to be sent directly to ODJFS. Each individual associated with ODJFS-Approved Child Day Camp programs must also complete the JFS 01175 "Request for a Background Check for Child Care" and submit to ODJFS at CCBackgroundCheck@jfs.ohio.gov.

*Please refer to the ODJFS “Instructions for Processing Background Checks for Approved Child Day Camps” chart on page 3 of this Technical Assistance letter for all the required background check steps.

Ohio Department of Job and Family Services
**INSTRUCTIONS FOR PROCESSING BACKGROUND CHECKS FOR
APPROVED CHILD DAY CAMPS**

Instructions for: All owners, administrators, employees, and child care staff members of all ODJFS approved child day camp programs

BCI and FBI criminal background records checks are sent electronically to the Ohio Department of Job and Family Services (ODJFS) Office of Family Assistance. Please follow these instructions to ensure accurate and timely processing of the records requests. **Be sure to use the correct reason for being fingerprinted, using an incorrect code will require reprinting and an additional fee. Do NOT select the Head Start code (even if you work for a Head Start program).**

1. Go to the WebCheck® agency to obtain a BCI and FBI criminal background records check.

Information for WebCheck® locations may be found at:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

2. When speaking with the WebCheck® agent, inform them you are a child day camp provider or employee. *Use either code **5104.013** "Owners, licensees, or administrators of day care centers or of a type A family day care home, and any person aged 18 or older who resides in a type A family day care home" or code **2151.86** "Employees responsible for out of home child care and prospective adoptive or foster parents".* Request the WebCheck® agent to choose "**Child Care Ctr/Type A-ODJFS**" from his or her Direct Copy list. The electronic results will be provided directly to ODJFS.

3. Complete the fingerprint process as directed by the WebCheck® agent.

4. You must also complete the JFS 01175 "Request for a Background Check for Child Care" and submit it to ODJFS at CCBackgroundCheck@jfs.ohio.gov.

Registered Child Day Camps in Ohio

Every Child Day Camp must register annually with ODJFS in accordance with sections 5104.21 and 5104.22 of the Ohio Revised Code. The registration process is detailed Ohio Administrative Code amended rule 5101:2-18-02 and the Child Day Camp Manual Procedure Letter No.1 dated, December 23, 2016.

To complete the Child Day Camp annual registration process, owners will need to:

1. Access the Ohio Childcare Licensing and Quality System (OCLQS) by entering their current/valid email address. OCLQS can be accessed from the ODJFS Child Care website, or directly at: <https://oclqs.force.com/login>
2. Assign OCLQS access to Child Day Camp employees, if applicable
3. Complete and submit a camp registration and required fee on-line in OCLQS by March fifteenth

***Important note concerning child day camp staff background checks**

Revisions to the child day camp staff background check process will be implemented prior to the 2018 Child Day Camp Season. There will be different staff background check requirements for registered only child day camps and those child day camps that in addition to registering also receive approval through ODJFS to provide Publicly Funded Child Care services.

Staff Background Check Requirements for Registered Child Day Camps	Staff Background Check Requirements for ODJFS-Approved Child Day Camps
<p>Staff working for registered only child day camps who are required to have background checks must have them completed under codes 5104.013 or 2151.86 and have the check results sent directly to the Child Day Camp.</p> <p>The child day camp administrator is responsible to review all background check results in order to confirm that no staff member required to have a background check has any prohibitive offence convictions.</p>	<p>Staff working for ODJFS-Approved Child Day Camps who are required to have background checks must have them completed under codes 5104.013 or 2151.86 and have the check results sent directly to ODJFS. Each staff required to have a background check must also complete the JFS 01175 "Request for a Background Check for Child Care" and submit it to ODJFS at CCBackgroundCheck@jfs.ohio.gov</p> <p>(*Please refer to Page 3 for the Approved Child Day Camp staff background check process for additional required background check steps)</p>
	<p>Additional required ODJFS Approval steps for ODJFS-Approved Child Day Camps</p> <p>After completion of the registration process in OCLQS: the applicant must complete and submit the application for an approved child day camp by April fifteenth of the year the camp wishes to be approved to receive public funds.</p> <p>The ODJFS application approval process and requirements are detailed in the "Pre-camp Orientation Training for Approved Child Day Camp Owners, Administrators and Child Day Camp Staff Members" which is a required course for the approval process.</p>