

**Ohio Department of Job & Family Services
Bureau of Child Care Policy & Technical Assistance**

**Provider Technical Assistance Letter 21
Ohio Child Care Market Rate Survey Information and
Provider Rate Information Entry Requirement
October 10, 2017**

Background

As a requirement of the Ohio Revised Code (ORC) and the Child Care Development Block Grant (CCDBG), the Ohio Department of Job and Family Services (ODJFS) is required to complete a market rate survey. The survey results are then analyzed and the information is used in determining the payment rates for providers serving children eligible to receive publicly funded child care (PFCC).

The survey process includes the collection of customary rates charged by all ODJFS licensed providers to determine a reasonable estimate of the rates providers charge throughout the state. Previously, the customary rates for providers who have completed a provider agreement to serve children eligible to receive PFCC have been collected via surveying providers and using the customary rates entered by the provider into the Child Care Information Data System (CCIDS) Provider Portal.

If you would like more information about the Ohio Child Care Market Rate Survey analysis, please visit our webpage at <http://jfs.ohio.gov/cdc/BCCD.stm>.

Change

In an effort to ensure that ODJFS collects the current customary rates for all providers, including those not serving children eligible to receive PFCC, Ohio Administrative Code (OAC) was revised in December 2016 to require all licensed child care providers to submit their customary rate information to ODJFS via the CCIDS Provider Portal. Once in the CCIDS Provider Portal, all licensed providers are now required to indicate whether they wish to provide PFCC services. If the licensed child care provider answers "YES" it will be directed to complete the ODJFS Provider Agreement and the Banking form in addition to the required customary rate form. If the licensed provider answers "NO" they will only be directed to complete the required customary rate form. A frequently asked questions (FAQ) document within the CCIDS Provider Portal has been updated to include the process on how to submit customary rate information for providers who do not wish to complete a provider agreement, but are required to submit their customary rates in order to be compliant with the OAC.

Compliance

ODJFS will annually review the information to verify that all providers have entered customary rate information into the CCIDS provider portal. Providers who do not have rates in the portal will be marked out of compliance, an inspection report will be sent and the corrective action plan will identify the required compliance.

Instructions

Within the CCIDS provider portal, the new “PFCC services” question field will automatically populate based upon the licensed provider’s current status.

- If you are an existing child care provider offering PFCC services, the answer will already be marked as “YES.”
 - If you decide to no longer provide PFCC services, you may change your answer to “NO,” but you will still be required to report your customary rates to ODJFS. Answering “NO” will also immediately end your Provider Agreement and any current PFCC authorizations of eligible children in your program’s care.
- If you are an existing child care provider that does not offer PFCC services, the answer field may be blank or already marked as “NO” or “UNK.”
 - If the field is blank or marked as “UNK” you must enter “NO” and then complete the required customary rate form. If the field is already marked as “NO,” then you will only be required to complete the required customary rate form.
 - If you decide to start providing PFCC services, you may enter or change your answer to “YES” and then complete the ODJFS Provider Agreement and the banking form in addition to the required customary rate form.
- Regardless of whether or not a child care provider serves families eligible to receive PFCC services, customary rate information will be required to be entered or updated when any of the following are true:
 - A license number from ODJFS or certification number from a county agency is issued to a newly licensed provider.
 - A currently licensed or certified provider changes the rates charged to privately paying families.
 - A program begins serving a new age category. If your program currently has a provider agreement, then customary rates for the age groups of children served have already been entered. If you begin caring for an age category not cared for previously, you should review the rates entered into the CCIDS Provider Portal to verify the information entered accurately reflects the customary rates charged for that age group. For example, if an age group field has a \$0.00 and the provider begins caring for that age group but does not update the rate information, the provider will be paid at a rate of \$0.00 for any child in that age group.

If you have questions regarding this letter, please contact the Child Care Provider Help Desk at 1-877-302-2347, option 1.