

**Ohio Department of Job & Family Services (ODJFS)  
Bureau of Child Care Policy & Technical Assistance****Provider Technical Assistance Letter 24  
Publicly Funded Child Care County Payment Categories Transition Payment Process  
December 10, 2018****Background**

Effective December 2, 2018 Ohio aligned county payment categories to those defined in the 2016 market rate survey. Child Care Manual Procedure Letter No. 123 issued November 20, 2018 details the changes in payment categories and the transition payment process. Additionally, Appendix A to rule 5101:2-16-41 of the Ohio Administrative Code has been revised to reflect this change and will be effective December 16, 2018.

**Actions**

Effective December 2, 2018, 38 counties were moved into new payment categories. Please reference CCMPL 123 for the list of counties and updated categories.

To assist programs with transitioning their business to the newly assigned category, programs with a current provider agreement to serve children eligible for publicly funded child care as of December 2, 2018 will have the opportunity to request two transition adjustment payments (April 2019 and July 2019). A program may request a payment adjustment if the total net amount of payment received for the service period of December 2, 2018 through March 30, 2019 and the service period of March 31, 2019 through June 29, 2019 is less than what it would have been in the prior assigned category.

Programs that believe they have received a net reduction in payment may request a payment review for all services rendered by using the attached ***Transition Payment Tracking Sheet***, which includes an example table to be used as a reference when recording necessary data for such requests. The tracking sheet must include the program name, number, and county. A table shall be completed for each service week for which a payment adjustment is being requested. Within the table the following elements must be documented: date of service week, number of children served per age category, prior payment rate, new payment rate, and sub-totals. The program will enter the calculated total of the difference immediately following each service week table.

ODJFS will review the request for accuracy and issue any validated difference. Payment enhancements will be included in this review for programs participating in Step Up To Quality. The first payment review request must be submitted between April 18 and May 9, 2019; the second payment review request must be submitted between July 18 and August 8, 2019.

Payment reviews can be requested by submitting the ***Transition Payment Tracking Sheet*** via email to [child\\_care\\_adjustment@jfs.ohio.gov](mailto:child_care_adjustment@jfs.ohio.gov).

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

**Publicly Funded Child Care - Transition Payment Tracking Sheet**

Program Name	
Program Number	
Program County	

**Example:**

<b>Service Week:</b>	<b>12/2/2018</b>	Payment rates can be found in the Appendix to Ohio Administrative Code Rule 5101:2-16-41.			
Age Category	# of Children Served	Prior Payment Rate	Sub-Total	New Payment Rate	Sub-Total
<b>Infants</b>					
Full Time	1	\$138.45	\$138.45	\$105.57	\$105.57
Part time					
Hourly					
<b>Toddler</b>					
Full Time	2	\$126.23	\$252.46	\$143.79	\$287.58
Part time	1	\$87.74	\$87.74	\$89.47	\$89.47
Hourly					
<b>Preschool</b>					
Preschool - Full time					
Part time	1	\$91.31	\$91.31	\$89.34	\$89.34
Hourly					
<b>School Age</b>					
Full Time					
Part Time					
Hourly					
<b>TOTAL</b>	<b>5</b>		<b>\$569.96</b>		<b>\$571.96</b>

<b>Difference between New Payment and Old Payment</b>	<b>\$2.00</b>
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<b>Service Week:</b>		Payment rates can be found in the Appendix to Ohio Administrative Code Rule 5101:2-16-41.			
Age Category	# of Children Served	Prior Payment Rate	Sub-Total	New Payment Rate	Sub-Total
<b>Infants</b>					
Full Time					
Part time					
Hourly					
<b>Toddler</b>					
Full Time					
Part time					
Hourly					
<b>Preschool</b>					
Preschool - Full time					
Part time					
Hourly					
<b>School Age</b>					
Full Time					
Part Time					
Hourly					
<b>TOTAL</b>					

<b>Difference between New Payment and Old Payment</b>	
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Part time					
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Part time					
Hourly					
<b>Preschool</b>					
Preschool - Full time					
Part time					
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