

**Ohio Department of Job & Family Services (ODJFS)
Bureau of Child Care Policy & Operational Support****Provider Technical Assistance Letter 5
Publicly Funded Child Care Request for Payment After Denial
During Eligibility Determination and Publicly Funded Child Care
Services Eligibility After the Loss of a Qualifying Activity
September 12, 2014
Updated October 1, 2017****Background**

Amended Substitute House Bill (H.B.) 483 of the 130th General Assembly was signed into law on June 16, 2014, making the new law effective September 14, 2014. H.B. 483 allows payment to child care providers who submit a completed JFS 01211 "Request for Payment of Publicly Funded Child Care Services Provided for a Denial of Application" when a caretaker submits a completed publicly funded child care (PFCC) application but is denied benefits. As a result, child care providers may be eligible to receive payment for all child care services provided by them, from the date of initial PFCC application submission through five calendar days past the date of the county agency's denial of PFCC benefits. A caretaker may only utilize the payment after denial benefit one-time in a rolling 12 month period.

H.B. 483 also allows a caretaker to continue to receive (PFCC) services for up to 13 weeks after the loss of a qualifying activity. The 13 week continuation period cannot go beyond the end of the current eligibility period. The reason for the loss of the qualifying activity includes, but is not limited to: 1.) a caretaker being laid-off, 2.) a caretaker being fired, 3.) a caretaker quitting their employment, 4.) a caretaker sanctioned from Ohio Works First (OWF) or Supplemental Nutrition Assistance Program (SNAP) activity, or 5.) a caretaker stops attending school or an institute of higher education.

Actions- PFCC Child Care Request for Payment During Eligibility Determination

The provider will not be eligible to receive payments for care provided during the application determination if:

- The child care provider(s) chosen by the applicant does not have a valid Provider Agreement with the Ohio Department of Job and Family Services (ODJFS).
- The PFCC application was denied as incomplete, due to missing one or more of the required elements detailed in Ohio Administrative Code, rule 5101:2-16-30.
- The PFCC application is denied because the child(ren) is(are) not age eligible.

- It was determined that the denied PFCC applicant was previously denied PFCC benefits within the last twelve months, and a child care provider received payments for the applicant's child(ren) during that eligibility determination process.
 - a. To determine if another child care provider has already received payments for the eligibility determination process, the provider can call our Business Unit Help Desk at 1-877-302-2347, Option 1.

Provider requests for payment will be denied if any of the following reasons apply:

- The child care provider did not submit the JFS 01211, "Request for Payment of Publicly Funded Child Care Services Provided for a Denial of Application" to the county agency within seven weeks from the date the PFCC application was denied.
- The child care provider did not include the attendance documentation required by the licensing regulations along with their completed JFS 01211.

How will child care providers know that the caretaker has been denied?

Upon the denial of a PFCC application, the county agency will:

- Review the PFCC application to determine if the applicant's chosen provider(s) is potentially eligible for a payment during the eligibility determination period.
- Effective with system enhancements released 6/13/15, if the application identifies a chosen provider and that provider has a current provider agreement with the state, that provider will receive a system generated denial notice once the application is processed and denied in the system.
 - Note: the JFS 01211 Form will not be included with the provider notice (see below).

How will child care providers make the request for payment following the denial?

Providers shall obtain a copy of the "Request for Payment of Publicly Funded Child Care Services Provided for a Denial of Application" JFS 01211 form from "Forms Central" on the State website at www.odjfs.state.oh.us/forms/inter.asp and "Search/Sort by" Form Number, entering 01211 in the "Search For" box. The completed JFS 01211, along with the provider's licensing regulation required attendance records, must be submitted to the county agency for review.

How long will providers have to complete the JFS 01211?

The completed JFS 01211, along with the provider's licensing regulation required attendance records, must be submitted to the county agency within seven weeks of the application denial notice issuance date in order to be considered for payment.

What is the payment request review process once the county agency receives a JFS 01211 and attendance documentation from a provider?

Within thirty calendar days of receiving a completed request, the county agency shall review the details of the payment request in order to determine if it meets the payment guidelines.

- If the county agency determines the provider is not eligible for payment, or the payment request details include one of the reasons for denial, the county agency shall indicate that the request has been denied on page 2 of the JFS 01211, and return a copy of the form to the provider.
- If the county agency determines the provider is eligible for payment, and the payment request details do not include any of the reasons for denial, the county agency shall calculate the payment amount for the child care services provided each service week from the date of the application submission through five calendar days after the completed application denial date and submit the request and documentation to ODJFS for payment processing.

How will providers receive payment if the payment request has been approved by the county agency?

Once the payment request has been approved and submitted to ODJFS, the payment will be created in the Centralized Payments system. Once the payment has been issued, the provider can view the payment on the Provider Portal Payment Report.

Actions- PFCC Services Eligibility After the Loss of a Qualifying Activity

If the caretaker does not report the loss of the qualifying activity within 10 days as required, the 13 weeks are still calculated beginning with the first day after the qualifying activity ended. Any PFCC payments exceeding the 13 weeks of care following the loss would need to be recovered as an improper payment.

When is a copayment recalculated?

The copayment shall be recalculated for any reason listed in paragraph (B) of 5101:2-16-39 of the Ohio Administrative Code and as part of the annual redetermination, reinstatement of eligibility, or continuation of eligibility due to the loss of a qualifying activity. Any change to the copayment made at the time of the redetermination, extension of eligibility due to loss of qualifying activity, or reinstatement shall be effective from the first day of the new corresponding eligibility period. Copayments may increase at the time of redetermination or reinstatement approval pursuant to rule 5101:2-16-30 of the Ohio Administrative Code.

Will a caretaker's child enrolled in a Federally Funded Head Start program be eligible for the 13 week continuation?

A caretaker's child (under school age) enrolled in a Federally Funded Head Start Partnership program would have PFCC eligibility extended through the end of the Head Start program year as long as all requirements of rule 5101: 2-16-30 of the Ohio Administrative Code are maintained. If the eligibility end date for the 13-week continuation crosses over into a new Head Start program year, the child would be eligible for PFCC benefits through the end of the new program year.

Are there hearing rights once the 13 week continuation period has expired?

Yes, a “Right to State Hearing” notice will be mailed to the caretaker, primary contact and provider when the qualifying activity is lost, and again at least 15 days prior to the 13 week continuation period end date so as to not allow eligibility/authorizations to exceed 91 days.

If you have questions regarding this letter, please contact the provider CCIDS Business Unit with any questions at CCIDS_Business_Unit@jfs.ohio.gov or call 1-877-302-2347, option 1.

**PROVIDER NOTICE OF CARETAKER DENIAL
FOR PUBLICLY FUNDED CHILD CARE (PFCC) SERVICES**

Provider Name	Provider ID Number	Child(ren) ID Number
Provider Street Address		Case Number
City, State, Zip Code	County	Mailing Date

_____ submitted an application for PFCC on _____.
The county agency has determined that the caretaker is not eligible for child care service. The application was denied on _____.

- You are eligible to request payment for any care you provided for this caretaker’s child(ren) during the eligibility determination period. Pursuant to rule 5101:2-16-35 of the Administrative Code, a child may be eligible for child care services for the period of time between the date the county agency receives the application and the date of denial plus five days, not to exceed a full-time authorization. Please complete the JFS 01211, “Request for Payment of Publicly Funded Child Care Services Provided for a Denial of Application” for each child you provide services for and submit to the county agency within seven weeks from the date of denial. The county agency will review your request and make a determination for payment.
- You are not eligible to request payment for child care services provided during the eligibility determination period because the application was denied for the following:
- Child(ren) are not age eligible.
 - Application submitted by caretaker was not complete. *Failing to select a provider constitutes an incomplete application.*
 - You did not have a valid provider agreement during the eligibility determination period.
 - The caretaker has received paid PFCC services for a denied application in the previous 12 months.

Caseworker	County Agency	Telephone Number ()
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**YOU HAVE THE RIGHT TO AN APPEAL IF YOU ARE UNABLE TO BILL FOR
CHILD CARE SERVICES PROVIDED**

If the above section indicates you are not eligible to request payment because the application was denied for being incomplete or due to lack of a provider agreement, you may appeal within fifteen days from the date of denial according to Ohio Administrative Code 5101:2-16-44(L).

Requesting an appeal: Submit a request for an appeal for child care services not eligible for payment by completing the JFS 01205, “Provider Appeal For Services Not Eligible for Payment”, along with all supporting documentation to:

CCIDS_Business_Unit@jfs.ohio.gov

OR

Office of Family Assistance
Bureau of Child Care Operational Supports
ATTN: Payment Appeal Request
P.O. Box 183204
Columbus, Ohio 43218-3204



Ohio Department of Job and Family Services
Publicly Funded Child Care Application Guideline
Provider Desk Aid

Applicant Name: County: Caseworker:

- 1) When was the JFS 1138 or both the JFS 01121 and JFS 01122 Submitted?
2) How/where was the application submitted?
3) How many people live with you?

Table with 3 columns: Names of child(ren) needing care, Child's DOB, Days/hours child(ren) need care.

- 3) Are you or another caretaker employed? Y or N
4) Are you or another caretaker enrolled in school? Y or N

Where: (input boxes)

Schedule: (input boxes)

- 5) Do you or another caretaker have an assigned work activity (for cash or food assistance?) Y or N

Where: Schedule: (input boxes)

6) What is your gross monthly income? (earned and unearned income) \$ (input box)

7) Is the household under 130% of the Federal Poverty Guidelines? (Use the chart below) Y or N

Gross Monthly Income Chart (updated 10/1/17)

Table with 4 columns: Family Size, Initial Eligibility, Family Size, Initial Eligibility. Rows for family sizes 2, 3, 4, 5, 6, 7.

8) Have you been approved or denied for child care in the past twelve months? Y or N When: (input box)

Application Notes:

Large empty rectangular box for application notes.