

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

### Provider Technical Assistance Letter 14-2015 Ohio Electronic Child Care Provider Website May 18, 2015

Below is important information regarding: 1.) payment delays 2.) required tax documentation 3.) summer payment rates 4.) the payment schedule and 5.) helpful information and resources.

#### Fiscal Year-End Payment Delay

The Ohio Department of Job and Family Services (ODJFS) conducts accounting activities for all programs at the end of each fiscal year. This process causes a one-week delay in the deposits of provider payments. This year, the affected week is the week of June 28, 2015. The payment for the week of June 28<sup>th</sup> will be held and sent out the week of July 5, 2015. As a result, providers will see two separate deposits the week of July 5, 2015.

#### Important Payment Dates

There are weeks during the year when deposits to provider accounts take an extra day due to state holidays, state fiscal processing days and bank closings. For planning purposes, please see the list below of the holidays for the remainder of the calendar year that are likely to cause a change in the usual deposit date.

|                  |                   |  |                  |                   |
|------------------|-------------------|--|------------------|-------------------|
| Memorial Day     | May 25, 2015      |  | Veterans Day     | November 11, 2015 |
| Independence Day | July 4, 2015      |  | Thanksgiving Day | November 26, 2015 |
| Labor Day        | September 7, 2015 |  | Christmas Day    | December 25, 2015 |
| Columbus Day     | October 12, 2015  |  |                  |                   |

#### Ohio Electronic Child Care (Ohio ECC) Weekly Payment Schedule

Attached is a copy of the Ohio ECC Weekly Payment Schedule for 2015. As a reminder, all back swipes and absent days for the "Service Week" must be completed within the back swipe period, which is the current week and the two previous weeks. All back swipes, absent days and voids for the "Service Week" must be entered before the date in the "Date Settled" column.

#### Required Tax Information

An important notice regarding provider tax information was emailed to providers on Monday, November 24, 2014. If you have not yet submitted a W-9 and entered your correct tax information in the Provider Portal, it is important you do so by May 30, 2015. If this information is not submitted, your provider agreement will be considered incomplete and ODJFS may propose termination of your agreement. Please remember that a complete provider agreement is required for you to receive publicly funded child care payments.

For additional information, see Provider Technical Assistance Letter 8-2014 at <http://jfs.ohio.gov/cdc/CCIDS.stm> under Communications.

### **School Age Summer Rates**

School age summer rates will be in effect beginning the last Sunday in May and will continue until the first Saturday in September. Please be sure that you have entered rates for the School Age Summer category in the Provider Portal at <https://www.ccidsportal.ohio.gov/login.jsf>  
Payment will not be made for a school-age child if no rate (or \$0.00) is shown in this category.

### **Child Care Monthly Reporting Calendar – SFY 2016**

Attached is the monthly reporting calendar for the next fiscal year, July 2015 to June 2016. This calendar shows the dates of service weeks (Sunday to Saturday) for the fiscal year. Payments are made three weeks after the service week ends.

### **Ohio ECC Provider Website (PWeb)**

The Ohio ECC Provider Website (PWeb) gives providers the ability to view authorization, attendance and payment information, as well as claim absent days and perform voids.

### **Ohio ECC PWeb Keyboard Shortcuts**

On the Ohio ECC PWeb providers can utilize the most common Microsoft Windows/Internet Explorer keyboard functions. For example, if it is necessary to "copy and paste" information such as a case number from one area of the PWeb to another, you may:

- Highlight the information to be copied.
- Hold down "Ctrl+C" to *copy* the information and "Ctrl+V" to *paste* the information into a search box or filter box.

### **Helpful Resources:**

**Ohio ECC Provider Helpline:** 1-888-516-4776

**PWeb:** <https://www.eccproviderweb.ohio.gov/eccpw>

**Child Care Help Desk:** 1-877-302-2347

**Child Care Website:** <http://jfs.ohio.gov/cdc/childcare.stm>

**Child Care E-mail:** [ccids\\_business\\_unit@jfs.ohio.gov](mailto:ccids_business_unit@jfs.ohio.gov)

## Ohio ECC Weekly Payment Schedule - 2015

| Service Week |            | Date Settled | Provider Should Expect Payment By (excluding holidays) | Deadline for Manual Claims Submission |
|--------------|------------|--------------|--|---------------------------------------|
| Start Date   | End Date   |              |  |                                       |
| 11/9/2014    | 11/15/2014 | 11/30/2014   | 12/8/2014  | 1/3/2015                              |
| 11/16/2014   | 11/22/2014 | 12/7/2014    | 12/15/2014   | 1/10/2015                             |
| 11/23/2014   | 11/29/2014 | 12/14/2014   | 12/22/2014   | 1/17/2015                             |
| 11/30/2014   | 12/6/2014  | 12/21/2014   | 12/29/2014   | 1/24/2015                             |
| 12/7/2014    | 12/13/2014 | 12/28/2014   | 1/5/2015   | 1/31/2015                             |
| 12/14/2014   | 12/20/2014 | 1/4/2015     | 1/12/2015  | 2/7/2015                              |
| 12/21/2014   | 12/27/2014 | 1/11/2015    | 1/19/2015  | 2/14/2015                             |
| 12/28/2014   | 1/3/2015   | 1/18/2015    | 1/26/2015  | 2/21/2015                             |
| 1/4/2015     | 1/10/2015  | 1/25/2015    | 2/2/2015   | 2/28/2015                             |
| 1/11/2015    | 1/17/2015  | 2/1/2015     | 2/9/2015   | 3/7/2015                              |
| 1/18/2015    | 1/24/2015  | 2/8/2015     | 2/16/2015  | 3/14/2015                             |
| 1/25/2015    | 1/31/2015  | 2/15/2015    | 2/23/2015  | 3/21/2015                             |
| 2/1/2015     | 2/7/2015   | 2/22/2015    | 3/2/2015   | 3/28/2015                             |
| 2/8/2015     | 2/14/2015  | 3/1/2015     | 3/9/2015   | 4/4/2015                              |
| 2/15/2015    | 2/21/2015  | 3/8/2015     | 3/16/2015  | 4/11/2015                             |
| 2/22/2015    | 2/28/2015  | 3/15/2015    | 3/23/2015  | 4/18/2015                             |
| 3/1/2015     | 3/7/2015   | 3/22/2015    | 3/30/2015  | 4/25/2015                             |
| 3/8/2015     | 3/14/2015  | 3/29/2015    | 4/6/2015   | 5/2/2015                              |
| 3/15/2015    | 3/21/2015  | 4/5/2015     | 4/13/2015  | 5/9/2015                              |
| 3/22/2015    | 3/28/2015  | 4/12/2015    | 4/20/2015  | 5/16/2015                             |
| 3/29/2015    | 4/4/2015   | 4/19/2015    | 4/27/2015  | 5/23/2015                             |
| 4/5/2015     | 4/11/2015  | 4/26/2015    | 5/4/2015   | 5/30/2015                             |
| 4/12/2015    | 4/18/2015  | 5/3/2015     | 5/11/2015  | 6/6/2015                              |
| 4/19/2015    | 4/25/2015  | 5/10/2015    | 5/18/2015  | 6/13/2015                             |
| 4/26/2015    | 5/2/2015   | 5/17/2015    | 5/25/2015  | 6/20/2015                             |
| 5/3/2015     | 5/9/2015   | 5/24/2015    | 6/1/2015   | 6/27/2015                             |
| 5/10/2015    | 5/16/2015  | 5/31/2015    | 6/8/2015   | 7/4/2015                              |
| 5/17/2015    | 5/23/2015  | 6/7/2015     | 6/15/2015  | 7/11/2015                             |
| 5/24/2015    | 5/30/2015  | 6/14/2015    | 6/22/2015  | 7/18/2015                             |
| 5/31/2015    | 6/6/2015   | 6/21/2015    | 6/29/2015  | 7/25/2015                             |
| 6/7/2015     | 6/13/2015  | 6/28/2015    | 7/6/2015   | 8/1/2015                              |
| 6/14/2015    | 6/20/2015  | 7/5/2015     | 7/13/2015  | 8/8/2015                              |
| 6/21/2015    | 6/27/2015  | 7/12/2015    | 7/20/2015  | 8/15/2015                             |

## Ohio ECC Weekly Payment Schedule - 2015

| Service Week |            | Date Settled | Provider Should Expect Payment By (excluding holidays) | Deadline for Manual Claims Submission |
|--------------|------------|--------------|--|---------------------------------------|
| Start Date   | End Date   |              |  |                                       |
| 6/28/2015    | 7/4/2015   | 7/19/2015    | 7/27/2015  | 8/22/2015                             |
| 7/5/2015     | 7/11/2015  | 7/26/2015    | 8/3/2015   | 8/29/2015                             |
| 7/12/2015    | 7/18/2015  | 8/2/2015     | 8/10/2015  | 9/5/2015                              |
| 7/19/2015    | 7/25/2015  | 8/9/2015     | 8/17/2015  | 9/12/2015                             |
| 7/26/2015    | 8/1/2015   | 8/16/2015    | 8/24/2015  | 9/19/2015                             |
| 8/2/2015     | 8/8/2015   | 8/23/2015    | 8/31/2015  | 9/26/2015                             |
| 8/9/2015     | 8/15/2015  | 8/30/2015    | 9/7/2015   | 10/3/2015                             |
| 8/16/2015    | 8/22/2015  | 9/6/2015     | 9/14/2015  | 10/10/2015                            |
| 8/23/2015    | 8/29/2015  | 9/13/2015    | 9/21/2015  | 10/17/2015                            |
| 8/30/2015    | 9/5/2015   | 9/20/2015    | 9/28/2015  | 10/24/2015                            |
| 9/6/2015     | 9/12/2015  | 9/27/2015    | 10/5/2015  | 10/31/2015                            |
| 9/13/2015    | 9/19/2015  | 10/4/2015    | 10/12/2015   | 11/7/2015                             |
| 9/20/2015    | 9/26/2015  | 10/11/2015   | 10/19/2015   | 11/14/2015                            |
| 9/27/2015    | 10/3/2015  | 10/18/2015   | 10/26/2015   | 11/21/2015                            |
| 10/4/2015    | 10/10/2015 | 10/25/2015   | 11/2/2015  | 11/28/2015                            |
| 10/11/2015   | 10/17/2015 | 11/1/2015    | 11/9/2015  | 12/5/2015                             |
| 10/18/2015   | 10/24/2015 | 11/8/2015    | 11/16/2015   | 12/12/2015                            |
| 10/25/2015   | 10/31/2015 | 11/15/2015   | 11/23/2015   | 12/19/2015                            |
| 11/1/2015    | 11/7/2015  | 11/22/2015   | 11/30/2015   | 12/26/2015                            |
| 11/8/2015    | 11/14/2015 | 11/29/2015   | 12/7/2015  | 1/2/2016                              |
| 11/15/2015   | 11/21/2015 | 12/6/2015    | 12/14/2015   | 1/9/2016                              |
| 11/22/2015   | 11/28/2015 | 12/13/2015   | 12/21/2015   | 1/16/2016                             |
| 11/29/2015   | 12/5/2015  | 12/20/2015   | 12/28/2015   | 1/23/2016                             |
| 12/6/2015    | 12/12/2015 | 12/27/2015   | 1/4/2016   | 1/30/2016                             |
| 12/13/2015   | 12/19/2015 | 1/3/2016     | 1/11/2016  | 2/6/2016                              |
| 12/20/2015   | 12/26/2015 | 1/10/2016    | 1/18/2016  | 2/13/2016                             |
| 12/27/2015   | 1/2/2016   | 1/17/2016    | 1/25/2016  | 2/20/2016                             |

**Child Care Monthly Reporting Calendar – SFY 2016**

| July 2015    |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
| 28<br>Week 1 | 29 | 30 | 1  | 2  | 3  | 4  |
| 5<br>Week 2  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12<br>Week 3 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19<br>Week 4 | 20 | 21 | 22 | 23 | 24 | 25 |
|              |    |    |    |    |    |    |

| August 2015  |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
| 26<br>Week 5 | 27 | 28 | 29 | 30 | 31 | 1  |
| 2<br>Week 6  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9<br>Week 7  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16<br>Week 8 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23<br>Week 9 | 24 | 25 | 26 | 27 | 28 | 29 |

| September 2015 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
| 30<br>Week 10  | 31 | 1  | 2  | 3  | 4  | 5  |
| 6<br>Week 11   | 7  | 8  | 9  | 10 | 11 | 12 |
| 13<br>Week 12  | 14 | 15 | 16 | 17 | 18 | 19 |
| 20<br>Week 13  | 21 | 22 | 23 | 24 | 25 | 26 |
|                |    |    |    |    |    |    |

| October 2015  |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 27<br>Week 14 | 28 | 29 | 30 | 1  | 2  | 3  |
| 4<br>Week 15  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11<br>Week 16 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18<br>Week 17 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25<br>Week 18 | 26 | 27 | 28 | 29 | 30 | 31 |

| November 2015 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 1<br>Week 19  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8<br>Week 20  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15<br>Week 21 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22<br>Week 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|               |    |    |    |    |    |    |

| December 2015 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 29<br>Week 23 | 30 | 1  | 2  | 3  | 4  | 5  |
| 6<br>Week 24  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13<br>Week 25 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20<br>Week 26 | 21 | 22 | 23 | 24 | 25 | 26 |
|               |    |    |    |    |    |    |

| January 2016  |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 27<br>Week 27 | 28 | 29 | 30 | 31 | 1  | 2  |
| 3<br>Week 28  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10<br>Week 29 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17<br>Week 30 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24<br>Week 31 | 25 | 26 | 27 | 28 | 29 | 30 |

| February 2016 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 31<br>Week 32 | 1  | 2  | 3  | 4  | 5  | 6  |
| 7<br>Week 33  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14<br>Week 34 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21<br>Week 35 | 22 | 23 | 24 | 25 | 26 | 27 |
|               |    |    |    |    |    |    |

| March 2016    |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 28<br>Week 36 | 29 | 1  | 2  | 3  | 4  | 5  |
| 6<br>Week 37  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13<br>Week 38 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20<br>Week 39 | 21 | 22 | 23 | 24 | 25 | 26 |
|               |    |    |    |    |    |    |

| April 2016    |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 27<br>Week 40 | 28 | 29 | 30 | 31 | 1  | 2  |
| 3<br>Week 41  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10<br>Week 42 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17<br>Week 43 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24<br>Week 44 | 25 | 26 | 27 | 28 | 29 | 30 |

| May 2016      |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 1<br>Week 45  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8<br>Week 46  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15<br>Week 47 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22<br>Week 48 | 23 | 24 | 25 | 26 | 27 | 28 |
|               |    |    |    |    |    |    |

| June 2016     |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 29<br>Week 49 | 30 | 31 | 1  | 2  | 3  | 4  |
| 5<br>Week 50  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12<br>Week 51 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19<br>Week 52 | 20 | 21 | 22 | 23 | 24 | 25 |
|               |    |    |    |    |    |    |