

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

Provider Technical Assistance Letter 18 -2015 Changes to School-Age Process December 29, 2015

Background

On May 4, 2014, definitions for eligibility for Publicly Funded Child Care (PFCC) benefits were updated for school age children.

Per OAC rule 5101:2-16-01, "School child" means a child who is enrolled in and attending a grade of kindergarten or above or who is of compulsory age as defined in section 3321.01 of the Revised Code. Ohio Revised Code (ORC) section 5104.01(J)(1) defines child care, in part, as "administering to the needs of infants, toddlers, preschool-age children, and school-age children outside of school hours". "School hours" means the daily operating hours of the school as determined by the school district in which the child resides.

Currently, caretakers that have school age children receiving PFCC services are required to back swipe their child's attendance for the service day in order to accurately reflect the hours their child was in care. This is needed to ensure providers are not paid for providing care while the child(ren) is in school and not in care.

Change

Beginning with date of service January 3, 2016, caretakers will only be responsible for swiping the child care benefit card to record the child in at the time of drop-off and out at the time of pick-up. Caretakers will no longer have to swipe their child care benefit card to record the time the child left for school and returned from school. The Ohio Electronic Child Care (Ohio ECC) system will automatically deduct from the provider payment a standardized amount of hours from the child's service day based on the categories below.

Actions

It is important to encourage caretakers to complete accurate information about their child's school and grade any time they complete the JFS01138, "Application for Child Care Benefits", or the JFS01124, "Re-determination Application for Child Care Benefits", or any time there is a change in their child's school information. Failure to provide accurate information could result in inaccurate payments to providers.

The following factors are used in determining how many hours will be deducted from each day of care and how many hours of care providers will be paid for:

- School grade of the child
 - AM kindergarten only
 - PM kindergarten only
 - Full day

The standardized definition of school hours is based upon the state average and is not specific to school times in each school district. Based on data gathered, the average length of the full day school day is six hours and thirty-six minutes. The following times will be applied to all school age children receiving publicly funded child care (PFCC); this defines the school day times for ODJFS purposes and will result in six hours or two hours and fifteen minutes being deducted when PFCC services are provided to school age children during these hours:

- Full day: 9:00 a.m. – 3:00 p.m.
- Kindergarten a.m.: 9:00 a.m. – 11:15 a.m.
- Kindergarten p.m.: 12:45 p.m. – 3:00 p.m.

There are occasions, such as a teacher in-service days or calamity days, when a child will not be in school; however, the standardized definition of school hours will still be deducted because these days are not uniform across the state of Ohio. When a child with a full-time authorization is in attendance at the child care program for one of these events, the Ohio ECC system will still deduct the standard school hours for that child’s day. Programs should monitor payment information on the PWeb for these instances and submit a JFS01292 “Publicly Funded Child Care Request For Ohio ECC Payment Adjustment” for that service week as an underpayment if the adjustment reflects a change in payment.

Families are determined eligible for a number of hours of care based on the parent’s work or school activity. Each child is authorized to an authorization category of care (full-time, part-time or hourly). The system calculates a payment category based on usage and deductions for school, full-time, part-time or hourly. In most cases, the category of payment and the category of authorization will remain the same, but if the deductions for school age cause a child to utilize care for less than their category of authorization, the payment category will be less. The examples below provide an explanation of the calculations:

Authorization and Payment Categories:

Hourly:	Up to seven hours
Part-time:	Seven hours and less than 25 hours
Full-time:	25 hours up to 60 hours

Some schools start later than 9:00 a.m. and some end prior to 3:00 p.m. PFCC providers are paid within categories of hourly, part-time or full-time. Below are scenarios that illustrate when a start or end time is not 9:00 a.m. or 3:00 p.m. and show where the hours, after the school day deduction, still fall within the same category of payment, thus having no effect on the provider’s payment.

Child Information	Before School Activity	After School Activity	Hours Not Paid by ODJFS	Actual Hours In Care	Calculation for Payment
Full day child Part-time authorization	Mom drops off at 8:00 a.m. School bus picks up at 9:15p.m. School time deduction begins at 9:00 a.m. 1 hour and 15 minutes of actual care 1 hour of paid care	School bus drops off at 3:30 p.m. Deduction ends at 3:00 p.m. and mom picks up at 6:00 p.m. 2 hours and 30 minutes of actual care 3 hours of paid care	For full day school attendance, ODJFS does not pay for time between 9 a.m. and 3 p.m.	1 hour and 15 minutes in the morning 2 hours and 30 minutes in the evening 3 hours and 45 minutes of care a day x 5 days a week = 18 hours and 45 minutes per week Part-time payment category	Total of 4 hours of care per day x 5 days = 20 hours Payment is based on part-time payment category
Full day child Part-time authorization	Mom drops off at 8 a.m. Program transports child, drops off at school at 9:30a.m. School time deduction begins at 9:00 a.m. 1 hour and 30 minutes of actual care 1 hour of paid care	Program picks up child from school at 3:00 p.m. Deduction ends at 3:00 p.m. and mom picks up at 6:00 p.m. 3 hours of actual care 3 hours of paid care	For full day school attendance, ODJFS does not pay for time between 9 a.m. and 3 p.m.	1 hour and 30 minutes in the morning 3 hours in the evening 4 hours and 30 minutes a day x 5 days a week = 22 hours and 30 minutes per week Part-time payment category	Total of 4 hours x 5 days = 20 hours Payment is based on part-time payment category
Full day child Full-time authorization	Dad drops off at 6:30 a.m. School bus picks up at 8:30 a.m. School time deduction begins at 9:00 a.m. 2 hours of actual care 2 hours and 30 minutes of paid care	School bus drops off at 2:30 p.m. Deduction ends at 3:00 p.m. and dad picks up at 6 p.m. 3 hours and 30 minutes of actual care 3 hours of paid care	For full day school attendance, ODJFS does not pay for time between 9 a.m. and 3 p.m.	2 hours in the morning 3 hours and 30 minutes in the evening 5 hours and 30 minutes a day x 5 days a week = 27 hours and 30 minutes per week Full-time payment category	5 hours and 30 minutes of care x 5 days = 27 hours and 30 minutes Payment is based on full-time payment category

Child Information	Before School Activity	After School Activity	Hours Not Paid by ODJFS	Actual Hours In Care	Calculation for Payment
Full day Full-time authorization	Mom drops off at 6:00 a.m. Program transports child, drops off at school at 9:30 a.m. school time deduction begins at 9:00 a.m. 3 hours and 30 minutes of actual care 3 hours of paid care	Program transports child, picks up at 2:30 p.m. school time deduction ends at 3:00p.m. Dad picks up at 6p.m. 3 hours and 30 minutes of actual care 3 hours of paid care	For full day school attendance, ODJFS does not pay for time between 9 a.m. and 3 p.m.	3 hours and 30 minutes in the morning 3 hours and 30 minutes in the evening 7 hours a day x 5 days a week = 35 hours per week Full-time payment category	6 hours of care x 5 days = 30 hours of care Payment is based on full-time payment category
Kindergarten a.m. Full-time authorization	Mom drops off at 6:30 a.m. school bus picks up at 8:30 a.m. school time deduction begins at 9:00 a.m. 2 hours of actual care 2 hours and 30 minutes of paid care	School bus drops off at 11:00 a.m. school time deduction ends at 11:15a.m. mom picks up at 6:15 p.m. 7 hours and 15 minutes of actual care 7 hours of paid care	For a.m. Kindergarten, ODJFS does not pay for time between 9 a.m. and 11:15 a.m.	2 hours in the morning 7 hours and 15 minutes in the evening 9 hours and 15 minutes in a day x 5 days a week = 46 hours and 15 minutes per week Full-time payment category	9 hours and 30 minutes of care x 5 days = 47 hours and 30 minutes of care per week. Payment is based on full-time payment category
Kindergarten p.m. Full-time authorization	Dad drops off at 6:00 a.m. Program transports child, drops off at 12:00 p.m. school time deduction begins at 12:45 p.m. 6 hours of actual care 6 hours and 45 minutes of paid care.	Program transports child, picks up at 2:30 p.m. school time deduction ends at 3:00p.m. mom picks up at 6 p.m. 3 hours and 30 minutes of actual care. 3 hours of paid care.	For Kindergarten p.m., ODJFS does not pay for time between 12:45 p.m. and 3 p.m.	6 hours in the morning 3 hours and 30 minutes in the evening. 9 hours and 30 minutes in a day x 5 days a week = 47 hours and 30 minutes per week Full-time payment category	9 hours and 45 minutes x 5 days = 48 hours and 45 minutes per week. Payment is based on full-time payment category

Child Information	Before School Activity	After School Activity	Hours Not Paid by ODJFS	Actual Hours In Care	Calculation for Payment
Full day Full-time authorization		Mom drops child off at 2:30pm (child had a doctor appointment so mom dropped off at program rather than back to school for a half hour). Picks the child up at 6:00 p.m. 3 hours and 30 minutes of actual care 3 hours of paid care	For full day school attendance, ODJFS does not pay for time between 9 a.m. and 3 p.m.	3 hours and 30 minutes. 3 hours and 30 minutes in a day x 5 days a week = 17 hours and 30 minutes per week Part-time payment category	3 hours x 5 days = 15 hours per week. Payment is based on part-time payment category

Swiping and Back swiping for Time in School after January 3, 2016:

Parents should always be encouraged to swipe their benefit card daily to track their child's attendance. When swiping or back swiping for care on or after 1/3/16, parents should only swipe the initial entry and exit from care during the day, not for the time in school. When the parent swipes their card for the initial arrival time and final departure time, the Ohio ECC system will function by properly deducting the hours for a full-time day of 9 a.m. through 3 p.m.

If you have questions, contact the CCIDS Help Desk at 1-877-302-2347, option 1 or by e-mail at CCIDS_Business_Unit@jfs.ohio.gov .



Department of
Job and Family Services

John R. Kasich, Governor
Cynthia C. Dungey, Director

IMPORTANT CARETAKER NOTICE FROM THE STATE OF OHIO/ODJFS CHILD CARE

Effective Monday, January 3, 2016:

Effective Monday, January 3, 2016, school hours will now be automatically deducted from the daily care swipe times based upon school information caretakers previously submitted to counties. Caretakers shall stop back swiping for school hours. However, caretakers must continue swiping in and out times for daily begin and end times of care for all children. Any swipes entered prior to 1/3/16 must still have a swipe in/out for school hours.

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

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AVISO IMPORTANTE PARA PADRES O PERSONAS DESIGNADAS, DESDE EL ESTADO DE OHIO/ODJFS CUIDADO INFANTIL

Efectivo el día domingo 3 enero del 2016:

A contar del día domingo 3 de enero del 2016, las horas escolares serán deducidas automáticamente del tiempo de atención diario registrado al deslizar la tarjeta basado en la información escolar enviada por los padres del niño al condado. Los padres sólo deben deslizar la tarjeta para registrar el inicio y el final del tiempo de atención diario. Los padres deben dejar de deslizar la tarjeta para registrar las horas de escuela.

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