



Department of
Job and Family Services

Ted Strickland, Governor
Douglas E. Lumpkin, Director

March 1, 2010

Dear Child Care Provider:

In April the new Child Care Information Data System (CCIDS) will be implemented. Child care providers, serving children eligible for publicly funded child care, will receive reimbursement from the Ohio Department of Job and Family Services (ODJFS). All providers who now contract with county departments of Job and Family Services (CDJFS) must complete a new provider agreement with ODJFS. Providers must log on to a new online provider portal to enter into this provider agreement with ODJFS in order to receive reimbursement for child care services.

The provider portal is a secure online web tool for ODJFS to collect information from you for the Provider Agreement, Rate Information and Banking Information. This information will become part of the Centralized Payment System. The provider portal will provide you with payment history as well.

Your local Resource and Referral agency, some CDJFS agencies, Children's Hunger Alliance (1-800-227-6446), or your local library may be available to assist you with accessing the internet. Please contact them directly for additional information.

If you are certified by a CDJFS or currently contracted with a CDJFS, you must log on to the provider portal and complete a provider agreement with ODJFS by **March 28, 2010**. You will only be paid for services provided on or after the date the agreement is completed. If you do not currently contract with the county, you must complete a Provider Agreement, Rate Information and Banking Information form before you are eligible to receive reimbursement for publicly funded child care.

Enclosed in this letter are the CCIDS Provider Portal Instructions and your assigned User ID, which begins with the letters "CCP". You must use this ID to log onto the provider portal. This User ID is assigned specifically to your program. Please check this information to confirm that your program name is the name listed on this letter. If the information is incorrect please contact the CCIDS Help Desk toll free at 1-877-302-2347.

There are three forms that you will need to complete by using the provider portal:

- The JFS 01144 Provider Agreement for Publicly Funded Child Care Services
- The JFS 01150 Rate Information for Providers of Publicly Funded Child Care
- The JFS 01141 Banking Information for Providers of Publicly Funded Child Care

Prior to logging on to the provider portal, please print these from the ODJFS Forms Central web site <http://www.odjfs.state.oh.us/forms/inter.asp>. Complete all information on the forms, and use the completed forms as a guide to enter the data on the provider portal. It will take

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approximately 20 minutes to enter all of the data required. These forms **cannot** be mailed, e-mailed or faxed to ODJFS.

The forms require the following information:

The JFS 01144 Provider Agreement for Publicly Funded Child Care Services

- Indemnity Clause for liability insurance for type A or type B child care homes
- If required, the pre-certification number from the completed DMA form "Declaration Regarding Material Assistance/ Non-Assistance to a Terrorist Organization". Visit <http://business.ohio.gov/efiling/help/dma.stm> for more information.

The JFS 01150 Rate Information for Providers of Publicly Funded Child Care

- Customary rates to the public in the format of weekly full time, weekly part time, and hourly for each age range of children you are able to serve (infants, toddlers, preschool, school age , and summer school age children). Please note that you must add all 3 rates (weekly full time, weekly part time, and hourly) for **each** age range served.
- Charges as they apply to your business for: Registration Fee, Advance Payment, Deposit, Activity Fee, Absent Day Fee, Transportation 1 Way Fee, Transportation Round Trip Fee, Amount Charged for Non-Traditional Care. Please note that only one registration fee can be entered.
- The expiration date of any currently applicable accreditations with NAEYC, NAFCC, CECPA, COA, ACSI, or NAC through NACCP.
- If you are a Certified In-Home Aide you must enter your hourly rate.

JFS 01141 Banking Information for Providers of Publicly Funded Child Care

- Name of Bank
- Type of Account (checking or savings)
- Account number (maximum of 17 digits)
- Routing number (maximum of 9 digits)
- Bank type (United States bank or Canadian bank)

ODJFS is very excited about the provider portal and the convenience it offers to providers serving Ohio children. Please continue to check the CCIDS web site for updates, as well as to view the previously mailed provider letters and additional communications. A power point presentation about "How to Use the CCIDS Provider Portal" is posted on the CCIDS web site to assist you with entering your information. This site is available by logging on to the Child Care in Ohio web site at <http://jfs.ohio.gov/cdc/childcare.stm> . Please contact the CCIDS help desk at 1-877-302-2347 or by email at CCIDS_Help_Desk@jfs.ohio.gov with questions related to the provider portal.

Sincerely,



Michael McCreight, Deputy Chief of Staff
Office of Families and Children

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