

**PROVIDER SCHOOL-AGE FREQUENTLY ASKED QUESTIONS**

Federal and Ohio laws do not permit the Ohio Department of Job and Family Services (ODJFS) to pay for child care services provided to a school age child during the regular school day. When the Ohio Electronic Child Care (ECC) system went live in 2010, and up until this system change, there was no ability to automatically deduct time when a school age child was in school. This required caretakers to back swipe the time out when a child left for school and back in when a child returned to the program from school. The School Age system change, effective January 3, 2016, reduces the burden on the caretaker to back swipe and on the provider to monitor the caretaker back swipes and ensures that the hours are accurately captured in Ohio ECC.

ODJFS did a great deal of research and analysis and developed a statewide standardized school schedule to be deducted from a child's swipes. Children are determined eligible for a category of authorization based on the needed hours of care of their caretakers. Providers are paid by category of payment which mirror the child's category of authorization (hourly, part time, full time and full time plus), but reflect actual hours swiped. ODJFS research shows that the variation of hours on either the start time or end time of the school day typically does not change the payment category. The ODJFS research shows that the average school day is six hours and thirty-six minutes. ODJFS has simplified this to six hours per day to lessen the effect on the payment category.

<b>Defined Terminology</b>	
<b>School child</b>	Ohio Administrative Code (OAC) rule 5101:2-16-01(S): "School child" means a child who is enrolled in and attending a grade of kindergarten or above or who is of compulsory school age as defined in section 3321.01 of the Ohio Revised Code, but is less than eighteen years old.
<b>School year</b>	OAC rule 5101:2-16-41(G) (1): the school year is defined as the first Sunday in September through the last Saturday in May.
<b>Standardized school schedule deduction</b>	The hours for a standard full day of school will be 9:00 a.m. - 3:00 p.m. (Monday through Friday). Any care provided or swiped for during this time period in the defined school year will not be paid.
<b>Kindergarten schedule deductions</b>	<ul style="list-style-type: none"> <li>• KA – 9:00 a.m. – 11:15 p.m. (Monday through Friday)</li> <li>• KP – 12:45 p.m. – 3:00 p.m. (Monday through Friday)</li> <li>• KD - Full Day Kindergarten - 9:00 a.m. - 3:00 p.m. (Monday through</li> </ul>

	Friday)	
<b>Category of authorization</b>	<p>OAC rule 5101:2-16-30(M): What is the Category of authorization?</p> <p>(1) The county agency shall determine eligibility for publicly funded child care (PFCC) benefits and shall authorize child care for periods that are reasonably related to the caretaker's hours of employment, education or training.</p> <p>(2) Authorizations shall be made for one of the following categories:</p> <p>(a) Hourly, which is less than 7.0 hours per week.</p> <p>(b) Part-time weekly which is 7.0 to less than 25.0 hours per week.</p> <p>(c) Full-time weekly, which is 25.0 to 60.0 hours per week.</p> <p>(d) Full-time weekly plus, for hours greater than 60.0 as determined by the county agency.</p>	
<b>Category of payment</b>	<p>Category of payment is the amount a provider is paid for the provision of PFCC services. The category of payment is based on the hours of care actually provided which may be less than the hours authorized. Example: if a child with a full time weekly authorization is in the provider's care for more than 7 hours, but fewer than 25 hours, the provider would be paid at a part-time rate.</p>	
<b>Current ODJFS adjustment</b>	<p>Adjustments can be requested on Ohio ECC payments when an error has resulted in the provider not being paid the correct category of payment.</p>	
<b>Important Reminders</b>		
<p>Deductions will be taken for the hours that include 9:00 a.m. – 3:00 p.m., Monday through Friday, during the school year. This is for children in full day kindergarten and grades above.</p> <p>Deductions will be taken for the hours of 9:00 a.m. – 11:45 a.m., Monday through Friday, during the school year for children in morning kindergarten. Deductions will be taken for the hours of 12:45 p.m. – 3:00 p.m., Monday through Friday, during the school year for children in afternoon kindergarten.</p> <p>Each day of care must have a swipe in and a swipe out.</p> <p>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. In order to lessen the effect on the payment category, the ODJFS simplified the standard deduction to six hours per day as defined above.</p>		
<b>Provider Concern</b>	<b>Response</b>	<b>Adjustment Allowed?</b>
<p>What about school age children who are in care during the defined period of standardized</p>	<p>Federal and Ohio laws do not permit ODJFS to pay for child care services provided to a school age child during the regular school</p>	<p>No</p>

<p>school hours due to various reasons:</p> <ul style="list-style-type: none"> <li>•The school age child is homeschooled by parents</li> <li>•The school age child is suspended or expelled</li> <li>•The school age child is sick</li> <li>•The school age child has a disability/special needs</li> <li>•The school age child is enrolled in online education</li> <li>•The school age child is enrolled in a non-district school with different hours</li> </ul> <p>This list does not include all possible circumstances but the answer is the same.</p>	<p>day.</p> <p>If a care is provided to a school age child during school year defined in Rule 5101:2-16-41(G) (1) the statewide standardized school schedule will be deducted.</p>	
<p>The caretaker fails to complete, or uses the incorrect time on a back swipe.</p>	<p>The most efficient way to correct this is for the provider to delete all swipes for that day (using the Point of Service device or the Provider web) and for the caretaker to complete the correct in and out swipes needed for the day.</p> <p>If the caregiver makes an error and swipes in with incorrect information (i.e.: wrong time), and it is not corrected in the back swipe period, current policies should be applied (adjustments can be requested timely). Providers are responsible for managing their business records.</p>	<p>Yes, according to the current ODJFS standard. If this is a swipe error an adjustment would need to be requested in a timely manner.</p>

<b>Schedule Concerns</b>		
<p>Kindergarten says full day but the child is in a half day</p>	<p>This is either a county agency error or a caretaker error, not a provider error. No matter why/how the error occurred a corrective action must be completed by the county worker. Caretaker must contact county worker and inform county worker of schedule The county worker must be contacted by the caretaker and a correction must be made to AECIC to indicate KA or KP.</p>	<p>Yes, according to the current ODJFS standard practice.</p>
<p>Kindergarten is every other day in my district</p>	<p>Kindergarten is every other day or some other schedule not indicated or the Kindergarten school age child is in an alternating day/week Kindergarten schedule.</p> <ul style="list-style-type: none"> <li>• If the county worker authorizes KD for this school year, then it will likely create more underpayment adjustments for the provider.</li> <li>• If the county worker authorizes half day Kindergarten for this school year, then it will likely create more overpayment adjustments to the provider.</li> </ul> <p>The county worker will need to determine which authorization works best based upon the actual alternating Kindergarten schedule and the hours of care needed by the caretaker.</p> <p>Providers should inform the family to speak to the county worker and get it corrected in the system County workers can work with help desk with specific information relating to kindergarten schedule.</p>	<p>Yes, according to the current ODJFS standard practice.</p>
<p>School age child goes to a year round school</p>	<p>The school age child is in a year round schedule and has four 4-week breaks that occur when school hours are being deducted. The school age child is in a year round program and ECC says that school begins in September and ends in May. When do I get summer rates?</p> <ul style="list-style-type: none"> <li>• The statewide standardized schedule</li> </ul>	<p>Yes, if school is not in session for a week during the school year, the provider can submit an adjustment according to the current ODJFS standard.</p>

	<p>deduction will occur during the school year. The school year is defined is rule 5101:2-16-41 as the first Sunday in September through the last Saturday in May. Time spent in school instruction outside of the defined school year should be accounted for by the caretaker completing four swipes (swipe into care, swipe out to school, swipe back into care, swipe out of care at end of day) for those days of care.</p>	
<p>The standardized school schedule will result in my business not being paid properly or will increase my efforts related to completion of a payment adjustment.</p> <ol style="list-style-type: none"> <li>1. This doesn't match the school district in which the provider offers care and it results in the provider being paid at a lower category of care. Can adjustments be requested?</li> <li>2. The school district in which the provider offers care ends before the school end date in ECC (child is out of school, but ECC is still deducting bell times). Can adjustments be requested when all day care begins?</li> <li>3. The school district in which the provider offers care ends after the school</li> </ol>	<p>The times defined in the definitions section of this document will be applied to all school age children receiving publicly funded child care (PFCC). The standardized definition of school hours is based upon the state average and is not specific to school times in the school district where the provider gives care.</p> <p>Providers are paid by category of payment. If a school age child receives 10 hours or 24 hours, the provider is still paid at a Part Time rate. The statewide standardized schedule deduction will be applied.</p> <p><b>School end dates are different</b></p> <p>Caretakers will need to conduct four swipes after or before the last Saturday in May (until child is out of school) each school year.</p> <p><b>School begin dates are different</b></p> <p>Caretakers will need to conduct four swipes before or after the first Saturday in September each school year as applicable</p> <p>While there will need to be some record keeping effort on the part of school age providers, adjustments will only be needed when the authorization category supports the category of payment change.</p>	<p>Yes, if it changes the category of payment, according to the current ODJFS standard practice.</p>

<p>end date in ECC (child is still in school, but ECC has stopped deducting bell times).</p> <p>4. The school district in which the provider offers care begins after the school begin date in ECC (child is not in school yet, but ECC has started deducting bell times).</p> <p>5. The school district in which the provider offers care begins before the school begin date in ECC (child has started school, but ECC has not started deducting bell times).</p>		
<b>Other Potential Questions</b>		
<p>Why is ODJFS making this change to automate?</p>	<p>ODJFS is following federal and state laws. This enhancement has been in the planning stages for over two years.</p>	<p>N/A</p>
<p>What if providers are not being paid for the actual service that is provided for the school age child?</p>	<p>The help desk can assist providers that have this concern. This will be an effort on the part of the provider to determine the current payment category, the time paid and the difference in hours to determine if the payment category would be impacted. If the payment category is impacted the provider will be required to complete and submit to the county agency a JFS 01292 “Publicly Funded Child Care Request for Ohio ECC Payment Adjustment”</p> <p>Adjustments must be filed within seven weeks of the service given in order to be</p>	<p>If the category of payment changes due to the statewide standardized school schedule, the provider may submit an adjustment for services.</p>

	considered for payment.	
What happens with snow days, holidays, late starts, closed early, in service days (school closed), or scheduled half days of school?	The statewide standardized school schedule will be applied. If the snow day results in a category of payment change the provider would complete and submit to the county agency a JFS 01292 “Publicly Funded Child Care Request for Ohio ECC Payment Adjustment”. In section II ‘Reason for Request’ Choose Swipe error in the ‘Describe the reason for this request’ section the provider should indicate: Inclement weather (bad weather, snow day, holiday, late start, early release etc.) caused school to be delayed (cancelled or applicable schedule change), standardized school deduction reduced hours and an adjustment is needed.	Yes, providers may submit an adjustment, according to the current ODJFS standard practice if the category of payment changes.
How will providers know if system change will affect their payment?	Review payment records and determine whether or not the category of payment changes. The Help Desk will assist if necessary. The provider will determine the impact.	N/A
What if the provider is being paid a lot less than they were before January 3, 2016?	Providers can review the payment records. All caretakers should have been conducting four swipes per day to deduct the time that the school age child was in school. Providers should not have been paid for care when a school age child was in school or was supposed to be in school. This may be the impact.	N/A

**Possible Swiping Examples**

Please Note: If the category of payment a provider receives changes due to the statewide standardized school schedule deductions, the provider may submit a JFS 01292 “Publicly Funded Child Care Request for Ohio ECC Payment Adjustment” in accordance with the current ODJFS standard practice requirements.

1. A school age child arrives at the provider at 6:00 a.m. and leaves for school at 8:30 a.m. Mom picks child up at 11:00 a.m. from school for a doctor appointment. Mom returns child to school at 1:00 p.m. and picks child up from the provider at 6:00 p.m.

**Resolution:** The caretaker should swipe the child in at 6:00 a.m. and swipe the child out at 6:00 p.m. The statewide standardized school deduction will be applied. There must be a swipe In and

a swipe Out for each day of care given.

2. A caretaker works from 2:30 p.m. to 12:00 midnight. The school age child attends care with the provider after school. What time does the caretaker back swipe for the child's care with the provider?

**Resolution:** The caretaker should back swipe the child into care recording the time the child arrived at the provider after school. The statewide standardized school deduction will be applied. There must be a swipe In and a swipe Out for each day of care given.

3. What should the swipes look like if a school age child gets dropped off at school at 10:30 a.m. and arrives at the provider after school, the caretaker picks the child up from the provider at 5:30 p.m.?

**Resolution:** The caretaker should back swipe the child into care recording the time the child arrived at the provider after school. The statewide standardized school deduction will be applied. There must be a swipe In and a swipe Out for each day of care given.

#### **Possible Swiping Examples: After School Only**

Please Note: If the category of payment a provider receives changes due to the statewide standardized school schedule deductions, the provider may submit a JFS 01292 "Publicly Funded Child Care Request for Ohio ECC Payment Adjustment" in accordance with the current ODJFS standard practice requirements.

1. A caretaker drops the school age child off at school. The provider picks the school age child up from school at 2:00 p.m. and cares for the child until the caretaker picks the child up at 6:00 p.m.

**Resolution:** The caretaker should back swipe the child into care recording the time the provider picked the child up from school. The statewide standardized school deduction will be applied. There must be a swipe In and a swipe Out for each day of care given.

2. A caretaker drops their school age child off at school. The school age child gets dropped off at the providers from the school bus at 4:00 p.m. The caretaker picks the school age child up at 6:00 p.m.

**Resolution:** The caretaker should back swipe the child into care recording the time the child arrived at the provider after school. The statewide standardize school deduction will not be applied. There must be a swipe In and a swipe Out for each day of care given.

3. The caretaker drops their school age child off at the provider at 3:30 p.m. and picks the school age child up at 6:00 p.m.

**Resolution:** The caretaker should swipe the child into care recording the time the child arrived at the provider. The statewide standardized school deduction will not be applied because the arrival time was after 3:00 p.m. There must be a swipe In and a swipe Out for each day of care given.