



**OHIO**

**CHILD CARE AND DEVELOPMENT FUND PLAN**

**FOR**

**FFY 2004-2005**

This Plan describes the CCDF program to be conducted by the State for the period 10/1/03 – 9/30/05. As provided for in the applicable statutes and regulations, the Lead Agency has the flexibility to modify this program at any time, including changing the options selected or described herein.

The official text of the applicable laws and regulations govern, and the Lead Agency acknowledges its responsibility to adhere to them regardless of the fact that, for purposes of simplicity and clarity, the specific provisions printed herein are sometimes paraphrases of, or excerpts and incomplete quotations from, the full text.

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Public reporting burden for this collection of information is estimated to average 162.57 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

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(Form ACF 118 Approved OMB Number: 0970-0114 expires 05-31-2006)

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## PART 1 -- ADMINISTRATION

The agency shown below has been designated by the Chief Executive Officer of the State (or Territory), to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto. (658D, 658E)

### **1.1 Lead Agency Information** (as designated by State chief executive officer)

Name of Lead Agency: Ohio Department of Job & Family Services

Address of Lead Agency: 30 East Broad Street  
Columbus, Ohio 43215-3414

Name and Title of the  
Lead Agency's Chief Executive Officer: Tom Hayes, Director

Phone & Fax Numbers: Phone: (614)466-6282 Fax: (614)466-2815

### **1.2 State Child Care (CCDF) Contact Information** (day-to-day contact)

Name and Title of the  
State Child Care Contact (CCDF): Terrie Hare, Bureau Chief

Address of Contact: 255 East Main Street, 3<sup>rd</sup> Floor  
Columbus, Ohio 43215-5222

Phone & Fax Numbers: Phone: (614)466-1043 Fax: (614)728-6803

E-Mail Address: [Haret@odjfs.state.oh.us](mailto:Haret@odjfs.state.oh.us)

### **1.3 Estimated Funding**

The Lead Agency estimates that the following amounts will be available for child care services and related activities during the 1-year period: October 1, 2003 through September 30, 2004. (§98.13(a))

-CCDF:	\$198,355,242.00
Federal TANF Transfer to CCDF (if known):	\$0.00
-Direct Federal TANF Spending on Child Care (if known):	\$190,825,450.00
-State CCDF Maintenance of Effort Funds:	\$45,403,943.00
-State Matching Funds:	\$41,828,366.00
-Total Funds Available:	\$476,413,001.00

**1.4** The Lead Agency estimates that the following amount (and percentage) of the CCDF will be used to administer the program (not to exceed 5 percent):  
**\$ 9,226,688.00** ( 3.86%). (658E(c)(3), §§98.13(a), 98.52)

**1.5** Does the Lead Agency directly administer and implement all services, programs and activities funded under the CCDF Act, including those described in Part 5.1 – Activities & Services to Improve the Quality and Availability of Child Care, Quality Earmarks and Set-Aside?

- ( ) Yes. – GO to Section 1.8.  
(X) No, and the following describes how the Lead Agency maintains overall control when services or activities are provided through other agencies. (658D(b)(1)(A), §98.11)

Ohio is a home rule state and is structured as a state-supervised, county-administered state. Ohio Revised Code (ORC) 329.04 specifies that the county department of job and family services (CDJFS) shall have, exercise, and perform any duties assigned by the Ohio Department of Job and Family Services (ODJFS) regarding the provision of publicly funded social services to prevent or reduce economic or personal dependency and to strengthen family life. Such public social services include child care services. This responsibility is controlled through the ORC and is clarified and/or amplified by rules promulgated and reflected in the Ohio Administrative Code (OAC). OAC rules, combined with regular reporting and monitoring of practice and expenditures, provides the lead agency with adequate control mechanisms, including adherence to Generally Accepted Accounting Principles (GAAP) to insure adherence to CFR 658D(b)(1)(A), 98.11. OAC rules provide specific direction on implementation and reimbursement for all publicly-funded child care programs.

The CDJFS' are responsible for the provision of subsidized child care services including: eligibility determination; child care home provider certification and payment to providers for child care services. The CDJFS may contract with child care providers or child care resource and referral agencies to conduct all or part of the eligibility determination, child care home provider certification processes and assisting families with finding child care services.

All applicants for child care services offered through the CDJFS have an appeal process that provides for:

- I. a county conference;
- II. a state hearing;
- III. an administrative appeal process; and
- IV. civil action.

Procedures, rules and forms regarding the appeal process for child care services' applicants are contained in Chapter 5101:06 of the OAC.

Child Care program implementation rules are contained within Chapters 5101:2-12, 5101:2-13, 5101:2-14, 5101:2-16 and 5101:2-18. These OAC rules govern program implementation and reimbursement procedures.

In addition to the promulgation of OAC rules, ODJFS, Bureau of Child Care and Development (BCCD) is responsible for fiscal and program monitoring of CDJFS implementation of all publicly funded programs. While these rules present coordinated programmatic eligibility, a coding mechanism has been issued through ODJFS' Administrative Procedure Manual regulations which directs the CDJFS to appropriately code child care expenditures in accordance with a family's eligibility.

Each family's eligibility is assigned to one or more specific child care codes based on the family's need for child care services (e.g., employment, training, protective). These codes are used in the CDJFS' expenditure claims to ODJFS/BCCD. ODJFS/BCCD monitors fiscal compliance of all CDJFS annually. ODJFS/BCCD monitors CDJFS child care utilization and expenditures through the ODJFS/BCCD 3299 Child Care On-line Reporting System.

ODJFS/BCCD licenses, monitors and inspects child care centers and Type A family child care homes (a permanent residence of the administrator in which child care or publicly funded child care is provided for seven to twelve children at one time or a permanent residence of the administrator in which child care is provided for four to twelve children at one time if four or more children at one time are under two years of age) for basic health and safety regulation compliance. The Ohio Department of Education (ODE) licenses school-based centers. In the 2004/2005 biennium, ODJFS/BCCD will resume licensing of Head Start centers.

CDJFS' are responsible for certifying, monitoring and inspecting Type B family child care homes (a permanent residence of the provider in which child care or publicly funded child care is provided for one to six children at one time and in which no more than three children are under two years of age at one time) and in-home aides who provide publicly funded child care in the child's home. OAC rules provide specific instruction on the implementation of the Type B family child care home program and the in-home aide program.

**1.6** For child care services funded under §98.50 (i.e., certificates, vouchers, grants/contracts for slots based on individual eligibility), does the Lead Agency itself: (§98.11)

- Determine individual eligibility of non-TANF families? YES \_\_\_ NO X

**If NO**, identify the name and type of agency that determines eligibility of non-TANF families for child care:

CDJFS (County TANF Agencies) are primarily responsible for determining eligibility for non-TANF families. As indicated above, the CDJFS may contract with child care providers or child care resource and referral agencies to conduct all or part of the eligibility determination, arrangement and placement processes.

- Determine individual eligibility of TANF families? YES \_\_\_ NO X

**If NO**, identify the name and type of agency that determines eligibility of TANF families for child care:

CDJFS (County TANF Agencies) are primarily responsible for determining eligibility for TANF families. As indicated above, the CDJFS may contract with child care providers or child care resource and referral agencies to conduct all or part of the eligibility determination, arrangement and placement processes.

- Assist parents in locating child care? YES \_\_\_ NO X

**If NO**, identify the name and type of agency that assists parents:

CDJFS (County TANF Agencies) and/or child care resource and referral agencies provide direct services to all parents, regardless of income. Information regarding the location of ODJFS/BCCD licensed child care centers is available to the general public via the ODJFS/BCCD Child Care Website.

- Make payments to providers? YES \_\_\_ NO X

**If NO**, identify the name and type of agency that makes payments:

CDJFS (County TANF Agencies) pay providers and are subsequently reimbursed by the ODJFS/BCCD.

- 1.7 Is any entity named in response to section 1.6 a non-governmental entity? (See section 1.6 of the guidance). (658D(b), §§98.10(a), 98.11(a))

( ) No.

(X) Yes, the following entities named in section 1.6 are non-governmental:

The Child Care Resource and Referral Services agencies are non-governmental entities. If a CDJFS so chooses, it may contract with a non-governmental entity for all functions identified in 1.6 except paying providers.

### **Section 1.8 - Use of Private Donated Funds**

- 1.8.1 Will the Lead Agency use private donated funds to meet a part of the matching requirement of the CCDF pursuant to §98.53(e)(2) and (f)?

(X) No. GO TO 1.9

( ) Yes. The name and type of entity designated to receive private donated funds is:

Name:

Address:

Contact:

Type (see section 1.6 of the guidance):

**Section 1.9 - Use of State Pre-Kindergarten (Pre-K) Expenditures for CCDF-Eligible Children**

1.9.1 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF maintenance of effort (MOE) requirement?

- No.  
 Yes,

\_\_\_\_\_ The State assures that its level of effort in full day/full year child care services has not been reduced, pursuant to §98.53(h)(1).

\_\_\_\_\_ Estimated % of the MOE requirement that will be met with pre-K expenditures. (It may not exceed 20%.)

If the State uses Pre-K expenditures to meet more than 10% of the MOE requirement, the following describes how the State will coordinate its Pre-K and child care services to expand the availability of child care (§98.53(h)(4)):

1.9.2 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF Matching Fund requirement? (§98.53(h))

- No.  
 Yes, and

\_\_\_\_\_ Estimated % of the Matching Fund requirement will be met with pre-K expenditures. (It may not exceed 20%.)

If the State uses Pre-K expenditures to meet more than 10% of the Matching Fund requirement, the following describes how the State will coordinate its Pre-K and child care services to expand the availability of child care (§98.53(h)(4)):

1.9.3 If the State answered yes to 1.91 or 1.9.2, the following describes State efforts to ensure that pre-K programs meet the needs of working parents (§98.53(h)(2)):

## **Part 2--DEVELOPING THE CHILD CARE PROGRAM**

### **2.1 - Consultation and Coordination**

2.1.1 Consultation. Describe the consultation the Lead Agency held in developing this Plan and the results of that consultation. At a minimum, the description must include the following:

- Representatives of local governments;
- Tribal organizations when such organizations exist within the boundaries of the State. (658D(b)(2), §§98.12(b), 98.14(b))

The following groups and organizations provided feedback and recommendations to the plan.

#### **Ohio Day Care Advisory Council (DCAC)**

The DCAC is composed of eighteen members appointed by the director of ODJFS with the approval of the governor. Voting members, who meet monthly, represent child care centers, home providers, parents/guardians, advocacy agencies, CDJFS, and other child welfare professionals. The ODJFS director, state superintendent of public instruction, the director of health, the director of commerce and the state fire marshal designees serve as non-voting members on the council. The DCAC serves as advisors to ODJFS/BCCD planning and program activities and makes recommendations that support and promote child care policy.

#### **Job and Family Services Director's Association (JFSDA) Child Care Subcommittee**

The JFSDA Child Care Subcommittee is composed of representatives from the CDJFS consisting of a cross section of program, fiscal and administrative staff. The purpose of the child care subcommittee is to discuss child care program issues, research issues relevant to child care and provide regular feedback on a variety of early care and education issues which potentially impact child care policy decisions.

#### **Office for Children and Families, Executive Leadership Council (ELC)**

Membership includes local public children services agency directors, CDJFS directors, child care advocates, adult protective services advocates and core child welfare advocates. The ELC meets monthly and has the responsibility of providing leadership, expertise, and guidance to the office policy making/rule making efforts. On a quarterly basis, the ELC invites forty additional child care, adult protective services and child welfare advocates to join the meeting. These individuals belong to various associations and trade organizations and have assisted in implementing rule/policy changes and advocating for OCF programs in the General Assembly.

### **Ohio Family and Children First (OFCF)**

OFCF is a partnership of government agencies and community organizations committed to improving the well-being of children and families. The Governor has challenged state and local partners to coordinate the work for children around the vision of "enabling every child to succeed." Recently, OFCF developed Commitments to Child Well-Being which will be used to develop policy, align program efforts and resources.

### **State Meetings**

During the development of the state plan, staff shared the document with various groups for additional input. ODJFS/BCCD also consulted with other agencies that collaborate in the provision of child care such as Children's Defense Fund, KidsOhio.org and BUILD Ohio. There were two specific Good Start, Grow Smart meetings with various stakeholders to develop this section of the plan.

- 2.1.2 Coordination. Lead Agencies are required to coordinate with other Federal, State, local, tribal (if applicable), and private agencies providing child care and early childhood development services.

Check any of the following services provided by agencies with which the Lead Agency coordinates. In each case identify the agency providing the service and describe the coordination and expected results:

- Public health including programs that promote children's emotional and mental health
- Employment services
- Public education
- TANF
- State Pre-K programs
- Head Start programs
- Programs that promote inclusion for children with disabilities
- Others (please identify) (658D(b)(1)(D), §98.12(a), 98.14(a)(1) & (2))

**Public health including programs that promote children's emotional and mental health**

The Ohio Department of Mental Health (ODMH) launched an Early Childhood Mental Health Initiative to promote the healthy social and emotional development of young children. Through mental health consultants and training, ODMH has been able to assist early childhood professionals and families in learning specific strategies to support young children's social and emotional development and to enhance the overall quality of early childhood programs. ODJFS/BCCD will continue to serve on ODMH's advisory committee and utilize quality funds for social/emotional professional development.

**X Employment Services**

The Ohio Department of Human Services and the Ohio Bureau of Employment Services merged to form a single state agency: The Ohio Department of Job and Family Services (ODJFS). As a result, the Employment-related needs and family support services of Ohio's families are coordinated by ODJFS.

**X Public Education**

ODJFS/BCCD collaborates with the Ohio Department of Education (ODE) on several initiatives. Including, but not limited to, school-age child care, early learning standards and Head Start/Child Care partnerships. ODJFS/BCCD also serves on the Superintendent's Special Education Advisory Committee (Part B of IDEA).

**X TANF**

ODJFS/BCCD uses TANF funds to supplement a significant portion of the cost of Ohio's subsidized child care program direct services.

**X State Pre-K programs**

ODJFS/BCCD collaborates with ODE to coordinate public preschool partnerships as another option for full day, full year services and the implementation of early learning standards.

**X Head Start programs**

ODJFS/BCCD has a long standing partnership with both the federal and state funded Head Start programs. Ohio leads the nation in the number of Head Start/Child Care partnerships and is also participating in a national research project regarding partnerships. Utilizing state Head Start funding (TANF), Ohio is proposing implementing Head Start Plus in the 2004/2005 biennium. The program is projected to meet the child care needs of working families and assist children identified as at-risk by poverty level to enter into kindergarten ready for success (See the Good Start, Grow Smart section of the plan).

**X Programs that promote inclusion for children with disabilities**

ODJFS/BCCD collaborates with the Help Me Grow Council (Part C of IDEA) as a participant and as a member of the subcommittee specific to inclusive care.

**X Others (please identify) (658D(b)(1)(D), §98.12(a), 98.14(a)(1) & (2))**

ODJFS/BCCD coordinates with Child Care Resource & Referral agencies (CCR&Rs) by providing consultation, technical assistance, and training to providers, families and the community to improve the availability, affordability and accessibility of early care and education settings.

**2.2 - Public Hearing**

Describe the Statewide public hearing process held to provide the public an opportunity to comment on the provision of child care services under this Plan. At a minimum, the description must indicate:

- Date(s) of statewide notice of public hearing Thursday, May 15, 2003.
- Manner of notifying the public about the statewide hearing

The public was notified of the hearing through public notices, which appeared on the ODJFS/BCCD website

- Date(s) of public hearing(s) Monday, June, 16, 2003
- Hearing site(s) 255 E. Main Street, 3<sup>rd</sup> floor, Columbus, Ohio
- How the content of the plan was made available to the public in advance of the public hearing(s) (658D(b)(1)(C), §98.14(c)):

The plan was made available electronically to various public and private entities, i.e., child care provider associations, advocacy groups, advisory committees, CDJFS', educational institutions, etc., throughout the state with a cover letter soliciting comments and/or recommendations regarding revisions to the plan prior to the public hearing. The plan was also posted on the ODJFS/BCCD website for public comment.

**2.3 - Public-Private Partnerships**

- Describe the activities, including planned activities, to encourage public-private partnerships that promote private-sector involvement in meeting child care needs, including the results or expected results. (658D(b)(1), §98.16(d)):

### **Child Care Resource and Referral Agencies (CCR&R)**

CCR&Rs provide consultation, technical assistance, and training to providers, families and the community to improve the availability, affordability and accessibility of early care and education settings. CCR&Rs have also organized business roundtables and provider support groups to focus on child care issues.

### **Day Care Advisory Council (DCAC)**

The DCAC is composed of eighteen members appointed by the director of ODJFS with the approval of the governor. Voting members, who meet monthly, represent child care centers, home providers, parents/guardians, advocacy agencies, CDJFS, and other child welfare professionals. The ODJFS director, state superintendent of public instruction, the director of health, the director of commerce and the state fire marshal designees serve as non-voting members on the council. The DCAC serves as advisors to ODJFS/BCCD planning and program activities and makes recommendations that support and promote child care policy.

### **TEACH**

Currently TEACH, a professional development scholarship program to raise the level of professional expertise among early care and education providers, is being piloted in two areas of the state primarily with local public and private dollars. Pending the availability of funds, ODJFS/BCCD will contribute to this program during the 2004/2005 biennium.

### **Step-Up-To-Quality**

Step-Up-To-Quality is a public/private partnership to create and implement a tiered rating scale. This rating scale will improve the quality of care in Ohio's licensed child care centers and provide parents with an easy to use tool to identify and select higher quality centers. ODJFS/BCCD will pilot the project in the fall of 2003.

### **SPARK**

Stark County, Ohio is one of eight communities across the country selected for the Kellogg Foundation's Supporting Partnerships to Assure Ready Kids (SPARK) Initiative. The Sisters of Charity Foundation, located in Canton, Ohio, is the lead agency for this public/private partnership.

### **BUILD Ohio**

BUILD Ohio is derived from the national BUILD Initiative to support those who set policies, provide services and advocate for children. BUILD Ohio is an initiative to support children, age birth to five years, and their families by developing a single, comprehensive and coordinated early learning system in Ohio.

### **Business Roundtable**

BCCD will work with partners to establish a Business Roundtable to explore new and innovative approaches to providing child care to the workforce.

**Local Initiatives**

There are many local initiatives that promote private/public partnerships often times through the CDJFS, CCR&Rs, United Way agencies or foundations. These initiatives support quality efforts such as accreditation, scholarships and public education.

### **PART 3 -- CHILD CARE SERVICES OFFERED**

#### **Section 3.1 - Description of Child Care Services**

**REMINDER: The Lead Agency must offer certificates for services funded under 45 CFR 98.50.** (98.30) Certificates must permit parents to choose from a variety of child care categories, including center-based care, group home care, family child care and in-home care. (§98.30(e))

- 3.1.1 In addition to offering certificates, does the Lead Agency also have grants or contracts for child care slots?
- (X) No.  
( ) Yes, and the following describes the types of child care services, the process for accessing grants or contracts, and the range of providers that will be available through grants or contracts: (658A(b)(1), 658P(4), §§98.16(g)(1), 98.30(a)(1) & (b))
- 3.1.2 The Lead Agency must allow for in-home care but may limit its use. Does the Lead Agency limit the use of in-home care in any way?
- (X) No.  
( ) Yes, and the limits and the reasons for those limits are (§§98.16(g)(2), 98.30(e)(1)(iv)):
- 3.1.3 Are all of the child care services described in 3.1.1 above (including certificates) offered throughout the State? (658E(a), §98.16(g)(3))
- (X) Yes  
( ) No, and the following are the localities (political subdivisions) and the services that are not offered:

#### **Section 3.2 - Payment Rates for the Provision of Child Care**

The statute at 658E(c)(4) and the regulations at §98.43(b)(1) require the Lead Agency to establish payment rates for child care services that ensure eligible children equal access to comparable care. These rates are provided as Attachment A. The attached payment rates are effective as of January 1, 2001.

The following is a summary of the facts relied on by the State to determine that the attached rates are sufficient to ensure equal access to comparable child care services provided to children whose parents are not eligible to receive child care assistance under the CCDF and other governmental programs. Include, at a minimum:

- The month and year when the local market rate survey(s) was completed: May, 2000. (§98.43(b)(2)) A copy of the Market Rate Survey instrument and a summary of the results of the survey are provided as Attachment B

- How the payment rates are adequate to ensure equal access based on the results of the above noted local market rate survey (i.e., the relationship between the attached payment rates and the market rates observed in the survey): (§98.43(b))

Historically, equal access had been assured by conducting a market rate survey every biennium and establishing rates for each provider type and child age group, by region, at the 75<sup>th</sup> percentile of the market's usual and customary cost to the public. During the review process of the most recent market rate survey, completed February, 2003, (See Attachment B-1, 2002 Market Rate Survey Instruments), it was determined that the process used in collecting and analyzing the market rate information was flawed. Subsequently, the Bureau is now looking at different options to complete a current market rate survey with more accurate and reliable data. Upon completing the analysis and establishing itemized rates at the 75<sup>th</sup> percentile, which is anticipated to be completed by no later than May, 2004, the rates will be posted on the BCCD web site and mailed to each CDJFS.

The CDJFS are free to adjust current reimbursement rates, to reflect market composition changes, to the extent that they do not exceed the payment rates currently established by ODJFS.

The validity of this approach is demonstrated by the following facts:

- Equal access does not guarantee entry but an opportunity for the parent(s) to make a choice.
  - The child care provider is free to make appropriate business decisions regarding the delivery of services to subsidized families.
  - During State Fiscal Year 2002, approximately 1,957 licensed child care facilities accepted payment(s) each month for delivering services to at least one subsidized family.
  - There are no statewide waiting lists for subsidized families in the State of Ohio.
  - Ohio has approximately 12,000 certified family home child care providers. These homes are certified for a number of reasons, with the primary reason being the ability to accept payments for delivering services to subsidized families. There are also no statewide waiting list in certified family homes for subsidized child care services.
- Additional facts that the Lead Agency relies on to determine that its payment rates ensure equal access include: (§98.43(d))
    - ODJFS/BCCD monitors the number of complaints received from subsidized parents that have been refused access or entry by any potential provider. The number of the complaints received in the current biennium was extremely low in relationship to the number of subsidized children entering child care everyday in Ohio.

- ORC Rule 5101:2-16-41 (Attachment B-2), permits the CDFJS to solicit ODJFS/BCCD for a market rate waiver if the CDJFS can provide supporting documentation that an established market rate prevents equal access.
- If the payment rates do not reflect individual rates for the full range of providers -- center-based, group home, family and in-home care -- explain how the choice of the full range of providers is made available to parents.

Not Applicable

**Section 3.3 - Eligibility Criteria for Child Care**

By statute, all eligible children must be under the age of 13, or under age 19 if physically or mentally incapable of self-care, or under court supervision, and reside with a family whose income does not exceed 85% of the State Median Income (SMI) for a family of the same size and whose parent(s) are working or attending a job training or educational program or who receive or need to receive protective services. (658E(c)(3)(B), 658P(3), §98.20(a))

3.3.1 Complete column (a) in the matrix below. Complete Column (b) ONLY IF the Lead Agency is using income eligibility limits lower than 85% of the SMI).

**IF APPLICABLE**

Family Size	(a) 85% of State Median Income (SMI) (\$/month)	(b) Income Level, lower than 85% of SMI, if used to limit eligibility	
		\$/month	% of SMI
1	N/A	N/A	N/A
2	<b>\$3,096.00</b>	\$1,010.00	28%
3	<b>\$3,825.00</b>	\$1,272.00	28%
4	<b>\$4,553.00</b>	\$1,533.00	29%
5	<b>\$5,282.00</b>	\$1,795.00	29%

The Lead Agency uses the State Median Income (SMI) of the year  
2003.

If applicable, the date on which the eligibility limits detailed in column (b) became effective:  
July, 2003.

- 3.3.2 How does the Lead Agency define “income” for the purposes of eligibility? Is any income deducted or excluded from total family income, for instance, work or medical expenses; child support paid to, or received from, other households; Supplemental Security Income (SSI) payments? Is the income of all family members included, or is the income of certain family members living in the household excluded? Please describe and/or include information as Attachment C. (§§98.16(g)(5), 98.20(b))

OAC Rule 5101:2-16-34

- 3.3.3 Has the Lead Agency established additional eligibility conditions or priority rules, for example, income limits that vary in different parts of the State, special eligibility for families receiving TANF, or eligibility that differs for families that include a child with special needs? (658E(c)(3)(B), §98.16(g)(5), §98.20(b))

- No  
 Yes, and the additional eligibility criteria are: (Terms must be defined in Appendix 2)

- 3.3.4 Has the Lead Agency elected to waive, on a case-by-case basis, the fee and income eligibility requirements for cases in which children receive, or need to receive, protective services, as defined in Appendix 2? (658E(c)(3)(B), 658P(3)(C)(ii), §98.20(a)(3)(ii)(A))

- Not Applicable, CCDF-funded child care is not provided in cases in which children receive, or need to receive, protective services.  
 No  
 Yes

- 3.3.5 Does the Lead Agency allow child care for children above age 13 but below age 19 who are physically and/or mentally incapable of self-care? (Physical and mental incapacity must then be defined in Appendix 2.) (658E(c)(3)(B), 658P(3), §98.20(a)(1)(ii))

- No This service is provided to children up to age 18 and reimbursement is made through Ohio’s Title XX program.  
 Yes, and the upper age is \_\_\_\_.

- 3.3.6 Does the Lead Agency allow child care for children above age 13 but below age 19 who are under court supervision? (658P(3), 658E(c)(3)(B), §98.20(a)(1)(ii))

- No This service is provided to children up to age 18 and reimbursement in made through Ohio’s Title XX program.  
 Yes, and the upper age is \_\_\_\_.

- 3.3.7 Does the State choose to provide CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities? (§§98.20(a)(3)(ii), 98.16(f)(7))

- ( ) Yes. (**NOTE:** This means that for CCDF purposes the State considers these children to be in protective services.)  
(X) No.

3.3.8 Does the State choose to provide respite child care to children in protective services?  
(§§98.16(f)(7), 98.20(a)(3)(ii)(A) & (B))

- ( ) Yes.  
(X) No. This service is part of Ohio's protective child care program.  
Reimbursement is funded via Ohio's Title XX program.

### **Section 3.4 - Priorities for Children**

3.4.1 The following describes the priorities for serving CCDF-eligible children including how priority required by the statute is given to children of families with very low family income and children with special needs: (Terms must be defined in Appendix 2) (658E(c)(3)(B))

- 1) Families receiving Ohio Works First (OWF/TANF) financial assistance are guaranteed child care services.
- 2) Families who are transitioning off OWF/TANF will be guaranteed child care services, if income eligible, for up to 12 consecutive months.
- 3) Families at-risk of becoming dependent.
- 4) All other families that are income-eligible under state-defined criteria.

\* All above categories include families with children who have special needs.

3.4.2 The following describes how CCDF funds will be used to meet the needs of families receiving Temporary Assistance for Needy Families (TANF), those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF. (658E(c)(2)(H), Section 418(b)(2) of the Social Security Act, §§98.50(e), 98.16(g)(4))

- 1) Families receiving OWF/TANF financial assistance are guaranteed subsidized child care services.
- 2) Families who are transitioning off OWF/TANF will be guaranteed subsidized child care services, if income eligible, for up to 12 consecutive months.
- 3) Families at-risk of becoming dependent will be provided subsidized child care services to the extent funding permits.

3.4.3 The following describes how the Lead Agency addresses situations in which funding is not sufficient to serve all families that are technically eligible under State policies:

- Reduce maximum program eligibility;
- Freeze provider reimbursement ceiling at current level;
- Increase family co-payment; and
- Freeze program to new applicants

**Section 3.5 - Sliding Fee Scale for Child Care Services**

3.5.1 A sliding fee scale, which is used to determine each family's contribution to the cost of child care, must vary based on income and the size of the family. A copy of this sliding fee scale for child care services and an explanation of how it works is provided as Attachment D.

OAC Rule 5101:2-16-39 and Monthly Family Child Care Fee Table

The attached fee scale is effective as of July, 2003.

Will the Lead Agency use additional factors to determine each family's contribution to the cost of child care? (658E(c)(3)(B), §98.42(b))

No.

Yes, and the following describes any additional factors that will be used to determine a family's contribution including, but not limited to, a maximum amount (family cap), number of children in care, cost of care, and/or whether care is full or part-time:

3.5.2 Is the sliding fee scale provided in the attachment in response to question 3.5.1 used in all parts of the State? (658E(c)(3)(B))

Yes

No, and other scale(s) and their effective date(s) are provided as Attachment \_\_\_\_\_.

3.5.3 The Lead Agency may waive contributions from families whose incomes are at or below the poverty level for a family of the same size, (§98.42(c)), and the poverty level used by the Lead Agency for a family of 3 is: .007% or less than \$10.00 per month

The Lead Agency must elect ONE of these options:

ALL families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee.

ALL families, including those with incomes at or below the poverty level for families of the same size, ARE required to pay a fee.

SOME families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee. A description of these families is:

All families, regardless of size, with monthly income below \$10.00 are not required to pay a fee.

3.5.4 Does the Lead Agency have a policy that prohibits a child care provider from charging families any unsubsidized portion of the provider's normal fees (in addition to the contributions discussed in 3.5.1)? (§98.43(b)(3))

- ( ) No  
(X) Yes, please describe:

ODJFS/BCCD reimburses child care providers the lowest of the provider's rate to the public, ODJFS/BCCD reimbursement ceiling or a negotiated rate for services. Providers are prohibited from charging families the difference between the ODJFS/BCCD reimbursement ceiling and the provider's rate. However, providers are permitted to charge families for fees that are not reimbursable by ODJFS/BCCD, i.e., activity fees, late fees, unauthorized hours of care and absent days not reimbursed by ODJFS/BCCD.

- 3.5.4.1 The following is an explanation of how the copayments required by the Lead Agency's sliding fee scale(s) are affordable: (§98.43(b)(3))

Using the 2003 federal poverty limits (FPL), Ohio's sliding fee table is based exclusively on family size and income. The fee is calculated on a graduated percentage of family income, and is kept affordable by capping the fee at no more than 10% of the family's monthly income regardless of provider type and the actual cost of care.

### **Section 3.6 - Certificate Payment System**

A child care certificate means a certificate, check, or other disbursement that is issued by the Lead Agency directly to a parent who may use it only to pay for child care services from a variety of providers including community and faith-based providers (center-based, group home, family and in-home child care), or, if required, as a deposit for services. (658E(c)(2)(A)), 658P(2), §§98.2, 98.16(k), 98.30(c)(3) & (e)(1))

Describe the overall child care certificate payment process, including, at a minimum:

- 3.6.1 A description of the form of the certificate: (§98.16(k))

See the attached Certificate of Authorization for Payment (COAP). Attachment E

- 3.6.2 A description of how the certificate program permits parents to choose from a variety of child care settings by explaining how a parent moves from receipt of the certificate to the choice of provider: (658E(c)(2)(A)(iii), 658P(2), §§98.2, 98.30(c)(4) & (e)(1) & (2))

See attached OAC rules regarding Ohio's COAP. Attachment F

- 3.6.3 If the Lead Agency is also providing child care services through grants and contracts, explain how it ensures that parents offered child care services are given the option of receiving a child care certificate. (§98.30(a) & (b))

Not Applicable

## PART 4 - PROCESSES WITH PARENTS

4.1 The following describes the process for a family to apply for and receive child care services (658D(b)(1)(A), 658E(c)(2)(D) & (3)(B), §§98.16(k), 98.30(a) through (e)). If the process varies for families based on eligibility category, for instance, TANF versus non-TANF, please describe. The description should include:

- How parents are informed of the availability of child care services and about child care options;

Parents are informed of the Child Care Program through county-issued information as well as ODJFS/BCCD-issued child care informational brochures and related web sites. Families are informed of their child care options through the eligibility process. In addition, ODJFS/BCCD has established a statewide CCR&R services system for the purpose of providing families with information regarding the availability of child care services and provider options.

- Where/how applications are made;

The application process for child care assistance is administered by Ohio's 88 CDJFS who determine eligibility and contract with providers or other non-profit entities, i.e., CCR&R agencies. CDJFS, in addition, are responsible for ensuring the accessibility of the application process to include location of applications and accessibility in non-traditional sites and during non-traditional times. These accessibility plans are on the file with ODJFS/BCCD.

- Who makes the eligibility determination;

The CDJFS is responsible for determining a family's eligibility. Although applications and related information may be gathered by a number of entities contracted with the CDJFS for that purpose, the CDJFS is the only entity that can determine eligibility and authorize the family for services.

- How parents who receive TANF benefits are informed about the exception to individual penalties as described in 4.4; and

Parents who receive TANF benefits are informed about exceptions to individual penalties by the CDJFS during eligibility determination.

- Length of eligibility period including variations that relate to the services provided, e.g., through collaborations with Head Start or pre-kindergarten programs.

Eligibility is re-determined once every 12 months. However, co-pay is verified and adjusted, if necessary, once every six months. A face-to-face interview is not required for initial determination or re-determination of benefits.

- Any steps the State has taken to reduce barriers to initial and continuing eligibility for child care subsidies.

CDJFS is responsible for administering the application process to include reducing barriers. Eligibility is determined every 12 months and does not require a face-to-face interview. The ODJFS maintains a website with a printable application. The CCR&Rs and some community locations such as child care facilities and job search centers provide applications. Applications, along with any documentation can be mailed, without the requirement to hand deliver.

- 4.2 The following is a detailed description of how the State maintains a record of substantiated parental complaints and how it makes the information regarding such parental complaints available to the public on request. (658E(c)(2)(C), §98.32))

OAC 5101:2-12-08 states that the director of ODJFS shall complete a disposition report for each licensed child care center complaint at the conclusion of the investigation. This report shall be kept on file at ODJFS/BCCD and a copy of the complaint, with confidential information redacted, shall be provided to any person who submits a request to the director (lead agency's administrator).

Additionally, ODJFS/BCCD maintains a website offering access to information regarding substantiated complaint investigations on licensed centers. Complaint investigation reports are posted for the current licensure period only.

Complaints regarding Type B home providers and in-home aides providing child care in the child's home, are investigated by the CDJFS. OAC 5101:2-14-03 specifies the investigation requirements for such complaints.

- 4.3 The following is a detailed description of the procedures in effect in the State for affording parents unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds. (658E(c)(2)(B), §98.31))

ORC 5104.11 states that parents and legal custodians are to be permitted unlimited access to centers during hours of operation for purposes of contacting their children, evaluating the care provided by the center, evaluating the premises of the center, or for other purposes approved by the director of job and family services.

OAC rule 5101:2-12-30 cites this requirement for child care centers, 5101:2-13-30 cites this requirement for Type A homes, and 5101:2-18-19 cites this requirement for day camps.

OAC rule 5101:2-14-24 states that Type B home providers and the parent will complete a written agreement that includes the statement that the parent has unlimited access to all areas where child care is provided during hours of operation.

- 4.4 The regulations at §98.33(b) require the Lead Agency to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care:

NOTE: The TANF agency, not the Child Care Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record. The TANF agency that established these criteria or definitions is: Ohio Department of Job and Family Services.

- "appropriate child care":

Availability of a licensed or certified child care provider.

- "reasonable distance":

Reasonable distance is defined by each individual county department of job and family services and is based on availability of transportation.

- "unsuitability of informal child care":

This is a decision by the parent or a child protective service agency based on findings during investigation of an abuse or neglect complaint.

- "affordable child care arrangements":

All OWF/TANF participants are guaranteed eligibility for child care subsidy with co-payments based on family size and income.

**PART 5 - ACTIVITIES & SERVICES TO IMPROVE  
THE QUALITY AND AVAILABILITY OF CHILD CARE**

**5.1 - Quality Earmarks and Set-Asides**

5.1.1 The Child Care and Development Fund provides earmarks for infant and toddler care and school-age care and resource and referral services as well as the special earmark for quality activities. The following describes the activities; identifies the entities providing the activities; and describes the expected results of the activities.

Infants and toddlers:

Using input obtained through the processes identified in the responses to Section 2.1 and 2.2, Consultation and Coordination of Services, ODJFS/BCCD has and will continue to implement quality initiatives aimed at protecting and nurturing our most vulnerable children in care.

Licensing: Creating and ensuring healthy and safe environments for infants and toddlers.

Child Care Resource and Referral Agencies: Work with providers to widen the availability of infant/toddler care in their communities.

Counties: Utilize funds to meet infant/toddler care needs in their individual communities.

During the 2004/2005 biennium, in addition to the above, ODJFS/BCCD will strengthen efforts with Help Me Grow and Early Head Start programs. ODJFS/BCCD will provide more resources to providers based on the Program for Infant Toddler Caregivers developed in California.

ODJFS/BCCD will be applying for the National Infant & Toddler Child Care Initiative at ZERO TO THREE to provide training and technical assistance specific to Ohio.

Resource and referral services:

ODJFS/BCCD will continue to fund the child care resource and referral services system statewide, which consists of grantees that serve all of Ohio's 88 counties. This past year, the CCR&R rules were updated and include the following deliverables:

- Adequate number of early care and education service providers to ensure sufficient supply of early care and education services.
- Increase provider access to training and/or professional development.

- Increase family knowledge of the characteristics of high quality early care and education services and access to resources, including paying for early care and education services.
- Increase community knowledge of issues affecting early care and education services, and improve linkages between community stakeholders and early care and education service providers.
- Provide ODJFS/BCCD policy makers and community partners with reports and statistics on early care and education services.

School-age child care:

Using input obtained through the processes identified in the responses to Section 2.1 and 2.2, Consultation and Coordination of Services, ODJFS/BCCD has and will continue to implement quality initiatives aimed at providing safe and age-appropriate care to school-age children.

Licensing: Creating and ensuring healthy and safe environments for school-age children.

Child Care Resource and Referral Agencies: Work with providers to widen the availability of school-age care in their communities.

Counties: Utilize funds to meet school-age care needs in their individual communities.

ODJFS/BCCD will continue its collaborative efforts with ODE to address the need for child care among families with school-age children. In addition, each of ODJFS/BCCD's CCR&Rs has a School Age Consultant who provides technical assistance to school districts and providers regarding school age issues. There will be stronger linkages with the 21<sup>st</sup> Century Community of Learners and ODJFS/BCCD will be applying for the Mott Foundation Grant.

- 5.1.2 The law requires that not less than 4% of the CCDF be set aside for quality activities. (658E(c)(3)(B), 658G, §§98.13(a), 98.16(h), 98.51) The Lead Agency estimates that the following amount and percentage will be used for the quality activities (not including earmarked funds):

\$ 10,853,598.00 ( 4.55%)

- 5.1.3 Check either "Yes" or "No" for each activity listed to indicate the activities the Lead Agency will undertake to improve the availability and quality of child care (include activities funded through the 4% quality set-aside as well as the special earmark for quality activities). (658D(b)(1)(D), 658E(c)(3)(B), §§98.13(a), 98.16(h))

Yes No

- Comprehensive consumer education;
- Grants or loans to providers to assist in meeting State and local standards;
- Monitoring compliance with licensing and regulatory requirements;
- Professional development, including training, education, and technical assistance;
- Improving salaries and other compensation for child care providers;
- Activities in support of early language, literacy, and numeracy development;
- Activities in support of early language, literacy, pre-reading, and numeracy development;
- Healthy Child Care America and other health activities including Those designed to promote the social and emotional development of children;
- Other quality activities that increase parental choice, and improve the quality and availability of child care. (§98.51(a)(1) and (2))

5.1.4 Describe each activity that is checked "Yes" above, identify the entity(ies) providing the activity, and describe the expected results of the activity.

Comprehensive consumer education:

ODJFS/BCCD maintains a website that provides information regarding: child care assistance; types of child care; how to recognize quality child care; how to apply for assistance, linkages to the CCR&Rs and other resources. Additionally, ODJFS/BCCD will continue to purchase and distribute education materials. Through the BUILD initiative, ODJFS/BCCD hopes to participate in a statewide public education campaign regarding early care and education, including the release of two public service announcements, originally created by Voices for Illinois Children.

Monitoring compliance with licensing and regulatory requirements:

ODJFS/BCCD has licensed more than 3,500 child care centers in which licensing specialists make at least 2 inspections per year. Currently, licensing specialists use computers during monitoring visits to expedite the monitoring/reporting process. In the 2004/2005 biennium, ODJFS/BCCD will be piloting "Step-Up-To-Quality", a tiered certification program. Additionally, ODJFS/BCCD licensing staff will resume the inspection of 600 Head Start Centers, which are currently licensed by the Ohio Department of Education.

Professional development, including training, education and technical assistance: ODJFS/BCCD provides the following training, education and technical assistance activities:

- Licensing specialists provide training for their local communities. ODJFS/BCCD collaborates with state agencies such as education and health for statewide conferences

- ODJFS/BCCD collaborates with institutions, such as OAEYC to deliver the latest research-based best practices.
- TEACH is currently being piloted in Ohio with hopes of expansion in the next two years.
- ODJFS/BCCD has developed a professional development registry which will be implemented in the communities that pilot Step-Up-To-Quality.

Activities in support of early language, literacy, pre-reading, and numeracy development;

Currently, ODJFS/BCCD funds the PBS Ready to Learn training initiative and a family child care monthly newsletter that provides information and best practices on early care and education, including literacy and numeracy. Please reference the Good Start Grow Smart Section of the plan for further language, literacy and numeracy activities.

Healthy Child Care America and other health activities:

Through an interagency agreement, the Ohio Department of Health updated ODJFS/BCCD's first aid and our family child care curriculums. Over the next two years, a statewide child abuse curriculum will be updated and a training module on administration of medication will be developed. ODJFS/BCCD will continue to promote and market Healthy Child Care America and the Back to Sleep campaign.

ODJFS/BCCD collaborates with the Help Me Grow Council (Part C of IDEA) as a participant and as a member of the subcommittee specific to inclusive care. Technical assistance is provided to counties and providers to ensure awareness of new rules and ability to access additional resources if needed. ODJFS/BCCD continues to collaborate with both departments of education, health and mental health and retardation regarding the special needs of children.

Other quality activities that increase parental choice, and improve the quality and availability of child care:

- The proposed Head Start Plus will be a new statewide initiative between ODE and ODJFS/BCCD to meet the child care needs of working families and assist children identified at-risk by poverty level to enter kindergarten ready for success.
- To improve policy and budget decisions, a new MIS child care family eligibility determination, tracking and monitoring, home provider certification, provider monitoring, tracking and reimbursement system will be researched in the next biennium.

5.1.5 Is any entity identified in sections 5.1.1 or 5.1.4 a non-governmental entity?

( ) No.

(X) Yes, the following entities named in this part are non-governmental:

Name: Ohio Child Care Resource & Referral Association (OCCRRA)

Type: (See section 1.6 of the guidance)

Private non-profit organization.

## **5.2 - Good Start, Grow Smart Planning and Development**

This section of the Plan relates to the President's *Good Start, Grow Smart* initiative which is envisioned as a Federal-State partnership that creates linkages between CCDF, including funds set-aside for quality, and State public and private efforts to promote early learning. In this section, each Lead Agency is asked to assess its State's progress toward developing voluntary guidelines on language, literacy, pre-reading, and numeracy, a plan for the education and training of child care providers, and a plan for coordination across at least four early childhood programs and funding streams.

### **5.2.1 - Voluntary Guidelines for Early Learning**

- Indicate which of the following best describes the current **status** of the State's efforts to develop research-based early learning guidelines (content standards) regarding language, literacy, pre-reading, and numeracy for three to five year-olds:
  - a) \_\_\_ Preliminary thinking or planning.
  - b) \_\_\_ Guidelines are being developed.
  - c) \_\_\_ Guidelines are developed but need to be modified.
  - d) X Guidelines are developed and implementation is in progress.
  - e) \_\_\_ Guidelines are developed and implemented in pre-kindergarten programs but not in child care.
  - f) \_\_\_ Guidelines are developed and implemented.
  - g) \_\_\_ Other. Please describe:
- Describe the **process** that was used or is planned for developing the State's early learning guidelines. Indicate who or what entity provided (or is providing leadership) to the process as well as the stakeholders involved.

Was (or is) the process framed by State legislation, research and/or guiding principles? If so, please describe. How are (or will) the early learning guidelines and the State's K-12 educational standards aligned? If they are not aligned, what steps will be taken to align them? If the early learning guidelines are in development, what is the expected date of completion?

The work on the standards was led by the Office of Early Childhood, Ohio Department of Education in the Spring of 2002, see Attachment G. The Early Learning Standards are aligned to Ohio's K – 12 academic content standards and are child outcome based.

The Early Childhood Education English Language Arts and Math Standards are based on current research (Preventing Reading Difficulties in Young Children, the NAEYC document regarding best practices in Early Literacy and the National Council of Teachers of Mathematics).

Writing teams for these standards were established through a nomination process and individuals were given consideration relative to the demographic and geographic landscape of Ohio.

The writing teams reviewed the research regarding the standards, produced draft standards, held focus groups, and revised the standards based on feedback. Final copies of the standards were presented to the Ohio Department of Education School Board November 2002 for review. The early learning standards process mirrored the process used for the development of K-12 standards.

- Describe the **domains** of development that the early learning guidelines address or are expected to address, e.g., social, emotional, cognitive, linguistic, and physical. States that have completed early learning guidelines should include a copy as an appendix to the plan. If the guidelines are available on the web, provide the appropriate Web site address.

The Language Arts and Literacy domains include:

- Phonemic Awareness, Word Recognition and Fluency
- Acquisition of Vocabulary: Contextual & Conceptual Understanding, Tools & Resources
- Reading Process: Concepts of Print, Comprehension Strategies, Self-Monitoring Strategies & Independent Reading
- Reading Applications: Informational, Technical, Persuasive & Literary Text
- Writing Processes: Prewriting, Drafting, Revising, Editing & Publishing
- Written Applications
- Writing Conventions: Handwriting, Spelling, Punctuation & Capitalization
- Research
- Communication: Oral & Visual

The Numeric and Math domains include:

- Number, Number Sense & Operations
- Measurement
- Geometry & Spatial Sense
- Patterns, Functions & Algebra
- Data Analysis & Probability

\*Ohio has also developed early learning standards in Social Studies and Science.

ODE's web page: [http://webapp1.ode.state.oh.us/content\\_standards](http://webapp1.ode.state.oh.us/content_standards)  
ODJFS's web page: [www.state.oh.us/odjfs/cdc](http://www.state.oh.us/odjfs/cdc)

- Describe the process the State used or expects to use in **implementing** its early learning guidelines, e.g., feedback and input processes, dissemination, piloting, training in the use of the guidelines, and linkages with other initiatives such as incentives for provider education and training. To what extent is (or was) implementation anticipated in the development of the guidelines? To which child care settings do (or will) the guidelines apply and are the guidelines voluntary or mandatory for each of these settings? How are (or will) community, cultural, linguistic and individual variations, as well as the diversity of child care settings (be) acknowledged in implementation?

#### Dissemination:

Ohio's Early Learning Standards, although voluntary, will be disseminated across the state to the early care and education community. The standards are appropriate and applicable for all early care and education settings. The Language Arts and Literacy Standards will be the primary professional development focus of the Governor's Early Literacy Initiative, which is a partnership between ODE and ODJFS/BCCD.

To realize the full benefit of aligning standards and outcomes, it is critical to "market" the standards multiple times and in multiple ways to providers, parents and the community in order to acknowledge the linguistic and cultural variations across the state. Currently the standards are available on both the ODE and ODJFS/BCCD websites.

#### Professional Development:

The plan calls for Literacy Specialists to be hired and located regionally to provide training and technical assistance to Ohio's early care and education communities. The Literacy Specialists will coordinate professional development; provide technical assistance, and to mentor and support the emerging professional development needs related to research-based literacy practices. Additionally, the Specialists will host quarterly regional literacy forums linking theory to practice utilizing interactive strategies.

Literacy Tool Kits will be distributed to Head Start, public preschool, special ed, child care and family child care providers. Literacy Tool Kits will include:

- A copy of the Early Learning Content Standards
- Starting Out Right
- The most frequently used and recognized word list
- The 100 picture books that everyone should know
- A CD Rom providing information and video clips demonstrating the standards in practice.

- A two hour training will be provided to providers on how to utilize the Tool Kit with a planned follow up session within six months to discuss questions/issues related to implementation.

#### Linkages to other Initiatives:

Ohio Education Television Stations (OETS) – ODJFS/BCCD currently has a contract with OETS who manages Ohio's eight local Public Broadcast Stations (PBS) to deliver specific trainings to both regulated and unregulated providers and workshops for parents. This coming biennium, the focus of the trainings will be to link the language and literacy standards with intentional educational experiences for children.

Regional Mentor Training – During the 2002-2003 school year, the Ohio Department of Education, Office of Early Childhood Education developed a four part literacy series that addressed 1) Head Start performance standards, Ohio's Early Learning Standards and STEP 2) Individuals that were identified by programs as literacy coaches engaged in skill development exercises to strengthen their mentoring capabilities. This literacy series will be offered to the larger child care community as part of the state's overall literacy plan.

#### Head Start Plus

In the 2004/2005 biennium, the proposed Head Start Plus may be implemented to provide full day, full year child care for working families and at the same time increase the school readiness of approximately 10,000 at risk children. The program design specifically addresses the importance of standards and school readiness by defining curriculum, instruction and assessment requirements.

#### School Readiness Task Force

Ohio is one of several states participating in the School Readiness Indicators Making Progress for Young Children initiative sponsored by the David and Lucile Packard Foundation, the Ewing Marion Kauffman Foundation and the Ford Foundation. The task is to craft child well-being indicators that coalesce stakeholders across state agencies/programs to create an early care and education system.

#### Ladders to Literacy

The Literacy Specialists will utilize Ladders to Literacy a federally funded program as a resource to assist teachers in making modifications and adaptations for children with special needs.

Conferences/Workshops – The standards will be shared with providers through a variety of statewide conferences, networking sessions and local workshops.

- As applicable, describe the State's plan for **assessing** its early learning guidelines. What will be the focus of the evaluation, i.e., guideline development and implementation, programs or child care settings, and/or outcomes related to children?

Will young children's progress be evaluated based on the guidelines? How will assessment be used to improve the State's guidelines, child care programs, plans and outcomes for individual children?

In the past, programs funded by The Ohio Department of Education used an ongoing assessment system (Galileo) to measure child outcomes in language arts, math and social and emotional development. Now that early learning standards have been developed the focus of evaluation will be on the effectiveness of implementation of standards. The Office of Early Childhood will use the Early Language and Literacy Classroom Observation instrument (ELLCO), either through a self assessment process or an external review process to evaluate implementation.

In 2003 the Ohio Department of Education, Office of Early Childhood Education will pilot a kindergarten entry screen that will evaluate child outcomes based on the early learning standards. The Office of Early Childhood is also interested in linking evaluations to the Head Start National Reporting System.

This data will be used to inform policy decisions and will enable ODE and ODJFS/BCCD to support program capacity as it relates to the professional development needs of all early care and education staff across the state.

### **Section 5.2.2 - State Plans for Professional Development**

- Describe the provider training, technical assistance, and professional development opportunities that are available to child care providers. Are these opportunities available Statewide to all types of providers? If not, please describe.

Currently, Ohio does not have a statewide professional development system; however, several aspects of the system are in pilot stages. The following aspects are available and the next section will address the goals for the 2004/2005 biennium:

**Provider Training:** For either no charge or a nominal fee, providers are offered numerous opportunities to participate in local and state credit-bearing trainings and workshops. Many trainings are offered via distance learning. Child care staff are required to complete basic health and safety trainings in order to ensure continued child care employment. Licensing rules were just amended to include additional hours in child development for child care staff. The Child Care Resource and Referral agencies located throughout the state are affordable and accessible vehicles for the delivery of training to child care staff.

**Technical Assistance:** Technical assistance is readily available both at the county and state level. In addition to the Child Care Resource and Referral agencies and the Special Education Regional Resource Centers providing ongoing assistance on a variety of topics.

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Licensing specialists are required to provide at least two trainings per year to the child care community as well as provide technical assistance during and after licensing visits. County staff are available to assist home providers with questions/concerns they may have.

Professional Development: The Early Learning Standards will drive the Professional Development system in the state. The standards outline the core competencies that providers in different early care and education settings need in order to ensure that young children have the knowledge, skills and abilities necessary to be ready for school. Preliminary work has been done and several initiatives are currently being piloted. The Career Pathway project has evolved into a database that tracks the in-service hours, education and experience of providers in order to provide professional placement in the field. There is strong support for TEACH, the Teacher Education and Compensation Helps Early Childhood Project. There has been increased articulation at the community level between and among institutions of higher learning for child care staff to receive their CDA while working concomitantly on their Associates Degree.

Finally, a tiered rating system will be piloted this fall with statewide implementation slated for 2004-2005.

- Does the State have a child care provider professional development **plan**?

( ) Yes. Identify the entities involved in the development of the plan and whether the plan addresses all categories of providers. As applicable, describe: how the plan includes a continuum of training and education, including articulation from one type of training to the next; how the plan addresses training quality including processes for the approval of trainers and training curriculum; how the plan addresses early language, literacy, pre-reading, and numeracy development. Indicate whether the plan is linked to early learning guidelines and, if so, how.

(X) No. Indicate whether steps are under way to develop a plan. If so, describe the time frames for completion and/or implementation, the steps anticipated, and how the plan is expected to support early language, literacy, pre-reading and numeracy.

Ohio has had an active statewide professional development committee. It is realistic to expect with the development of early learning standards that over the next two years ODJFS/BCCD will create a strategic plan and begin to connect the components listed above into a unified statewide system.

- Are program or provider-level **incentives** offered to encourage provider training and education? If yes, please describe. Include any links between the incentives and training relating to early language, literacy, pre-reading, and numeracy.

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The professional development offered by the State for the Governor's Early Literacy Initiative would be offered free to providers. There is the potential that if the State invests in TEACH scholarships may be geared toward coursework connected to the standards.

- What are the expected **outcomes** of the State's professional development plan and efforts to improve the skills of child care providers? As applicable, how does (or will) the State assess the effectiveness of its plan and efforts? If so, how does (or will) the State use assessment to help shape its professional development plan and training/education for child care providers?

Early Learning Standards and indicators of child well-being linked to core competencies for early care and education providers would yield a more intentional and aligned system. An expected outcome from this system would be that children in Ohio enter school ready to learn. The assessment system will grow out of the professional development plan and will assess both the system and the participants.

### Section 5.2.3 - State Plan for Program Coordination

- Does the State have a **plan** for coordination across early childhood programs?

Yes.

Indicate whether there is an entity that is responsible for ensuring that such coordination occurs. Indicate the four or more early childhood programs and/or funding streams that are coordinated and describe the nature of the coordination.

No.

Indicate what steps are under way to develop a plan for coordination.

ODJFS and ODE will coordinate the work of the plan as it relates to the Strategic Framework and BUILD Initiative. Ohio has developed the Early Learning Framework, which consists of core elements of a 10 year effort to build an early learning system for children from birth through age five that can improve the school readiness of children in Ohio. It proposes changes in policy and practice aimed at moving Ohio toward a more accessible, affordable, and equitable system of early learning.

It takes into account the needs of families, (not just children), of all settings where young children receive care and education, (not just centers), and all parents, (not just those who rely on paid child care).

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The Strategic Framework rests on three guiding principles:

- Relationships matter: Every young child in Ohio should benefit from the care and teaching of parents, families or other adults who have the knowledge and skills necessary to facilitate a child's development.
- Quality matters: Every family in Ohio should have access to affordable, high-quality early learning opportunities.
- Resources matter: Ohio needs a more comprehensive, coordinated early care and education service delivery system to improve school readiness.

Additionally, Ohio is one of four states participating in the BUILD Initiative (Early Childhood Funders Collaborative) which supports teams of key state stakeholders in building early learning systems in their states to meet the first national education goal that "all children start school ready to learn."

This system building work is expected to involve building a leadership base across different constituencies that is powerful and broad enough to encompass the early care and education, health, and nutrition, and parenting education and support elements of such a system, building public will and policy support for such a system, and ensuring the financial support for and implementation of that system.

Utilizing the foundation of the Strategic Framework, BUILD Ohio is focusing on the following infrastructures:

- Public Communication and Building Political Will
- Early Learning Standards/Accountability
- Professional Development

The BUILD initiative will enhance the work of the state departments as it relates to Head Start, child care, public preschool and TANF. In the 2004/2005 biennium, Head Start Plus will be a coordinated effort to blend Head Start, child care and TANF funds into a single program for families (Attachment H).

- Describe the **results** or expected results of this coordination. Discuss how these results relate to the development and implementation of the State's early learning guidelines, plans for professional development, and outcomes for children, and;
- Describe how the State's plan supports or will support continued coordination among the programs. Are changes anticipated in the plan?

BUILD Ohio is in the final stages of developing a strategic plan with specific outcomes. The outcomes for Head Start Plus are:

- One location for children and families.
- Increased consistency for children in terms of educational strategies, guidance for social development, and readiness goals.

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- Increased opportunities for shared professional development.
  - A blended vision toward quality education and care standards.
  - A first step toward streamlining Ohio's system.

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**PART 6 - HEALTH AND SAFETY REQUIREMENTS FOR PROVIDERS**

(ONLY THE 50 STATES AND THE DISTRICT OF COLUMBIA COMPLETE PART 6.  
ONLY TERRITORIES COMPLETE PART 7.)

The National Resource Center for Health and Safety in Child Care (NRCHSCC) of DHHS's Maternal and Child Health Bureau supports a comprehensive, current, on-line listing of the licensing and regulatory requirements for child care in the 50 States and the District of Columbia. In lieu of requiring a State Lead Agency to provide information that is already publicly available, ACF accepts this compilation as accurately reflecting the States' licensing requirements. The listing, which is maintained by the University of Colorado Health Sciences Center School of Nursing, is available on the World Wide Web at: <http://nrc.uchsc.edu/>

**Section 6.1 - Health and Safety Requirements for Center-Based Providers** (658E(c)(2)(F), §§98.41, §98.16(j))

6.1.1 Are all center-based providers paid with CCDF funds subject to licensing under State law that is indicated in the NRCHSCC's compilation? If:

- YES, answer 6.1.2 and proceed to 6.2.  
 NO, answer 6.1.2 and 6.1.3.

6.1.2 Have center licensing requirements as relates to staff-child ratios, group size, or staff training been modified since approval of the last State Plan? (§98.41(a)(2) & (3))

- NO  
 YES, and the changes are as follows:

Child care licensing rules have been modified to require staff trained in Cardio-Pulmonary Resuscitation (CPR) to be on licensed center and Type A home premises during program hours. Also, 20 of the mandated 45 clock hours of in-service training for child care staff hired on or after April 1, 2003, must include child development topics as defined in the rule.

Type A homes must have a staff on the premises, during program hours, who has completed training in Communicable Diseases and Child Abuse Recognition & Prevention in addition to the required First Aid course.

6.1.3 For center-based care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- 
- The prevention and control of infectious disease (including age-appropriate immunizations)
  - Building and physical premises safety
  - Health and safety training

**Section 6.2 - Health and Safety Requirements for Group Home Providers** (658E(c)(2)(F), §§98.41, 98.16(j))

6.2.1 Are all group home providers paid with CCDF funds subject to licensing under State law that is indicated in the NRCHSCC's compilation? If:

- YES, answer 6.2.2 and proceed to 6.3. (Group home is defined as a licensed Type A home, which provides services for a maximum of 12 children) .  
 NO, answer 6.2.2 and 6.2.3.

6.2.2 Have group home licensing requirements that relate to staff-child ratios, group size, or staff training been modified since the approval of the last State Plan? (§98.41(a)(2) & (3))

- NO  
 YES, and the changes are as follows:

6.2.3 For group home care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

Not Applicable

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

**Section 6.3 - Health and Safety Requirements for Family Providers** (658E(c)(2)(F), §§98.41, 98.16(j))

6.3.1 Are all family child care providers paid with CCDF funds subject to licensing under State law that is indicated in the NRCHSCC's compilation? If:

- YES, answer 6.3.2 and proceed to 6.4.  
 NO, answer 6.3.2 and 6.3.3.

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6.3.2 Have family child care provider requirements that relate to staff-child ratios, group size, or staff training been modified since the approval of the last State Plan?  
(§98.41(a)(2) & (3))

NO

YES, and the changes are as follows:

Effective April 1, 2003, all certified Type B family home child care providers reimbursed for providing subsidized child care services are required to take a seven module Health & Safety course. This is new requirement that encompasses approximately 50% more home providers than previously.

6.3.3 For family care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

Not Applicable

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

**Section 6.4 - Health and Safety Requirements for In-Home Providers** (658E(c)(2)(F), §§98.41, 98.16(j))

6.4.1 Are all in-home child care providers paid with CCDF funds subject to licensing under the State law reflected in the NRCHSCC's compilation referenced above? If:  
 YES, answer 6.4.2 and proceed to 6.5.  
 NO, answer 6.4.2 and 6.4.3.

6.4.2 Have in-home health and safety requirements that relate to staff-child ratios, group size, or training been modified since the approval of the last State Plan?  
(§98.41(a)(2) & (3))

NO

YES, and the changes are as follows:

Effective April 1, 2003, all certified in-home child care providers reimbursed for providing subsidized child care services are required to take a seven module Health & Safety course.

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6.4.3 For in-home care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

Not Applicable

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

### **Section 6.5 - Exemptions to Health and Safety Requirements**

At Lead Agency option, the following relatives: grandparents, great grandparents, aunts, uncles, or siblings (who live in a separate residence from the child in care) may be exempted from health and safety requirements (658P(4)(B), §98.41(a)(1)(ii)(A)). Indicate the Lead Agency's policy regarding these relative providers:

- ( ) All relative providers are subject to the same requirements as described in sections 6.1 - 6.4 above, as appropriate; there are no exemptions for relatives or different requirements for them.
- ( ) All relative providers are exempt from all health and safety requirements.
- (X) Some or all relative providers are subject to different health and safety requirements from those described in sections 6.1 - 6.4. The following describes those requirements and identifies the relatives they apply to:

With the exception of the certified Parent Provider Inspected (PPI) home provider, effective April 1, 2003, all certified relative home child care providers reimbursed for providing subsidized child care services are required to take a seven module Health & Safety course. PPI home providers, who may be relatives, are inspected and approved by the parent(s) and are not subject to back ground investigations or completing the seven module Health and Safety course.

### **Section 6.6 - Enforcement of Health and Safety Requirements**

Each Lead Agency is required to certify that procedures are in effect to ensure that child care providers of services for which assistance is provided comply with all applicable health and safety requirements. (658E(c)(2)(E), §§98.40(a)(2), 98.41(d)) The following is a description of how health and safety requirements are effectively enforced:

- Are child care providers subject to routine unannounced visits (i.e., not specifically for the purpose of complaint investigation or issuance/renewal of a license)?

- 
- No  
 Yes, and the following indicates the providers subject to routine unannounced visits and the frequency of those visits.

Prior to initial center or Type A Home license issuance, each license applicant must be inspected, investigated and determined to be in full compliance with ORC and OAC requirements.

The licensee is inspected at least once within the initial provisional licensing period; upon receipt of complaints; at least twice annually during each year of licensure (at least one unannounced inspection) and upon request for change in license terms (e.g. capacity, administrator.)

If ODJFS/BCCD determines the licensee to be noncompliant with ORC and/or OAC requirements, the ODJFS director must notify the licensee of the nature of the violation, the corrective action needed, and a deadline for the correction of the violation. If the correction is not made by the established date, the ODJFS director may begin action under Chapter 119 of the ORC to revoke the license or deny the renewal application.

If the ODJFS director determines that a center or Type A home is operating without a license, the ODJFS director may request that a petition for injunctive relief be filed in the local court of common pleas.

Type B home providers, in-home aides, and limited certified providers are certified under the auspices of the local CDJFS who derives their certifying authority from the director of the department of job and family services. These providers are subject to the health and safety requirements delineated within the NRCHSCC's compilation as referenced. The local CDJFS director enforces these health and safety regulations for the director (ODJFS).

Certified professional family home providers are inspected at least twice annually, at least one of these inspections is unannounced, and certified Limited family home providers, with the exception of the Parent Provider Inspected (PPI) provider, are inspected at least once annually. PPI providers are only inspected by the agency in response to the filing of a formal complaint of non-compliance.

If the provider is determined to be out of compliance with ORC and/or OAC regulations, the CDJFS may request action be taken by ODJFS/BCCD under Chapter 119 of the ORC.

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- Are child care providers subject to background checks?

No

Yes, and the following types of providers are subject to background checks (indicate when such checks are conducted):

All licensed centers, licensed Type A homes and certified professional and limited family home child care providers in the State of Ohio, with the exception of the certified PPI family home child care provider, must submit to a BCII background investigation upon employment to confirm eligibility for employment in a child care setting.

The parent and PPI are required to complete a health and safety checklist and return completed list to the CDJFS. By completing the form, the parent and provider are attesting to the health and safety of the provider's home and surrounding environment.

- Does the State require that child care providers report serious injuries that occur while a child is in care? ( Serious injuries are defined as injuries requiring medical treatment by a doctor, nurse, dentist, or other medical professional.)

No

Yes, and the following describes the State's reporting requirements and how such injuries are tracked (if applicable).

All regulated child care providers, licensed and certified, are required to report all serious injuries to ODJFS/BCCD by completing and submitting the Incident/Injury Report Form.

- Other methods used to ensure that health and safety requirements are effectively enforced:

The Center and Type A Home is inspected at least once within the initial provisional licensing period; upon receipt of complaints; at least twice annually during each year of licensure (at least one unannounced inspection) and upon request for change in license terms (e.g. capacity, administrator.)

Type B professional home providers are inspected at least twice annually. At least one of these inspections is unannounced.

All regulated providers, regardless of type, are mandated to complete a Health & Safety training program.

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**Section 6.7 – Exemptions from Immunization Requirements**

The State assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendations for childhood immunizations of the State public health agency. (§98.41(a)(1))

The State exempts the following children from immunization (check all that apply):

- Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- Children who receive care in their own homes.
- Children whose parents object to immunization on religious grounds.
- Children whose medical condition contraindicates immunization.

Immunization requirements may be waived by the CDJFS director for religious reasons upon submission of the parent's written request for exemption, or for medical reasons upon submission of a request for exemption in the form of a statement signed by a licensed physician. The parent's request and the county director's waiver shall be on file at the CDJFS and the CDJFS director shall provide a copy to the provider. The waiver request and approval shall be updated annually by the parent and the CDJFS director.

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**PART 7 - HEALTH AND SAFETY REQUIREMENTS IN THE TERRITORIES**

**Section 7.1 - Health and Safety Requirements for Center-Based Providers in the Territories**  
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all center-based care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

Not Applicable

**Section 7.2 - Health and Safety Requirements for Group Home Providers in the Territories**  
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all group home care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

Not Applicable

**Section 7.3 - Health and Safety Requirements for Family Providers in the Territories**  
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all family child care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

Not Applicable

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**Section 7.4 - Health and Safety Requirements for In-Home Providers in the Territories**  
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all in-home care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

Not Applicable

**Section 7.5 - Exemptions to Territorial Health and Safety Requirements**

At Lead Agency option, the following relatives may be exempted from health and safety requirements: grandparents, great grandparents, aunts, uncles, or siblings (who live in a separate residence from the child in care). (658P(4)(B), §98.41(a)(1)(ii)(A)). Indicate the Lead Agency's policy regarding these relative providers:

- ( ) All relative providers are subject to the same requirements as described in sections 7.1 - 7.4 above, as appropriate; there are no exemptions for relatives or different requirements for them.
- ( ) All relative providers are exempt from all health and safety requirements.
- ( ) Some or all relative providers are subject to different health and safety requirements from those described in sections 7.1 - 7.4 and the following describes those different requirements and the relatives they apply to:

Not Applicable

**Section 7.6 - Enforcement of Health and Safety Requirements**

Each Lead Agency is required to certify that procedures are in effect to ensure that child care providers of services for which assistance is provided comply with all applicable health and safety requirements. (658E(c)(2)(E), §§98.40(a)(2), 98.41(d)) The following is a description of how Territorial health and safety requirements are effectively enforced:

- Are child care providers subject to routine unannounced visits (i.e., not specifically for the purpose of complaint investigation or issuance/renewal of a license)?
  - ( ) No
  - ( ) Yes, and the following indicates the providers subject to routine unannounced visits and the frequency of those visits.

Not Applicable

- Are child care providers subject to background checks?
  - ( ) No
  - ( ) Yes, and the following types of providers are subject to background checks (indicate when such checks are conducted):

Not Applicable

- Does the Territory require that child care providers report serious injuries that occur while a child is in care? ( Serious injuries are defined as injuries requiring medical treatment by a doctor, nurse, dentist, or other medical professional.)
  - ( ) No
  - ( ) Yes, and the following describes the Territory's reporting requirements and how such injuries are tracked (if applicable).

Not Applicable

- Other methods used to ensure that health and safety requirements are effectively enforced:

Not Applicable

### **Section 7.7 – Exemptions from Immunization Requirements**

The Territory assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendations for childhood immunizations of the Territorial public health agency. (§98.41(a)(1))

The Territory exempts the following children from immunization (check all that apply):

- \_\_\_ Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- \_\_\_ Children who receive care in their own homes.
- \_\_\_ Children whose parents object to immunization on religious grounds.
- \_\_\_ Children whose medical condition contraindicates immunization.

Not Applicable

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**APPENDIX 1 -- PROGRAM ASSURANCES AND CERTIFICATIONS**

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The Lead Agency, named in Part 1 of this Plan, assures that:

- (1) upon approval, it will have in effect a program that complies with the provisions of the Plan printed herein, and is administered in accordance with the Child Care and Development Block Grant Act of 1990 as amended, Section 418 of the Social Security Act, and all other applicable Federal laws and regulations. (658D(b), 658E(a))
- (2) the parent(s) of each eligible child within the State who receives or is offered child care services for which financial assistance is provided is given the option either to enroll such child with a child care provider that has a grant or contract for the provision of the service; or to receive a child care certificate. (658E(c)(2)(A)(i))
- (3) in cases in which the parent(s) elects to enroll the child with a provider that has a grant or contract with the Lead Agency, the child will be enrolled with the eligible provider selected by the parent to the maximum extent practicable. (658E(c)(2)(A)(ii))
- (4) the child care certificate offered to parents shall be of a value commensurate with the subsidy value of child care services provided under a grant or contract. (658E(c)(2)(A)(iii))
- (5) with respect to State and local regulatory requirements, health and safety requirements, payment rates, and registration requirements, State or local rules, procedures or other requirements promulgated for the purpose of the Child Care and Development Fund will not significantly restrict parental choice among categories of care or types of providers. (658E(c)(2)(A), §98.15(p), §98.30(g), §98.40(b)(2), §98.41(b), §98.43(c), §98.45(d))
- (6) that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendation for childhood immunizations of the State public health agency. (§98.41(a)(1))
- (7) that CCDF Discretionary funds are used to supplement, not supplant, State general revenue funds for child care assistance for low-income families. (P.L. 106-554)

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The Lead Agency also certifies that:

- (1) it has procedures in place to ensure that providers of child care services for which assistance is provided under the Child Care and Development Fund afford parents unlimited access to their children and to the providers caring for their children during the normal hours of operations and whenever such children are in the care of such providers. (658E(c)(2)(B))
- (2) it maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request. (658E(c)(2)(C))
- (3) it will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed child care choices. (658E(c)(2)(D))
- (4) it has in effect licensing requirements applicable to child care services provided in the State. (658E(c)(2)(E))
- (5) there are in effect within the State (or other area served by the Lead Agency), under State or local law, requirements designed to protect the health and safety of children; these requirements are applicable to child care providers that provide services for which assistance is made available under the Child Care and Development Fund. (658E(c)(2)(E))
- (6) procedures are in effect to ensure that child care providers of services for which assistance is provided under the Child Care and Development Fund comply with all applicable State or local health and safety requirements. (658E(c)(2)(G))
- (7) payment rates under the Child Care and Development Fund for the provision of child care services are sufficient to ensure equal access for eligible children to comparable child care services in the State or sub-State area that are provided to children whose parents are not eligible to receive assistance under this program or under any other Federal or State child care assistance programs. (658E(c)(4)(A))

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**APPENDIX 2 - ELIGIBILITY AND PRIORITY TERMINOLOGY:**

For purposes of determining eligibility and priority for CCDF-funded child care services, lead agencies must define the following *italicized* terms. (658P, 658E(c)(3)(B))

- (1) *job training and educational program* –  
Voluntary or mandatory on-the-job training program or educational program leading to permanent employment.
- (2) *attending* (a job training or educational program; include minimum hours if applicable) –  
Satisfactory participation criteria requires that the eligibility deter the participant's attendance in regards to a level of frequency that ensures the participant's satisfactory participation.
- (3) *in loco parentis* –  
Per OAC Rule, any adult(s) who is charged by blood, marriage, adoption or law with the rights, duties and responsibilities of a mother and/or father and whose presence in the home is needed to perform these rights, duties and responsibilities.
- (4) *physical or mental incapacity* (if the Lead Agency provides such services to children age 13 and older) –  
A physical or mental condition, which renders a child incapable of caring for him/herself as verified by the CDJFS, based on a determination by a licensed physician or licensed or certified psychologist.
- (5) *protective services* –  
As verified by the CDJFS, a child or children residing in a home with the caretaker parent and for whom a case plan is prepared and maintained pursuant to §2151.421 of the ORC which indicates the need for protective child care services. Protective services may also be authorized when a child and his caretaker parent either temporarily reside in a facility providing emergency shelter for homeless families or are determined to be homeless by the CDJFS and are otherwise ineligible for child care services.
- (6) *residing with* –  
Sharing the same home with caretaker parent, person who has legal custody of the child, a guardian of the child or any other person who stands in loco parentis with respect to the child, and whose presence in the home is needed as caretaker of the child.

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- (7) *special needs child* –  
A child who is under age eighteen years old who does not function according to age-appropriate expectations in one or more of the following areas of development: social/emotional, cognitive, communication, perceptual-motor, physical, or behavioral development, or the child has chronic health issues. The child's delays/condition(s) affect development to the extent that the child requires special adaptations, modified facilities, program adjustments or related services on a regular basis in order to function in an adaptive manner.
- (8) *very low income* –  
Income at or below 10% of the federal poverty level which is exempt from monthly co-payment requirements as mandated by OAC 5101:2-16-39.
- (9) *working* (include minimum hours if applicable) –  
Participation, as verified by the CDJFS, in paid employment either on a full time or part time basis.
- (10) Additional terminology related to conditions of eligibility or priority established by the Lead Agency:  
Transitional - At any time during the immediately following twelve-month period that an assistance group ceases to participate in the work component of the Ohio Works First (OWF/TANF) program if: child care is required due to employment or training and the assistance group's income does not exceed current eligibility criteria.

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**ATTACHMENTS**

- A. Child Care Reimbursement Ceilings, Child Care Centers, Type A Home and Type B Family Child Care Home Professional Certification
- B. 2000 Licensed Provider Market Rate Survey, SFY2000 Certified Provider Telephone Market Rate Survey
- B-1 ODJFS Market Rate Survey, ODE Licensed Facilities, ODJFS Licensed Facilities and Certified Home Providers.
- C. OAC 5101:2-16-34 Income Eligibility
- D. OAC 5101:2-16-39 Family Co-Payment Requirement
- E. Certificate of Authorization for Payment (**Sample Form Only, the CDJFS has the option of designing county specific form but it must contain all data fields identified on Sample Form**)
- F. OAC 5101:2-16-55 Certificate of Authorization for Payment (COAP)
- G. Head Start Plus Fact Sheet
- H. Early Learning Content Standards, English Language Arts, Mathematics