

Publicly Funded Child Care Process for Ohio Department of Education Programs

The Ohio Department of Job and Family Services (ODJFS) offers financial assistance, also known as publicly funded child care (PFCC), to eligible parents to help them with child care costs while they engage in work, education or job training. Child care programs interested in participating in PFCC must complete a provider agreement with ODJFS. Payment for PFCC services is made to the program through an automatic deposit known as an electronic fund transfer.

To be approved to sign a provider agreement and participate in PFCC, Ohio Department of Education (ODE) licensed programs must have the appropriate staff complete all steps in the background check process and be determined eligible by ODJFS. The background check process includes a review of a fingerprint check through the Ohio Bureau of Investigation (BCI) and the Federal Bureau of Investigation (FBI), as well as a review of state and national sex offender registries and the statewide child abuse and neglect registry.

School-age and preschool programs licensed by ODE must request approval to provide PFCC by following the steps outlined below.

Step 1- Review Provider Agreement

It is recommended that the program review a sample provider agreement to decide whether the program is willing to agree to the requirements and to gather the necessary information to submit the agreement. Sample provider agreement:

<http://jfs.ohio.gov/cdc/docs/JFS01144ProviderAgreement.stm>.

Step 2- Fingerprint Checks

Complete the BCI, FBI and National Sex Offender Registry (NSOR) checks, all staff must submit fingerprints at a WebCheck agency. A list of locations can be found here:

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>. A printed copy of the *Background Check Instructions for WebCheck*

document (found here: http://jfs.ohio.gov/cdc/Background_Check_Process.stm) should be given to the WebCheck agency. Be sure to use the correct reason codes as noted on the Background Check Instructions for WebCheck document.

Step 3- Ohio Professional Registry (OPR)

All staff required to have a background check must also complete a request for a background check in the OPR. ODJFS receives BCI/FBI/NSOR results and reviews all five required background check components to determine eligibility.

Step 4- Request to be Approved to Provide PFCC

Submit the JFS 01140 “Request to Provide Publicly Funded Child Care for Ohio Department of Education Programs” with a copy of the ODE license or the system-generated equivalent from the Ohio Child Licensing and Quality System (OCLQS) to CCBackgroundCheck@jfs.ohio.gov

for review. The JFS 01140 can be found in Forms Central (<http://www.odjfs.state.oh.us/forms/num/JFS01140/pdf/>). All staff required to have background checks must be listed on the JFS 01140.

Step 5- Background Check Results

When a full determination of eligibility is made for all required individuals listed on the JFS 01140, the program meets ODJFS requirements to complete a provider agreement. The program will receive notification via email when staff listed on the JFS 01140 have been approved. The JFS 01176 “Program Notification of Background Check Review for Child Care” from ODJFS is made available for ODE programs to view from their program dashboard in the OPR. ODE will also receive notification of the JFS 01176 via email to OELSR.Licensing@education.ohio.gov.

Step 6- Complete Provider Agreement

Once approved, the program can submit a provider agreement and other required documentation in the provider portal. Directions can be found at: <http://jfs.ohio.gov/cdc/CCIDS.stm>. Additional requirements for ODE programs include the following:

- The authorized representative (or school contact) must provide a program email address to the CCIDS Business Unit by calling the Child Care Help Desk at 1-877-302-2347, option 1.
- Once the email address has been added to the system, the authorized representative will be given login information to sign into the CCIDS Provider Portal to complete a provider agreement.

For policy questions, please contact the Child Care Help Desk at 1-877-302-2347, option 4 or CHILDCAREPOLICY@jfs.ohio.gov.