



Department of
Job and Family Services

Mike DeWine, Governor
Kimberly Hall, Director

To: Publicly Funded Child Care Providers

From: Susan Ballinger, Chief Financial Officer, Office of Fiscal and Monitoring
Wanda Ellis, Deputy Director Office of Family Assistance *WFE*

Subject: Monitoring of Publicly Funded Child Care Providers

Date: December 17, 2019

The Ohio Department of Job and Family Services (ODJFS) administers the Publicly Funded Child Care (PFCC) Program. Child care providers who participate in the PFCC program must sign the JFS 01144 "Provider Agreement for Publicly Funded Child Care Services" in the CCIDS Provider Portal. This agreement is a contract whereby the provider agrees and understands that compliance with the agreement and all applicable state statutes, Ohio Administrative Code (OAC) rules, and Federal statutes and regulations is required in order to be paid for providing authorized PFCC services.

Providers may receive a routine monitoring visit from the ODJFS Office of Fiscal and Monitoring Services (OFMS) during the normal course of business. This monitoring visit is different than an ODJFS licensing inspection and is unannounced.

The OFMS monitoring visits includes:

- (1) Upon arrival, the member of the OFMS staff will properly identify themselves and provide you with a copy of an official request for records.
 - a. Providers participating in the PFCC program have responsibilities to maintain attendance records as required in OAC Chapters 5101:2-12, 5101:2-13, 5101:2-14, 5101:2-16 and 5101:2-18.
- (2) The original records must be provided to the inspector and will be reviewed for accuracy and allowability.
- (3) The original records may be taken off the premises by OFMS, who will leave a record log identifying the records secured.
 - a. This log can be presented to your licensing specialist if they request attendance records during a licensing inspection.
 - b. A copy will be returned by OFMS for your files.
- (4) OFMS will send a letter to your program with conclusions from the monitoring visit.

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Providers participating in the PFCC program have the following responsibilities under the Provider Agreement, with regards to being monitored. Within the Provider Agreement the following language appears:

#14 "Maintain all records required in Chapters 3301-37, 5101:2-12, 5101:2-13, 5101:2-14, 5101:2-16, 5101:2-17 and 5101:2-18 of the OAC so as to fully disclose the extent of child care services provided. The Provider shall maintain such records for a period of three years from the date of receipt of payment based upon those records or until any initiated audit is completed, whichever is longer."

#16 "Furnish ODJFS any information maintained under paragraph (14) for audit purposes or any other purpose as required by ODJFS. Failure to provide requested records may result in a determination that no records exist for payment paid to the Provider for the child care reportedly rendered. Such a determination shall result in the recoupment of all payments made for which no records are provided."

#17 "Cooperate with any Publicly Funded Child Care Program Integrity Review as outlined in Chapter 5101:2-16 of the OAC. Failure to cooperate with the review may result in suspension or termination of this agreement. Failure to provide requested records within the time frame defined in Chapter 5101:2-16 of the OAC for the Publicly Funded Child Care Program Integrity Review may result in a determination that no records exist for payment paid to the Provider for the child care reportedly rendered. Such determination shall result in the recoupment of all payments made for which no records are provided."

If you have questions regarding the monitoring visit, please contact Elizabeth Deese at 614-387-8389.

If you have any questions regarding publicly funded child care policies, please contact the Child Care Help Desk at 1-877-302-2347 option 4 or at childcarepolicy@jfs.ohio.gov.