



**Child Care Manual Procedure Letter No. 54**

**TO: All Child Care Manual Holders**

**FROM: Douglas E. Lumpkin, Director**

**SUBJECT: Adjustments to Payments Made to Providers of Publicly Funded Child Care**

Since the Ohio Department of Job and Family Services (ODJFS) began making payments to child care providers in May, some providers have indicated that their payment amounts have been incorrect because they reported incorrect rates in the provider portal. To correct these errors, the department is providing the following instructions to county agencies and providers.

ODJFS will notify providers via e-mail that they are responsible for reviewing and updating, if necessary, their entered customary rates. Providers also are responsible for following up with the county in order to make payment corrections. Providers who feel they have been paid an incorrect amount because they entered incorrect rates on the JFS 01150 "Rate Information for Providers of Publicly Funded Child Care" must provide the county with the following, no later than June 23, 2010:

1. A copy of the original invoice, for services on or after March 28, 2010, for which the provider feels that incorrect rates were used.
2. A copy of the JFS 01150 with updated rates. These rates will be used to calculate the correct payment.
3. A copy of the Remittance History showing the incorrect payment. This information is available to the county on the Payment Detail Report.

When the county has received the above items, it will review them and process corrected payments in the following manner:

1. Review and recalculate the payment amounts for the invoices submitted by the providers.
2. Authorize an adjusted payment as an underpayment on the next roster or, for counties using the Eligibility and Authorization system, the invoice.

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3. Adjusted payments shall be made only for services back to March 28, 2010, when a rate correction has been made by the provider.

If you have questions or concerns about this information, please contact the Office of Families and Children Help Desk at 1-866-886-3537, option 4.

**INSTRUCTIONS:** The following chart identifies the material that should be added to the Child Care Manual (CCM).

<b>LOCATION</b>	<b>REMOVE AND FILE AS OBSOLETE</b>	<b>INSERT/REPLACE</b>
CCM Procedure Letters		CCMPL No. 54