

**Ohio Department of Job & Family Services (ODJFS)
Bureau of Child Care Policy & Operational Support****Provider Technical Assistance Letter 1-2014
JFS 01144 “Provider Agreement” and JFS 01150 “Rate Information for Provider of
Publicly Funded Child Care” Revisions
April 11, 2014****Background**

The JFS 01144 “Provider Agreement for Publicly Funded Child Care” is an agreement that is mandated for all providers prior to serving eligible families or receiving payment for providing publicly funded child care.

The JFS 01150 “Rate Information for Providers of Publicly Funded Child Care” is a form located on the JFS Provider Portal. Providers must complete this form with the rates they charge for the care they provide.

Action

Changes have been made to the JFS 01144 and the JFS 01150. Please review the attached Child Care Manual Procedure Letter Number 74 for details on all changes made.

One of the provider agreement changes, Article 29, requires child care providers to submit an IRS form W-9 to the Ohio Department of Job and Family Services (ODJFS) no later than May 1, 2014. The IRS form W-9 can be accessed at www.irs.gov. This link is also located on the ODJFS Provider Portal home page.

The IRS form W-9 requires that the provider’s name on the first line of the form be the same as the name used on the first line of the provider’s income tax return. The second line of the IRS form W-9 can show a different name, such as the name of the program, as it is licensed. Please ensure that the correct tax ID number is entered in the ODJFS Provider Portal and that it is the tax ID used by the provider to file tax returns in the name that is shown on the first line of the IRS form W-9.

Send the completed IRS form W-9 to ODJFS by any of the following methods:

- Email to CCIDS_Business_Unit@jfs.ohio.gov
- Fax to 614-728-0761
- Mail to:
ODJFS Office of Family Assistance
CCIDS Business Unit
P.O. Box 183163
Columbus, OH 43218

Providers that do not agree with the changes to the provider agreement, and wish to terminate their provider agreement with ODJFS, must provide a 30 day written termination notice to ODJFS. The termination notice must include the child care program name, license number and address. Please contact the CCIDS Business Unit with any questions at [CCIDS Business Unit@jfs.ohio.gov](mailto:CCIDS_Business_Unit@jfs.ohio.gov) or call 1-877-302-2347, option 1.