

## Ohio Department of Job & Family Services Bureau of Child Care Policy & Operational Support

### Provider Technical Assistance Letter 2-2014 Ohio Electronic Child Care Provider Website April 11, 2014

#### Background

The Ohio Electronic Child Care (Ohio ECC) Provider Website (PWeb) gives providers the ability to view authorization, attendance and payment information, as well as claim absent days and perform voids. Below are helpful tips and important information.

#### Ohio ECC PWeb Keyboard Shortcuts

On the Ohio ECC PWeb providers can utilize the most common Microsoft Windows/Internet Explorer keyboard functions. For example, if it is necessary to "copy and paste" information such as a case number from one area of the PWeb to another, you may:

- Highlight the information to be copied.
- Hold down "Ctrl+C" to *copy* the information and "Ctrl+V" to *paste* the information into a search box or filter box.

#### Ohio ECC Weekly Payment Schedule

Attached is a copy of the Ohio ECC Weekly Payment Schedule for 2014. As a reminder, all back swipes and absent days for the "Service Week" must be completed prior to the date in the "Date Settled" column.

#### Important Payment Dates

There are weeks during the year when deposits to provider accounts take an extra day due to state holidays and state fiscal processing days. For planning purposes, please see the list below of the holidays and other events for the remainder of the calendar year that are likely to cause a change in the usual deposit date.

Memorial Day	May 26, 2014		Veterans Day	November 11, 2014
Independence Day	July 4, 2014		Thanksgiving Day	November 27, 2014
Labor Day	September 1, 2014		Christmas Day	December 25, 2014
Columbus Day	October 13, 2014			

In addition, in June each year the state's end of the fiscal year processing causes a one week payment delay. In 2014, the state fiscal year end processing is scheduled for June 22 to June 28, 2014. No deposits will be made to provider accounts during this statewide shutdown. This week's payments will be deposited the following week, along with any other regularly scheduled payments.

**Helpful Resources:**

**Ohio ECC Provider Helpline:** 1-888-516-4776

**PWeb:** <https://www.eccproviderweb.ohio.gov/eccpw>

**Child Care Help Desk:** 1-877-302-2347

**Website:** <http://jfs.ohio.gov/cdc/childcare.stm>

**E-mail:** [ccids\\_business\\_unit@jfs.ohio.gov](mailto:ccids_business_unit@jfs.ohio.gov)