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

Provider Technical Assistance Letter 4-2014
May 23, 2014

Background:
County agencies and the Ohio Department of Job and Family Services (ODJFS) have been processing manual claims and payment adjustments since January 2012. The purpose of these claims and adjustments is to ensure that providers are paid for days when parents have been unable to correctly swipe attendance into the Ohio Electronic Child Care (ECC) automated system. Forms JFS 01261 "Manual Claim for Attendance" and JFS 01292 "Request for Ohio ECC Payment Adjustment" are used to process these payments.

Action:
Changes were recently made to the JFS 01261 and JFS 01292 forms and were effective on May 4, 2014 with Child Care Manual Transmittal Letter No. 123. The changes in the forms are described below:

JFS 01261 "Manual Claim for Attendance": Section II, the reasons for "Caretaker withdraws without notice (MCCW)" and "Caretaker failure to swipe (MCFS)" have been removed. Effective with the service week of May 4, 2014, the county agency will accept manual claims only for the reasons listed on the JFS 01261. When a parent withdraws without notice, if attendance has been correctly swiped each day the child attended, there is no need for this manual claim reason. When swipe activity is monitored and enforced, failure to swipe is no longer needed as a manual claim reason.

JFS 01292 "Request for Ohio ECC Payment Adjustment": Section II, the reason for "Caretaker failure to swipe (MCFS)" has been removed. Effective with the service week of May 4, 2014, the county agency will accept and forward payment adjustments to ODJFS only for the reasons listed on the JFS 01292. When swipe activity is monitored and enforced, failure to swipe is no longer needed as a payment adjustment reason.

It is important that parents swipe correctly each time a child enters or leaves the provider's program and the provider must carefully monitor this process so that daily attendance is accurate or is corrected within the back swipe period. This will minimize the need for both manual claims and adjustments. If a parent does miss swiping their card, the provider must have the parent back swipe to correct attendance data immediately but no later than the end of the backswipe period.