

Publicly Funded Child Care School-Age Frequently Asked Questions Updated December 27, 2018

Background

Federal and Ohio laws do not permit the Ohio Department of Job and Family Services (ODJFS) to pay for child care services provided to a school-age child during the regular school day. An enhancement to the Ohio Electronic Child Care (ECC) system in 2016 reduced the burden on the caretaker to back swipe and ensured that a standard number of hours for a child's school day were accurately deducted in Ohio ECC.

This document is being updated because beginning December 16, 2018 Ohio ECC will be replaced with a new automated child care system which will track publicly funded child care (PFCC) attendance electronically without a swipe card.

Defined Terminology

School-age child	Ohio Administrative Code (OAC) rule 5101:2-16-01: "School-age child" means a child who is enrolled in and attending a grade of kindergarten or above or who is of compulsory school age as defined in section 3321.01 of the Ohio Revised Code but is less than eighteen years old.
School hours	OAC rule 5101:2-16-01: "School hours" means the standardized hours of school as determined by ODJFS.
School not in session	OAC rule 5101:2-16-01: "School not in session" means a day during the ODJFS defined school year when a school-age child is not able to attend school due to an official school closure.
School year	OAC rule 5101:2-16-41: The school year is defined as the first Sunday in September through the last Saturday in May.
Standardized school schedule deduction	The hours for a standard full day of school will be 9:00 a.m. - 3:00 p.m. (Monday through Friday). Any care provided during this time in the defined school year will not be paid.
Kindergarten schedule deductions (Monday – Friday)	KA – 9:00 a.m. – 11:15 a.m. KP – 12:45 p.m. – 3:00 p.m. KD – Full Day Kindergarten – 9:00 a.m. – 3:00 p.m.
Category of authorization	OAC Rule 5101:2-16-30: The county agency shall determine eligibility for PFCC benefits and shall authorize child care for periods that are reasonably related to the caretaker's hours of employment, education or training. Authorizations shall be made for one of the following categories: <ol style="list-style-type: none"> 1) Hourly = less than 7 hours per week. 2) Part-time weekly = 7 to less than 25 hours per week. 3) Full-time weekly = 25 to 60 hours per week. 4) Full-time weekly plus = hours greater than 60 as determined by the county agency.

Category of payment	<p>Category of payment is the amount the program is paid for the provision of PFCC services. The category of payment is based on the hours of care provided which may be less than the hours authorized.</p> <p><u>Example:</u> if a child with a full time weekly authorization is in the program's care for more than 7 hours, but fewer than 25 hours the program would be paid at a part-time rate.</p>
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Important Reminders

- Deductions will be taken for hours that include 9:00 a.m. – 3:00 p.m., Monday through Friday, during the school year for all children who meet the school-age child definition criteria.
- Deductions will be taken for the hours of 9:00 a.m. – 11:15 a.m., Monday through Friday, during the school year for children in morning kindergarten. Deductions will be taken for the hours of 12:45 p.m. – 3:00 p.m., Monday through Friday, during the school year for children in afternoon kindergarten.
- Each day of PFCC attendance must be tracked in the automated child care system.
- The standardized definition of school hours is based on the state average and is not specific to school times in each school district. Based on data gathered, the average length of the full school day is 6 hours and 36 minutes. To lessen the effect on the payment category, ODJFS simplified the standard deduction to 6 hours per day as defined above.
- The program is responsible for entering ‘school not in session’ in the automated child care system for days the school is closed.

Frequently Asked Questions

Question 1: What if school-age children are in care during the defined period of standardized school hours? Examples include: homeschooling, suspension/expulsion, illness, disability/special needs, enrolled in online education, enrolled in a non-district school with different hours.

Response: Federal and state laws do not permit the ODJFS to pay for child care services provided to school-age children during the regular school day. If care is provided to a school-age child during the school year as defined above, the statewide standardized school schedule will be deducted.

Adjustment Allowed?: No, an adjustment is not permitted.

Question 2: What if the caretaker fails to submit complete/correct data when tracking their child’s attendance using the automated child care system?

Response: The most efficient way to fix this is for the program to submit the necessary attendance changes (with caretaker approval). ODJFS requires the program to review attendance prior to submission.

Adjustment Allowed?: Yes, an adjustment is permitted. If attendance is incomplete/incorrect, the program is responsible for entering completed/corrected data no later than four weeks from the last day of the service week being submitted.

Question 3: What if a kindergarten child has been incorrectly entered as full day (KD) but is only in school for half day?

Response: This is either a county agency error or a caretaker error. No matter why/how the error occurred a corrective action must be completed by the county worker. The caretaker must contact the county worker and request the correct kindergarten schedule to indicate KA or KP.

Adjustment Allowed?: Yes, an adjustment is permitted.

Allowed?:

Question 4: What if the school’s kindergarten program is every other day or an alternating (day/week) schedule?

Response: The county worker will need to determine which authorization works best based on the alternating kindergarten schedule and the hours of care needed by the caretaker.

Adjustment Allowed?: No, an adjustment is not permitted. The program is responsible for indicating ‘school not in session’ in the automated child care system on the days the child is not scheduled to attend school. All attendance data must be submitted no later than four weeks from the last day of the service week to be considered for payment.

Question 5: What if a school-age child goes to a year-round school?

Response: The statewide standardized schedule deduction will occur during the ODJFS defined school year as the first Sunday in September through the last Saturday in May. Time spent in school instruction outside of the defined school year should be accounted for by the caretaker tracking all attendance times (ins and outs) in the automated child care system for those days of care which occur outside the defined school year.

Adjustment Allowed?: Yes, an adjustment is permitted. ODJFS requires the program to review attendance prior to submission. If attendance is incomplete/incorrect, the program is responsible for entering completed/corrected data no later than four weeks from the last day of the service week being submitted.

Question 6: What if the standardized school schedule results in a program not getting paid properly? Can an adjustment be requested? Some examples of this include:

- Deducted hours do not match the school district in which the program offers care and the program gets paid at a lower or higher payment category.
- The school district in which the program offers care ends before the defined school year end date and
 - the child is out of school, but the system is still automatically deducting school hours;
 - the child is still in school, but the system has stopped deducting school hours;
 - the child is not in school yet, but the system has started deducting school hours;
 - the child has started school, but the system has not started deducting school hours.

Response: The times defined in the definitions section of this document will be applied to all school-age children receiving PFCC benefit services. The standardized definition of school hours is based on the state average and is not specific to school times in the school district where the program gives care. Programs are paid by category of payment, as defined above. If the statewide standardized schedule deductions will result in an incorrect category of payment, the following actions should be taken:

- When the school year end dates are different, caretakers will need to track all attendance times (ins and outs) using the automated child care system, for each day their school-age child is in care after the last Saturday in May until their child is out of school.
- When the school year begin dates are different, caretakers will need to track all attendance (ins and outs) using the automated child care system, for each

day their school-age child is in care before the first Sunday in September.

Adjustment Allowed?: **Yes, an adjustment can be requested if it changes the category of payment.**

Question 7: What if the deducted hours result in a program not being paid for actual service hours that child care is being provided for the school-age child?

Response: The program will need to determine if the difference in hours will result in an incorrect payment category. If the payment category is impacted, the program would need to enter the corrected data into the automated child care system (with caretaker approval) no later than four weeks from the last day of the service week being submitted to be considered for payment.

Adjustment Allowed?: **Yes, an adjustment can be requested.**

Question 8: What happens with calamity/snow days, holidays, teacher in-service days, or schedule school breaks?

Response: The statewide standardized school schedule will still deduct the hours from the day. If the deducted hours result in a category of payment change, the program would need to ensure 'school not in session' is entered in the automated child care system to override the school hour deductions.

Adjustment Allowed?: **No, an adjustment is not permitted.**

Question 9: What happens if there is a delayed start or an early release/closure on a regularly scheduled school day?

Response: The statewide standardized school schedule will be applied, caretakers will need to track the actual attendance times (ins and outs) in the automated child care system resulting from the late start or early release/closure.

Adjustment Allowed?: **Yes, an adjustment is permitted if the statewide standardized schedule deductions result in an incorrect category of payment. Programs are responsible to correct the data (with caretaker approval) in the automated child care system no later than four weeks from the last day of the service week being submitted.**

The CCIDS provider help desk CCIDS_business_unit@jfs.ohio.gov can assist programs with any questions or concerns.