

Child Care and Development Fund (CCDF) Plan For Ohio FFY 2022-2024

1 Define CCDF Leadership and Coordination with Relevant Systems

This section identifies the leadership for the CCDF program in each Lead Agency and the entities and individuals who will participate in the implementation of the program. It also identifies the stakeholders that were consulted to develop the Plan and who the Lead Agency collaborates with to implement services. Respondents are asked to identify how match and maintenance-of-effort (MOE) funds are used. Lead Agencies explain their coordination with child care resource and referral (CCR&R) systems and describe their efforts on their disaster preparedness and response plans to support continuity of operations in response to emergencies.

1.1 CCDF Leadership

The Governor of a state or territory must designate an agency (which may be an appropriate collaborative agency) or establish a joint interagency office to represent the state or territory as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto (658D; 658E(c)(1) and 98.16 (a)). Note: An amendment to the CCDF State Plan is required if the Lead Agency changes or if the Lead Agency official changes.

1.1.1 Which Lead Agency is designated to administer the CCDF program?

Identify the Lead Agency or joint interagency office designated by the state or territory. ACF will send official grant correspondence, such as grant awards, grant adjustments, Plan approvals, and disallowance notifications, to the designated contact identified here (658D(a) and 98.16(a)).

a) Lead Agency or Joint Interagency Office Information:

Name of Lead Agency: Ohio Department of Job and Family Services

Street Address: 30 East Broad Street, 32nd Floor

City: Columbus

State: Ohio

ZIP Code: 43215

Web Address for Lead Agency: <http://jfs.ohio.gov>

b) Lead Agency or Joint Interagency Official Contact Information:

Lead Agency Official First Name: Matt

Lead Agency Official Last Name: Damschroder

Title: Director

Phone Number: 614-327-1117

Email Address: Matt.Damschroder@jfs.ohio.gov

1.1.2 Who is the CCDF Administrator?

Identify the CCDF Administrator designated by the Lead Agency, the day-to-day contact, or the person with responsibility for administering the state's or territory's CCDF program. ACF will send programmatic communications, such as program announcements, program instructions, and data collection instructions, to the designated contact identified here. If there is more than one designated contact with equal or shared responsibility for administering the CCDF program, please identify the Co-Administrator or the person with administrative responsibilities and include his or her contact information.

a) CCDF Administrator Contact Information:

CCDF Administrator First Name: Tracey

CCDF Administrator Last Name: Chestnut

Title of the CCDF Administrator: Chief, Bureau of Child Care Policy and Technical Assistance

Phone Number: 614-752-0481

Email Address: Tracey.Chestnut@jfs.ohio.gov

b) CCDF Co-Administrator Contact Information (if applicable):

CCDF Co-Administrator First Name:

CCDF Co-Administrator Last Name:

Title of the CCDF Co-Administrator:

Description of the Role of the Co-Administrator:

Phone Number:

Email Address:

1.2 CCDF Policy Decision Authority

The Lead Agency has broad authority to administer (i.e., establish rules) and operate (i.e., implement activities) the CCDF program through other governmental, non-governmental, or public or private local agencies as long as the Lead Agency retains overall responsibility for the administration of the program (658D(b) and 98.16 (d)(1)). Administrative and implementation responsibilities undertaken by agencies other than the Lead Agency must be governed by written agreements that specify the mutual roles and responsibilities of the Lead Agency and other agencies in meeting the program requirements.

1.2.1 Which of the following CCDF program rules and policies are administered (i.e., set or established) at the state or territory level or local level? Identify whether CCDF program rules and policies are established by the state or territory (even if operated locally) or whether the CCDF policies or rules are established by local entities, such as counties or workforce boards (98.16(i)(3)). Check one.

- a. All program rules and policies are set or established at the state or territory level. If checked, skip to question 1.2.2.
- b. Some or all program rules and policies are set or established by local entities or agencies. If checked, indicate which entities establish the following policies. Check all that apply.

i. Eligibility rules and policies (e.g., income limits) are set by the:

A. State or territory

Identify the entity:

B. Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the eligibility policies the local entity(ies) can set.

C. Other.

Describe:

ii. Sliding-fee scale is set by the:

A. State or territory

Identify the entity:

B. Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the sliding fee scale policies the local entity(ies) can set.

C. Other.

Describe:

iii. Payment rates and payment policies are set by the:

A. State or territory

Identify the entity:

- B. Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the payment rates and payment policies the local entity(ies) can set.

- C. Other.

Describe:

iv. Licensing standards and processes are set by the:

- A. State or territory

Identify the entity:

- B. Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of licensing standards and processes the local entity(ies) can set.

- C. Other.

Describe:

v. Standards and monitoring processes for license-exempt providers are set by the:

- A. State or territory

Identify the entity:

- B. Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of standards and monitoring processes for license-exempt providers the local entity(ies) can set.

- C. Other.

Describe:

vi. Quality improvement activities, including QRIS are set by the:

A. State or territory

Identify the entity:

B. Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the eligibility policies the local entity(ies) can set.

C. Other.

Describe:

vii. Other. List and describe any other program rules and policies that are set at a level other than the state or territory level:

1.2.2 The Lead Agency has broad authority to operate (i.e., implement activities) through other agencies, as long as it retains overall responsibility. Complete the table below to identify which entity(ies) implements or performs CCDF services.

a. Check the box(es) to indicate which entity(ies) implement or perform CCDF services.

Who conducts eligibility determinations?

CCDF Lead Agency

TANF agency

Local government agencies

CCR&R

Community-based organizations

Who assists parents in locating child care (consumer education)?

CCDF Lead Agency

- TANF agency
- Local government agencies
- CCR&R
- Community-based organizations

Who issues payments?

- CCDF Lead Agency
- TANF agency
- Local government agencies
- CCR&R
- Community-based organizations

Who monitors licensed providers?

- CCDF Lead Agency
- TANF agency
- Local government agencies
- CCR&R
- Community-based organizations

Who monitors license-exempt providers?

- CCDF Lead Agency
- TANF agency
- Local government agencies
- CCR&R
- Community-based organizations

Who operates the quality improvement activities?

- CCDF Lead Agency
- TANF agency
- Local government agencies
- CCR&R
- Community-based organizations

b. Other. List and describe any other state or territory agencies or partners that implement or perform CCDF services and identify their responsibilities.

The Ohio Department of Education (ODE) regulates school operated (public and chartered, non-public) programs, some of which participate in the publicly funded child

care program.

1.2.3 Describe the processes the Lead Agency uses to oversee and monitor CCDF administration and implementation responsibilities performed by other agencies as reported above in 1.2.1 and 1.2.2 (98.16(b)). In the description include:

Written agreements. Note: The contents of the written agreement may vary based on the role the agency is asked to assume or type of project but must include at a minimum the elements below (98.11(a)(3)).

--Tasks to be performed

--Schedule for completing tasks

--Budget which itemizes categorical expenditures in accordance with CCDF requirements

--Monitoring and auditing procedures

--Indicators or measures to assess performance of those agencies

Any other processes to oversee and monitor other agencies.

A Memorandum of Understanding is in place between the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) ensuring ODJFS the ability to monitor the implementation of the CCDBG requirements in the ODE licensing process. ODE rules are reviewed by ODJFS to ensure they are inclusive of all CCDBG requirements and staff from both agencies meet routinely to maintain open lines of communication. ODJFS staff complete all background checks for ODE child care staff who desire to work in programs approved to receive CCDF funds through the ODJFS Publicly Funded Child Care (PFCC) Program. ODJFS sets requirements in rule for county agencies to implement CCDBG. For PFCC, the requirements for both the county agencies and caretakers are set in Chapter 5101:2-16 OAC. Many of the eligibility requirements are also automated in the department's systems which the counties are required to use for determining initial and ongoing eligibility. The department audits the county annually to ensure they are implementing PFCC rules correctly. The CCDBG licensing requirements for

county agencies, family child care providers and in-home aides are set in Chapters 5101:2-13 and 5101:2-14 OAC. ODJFS annually monitors each county to ensure compliance with those requirements as well. ODJFS has contracted with 7 child care resource and referral (CCR&R) agencies which provide services in 12 service delivery areas (SDA) throughout the state. The contract requires the CCR&R agencies to assist families in locating child care, assist programs in becoming rated or maintain their rating in Ohio's quality rating and improvement system as well as provide training/professional development to professionals. The CCR&R agencies provide quarterly reports to the state which are reviewed to ensure deliverables are met.

1.2.4 Upon request, and to the extent practicable and appropriate, Lead Agencies must ensure any code or software for child care information systems or information technology for which a Lead Agency or other agency expends CCDF funds to develop must be made available to other public agencies. This includes public agencies in other states, for their use in administering child care or related programs (98.15(a)(11)).

Assure by describing how the Lead Agency makes child care information systems systems (e.g., subsidy, registry, and QRIS systems) available to public agencies in other states.

The Ohio Department of Job and Family Services (ODJFS) has made several presentations both at the state and federal level on system functionality that have been built to support the child care program. In addition, ODJFS staff have participated in several Peer to Peer demonstrations to share our systems' functionality and experiences with our vendors who built them with CCDF funds to support the child care program.

1.2.5 Lead Agencies must have in effect policies to govern the use and disclosure of confidential and personally identifiable information about children and families receiving CCDF assistance and child care providers receiving CCDF funds (98.15(b)(13)).

Certify by describing the Lead Agency's policies related to the use and disclosure of confidential and personally identifiable information.

Ohio has laws and rules related to the confidentiality of information including the identity of recipients of public assistance and protection of children enrolled in a regulated child care program. The identities for children and families enrolled in the publicly funded child care program are confidential pursuant to the sections of rules and laws cited below. ODJFS requires all state and county workers with access to our data systems to sign a code of responsibility. Child care providers are only given the family information needed to track attendance and request payment. The provider agreement requires that these programs not identify the families as receiving public funds.

[Section 5101.27 - Ohio Revised Code | Ohio Laws](#)

[Section 5101.29 - Ohio Revised Code | Ohio Laws](#)

[ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-26 County Agency Responsibilities for Licensed Family Child Care Providers \(ohio.gov\)](#)

[ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-08 County agency responsibilities for the administration and determination of eligibility for publicly funded child care \(ohio.gov\)](#)

[ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-15](#)

[Child Record Requirements for a Licensed Child Care Center \(ohio.gov\) Ohio Department of Job and Family Services](#)

1.3 Consultation in the Development of the CCDF Plan

The Lead Agency is responsible for developing the CCDF plan, which serves as the application for a 3-year implementation period. As part of the Plan development process, Lead Agencies must consult with the following:

(1) Appropriate representatives of units of general purpose local government-(658D(b)(2); 98.10(c); 98.12(b); 98.14(b)). General purpose local governments are defined by the U.S. Census at https://www.census.gov/newsroom/cspan/govts/20120301_cspan_govts_def_3.pdf.

(2) The State Advisory Council (SAC) on Early Childhood Education and Care (pursuant to 642B(b)(1)(A)(i) of the Head Start Act) (658E(c)(2)(R); 98.15(b)(1)) or similar coordinating body pursuant to 98.14(a)(1)(vii).

(3) Indian tribe(s) or tribal organization(s) within the state. This consultation should be done in a timely manner and at the option of the Indian tribe(s) or tribal organization(s) (658D(b)(1)(E)).

Consultation

involves meeting with or otherwise obtaining input from an appropriate agency in the development of the state or territory CCDF Plan. Describe the partners engaged to provide services under the CCDF program in question 1.4.1.

1.3.1 Describe the Lead Agency's consultation efforts in the development of the CCDF Plan. Note: Lead Agencies must describe in a - c. consultation efforts with required partners listed in Rule and Statute. ACF recognizes that there is great value in consulting with other entities and has provided element d. for Lead Agencies to identify consultation efforts with other agencies or organizations.

a) Describe how the Lead Agency consulted with appropriate representatives of general purpose local governments.

The Ohio Department of Job and Family Services worked with Future Ready of Columbus, the City of Columbus and the child care resource and referral agency to collaborate on assisting child care programs in Columbus in becoming rated in Step Up To Quality. Monthly meetings were held and work included identifying the number of programs that were not rated and ways to encourage them to become rated. Efforts included events, technical assistance, additional funding, door to door campaign and a flier. The effort was successful in getting these programs Step Up To Quality rated.

b) Describe how the Lead Agency consulted with the State Advisory Council or similar coordinating body.

The Early Childhood Advisory Council (ECAC) membership includes a diverse array of stakeholders from early childhood programs, schools, health, social services, unions, philanthropy, and other groups. Here is a link to the current membership list: [ECAC Current Membership list](#). The Ohio Department of Job and Family Services sits on this Council. ECAC provides feedback on publicly funded child care, Step Up To Quality and child care licensing. The draft version of this plan was reviewed with the Council prior to the public hearing on May 25, 2021.

c. Describe, if applicable, how the Lead Agency consulted with Indian tribes(s) or tribal organizations(s) within the state. Note: The CCDF regulations recognize the need for states to conduct formal, structured consultation with Tribal governments, including Tribal leadership. Many states and tribes have consultation policies and procedures in place.

NA

d) Describe any other entities, agencies, or organizations consulted on the development of the CCDF plan.

The Ohio Department of Job and Family Services (ODJFS) Child Care Advisory Council (CCAC) provides feedback and advises the department throughout the year regarding the implementation of child care including the Publicly Funded Child Care (PFCC) Program, Step Up To Quality (SUTQ) and child care licensing. The CCAC membership includes representatives from county agencies, parents, family child care providers, child care centers, state agencies and stakeholders.

The Ohio Department of Education (ODE) and ODJFS meet regularly to develop common goals within the early learning system. Discussion topics include professional development funding, regulatory and quality standards, and alignment. ODE regulates section 619 of the Individuals with Disabilities Education Act for preschool, as well as, school operated (public and chartered, non-public) programs, some of which participate in the PFCC program. The Coordinator for Homeless Education is housed at ODE and partners with ODJFS to assist with content included in the required child care staff orientation training. ODE also has an ex-officio seat on the CCAC. ODE staff work with ODJFS to implement the Child Care and Development Block Grant (CCDBG) requirements and ensure compliance, including reviewing statutory language.

The Ohio Department of Developmental Disabilities administers the Part C program in

Ohio. This agency is represented on the Early Childhood Advisory Council, CCAC and the cross-agency leadership workgroup.

The Head Start Collaboration Grant is housed within ODE. ODJFS seeks input from the Head Start community throughout the year. The Head Start Collaboration Director (HSCD) continues to work with ODJFS staff to implement the CCDBG requirements. Additionally, ODJFS participates in a quarterly meeting with the HSCD, ODE, the Head Start Association, partnering state agencies and HS federal partners to ensure open lines of communication.

Staff from these entities participated in the review of this plan prior to the public hearing.

1.3.2 Describe the statewide or territory-wide public hearing process held to provide the public with an opportunity to comment on the provision of child care services under this Plan (658D(b)(1)(C); 98.16(f)).

Reminder:

Lead Agencies are required to hold at least one public hearing in the state or territory, with sufficient statewide or territory-wide distribution of notice prior to such a hearing to enable the public to comment on the provision of child care services under the CCDF Plan. At a minimum, this description must include:

a) Date of the public hearing. 06/21/2021

Reminder: Must be no earlier than January 1, 2021, which is 9 months prior to the October 1, 2021, effective date of the Plan. If more than one public hearing was held, please enter one date (e.g., the date of the first hearing, the most recent hearing or any hearing date that demonstrates this requirement).

b) Date of notice of public hearing (date for the notice of public hearing identified in a. 06/01/2021

Reminder: Must be at least 20 calendar days prior to the date of the public hearing. If more than one public hearing was held, enter one date of notice (e.g. the date of the first notice, the most recent notice or any date of notice that demonstrates this requirement).

c) How was the public notified about the public hearing? Please include specific website links if used to provide notice.

The public hearing notice was posted on the Ohio Department of Job and Family Services child care website and distributed through provider and stakeholder email list serves. The public hearing notice and draft state plan are posted here

<https://jfs.ohio.gov/cdc/resources.stm>

d) Hearing site or method, including how geographic regions of the state or territory were addressed. Due to COVID restrictions, the hearing was held virtually.

e) How the content of the Plan was made available to the public in advance of the public hearing. (e.g. the Plan was made available in other languages, in multiple formats, etc.) A notice of the draft plan was posted on the Child Care website.

f) How was the information provided by the public taken into consideration regarding the provision of child care services under this Plan? The public electronically submits written testimony prior to the public hearing in addition to comments submitted during the hearing. All comments were reviewed and considered for incorporation into the plan and/or maintained for future planning.

1.3.3 Lead Agencies are required to make the submitted and final Plan, any Plan amendments, and any approved requests for temporary relief (i.e., waivers) publicly available on a website (98.14(d)). Please note that a Lead Agency must submit Plan amendments within 60 days of a substantial change in the Lead Agency's program. (Additional information may be found here: <https://www.acf.hhs.gov/occ/resource/pi-2009-01>)

a) Provide the website link to where the Plan, any Plan amendments, and/or waivers are available. Note: A Plan amendment is required if the website address where the Plan is posted is changed.

[Resources | Early Learning and Development | Ohio Department of Job and Family Services](#)

b) Describe any other strategies that the Lead Agency uses to make the CCDF Plan and Plan amendments available to the public (98.14(d)). Check all that apply and describe the strategies below, including any relevant website links as examples.

Working with advisory committees.

Describe:

The timeline for work on this state plan was shared with the Ohio Department of Job and Family Services' Child Care Advisory Council (CCAC) and the Early Childhood Advisory Council Child Care Committee with an invitation extended to both to participants to review the plan prior to submission. Plan progress, including submission of amendments and approvals, is shared quarterly with CCAC meeting.

Working with child care resource and referral agencies.

Describe:

The timeline for work on this state plan was shared with the Ohio Department of Job and Family Services' Child Care Advisory Council (CCAC), which includes a representative from Ohio's CCR&R agencies, with an invitation extended to review the plan prior to submission. Plan progress, including submission of amendments and approvals, is shared quarterly with CCAC meeting.

Providing translation in other languages.

Describe:

Translation services information is available on the child care website.

Sharing through social media (e.g., Twitter, Facebook, Instagram, email).

Describe:

Providing notification to stakeholders (e.g., parent and family groups, provider groups, advocacy groups). Describe:

Describe:

The Ohio Department of Job and Family Services utilizes an email list serve as the primary method of direct communication with the provider community and stakeholders. An email was sent informing of the plan posting and the public hearing.

Working with statewide afterschool networks or similar coordinating entities for out-of-school time.

Other.

Describe:

The most recent version of the approved state plan, all amendment approval letters

and all waiver requests and approvals are posted on the external facing website which is publicly available. This includes current and previous years information. [Resources | Early Learning and Development | Ohio Department of Job and Family Services](#)

1.4 Coordination with Partners to Expand Accessibility and Continuity of Care

1.4 Coordination with Partners to Expand Accessibility and Continuity of Care

Lead Agencies are required to describe how the state or territory will efficiently, and to the extent practicable, coordinate child care services supported by CCDF with programs operating at the federal, state/territory, and local levels for children in the programs listed below. This includes programs for the benefit of Indian children, infants and toddlers, children with disabilities, children experiencing homelessness, and children in foster care (98.14(a)(1)).

1.4.1 Describe how the Lead Agency coordinates the provision of child care services with the following programs to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services that meet the needs of working families (658E(c)(2)(O); 98.12(a); 98.14(a)).

This list includes agencies or programs required by law or rule, along with a list of optional partners that Lead Agencies potentially would coordinate with over the next 3 years to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services.

Include in the descriptions the goals of this coordination, such as:

- extending the day or year of services for families;
- smoothing transitions for children between programs or as they age into school;
- enhancing and aligning the quality of services for infants and toddlers through school-age children;
- linking comprehensive services to children in child care or school age settings; or
- developing the supply of quality care for vulnerable populations (as defined by the Lead Agency) in child care and out-of-school time settings

Check the agencies or programs the Lead Agency will coordinate with and describe all that apply.

a. The Lead Agency is required to coordinate with the following agencies. Provide a description for how coordination occurred.

i. Appropriate representatives of the general purpose local government, which can include counties, municipalities, or townships/towns. Describe the coordination goals, processes, and results:

The Ohio Department of Job and Family Services worked with Future Ready of Columbus, the City of Columbus and the child care resource and referral agency to collaborate on assisting child care programs in Columbus in becoming rated in Step Up To Quality. Monthly meetings were held and discussions included the number of programs that were not rated and ways to encourage them to become rated. Efforts included events, technical assistance, additional funding, door to door campaign and a flier. The effort was successful in getting these programs Step Up To Quality rated.

ii. State Advisory Council on Early Childhood Education and Care or similar coordinating body (pursuant to 642B(b)(1)(A)(i) of the Head Start Act). Describe the coordination goals, processes, and results:

The Early Childhood Advisory Council (ECAC) provides input and guidance to the Governor's administration on early childhood programs. The ECAC membership includes a diverse array of stakeholders from early childhood programs, schools, health, social services, unions, philanthropy, and other groups. The membership list can be found here: <https://boldbeginning.ohio.gov/wps/portal/gov/bold/priorities/advisory-council/early-childhood-advisory-council>. ECAC provides feedback on publicly funded child care, Step Up To Quality and child care licensing. ECAC subcommittees include an early childhood committee. Feedback on policy and proposed initiatives are presented to the committee. This feedback informs ODJFS decision making. Most recently the committee reviewed another state's dashboard that was publicly available on their website to determine if this was an effort to be considered. It was determined that this work could be completed locally.

Check here if the Lead Agency has official representation and a decision-making role in the State Advisory Council or similar coordinating body.

iii. Indian tribe(s) and/or tribal organization(s), at the option of individual tribes. Describe the coordination goals, processes, and results, including which tribe(s) was (were)

consulted:

NA

N/A-Check here if there are no Indian tribes and/or tribal organizations in the state.

iv. State/territory agency(ies) responsible for programs for children with special needs, including early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and Part B, Section 619 for preschool).

Describe the coordination goals, processes, and results:

The Ohio Department of Job and Family Service (ODJFS) actively participates on the Early Intervention Council, facilitated by the Ohio Department of Developmental Disabilities (DODD). DODD administers the Part C program in Ohio and has an ex-officio seat on the ODJFS Child Care Advisory Council (CCAC). The Ohio Department of Education (ODE) administers section 619 of the Individuals with Disabilities Education Act for preschool and has an ex-officio seat on CCAC. The goal of cross agency participation is to ensure programming aligns and supports the children and families served. Additionally, representatives from both ODE and DODD participate on the Early Childhood Advisory Council and the cross-agency leadership team whose role is to break down the silos amongst early childhood programming in order to better serve Ohio's families. These partnerships have resulted in improved communication about services provided by all agencies and has informed ODJFS rule writing. Additionally, the intake threshold for families with an identified special needs child was increased to 150% of the FPL beginning August 12, 2021.

v. State/territory office/director for Head Start state collaboration. Describe the coordination goals, processes, and results:

The Head Start Collaboration Grant is housed within the Ohio Department of Education (ODE). ODE, the Head Start Collaboration Director and the Ohio Department of Job and Family Services (ODJFS) meet to ensure the alignment of procedures and policy specific to child care licensing, Step Up To Quality (SUTQ), and to incorporate Head Start best practices. ODJFS seeks input from the Head Start community throughout the year. This partnership has resulted in collaborative efforts that assist the Head Start community maintain compliance with ODJFS regulations for licensing and SUTQ as well as a positive working relationship that has resulted in open lines of communication.

vi. State/territory agency responsible for public health, including the agency responsible for immunizations. Describe the coordination goals, processes, and results:

A representative from the Ohio Department of Health (ODH) sits on the Early Childhood Advisory Council, Cross Agency Leadership Group, and the Ohio Department of Job and Family Services'(ODJFS) Child Care Advisory Council. Cross agency coordination ensures communication and coordination between all early childhood programming statewide. Staff from ODJFS work with ODH throughout the year on workgroups to promote safe, healthy and nutritious environments for young children. ODH staff are consulted when rule requirements specific to their area of expertise are open for review to ensure ODJFS includes all needed information. As a result, ODJFS rules are aligned with ODH for food service requirements; ODJFS offers a Communicable Disease training that is developed by ODH; and a shared communicable disease chart is maintained and required by all ODJFS regulated programs. Additionally, through a collaborative effort, required child health and medical information as well as first aid and CPR trainer/training content was finalized for ODJFS rules.

vii. State/territory agency responsible for employment services/workforce development. Describe the coordination goals, processes, and results:

Workforce Development is housed within the Ohio Department of Job and Family Services. As a result of work completed in July of 2019, Ohio has added child care workers as a critical position to be filled on Ohio's Top Jobs List. Critical jobs ensure that Ohio's workforce supports the well-being of Ohioans. Critical jobs are identified through the help of experts and stakeholders. Both offices continue to work together to discuss ways to recruit and maintain early child care professionals and support the workforce.

viii. State/territory agency responsible for public education, including Prekindergarten (PreK). Describe the coordination goals, processes, and results:

The Ohio Department of Education (ODE) and the Ohio Department of Job and Family Services (ODJFS) staff meet regularly to ensure the continued alignment in implementation of procedures and policy including professional development, and regulatory and quality standards. ODE funded programs and ODJFS funded programs have aligned where possible under current law in the following areas: application, program eligibility, income definition and copayments under 100% FPL, Step Up To Quality and licensing regulations. ODE staff work with ODJFS to implement the Child

Care and Development Block Grant Act requirements and ensure compliance. ODE has an ex-officio seat on the ODJFS Child Care Advisory Council, Cross Agency Leadership Group, and is represented on the Early Childhood Advisory Council.

[ix. State/territory agency responsible for child care licensing. Describe the coordination goals, processes, and results:](#)

The Ohio Department of Job and Family Services (ODJFS) is responsible for the licensing of child care centers and family child care homes. The Ohio Department of Education (ODE) regulates school operated (public and chartered, non-public) programs, some of which participate in the publicly funded child care program. ODE and ODJFS staff meet regularly to ensure the continued alignment in implementation of procedures and policy including professional development, regulatory and quality standards. ODE funded programs and ODJFS funded programs have aligned in the following areas: application, program eligibility, Step Up To Quality, and licensing regulations. ODE staff work with ODJFS to implement the Child Care and Development Block Grant requirements and ensure compliance. ODE has an ex-officio seat on the ODJFS Child Care Advisory Council, and is represented on the Cross Agency Leadership Group and the Early Childhood Advisory Council.

[x. State/territory agency responsible for the Child and Adult Care Food Program \(CACFP\) and other relevant nutrition programs. Describe the coordination goals, processes, and results:](#)

The Ohio Department of Education (ODE) is the lead agency for the Child and Adult Care Food Program (CACFP). The Ohio Department of Job and Family Services works with ODE to ensure licensing meal requirements align with CACFP and to inform programs about the benefits of CACFP.

[xi. McKinney-Vento state coordinators for homeless education and other agencies providing services for children experiencing homelessness and, to the extent practicable, local McKinney-Vento liaisons. Describe the coordination goals, processes, and results:](#)

The Ohio Department of Job and Family Services collaborates with the Coordinator for Homeless Education at the Ohio Department of Education. The required staff orientation training for all child care program staff includes information on identifying and serving homeless families. Feedback from our partners was extremely valuable in guiding the content of this training. A goal of continued collaboration is to enhance current efforts to

assist homeless families and children.

xii. State/territory agency responsible for the Temporary Assistance for Needy Families (TANF) program. Describe the coordination goals, processes, and results:

The Bureau of Child Care Policy and TA consults with the Bureau of Cash and Food Assistance Policy routinely. Both bureaus are housed within the Office of Family Assistance and work toward alignment of regulations for the population served, as they are often the same families. The Ohio Benefits integrated eligibility system will be live in 2022 to include child care; the system currently includes Medicaid, SNAP and TANF. This will result in a joint application for public assistance programs which streamlines the process for Ohio's eligible population.

xiii. Agency responsible for Medicaid and the state Children's Health Insurance Program. Describe the coordination goals, processes, and results:

The Ohio Department of Job and Family Services is working with the Ohio Department of Medicaid to implement an automated one stop location with the integrated eligibility system called Ohio Benefits. The Ohio Benefits system will be live in 2022 to include child care; the system currently includes Medicaid, SNAP and TANF. This will result in a joint application for public assistance programs which streamlines the process for Ohio's eligible population.

xiv. State/territory agency responsible for mental health. Describe the coordination goals, processes, and results:

The Ohio Department of Mental Health and Addiction Services (OMHAS) provides feedback throughout the year and is represented on the Early Childhood Advisory Council, has an ex-officio seat on the Child Care Advisory Council, as well as other statewide collaborative initiatives. Continued collaborative work with OMHAS has introduced mental health specialist that work within child care programs to support children, families, and providers with children with mental health issues. This direct involvement at the child care program level aids in the reduction of suspension/expulsion and improves family engagement. Additionally, the Ohio Department of Job and Family Services worked closely with OMHAS to create the Infant Mental Health Endorsement and a Trauma Informed Care Certificate. Both agencies continue to look at ways to support the mental health of children, especially in a post pandemic world.

xv. Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development. Describe the coordination goals, processes, and results:

The Ohio Department of Job and Family Services contracts with 7 child care resource and referral (CCR&R) agencies that serve 12 delivery areas. The CCR&R's provide professional development to child care programs and consumer education to families. Additionally, the CCR&R's work with programs in becoming Step Up To Quality rated. ODJFS contracts with the Ohio Child Care Resource and Referral Association to manage the Ohio Professional Registry, a centralized information system for early childhood and school age professionals that includes available professional development and documents individual career growth as well as professional's background checks and child care program's employee record charts.

xvi. Statewide afterschool network or other coordinating entity for out-of-school time care (if applicable). Describe the coordination goals, processes, and results:

The Ohio Department of Job and Family Services works closely with the Ohio Alliance of YMCAs to review current licensing and Step Up To Quality (SUTQ) standards as they related to school child programs. The Alliance is also part of multiple stakeholder groups including Child Care Advisory Council and Early Childhood Advisory Council. This collaboration results in open communication about the needs of out-of-school time programs that informs ODJFS in rule writing. A school-age endorsement was created to assist school-age professionals in meeting the SUTQ education requirements.

xvii. Agency responsible for emergency management and response. Describe the coordination goals, processes, and results:

The Ohio Department of Job and Family Services works with Office of the Chief Inspector to establish an emergency management and response plan to ensure that those receiving child care subsidy can continue to operate, allocating additional funding if needed. The results of this work has provided the direction needed during the pandemic to ensure continuous services for Ohio's families.

1.4.1 Describe how the Lead Agency coordinates the provision of child care services with the following programs to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services that meet the

needs of working families (658E(c)(2)(O); 98.12(a); 98.14(a)).

b. The following are examples of optional partners a state might coordinate with to provide services. Check which optional partners the Lead Agency coordinates with and describe the coordination goals, processes and results.

i. State/territory/local agencies with Early Head Start - Child Care Partnership grants.

Describe

Child care providers, including providers participating in the Early Head Start-Child Care Partnership grants, participate on the Ohio Department of Job and Family Services' (ODJFS) Child Care Advisory Council. The goal of the Council is to provide feedback to ODJFS on child care. Their participation has resulted in representatives of the Head Start community providing feedback to the Council and ODJFS on Head Start processes and requirements that may be different or in addition to ODJFS licensing and Step Up To Quality requirements allowing for a better understanding for the Council.

ii. State/territory institutions for higher education, including community colleges

Describe

The Ohio Department of Job and Family Services staff participate in an articulation workgroup that coordinates a Higher Education Summit annually. The goal for this workgroups efforts is to make available a clear educational pathway and seamless transition from entry in the field through a baccalaureate degree for early childhood educators and T.E.A.C.H. Early Childhood® OHIO scholars whose goal is to teach and/or support the education of children birth to 3rd grade. Work continues with this effort. Current results include great interest in moving this work forward with high participation rates at each annual summit.

iii. Other federal, state, local, and/or private agencies providing early childhood and school-age/youth-serving developmental services.

Describe

The Ohio Department of Job and Family Services collaborated with the Ohio Center for Autism and Low Incidence to develop special needs training for early childhood professionals. This suite of trainings are available for early childhood professionals as free online approved training to meet their professional development certificate

requirement in Step Up To Quality.

- iv. State/territory agency responsible for implementing the Maternal and Child Home Visitation programs grant.

Describe

- v. Agency responsible for Early and Periodic Screening, Diagnostic, and Treatment.

Describe

- vi. State/territory agency responsible for child welfare.

Describe

The child care program consults with the Ohio Children's Trust Fund (OCTF), as well as the Bureau of Protective Services within the Office of Families and Children to promote the prevention and recognition of child abuse and neglect. Both entities are housed within the Ohio Department of Job and Family Services. OCTF created a free online child abuse and neglect training that is to be taken by child care staff. We are currently working with them as this training is updated. They have also provided input on the training content for child abuse and neglect training when an individual chooses to take a training that was not created by OCTF.

- vii. Provider groups or associations.

Describe

The Ohio Association of Child Care Providers and the Ohio Association for the Education of Young Children (AEYC) assist the lead agency in the distribution of provider communications. This results in enhanced communication with the provider community.

- viii. Parent groups or organizations.

Describe

- ix. Other.

Describe

The Child Care Advisory Council provides feedback and advises the department

throughout the year regarding the implementation of publicly funded child care, Step Up To Quality and child care licensing.

Optional Use of Combined Funds:

States and territories have the option to combine CCDF funds with any program identified as required in 1.4.1. These programs include those operating at the federal, state, and local levels for children in preschool programs, tribal early childhood programs, and other early childhood programs, including those serving infants and toddlers with disabilities, children experiencing homelessness, and children in foster care (658E(c)(2)(O)(ii)). Combining funds could include blending multiple funding streams, pooling funds, or layering funds together from multiple funding streams to expand and/or enhance services for infants, toddlers, preschoolers and school-age children and families to allow for the delivery of comprehensive quality care that meets the needs of children and families. For example, state/territory agencies may use multiple funding sources to offer grants or contracts to programs to deliver services; a state/territory may allow a county/local government to use coordinated funding streams; or policies may be in place that allow local programs to layer CCDF funds with additional funding sources to pay for full-day, full-year child care that meets Early Head Start/Head Start Program Performance Standards or state/territory prekindergarten requirements in addition to state/territory child care licensing requirements.

As a reminder, CCDF funds may be used in collaborative efforts with Head Start programs to provide comprehensive child care and development services for children who are eligible for both programs. In fact, the coordination and collaboration between Head Start and CCDF is strongly encouraged by sections 640(g)(1)(D) and (E); 640(h); 641(d)(2)(H)(v); and 642(e)(3) of the Head Start Act in the provision of full working day, full calendar year comprehensive services. To implement such collaborative programs, which share, for example, space, equipment, or materials, grantees may layer several funding streams so that seamless services are provided (Policy and Program Guidance for the Early Head Start - Child Care Partnerships:

https://www.acf.hhs.gov/sites/default/files/occ/acf_im_ohs_15_03.pdf
).

1.5.1 Does the Lead Agency choose to combine funding for CCDF services for any required early childhood program (98.14(a)(3))?

No (If no, skip to question 1.5.2)

Yes. If yes, describe at a minimum:

a) How you define "combine"

b) Which funds you will combine

c. What is your purpose and expected outcomes for combining funds, such as extending the day or year of services available (i.e., full-day, full-year programming for working families), smoothing transitions for children, enhancing and aligning quality of services, linking comprehensive services to children in child care, or developing the supply of child care for vulnerable populations? Note: Responses should align with the goals, processes and results describe in 1.4.1.

d) How you will be combining multiple sets of funding, such as at the State/Territory level, local level, program level?

e) How are the funds tracked and method of oversight

1.5.2 Which of the following funds does the Lead Agency intend to use to meet the CCDF matching and MOE requirements described in 98.55(e) and 98.55(h)?

Note:

Lead Agencies that use Prekindergarten funds to meet matching requirements must check Prekindergarten funds and public and/or private funds.

Use of PreK for Maintenance of Effort: The CCDF final rule clarifies that public preK funds may also serve as maintenance-of-effort funds as long as the state/territory can describe how it will coordinate preK and child care services to expand the availability of child care while using public preK funds as no more than 20 percent of the state's or territory's maintenance of effort or 30 percent of its matching funds in a single fiscal year (FY) (98.55(h)). If expenditures for preK services are used to meet the maintenance-of-effort requirement, the state/territory must certify that it has not reduced its level of effort in full-day/full-year child care services (98.55(h)(1); 98.15(a)(6)).

Use of Private Funds for Match or Maintenance of Effort: Donated funds do not need to be under the administrative control of the Lead Agency to qualify as an expenditure for federal match. However, Lead Agencies do need to identify and designate in the state/territory Plan the donated funds given to public or private entities to implement the CCDF child care program (98.55(f)).

- a. N/A - The territory is not required to meet CCDF matching and MOE requirements
- b. Public funds are used to meet the CCDF matching fund requirement. Public funds may include any general revenue funds, county or other local public funds, state/territory-specific funds (tobacco tax, lottery), or any other public funds.

i. If checked, identify the source of funds:

General Revenue Funds

- c. Private donated funds are used to meet the CCDF matching funds requirement. Only private funds received by the designated entities or by the Lead Agency may be counted for match purposes (98.53(f)).

i. If checked, are those funds:

- A. Donated directly to the State?
- B. Donated to a separate entity(ies) designated to receive private donated funds?

ii. If checked, identify the name, address, contact, and type of entities designated to receive private donated funds:

- d. State expenditures for PreK programs are used to meet the CCDF matching funds requirement.

If checked, provide the estimated percentage of the matching fund requirement that will be met with Prekindergarten expenditures (not to exceed 30 percent):

i. If the percentage is more than 10 percent of the matching fund requirement, describe how the State will coordinate its preK and child care services:

ii. Describe the Lead Agency efforts to ensure that Prekindergarten programs meet the needs of working parents:

- e. State expenditures for Prekindergarten programs are used to meet the CCDF maintenance-of-effort requirements. If checked,

i. Assure by describing how the Lead Agency did not reduce its level of effort in full-day/full-year child care services, pursuant to 98.55(h)(1) and 98.15(a)(6).

ii. Describe the Lead Agency efforts to ensure that Prekindergarten programs meet the needs of working parents:

iii. Estimated percentage of the MOE Fund requirement that will be met with Prekindergarten expenditures (not to exceed 20 percent):

iv. If the percentage is more than 10 percent of the MOE requirement, describe how the state will coordinate its Prekindergarten and child care services to expand the availability of child care:

f. The same funds are used to meet at least some of the CCDF MOE and TANF MOE requirements.

i. If known, what percent of funds used to meet CCDF MOE also is used to meet TANF MOE requirements? 100% of the General Revenue Fund that is used to meet CCDF MOE is used to meet the TANF MOE.

1.6 Public-Private Partnerships

Lead Agencies are required to describe how they encourage public-private partnerships among other public agencies, tribal organizations, private entities, faith-based organizations, businesses or organizations that promote business involvement, and/or community-based organizations to leverage existing service delivery (i.e., cooperative agreement among providers to pool resources to pay for shared fixed costs and operation) (658E(c)(2)(P)). ACF expects these types of partnerships to leverage public and private resources to further the goals of the CCDBG Act. Lead Agencies are required to demonstrate how they encourage public-private partnerships to leverage existing child care and early education service-delivery systems and to increase the supply and quality of child care services for children younger than age 13, for example, by implementing voluntary shared service alliance models (98.14(a)(4)).

1.6.1 Identify and describe any public-private partnerships encouraged by the Lead Agency to leverage public and private resources to further the goals of the CCDBG Act. Include in the response any public-private partnerships that have emerged from the response to the COVID-19 pandemic (98.16(d)(2)) and if applicable, how those partnerships will be continued post-pandemic.

The Ohio Department of Job and Family Services (ODJFS) currently has an appointed member on the Early Childhood Advisory Council (ECAC) which provides input and guidance to the administration of the Governor's office on early childhood programs. The ECAC membership includes a diverse array of stakeholders from early childhood programs, schools, health, social services, unions, philanthropy, and other groups. The Governor's office leads the ECAC. ECAC is statutorily mandated. It is also key to advising the state on policy decisions and rule changes. ODJFS will continue this relationship post pandemic by using the group as a sounding board on how to help child care providers and the early childhood community in the post-pandemic world. Additionally, the Ohio Department of Education (ODE) and ODJFS staff meet regularly to ensure the continued alignment in implementation of procedures and policy specific to professional development, funding, regulatory and quality standards. ODE funded programs and ODJFS funded programs have aligned in the following areas: application, program eligibility, funding, Step Up To Quality, licensing regulations, attendance policy, and attendance tracking. Additionally, publicly funded child care can be provided only by a provider that is rated through SUTQ, unless exempt. This includes child care programs regulated by ODE. Efforts continue between the two agencies to assist programs in becoming and maintaining their ratings. As a result of COVID-19, ODJFS leveraged an already existing working relationship with the Ohio Department of Health for guidance on rules and best practices during the pandemic, and with the Ohio Child Care Resource and Referral Association to assist in distributing funds to child care programs and professionals. A child care strike force team comprised of stakeholders was established by the Governor to provide input on COVID related procedures.

1.7 Coordination With Local or Regional Child Care Resource and Referral Systems

Lead Agencies may use CCDF funds to establish or support a system or network of local or regional child care resource and referral (CCR&R) organizations that is coordinated, to the extent determined by the state/territory, by a statewide public or private non-profit, community-based or regionally based, lead child care resource and referral organization (such as a statewide CCR&R network) (658E(c)(3)(B)(iii); 98.52).

If Lead Agencies use CCDF funds for local CCR&R organizations, the local or regional CCR&R organizations supported by those funds must, at the direction of the Lead Agency:

- Provide parents in the state with consumer education information concerning the full range of child care options (including faith-based and community-based child care providers), analyzed by provider, including child care provided during non-traditional hours and through emergency child care centers, in their area.
- To the extent practicable, work directly with families who receive assistance to offer the families support and assistance to make an informed decision about which child care providers they will use to ensure that the families are enrolling their children in the most appropriate child care setting that suits their needs and one that is of high quality (as determined by the Lead Agency).
- Collect data and provide information on the coordination of services and supports, including services under Part B, Section 619 and Part C of the Individuals with Disabilities Education Act.
- Collect data and provide information on the supply of and demand for child care services in areas of the state and submit the information to the State.
- Work to establish partnerships with public agencies and private entities, including faith-based and community-based child care providers, to increase the supply and quality of child care services in the state and, as appropriate, coordinate their activities with the activities of the state Lead Agency and local agencies that administer funds made available through CCDF (98.52(b)).

Nothing in the statute or rule prohibits States from using CCR&R agencies to conduct or provide

additional services beyond those required by statute or rule.

Note: Use 1.7.1 to address if a state/territory funds a CCR&R organization, describe what services are provided and how it is structured. Use subsection 7.5 to address the services provided by the local or regional child care resource and referral agencies and the indicators of progress met by CCR&R organizations if they are funded by quality set-aside funds.

1.7.1 Does the Lead Agency fund a system of local or regional CCR&R organizations?

No. The state/territory does not fund a CCR&R organization(s) and has no plans to establish one.

Yes. The state/territory funds a CCR&R organization(s) with all the responsibilities outlined above. If yes, describe the following:

How are CCR&R services organized? Include how many agencies, if there is a statewide network, and if the system is coordinated:

Ohio partners with 7 Child Care Resource and Referral (CCR&R) agencies to serve the 12 service delivery regions of Ohio. The Ohio Child Care Resource and Referral Association (OCCRRA) coordinates and ensures consistency among the seven CCR&R agencies. The OCCRRA Board of Directors includes one agency member per each existing CCR&R member agency.

CCR&R agencies provide training, technical assistance, and outreach services to the child care providers and families in their respective regions. The CCR&R agencies develop and implement programs to increase knowledge of professionals, to support the implementation and delivery of early care and education services, and to assist child care programs in becoming rated and maintain or increase their Step Up To Quality rating. Additionally, the CCR&R agencies increase the knowledge and awareness for families, community partners and community stakeholders regarding the importance and availability of early care and education services to increase the demand for high quality services.

Specifically for Part C of Individuals with Disabilities Education Act, the CCR&R's assist with referral services as well as provide community outreach presentations. The CCR&R specialists refer families to the services available within their community

based on the child's identified/unidentified special need (medical, developmental, physical, social-emotional and behavior challenges). Such services would involve the efforts of Help Me Grow, Ohio's Whole Child Matters Program, and local education and referral services center. Based on the needs of the families within the area served, each CCR&R specialist is trained to help the families secure child care and help to improve inclusion practices within the early childhood community. Through provider support, families of young children with disabilities have increased access to high-quality inclusive child care. Families are also linked to support groups within their community, in person and through social media, as well as conferences and trainings that may help to provide additional resources to the whole family.

The CCR&R agencies are required, by contract, to complete a needs assessment in their delivery areas and report that information to the state. The needs and community assessments were determined through interviews, focus groups, annual and quarterly surveys and available data collected through the Professional Development Registry and Technical Assistance Database. The information from these sources, along with the available data, is used to identify community-level needs including the supply and demand in the service area.

1.8 Disaster Preparedness and Response Plan

In past disasters, and in response to the COVID-19 pandemic, the provision of emergency child care services and rebuilding and restoring of child care infrastructure has emerged as an essential service. Lead Agencies are required to establish a Statewide Child Care Disaster Plan (658E(c)(2)(U)). They must demonstrate how they will address the needs of children - including the need for safe child care before, during, and after a state of emergency declared by the Governor, or a major disaster or emergency (as defined by Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122) - through a Statewide Disaster Plan. The effective date for the establishment of this Statewide Disaster Plan was October 1, 2018.

1.8.1 Did you make any updates to the Statewide Disaster Plan since the FY 2019-2021 CCDF Plan was submitted? Please consider any updates that were made as a result of the Lead Agency's experiences in responding to the COVID-19 pandemic. (Note: It is a Lead Agency decision on how often a plan should be updated and which entities, if any, should be collaborated with in the updating process.)

No

Yes

If yes, describe the elements of the plan that were updated: Click or tap here to enter text.

The state of emergency plan has not been updated but has been made publicly available at [Ohio.gov | Ohio Emergency Management | State of Ohio Emergency Operations Plan](#). The Office of Family Assistance internal plan was updated in February 2020 to add teleworking information. Both plans are in the process of being updated at the time of the submission of this plan.

1.8.2 To demonstrate continued compliance with the required elements in the Statewide Disaster Plan, certify by checking the required elements included in the current State Disaster Preparedness and Response Plan.

- a. The plan was developed in collaboration with the following required entities:
 - i. State human services agency
 - ii. State emergency management agency
 - iii. State licensing agency
 - iv. State health department or public health department
 - v. Local and state child care resource and referral agencies
 - vi. State Advisory Council on Early Childhood Education and Care or similar coordinating body
- b. The plan includes guidelines for the continuation of child care subsidies.
- c. The plan includes guidelines for the continuation of child care services.
- d. The plan includes procedures for the coordination of post-disaster recovery of child care services.

- e. The plan contains requirements for all CCDF providers (both licensed and license-exempt) to have in place:
 - i. Procedures for evacuation
 - ii. Procedures for relocation
 - iii. Procedures for shelter-in-place
 - iv. Procedures for communication and reunification with families
 - v. Procedures for continuity of operations
 - vi. Procedures for accommodations of infants and toddlers
 - vii. Procedures for accommodations of children with disabilities
 - viii. Procedures for accommodations of children with chronic medical conditions
- f. The plan contains procedures for staff and volunteer emergency preparedness training.
- g. The plan contains procedures for staff and volunteer practice drills.

1.8.3 If available, provide the direct URL/website link to the website where the statewide child care disaster plan is posted:

The Office of Family Assistance child care disaster plan is not published externally. A printed copy is maintained within the Office. The Ohio Department of Education plans are not publicly posted. They are updated as required in law. The state of Ohio emergency operations plan is located here: [Ohio.gov | Ohio Emergency Management | State of Ohio Emergency Operations Plan](#).

2 Promote Family Engagement through Outreach and Consumer Education

Lead Agencies are required to support the role of parents as child care consumers who need information to make informed choices regarding the services that best suit their needs. A key purpose of the CCDBG Act is to "promote involvement by parents and family members in the development of their children in child care settings" (658A(b)). Lead Agencies have the opportunity to consider how information can be provided to parents through the child care assistance system, partner agencies, and child care consumer education websites.

The target audience for the consumer education information includes three groups: parents receiving CCDF assistance, the general public, and when appropriate, child care providers. OCC expects that Lead Agencies are using targeted strategies for each group to ensure tailored consumer education information. In this section, Lead Agencies will address how information is made available to families, the general public and child care providers to assist them in accessing high-quality child care and how information is shared on other financial assistance programs or supports for which a family might be eligible. In addition, Lead Agencies will certify that information on developmental screenings is provided and will describe how research and best practices concerning children's development, including their social-emotional development, is shared.

This section also covers the parental complaint process and the consumer education website that has been developed by the Lead Agency. Finally, this section addresses the consumer statement that is provided to parents supported with CCDF funds.

Note: When asked for citations, responses can include state statute, regulations, administrative rules, policy manuals, or policy issuances. See the Introduction on page 4 for more detail.

2.1 Outreach to Families With Limited English Proficiency and Persons With Disabilities

The Lead Agency is required to describe how it provides outreach and services to eligible families with limited English proficiency and persons with disabilities and to facilitate the participation of child care providers with limited English proficiency and child care providers with disabilities in the CCDF program (98.16(dd)). Lead Agencies are required to develop policies and procedures to clearly communicate program information, such as requirements, consumer education information, and eligibility information, to families and child care providers of all backgrounds (81 FR 67456).

2.1.1 Check the strategies the Lead Agency or partners utilize to provide outreach and services to eligible families for whom English is not their first language. Check all that apply.

- a. Application in other languages (application document, brochures, provider notices)

- b. Informational materials in non-English languages
- c. Website in non-English languages
- d. Lead Agency accepts applications at local community-based locations
- e. Bilingual caseworkers or translators available
- f. Bilingual outreach workers
- g. Partnerships with community-based organizations
- h. Collaboration with Head Start, Early Head Start, and Migrant Head Start
- i. Home visiting programs
- j. Other.

Describe:

2.1.2 Check the strategies the Lead Agency or partners utilize to provide outreach and services to eligible families with a person(s) with a disability. Check all that apply.

- a. Applications and public informational materials available in Braille and other communication formats for access by individuals with disabilities
- b. Websites that are accessible (e.g. Section 508 of the Rehabilitation Act)
- c. Caseworkers with specialized training/experience in working with individuals with disabilities
- d. Ensuring accessibility of environments and activities for all children
- e. Partnerships with state and local programs and associations focused on disability-related topics and issues
- f. Partnerships with parent associations, support groups, and parent-to-parent support groups, including the Individuals with Disabilities Education Act (IDEA) federally funded Parent Training and Information Centers
- g. Partnerships with state and local IDEA Part B, Section 619 and Part C providers and agencies
- h. Availability and/or access to specialized services (e.g. mental health, behavioral specialists, therapists) to address the needs of all children
- i. Other.

Describe:

Ohio created a comprehensive document for families that includes contact information for child care assistance, Medicaid, health screenings, early intervention services,

developmental delays, and disabilities, Help Me Grow, mental health, and nutrition resources. This document is a tool used by child care providers, when the need for support services are suspected, to give to families to assist them in connecting with the assistance they may need for their child. When a child is identified as needing special needs child care, additional payment can be made to the provider to assist in serving children and ensuring access to child care programs. Special needs child care means child care provided to a child who is less than eighteen years of age and either has one or more chronic health conditions or does not meet age appropriate expectations in one or more areas of development, including social, emotional, cognitive, communicative, perceptual, motor, physical, and behavioral development and that may include on a regular basis such services, adaptations, modifications, or adjustments needed to assist in the child's function or development. The additional payment applies when the child's delays/conditions affect development to the extent that the child requires special adaptations, modified facilities, program adjustments or related services on a regular basis in order to function in an adaptive manner. Programs with a child in need of special needs child care receives a 5% enhancement on top of the base rate. If a program needs to make adjustments to its service delivery model to serve a child eligible for special needs child care (i.e. add an extra staff member in the room, decrease group size in the room, etc.), the program can submit documentation to request a 100% enhancement to its base rate for services provided to that child.

The Ohio Department of Job and Family Services created a twelve-month six county pilot for In-Home Aide (IHA) providers which began April 1, 2021. The pilot allows for an increased payment amount for IHA providers who provide child care to families determined eligible for publicly funded child care. The family must be in need of care during non-traditional hours or qualify for special needs child care as determined by the county agency.

The Ohio Department of Education offers accessible guidance for families and local education organizations. [Guide to Parent Rights in Special Education](#)

2.2 Parental Complaint Process

The Lead Agency must certify that the state/territory maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request (658E(c)(2)(C); 98.15(b)(3)). Lead Agencies must also provide a detailed description of the hotline or similar reporting process for parents to submit complaints about child care providers; the process for substantiating complaints; the manner in which the Lead Agency maintains a record of substantiated parental complaints; and ways that the Lead Agency makes information on such parental complaints available to the public on request (98.16 (s); 98.32(d)).

2.2.1 Describe the Lead Agency's hotline or similar reporting process through which parents can submit complaints about child care providers, including a link if it is a Web-based process:

Parents or other individuals may submit a complaint regarding rule violations to the Ohio Department of Job and Family Services (ODJFS) help desk by calling 1-877-302-2347, Option 4, or via email at childcarepolicy@jfs.ohio.gov. The telephone number and email address are included on the ODJFS website at [ChildCareinOhioResourceGuide.pdf](#). Inspection reports made available on the ODJFS website include static text with instructions on filing a complaint, including the phone number for the help desk. Finally, the license face, required to be posted at the program location, includes similar instructions and the phone number.

Parents or other individuals may submit a complaint regarding rule violations for programs licensed by the Ohio Department of Education (ODE) by calling 877-644-6338 or e-mailing oelsr.licensing@education.ohio.gov. The phone number and e-mail are posted on the Departments website. In addition, it is an ODE rule requirement for programs to include procedures for how to submit a complaint or obtain a copy of an inspection report in their parent handbook. Any individual can e-mail serious risk observations by accessing the form on the ODE program licensing website. Preschool program licensing website:

<http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing> School age Childcare Licensing website: [School Age Child Care Licensing | Ohio Department of Education](#)

2.2.2 For complaints regarding all providers, including CCDF providers and non-CCDF providers, describe the Lead Agency's process and timeline for screening, substantiating, and responding to complaints. Describe whether the process includes monitoring, and highlight any differences in processes for CCDF and non-CCDF providers and licensed and license-exempt providers:

Upon receipt of a complaint allegation for CCDF and non-CCDF providers, the help desk screens the information to determine if the complaint is a rule related allegation. If the complaint is not a rule allegation, the help desk informs the caller that the allegations will not be investigated and, if appropriate, refers the caller to the appropriate agency to investigate the complaint. If the complaint is rule-related, the help desk obtains detailed information from the caller, including, but not limited to, the child care program, details of the alleged violation, and complainant information. A complainant may remain anonymous. Once the information is received, the complaint is forwarded to the appropriate licensing specialist who begins an investigation within seven days of receipt. The licensing specialist conducts an unannounced onsite investigation inspection. During the investigation, the licensing specialist may interview appropriate parties, conduct observations, review records, and collaborate with any other outside agencies who regulate the program. At the conclusion of the investigation, the licensing specialist makes one of three dispositions. The disposition may be unsubstantiated, which indicates there was clear evidence the violation did not occur; substantiated, which indicates there was clear evidence the violation did occur; or unable to determine, which indicates there was no clear evidence to determine the violation did occur or did not occur. The child care program receives a copy of the final inspection report for the investigation. Complaint allegations for programs not regulated by the Ohio Department of Job and Family Services are not investigated.

2.2.3 Certify by describing how the Lead Agency maintains a record of substantiated parental complaints. Highlight any differences in processes for CCDF and non-CCDF providers and licensed and license-exempt providers:

Complaints that include rule violations are maintained for a period of five years from the date of the complaint inspection report in the Ohio Child Licensing and Quality System for CCDF

and non-CCDF providers. Complaint allegations for programs not regulated by the Ohio Department of Job and Family Services are not investigated.

2.2.4 Certify by describing how the Lead Agency makes information about substantiated parental complaints available to the public; this information can include the consumer education website discussed in section 2.3:

Any individual may receive a copy of any complaint by following the public records request procedure for the agency. The program inspection reports for any substantiated complaints are posted on the public Search for Early Care and Education website [Find Quality Rated Early Care and Education | Ohio Child Care Search](#) immediately upon completion. Families may also opt to receive updates regarding their child program inspection status by subscribing to the Really Simple Syndication (RSS) feed. Notifications would be sent to the families' mobile device or computer when a new inspection is posted to the website.

2.2.5 Provide the citation to the Lead Agency's policy and process related to parental complaints:

[ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-03 Compliance Inspection and Complaint Investigation of a Licensed Child Care Center \(ohio.gov\)](#)

[ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-03 Compliance Inspection and Complaint Investigation of a Licensed Family Child Care Provider \(ohio.gov\)](#)

[ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-04 Compliance inspection and complaint investigation of an approved child day camp \(ohio.gov\)](#)

[ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-07 County agency responsibility for compliance inspections and complaint investigations for an in-home aide \(ohio.gov\)](#)

2.3 Consumer Education Website

States and territories are required to provide information to parents, the general public, and when applicable, child care providers through a state website, which is consumer-friendly and easily accessible (658E(c)(2)(E)(i)(III) and 98.33 (a)). The website must include information to assist families in understanding the Lead Agency’s policies and procedures, including licensing child care providers. The website information must also include monitoring and inspection reports for each provider, and the quality of each provider (if such information is available for the provider) (658E(c)(2)(D); 98.33(a)). The website should also provide access to a yearly statewide report on the aggregate number of deaths, serious injuries, and the number of cases of substantiated child abuse that have occurred in child care settings. To help families access additional information on finding child care, the website must include contact information for local child care and resource referral organizations. It must also include information on how parents can contact the Lead Agency and other organizations to better understand the information on the website.

To certify, respond to questions 2.3.1 through 2.3.10 by describing how the Lead Agency meets these requirements and provide the direct URL/website link to the consumer education website in 2.3.11.

Please note that any changes made to the web links provided below in this section after the CCDF Plan is approved will require a CCDF Plan amendment.

2.3.1 Describe how the Lead Agency ensures that its website is consumer-friendly and easily accessible. (Note: While there is no Federal CCDF definition for easily accessible, Lead Agencies may consider easily accessible websites to be searchable, simple to navigate, written in plain language, and easy to understand.):

The website provides for multiple ways to search for providers, defines terms such as exempt care and corrective action plans, presents the results of monitoring inspections in plain language, provides frequently asked questions, differentiates between violations based on risk to children, and is easy to locate and navigate. The landing page has three main sections of “Families, Programs and Resources” allowing direct access to a sub-page. Each

sub-page has information specific to the audience including families, programs, and stakeholders.

2.3.2 Describe how the website ensures the widest possible access to services for families that speak languages other than English (98.33(a)):

The Ohio Department of Job and Family Services has added the assistive technology software of Browsealoud to our website pages. Browsealoud is a text-to-speech assistive tool that currently offers thirty-six of the most widely spoken languages in the world. Browsealoud allows the user to select the language to be used to read or listen to the content on the webpage. Additionally, some caretaker and provider information for the automated time attendance and payment system are available in Spanish.

2.3.3 Describe how the website ensures the widest possible access to services for persons with disabilities:

The newly added assistive technology software Browsealoud assists with access for individuals who have difficulty reading online, including persons with mild visual impairments, low literacy, English as a second language or learning disabilities, such as dyslexia. The ReachDeck Toolbar, a tool within Browsealoud, includes a Text-to-Speech, Translation, Picture Dictionary, MP3 maker that converts online content into MP3 files for easy listening, Screen Mask with a reading pane that reduces visual stress and improves focus, Text Magnifier, Webpage Simplifier that creates a simplified view of the webpage and removes distracting content. In addition, trainings posted on the website are web-based trainings which allow individuals to hear the presentation or read the transcript of the training in the “notes” section of all trainings.

2.3.4 Provide the specific website links to the descriptions of the Lead Agency's processes related to child care.

A required component of the consumer education website is a description of Lead Agency policies and procedures relating to child care (98.33(a) (1)). This information includes a description of how the state/territory licenses child care, a rationale for exempting providers from licensing requirements, the procedure for conducting monitoring and inspections of providers, and the policies and procedures related to criminal background checks.

- a. Provide the direct URL/website link to how the Lead Agency licenses child care providers, including the rationale for exempting certain providers from licensing requirements, as described in subsection 5.2

Information on how to become an Ohio Department of Job and Family Services licensed provider is located here [Types of Child Care in Ohio | Early Learning and Development | Ohio Department of Job and Family Services](#) The licensure requirements and exemptions for the Ohio Department of Job and Family Services are outlined in Ohio Revised Code (ORC) sections 5104.02 and 5104.021. These requirements can be found here: [Section 5104.02 - Ohio Revised Code | Ohio Laws](#) and [Section 5104.021 - Ohio Revised Code | Ohio Laws](#).

Information for programs regulated by the Ohio Department of Education can be found here: Ohio Department of Education School age child care webpage:

<http://education.ohio.gov/Topics/Early-Learning/School-Age-Child-Care-Licensing>

Ohio Department of Education Preschool webpage:

<http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing>

- b. Provide the direct URL/website link to the processes for conducting monitoring and inspections of child care providers, as described in subsection 5.4:

ODJFS Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-03 Compliance Inspection and Complaint Investigation of a Licensed Child Care Center \(ohio.gov\)](#)

ODJFS Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-03 Compliance Inspection](#)

[and Complaint Investigation of a Licensed Family Child Care Provider \(ohio.gov\)](#);

ODJFS In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-07 County agency responsibility for compliance inspections and complaint investigations for an in-home aide \(ohio.gov\)](#);

ODJFS Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-04 Compliance inspection and complaint investigation of an approved child day camp \(ohio.gov\)](#)

ODE Preschool: [PreschoolProgramRules.pdf.aspx \(ohio.gov\)](#)

ODE SACC: [SACC-Licensing-Rules.pdf.aspx \(ohio.gov\)](#)

c. Provide the direct URL/website link to the policies and procedures related to criminal background checks for staff members of child care providers, as described in 5.5.2.

All background check requirements can be found on the background check process webpage [Background Check Process | Early Learning and Development | Ohio Department of Job and Family Services](#) .

Ohio Administrative Code (OAC) rule requirements for background checks are found in the following rules:

ODJFS Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-09 Background Check Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

ODJFS Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-09 Background Check Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#)

ODJFS In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

ODJFS Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-07 Background check requirements for an approved child day camp \(ohio.gov\)](#)

ODE Programs participating in publicly funded child care: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-09 Provider responsibilities for publicly funded child care \(ohio.gov\)](#)

and on the rules and forms section of the ODJFS webpage

http://jfs.ohio.gov/cdc/rules_forms.stm

The information for ODE background checks is posted on the Preschool and School age pages and can be found under the Licensing resources column at the bottom of each page.

Preschool: <http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing>

School age child care: [School Age Child Care Licensing | Ohio Department of Education](#)

d. Provide the direct URL/website link to the offenses that prevent individuals from being employed by a child care provider or receiving CCDF funds, as described in questions 5.5.4:

Offenses that prevent individuals from being employed by a child care provider can be found on the background check process webpage [Background Check Process | Early Learning and Development | Ohio Department of Job and Family Services](#)

The prohibitive offenses list that prevent individuals from becoming child care providers is also listed on our family webpage [Family Resources | Early Learning and Development | Ohio Department of Job and Family Services](#)

2.3.5 How does the Lead Agency post a localized list of providers searchable by zip code on its website?

The consumer education website must include a list of all licensed providers (98.33 (a)(2)). At the discretion of the Lead Agency, all providers eligible to deliver CCDF services, identified as either licensed or license-exempt, can be included. Providers caring for children to whom they are related do not need to be included. The list of providers must be searchable by ZIP Code.

a. Provide the website link to the list of child care providers searchable by ZIP code:

[Find Quality Rated Early Care and Education | Ohio Child Care Search](#)

b) In addition to the licensed providers that are required to be included in your searchable list, which additional providers are included in the Lead Agency's searchable list of child care providers (please check all that apply):

i. License-exempt center-based CCDF providers

- ii. License-exempt family child care (FCC) CCDF providers
- iii. License-exempt non-CCDF providers
- iv. Relative CCDF child care providers
- v. Other.

Describe

Certified In-Home Aids, Approved Day Camps

c) Identify what informational elements, if any, are available in the searchable results.
Note: Quality information (if available) and monitoring results are required on the website but are not required to be a part of the search results.

All Licensed Providers

- Contact Information
- Enrollment capacity
- Hours, days and months of operation
- Provider education and training
- Languages spoken by the caregiver
- Quality Information
- Monitoring reports
- Willingness to accept CCDF certificates
- Ages of children served

License-Exempt CCDF Center-based Providers

- Contact Information
- Enrollment capacity
- Hours, days and months of operation
- Provider education and training
- Languages spoken by the caregiver
- Quality Information
- Monitoring reports
- Willingness to accept CCDF certificates
- Ages of children served

License-Exempt CCDF Family Child Care Home Providers

- Contact Information
- Enrollment capacity
- Hours, days and months of operation
- Provider education and training
- Languages spoken by the caregiver
- Quality Information
- Monitoring reports
- Willingness to accept CCDF certificates
- Ages of children served

License-Exempt Non-CCDF Providers

- Contact Information
- Enrollment capacity
- Hours, days and months of operation
- Provider education and training
- Languages spoken by the caregiver
- Quality Information
- Monitoring reports
- Willingness to accept CCDF certificates
- Ages of children served

Relative CCDF Providers

- Contact Information
- Enrollment capacity
- Hours, days and months of operation
- Provider education and training
- Languages spoken by the caregiver
- Quality Information
- Monitoring reports
- Willingness to accept CCDF certificates
- Ages of children served

2.3.5 How does the Lead Agency post a localized list of providers searchable by zip code on its website?

The consumer education website must include a list of all licensed providers (98.33 (a)(2)). At the discretion of the Lead Agency, all providers eligible to deliver CCDF services, identified as either licensed or license-exempt, can be included. Providers caring for children to whom they are related do not need to be included. The list of providers must be searchable by ZIP Code.

d. Other information included for:

i. All Licensed providers.

Describe

The provider has ability to report program specific information, that is not verified by the state, to be displayed on the web site including: meals, before/after school, evening care, transportation, overnight care, field trips, Early Childhood Education Grant, Head Start, private Kindergarten, liability insurance, hours of operation and accreditations.

ii. License-exempt CCDF center-based providers.

Describe

iii. License-exempt CCDF family child care providers.

Describe

iv. License-exempt, non-CCDF providers.

Describe

v. Relative CCDF providers.

Describe

2.3.6 Lead Agencies must also identify specific quality information on each child care provider for whom they have this information. The type of information provided is determined by the Lead Agency, and it should help families easily understand whether a provider offers services that meet Lead Agency-specific best practices and standards or a nationally recognized, research-based set of criteria. Provider-specific quality information must only be posted on the consumer website if it is available for the

individual provider.

a. What information does the Lead Agency provide on the website to determine quality ratings or other quality information?

- i. Quality rating and improvement system
- ii. National accreditation
- iii. Enhanced licensing system
- iv. Meeting Head Start/Early Head Start Program Performance Standards
- v. Meeting Prekindergarten quality requirements
- vi. School-age standards, where applicable
- vii. Other.

Describe

b) For what types of providers are quality ratings or other indicators of quality available?

- i. Licensed CCDF providers.

Describe the quality information:

Step Up To Quality rating, 1-5 Stars

- ii. Licensed non-CCDF providers.

Describe the quality information:

Step Up To Quality rating, 1-5 Stars

- iii. License-exempt center-based CCDF providers.

Describe the quality information:

- iv. License-exempt FCC CCDF providers.

Describe the quality information:

- v. License-exempt non-CCDF providers.

Describe the quality information:

vi. Relative child care providers.

Describe the quality information:

vii. Other.

Describe

2.3.7 Lead Agencies must post monitoring and inspection reports on the consumer education website for each licensed provider and for each non-relative provider eligible to provide CCDF services. These reports must include the results of required annual monitoring visits, and visits due to major substantiated complaints about a provider's failure to comply with health and safety requirements and child care policies. A full report covers everything in the monitoring visit, including areas of compliance and non-compliance. If the state does not produce any reports that include areas of compliance, the website must include information about all areas covered by a monitoring visit (e.g., by posting a blank checklist used by monitors).

The reports must be in plain language or provide a plain language summary, as defined by the state or territory, and be timely to ensure that the results of the reports are available and easily understood by parents when they are deciding on a child care provider. Lead Agencies must post at least 3 years of reports.

Certify by responding to the questions below:

a. Does the Lead Agency post? (check one):

i. Full monitoring reports that include areas of compliance and non-compliance.

ii. Monitoring reports that include areas of non-compliance only, with information about all areas covered by a monitoring visit posted separately on the website (e.g., a blank checklist used by monitors). Note: This option is only allowable if the state/territory does not produce monitoring reports that include both areas of compliance and non-compliance.

If checked, provide a direct URL/website link to the website where a blank checklist is posted.

b. Check to certify that the monitoring and inspection reports and, if necessary, their plain language summaries include:

Date of inspection

Health and safety violations, including those violations that resulted in fatalities or serious injuries occurring at the provider.

Describe how these health and safety violations are prominently displayed:

Health and safety violations, including fatalities or serious injuries, that resulted due to negligence of the program, are documented as rule citations in inspection reports, which are written in reader friendly plain language and are posted on the shared Ohio Department of Education and Ohio Department of Job and Family Services website, [Find Quality Rated Early Care and Education | Ohio Child Care Search](#)

Corrective action plans taken by the state and/or child care provider.

Describe:

The provider submits a corrective action plan for each non-compliance which is reviewed by the specialist who then logs a status in the system. Statuses are displayed on the website. The "Inspection Corrective Action Status" identifies the status of corrective action taken for the entire inspection. The "Compliance Status" is specific to each rule violation.

A minimum of 3 years of results, where available.

c. How and where are reports posted in a timely manner? Specifically, provide the Lead Agency's definition of "timely" and describe how it ensures that reports and/or summaries are posted within its timeframe. Note: While Lead Agencies may define "timely," we recommend Lead Agencies update results as soon as possible and no later than 90 days after an inspection or corrective action is taken.

i. Provide the direct URL/website link to where the reports are posted.

[Find Quality Rated Early Care and Education | Ohio Child Care Search](#)

ii. Describe how the Lead Agency defines timely posting of monitoring reports.

Once a report is completed by the licensing staff an overnight batch is run and the report is available to view the next day on the consumer website.

d. Monitoring and inspection reports or the summaries must be in plain language to meet the CCDF regulatory requirements (98.33 (a)(4)).

i. Provide the Lead Agency's definition of plain language.

Plain language is defined as being at a 5th grade readability level.

ii. Describe how the monitoring and inspection reports or the summaries are in plain language.

Rule citations are documented in inspection reports that are available in reader friendly plain language on the shared Ohio Department of Education and Ohio Department of Job and Family Services website found at [Find Quality Rated Early Care and Education | Ohio Child Care Search](#). To view an inspection the user must search for a program, click the name of the program, and select view current inspections. Each inspection report has standard language that explains the sections of the report. The report includes information on the program, a brief explanation of the rule, details on the violation and the corrective action that must be taken by the program. Additionally, the website defines the corrective action statuses for rule violations that are noted in the inspection report.

e. Describe the process for correcting inaccuracies in reports (98.33 (a)(4)).

At the time of the inspection, during the exit interview, if the administrator or designee identifies a non-compliance that was documented in error, the child care licensing specialist must revise the inspection report during the exit interview. If an agreement cannot be reached at this time, the provider may contact the licensing supervisor for further assistance. Providers have the right to appeal any licensing finding by requesting a review within seven business days from the receipt of the inspection report as outlined in rule 5101:2-12-03 of the Ohio Administrative Code (OAC) for child care centers, rule 5101:2-13-03 OAC for family child care providers, rule 5101:2-14-04 OAC for in-home aides, and rule 5101:2-18-04 OAC for approved day camps. A committee then reviews the request and documentation to determine if the violation is to remain on the report or be removed from the report. If a violation is to be removed, a revised inspection report is sent to the program and is posted on the child care website.

f. Describe the process for providers to appeal the findings in reports. Description of the process should include the time requirements and timeframes for:

-- filing the appeal

-- conducting the investigation

-- removal of any violations from the website determined on appeal to be unfounded.

If a provider disagrees with a finding in the report, they often discuss this item with the licensing specialist at the time of the inspection. If agreement cannot be reached at this time, the provider may contact the licensing supervisor for further assistance. Providers have the right to appeal any licensing finding by requesting a review within seven business days from the receipt of the inspection report as outlined in rule. A committee then reviews the request and documentation to determine if the violation is to remain on the report or be removed from the report. If a violation is to be removed, a revised inspection report is sent to the program and is posted on the child care website.

A program regulated by the Ohio Department of Education can submit a request for review form within seven business days from the receipt of the report. If a violation is removed, a revised inspection is created and sent to the public website overnight.

g. Describe the process for maintaining monitoring and inspection reports on the website. Specifically, provide the minimum number of years reports are posted and the policy for removing reports (98.33(a)(4)(iv)).

Once the licensing staff completes a report, the system uploads the report to the consumer website the following day. Currently the last three years of reports are posted. Reports fall off after the 3 year look back date.

2.3.8 Aggregate data on serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings each year must be posted by Lead Agencies on the consumer education website (98.33(a)(5)). The serious incident aggregate data should include information about any child in the care of a provider eligible to receive CCDF, not just children receiving subsidies.

This aggregate information on serious injuries and deaths must be separated by category of

care (e.g. centers, family child care homes, and in-home care) and licensing status (i.e. licensed or license-exempt) for all eligible CCDF providers in the state. The information on instances of substantiated child abuse does not have to be organized by category of care or licensing status. Information should also include the total number of children regulated to be cared for by provider type and licensing status (81 FR, p. 67477), so that families can view the serious injuries, deaths, and substantiated cases of abuse data in context. The aggregate report should not include individual provider-specific information or names.

a. Certify by providing:

i. The designated entity to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care (98.16 (ff)) and describe how the Lead Agency obtains the aggregate data from the entity.

Providers are required to report any serious incident, injury, or death of a child through the Ohio Child Licensing and Quality System (OCLQS) within 24 hours of the incident.

Programs regulated by the Ohio Department of Education (ODE) must report the information to a designated email box within 24 hours of the occurrence. ODE manually enters information into the OCLQS system. OCLQS is a database shared by the departments and can generate reports regarding the information submitted.

ii. The definition of "substantiated child abuse" used by the Lead Agency for this requirement.

The lead agency defines "substantiated child abuse" as an allegation that is substantiated by the local public children's service agency.

iii. The definition of "serious injury" used by the Lead Agency for this requirement.

For this requirement, the lead agency defines "serious injury" as 1. Death of a child at a program; 2. An incident, injury, or illness that requires medical treatment, 3. An unusual or unexpected incident which jeopardizes the safety of a child, child care staff member or employee.

b. Certify by checking below that the required elements are included in the Aggregate Data Report on serious incident data that have occurred in child care settings each year.

i. the total number of serious injuries of children in care by provider category/licensing status

- ii. the total number of deaths of children in care by provider category/licensing status
- iii. the total number of substantiated instances of child abuse in child care settings
- iv. the total number of children in care by provider category/licensing status

c. Provide the website link to the page where the aggregate number of serious injuries, deaths, and substantiated instances of child abuse are posted.

For ODJFS programs, go to the Annual Child Care Licensing Report section on the [Resources page | Early Learning and Development | Ohio Department of Job and Family Services](#)

For ODE programs, the information is posted in the column with the annual report information on the preschool and school age child care program licensing pages. [School age child care page](#) [Preschool program page](#)

2.3.9 The consumer education website must include contact information on referrals to local child care resource and referral organizations (98.33 (a)(6)). How does the Lead Agency provide referrals to local CCR&R agencies through the consumer education website? Describe and include a website link to this information:

An email communication sent to all providers describing the role of the local Child Care Resource & Referral Agencies (CCR&R) and includes locations and contact information is posted on the Ohio Department of Job and Family Services program communications page [CCRRAgencyLetter.stm \(ohio.gov\)](#). A link to local CCR&R Agencies is listed on the “Families” page under Early Childhood Resources [Family Resources | Early Learning and Development | Ohio Department of Job and Family Services](#)

2.3.10 The consumer education website must include information on how parents can contact the Lead Agency, or its designee, or other programs that can help the parent understand information included on the website (98.33 (a)(7)). Describe and include a

website link to this information:

Parents (and any other individual visiting the website) can click the “Contact Us” link on the left-hand side of the page. This brings up a resource document with many helpful phone numbers, including a number to the Child Care Policy Help Desk (1-877-302-2347, option 4) where they can ask any questions about the information included on the website.

[ChildCareinOhioResourceGuide.pdf](#)

2.3.11 Provide the website link to the Lead Agency's consumer education website. Note: An amendment is required if this website changes.

[Early Learning and Development | Ohio Department of Job and Family Services](#)

2.4 Additional Consumer and Provider Education

Lead Agencies are required to certify that they will collect and disseminate information about the full diversity of child care services to promote parental choice to parents of eligible children, the general public, and where applicable, child care providers. In addition to the consumer education website, the consumer education information can be provided through CCR&R organizations or through direct conversations with eligibility case workers and child care providers. Outreach and counseling can also be effectively provided via information sessions or intake processes for families (658E(c)(2)(E); 98.15(b)(4); 98.33(b)).

In questions 2.4.1 through 2.4.5, certify by describing:

2.4.1 How the Lead Agency shares information with eligible parents, the general public, and where applicable, child care providers about the availability of child care services provided through CCDF and other programs for which the family may be eligible, such as state Prekindergarten, as well as the availability of financial assistance to obtain child care services. At a minimum, describe what is provided (e.g., such methods as written materials, the website, and direct communications) and how information is tailored for

these audiences.

The Ohio Department of Job and Family Services (ODJFS) child care “Families” web page([Family Resources | Early Learning and Development | Ohio Department of Job and Family Services](#)) has links to a number of sites with this information, including types of care in Ohio and how to apply for publicly funded child care (PFCC). It also has a Resource Guide for families which lists services available in Ohio including mental health services, medical services, Early Childhood Education, preschool special education, nutrition, early intervention, and Help Me Grow. The link to the family web page is also listed on the application to apply for PFCC benefits. Additionally, the application for child care benefits includes information on “How to Choose Child Care” which includes the URL for the child care search. This application is also available online.

The “Families” page also includes the Early Childhood Services Eligibility Self-Assessment Tool. This online tool help families determine what services they may be eligible for including Early Childhood Education, Early Head Start, Head Start, Early Intervention, Help Me Grow Home Visiting, Preschool Special Education and PFCC.

Finally, the Self- Service Portal is accessible from the “Families” web page enabling families to apply for Medicaid, Cash, Food and Child Care assistance. The link is titled “Early Childhood Services Screening Tool”.

2.4.2 How does the Lead Agency provide the required information about the following programs and benefits to the parents of eligible children, the general public, and where applicable, providers? Certify by describing for each program listed below, at a minimum, what information is provided, how the information is provided, and how the information is tailored to a variety of audiences. Include any partners who assist in providing this information.

a. Temporary Assistance for Needy Families program:

Links on the Families section of the child care webpage are available in the Basic Needs and Medical Resources section that provides fact sheets on Ohio Works First, Refugee Services and the Prevention, Retention and Contingency Program.

Additionally, the Self- Service Portal is accessible from the Families web page enabling families to apply for Cash assistance. The link is titled Early Childhood Services Screening Tool. ([Family Resources | Early Learning and Development | Ohio Department of Job and Family Services](#)).

b. Head Start and Early Head Start programs:

The following links are available on the Families page: Types of Child Care, Bold Beginning, Which early childhood services is right for my family? and Early Childhood Services Screening Tool. All pages have information on Early Head Start and Head Start programs. From here an individual can explore Head Start and find a Head Start program near them. [Family Resources | Early Learning and Development | Ohio Department of Job and Family Services](#)

c. Low Income Home Energy Assistance Program (LIHEAP):

The Families webpage includes information in the Basic Needs and Medical Resources section to Home Energy Assistance Program (HEAP). An individual can see if he/she is eligible for HEAP and submit an application. [Family Resources | Early Learning and Development | Ohio Department of Job and Family Services](#)

d. Supplemental Nutrition Assistance Programs (SNAP) Program:

The Families webpage includes a link in the Basic Needs and Medical Resources section titled Applying for other benefits such as Ohio Works First (OWF), Supplemental Nutrition Assistance Program (SNAP), Medicaid, Refugee Services. The link takes the individual to a page where they can apply online for SNAP (and other programs) and offers links to fact sheets for SNAP. Additionally, the Self- Service Portal is accessible from the Families web page enabling families to apply for SNAP assistance. The link is titled Early Childhood Services Screening Tool. [Family Resources | Early Learning and Development | Ohio Department of Job and Family Services](#)

e. Women, Infants, and Children Program (WIC) program:

A link on the Families webpage in the Basic Needs and Medical Resources section titled Women, Infants and Children (WIC) program takes the user to the USDA WIC webpage where an individual can read about WIC and also obtain an application.

[Family Resources | Early Learning and Development | Ohio Department of Job and Family Services](#)

f. Child and Adult Care Food Program(CACFP):

A description of the Child and Adult Care Food Program (CACFP) is on the Programs section of the child care webpage. Also, the Child Care Resource Guide for Eligible Services offers nutrition information and is available on both the Families and Programs web pages. The link to the Families web page is also listed on the application for publicly funded child care benefits. [Early Learning and Development | Ohio Department of Job and Family Services](#).

g. Medicaid and Children's Health Insurance Program (CHIP):

The Families and Programs sections of the child care web page include a link to the Medicaid Children's Health Insurance Program (CHIP) as well as to the Child Care Resource Guide for Eligible Services document which offers nutrition information related to medical services. The link to the Families web page is also listed on the application for publicly funded child care benefits. [Early Learning and Development | Ohio Department of Job and Family Services Services](#)

h. Programs carried out under IDEA Part B, Section 619 and Part C:

The Families section of the child care webpage includes a link to The Individuals with Disabilities Education Act (IDEA) The Families and Programs pages both have the Child Care Resource Guide for Eligible Services posted which includes IDEA information. The link to the family web page is also listed on the application for publicly funded child care benefits. Additional early childhood resources on the Family page include links to Ohio Early Intervention and Ohio Help Me Grow. [Early Learning and Development | Ohio Department of Job and Family Services](#).

2.4.3 Describe how the Lead Agency makes information available to parents, providers and the general public on research and best practices concerning children's development, including physical health and development, particularly healthy eating and

physical activity and information about successful parent and family engagement. The description should include:

- what information is provided
- how the information is provided
- how the information is tailored to a variety of audiences, including:
 - parents
 - providers
 - the general public
- any partners in providing this information

Description:

A number of child development and behavior health resources links are available on the Programs sections of the child care webpage [Early Learning and Development | Ohio Department of Job and Family Services](#) including:

Ohio Early Intervention

RedTreeHouse.Org

The Ohio Department of Health - Help Me Grow Program

Ohio's Early Learning and Development Standards

Ohio's Early Childhood Core Knowledge & Competencies Center for Disease Control

Ohio Department of Mental Health and Addiction Services

CHIP Children's Health Insurance Program

Early Childhood Mental Health (including expulsion prevention)

Reducing Suspension and Expulsion Practices in Early Childhood Settings

The Programs webpage also has a section for 'Health and Safety' with the links to information on shaken baby; SIDS; lead poisoning, hazards and a lead toolkit; obesity; bullying; trauma; handwashing; and links to the American Academy of Pediatrics.

The Families page includes links to early childhood resources as well as basic needs and medical resources including information on: childhood lead poisoning; The Ohio Commission on Fatherhood; RedTreeHouse.org; CDC; and Ohio's Early and Periodic Screening,

Diagnosis and Treatment Program. Also available on this page is the Child Care Resource Guide for Eligible Services which offers Early Intervention, Help Me Grow, Early Childhood Education, medical services, mental health, SNAP, WIC and CACFP program and contact information.

The BOLD Beginning! Website is a one stop shop for parents and providers to access all early childhood resources. A link to the website is available on the Families and Programs web pages.

2.4.4 Describe how information on the Lead Agency's policies regarding the social-emotional and behavioral issues and mental health of young children, including positive behavioral intervention and support models based on research and best practices for those from birth to school age, are shared with families, providers, and the general public. At a minimum, include

- what information is provided,
- how the information is provided, and
- how information is tailored to a variety of audiences, and
- include any partners in providing this information.

Description:

The Child Care Resources Guide for Eligible Services offers information on programs that assist families and providers in locating community resources specific to early childhood mental health and social-emotional and behavioral issues. [Early Learning and Development | Ohio Department of Job and Family Services](#). A link to this document is also included on the application for publicly funded child care.

The Families page of the website includes links to child development and behavioral health resources for children of all ages.

Additionally, the BOLD Beginning! website includes a family page that provides resources for families on child care options, parenting tips, resources for health pregnancy, crisis support, and healthy development. [BOLD Beginning! | Ohio.gov](#).

2.4.5 Describe the Lead Agency's policies to prevent the suspension and expulsion of children from birth to age 5 in child care and other early childhood programs receiving CCDF funds (98.16(ee)), including how those policies are shared with families, providers, and the general public.

Ohio Department of Job and Family Services (ODJFS) licensing rules require that all programs have a policy for expulsion and suspension of children, and beginning in October 2021, require the programs to report to ODJFS when a child is expelled for behavior reasons from a program. Additionally, all behavior management plans must be created in consultation with the child's parents and are intended to be a plan on how the program will manage the child's behavior to avoid expulsion. Information about expulsion prevention and links to the ODJFS licensing rules are available on the public website [Early Learning and Development | Ohio Department of Job and Family Services](#).

The ODJFS Programs and Families web pages both include links to a resource titled Reducing Suspension and Expulsion Practices. Both webpages are available to the general public.

2.5 Procedures for Providing Information on Developmental Screenings

Lead Agencies are required to provide information on developmental screenings to parents, the general public and, when applicable, child care providers. Information should include: Existing resources and services that the state can use in conducting developmental screenings and providing referrals to services for children who receive child care assistance. Lead Agencies must also include a description of how a family or child care provider can use these resources

and services to obtain developmental screenings for children who receive subsidies and who might be at risk of cognitive or other developmental delays, which can include social, emotional, physical, or linguistic delays (658E(c)(2)(E)(ii)). This information about the resources can include the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program carried out under title XIX of the Social Security Act and developmental screening services available under IDEA Part B, Section 619 and Part C, in conducting those developmental screenings and in providing referrals to services for children who receive subsidies. Lead Agencies are required to provide this information to eligible families during CCDF intake and to child care providers through training and education (98.33(c)). Information on developmental screenings, as other consumer education information, should be accessible for individuals with limited English proficiency and individuals with disabilities.

2.5.1 Certify by describing:

a) How the Lead Agency collects and disseminates information on existing resources and services available for conducting developmental screenings to CCDF parents, the general public, and where applicable, child care providers (98.15(b)(3)).

Links to numerous developmental screening resources are available in the Basic Needs and Medical Resources section on the Families and Programs sections of the child care webpage [Early Learning and Development | Ohio Department of Job and Family Services](#).

A statement is included on the applications for initial and ongoing eligibility for publicly funded child care directing the applicant to the Families web page for resources available for developmental screenings.

b) The procedures for providing information on and referring families and child care providers to the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program - carried out under Title XIX of the Social Security Act (42 U.S.C. 1396 et seq.) - and developmental screening services available under Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.). Healthcheck is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. A link is on the Families and Programs sections of the child care webpage [Early Learning and Development | Ohio Department of Job and Family Services](#). This link will take the user to Ohio Department of Medicaid where Healthcheck services for children younger than age 21 are described.

The Individuals with Disabilities Education Act (IDEA) is linked on our Families page [Family Resources | Early Learning and Development | Ohio Department of Job and Family Services](#). Additional early childhood resources on the Family page include links to Ohio Early Intervention and Ohio Help Me Grow.

c) How the Lead Agency gives information on developmental screenings to parents receiving a subsidy as part of the intake process. Include the information provided, ways it is provided, and any partners in this work.

A statement on the application for publicly funded child care directs the applicant to visit the Ohio Department of Education child care website to learn more about Medicaid health screenings and early intervention services for their child.

d) How CCDF families or child care providers receiving CCDF can use the available resources and services to obtain developmental screenings for CCDF children at risk for cognitive or other developmental delays.

The available resources provide contact information on programs/services available. The information is available on the public facing website and providers can share specific information with identified families as needed.

e) How child care providers receive this information through training and professional development.

This information is included in the mandated pre-licensing orientation for providers and the mandated orientation for child care staff members. Additionally, a suite of modules for early childhood professionals was created with a focus on building resilience, signs of trauma, developmental screenings, and inclusive child care.

f) Provide the citation for this policy and procedure related to providing information on developmental screenings.

Child Care Centers: rule 5101:2-12-07 appendix B

Family Child Care: rule 5101:2-13-07 appendix C

In-home Aides: rule 5101:2-14-04, in the fall of 2021

2.6 Consumer Statement for Parents Receiving CCDF Funds

Lead Agencies must provide CCDF parents with a consumer statement in hard copy or electronically (such as referral to a consumer education website) that contains specific information about the child care provider they select (98.33 d). Please note that if the consumer statement is provided electronically, Lead Agencies should consider ensuring the statement is accessible to parents, including parents with limited access to the internet, and that parents have a way to contact someone to address their questions.

2.6.1 Certify by describing:

a. How and when the Lead Agency provides parents receiving CCDF funds with a consumer statement identifying the requirements for providers and the health and safety record of the provider they have selected.

This information is included on all applications for initial and ongoing eligibility for publicly funded child care.

b. Certify by checking below the specific information provided to families either in hard copy or electronically. Note: The consumer statement must include the eight requirements listed in the table below.

- Health and safety requirements met by the provider
- Licensing or regulatory requirements met by the provider
- Date the provider was last inspected
- Any history of violations of these requirements
- Any voluntary quality standards met by the provider
- How CCDF subsidies are designed to promote equal access
- How to submit a complaint through the hotline
- How to contact a local resource and referral agency or other community-based organization to receive assistance in finding and enrolling in quality child care

c. Provide a link to a sample consumer statement or a description if a link is not available.

Information includes: how to select a provider who has completed a provider agreement to serve children in publicly funded child care, how to view details and inspections for that provider (including how to contact the local resource and referral agency to get help finding a provider), how to get translation assistance if English is not their primary language, how to get information on screening and assessments and how to file a complaint against a provider. The information also details the application process and the required documentation that will allow anyone who applies and is eligible to receive care. Because Ohio has never had a waitlist, there is nothing on the application to imply that there will be any barriers for an eligible family to receive the care they need. This is included on all application options. The primary application (JFS 01138) can be found here: <http://www.odjfs.state.oh.us/forms/num/JFS01138/pdf/> and the consumer statement is included with the application.

3. Provide Stable Child Care Financial Assistance to Families

3. Provide Stable Child Care Financial Assistance to Families

In providing child care assistance to families, Lead Agencies are required to implement these policies and procedures: a minimum 12-month eligibility and redetermination period, a process to account for irregular fluctuations in earnings, a policy ensuring that families' work schedules are not disrupted by program requirements, policies to provide for a job search of no fewer than 3 months if the Lead Agency exercises the option to discontinue assistance, and policies for the graduated phase-out of assistance. In addition, the Lead Agency is also required to describe procedures for the enrollment of children experiencing homelessness and, if applicable, children in foster care.

Note: Lead Agencies are not prohibited from establishing policies that extend eligibility beyond 12 months to align program requirements. For example, Lead Agencies can allow children enrolled in Head Start, Early Head Start, state or local Prekindergarten, and other collaborative programs to finish the program year or, similarly, parents enrolled in school can have eligibility extended to allow parents to finish their school year. This type of policy promotes continuity for families receiving services through multiple benefit programs.

In this section, Lead Agencies will identify how they define eligible children and families and how the Lead Agency improves access for vulnerable children and families. This section also addresses the policies that protect working families and determine a family's contribution to the child care payment.

Note: When asked for citations, responses can include state statute, regulations, administrative rules, policy manuals or policy issuances. See the Introduction on page 4 for more detail.

3.1 Eligible Children and Families

3.1 Eligible Children and Families

At the time when eligibility is determined or redetermined, children must (1) be younger than age 13; (2) reside with a family whose income does not exceed 85 percent of the State's median income for a family of the same size and whose family assets do not exceed \$1,000,000 (as certified by a member of said family); and (3)(a) reside with a parent or parents who are working or attending a job training or educational program or (b) receives, or needs to receive, protective services and resides with a parent or parents not described in (3)(a.) (658P(4)); 98.20(a).

3.1.1 Eligibility criteria: Age of children served

a) The CCDF program serves children

from 0

(weeks/months/years)

through 12

years (under age 13). Note: Do not include children incapable of self-care or under court supervision, who are reported below in (b) and (c).

b) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care?(658E(c)(3)(B), 658P(3))

No

Yes,

and the upper age is 18

(may not equal or exceed age 19).

If yes, Provide the Lead Agency definition of physical and/or mental incapacity:

"Special needs child care" is defined as child care provided to a child who is less than 18 years of age and either has one or more chronic health conditions or does not meet age appropriate expectations in one or more areas of development including: social, emotional, cognitive, communicative, perceptual, motor, physical and behavioral development that may include on a regular basis such services, adaptations, modifications or adjustments needed to assist in the child's functional development.

c) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (658P(3), 658E(c)(3)(B))

No.

Yes

and the upper age is

(may not equal or exceed age 19)

d) How does the Lead Agency define the following eligibility terms?

i. "residing with":

Ohio defines "caretaker parent" as the father or mother of a child whose presence in the home is needed as the caretaker of the child, a person who has legal custody of a child and whose presence in the home is needed as the caretaker of the child, a guardian of a child whose presence in the home is needed as the caretaker of the child, and any other person who stands in loco parentis with respect to the child and whose presence in the home is needed as the caretaker of the child.

ii. "in loco parentis":

In loco parentis means an adult who is the caretaker of a child, including a relative, foster parent or stepparent, who is charged with the rights, duties and responsibilities of a parent and whose presence in the home is needed to perform these rights, duties and responsibilities.

3.1.2 Eligibility criteria: Reason for care

a. How does the Lead Agency define the following terms for the purposes of determining CCDF eligibility?

i. Define what is accepted as "Working" (including activities and any hour requirements):

Paid employment on a full-time or part-time basis. This includes individuals who are self-employed. For approved self-employment activities, the work hours used to determine the publicly funded child care category of authorization shall be for no more hours than it would take an individual to earn the same amount of money working at the federal minimum wage

ii. Define what is accepted as "Job training" (including activities and any hour requirements):

Job skills training activities shall be limited to education that is directly related to the individual's employment goal and shall be approved by an accredited institution of higher education, an institution that has a certificate issued or has authorization from the Ohio Board of Regents, or an institution that has a registration from the State Board of School and College Registration, or a Workforce Inventory of Education and Training provider who has been approved by the Ohio Department of Job and Family Services, or job training activities including an apprenticeship program that is approved by the Ohio State Apprenticeship Council and that is registered with Apprentice Ohio. Job skills training activities may include, but are not limited to: (a) Classroom job skills training. (b) Supervised on-the-job skills training. (c) Refresher job skills training. Job training is defined in rule here: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

iii. Define what is accepted as "Education" (including activities and any hour requirements):

A caretaker who is engaged in basic education activities that take place at an official

practice center site or part of a limited English proficiency program where an instructor is present may be eligible for child care. Basic education classes are defined as follows: High school or equivalent education; Remedial high school education; Adult basic and literacy education; and Education for individuals with limited English proficiency. Post-secondary education activities are defined as: college classes, technical classes or vocational classes that are part of a course of study leading to a degree, a certificate or a license. The classes shall be approved by an accredited institution of higher education, an institution that has a certificate issued or has authorization from the Ohio Board of Regents or an institution that has a registration from the State Board of School and College Registration. Education is defined in rule [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

iv. Define what is accepted as "Attending" (a job training or educational program) (e.g. travel time, hours required for associated activities such as study groups, lab experiences, time for outside class study or completion of homework):

Ohio bases the number of hours for job training or education on the documentation provided by the caretaker. Child care may exceed twenty-four consecutive hours when the caretaker's hours of employment, training or education indicate such a need.

Travel time, not to exceed four hours round trip, shall be allowed.

Job training or education are defined in rule here [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#) Number of consecutive hours of care and travel time are defined in rule here: [5101:2-16-06 Authorizations for publicly funded child care services \(ohio.gov\)](#)

3.1.2 Eligibility criteria: Reason for care

b. Does the Lead Agency allow parents to qualify for CCDF assistance on the basis of education and training without additional work requirements?

Yes

No,

If no, describe the additional work requirements.

3.1.2 Eligibility criteria: Reason for care

c. Does the Lead Agency provide child care to children who receive, or need to receive protective services?

No.

Yes. If yes:

i. Provide the Lead Agency's definition of "protective services":

Protective child care is publicly funded child care services provided to assist in the care and protection of a child. Caretakers receiving protective child care shall be determined eligible without regard to income or assets and shall have their copayment waived pursuant to rule 5101:2-16-02 of the Administrative Code. A case plan, as required in section 2151.412 of the Revised Code shall be prepared and maintained for the child and caretaker. The case plan shall indicate a need for protective child care to permit the caretaker to complete requirements of the case plan. Protective child care may be authorized only for a child who resides in the home of the caretaker for whom the case plan is written. [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

Note: Federal requirements allow other vulnerable children identified by the Lead Agency not formally in child protection to be included in the Lead Agency's definition of protective services for CCDF purposes. A Lead Agency may elect to provide CCDF-funded child care to children in foster care when foster care parents are not working or are not in education/training activities, but this provision should be included in the protective services definition above.

ii. Are children in foster care considered to be in protective services for the purposes of eligibility at determination?

No

Yes

iii. Does the Lead Agency waive the income eligibility requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis (98.20 (a)(3)(ii)(A))?

No

Yes

iv. Does the Lead Agency waive the eligible activity (e.g., work, job training, education, etc.) requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis?

No

Yes

v. Does the Lead Agency provide respite care to custodial parents of children in protective services?

No

Yes

3.1.3 Eligibility criteria: Family Income Limits

Note: The questions in 3.1.3 relate to initial determination. Redetermination is addressed in 3.1.8 and 3.2.5.

a. How does the Lead Agency define "income" for the purposes of eligibility at the point of initial determination?

The county agency shall use gross income for the purpose of determining child care income eligibility and family copayment, including gross earned income and gross unearned income. "Gross earned income" means the total amount of gross earnings received in a month by all of the employed individuals in the family including wages legally obligated to all members of the family but which are diverted to a third party. Gross earnings include payments received before taxes and other deductions by an individual for services performed as an employee, or by an individual who is self-employed.

The following is counted as gross earned income for services performed as an employee:

(1) Gross earnings received by an employee means wages, salary, back pay, bonuses and awards paid by employer, commissions, severance pay, payments from job corps, work training programs, on-the-job training programs, sick leave paid as wages, annual leave, holiday and vacation pay.

(2) State temporary disability insurance and temporary workers' compensation payments are considered gross earnings when such payments meet all of the following conditions:

(a) The payment is employer-funded.(b) The payment is made to an individual who remains employed during recuperation from a temporary illness or injury pending return to the job.(c) The payment is specifically characterized under state law as a temporary wage replacement.

Gross self-employment earnings means the total profit from a business enterprise. The total profit from the self-employment business enterprise is determined by deducting the self-employment expenses, which are those expenses directly related to producing the goods or services, from the gross receipts, or by using a standard fifty percent deduction from gross self-employment. Personal business and/or entertainment expenses are not allowable deductions. Individuals who are self-employed and have no countable income shall provide written verification documenting how they are meeting basic living expenses, including but not limited to, food, housing, utilities and transportation.

For approved self-employment activities, the hours applied to the publicly funded childcare authorization shall be for no more hours than it would take an individual to earn the same amount of money working at the federal minimum wage. This shall be calculated by using the self-employed individual's determined or estimated monthly gross earnings divided by 4.3 weeks in a month and again by the federal hourly minimum wage. The resulting number, rounded up to the nearest whole number, is the maximum weekly hours which can be applied to the authorization for the self-employment approved activity.

Income excluded from gross earned income.

(1) The gross earnings of a minor child in the family who is a full-time student as defined by the school unless the minor is a parent.

(2) Alimony or child support payments paid by a family member. The amount paid, up to the amount ordered, is excluded.

(3) The verified amount which is being garnished from the income.

- (4) Earnings received under the Domestic Volunteer Service Act of 1973 for participation in the "AmeriCorps Vista" program.
- (5) Federal work study income as referenced in rule 5101:4-4-13 of the Administrative Code.
- (6) All income, including in kind benefits, excluded under the supplemental nutrition assistance program (SNAP) regulations, as set forth in rule 5101:4-4-13 of the Administrative Code.
- (7) Any other income amounts that federal statutes or regulations require be excluded.
- (8) Any income earned by a person receiving supplemental security income (SSI).

Individuals who are unemployed or on unpaid leave from employment shall provide written verification documenting how they are meeting basic living expenses including but not limited to food, housing, utilities, and transportation.

"Gross unearned income" means the total amount of unearned income that is received in the month by all members of the family. Unearned income is income that is not gross earned income or is not gross earned income from self-employment, as defined in this rule. Unearned income includes cash contributions received by the family from absent caretakers, persons, organizations or assistance agencies, social security administration (SSA) disability, death or retirement benefits, and child support payments.

Income excluded from gross unearned income.

- (1) SSI payments.
- (2) Federal, state or local foster care maintenance payments.
- (3) Federal, state or local adoption assistance payments.
- (4) Kinship permanency incentive (KPI) payments made in accordance with the requirements of rule 5101:2-40-04 of the Administrative Code.
- (5) Payments made with county funds to increase the amount of cash assistance an assistance group receives in accordance with section 5107.03 of the Revised Code.
- (6) Child support payments paid by a family member for a child outside the family. The amount paid, up to the amount ordered, is excluded.
- (7) Alimony paid pursuant to a court order.
- (8) Contributions for shared living arrangements. These include cash payments received by a family from an individual who is not a family member but who resides in the household and shares responsibility for the household expenses through an informal

arrangement. The cash payment given to the family is not available to the family because the payment represents the non-family member's share of the household expenses.

(9) Bona fide loans from any source, including rural housing loans made by federal housing administration (FHA).

(10) Experimental housing allowance program payments made under annual contributions on contracts entered into prior to January 1975, under section 23 of the U.S. Housing Act of 1937.

(11) HUD community development block grant funds paid under Title I of the Housing and Community Development Act of 1974 (public law 93-383).

(12) Home energy assistance support and maintenance paid in cash or in-kind, public laws 97-377 (December 21, 1982), 97-424 (January 6, 1983), and 98-21 (April 20, 1983).

(13) Income tax refunds received by any of the family members.

(14) The verified amount which is being garnished from the income.

(15) Earned income tax credit (EITC) payments when received as part of an income tax refund.

(16) The value of surplus commodities donated by the department of agriculture.

(17) Benefits received under Title VII, nutrition program for the elderly, Older Americans Act of 1965, Public Law 93-150.

(18) Retroactive payments made as a result of a state hearing.

(19) Escrow accounts established or credited as the direct result of the assistance group's involvement in family self-sufficiency on or after May 15, 1992.

(20) Ohio works first (OWF) cash payment for support services, pursuant to section 5107.66 of the Revised Code.

(21) Prevention, retention and contingency (PRC) payments.

(22) The value of SNAP allotments.

(23) Money received in the form of a nonrecurring lump sum payment including, but not limited to, retroactive lump sum social security, SSI or pension benefits; retroactive lumpsum insurance settlements; retroactive lump sum payment of child support arrearage; refunds of security deposits on rental property or utilities; publicly funded child care over payment reimbursements; or PRC payments not defined as cash assistance.

(24) Income excluded under the SNAP regulations, as set forth in rule 5101:4-4-13 of the Administrative Code, unless the income is included under the provisions of this rule.

(25) Any other income amounts that federal statutes or regulations require be excluded.

b. Provide the CCDF income eligibility limits in the table below at the time of initial determination. Complete columns (i) and (ii) based on maximum eligibility at initial entry into CCDF. Complete columns (iii) and (iv) only if the Lead Agency is using income eligibility limits lower than 85 percent of the current state median income (SMI) at the initial eligibility determination point. If the income eligibility limits are not statewide, please complete the chart below using the most populous area of the state or territory (defined as the area serving highest number of CCDF children) and respond to c. below the table.

	(i)	(ii)	(iii)	(iv)
Family Size	100% of SMI(\$/Month)	85% of SMI (\$/Month) [Multiply (a) by 0.85]	(IF APPLICABLE) (\$/Month) Maximum Initial or First Tier Income Limit (or Threshold) if Lower Than 85% of Current SMI	IF APPLICABLE) (% of SMI) [Divide (iii) by (i), multiply by 100] Income Level if Lower Than 85% of Current SMI
1	NA	NA	NA	NA
2	4986.33	4238.38	1983	40%
3	6159.58	5235.64	2498	41%
4	7332.83	6232.91	3013	41%
5	8506.09	7230.18	3528	41%

c. If the income eligibility limits are not statewide, describe how many jurisdictions set their own income eligibility limits and provide the income limit ranges across the jurisdictions (e.g. range from [lowest limit] to [highest limit])(98.16(i)(3)).

d. SMI source and year. https://www.acf.hhs.gov/ocs/resource/liheap-im-2020-02-state-median-income-estimates-for-optional-use-fy2020-and-mandatory-use-fy2021?utm_medium=rss

Reminder: Reminder: Income limits must be established and reported in terms of current SMI based on the most recent data published by the Bureau of the Census (98.20(a)(2)(i)) even if the federal poverty level is used in implementing the program. SMI guidelines are available at:

https://www.acf.hhs.gov/ocs/resource/liheap-im-2020-02-state-median-income-estimates-for-optional-use-fy2020-and-mandatory-use-fy2021?utm_medium=rss.

e. Identify the most populous area of the state (defined as the area serving the highest number of CCDF children) used to complete the chart in 3.1.3 b.

Ohio does not differentiate eligibility by areas, all eligibility rules apply statewide.

f. What is the effective date for these eligibility limits reported in 3.1.3 b? 08/12/2021

g. Provide the citation or link, if available, for the income eligibility limits.

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMPL/CCMPL-144.stm>

3.1.4 Lead Agencies are required to ensure that children receiving CCDF funds do not have family assets that exceed \$1,000,000, as certified by a family member (98.20(a)(2)(ii)).

a) Describe how the family member certifies that family assets do not exceed \$1,000,000 (e.g., a checkoff on the CCDF application).

Families are required to attest that they do not have assets exceeding \$1,000,000 when they family applies at initial eligibility for publicly funded child care and each time they apply for redetermination of eligibility. It's required in [5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

b) Does the Lead Agency waive the asset limit on a case-by-case basis for families defined as receiving, or in need of, protective services?

No.

Yes.

If yes, describe the policy or procedure and provide citation:

Families meeting the requirements of protective child care are eligible without regard to income or qualifying activity, required in [5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

3.1.5 Describe any additional eligibility conditions or rules, which are applied by the Lead Agency (98.20(b)) during:

a. eligibility determination.

Homeless families who don't meet qualifying activity or income requirements are eligible for a full-time authorization for each child in need of care without regard to income or

activity. Also, caretakers are eligible for transitional child care benefits for the 12 months following their participation in Ohio Works First, if they need child care due to employment, and their income falls below 150% of the FPL. These requirements are found here: [5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#). Finally, a family with a child who needs care who has a verified special need is determined eligible at or below 150% of the FPL beginning August 12, 2021.

b. eligibility redetermination.

At the time of redetermination, when a caretaker is not participating in an education or training activity which prepares the caretaker for paid employment due to a scheduled break in education or training activity, the case will be redetermined as long as the scheduled break does not exceed one quarter or one semester. Families may also continue to be eligible for care when a new activity is scheduled to begin within thirty-one days from the end of the previous activity. At redetermination the family is determined for ongoing eligibility based at or below 300% of the FPL.

3.1.6 Lead Agencies are required to take into consideration children's development and promote continuity of care when authorizing child care services (98.21(f); 98.16(h)(6)). Lead Agencies are reminded that authorized child care services are not required to be strictly based on the work, training, or education schedule of the parent (98.21 (g)). Check the approaches, if applicable, that the Lead Agency uses when considering children's development and promoting continuity of care when authorizing child care services.

- a. Coordinating with Head Start, Prekindergarten, other early learning programs, or school-age programs to create a package of arrangements that accommodates parents' work schedules
- b. Inquiring about whether the child has an Individualized Education Program (IEP) or Individual Family Services Plan (IFSP)
- c. Establishing minimum eligibility periods greater than 12 months
- d. Using cross-enrollment or referrals to other public benefits

- e. Working with IDEA Part B, Section 619 and Part C staff to explore how services included in a child's IEP or IFSP can be supported and/or provided onsite and in collaboration with child care services
- f. Working with entities that may provide other child support services.
- g. Providing more intensive case management for families with children with multiple risk factors;
- h. Implementing policies and procedures that promote universal design to ensure that activities and environments are accessible to all children, including children with sensory, physical, or other disabilities
- i. Other.

Describe:

3.1.7 Fluctuation in earnings.

Check the processes that the Lead Agency uses to take into account irregular fluctuations in earnings.

- Average the family's earnings over a period of time (i.e. 12 months).
- Request earning statements that are most representative of the family's monthly income.
- Deduct temporary or irregular increases in wages from the family's standard income level.
- Other.

Describe:

3.1.8 Lead Agencies are required to have procedures for documenting and verifying that children receiving CCDF funds meet eligibility criteria at the time of eligibility determination and redetermination (98.68(c)). Lead Agencies should note that there are no federal requirements for specific documentation or verification procedures. Check the information that the Lead Agency documents and verifies at initial determination and redetermination and describe, at a minimum, what information is required and how often. Check all that apply.

Applicant identity.

Required at Initial Determination

Required at Redetermination

Describe:

Client statement, birth certificate, driver's license, passport are forms of verification used at initial application to verify identify.

Applicant's relationship to the child.

Required at Initial Determination

Required at Redetermination

Describe:

The relationship is verified with a birth certificate or client statement. This is only required to be verified once.

Child's information for determining eligibility (e.g., identity, age, citizen/immigration status).

Required at Initial Determination

Required at Redetermination

Describe:

U.S. citizenship must be verified for eligibility determination. Birth certificates or hospital verification may be used. Verification that child is a qualified alien may also be documented.

Work.

Required at Initial Determination

Required at Redetermination

Describe:

Verification of pay stubs or employer statement used at initial application, redetermination and when employment changes.

Job training or educational program.

Required at Initial Determination

Required at Redetermination

Describe:

Verification of school schedule and/or grades at initial application and redetermination.

Family income.

Required at Initial Determination

Required at Redetermination

Describe:

Verification required for all income at initial application and redetermination.

Household composition.

Required at Initial Determination

Required at Redetermination

Describe:

All household members are listed on the initial application and redetermination.

Applicant residence.

Required at Initial Determination

Required at Redetermination

Describe:

Client statement on application and redetermination.

Other.

Required at Initial Determination

Required at Redetermination

Describe:

3.1.9 Which strategies, if any, will the Lead Agency use to ensure the timeliness of eligibility determinations upon receipt of applications? Check all that apply.

Time limit for making eligibility determinations

Describe length of time:

30 days from date of application

Track and monitor the eligibility determination process

Other.

Describe:

None

3.1.10 Informing parents who receive TANF benefits about the exception to the individual penalties associated with the TANF work requirement.

3.1.10 Informing parents who receive TANF benefits about the exception to the individual penalties associated with the TANF work requirement.

Lead Agencies are required to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child younger than age 6 (98.16(v); 98.33(f)).

Lead Agencies must coordinate with TANF programs to ensure that TANF families with young children will be informed of their right not to be sanctioned if they meet the criteria set forth by the state/territory TANF agency in accordance with Section 407(e)(2) of the Social Security Act.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care.

Note: The TANF agency, not the CCDF Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record.

a. Identify the TANF agency that established these criteria or definitions: Ohio
Department of Job and Family Services

b. Provide the following definitions established by the TANF agency:

i. "Appropriate child care":

In determining when good cause exists for nonparticipation with a work requirement for a work eligible individual, the county agency shall determine when child care is a necessary supportive service when a single custodial parent caring for a minor child under age six proves a demonstrated inability for one or more of the following reasons:

(a) Unavailability of a licensed or certified child care provider within a reasonable distance from the parent's home or work site. "Reasonable distance" is defined by each county agency and is based on availability of transportation.

(b) Unavailability or unsuitability of informal child care by a relative or other arrangements. "Unsuitability of informal child care" is a decision made by the county agency and is based on information received from the public children services agency (PCSA) that the PCSA determines is relevant to share with the county agency in order to protect children pursuant to rule 5101:2-33-21 of the Administrative Code.

(c) Unavailability of appropriate and affordable formal child care arrangements.

"Affordable child care arrangements" means that work eligible individuals are guaranteed eligibility for child care subsidy with copayments based on family size and income.

ii. "Reasonable distance":

"Reasonable distance" is defined by each county agency and is based on availability of transportation.

iii. "Unsuitability of informal child care":

"Unsuitability of informal child care" is a decision made by the county agency and is based on information received from the public children services agency (PCSA) that the PCSA determines is relevant to share with the county agency in order to protect children pursuant to rule 5101:2-33-21 of the Administrative Code.

iv. "Affordable child care arrangements":

"Affordable child care arrangements" means that work eligible individuals are guaranteed eligibility for child care subsidy with copayments based on family size and income.

c. How are parents who receive TANF benefits informed about the exception to the individual penalties associated with the TANF work requirements?

- i. In writing
- ii. Verbally
- iii. Other.

Describe:

d. Provide the citation for the TANF policy or procedure:

[ODJFS eManuals > Family Assistance - Cash / Food Assistance > Cash Assistance Manual > Chapter 2000 - TANF: OWF and PRC > 5101:1-3-13 Ohio Works First: Good Cause for Work Activity Failures](#) It is also on pages 6 and top of page 7 of the JFS 3801 "Ohio Works First Self-Sufficiency Contract (SSC)" www.odjfs.state.oh.us/forms/num/JFS03801/pdf/. The SSC must be signed according to the OAC. [5101:1-3-13 Ohio Works First: Good Cause for Work Activity Failures](#)

3.2 Family Contribution to Payments

3.2 Family Contribution to Payments

Lead Agencies are required to establish and periodically revise a sliding-fee scale for CCDF families that varies based on income and the size of the family to determine each family's contribution (i.e., co-payment) that is not a barrier to families receiving CCDF funds (658E(c)(5)). In addition to income and the size of the family, the Lead Agency may use other factors when determining family contributions/co-payments. Questions 3.2.1 through 3.2.4 address co-payments during the initial/entry-eligibility period.

To help families transition off of child care assistance, Lead Agencies may gradually adjust co-pay amounts for families determined to be eligible under a graduated phase-out. Question 3.2.5 addresses co-payments during the graduated phase-out period.

3.2.1 Provide the CCDF co-payments in the chart below according to family size for one child in care.

a. Complete the chart based on the most populous area of the state or territory (defined as the area serving the highest number of CCDF children, aligned to the response provided in 3.1.3 e).

	(a)	(b)	(c)	(d)	(e)	(f)
Family Size	Lowest initial or First Tier Income Level where family is first charged co-pay (greater than \$0)	What is the monthly co-payment for a family of this size based on the income level in (a)?	What percentage of income is this co-payment in (b)?	Highest initial or First Tier Income Level before a family is no longer eligible.	What is the monthly co-payment for a family of this size based on the income level in (d)?	What percentage of income is this co-payment in (d)?
1	NA	NA	NA	NA	NA	NA
2	1438	105.18	7%	4310	1155.07	27%
3	1881	131.97	7%	5430	1454.73	27%
4	2185	159.75	7%	6550	1755.39	27%
5	2558	186.53	7%	7670	2055.06	27%

b. If the sliding-fee scale is not statewide (i.e., county-administered states):

i. N/A. Sliding fee scale is statewide

ii. Identify the most populous area of the state (defined as the area serving the highest number of CCDF children) used to complete the chart above.

Copayments are not calculated based on residency

iii. Describe how many jurisdictions set their own sliding-fee scale (98.16(i)(3)).

NA

c. What is the effective date of the sliding-fee scale(s)? 10/01/2020

d. Provide the link(s) to the sliding-fee scale:

[ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Procedure Letters > CCMPL 143 \(2020 Update to Child Care Income Eligibility Standards\) \(ohio.gov\)](#)

3.2.2 How will the family's contribution be calculated, and to whom will it be applied?

Check all that apply under a. or b.

- a. The fee is a dollar amount and (check all that apply):
- i. The fee is per child, with the same fee for each child.
 - ii. The fee is per child and is discounted for two or more children.
 - iii. The fee is per child up to a maximum per family.
 - iv. No additional fee is charged after certain number of children.
 - v. The fee is per family.
 - vi. The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

Describe:

- vii. Other.

Describe:

- b. The fee is a percent of income and (check all that apply):
- i. The fee is per child, with the same percentage applied for each child.
 - ii. The fee is per child, and a discounted percentage is applied for two or more children.
 - iii. The fee is per child up to a maximum per family.
 - iv. No additional percentage is charged after certain number of children.
 - v. The fee is per family.
 - vi. The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

Describe:

vii. Other.

Describe:

3.2.3 Does the Lead Agency use other factors in addition to income and family size to determine each family's co-payment (658E(c)(3)(B))? Reminder ' Lead Agencies may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

No.

Yes, check and describe those additional factors below.

a. Number of hours the child is in care.

Describe:

b. Lower co-payments for a higher quality of care, as defined by the state/territory.

Describe:

c. Other.

Describe:

3.2.4 The Lead Agency may waive contributions/co-payments from families whose incomes are at or below the poverty level for a family of the same size (98.45(k)) or for families who are receiving or needing to receive protective services, on a case-by-case basis, as determined for purposes of CCDF eligibility, or who meet other criteria established by the Lead Agency (98.45(k)(4)). Does the Lead Agency waive family contributions/co-payments for any of the following? Check all that apply.

No, the Lead Agency does not waive family contributions/co-payments.

Yes, the Lead Agency waives family contributions/co-payments. If yes, identify and describe which families have their family contributions/co-payments waived.

- a. Families with an income at or below the Federal poverty level for families of the same size.

Describe the policy and provide the policy citation.

A copay is not required when a family's income is at or below 100% of the FPL.

[ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-05 Copayment for publicly funded child care benefits \(ohio.gov\)](#)

- b. Families who are receiving or needing to receive protective services on a case-by-case basis, as determined by the Lead Agency for purposes of CCDF eligibility.

Describe the policy and provide the policy citation.

A copay is only required when the caretaker is no longer receiving protective

childcare. [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-05 Copayment for publicly funded child care benefits \(ohio.gov\)](#)

- c. Families meeting other criteria established by the Lead Agency. Describe Describe the policy.

3.2.5 Policies and processes for graduated phase-out of assistance at redetermination.

3.2.5 Policies and processes for graduated phase-out of assistance at redetermination.

Lead Agencies that establish initial family income eligibility below 85 percent of state median income (SMI) are required to provide a graduated phase-out of assistance for families whose income has increased above the state's initial income threshold at the time of redetermination but remains below the federal threshold of 85 percent of the state median income (98.21 (b)(1)). Providing a graduated phase-out promotes continuity by allowing for wage growth, allows for a tapered transition out of the child care subsidy program as income increases, and supports long-term self-sufficiency for families.

Lead Agencies that provide a graduated phase-out must implement a two-tiered eligibility

threshold, with the second tier of eligibility (used at the time of eligibility redetermination) to be set at:

At redetermination, a child shall be considered eligible if his or her parents are working or attending a job training or educational program even if their income exceeds the Lead Agency's income limit to initially qualify for assistance as long as their income does not exceed the second tier of eligibility (98.21(a); 98.21(b)(1)). Note that once deemed eligible, the family shall be considered eligible for a full minimum 12-month eligibility period, even if their income exceeds the second tier of eligibility during the eligibility period, as long as it does not exceed 85 percent of SMI.

A family eligible for services via the graduated phase-out of assistance is considered eligible under the same conditions as other eligible families with the exception of the co-payment restrictions, which do not apply to a graduated phase-out. To help families transition off of child care assistance, Lead Agencies may gradually adjust copay amounts for families whose children are determined eligible under a graduated phase-out and may require additional reporting on changes in family income. However, Lead Agencies must still ensure that any additional reporting requirements do not constitute an undue burden on families.

Lead Agencies that establish initial family income eligibility below 85 percent of state median income (SMI) are required to provide a graduated phase-out of assistance for families whose income has increased above the state's initial income threshold at the time of redetermination but remains below the federal threshold of 85 percent of the state median income (98.21 (b)(1)). Providing a graduated phase-out promotes continuity by allowing for wage growth, allows for a tapered transition out of the child care subsidy program as income increases, and supports long-term self-sufficiency for families.

a. Check and describe the option that best identifies the Lead Agency's policies and procedures regarding the graduated phase-out of assistance.

N/A. The Lead Agency sets its initial eligibility threshold at 85 percent of SMI and therefore, is not required to provide a graduated phase-out period. (If checked, skip to subsection 3.3)

The Lead Agency sets the second tier of eligibility at 85 percent of SMI.

A. Describe the policies and procedures.

Families remain eligible until income is at or above 300% of the Federal Poverty

Level, which is greater than 85% SMI.

B. Provide the citation for this policy or procedure.

[5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

- The Lead Agency sets the second tier of eligibility at an amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold.

A. Provide the income level for the second tier of eligibility for a family of three:

B. Describe how the second eligibility threshold:

1. Takes into account the typical household budget of a low-income family:

2. Is sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability:

3. Reasonably allows a family to continue accessing child care services without unnecessary disruption:

4. Provide the citation for this policy or procedure related to the second eligibility threshold:

3.2.5 b. To help families transition from assistance, does the Lead Agency gradually adjust co-payments for families eligible under the graduated phase-out period?

No

Yes

i. If yes, describe how the Lead Agency gradually adjusts copayments for families under a graduated phase-out.

The family copayment is calculated on a sliding fee scale. Families below 100% Federal Poverty Level (FPL) pay no copayment. Families between 101% - 200% increase from 7% of their income to 8.75% of income. After 200% FPL, the

copayment increases more dramatically, capping out at 27% of income for 295% and 300% FPL. Copayments are determined based on income and household size. Copayments may decrease during an eligibility period but may not increase during an eligibility period. When eligibility is redetermined, the copayment calculated for the new eligibility period is permitted to be higher than the previous period's copayment. Families at or under 100% FPL have a \$0 co-pay. Policy can be found here: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-05 Copayment for publicly funded child care benefits \(ohio.gov\)](#)

ii. If yes, does the Lead Agency require additional reporting requirements during the graduated phase-out period? *(Note: Additional reporting requirements are also discussed in section 3.4.3 of the plan.)*

No.

Yes.

Describe:

Annually, a caretaker receiving publicly funded child care shall submit a re-determination application, household income verification and supporting documentation to the county agency for the re-determination of on-going eligibility.

3.3 Increasing Access for Vulnerable Children and Families

3.3 Increasing Access for Vulnerable Children and Families

Lead Agencies are required to give priority for child care assistance to children with special needs, which can include vulnerable populations, in families with very low incomes and to children experiencing homelessness (658E(c)(3)(B); 98.46(a)). The prioritization of CCDF assistance services is not limited to eligibility determination (i.e., the establishment of a waiting list or the ranking of eligible families in priority order to be served).

Note:

CCDF defines "child experiencing homelessness" as a child who is homeless, as defined in

3.3.1 Describe how the Lead Agency defines:

a) "Children with special needs":

Effective 10/20/2019, the definition of "special needs" was removed and replaced with "special needs child care". This is defined as child care provided to a child who is less than 18 years of age and either has one or more chronic health conditions or does not meet age appropriate expectations in one or more areas of development including: social, emotional, cognitive, communicative, perceptual, motor, physical and behavioral development that may include on a regular basis such services, adaptations, modifications or adjustments needed to assist in the child's functional development.

b) "Families with very low incomes":

Families with income at or below 100% federal poverty level (FPL) are defined as very low income and prioritized. Each family with a monthly income of one hundred percent or less of the FPL shall have a weekly copayment of zero dollars.

3.3.2 Identify how the Lead Agency will prioritize or target child care services for the following children and families:

Note: If waiving co-payments is checked, Lead Agencies will need to provide further information in question 3.2.4. Paying higher rates for accessing higher quality care is addressed in 4.3.3 and using grants or contracts to reserve spots is addressed in 4.1.6.

a) Indicate how the identified populations are prioritized or targeted.

i. Indicate how services are prioritized for children with special needs. Check all that apply:

Prioritize for enrollment in child care services

- Serve without placing on waiting list
- Waive co-payments (on a case-by-case basis). As described in 3.2.4
- Pay higher rate for access to higher quality care
- Using grants or contracts to reserve spots

ii. Indicate how services are prioritized for families with very low incomes. Check all that apply:

- Prioritize for enrollment in child care services
- Serve without placing on waiting list
- Waive co-payments (on a case-by-case basis). As described in 3.2.4
- Pay higher rate for access to higher quality care
- Using grants or contracts to reserve spots

iii. Indicate how services are prioritized for children experiencing homelessness, as defined by the CCDF. Check all that apply:

- Prioritize for enrollment in child care services
- Serve without placing on waiting list
- Waive co-payments (on a case-by-case basis). As described in 3.2.4
- Pay higher rate for access to higher quality care
- Using grants or contracts to reserve spots

iv. Indicate how services are prioritized, for families receiving TANF, those attempting to transition off TANF, and those at risk of becoming dependent on TANF (98.16(i)(4)).

Check all that apply:

- Prioritize for enrollment in child care services
- Serve without placing on waiting list
- Waive co-payments (on a case-by-case basis). As described in 3.2.4
- Pay higher rate for access to higher quality care
- Using grants or contracts to reserve spots

b. If applicable, identify and describe any other ways the identified populations in the table above are prioritized or targeted.

Children with special needs get a 5% enhancement on top of the base rate. If a program needs to make adjustments to its service delivery model to serve a child with special needs (i.e. add an extra staff member in the room, decrease group size in the room, etc.), the program can submit documentation to request a 100% enhancement to its base rate for services provided to that child.

3.3.3 List and define any other priority groups established by the Lead Agency.

Children with protective case plans are a priority group. Protective child care is publicly funded child care services provided to assist in the care and protection of a child. A case plan, as required in section 2151.412 of the Revised Code shall be prepared and maintained for the child and caretaker. The case plan shall indicate a need for protective child care to permit the caretaker to complete requirements of the case plan. Protective child care may be authorized only for a child who resides in the home of the caretaker for whom the case plan is written.

3.3.4 Describe how the Lead Agency prioritizes services for the additional priority groups identified in 3.2.3.

Protective cases do not have income or qualifying activity requirements. Copayments are waived.

3.3.5 Lead Agencies are required to expend CCDF funds to (1) permit the enrollment (after an initial eligibility determination) of children experiencing homelessness while required documentation is obtained, (2) provide training and technical assistance to child care providers and the appropriate Lead Agency (or designated entity) staff on identifying and serving homeless children and families (addressed in section 6), and (3) conduct specific outreach to homeless families (658E(c)(3); 98.51).

a. Describe the procedures to permit the enrollment of children experiencing homelessness while required documentation is obtained.

Homeless child care is publicly funded child care (PFCC) provided when a caretaker and child either temporarily reside in a facility providing emergency shelter for homeless families or are determined by the county agency to be homeless. If the homeless

caretaker does not meet the qualifications which include a work or education requirement or OWF/SNAP participation, the family shall be determine eligible for homeless child care without regard to income or assets and the copayment shall be waived. Homeless child care shall be authorized for ninety calendar days. At the end of the 90 days, the family must have a qualifying activity so the county agency can authorize for child care for the remainder of the eligibility period, or the family can remain identified as homeless by the county agency who will authorize child care for an additional 90 days. This allows a homeless family to receive PFCC for more than one 90-day period.

b. Check, where applicable, the procedures used to conduct outreach for children experiencing homelessness (as defined by CCDF Rule) and their families.

- i. Lead Agency accepts applications at local community-based locations
- ii. Partnerships with community-based organizations
- iii. Partnering with homeless service providers, McKinney-Vento liaisons, and others who work with families experiencing homelessness to provide referrals to child care
- iv. Other

The application and consumer statement can be found:

www.odjfs.state.oh.us/forms/num/JFS_01138/ County agencies across the 88 counties have outreach programs in place. The child care resource and referral (CCR&R) agencies have implemented a variety of methods to be proactive to meet the needs of homeless families including participating in community events, offering parent education programs, participating in local task force and non-profit organizational efforts. Additionally, connections have been established with local shelters, libraries, food/clothing pantry, schools, food banks, Catholic Charities, YWCA, Head Start, Habitat for Humanity and housing coalitions to assist families in securing needed resources. Many CCR&Rs have created and distributed brochures or other forms of communication informing of their services and have hired staff who focus specifically on outreach to families including assisting homeless families and children.

Note: The Lead Agency shall pay any amount owed to a child care provider for services provided as a result of the initial eligibility determination, and any CCDF payment made prior to the final eligibility determination shall not be considered an error or improper

payment (98.51(a)(1)(ii)).

3.3.6 Lead Agencies must establish a grace period that allows homeless children and children in foster care to receive CCDF assistance while providing their families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements (as described in section 5). The length of such a grace period shall be established in consultation with the state, territorial, or tribal health agency (658E(c)(2)(I)(i)(I); 98.41(a)(1)(i)(C)).

Note:

Any payment for such a child during the grace period shall not be considered an error or improper payment (98.41(a)(1)(i)(C)(2)).

a) Describe procedures to provide a grace period to comply with immunization and other health and safety requirements, including how the length of the grace period was established in consultation with the state, territorial, or tribal health agency for:

i. Children experiencing homelessness (as defined by Lead Agency's CCDF)

Regulations allow all families to enroll in a child care program and then provide a medical statement/immunizations within 30 days of the first day of care. The only information required upon starting care is a short enrollment form completed by the caretaker/parent.

Provide the citation for this policy and procedure.

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-15 Child Record Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-15 Child Record Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#)

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-04 In-home aide responsibilities and assurances \(ohio.gov\)](#)

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-11 Administering medication and caring for children with special health needs at an approved child day](#)

[camp \(ohio.gov\)](#) in the fall of 2021

ii. Children who are in foster care.

Regulations allow all families to enroll in a child care program and then provide a medical statement/immunizations within 30 days of the first day of care.

Provide the citation for this policy and procedure.

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-15 Child Record Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-15 Child Record Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#)

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-04 In-home aide responsibilities and assurances \(ohio.gov\)](#)

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-11 Administering medication and caring for children with special health needs at an approved child day camp \(ohio.gov\)](#) in the fall of 2021

b) Describe how the Lead Agency coordinates with licensing agencies and other relevant state, territorial, tribal, and local agencies to provide referrals and support to help families with children receiving services during a grace period comply with immunization and other health and safety requirements (98.41(a)(1)(i)(C)(4)).

County job and family services agencies and the child care resource and referral agencies have information available to direct families to needed resources.

c) Does the Lead Agency establish grace periods for other children who are not experiencing homelessness or in foster care?

No.

Yes.

Describe:

Licensing regulations allow all families to enroll in a child care program and then

provide a medical statement/immunizations within 30 days of the first day of care.

3.4 Continuity for Working Families

3.4.1 Minimum 12-month eligibility.

3.4.1 Minimum 12-month eligibility.

The Lead Agency is required to establish a minimum 12-month eligibility and redetermination period:

regardless of changes in income. Lead Agencies may not terminate CCDF assistance during the minimum 12-month period if a family has an increase in income that exceeds the state's income eligibility threshold but not the federal threshold of 85 percent of state median income (SMI), regardless of temporary changes in participation in work, training, or educational activities (658E(c)(2)(N)(i) and (ii)). The Lead Agency may not terminate assistance prior to the end of the minimum 12-month period if a family experiences a temporary job loss or a temporary change in participation in a training or educational activity. Any temporary change cannot have a time limit (e.g. 60 days, 90 days, etc.). A temporary change in eligible activity includes, at a minimum:

any time-limited absence from work for an employed parent due to such reasons as the need to care for a family member or an illness; any interruption in work for a seasonal worker who is not working; any student holiday or break for a parent participating in a training or educational program; any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program; any other cessation of work or attendance at a training or educational program that does not exceed 3 months or a longer period of time established by the Lead Agency; a child turning 13 years old during the minimum 12-month eligibility period (except as described in 3.1.1); any changes in residency within the state, territory, or tribal service area

a. Describe the Lead Agency's policies and procedures related to providing a minimum 12-month eligibility period at initial eligibility determination and redetermination and provide a citation for these policies or procedures.

The eligibility period is a period of at least twelve months that a family is determined eligible for publicly funded child care benefits, or the period until the family no longer meets eligibility requirements or requests termination. The family's eligibility period ends

on the last day of the twelfth month of eligibility. Rule 5101:2-16-01 (J)

The Lead Agency is required to establish a minimum 12-month eligibility and redetermination period

b. Describe and provide the citation for each of the minimum required elements listed below that are included in the Lead Agency's definition of "temporary change".

- i. Any time-limited absence from work for an employed parent due to such reasons as the need to care for a family member or an illness.

Describe or define your Lead Agency's policy:

The caretaker is considered to have a qualifying activity if the caretaker has verification from the employer that the caretaker will return after the leave ends. This includes, but is not limited to, maternity leave, FMLA leave, short term disability or any other leave agreed to by the caretaker and the employer.

Citation:

[5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

- ii. Any interruption in work for a seasonal worker who is not working.

Describe or define your Lead Agency's policy:

Families who no longer meet the activity requirement may continue utilizing child care services for at least 3 months after a qualifying activity ends. Families may also continue to be eligible for care when a new activity is scheduled to begin within thirty-one days from the end of the previous activity.

Citation:

[5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

- iii. Any student holiday or break for a parent participating in a training or educational program.

Describe or define your Lead Agency's policy:

When a caretaker isn't participating in an education or training activity due to a

scheduled break, the caretaker will remain eligible as long as the scheduled break does not exceed one quarter or one semester.

Citation:

[ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-06 Authorizations for publicly funded child care services \(ohio.gov\)](#)

- iv. Any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program.

Describe or define your Lead Agency's policy:

The caretaker remains eligible for the same hours of care even if there is a reduction in qualifying activity hours during a twelve-month eligibility period.

Citation:

[ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-06 Authorizations for publicly funded child care services \(ohio.gov\)](#)

- v. Any other cessation of work or attendance at a training or educational program that does not exceed 3 months or a longer period of time established by the Lead Agency.

Describe or define your Lead Agency's policy:

Families who no longer meet the activity requirement may continue utilizing child care services for at least 3 months after a qualifying activity ends. Families may also continue to be eligible for care when a new activity is scheduled to begin within thirty-one days from the end of the previous activity. When families do not meet the eligibility requirements and have a child enrolled in a federally funded Head Start program, the Head Start child remains eligible through the end of the Head Start year.

Citation:

[5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

- vi. A child turning 13 years old during the minimum 12-month eligibility period (except as described in 3.1.1).

Describe or define your Lead Agency's policy:

The child will remain eligible until the end of the current eligibility period.

Citation:

[5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

- vii. Any changes in residency within the state, territory, or tribal service area.

Describe or define your Lead Agency's policy:

The case will be transferred to the new county without affecting the caretaker's eligibility.

Citation:

[5101:2-16-08 County agency responsibilities for the administration and determination of eligibility for publicly funded child care \(ohio.gov\)](#)

c. Provide any other elements included in the state's definition of "temporary change", including those implemented during the pandemic, and provide the citation.

Temporary change includes, but is not limited to, maternity leave, leave taken according to the Family Medical Leave Act of 1993, short term disability and other leave as approved by the caretaker and employer. [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

3.4.2 Continuing assistance for "job search" and a Lead Agency's option to discontinue assistance during the minimum 12-month eligibility period.

a. Does the Lead Agency consider seeking employment (engaging in a job search) an eligible activity at initial eligibility determination (at application) and at the minimum 12-month eligibility redetermination? (Note: If yes, Lead Agencies must provide a minimum of three months of job

search.)

3.4.2 Continuing assistance for "job search" and a Lead Agency's option to discontinue assistance during the minimum 12-month eligibility period.

Lead Agencies have the option, but are not required, to discontinue assistance during the minimum 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program, otherwise known as a parent's eligible activity.

If the Lead Agency chooses the option to discontinue assistance due to a parent's non-temporary loss or cessation of eligible activity, it must continue assistance at least at the same level for a period of not fewer than 3 months after each such loss or cessation. This time period allows the parent to engage in a job search and to resume work or resume attendance in a job training or educational program. At the end of the minimum 3-month period of continued assistance, if the parent has engaged in a qualifying work, training, or educational program activity with an income below 85 percent of state median income (SMI), assistance cannot be terminated, and the child must continue receiving assistance until the next scheduled redetermination or, at the Lead Agency option, for an additional minimum 12-month eligibility period.

No.

Yes.

If yes, describe the policy or procedure (including any differences in eligibility at initial eligibility determination vs. redetermination of eligibility):

b. Does the Lead Agency discontinue assistance during the minimum 12-month eligibility period due to a parent's non-temporary loss or cessation of eligible activity and offer a minimum 3-month period to allow parents to engage in a job search and to resume participation in an eligible activity?

No, the state/territory does not discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program.

Yes, the Lead Agency discontinues assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of eligible activity and provides a minimum 3-month period of job search. If yes:

i. Provide a summary describing the Lead Agency's policies and procedures for discontinuing assistance due to a parent's non-temporary change:

A caretaker, who is currently eligible for child care, shall have child care continue for at least 3 months if the county agency has notification that a qualifying activity has ended in months 1-9 of the 12 month certification period. There is no limit to the number of times a caretaker may start and stop a qualifying activity and each time one ends, the caretaker has up to 3 months for job search. If the qualifying activity is lost in months 10-12, the caretaker can continue to receive care until the end of the certification period. In all cases, the date the activity is lost is used to determine the start of the job search period.

ii. Describe what specific actions/changes trigger the job-search period after each such loss or cessation:

Once the loss of activity is known to the county agency (typically upon report by the caretaker) the 3-month period begins with the date the qualifying activity ended (this can be retroactive if the loss is not reported timely).

iii. How long is the job-search period (must be at least 3 months)?

At least 3 months.

iv. Provide the citation for this policy or procedure.

[ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

c. The Lead Agency may discontinue assistance prior to the next minimum 12-month redetermination in the following limited circumstances. Check and describe any circumstances in which the Lead Agency chooses to discontinue assistance prior to the next minimum 12-month redetermination. Check all that apply.

i. Not applicable.

ii. Excessive unexplained absences despite multiple attempts by the Lead Agency or designated entity to contact the family and provider, including the prior notification of a possible discontinuation of assistance.

A. Define the number of unexplained absences identified as excessive:

B. Provide the citation for this policy or procedure:

- iii. A change in residency outside of the state, territory, or tribal service area.

Provide the citation for this policy or procedure:

[ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

- iv. Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility.

Describe the violations that lead to discontinued assistance and provide the citation for this policy or procedure.

Child care caretaker fraud is the willful withholding or falsification of information, or the misuse of child care services by the caretaker with an intent to deceive or defraud, resulting in the acceptance of services to which the caretaker was not entitled, as determined by a court of law or the caretaker's admission. If a caretaker has admitted to caretaker fraud or has been convicted of fraud by a court of law then the county agency must terminate child care benefits and the caretaker is not eligible for publicly funded child care until full repayment has been made. The fraud policy can be found in: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-07 Caretaker improper payments or misuse of publicly funded child care benefits \(ohio.gov\)](#)

3.4.3 Change reporting during the minimum 12-month eligibility period.

3.4.3 Change reporting during the minimum 12-month eligibility period.

The Lead Agency must describe the requirements for parents to report changes in circumstances during the 12-month eligibility period and describe efforts to ensure that such requirements do not place an undue burden on eligible families, which could impact the continuity of care for children and stability for families receiving CCDF services (98.21 (e)).

Note: Responses should exclude reporting requirements for a graduated phase-out, which were described in question 3.2.5 b.

Families are required to report a change to the Lead Agency at any time during the 12-month eligibility period if the family's income exceeds 85 percent of the state median income, taking into account irregular fluctuations in income (98.21(e)(1)). If the Lead Agency chooses the option to terminate assistance, as described in section 3.4.2 of the Plan, they may require families to report a non-temporary change in work, training or educational activities (otherwise known as a parent's eligible activity).

a. Does the Lead Agency require families to report a non-temporary change in a parent's eligible activity?

- No
- Yes

b. Any additional reporting requirements during the 12-month eligibility period must be limited to items that impact a family's eligibility (e.g., income changes over 85 percent of state median income (SMI)) or that impact the Lead Agency's ability to contact the family or pay the child care providers (e.g., a family's change of address, a change in the parent's choice of child care provider).

Check and describe any additional reporting requirements required by the Lead Agency during the 12-month eligibility period. Check all that apply.

- i. Additional changes that may impact a family's eligibility during the 12-month period.

Describe:

A caretaker receiving child care benefits shall report to the county agency any changes which affect the caretaker's eligibility for child care benefits or use of child care benefits, including the name of the provider the caretaker has chosen, family income, employment, participation in a program of education or training, household composition, or if a school-age child changes schools. Income changes are only required to be reported if the change in income will make the family ineligible for care.

- ii. Changes that impact the Lead Agency's ability to contact the family.

Describe:

Relocation to another county

- iii. Changes that impact the Lead Agency's ability to pay child care providers.

Describe:

c. Any additional reporting requirements that the Lead Agency chooses to require from parents during the minimum 12-month eligibility period, shall not require an additional office visit. In addition, the Lead Agency must offer a range of notification options to accommodate families. How does the Lead Agency allow families to report changes to ensure that reporting requirements are not burdensome and to avoid an impact on continued eligibility between redeterminations? Check all that apply.

- i. Phone
- ii. Email
- iii. Online forms
- iv. Extended submission hours
- v. Postal Mail
- vi. FAX
- vii. In-person submission
- viii. Other.

Describe:

d) Families must have the option to voluntarily report changes on an ongoing basis during the minimum 12-month eligibility period. Lead Agencies are required to act on information reported by the family if it will reduce the family's co-payment or increase the family's subsidy. Lead Agencies are prohibited from acting on information reported by the family that would reduce the family's subsidy unless the information reported indicates that the family's income exceeds 85 percent of SMI after considering irregular fluctuations in income or, at the option of the Lead Agency, the family has experienced a non-temporary change in eligible activity.

- i. Describe any other changes that the Lead Agency allows families to report.

Ohio does not prohibit families from reporting any information if they believe it may impact their copayment or increase their benefits.

- ii. Provide the citation for this policy or procedure.

[ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care](#)

3.4.4 Prevent the disruption of employment, education, or job training activities

3.4.4 Prevent the disruption of employment, education, or job training activities.

Lead Agencies are required to have procedures and policies in place to ensure that parents (especially parents receiving assistance under the TANF program) are not required to unduly disrupt their employment, education, or job training activities to comply with the Lead Agency's or designated local entity's requirements for the redetermination of eligibility for assistance (658E(c)(2)(N)(ii); 98.21(d)).

Examples include developing strategies to inform families and their providers of an upcoming redetermination and the information that will be required of the family, pre-populating subsidy renewal forms, having parents confirm that the information is accurate, and/or asking only for the information necessary to make an eligibility redetermination. In addition, states and territories can offer a variety of family-friendly methods for submitting documentation for eligibility redetermination that considers the range of needs for families in accessing support (e.g., use of languages other than English, access to transportation, accommodation of parents working non-traditional hours).

a) Identify, where applicable, the Lead Agency's procedures and policies to ensure that parents (especially parents receiving TANF program funds) do not have their employment, education, or job training unduly disrupted to comply with the state/territory's or designated local entity's requirements for the redetermination of eligibility. Check all that apply.

- i. Advance notice to parents of pending redetermination
- ii. Advance notice to providers of pending redetermination
- iii. Pre-populated subsidy renewal form
- iv. Online documentation submission
- v. Cross-program redeterminations
- vi. Extended office hours (evenings and/or weekends)
- vii. Consultation available via phone

viii. Other.

Describe:

4 Ensure Equal Access to Child Care for Low-Income Children

A core purpose of CCDF is to promote parental choice and to empower working parents to make their own decisions regarding the child care services that best suit their family's needs. Parents have the option to choose from center-based care, family child care, or care provided in the child's own home. In supporting parental choice, the Lead Agencies must ensure that families receiving CCDF funding have the opportunity to choose from the full range of eligible child care settings and must provide families with equal access to child care that is comparable to that of non-CCDF families. Lead Agencies must employ strategies to increase the supply and to improve the quality of child care services, especially in underserved areas. In addition to generally building the supply of child care for all families, this effort also supports equal access for CCDF eligible children to the priced child care market.

This section addresses strategies that the Lead Agency uses to promote parental choice, ensure equal access, and increase the supply of child care. Note: In responding to questions in this section, the Office of Child Care (OCC) recognizes that each state/territory identifies and defines its own categories and types of care. The OCC does not expect states/territories to change their definitions to fit the CCDF-defined categories and types of care. For these questions, provide responses that closely match the CCDF categories of care.

Note: When asked for citations, responses can include state statute, regulations, administrative rules, policy manuals or policy issuances. See the Introduction on page 4 for more detail.

4.1 Maximize Parental Choice and Implement Supply Building Mechanisms

The parent(s) of each eligible child who receive(s) or is offered financial assistance for child care services has the option of either receiving a child care certificate or, if available, enrolling their child with a provider that has a grant or contract for providing child care services (658E(c)(2)(A); 98.30(a)). Even if a parent chooses to enroll their child with a provider who has a grant or contract, the parent will select the provider, to the extent practicable. If a parent

chooses to use a certificate, the Lead Agency shall provide information to the parent on the range of provider options, including care by sectarian providers and relatives. Lead Agencies must require providers chosen by families to meet health and safety standards and has the option to require higher standards of quality. Lead Agencies are reminded that any policies and procedures should not restrict parental access to any type of care or provider (e.g. center care, home care, in-home care, for-profit provider, non-profit provider, or faith-based provider, etc.) (98.15 (a)(5)).

4.1.1 Describe the child care certificate, including when it is issued to parents (before or after the parent has selected a provider) and what information is included on the certificate (98.16 (q)).

The parent selects the provider as part of the application process. The notice of eligibility mailed to the parent also includes the mailed notice of authorization. This notice includes the name of the provider(s) for each child, the category of authorization for each authorization for each child and the copayment for each authorization for each child.

4.1.2 Identify how the parent is informed that the child care certificate allows the option to choose from a variety of child care categories, such as private, not-for-profit, faith-based providers; centers; FCC homes; or in-home providers (658E(c)(2)(A)(i); 658P(2); 658Q). Check all that apply.

- a. Certificate provides information about the choice of providers
- b. Certificate provides information about the quality of providers
- c. Certificate is not linked to a specific provider, so parents can choose any provider
- d. Consumer education materials on choosing child care
- e. Referrals provided to child care resource and referral agencies
- f. Co-located resource and referral staff in eligibility offices
- g. Verbal communication at the time of the application
- h. Community outreach, workshops, or other in-person activities
- i. Other.

Describe:

4.1.3 A core principle of CCDF is that families receiving CCDF-funded child care should have equal access to child care that is comparable to that of non-CCDF families (658E(c)(4)(A) and 98.45(a)).

a. Describe how parents have access to the full range of providers eligible to receive CCDF:

Families eligible to receive publicly funded child care can choose to attend any child care provider who has a contract with the Ohio Department of Job and Family Services to provide publicly funded child care (PFCC). All programs participating in PFCC must be rated in Ohio's quality rating and improvement system, Step Up To Quality.

b. Describe state data on the extent to which eligible child care providers participate in the CCDF system:

ODJFS tracks the number of licensed and certified providers as well as the percentage of those with agreements to provide publicly funded child care (PFCC). As of February 2021, approximately 75% of all child care programs in Ohio had a provider agreement for PFCC.

c. Identify any barriers to provider participation, including barriers related to payment rates and practices - including for family child care and in-home providers - based on provider feedback and reports to the Lead Agency:

Per the 2020 Market Rate Survey, providers reported the following barriers to participation in the Publicly Funded Child Care (PFCC) Program: program chose not to participate in Step Up To Quality (required for all programs participating in PFCC); lack of children in the provider's service area who are eligible for PFCC; provider serves low-income families through another partner; difficulty associated with budgeting based on PFCC payments and lastly, reimbursement rates are too low.

4.1.4 Certify by describing the Lead Agency's procedures for ensuring that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds (658E(c)(2)(B); 98.16(t)).

Rules require unlimited parental access as a condition of licensing/certification/approval.

4.1.5 The Lead Agency must allow for in-home care (i.e., care provided in the child's own home) but may limit its use (98.16(i)(2)). Will the Lead Agency limit the use of in-home care in any way?

- No.
- Yes. If checked, what limits will the Lead Agency set on the use of in-home care? Check all that apply.
 - a. Restricted based on the minimum number of children in the care of the provider to meet the Fair Labor Standards Act (minimum wage) requirements.
Describe:
 - b. Restricted based on the provider meeting a minimum age requirement.
Describe:
 - c. Restricted based on the hours of care (i.e., certain number of hours, non-traditional work hours).
Describe:
 - d. Restricted to care by relatives. (A relative provider must be at least 18 years of age based on the definition of eligible child care provider (98.2)).
Describe:
 - e. Restricted to care for children with special needs or a medical condition.

Describe:

- f. Restricted to in-home providers that meet additional health and safety requirements beyond those required by CCDF.

Describe:

In-home aides must be certified by the county department of job and family services. The certification includes background checks, training requirements, and annual inspections for health and safety requirements. The children must reside in the home where care is being provided. The In-Home Aide may bring two children of their own to the home. The total number of children in care may not exceed 6.

- g. Other.

Describe:

Beginning April 1, 2021, Ohio is offering a pilot program for In-Home Aide providers in 6 counties in Ohio. These providers must serve children eligible for publicly funded child care who are in need of care during non-traditional hours or in need of special needs child care. As part of the pilot, these provider receive an increased hourly wage and assistance with start-up costs.

4.1.6 Child care services available through grants or contracts.

a) In addition to offering certificates, does the Lead Agency provide child care services through grants or contracts for child care slots (658A(b)(1))? Note: Do not check 'yes' if every provider is simply required to sign an agreement to be paid in the certificate program.

- No. If no, skip to 4.1.7.

- Yes, in some jurisdictions but not statewide.

If yes, describe how many jurisdictions use grants or contracts for child care slots.

- Yes, statewide. If yes, describe:

i. How the Lead Agency ensures that parents who enroll with a provider who has a grant or contract have choices when selecting a provider:

ii. The entities that receive contracts (e.g., shared services alliances, CCR&R agencies, FCC networks, community-based agencies, child care providers) and how grants or contracts are promoted by the Lead Agency:

iii. How rates for contracted slots are set through grants and contracts and if they are viewed by providers as a vehicle for stabilizing payments.

4.1.6 Child care services available through grants or contracts.

b) Will the Lead Agency use grants or contracts for child care services to increase the supply and/or quality of specific types of care?

No

Yes. If yes, does the Lead Agency use grants or contracts to increase the supply and/or quality of child care programs serving the populations below? Check all that apply.

i. Grants or Contracts are used in Child Care Programs that serve Children with disabilities:

To increase the supply of care

To increase the quality of care

ii. Grants or Contracts are used in Child Care Programs that serve Infants and toddlers:

To increase the supply of care

To increase the quality of care

iii. Grants or Contracts are used in Child Care Programs that serve School-age children:

To increase the supply of care

To increase the quality of care

iv. Grants or Contracts are used in Child Care Programs that serve Children needing non-traditional hour care:

- To increase the supply of care
- To increase the quality of care

v. Grants or Contracts are used in Child Care Programs that serve Children experiencing homelessness:

- To increase the supply of care
- To increase the quality of care

vi. Grants or Contracts are used in Child Care Programs that serve Children with diverse linguistic or cultural backgrounds:

- To increase the supply of care
- To increase the quality of care

vii. Grants or Contracts are used in Child Care Programs that serve Children in underserved areas:

- To increase the supply of care
- To increase the quality of care

viii. Grants or Contracts are used in Child Care Programs that serve Children in urban areas:

- To increase the supply of care
- To increase the quality of care

ix. Grants or Contracts are used in Child Care Programs that serve Children in rural areas:

- To increase the supply of care
- To increase the quality of care

x. Grants or Contracts are used in Child Care Programs that serve Other populations, please specify :

- To increase the supply of care
- To increase the quality of care

Describe

4.1.7 Lead Agencies must identify shortages in the supply of high-quality child care providers that meet parents' needs and preferences. List the data sources used to identify any shortages and declines in the supply of care types that meet parents' needs. Also describe the method of tracking progress to support equal access and parental choice (98.16(x)).

a. In child care centers.

The Ohio Department of Job and Family Services uses data from the Ohio Child Licensing and Quality System to track the number of licensed child care providers as well as the percentage of those with a provider agreement for publicly funded child care (PFCC) and the Step Up To Quality (SUTQ) rating. The department monitors trends and changes in these numbers. In April 2020, 4,936 child care centers and family child care providers, type A and type B homes, held an agreement to provide PFCC with 4,482 being in SUTQ. As of April 2021, 4,334 child care centers and family child care providers, type A and type B homes held an agreement to provide PFCC with 4,305 being rated in SUTQ. In April 2020, 91% of programs (centers and family child care) were SUTQ rated with a PFCC agreement, compared to 99% of programs (centers and family child care) in April 2021.

b. In child care homes.

The Ohio Department of Job and Family Services uses data from the Ohio Child Licensing and Quality System to track the number of licensed child care providers as well as the percentage of those with a provider agreement for publicly funded child care (PFCC) and the Step Up To Quality (SUTQ) rating. The department monitors trends and changes in these numbers. In April 2020, 4,936 child care centers and family child care provider, type A and type B homes, held an agreement to provide PFCC with 4,482 being in SUTQ. As of April 2021, 4,334 child care centers and family child care providers, type A and type B homes held an agreement to provide PFCC with 4,305 being rated in SUTQ. In April 2020, 91% of programs (centers and family child care) were SUTQ rated with a PFCC agreement compared to 99% of programs (centers and family child care) in April 2021

c. Other.

NA

4.1.8 Lead Agencies are required to develop and implement strategies to increase the supply of and improve the quality of child care services (98.16 (x)). These strategies should address children in underserved areas; infants and toddlers; children with disabilities, as defined by the Lead Agency; and children who receive care during non-traditional hours. Identify what method(s) is (are) used to increase supply and/or to improve quality for the following populations and indicate in the description if a strategy is focused more on building supply or on improving quality.

a) Children in underserved areas. Check and describe all that apply.

i. Grants and contracts (as discussed in 4.1.6).

Describe:

ii. Targeted Family Child Care Support such as Family Child Care Networks.

Describe:

iii. Start-up funding.

Describe:

Ohio is implementing a 12-month pilot for In-Home Aide providers from April 2021-March 2022 who serve children in need of care during non-traditional hours or who qualify for special needs child care. County agencies are providing start-up funding to assist with paying for background checks, required health trainings and travel costs. This strategy is to build supply.

iv. Technical assistance support.

Describe:

Technical assistance is provided on Step Up To Quality by the child care resource and referral (CCR&R) agencies as well as by state and county staff. The CCR&R agency contracts include completion of a needs assessment. This strategy is to build supply and increase quality.

v. Recruitment of providers.

Describe:

The child care resource and referral agencies contracts include provider recruitment. This strategy is to build supply.

vi. Tiered payment rates (as in 4.3.3).

Describe:

Ohio has tiered payment rates for programs participating in Step Up To Quality (SUTQ). The SUTQ rated base rate is 4% higher than the non-rated base rate. Additionally, there are payment enhancements that increase with each SUTQ star-rating. This strategy is to build supply and increase quality.

vii. Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

viii. Accreditation supports.

Describe:

Ohio pays a 10% rate enhancement for programs that are accredited. This strategy is to build supply and increase quality.

ix. Child Care Health Consultation.

Describe:

x. Mental Health Consultation.

Describe:

The Early Childhood Mental Health Consultation Program objectives are to build protective factors in young children, increase skills of parents and promote the competencies of early childhood providers, especially for children ages birth to six years who are at risk for abuse, neglect and poor social and emotional health. Early Childhood Mental Health Consultants are available to assist child care programs throughout the state as they experience challenging behaviors with children in their care. This strategy is to increase quality.

xi. Other.

Describe:

4.1.8 Lead Agencies are required to develop and implement strategies to increase the supply of and improve the quality of child care services (98.16 (x)). These strategies should address children in underserved areas; infants and toddlers; children with disabilities, as defined by the Lead Agency; and children who receive care during non-traditional hours. Identify what method(s) is (are) used to increase supply and/or to improve quality for the following populations and indicate in the description if a strategy is focused more on building supply or on improving quality.

b. Infants and toddlers. Check and describe all that apply.

i. Grants and contracts (as discussed in 4.1.6).

Describe:

ii. Family Child Care Networks.

Describe:

iii. Start-up funding.

Describe:

Ohio is implementing a 12-month pilot for In-Home Aide providers from April 2021-March 2022 who serve children in need of care during non-traditional hours or who qualify for special needs child care. County agencies are providing start-up funding to assist with paying for background checks, required health trainings and travel costs. This strategy is to build supply.

iv. Technical assistance support.

Describe:

TA is provided by the child care resource and referral agencies Infant Toddler specialist. This strategy is to build supply and increase quality.

v. Recruitment of providers.

Describe:

The child care resource and referral agency contracts include provider recruitment.

This strategy is to build supply.

vi. Tiered payment rates (as in 4.3.3).

Describe:

Ohio's rates are based on county location of the program and the age of the child, with the infant and toddler base rates higher than the preschool and school-age. This strategy is to build supply and increase quality. Additionally, Ohio has tiered payment rates for programs participating in Step Up To Quality (SUTQ). The SUTQ rated base rate is 4% higher than the non-rated base rate. Additionally, there are payment enhancements that increase with each SUTQ star-rating. This strategy is to build supply and increase quality.

vii. Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

viii. Accreditation supports.

Describe:

Ohio pays a 10% rate enhancement for programs that are accredited. This strategy is to build supply and increase quality.

ix. Child Care Health Consultation.

Describe:

x. Mental Health Consultation.

Describe:

Early Childhood Mental Health Consultation Program objectives are to build protective factors in young children, increase skills of parents and promote the competencies of early childhood providers, especially for children ages birth to six years who are at risk for abuse, neglect, and poor social and emotional health. Early Childhood Mental Health Consultants are available to assist child care programs throughout the state as they experience challenging behaviors with children in their care. This strategy is to increase quality.

xi. Other.

Describe:

4.1.8 Lead Agencies are required to develop and implement strategies to increase the supply of and improve the quality of child care services (98.16 (x)). These strategies should address children in underserved areas; infants and toddlers; children with disabilities, as defined by the Lead Agency; and children who receive care during non-traditional hours. Identify what method(s) is (are) used to increase supply and/or to improve quality for the following populations and indicate in the description if a strategy is focused more on building supply or on improving quality.

c. Children with disabilities. Check and describe all that apply.

i. Grants and contracts (as discussed in 4.1.6).

Describe:

ii. Family Child Care Networks.

Describe:

iii. Start-up funding.

Describe:

Ohio is implementing a 12-month pilot for In-Home Aide providers from April 2021-March 2022 who serve children in need of care during non-traditional hours or who qualify for special needs child care. County agencies are providing start-up funding to assist with paying for background checks, required health trainings and travel costs. This strategy is to build supply.

iv. Technical assistance support.

Describe:

v. Recruitment of providers.

Describe:

The child care resource and referral agency contracts include provider recruitment. This strategy is to build supply.

- vi. Tiered payment rates (as in 4.3.3).

Describe:

Ohio has two payment enhancements for children with special needs, 5% for any child and 100% for those children for whom the provider has documented its need to revise general care practices for the child (typically additionally staff and/or lowered ratio. This strategy is to build supply and increase quality.

- vii. Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

- viii. Accreditation supports.

Describe:

Ohio pays a 10% rate enhancement for programs that are accredited. This strategy is to build supply and increase quality.

- ix. Child Care Health Consultation.

Describe:

- x. Mental Health Consultation.

Describe:

Early Childhood Mental Health Consultation Program objectives are to build protective factors in young children, increase skills of parents and promote the competencies of early childhood providers, especially for children ages birth to six years who are at risk for abuse, neglect, and poor social and emotional health. Early Childhood Mental Health Consultants are available to assist child care programs throughout the state as they experience challenging behaviors with children in their care. This strategy is to increase quality.

- xi. Other.

Describe:

4.1.8 Lead Agencies are required to develop and implement strategies to increase the

supply of and improve the quality of child care services (98.16 (x)). These strategies should address children in underserved areas; infants and toddlers; children with disabilities, as defined by the Lead Agency; and children who receive care during non-traditional hours. Identify what method(s) is (are) used to increase supply and/or to improve quality for the following populations and indicate in the description if a strategy is focused more on building supply or on improving quality.

d. Children who receive care during non-traditional hours. Check and describe all that apply.

i. Grants and contracts (as discussed in 4.1.6).

Describe:

ii. Family Child Care Networks.

Describe:

iii. Start-up funding.

Describe:

Ohio is implementing a 12-month pilot for In-Home Aide providers from April 2021-March 2022 who serve children in need of care during non-traditional hours or who qualify for special needs child care. County agencies are providing start-up funding to assist with paying for background checks, required health trainings and travel costs. This strategy is to build supply.

iv. Technical assistance support.

Describe:

v. Recruitment of providers.

Describe:

The child care resource and referral agency contracts include provider recruitment . This strategy is to build supply.

vi. Tiered payment rates (as in 4.3.3).

Describe:

A 5% enhancement is added to the base rate. This strategy is to build supply.

- vii. Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

- viii. Accreditation supports.

Describe:

Ohio pays a 10% rate enhancement for programs that are accredited. This strategy is to build supply and increase quality.

- ix. Child Care Health Consultation.

Describe:

- x. Mental Health Consultation.

Describe:

Early Childhood Mental Health Consultation Program objectives are to build protective factors in young children, increase skills of parents and promote the competencies of early childhood providers, especially for children ages birth to six years who are at risk for abuse, neglect and poor social and emotional health. Early Childhood Mental Health Consultants are available to assist child care programs throughout the state as they experience challenging behaviors with children in their care. This strategy is to increase quality.

- xi. Other.

Describe:

4.1.8 Lead Agencies are required to develop and implement strategies to increase the supply of and improve the quality of child care services (98.16 (x)). These strategies should address children in underserved areas; infants and toddlers; children with disabilities, as defined by the Lead Agency; and children who receive care during non-traditional hours. Identify what method(s) is (are) used to increase supply and/or to improve quality for the following populations and indicate in the description if a strategy is focused more on building supply or on improving quality.

e. Other. Check and describe all that apply.

- i. Grants and contracts (as discussed in 4.1.6).

Describe:

- ii. Family Child Care Networks.

Describe:

- iii. Start-up funding.

Describe:

- iv. Technical assistance support.

Describe:

TA is provided on Step Up To Quality by the child care resource and referral (CCR&R) agencies as well as by state and county staff. The CCR&R agency contracts include completion of a needs assessment. This strategy is to build supply and increase quality.

- v. Recruitment of providers.

Describe:

The child care resource and referral agency contracts include provider recruitment. This strategy is to build supply.

- vi. Tiered payment rates (as in 4.3.3).

Describe:

Ohio has tiered rates for programs participating in the Step Up To Quality (SUTQ). The SUTQ base rate is 4% higher than the non-rated base rate. Additionally, there are payment enhancements that increase with each SUTQ star-rating. This strategy is to build supply and increase quality.

- vii. Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

- viii. Accreditation supports.

Describe:

Ohio pays a 10% rate enhancement for programs that are accredited. This strategy is to build supply and increase quality.

ix. Child Care Health Consultation.

Describe:

x. Mental Health Consultation.

Describe:

Early Childhood Mental Health Consultation Program objectives are to build protective factors in young children, increase skills of parents and promote the competencies of early childhood providers, especially for children ages birth to six years who are at risk for abuse, neglect, and poor social and emotional health. Early Childhood Mental Health Consultants are available to assist child care programs throughout the state as they experience challenging behaviors with children in their care. This strategy is to increase quality.

xi. Other.

Describe:

4.1.9 Lead Agencies must prioritize investments for increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and do not currently have sufficient numbers of such programs (658 E(c)(2)(M); 98.16 (x);98.46(b)).

a) How does the Lead Agency define areas with significant concentrations of poverty and unemployment?

ODJFS defines significant concentration of unemployment as those counties in which the 24-month average unemployment rate was greater than 120 percent of the national unemployment rate during the same 24-month period.

b) Describe how the Lead Agency prioritizes increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and that do not have high-quality programs

Currently any licensed provider is able to complete a provider agreement to serve children in publicly funded child care. Ohio has a zero copay for any family below 100% of the federal poverty level. Ohio has equal access to child care for all children eligible as Ohio serves all children without utilizing a waitlist. However, Ohio does recognize the need to ensure all children have access to a high-quality setting which is in line with the mandates established by the Ohio General Assembly in Ohio Revised Code (ORC) sections 5104.29 and 5104.31. ORC requires the Ohio Department of Job and Family Services and the Ohio Department of Education programs receiving public dollars (including CCDF) to be participating in the Step Up To Quality program, unless exempt. Licensed programs are exempt from the SUTQ requirement when (a) A program operates only during the summer and for not more than fifteen consecutive weeks; (b) A program operates only during school breaks; (c) A program operates only on weekday evenings, weekends, or both; (d) A program holds a provisional license issued under section 5104.03 of the Revised Code; (e) A program had its step up to quality program rating removed by the department of job and family services within the previous twelve months; (f) A program is the subject of a revocation action initiated by the department, but the license has not yet been revoked. The two departments have identified and are implementing strategies to assist programs in increasing and maintaining their star rating.

4.2 Assess Market Rates and Analyze the Cost of Child Care

4.2 Assess Market Rates and Analyze the Cost of Child Care

Key principles of the CCDF are to: (1) provide equal access to childcare for children receiving childcare assistance; and (2) ensure parental choice by offering a full range of childcare services. Payment rates that are too low to support equal access undermine these principles. To establish subsidy payment rates that ensure equal access, Lead Agencies collect and analyze data through a number of tools. Lead Agencies have the option to conduct a statistically valid and reliable (1) market rate survey (MRS) reflecting variations in the price to parents of childcare services by geographic area, type of provider, and age of child or (2) an

ACF pre-approved alternative methodology, such as a cost estimation model (CEM) (658E(c)(4)(B)). A cost estimation model estimates the cost of care by incorporating both data and assumptions to judge what expected costs would be incurred by childcare providers and parents under different scenarios. Another approach would be a cost study that collects cost data at the facility or program level to measure the costs (or inputs used) to deliver childcare services (CCDF-ACF-PI-2018-01).

Regardless of whether Lead Agencies conduct a MRS or an alternative methodology, they are required to analyze the cost of providing child services, known as the narrow cost analysis, that meet basic health/safety/quality and staffing requirements (base level care) (98.45(b)(3), (f)(1)(ii)(A), and (f)(2)(ii)), and higher-quality care at each level of quality, as defined by the Lead Agency (98.45(b)(4), (f)(1)(ii)(B), and (f)(2)(iii)). The analysis must identify the gaps between the cost of care and subsidy levels adopted by the state and then be considered as part of the rate setting process.

Note: Any Lead Agency considering using an alternative methodology, instead of a MRS rate survey, is required to submit a description of its proposed approach to its ACF Regional Child Care Program Office for pre-approval in advance of the Plan submittal (see <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2016-08>). Advance approval is not required if the Lead Agency plans to implement both a MRS and an alternative methodology.

A MRS or an ACF pre-approved alternative methodology must be developed and conducted no earlier than 2 years before the date of submission of the Plan (658E(c)(4)(B)(i) (98.45 (c)). Due to the COVID-19 pandemic, Lead Agencies may request a waiver for up to one additional year (until July 1, 2022) to complete the required MRS or an ACF pre-approved alternative methodology. Lead Agencies may also request the required Narrow Cost Analysis be waived for one year (until July 1, 2022). These waiver requests must include a justification linked to the COVID-19 pandemic.

4.2.1 Completion of the MRS or ACF pre-approved alternative methodology.

Did the state/territory conduct a statistically valid and reliable MRS or ACF pre-approved alternative methodology?

- Yes. If yes, please identify the methodology(ies) used below to assess child care prices and/or costs.

a. MRS.

When was your data gathered (provide a date range, for instance, September - December, 2019)?

August 2020 - October 2020

b. ACF pre-approved alternative methodology.

Identify the date of the ACF approval and describe the methodology:

No, a waiver is being requested in Appendix A.

a. Please identify the Lead Agency's planned methodology(ies) to assess child care prices and/or costs.

i. MRS.

If checked, describe the status of the Lead Agency's implementation of the MRS.

ii. ACF pre-approved alternative methodology.

If checked, describe the status of the Lead Agency's implementation of the ACF pre-approved alternative methodology, including if applicable, the date of the ACF approval and a description of the methodology:

b. If a waiver is requested, Lead Agencies will need to respond to questions 4.2.2- 4.5.2 based on data collected for the FY 2019-2021 CCDF Plan or any data collected since then. Identify the date of the Lead Agencies' most recent and complete Market Rate Survey or ACF pre-approved alternative methodology that will provide data to inform responses to questions 4.2.2 - 4.5.2.

4.2.2 Prior to developing and conducting the MRS, or conducting the ACF pre-approved alternative methodology, the Lead Agency is required to consult with (1) the State Advisory Council or similar coordinating body, local child care program administrators, local child care resource and referral agencies, and other appropriate entities, and (2) organizations representing caregivers, teachers, and directors (98.45 (e)). Local child care program administrators may also be good informants to Lead Agencies on narrow cost analyses.

Describe how the Lead Agency consulted with the:

a) State Advisory Council or similar coordinating body:

The Ohio Department of Job and Family Services captured feedback through the Early Childhood Advisory Council members. Comments were incorporated into the survey content.

b) Local child care program administrators:

The Ohio Department of Job and Family Services captured feedback through the Early Childhood Advisory Council members. Comments were incorporated into the survey content.

c) Local child care resource and referral agencies:

The Ohio Department of Job and Family Services captured feedback through the Early Childhood Advisory Council members. Comments were incorporated into the survey content.

d) Organizations representing caregivers, teachers, and directors:

The Ohio Department of Job and Family Services captured feedback through the Early Childhood Advisory Council members. Comments were incorporated into the survey content.

e) Other. Describe:

NA

4.2.3 ACF has established a set of benchmarks, largely based on research, to identify the components of a valid and reliable market rate survey (81 FR, p. 67509). To be considered valid and reliable a Market Rate Survey or preapproved alternative methodology meets the following:

- represents the child care market
- provides complete and current data
- uses rigorous data collection procedures
- reflects geographic variations

- analyzes data in a manner that captures other relevant differences

An MRS can use administrative data, such as child care resource and referral data, if it is representative of the market.

a. Describe how each of the benchmarks are met in either the MRS or ACF pre-approved alternative methodology.

i. Represent the child care market: [Click or tap here to enter text.](#)

There were 6,401 eligible providers included in the final sample for the 2020 Market Rate Survey (MRS). A total of 4,093 providers completed the survey, which is an overall response rate of 63.9 percent. This response rate is higher than the previously conducted versions of the MRS. The final response rates for the programs types are as follows:

Type A FCC Home - 60.9%

Type B FCC Home - 60.1%

Child Care Center - 70.4%

Approved Day Camp - 32.9%

ODE Preschool - 58.3%

ODE School Age Child Care - 56.8%

In-Home Aide - 50.0%

ii. Provide complete and current data:

The Market Rate Survey (MRS) requested current information from providers. The survey was designed to capture complete information from the provider; questions deemed incomplete on previous surveys were re-worded to better assist the provider in a complete response. New questions were added to the 2020 MRS to include why a provider reported being closed and if they are temporarily or permanently closed due to the COVID-19 pandemic. Additional questions were added around care during non-traditional hours and any special populations of children served along with how a payment rate increase from ODJFS in 2019 was used.

iii. Use rigorous data collection procedures:

Contact with providers was made through a variety of modes throughout the data collection period. The contact efforts consisted of five components: mail and email survey invitations and reminders, non-response prompting telephone calls, paper survey follow-up clarification calls, rate sheet follow-up calls, and narrow cost analysis

follow-up calls.

iv. Reflect geographic variations:

The geographical component of the Market Rate Survey is reflected through a cluster analysis. Counties with similar rate structures were placed into groups through a process called cluster analysis. The percentile distributions of the hourly, part-time, part-time weekly, and full-time weekly rates, weighted by enrollment capacity, are shown for the three main provider types (child care centers, type A home and type B homes). These rate distributions are presented both statewide and broken out by county group (cluster).

v. Analyze data in a manner that captures other relevant differences:

As part of the data collection, two additional sources of data that includes programs reported rates were included and utilized to assist with clarifying survey responses that were unintelligible. Additionally, accommodations were made when analyzing data for counties with no response and well as a county with only one provider.

b. Given the impact of COVID-19 on the child care market, do you think that the data you gathered (as indicated in 4.2.1) on the prices or costs of child care adequately reflect the child care market as you submit this plan?

No

Yes.

If yes, why do you think the data represents the child care market?

There were 6,401 eligible providers included in the final sample for the 2020 Market Rate Survey (MRS). A total of 4,093 providers completed the survey, which is an overall response rate of 63.9 percent. This response rate is higher than the previously conducted versions of the MRS. The final response rates for the programs types are as follows:

Type A FCC Home - 60.9%

Type B FCC Home - 60.1%

Child Care Center - 70.4%

Approved Day Camp - 32.9%

Ohio Department of Education (ODE) Preschool - 58.3%

ODE School Age Child Care - 56.8%

In-Home Aide - 50.0%

4.2.4 Describe how the market rate survey or ACF pre-approved alternative methodology reflects variations in the price or cost of child care services by:

a) Geographic area (e.g., statewide or local markets). Describe:

Ohio has 88 counties; three groupings were established with similar payment points.

b) Type of provider. Describe:

center, family child care homes

c) Age of child. Describe:

infant, toddler, preschool and school-age

d. Describe any other key variations examined by the market rate survey or ACF pre-approved alternative methodology, such as quality level.

Summer school age rates

4.2.5 Has the Narrow Cost Analysis been completed for the FY 2022 - 2024 CCDF Plan?

No, a waiver is being requested in Appendix A. If no, describe the status of the Lead Agency's upcoming narrow cost analysis.

Yes, the narrow cost analysis information is included in the report as described in 4.2.6. If yes, describe how the State/Territory analyzed the cost of child care through a narrow cost analysis for the FY 2022 - 2024 CCDF Plan, including:

a. The methodology the Lead Agency used to conduct, obtain, and analyze data on the estimated cost of care (narrow cost analysis), including any relevant variation by geographic location, category of provider, or age of child (98.45 (f)(ii)).

In order to calculate the cost of care, the following data is needed from each provider: total operating costs; staff assigned per age group; total staff; and the capacity per age group. A simple survey was created to collect this information with a selection of type A homes, type B homes and child care centers across three quality ratings: 0 stars, 1-2 stars, and 3-5 stars. Using the information collected

from the survey, the total operating costs could be calculated from the annual payroll expense reported. This information would then allow the breakdown of operating cost per age group per child.

b. How the methodology addresses the cost of child care providers' implementation of health, safety, quality and staffing requirements (i.e. applicable licensing and regulatory requirements, health and safety standards, training and professional development standards, and appropriate child to staff ratio, groups size limits, and caregiver qualification requirements (98.45 (f)(ii)(A)).

In order to calculate the cost of care, the following data is needed from each provider: total operating costs; staff assigned per age group; total staff; and the capacity per age group. A simple survey was created to collect this information with a selection of type A homes, type B homes and child care centers across three quality ratings: 0 stars, 1-2 stars, and 3-5 stars. Using the information collected from the survey, the total operating costs could be calculated from the annual payroll expense reported. This information would then allow the breakdown of operating cost per age group per child.

c. How the methodology addresses the cost of higher-quality care, as defined by the Lead Agency using a quality rating and improvement system or other system of quality indicators, at each level of quality (98.45 (f)(ii)(B)).

In order to calculate the cost of care, the following data is needed from each provider: total operating costs; staff assigned per age group; total staff; and the capacity per age group. A simple survey was created to collect this information with a selection of type A homes, type B homes and child care centers across three quality ratings: 0 stars, 1-2 stars, and 3-5 stars. Using the information collected from the survey, the total operating costs could be calculated from the annual payroll expense reported. This information would then allow the breakdown of operating cost per age group per child.

d. The gap between costs incurred by child care providers and the Lead Agency's payment rates based on findings from the narrow cost analysis.

Based on the narrow cost analysis results, the cost reported by participating child care programs in some cases was less than what is provided by the lead agency and, in some instances, exceeded the payment provided through the publicly

funded child care program. The difference was dependent on the providers rating in Ohio's QRIS, Step Up To Quality, which offers an increased base rate and an additional enhanced rate based on star rating. This narrow cost analysis did not take into consideration other funding sources the provider may be receiving.

4.2.6 After conducting the market rate survey or ACF pre-approved alternative methodology, the Lead Agency must prepare a detailed report containing the results of the MRS or ACF pre-approved alternative methodology. The detailed report must also include the Narrow Cost Analysis, as described in 4.2.5, which estimates the cost of care (including any relevant variation by geographic location, category of provider, or age of child) necessary to support (1) child care providers' implementation of the health, safety, quality, and staffing requirements, and (2) higher quality care, as defined by the Lead Agency using a quality rating and improvement system or other system of quality indicators, at each level of quality. For states without a QRIS or for a state with a QRIS system that is currently limited to only certain providers, those states may use other quality indicators (e.g. provider status related to accreditation, PreK standards, Head Start performance standards, school-age quality standards, or state defined quality measures.)

The Lead Agency must make the report with these results widely available no later than 30 days after completion of the report, including posting the results on the Lead Agency website. The Lead Agency must describe in the detailed report how the Lead Agency took into consideration the views and comments of the public or stakeholders.

Describe how the Lead Agency made the results of the market rate survey or ACF pre-approved alternative methodology report widely available to the public (98.45(f)(1)) by responding to the questions below.

- a. Date the report containing results was made widely available - no later than 30 days after the completion of the report. January 28, 2021
- b. Describe how the Lead Agency made the detailed report containing results widely available and provide the link where the report is posted.

The survey results were posted on the following ODJFS website: [Resources | Early](#)

c. Describe how the Lead Agency considered stakeholder views and comments in the detailed report.

An overview of the 2020 survey findings was reviewed by the vendor at the Child Care Advisory Council and the Early Childhood Advisory Council.

4.3 Establish Adequate Payment Rates

The Lead Agency must set CCDF subsidy payment rates, in accordance with the results of the current MRS or ACF pre-approved alternative methodology, as identified in 4.2.1, at a level to ensure equal access for eligible families to child care services that are comparable with those provided to families not receiving CCDF assistance. Lead Agencies must also consider the costs of base and higher quality care at each level as part of its rate setting. The Lead Agency must re-evaluate its payment rates at least every 3 years.

4.3.1 Provide the base payment rates and percentiles (based on the most recent MRS as identified in 4.2.1) for the following categories below.

4.3.1 Provide the base payment rates and percentiles (based on the most recent MRS as identified in 4.2.1) for the following categories below.

Lead Agencies are required to provide a summary of data and facts in their Plan to demonstrate how its payment rates ensure equal access. The preamble to the final rule (81 FR, p. 67512), indicates that a benchmark for adequate payment rates is the 75th percentile of the most recent MRS. The 75th percentile is the number separating the lowest 75 percent of rates from the highest 25 percent. Setting rates at the 75th percentile, while not a requirement, would ensure that eligible children have access to three out of four child care slots.

The 75th percentile benchmark applies to the base rates. Base rates are the lowest, foundational rates before any differentials are added (e.g., for higher quality or other purposes). Further, base rates must be sufficient to ensure that minimum health and safety and staffing requirements are covered.

Percentiles are not required if the Lead Agency conducted an ACF pre-approved alternative methodology, but must be reported if the Lead Agency conducted a MRS. For states that conduct an ACF pre-approved alternative methodology, report the base payment rates based on a full-time weekly rate.

The ages and types of care listed below are meant to provide a snapshot of the categories on which rates can be based and are not intended to be comprehensive of all categories that might exist or to reflect the terms used by the Lead Agency for particular ages. If rates are not statewide, please use the most populous geographic region (defined as the area serving highest number of CCDF children) to report base payment rates below.

a. Provide the base payment rates and percentiles based on either the statewide rates or the most populous area of the state (area serving highest number of children accessing CCDF). To facilitate compiling state by state payment rates, provide the full-time weekly base payment rates in the table below. If weekly payment rates are not published, then the Lead Agency will need to calculate its equivalent.

i. Age of child in what type of licensed child care setting (All rates are full-time) - Infant (6 months) Center care:

Base payment rate: 229.32 per week

Full-time weekly base payment rate: 229.32

If the Lead Agency conducted an MRS, what is the percentile of the base payment rate? 25

If the Lead Agency used an alternative methodology what percent of the estimated cost of care is the base rate? NA

ii. Age of child in what type of licensed child care setting (All rates are full-time) - Toddler (18 months) Center care:

Base payment rate: 200.00 per week

Full-time weekly base payment rate: 200.00

If the Lead Agency conducted an MRS, what is the percentile of the base payment rate? 25

If the Lead Agency used an alternative methodology what percent of the estimated cost of care is the base rate? NA

iii. Age of child in what type of licensed child care setting (All rates are full-time) - Preschooler (4 years) Center care:

Base payment rate:180.00 per week

Full-time weekly base payment rate: 180.00

If the Lead Agency conducted an MRS, what is the percentile of the base payment rate? 25

If the Lead Agency used an alternative methodology what percent of the estimated cost of care is the base rate? NA

iv. Age of child in what type of licensed child care setting (All rates are full-time) - School-age child (6 years) Center care (Based on full-day, full-year rates that would be paid during the summer):

Base payment rate:163.80 per week

Full-time weekly base payment rate: 163.80

If the Lead Agency conducted an MRS, what is the percentile of the base payment rate? 25

If the Lead Agency used an alternative methodology what percent of the estimated cost of care is the base rate? NA

v. Age of child in what type of licensed child care setting (All rates are full-time) - Infant (6 months) Family Child Care:

Base payment rate:150.00 per week

Full-time weekly base payment rate: 150.00

If the Lead Agency conducted an MRS, what is the percentile of the base payment rate? 25

If the Lead Agency used an alternative methodology what percent of the estimated cost of care is the base rate? NA

vi. Age of child in what type of licensed child care setting (All rates are full-time) - Toddler (18 months) Family Child Care:

Base payment rate:150.00 per week

Full-time weekly base payment rate: 150.00

If the Lead Agency conducted an MRS, what is the percentile of the base payment rate? 25

If the Lead Agency used an alternative methodology what percent of the estimated cost of care is the base rate? NA

vii. Age of child in what type of licensed child care setting (All rates are full-time) - Preschooler (4 years) Family Child Care:

Base payment rate:135.00 per week

Full-time weekly base payment rate: 135.00

If the Lead Agency conducted an MRS, what is the percentile of the base payment rate? 25

If the Lead Agency used an alternative methodology what percent of the estimated cost of care is the base rate? NA

viii. Age of child in what type of licensed child care setting (All rates are full-time) - School-age child (6 years) Family Child Care (Based on full-day, full-year rates that would be paid during the summer):

Base payment rate:125.41 per week

Full-time weekly base payment rate: 125.41

If the Lead Agency conducted an MRS, what is the percentile of the base payment rate? 25

If the Lead Agency used an alternative methodology what percent of the estimated cost of care is the base rate? NA

b. If the Lead Agency does not publish weekly rates then how were these rates calculated (e.g., were daily rates multiplied by 5 or monthly rates divided by 4.3)?

NA

c. Describe how the Lead Agency defines and calculates part-time and full-time care.

Part-time care is defined as care totaling seven hours to less than twenty-five hours per week. Full-time care is care totaling twenty-five hours to sixty hours per week.

d. Provide the date these current payment rates became effective (i.e., date of last update based on most recent MRS as reported in 4.2.1). July 21,2019

e. If applicable, identify the most populous area of the state (area serving highest number of children accessing CCDF) used to complete the responses above.

Franklin County in Ohio

f. Provide the citation, or link, if available, to the payment rates

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMPL/CCMPL-145.stm>

g. If the payment rates are not set by the Lead Agency for the entire state/territory, describe how many jurisdictions set their own payment rates (98.16(i)(3)).

NA

4.3.2 Describe how and on what factors the Lead Agency differentiates payment rates.

Check all that apply.

a. Geographic area.

Describe:

Ohio conducts a market rate survey through a third-party vendor to establish rates based on geographic area. This includes a breakdown into three clusters that include Ohio counties.

b. Type of provider.

Describe:

Provider types include child care center, day camp, type A family child care provider, ODE programs, type B family child care provider.

c. Age of child.

Describe:

The payment rates are broken down into infant, toddler, pre-school, school-age and summer school-age rates.

d. Quality level.

Describe:

Programs rates in Ohio's Step Up To Quality program receive an 4% increased base rate from non-rated programs. Additionally, programs receive an enhanced amount based on their star rating 1 star= 5%, 2 star =18%, 3 star=21%, 4 star=29% and 5 star=35%.

e. Other.

Describe:

4.3.3 Lead Agencies can choose to establish tiered rates, differential rates, or add-ons on top of their base rates as a way to increase payment rates for targeted needs (i.e., a higher rate for special needs children as both an incentive for providers to serve children with special needs and as a way to cover the higher costs to the provider to provide care for special needs children). Lead Agencies may pay providers more than their private pay rates as an incentive or to cover costs for higher quality care (81 FR, p. 67514).

Has the Lead Agency chosen to implement tiered reimbursement or differential rates?

No.

Yes. If yes, identify below any tiered or differential rates, and at a minimum, indicate the process and basis used for determining the tiered rates, including if the rates were based on the MRS or an ACF pre-approved alternative methodology. Check and describe all that apply.

a. This option should not be selected if the answer above is "Yes" -- Tiered or differential rates are not implemented.

Describe:

- b. Differential rate for non-traditional hours.

Describe:

5% enhancement to the base rate

- c. Differential rate for children with special needs, as defined by the state/territory.

Describe:

Programs serving children with special needs get a 5% enhancement on top of the base rate. If a program needs to make adjustments to their service delivery model to serve a child with special needs (i.e. add an extra staff member in the room, decrease group size in the room, etc.), the program can submit documentation to request a 100% enhancement to their base rate for services provided to that child.

- d. Differential rate for infants and toddlers. Note: Do not check if the Lead Agency has a different base rate for infants/toddlers with no separate bonus or add-on.

Describe:

Ohio sets rates for each age group, with a separate base rate for infants and another base rate for toddlers.

- e. Differential rate for school-age programs. Note: Do not check if the Lead Agency has a different base rate for school-age children with no separate bonus or add-on.

Describe:

Ohio sets rates for school-age children during the school year and a separate rate for summer school-age care.

- f. Differential rate for higher quality, as defined by the state/territory.

Describe:

Programs participating in Step Up To Quality (SUTQ) have a base rate that is 4% higher than the non-rated base rate. This SUTQ base rate is used as the base for calculating the SUTQ enhancements for each of the five-star rating level and are as follows: 1-star=5%; 2-star=18%; 3-star=21%; 4-star=29%; and 5-star=35%.

g. Other differential rates or tiered rates.

Describe:

Accredited programs get a 10% enhancement to the base rate.

4.3.4 Establishment of adequate payment rates.

a. Describe how base payment rates are adequate and enable providers to meet health, safety, quality, and staffing requirements under CCDF, and how they were established based on the most recent MRS or ACF pre-approved alternative methodology and the Narrow Cost Analysis, as reported in 4.2.1 and 4.2.5.. In determining compliance with the Act for the equal access provisions in the FY2019-2021 CCDF Plan, the OCC reviewed all the states with payment rates below the 75th percentile benchmark. Of those states, the half with the lowest payment rates were considered non-compliant and placed on a corrective action plan (CAP). These states all had rates below the 25th percentile for either some or all categories of care. The 25th percentile is not to be viewed as a benchmark or a long-term solution to gauge equal access. It is also not to be viewed as sufficient for compliance in future plan cycles. OCC expects to continue to take action against states with the lowest rates in future plan cycles in an effort to keep payment rates moving upward toward ensuring equal access. Note: Per the preamble (81 FR p. 67512), in instances where an MRS or ACF pre-approved alternative methodology indicates that prices or costs have increased, Lead Agencies must raise their rates as a result.

As of July 4, 2021, all child care base rates are at or above the 25th percentile of the 2020 Market Rate Survey (MRS). This change was a result of the 2020 MRS results.

b) Describe how payment rates are adequate and have been established based on the **most recent MRS or alternative methodology** . Note: Per the preamble (81 FR 67512), in instances where a MRS or alternative methodology indicates that prices or costs have increased, Lead Agencies must raise their rates as a result.

Ohio's rates are determined based on the results of the most recent Market Rate Survey. Ohio pays an increased base rate of 4% for all programs participating in Step Up To Quality (SUTQ) and additional enhancements based on the programs star rating in SUTQ. The increased base rate gives the program additional funding to apply toward

structural, staffing and programming needs.

4.3.5 Describe how the Lead Agency took the cost of higher quality, as determined in 4.2.5, into account, including how payment rates for higher-quality care, as defined by the Lead Agency using a QRIS or other system of quality indicators, relate to the estimated cost of care at each level of quality. Note: For states without a QRIS, the states may use other quality indicators (e.g. provider status related to accreditation, PreK standards, Head Start performance standards, or state-defined quality measures).

Programs participating in Step Up To Quality (SUTQ) have a base rate that is 4% higher than the non-rated base rate. This SUTQ base rate is used as the base for calculating the SUTQ enhancements for each of the five-star rating level and are as follows: 1-star=5%; 2-star=18%; 3-star=21%; 4-star=29%; and 5-star=35%.

4.3.6 Identify and describe any additional facts that the Lead Agency considered in determining its payment rates ensure equal access. If applicable, provide a description of how any additional health and safety costs, because of the COVID-19 pandemic are included in rate setting.

NA

4.4 Implement Generally Accepted Payment Practices and Ensure Timeliness of Payments

4.4 Implement Generally Accepted Payment Practices and Ensure Timeliness of Payments

Lead Agencies are required to demonstrate that they have established payment practices applicable to all CCDF child care providers that include ensuring the timeliness of payments by either (1) paying prospectively prior to the delivery of services or (2) paying within no more than

21 calendar days of the receipt of a complete invoice for services. To the extent practicable, the Lead Agency must also support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by (1) paying based on a child's enrollment rather than attendance, (2) providing full payment if a child attends at least 85 percent of the authorized time, (3) providing full payment if a child is absent for 5 or fewer days in a month, or (4) using an alternative approach for which the Lead Agency provides a justification in its Plan (658E(c)(2)(S)(ii); 98.45(l)(2)).

Lead Agencies are required to use CCDF payment practices that reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF-funded assistance. Unless a Lead Agency is able to demonstrate that the following policies are not generally accepted in its particular state, territory, or service area or among particular categories or types of providers, Lead Agencies must (1) pay providers based on established part-time or full-time rates rather than paying for hours of service or smaller increments of time and (2) pay for reasonable, mandatory registration fees that the provider charges to private-paying parents (658E(c)(2)(S); 98.45(l)(3)). Responses may also identify any additional health and safety fees providers are charging as a result of COVID-19.

In addition, there are certain other generally accepted payment practices that are required. Lead Agencies are required to ensure that child care providers receive payment for any services in accordance with a payment agreement or an authorization for services, ensure that child care providers receive prompt notice of changes to a family's eligibility status that could impact payment, and establish timely appeal and resolution processes for any payment inaccuracies and disputes (98.45(l)(4) through (6); 658E(c)(2)(S)(ii); 98.45(l)(4); 98.45(l)(5); 98.45(l)(6)).

4.4.1 Certify by identifying and describing the payment practices below that the Lead Agency has implemented for all CCDF child care providers.

a. Ensure the timeliness of payments by either (Lead Agency to implement at least one of the following):

- i. Paying prospectively prior to the delivery of services.

Describe the policy or procedure.

NA

- ii. Paying within no more than 21 calendar days of the receipt of a complete invoice for services.

Describe the policy or procedure.

Providers must ensure that the caretakers have tracked attendance for payment within four weeks of services being provided and are responsible for submitting the attendance. If the attendance is not submitted, the Ohio Department of Job and Family Services automatically pulls the attendance for payment. Payment processing is approximately one week and then payments are electronically transferred to the provider's identified bank account. Payment is made to programs 7 - 10 business days after the invoice is electronically submitted.

b. To the extent practicable, support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by: (Note: The Lead Agency is to choose at least one of the following):

i. Paying based on a child's enrollment rather than attendance.

Describe the policy or procedure.

NA

ii. Providing full payment if a child attends at least 85 percent of the authorized time.

Describe the policy or procedure.

Ohio provides full payment when a child attends at least 41% of the time for a full-time category of authorization and 28% of the time for a part-time category of authorization.

iii. Providing full payment if a child is absent for five or fewer days in a month.

Describe the policy or procedure.

NA

iv. Use an alternative approach for which the Lead Agency provides a justification in its Plan.

If chosen, please describe the policy or procedure and the Lead Agency's justification for this approach.

NA

c. The Lead Agency's payment practices reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF subsidies. These payment practices must include the following two practices unless the Lead Agency provides evidence that such practices are not generally accepted in its state (658E(c)(2)(S); 98.45(l)(3)).

i. Paying on a part-time or full-time basis (rather than paying for hours of service or smaller increments of time).

Describe the policy or procedure and include a definition of the time increments (e.g., part time, full-time).

Providers can access payment information via the automated time, attendance and payment (TAP) system. Payments are made via electronic fund transfer to the provider's reported bank account. Families who are receiving publicly funded child care are required to record their child's attendance in the automated system which results in payment to the provider.

Payment is issued timely, once a child is authorized and care is received, in one of the following categories:

1) hourly rate is paid for services provided from 1-6.9 hours (hourly authorization category)

2) part time rate is paid for services provided from 7 - 24.9 hours (part time authorization category)

3) full time rate is paid for services provided from 25 to 60 hours (full time authorization category).

4) full time plus is paid for services over 60 hours and is the full time rate plus the hourly rate for time over 60 hours (full time plus authorization category)

Ohio has these 4 payment categories for each setting. If a child is in care for fewer hours than the authorized category, the payment is issued based on the time the child is in care. ODJFS also provides for an enhanced payment rate for programs serving special needs children or programs operating during non-traditional hours.

The intent of the "hourly" category of authorization is for the following types of situations:

1. A child has a full time or part time authorization to a primary provider and needs a

second provider for just a few hours a week.

2. The child needs just before or just after school care each week.

3. The parent is self-employed and the authorization is determined by dividing income by federal minimum wage (income left after deducting work expenses). Often the reported income is so low that only a few hours can be authorized.

4. Wrap-around care for Head Start. Ohio does not layer funds but does allow providers to do wrap-around care to supplement the Head Start day. This is similar to the before/after care scenario - sometimes only a few hours are left unpaid in the day and child care can make up that difference.

ii. [Paying for reasonable mandatory registration fees that the provider charges to private-paying parents.](#)

[Describe the policy or procedure.](#)

Ohio pays a \$25 registration fee to programs that have a provider agreement in place to provide publicly funded child care (PFCC) services on January 1 of each year. The program will be paid a registration fee for each child receiving PFCC services who had at least one day of attendance in the previous calendar year. Additionally, the provider is not Ohio Page 137 of 304 permitted to ask a caretaker to pay the difference between the registration fee paid for the child by ODJFS and the provider's customary registration fee charge to the public when the customary registration fee is higher.

d. [The Lead Agency ensures that providers are paid in accordance with a written payment agreement or an authorization for services that includes, at a minimum, information regarding provider payment policies, including rates, schedules, any fees charged to providers, including fees related to COVID 19, and the dispute-resolution process. Describe:](#)

Programs electronically sign a provider agreement that includes information regarding provider payment policies, rates, schedules, and the dispute-resolution process. This signed provider agreement must be in place before the Ohio Department of Job and Family Services automated system will allow for attendance to be paid.

e. [The Lead Agency provides prompt notice to providers regarding any changes to the family's eligibility status that could impact payments, and such a notice is sent no later](#)

than the day that the Lead Agency becomes aware that such a change will occur.

Describe:

The provider can view future authorizations in the automated system up to 3 days in advance of the authorization begin date. Additionally, programs can run a report from the automated system that includes future authorizations. Changes could be to authorization level part-time/full-time), termination, change of authorization to another program or copayment change.

f. The Lead Agency has a timely appeal and resolution process for payment inaccuracies and disputes. Describe:

The Ohio Department of Job and Family Services (ODJFS) payment system allows programs to electronically submit a message to ODJFS the same day the program discovers the payment. ODJFS reviews and makes any appropriate adjustments to the payment within 30 days.

g. Other. Describe:

NA

4.4.2 Do payment practices vary across regions, counties, and/or geographic areas?

No, the practices do not vary across areas.

Yes, the practices vary across areas.

Describe:

4.4.3 Describe how Lead Agencies' payment practices described in subsection 4.4 support equal access to a full range of providers.

Ohio's payment practices allow for the provider participating in the publicly funded child care (PFCC) program to receive payment weekly, if they choose. Ohio's automated Time, Attendance and Payment (TAP) system allows families to easily check children participating in the PFCC program in and out, recording time in attendance. The program can submit this attendance weekly or the system will collect it after four weeks from the last day of the

service week child care was provided. The TAP system calculates payments within a week. The TAP system is easy to use for families and programs and eases the administrative burden to the program. Having the TAP system has encouraged more programs to participate in the PFCC program. Programs are issued a free tablet for every 50 children enrolled in the PFCC program for families to record attendance.

4.5 Establish Affordable Co-Payments

Family co-payments are addressed in Section 3 related to minimum 12-month eligibility and the graduated phase-out provision and also in this subsection, because they are an important element for determining equal access. If a Lead Agency allows providers to charge amounts more than the required family co-payments, the Lead Agency must provide a rationale for this practice, including how charging such additional amounts will not negatively impact a family's ability to receive care they might otherwise receive, taking into consideration a family's co-payment and the provider's payment rate.

4.5.1 How will the Lead Agency ensure that the family contribution/co-payment, based on a sliding-fee scale, is affordable and is not a barrier to families receiving CCDF services (98.16 (k))? Check all that apply

- a. Limit the maximum co-payment per family.

Describe: .

The family copayment is calculated on a sliding fee scale. Families below 100% of the federal poverty level (FPL) have no copayment. Families between 101% - 200% increase from 7% of their income to 8.75% of income. After 200% FPL, the copayment increases more dramatically, capping out at 27% of income for 295% and 300% FPL.

- b. Limit the combined amount of co-payment for all children to a percentage of family income. List the percentage of the co-payment limit and

- c. Minimize the abrupt termination of assistance before a family can afford the full cost of care ('the cliff effect') as part of the graduated phase-out of

assistance discussed in 3.2.5.

Families over 200% federal poverty level (FPL) pay a larger portion of their income for child care, starting at 9% and capping out at 27% of income for 295% and 300% FPL. These copayments are closer to the amount per child the families will pay once they are no longer eligible for publicly funded child care.

d. Other.

Describe:

4.5.2. Does the Lead Agency choose the option to allow providers to charge families additional amounts above the required co-payment in instances where the provider's price exceeds the subsidy payment (98.45(b)(5))?

No

Yes. If yes:

i. Provide the rationale for the Lead Agency's policy to allow providers to charge families additional amounts above the required co-payment, including a demonstration of how the policy promotes affordability and access for families.

ii. Provide data (including data on the size and frequency of such amounts) on the extent to which CCDF providers charge additional amounts to families.

iii. Describe the Lead Agency's analysis of the interaction between the additional amounts charged to families with the required family co-payment, and the ability of current subsidy payment rates to provide access to care without additional fees.

5 Establish Standards and Monitoring Processes to Ensure the Health and Safety of Child Care Settings

Lead Agencies are required to certify that there are in effect licensing requirements applicable to all child care services in the state/territory, which supports the health and safety of all children in child care. States and territories may allow licensing exemptions. Lead Agencies must describe how such licensing exemptions do not endanger the health, safety, and development of CCDF children in license-exempt care (98.16 (u)).

Lead Agencies also must certify that there are in effect health and safety standards and training requirements applicable to providers serving CCDF children whether they are licensed or license-exempt. These health and safety requirements must be appropriate to the provider setting and age of the children served, must include specific topics and training on those topics, and are subject to monitoring and enforcement procedures.

The organization of this section begins with a description of the licensing system for all child care providers in a state or territory and then moves to focus specifically on CCDF providers who may be licensed, or those exempt from licensing. The next section addresses child-staff ratios, group size limits, and required qualifications for caregivers, teachers, and directors (98.16(m)) serving CCDF children. The section then covers the health and safety requirements; standards, training, and monitoring and enforcement procedures to ensure that CCDF child care providers comply with licensing and health and safety requirements (98.16(n)). Finally, Lead Agencies are asked to describe any exemptions for relative providers (98.16(l)). In some cases, CCDF health and safety requirements may be integrated within the licensing system for licensed providers and may be separate for CCDF providers who are license-exempt. In either case, Lead Agencies are expected to identify and describe health and safety requirements for all providers receiving CCDF.

Note: When responding to questions in this section, the OCC recognizes that each state/territory identifies and defines its own categories of care. The OCC does not expect states/territories to change their definitions to fit the CCDF-defined categories of care. For these questions, provide responses that closely match the CCDF categories of care.

Criminal background check requirements are included in this section (98.16(o)). It is important

to note that these requirements apply to all child care staff members who are licensed, regulated, or registered under state/territory law and all other providers eligible to deliver CCDF services.

Note: When asked for citations, responses can include state statute, regulations, administrative rules, policy manuals or policy issuances. See the Introduction on page 4 for more detail.

5.1 Licensing Requirements

Each state/territory must certify it has in effect licensing requirements applicable to all child care services provided within the state/territory (not restricted to providers receiving CCDF funds) and provide a detailed description of these requirements and how the requirements are effectively enforced (658E(c)(2)(F)). If any types of providers are exempt from licensing requirements, the state/territory must describe those exemptions and describe how these exemptions do not endanger the health, safety, or development of children. The descriptions must also include any exemptions based on provider category, type, or setting; length of day; and providers not subject to licensing because the number of children served falls below a Lead Agency-defined threshold and any other exemption to licensing requirements (658E(c)(2)(F); 98.16(u); 98.40(a)(2)(iv)).

5.1.1 To certify, describe the licensing requirements applicable to child care services provided within the state/territory by identifying the providers in your state/territory that are subject to licensing using the CCDF categories listed below? Check, identify, and describe all that apply, and provide a citation to the licensing rule.

a. Center-based child care.

i. Identify the providers subject to licensing:

Ohio Department of Job and Family Services (ODJFS): The terms child day-care center and center mean any place in which child care or publicly funded child care is provided for thirteen or more children at one time or any place that is not the permanent residence of the licensee or administrator in which child care or publicly funded child care is provided for seven to twelve children at one time. In counting children for the purposes of this division, any children under six years of age who are related to a licensee, administrator, or employee and who are on the premises of the center shall be counted.

A person, firm, organization or agency operating any of the following programs is exempt from ODJFS licensure:

(1) A program caring for children that operates for two consecutive weeks or less and not more than six weeks total in each calendar year;

(2) Caring for children in places of worship during religious activities while at least one parent, guardian, or custodian of each child is participating in such activities and is readily available;

(3) Supervised training, instruction, or activities of children in specific areas, including, but not limited to: art; drama; dance; music; athletic skills or sports; computers; or an educational subject conducted on an organized or periodic basis that a child does not attend for more than eight total hours per week;

(4) Programs in which the director determines that at least one parent, custodian, or guardian of each child who is not an employee of the facility engaged in employment duties is on the premises of the facility that offers care and is readily accessible at all times;

(5) Programs that provide care and are regulated by state departments other than the department of job and family services or the state board of education.

(6) Any preschool program or school child program, except a head start program, that is subject to licensure by the department of education under sections [3301.52](#) to [3301.59](#) of the Revised Code.

(7) Any program providing care that meets all of the following requirements and, on October 20, 1987, was being operated by a nonpublic school that holds a charter issued by the state board of education for kindergarten only:

(a) The nonpublic school has given the notice to the state board and the director of job and family services required by Section 4 of Substitute House Bill No. 253 of the 117th general assembly;

(b) The nonpublic school continues to be chartered by the state board for kindergarten, or receives and continues to hold a charter from the state board for kindergarten through grade five;

(c) The program is conducted in a school building;

(d) The program is operated in accordance with rules promulgated by the state board under section [3301.53](#) of the Revised Code.

(8) A youth development program operated outside of school hours to which all of the following apply:

- (a) The children enrolled in the program are under nineteen years of age and enrolled in or eligible to be enrolled in a grade of kindergarten or above.
- (b) The program provides informal care, which is care that does not require parental signature, permission, or notice for the child receiving the care to enter or leave the program.
- (c) The program provides any of the following supervised activities: educational, recreational, culturally enriching, social, and personal development activities.
- (d) The entity operating the program is exempt from federal income taxation pursuant to 26 U.S.C. 501(a) and (c)(3).

(9) A preschool program operated by a nonchartered, nontax-supported school if the preschool program meets all of the following conditions:

- (a) The program complies with state and local health, fire, and safety laws.
- (b) The program annually certifies in a report to the parents of its pupils that the school is in compliance with division (B)(9)(a) of this section and files a copy of the report with the department of job and family services on or before the thirtieth day of September of each year.
- (c) The program complies with all applicable reporting requirements in the same manner as required by the state board of education for nonchartered, nonpublic primary and secondary schools.
- (d) The program is associated with a nonchartered, nontax-supported primary or secondary school.

(10) A program that provides activities for children who are five years of age or older and is operated by a county, township, municipal corporation, township park district created under section [511.18](#) of the Revised Code, park district created under section [1545.04](#) of the Revised Code, or joint recreation district established under section [755.14](#) of the Revised Code.

Ohio Department of Education: All preschool programs operated by public schools, eligible community schools, Educational Service Centers, Boards of Developmental Disabilities and chartered nonpublic schools with multiple grade levels must be licensed. All school age childcare programs operated by public schools, community schools, Educational Service Centers, Boards of Developmental Disabilities, and chartered nonpublic schools with multiple grade levels that receive funding must be licensed.

ii. Describe the licensing requirements:

The Ohio Department of Job and Family Services child care center rules include: definitions; application/amendments; compliance inspection/complaint investigation;

building, fire and food service licensure; denial, revocation and suspension; procedure for operating under a provisional license; administrator responsibilities, requirements and qualifications; employee and child care staff member requirements; background check requirements; training and professional development; indoor and outdoor space; safe and sanitary equipment and environment; transportation and field trips safety, child records/immunizations; emergency and health related plans; programming and materials; group size and ratios; supervision and guidance; sleeping and napping; evening and overnight care; meal preparation and nutritional requirements; infant care and diaper care; swimming and water safety; and medication administration, food supplements and medical foods.

The Ohio Department of Education preschool (birth - age 5 not in Kindergarten) rules include: licensure/monitoring, programming, staff, facility, equipment and supplies, policies /procedures, child file information, school food, behavior management/ discipline, management of communicable disease and diapering requirements. School age childcare (age 5 -15 yrs. not enrolled in high school) rules include: staff, facility, program, health /safety, nutrition, management of communicable disease, discipline, policies/procedures, licensure/monitoring, and complaint investigation requirements.

iii. Provide the citation:

ODJFS Child Care Center: Chapter 5101:2-12-01 of the Ohio Administrative Code (OAC) and section 5104.01 Ohio Revised Code

ODE

School age childcare Chapter 3301-3-01 OAC

Preschool program licensing Chapter 3301-37-01 OAC

b. Family child care. Describe and provide the citation:

i. Identify the providers subject to licensing:

Family care is a type A home provider or type B home provider. Type A family day-care home and type A home mean a permanent residence of the administrator in which child care or publicly funded child care is provided for seven to twelve children at one time or a permanent residence of the administrator in which child care is provided for four to twelve children at one time if four or more children at one time are

under two years of age. In counting children for the purposes of this division, any children under six years of age who are related to a licensee, administrator, or employee and who are on the premises of the type A home shall be counted. If a type B home provider wishes to provide publicly funded child care, they must be licensed.

ii. Describe the licensing requirements:

Ohio Department of Job and Family Services family child care rules include: definitions; application/amendments; compliance inspection/complaint investigation; building, fire inspection requirements; denial, revocation and suspension; procedure for operating under a provisional license; provider responsibilities, requirements and qualifications; employee and child care staff member requirements; background check requirements; training and professional development; indoor and outdoor space; safe and sanitary equipment and environment; transportation and field trips safety, child records/immunizations; emergency and health related plans; programing and materials; group size and ratios; supervision and guidance; sleeping and napping; evening and overnight care; meal preparation and nutritional requirements; infant care and diaper care; swimming and water safety; medication administration, food supplements and medical foods; and county agency responsibilities.

iii. Provide the citation:

Rule 5101:2-13-01 Ohio Administrative Code

c. In-home care (care in the child's own) (if applicable):

i. Identify the providers subject to licensing:

ii. Describe the licensing requirements:

iii. Provide the citation:

5.1.2 Identify the CCDF-eligible providers who are exempt from licensing requirements. Describe exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors applicable to the exemption. Describe

how such exemptions do not endanger the health, safety, and development of children (658E (c)(2)(F); 98.40(a)(2)). Do not include exempt relative care providers, this information will be collected in Section 5.6.

a. License-exempt center-based child care. Describe and provide the citation by answering the questions below.

i. Identify the CCDF-eligible center-based child care providers who are exempt from licensing requirements. Describe the exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors applicable to the exemption:

An Approved Day Camp is exempt from licensure, but is approved by the Ohio Department of Job and Family Services (ODJFS) and must be accredited by the American Camp Association (ACA) or be accredited by any nationally recognized organization that accredits child day camps by using standards that the ODJFS has determined are substantially similar and comparable to those of the ACA. Child day camp means a program in which only school-age children attend or participate, that operates for no more than twelve hours per day and no more than fifteen weeks during the summer. For purposes of this division, the maximum twelve hours of operation time does not include transportation time from a child's home to a child day camp and from a child day camp to a child's home.

ii. Provide the citation to this policy:

Section 5104.01 of the Ohio Revised Code

iii. Describe how the exemptions for these CCDF-eligible providers do not endanger the health, safety, and development of children.

An Approved Day Camp is exempt from licensure, but is approved by the Ohio Department of Job and Family Services (ODJFS) and must be accredited by the American Camp Association (ACA) or be accredited by any nationally recognized organization that accredits child day camps by using standards that the ODJFS has determined are substantially similar and comparable to those of the ACA. Camps follow ACA requirements in addition to the ODJFS regulations which include: definitions, requirements for registrations and application for approval; compliance inspection and complaint investigations; administrator, counselors and employee

requirements; background checks; staff orientation, training and professional development; supervision; emergency, disaster and health related plans; medication and special health conditions; child immunizations (in rule in the Fall of 2021); transportation and field trip; and safe and sanitary.

b. License-exempt family child care. Describe and provide the citation by answering the questions below.

i. Identify the CCDF-eligible family child care providers who are exempt from licensing requirements. Describe the exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors applicable to the exemption:

NA

ii. Provide the citation to this policy:

NA

iii. Describe how the exemptions for these CCDF-eligible providers do not endanger the health, safety, and development of children.

NA

c. In-home care (care in the child's own home by a non-relative): Describe and provide the citation by answering the questions below.

i. Identify the CCDF-eligible in-home child care (care in the child's own home by a non-relative) providers who are exempt from licensing requirements. Describe the exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors applicable to the exemption.

In-home aides are exempt from licensure but must be certified. In-Home Aide (IHA) means a person who does not reside with the child but provides publicly funded child care to a child in the child's own home. The child's home will be inspected by the parent, IHA and the county agency. Only children authorized to the caretaker in that home along with up to two of the in-home aide's own children may be cared for by the in-home aide, for a total of 6 children (group size to be effective in rule in the fall 2021).

ii. Provide the citation to this policy:

Chapter 5101:2-14-01 of the Ohio Administrative Code

iii. Describe how the exemptions for these CCDF-eligible providers do not endanger the health, safety, and development of children.

In-home aides are exempt from licensure but must be certified. Care may be provided in the child's own home by a certified in-home aide. Only children authorized to the caretaker in that home along with up to two of the in-home aide's own children may be cared for by the in-home aide. Certification requirements include: definitions; application and approval for certification; qualifications; background check; in-home aide responsibilities; safe and sanitary requirements; transportation and field trip; child records/immunizations, professional development; emergency procedures; county agency responsibilities for issuance and renewal of certification and compliance inspections and complaint investigations. In-home aides are monitored by the certifying county agency and the parents of the children in care. The parent and in-home aide jointly complete assurances that describe the type of care to be provided and parent expectations. The assurances must be updated annually and provided to the county agency as part of the certification and renewal process. The county agency inspects the in-home aide annually.

5.2 Standards for Ratios, Group Size and Qualifications for CCDF Providers

Lead Agencies are required to have child care standards for providers receiving CCDF funds, appropriate to the type of child care setting involved, that address appropriate ratios between the number of children and number of providers in terms of the age of the children, group size limits for specific age populations, and the required qualifications for providers (658E(c)(2)(H); 98.41(d); 98.16(m)). For ease of responding, this section is organized by CCDF categories of care, licensing status, and age categories. Respondents should map their Lead Agency categories of care to the CCDF categories. Exemptions for relative providers will be addressed in subsection 5.6.

5.2.1 Describe how the state/territory defines the following age classifications. For instance, Infant: 0-18 months.

a. Infant. Describe:

Infant means a child less than eighteen months of age

b. Toddler. Describe:

Toddler means a child who is at least eighteen months of age but less than three years of age.

c. Preschool. Describe:

Ohio Department of Job and Family Services preschool child means a child who is at least three years old, or is four or five years old, but is not age eligible to be enrolled in a grade of kindergarten or above.

Ohio Department of Education means a child who has not entered kindergarten and is not of compulsory school age as defined in section 3321.01 of the Revised Code.

d. School-Age. Describe:

Ohio Department of Job and Family Services school child means a child who is enrolled in or is eligible to be enrolled in a grade of kindergarten or above, but is less than fifteen years old.

Ohio Department of Education: means a child who is in kindergarten or age six and of compulsory school age according to the entry date determined by the school district in section 3321.01 of the Revised Code.

5.2.2 To demonstrate continued compliance, provide the ratio and group size for settings and age groups below.

a) Licensed CCDF center-based care

i. Infant

A. Ratio:

Ratio for birth to under twelve months is one staff member to five infants or two staff members to twelve infants in the same room. Ratio for 12 months to 18 months is one staff member to six infants.

B. Group size:

12

ii. Toddler

A. Ratio:

Ratio for 18 months to under two and one-half years is one staff member to seven toddlers. Ratio for two and one-half years to under three years is one staff member to eight toddlers.

B. Group size:

Group size for 18 months to under two and one-half years is up to 14 toddlers. Group size for two and one-half years to under three years is up to 16 toddlers.

iii. Preschool

A. Ratio:

Ratio for three years is one staff member to 12 preschoolers. Ratio for four and five years is one staff member to 14 preschoolers.

B. Group size:

Group size for three years is up to 24. Group size for four and five years is up to 28.

iv. School-age

A. Ratio:

Ratio for Kindergarten to 11 years is one staff member to 18 school-agers. Ratio for 11 years to 14 years is one staff member to 20 school-agers. Additionally, school-age children may transition to the school-age group at the conclusion of the school

year before Kindergarten and be counted as school-agers for ratio.

B. Group size:

Group size for Kindergarten to 11 years is up to 36 school-agers. Group size for 11 years to 14 years is up to 40 school-agers.

v. Mixed-Age Groups (if applicable)

A. Ratio:

Ohio Department of Job and Family Services: If two or more age groups are combined, the staff/child ratio shall be maintained for the age of the youngest child in the group. This includes when children are visiting the next older age group for transitioning purposes. If no more than one child two and one-half years of age or older is permanently assigned to a group in which all other children are in the next older group, the staff/child ratio and maximum group size shall be determined by the older children. All age groups may be combined when there are twelve or fewer children in the center.

Ohio Department of Education: the age of the youngest child determines the ratio.

B. Group size:

The age of the youngest child determines the group size. If only one child at least 30 months of age is in the group, the maximum group size of the older children may be used.

vi. If any of the responses above are different for exempt child care centers, describe the ratio and group size requirements for license-exempt providers.

NA

5.2.2 To demonstrate continued compliance, provide the ratio and group size for settings and age groups below.

b. Licensed CCDF family child care home providers:

i. Mixed Groups

A. Ratio:

One staff member to six children, with no more than three under the age of two years.

B. Group size:

Type B small family child care home: six, with no more than three under the age of two years

Type A large family child care home: 12

ii. Infant

A. Ratio:

One provider to three infants, unless there is a second staff member present.

B. Group size:

3

iii. Toddler

A. Ratio:

One staff member for six toddlers.

B. Group size:

Type B small family child care home: six

Type A large family child care home: 12

iv. Preschool

A. Ratio:

One staff member to six preschool children.

B. Group size:

Type B small family child care home: six

Type A large family child care home: 12

v. School-age

A. Ratio:

One provider to six school-age children.

B. Group size:

Type B small family child care home: six

Type A large family child care home: 12

vi. If any of the responses above are different for exempt child care homes, describe the ratio and group size requirements for license-exempt family child care home providers.

NA

5.2.2 To demonstrate continued compliance, provide the ratio and group size for settings and age groups below.

c. Licensed in-home care (care in the child's own home):

i. Mixed Groups (if applicable)

A. Ratio:

B. Group size:

ii. Infant (if applicable)

A. Ratio:

B. Group size:

iii. Toddler (if applicable)

A. Ratio:

B. Group size:

iv. Preschool (if applicable)

A. Ratio:

B. Group size:

v. School-age (if applicable)

A. Ratio:

B. Group size:

vi. Describe the ratio and group size requirements for license-exempt in-home care.

The household's own children and no more than 2 of the In-Home Aide's children. Effective in the Fall 2021, a limitation of no more than 6 total children with no more than 3 under the age of 2 will be in rule.

5.2.3 Provide the teacher/caregiver qualifications for each category of care.

a. Licensed Center-Based Care

i. Describe the teacher qualifications for licensed CCDF center-based care, including any variations based on the ages of children in care:

Ohio Department of Job and Family Services: High School Diploma; 18 years of age unless enrolled in the second year or have completed the second year of an early childhood/child development career technical program; medical statement;

background check; ongoing professional development, health and safety training; staff orientation training.

Ohio Department of Education: age, education (at least a high school diploma or GED)/certification/ experience, background checks, medical statements, in-service trainings, and orientation.

ii. Describe the director qualification for licensed CCDF center-based care, including any variations based on the ages of children in care or the number of staff employed:

Ohio Department of Job and Family Services: A child care administrator shall be 18 years of age; medical statement; background check; ongoing professional development, health and safety training; staff orientation training; completed a high school education and a combination of education and/or experience. This includes a HS diploma and one of the following: degree, teaching license, Montessori credential college courses in child development with two year of training, the Ohio Administrator Credential, Ohio School-Age Administrator Credential or a Career Pathways Level 3. Other options are a combination of two years experience and one of the following: Career Pathways Level 2, Career Pathways Level 1 and within a year a Career Pathways Level 2, four courses in child development, CDA credential, promoted from within the program with four courses in Child Development and a Career Pathways Level 2.

Ohio Department of Education: certification/educator licensure, background checks, medical statements in-service trainings and orientation.

iii. If any of the responses above are different for license-exempt child care centers, describe which requirements apply to exempt centers:

An Approved Day Camp junior counselor can be 16 years of age. The day camp administrator is not required to have a combination of education and/or experience as is required for licensed child care centers.

iv. If applicable, provide the website link detailing the center-based teacher and director qualifications.

Ohio Department of Job and Family Services: [2-12-07APXA.pdf \(ohio.gov\)](#) ; [ODJFS](#)

[eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-08 Employee and Child Care Staff Member Requirements in a Licensed Child Care Center \(ohio.gov\)](#)

Ohio Department of Education: <http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing> <http://education.ohio.gov/Topics/Early-Learning/School-Age-Child-Care-Licensing>

b. Licensed Family Child Care

i. Describe the provider qualifications for licensed family child care homes, including any variations based on the ages of children in care:

High School Diploma; 18 years of age; medical statement; background check; ongoing professional development, health and safety training; staff orientation training. There are no variations based on ages of the children in care.

ii. If any of the responses above are different for license-exempt family child care homes, describe which requirements apply to exempt homes:

N/A - Ohio does not regulate exempt family child care homes.

iii. If applicable, provide the website link detailing the family child care home provider qualifications:

[ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-07 Provider Responsibilities, Requirements and Qualifications for a Licensed Family Child Care Provider \(ohio.gov\)](#); [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-08 Employees, Child Care Staff Members and Substitute Responsibilities and Qualifications for a Licensed Family Child Care Provider \(ohio.gov\)](#)

c. Regulated or registered In-home Care (care in the child's own home by a non-relative)

i. Describe the qualifications for licensed in-home child care providers (care in the child's own home) including any variations based on the ages of children in care:

NA

ii. If any of the responses above are different for license-exempt in-home care providers, describe which requirements apply to exempt in-home care providers: The certified in-home aide shall be at 18 years of age; medical statement; background check; ongoing professional development, health and safety training; pre-certification orientation training. and have completed a high school education.

5.3 Health and Safety Standards and Training for CCDF Providers

5.3 Health and Safety Standards and Training for CCDF Providers

The state/territory must describe its requirements for pre-service or orientation training and ongoing training. Lead Agencies are required to have minimum pre-service or orientation training requirements (to be completed within 3 months), as appropriate to the provider setting and the age of children served. This training must address the required health and safety topics (658E(c)(2)(l)(i) and the content area of child development. Lead Agencies have flexibility in determining the number of training hours to require, and they may consult with Caring for our Children Basics for best practices and the recommended time needed to address these training requirements.

Lead Agencies must also have ongoing training requirements for caregivers, teachers, and directors who are caring for children receiving CCDF funds (658E(c)(2)(l)(i); 98.44(b)(1)(iii)). Lead Agencies are to report the total number of ongoing training hours that are required each year, but they do not have to report these hours out by topic (658E(c)(2)(G)(iii)). Ongoing training requirements will be addressed in 5.3.13.

Both preservice/orientation and ongoing trainings should be a part of a broader systematic approach and progression of professional development (as described in section 6) within a state/territory.

States and territories must have health and safety standards

for programs (e.g., child care centers, family child care homes, etc.) serving children receiving CCDF assistance relating to the required health and safety topics as appropriate to the provider setting and age of the children served (98.41(a)). This requirement is applicable to all child care

programs receiving CCDF funds regardless of licensing status (i.e., licensed or license-exempt). The only exception to this requirement is for relative providers, as defined in 98.2. Lead Agencies have the option of exempting relatives from some or all CCDF health and safety requirements (98.42(c)). Exemptions for relative providers' standards and training requirements will be addressed in question 5.6.3.

To certify, describe the following health and safety requirements for programs serving children receiving CCDF assistance on the following topics (98.16(l)) identified in questions 5.3.1 - 5.3.12. Note: Monitoring and enforcement will be addressed in subsection 5.4.

5.3.1 Prevention and control of infectious diseases (including immunizations) health and safety standards and training requirements.

a. Standard(s)

i. Provide a brief description of the standard(s). This description should identify the practices which must be implemented by child care programs.

A staff member trained to recognize communicable disease must observe children as they enter the group. Children exhibiting signs or symptoms must be isolated and discharged following details in the rule. A communicable disease chart must be readily available for parents and staff for reference. Children must be immunized and must have a medical statement signed by an approved individual. School-age children do not need immunization and/or a medical statement on file if they are enrolled in a public school.

ii. Describe any variations in the standard(s) by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), and the age of the children in care.

Because certified in-home aides typically only care for the children of 1 family, there is not a requirement to isolate and discharge a child exhibiting symptoms of a communicable disease. Children in care are required to have immunizations on file, unless the child is a school-age child enrolled in public school.

iii. The Lead Agency must certify that the identified health and safety standard(s) is(are) in effect and enforced through monitoring. Provide the citation(s) for the standard(s), including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

In-Home Aides [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-04 In-home aide responsibilities and assurances \(ohio.gov\)](#)

Child Care Center [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-16 Emergency and Health-Related Plans for a Licensed Child Care Center \(ohio.gov\)](#) and [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-15 Child Record Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family child care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-16 Emergency and Health-Related Plans for a Licensed Family Child Care Provider \(ohio.gov\)](#) and [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-15 Child Record Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-10 Emergency, disaster and health-related plans for an approved child day camp \(ohio.gov\)](#)

Ohio Department of Education

Preschool: [Rule 3301-37-07 - Ohio Administrative Code | Ohio Laws](#) D4 (Immunizations) and D7 (Staff training); [Rule 3301-37-08 - Ohio Administrative Code | Ohio Laws](#) B2 (Child health records); [Rule 3301-37-11 - Ohio Administrative Code | Ohio Laws](#) (Management of Communicable disease),

School age: [Rule 3301-32-03 - Ohio Administrative Code | Ohio Laws](#) H (Trained staff), [Rule 3301-32-08 - Ohio Administrative Code | Ohio Laws](#) (Management of Communicable disease); [Rule 3301-32-08 - Ohio Administrative Code | Ohio Laws](#) (Child records)

b. Pre-Service and Ongoing Training

i. Provide the citation(s) for these training requirements, including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#)

In-Home Aid: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

Ohio Department of Education: The "Clarifying and Revising Guidance" memo (page 2) explains the Preschool and School age childcare pre-service orientation requirement. The memo can be found under the Resources column here: [Preschool Licensing | Ohio Department of Education](#) and under the Resources column here: [School Age Child Care Licensing | Ohio Department of Education](#). The memo was sent to all preschool and School age childcare programs licensed by the Ohio Department of Education. ODE rules are being updated to include this requirement with an effective date of Fall 2021

ii. Describe any variations in training requirements for the standard(s). Do training requirements vary by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), or the age of the children in care?

The in-home aide, type A and type B provider must complete pre-service training on this topic before becoming certified/licensed. Child care center, day camp, type A and type B rules allow 30 days for staff to complete the staff orientation but staff cannot be left alone with children until it is completed.

iii. To demonstrate compliance, certify by checking below how the state/territory requires this training topic be completed by providers during either pre-service or during an orientation period within three (3) months of hire.

Pre-Service

Orientation within three (3) months of hire

iv. Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?

Yes

No

v. How do providers receive updated information and/or training regarding the standard(s)? This description should include methods to ensure that providers are able to maintain and update the health and safety practices as described in the standards above.

Ohio Department of Job and Family Services: Updates on information and training regarding the health and safety of the children and staff within the program is sent through the electronic rules manual. This information is also shared with the county agencies, stakeholders, and child care resource and referral agencies. Upcoming policy changes are also posted to the public facing website: [Child Care Rules and Forms | Early Learning and Development | Ohio Department of Job and Family Services](#). From this link, programs can sign up to receive Clearance notifications on proposed rule changes. Additional information and links to the Ohio Professional Registry, which houses the pre-licensing/staff orientation, can be found here: [Early Learning and Development | Ohio Department of Job and Family Services](#)

Ohio Department of Education: All programs are notified of rule changes and updated policy requirements through emails and the "Latest news" updates post on the Ohio Department of Education's preschool and School age childcare webpages. Preschool page: <http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing> School age childcare page: <http://education.ohio.gov/Topics/Early-Learning/School-Age-Child-Care-Licensing>

5.3.2 Prevention of sudden infant death syndrome and the use of safe-sleep practices.

a. Standard(s)

i. Provide a brief description of the standard(s). This description should identify the practices which must be implemented by child care programs.

Ohio Department of Job and Family Services: Rule details restrictions on items in cribs and includes permissible crib sizes, back to sleep requirements and physician waiver options. Additionally, all children are required to be on their own individual crib/cot/mat for sleeping and must be supervised while napping. Infants under twelve months old shall be placed on their backs to sleep unless the parent provides written authorization on the JFS 01235 "Sleep Position Waiver Statement for Child Care" signed by the child's physician. Safe sleep draft (to be effective Fall 2021)

Ohio Department of Education (ODE): Infants under twelve months old are to be placed on their backs to sleep unless the parent provides written documentation signed by the child's physician, for an alternative position. Infants who can roll from back to front and front to back are to be placed initially on their back for sleeping but allowed to remain in a position they prefer. All preschool programs are to comply with the Ohio Department of Health safe sleep procedures. ODE rules to be effective in the Fall of 2021

ii. Describe any variations in the standard(s) by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), and the age of the children in care.

This is not applicable to day camps since they only serve school-age children.

iii. The Lead Agency must certify that the identified health and safety standard(s) is(are) in effect and enforced through monitoring. Provide the citation(s) for the standard(s), including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-20 Sleeping and Napping](#)

[Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care Homes: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-20 Sleeping and Napping Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-04 In-home aide responsibilities and assurances \(ohio.gov\)](#)

Ohio Department of Education rules are being updated to include this requirement with an effective date in Fall 2021.

b. Pre-Service and Ongoing Training

i. Provide the citation(s) for these training requirements, including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services:

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#)

In-Home aid: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

Ohio Department of Education (ODE): The "Clarifying and Revising Guidance" memo (page 2) explains the Preschool and School age childcare pre-service orientation requirement. The memo can be found under the Resources column here: [Preschool Licensing | Ohio Department of Education](#) and under the Resources column here: [School Age Child Care Licensing | Ohio Department of Education](#). The memo was

sent to all preschool and School age childcare programs licensed by ODE. ODE rules are being updated to include this requirement with an effective date in Fall 2021

ii. Describe any variations in training requirements for the standard(s). Do training requirements vary by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), or the age of the children in care?

The in-home aide, type A and type B provider must complete pre-service training on this topic before becoming certified/licensed. Child care center, type A and type B rules allow 30 days for staff to complete the staff orientation but staff cannot be left alone with children until it is completed.

iii. To demonstrate compliance, certify by checking below how the state/territory requires this training topic be completed by providers during either pre-service or during an orientation period within three (3) months of hire.

Pre-Service

Orientation within three (3) months of hire

iv. Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?

Yes

No

v. How do providers receive updated information and/or training regarding the standard(s)? This description should include methods to ensure that providers are able to maintain and update the health and safety practices as described in the standards above.

Ohio Department of Job and Family Services: Updates on information and training regarding the health and safety of the children and staff within the program is sent through the electronic rules manual. This information is also shared with the county agencies, stakeholders, and child care resource and referral agencies. Upcoming policy changes are also posted to the public facing website: [Child Care Rules and Forms | Early Learning and Development | Ohio Department of Job and Family Services](#). From this link, programs can sign up to receive Clearance notifications on proposed rule changes. Additional information and links to the Ohio Professional Registry, which houses the pre-licensing/staff orientation, can be found here: [Early Learning and Development | Ohio Department of Job and Family Services](#)

Ohio Department of Education: All programs are notified of rule changes and updated policy requirements through emails and the "Latest news" updates post on the Ohio Department of Education's preschool and School age childcare webpages. Preschool page: <http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing> School age childcare page: <http://education.ohio.gov/Topics/Early-Learning/School-Age-Child-Care-Licensing>

5.3.3 Administration of medication, consistent with standards for parental consent.

a. Standard(s)

i. Provide a brief description of the standard(s). This description should identify the practices which must be implemented by child care programs.

Ohio Department of Job and Family Services: The parent completes the Request for Administration of Medication form for prescription medications, nonprescription medicines containing codeine or aspirin, or nonprescription medication to be given longer than three consecutive days in a fourteen-day period and nonprescription medications, food supplements or medical foods. Medication cannot be administered without written parent consent on the prescribed form used by staff to document the administration of the medication. Regulations include safe storage of medication.

The Ohio Department of Education Preschool and School age childcare rules requires parents to provide physicians authorizations for any medication administered. Staff must complete medication administration training to administer any medication. Medication logs must be documented and kept on file for review

ii. Describe any variations in the standard(s) by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), and the age of the children in care.

Day camp rules do not require the ODJFS prescribed form to be used. The rule requires specific items to be included on the form allowing flexibility for camps to follow the American Camp Association standards.

iii. The Lead Agency must certify that the identified health and safety standard(s) is(are) in effect and enforced through monitoring. Provide the citation(s) for the standard(s), including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-25 Medication administration, food supplements and medical foods for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care Homes : [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-25 Medication Administration, Food Supplements and Medical Foods for a Licensed Family Child Care Provider \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-04 In-home aide responsibilities and assurances \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-11 Administering medication and caring for children with special health needs at an approved child day camp \(ohio.gov\)](#)

The Ohio Department of Education

School age: : [Rule 3301-32-06 - Ohio Administrative Code | Ohio Laws C \(administration\) F \(parental consent\)](#), [Rule 3301-32-10 - Ohio Administrative Code | Ohio Laws A 13 \(policy\)](#),

Preschool: [Rule 3301-37-07 - Ohio Administrative Code | Ohio Laws D4 c \(policy/procedure\)](#); [Rule 3301-37-08 - Ohio Administrative Code | Ohio Laws B 2 \(child's records\)](#)

b. Pre-Service and Ongoing Training

i. Provide the citation(s) for these training requirements, including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional](#)

[Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#)

In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

Ohio Department of Education (ODE): The "Clarifying and Revising Guidance" memo (page 2) explains the Preschool and School age childcare pre-service orientation requirement. The memo can be found under the Resources column here: [Preschool Licensing | Ohio Department of Education](#) and under the Resources column here: [School Age Child Care Licensing | Ohio Department of Education](#). The memo was sent to all preschool and School age childcare programs licensed by ODE. ODE rules are being updated to include this requirement with an effective date in Fall 2021

ii. Describe any variations in training requirements for the standard(s). Do training requirements vary by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), or the age of the children in care?

The in-home aide, type A and type B provider must complete pre-service training on this topic before becoming certified/licensed. Child care center, day camp, type A and type B rules allow 30 days for staff to complete the staff orientation but staff cannot be left alone with children until it is completed.

iii. To demonstrate compliance, certify by checking below how the state/territory requires this training topic be completed by providers during either pre-service or during an orientation period within three (3) months of hire.

Pre-Service

Orientation within three (3) months of hire

iv. Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?

Yes

No

v. How do providers receive updated information and/or training regarding the standard(s)? This description should include methods to ensure that providers are able to maintain and update the health and safety practices as described in the standards above.

Ohio Department of Job and Family Services: Updates on information and training regarding the health and safety of the children and staff within the program is sent through the electronic rules manual. This information is also shared with the county agencies, stakeholders, and child care resource and referral agencies. Upcoming policy changes are also posted to the public facing website: [Child Care Rules and Forms | Early Learning and Development | Ohio Department of Job and Family Services](#). From this link, programs can sign up to receive Clearance notifications on proposed rule changes. Additional information and links to the Ohio Professional Registry, which houses the pre-licensing/staff orientation, can be found here: [Early Learning and Development | Ohio Department of Job and Family Services](#)

5.3.4 Prevention of and response to emergencies due to food and allergic reactions.

a. Standard(s)

i. Provide a brief description of the standard(s). This description should identify the practices which must be implemented by child care programs.

Ohio Department of Job and Family Services: Programs are required to feed infants according to written plans from parents and only introduce new foods to infants after consulting with parents. For all ages, if a child has a known food allergy, the parent is required to complete a written Medical/Physical Care Plan detailing the allergy, symptoms to look for and action needed. There are also training requirements and a trained person must be onsite whenever the child is in care.

Ohio Department of Education: Programs are required to ask if a child has a known allergy. All staff are required to be aware of allergies and/or food reactions. Age-appropriate 1st aid training is required, which includes training on how to handle choking emergencies.

ii. Describe any variations in the standard(s) by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), and the age of the children in care.

NA

iii. The Lead Agency must certify that the identified health and safety standard(s) is(are) in effect and enforced through monitoring. Provide the citation(s) for the standard(s), including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-15 Child Record Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-15 Child Record Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#);

n-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-04 In-home aide responsibilities and assurances \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-11 Administering medication and caring for children with special health needs at an approved child day camp \(ohio.gov\)](#)

Ohio Department of Education

Preschool: [Rule 3301-37-07 - Ohio Administrative Code | Ohio Laws](#) D1 (awareness policy), D7 (first aid training); [Rule 3301-37-08 - Ohio Administrative Code | Ohio Laws](#) B 2 (child information)

School age: [Rule 3301-32-10 - Ohio Administrative Code | Ohio Laws](#)(F)

b. Pre-Service and Ongoing Training

i. Provide the citation(s) for these training requirements, including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#)

In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

Ohio Department of Education (ODE): The "Clarifying and Revising Guidance" memo (page 2) explains the Preschool and School age childcare pre-service orientation requirement. The memo can be found under the Resources column here: [Preschool Licensing | Ohio Department of Education](#) and under the Resources column here: [School Age Child Care Licensing | Ohio Department of Education](#). The memo was sent to all preschool and School age childcare programs licensed by ODE. ODE rules are being updated to include this requirement with an effective date in Fall 2021

ii. Describe any variations in training requirements for the standard(s). Do training requirements vary by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), or the age of the children in care?

The in-home aide, type A and type B provider must complete pre-service training on this topic before becoming certified/licensed. Child care center, day camp, type A and type B rules allow 30 days for staff to complete the staff orientation but staff cannot be left alone with children until it is completed.

iii. To demonstrate compliance, certify by checking below how the state/territory requires this training topic be completed by providers during either pre-service or during an orientation period within three (3) months of hire.

Pre-Service

Orientation within three (3) months of hire

iv. Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?

Yes

No

v. How do providers receive updated information and/or training regarding the standard(s)? This description should include methods to ensure that providers are able to maintain and update the health and safety practices as described in the standards above.

Ohio Department of Job and Family Services: Updates on information and training regarding the health and safety of the children and staff within the program is sent through the electronic rules manual. This information is also shared with the county agencies, stakeholders, and child care resource and referral agencies. Upcoming policy changes are also posted to the public facing website: [Child Care Rules and Forms | Early Learning and Development | Ohio Department of Job and Family Services](#). From this link, programs can sign up to receive Clearance notifications on proposed rule changes. Additional information and links to the Ohio Professional Registry, which houses the pre-licensing/staff orientation, can be found here: [Early Learning and Development | Ohio Department of Job and Family Services](#)

5.3.5 Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic.

a. Standard(s)

i. Provide a brief description of the standard(s). This description should identify the practices which must be implemented by child care programs.

Ohio Department of Job and Family Services: These rules outline the safe equipment and environment requirements to include indoor equipment, electrical hazards, playground equipment, weapons and firearms, carbon monoxide detectors, cleaning and sanitizing products, vehicular traffic, pet regulations and swimming and water safety requirements.

Ohio Department of Education: Building approvals from the local building authority must be submitted with program applications, unless the program serves kindergarten or older children in a school building. Indoor and outdoor spaces are reviewed for safety compliance during onsite inspections.

ii. Describe any variations in the standard(s) by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), and the age of the children in care.

Must have parental permission before infants and toddlers can use wading pools.

iii. The Lead Agency must certify that the identified health and safety standard(s) is(are) in effect and enforced through monitoring. Provide the citation(s) for the standard(s), including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-12 Safe Equipment and Environment for a Licensed Child Care Center \(ohio.gov\)](#) and [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-24 Swimming and water safety Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care Homes: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-12 Safe Equipment and Environment for a Licensed Family Child Care Provider \(ohio.gov\)](#) and [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-24 Swimming and Water Safety Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#);

n-Home Aids: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-05 Safe and sanitary Requirements for in-home aides \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-13 Safe and sanitary equipment and environment in an approved child day camp \(ohio.gov\)](#)

Ohio Department of Education

Preschool: <https://codes.ohio.gov/ohio-administrative-code/rule-3301-37-05>

School age: [Rule 3301-32-04 - Ohio Administrative Code | Ohio Laws \(J\)](#)

b. Pre-Service and Ongoing Training

i. Provide the citation(s) for these training requirements, including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#)

In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

Ohio Department of Education: The "Clarifying and Revising Guidance" memo (page 2) explains the Preschool and School age childcare pre-service orientation requirement. The memo can be found under the Resources column here: [Preschool Licensing | Ohio Department of Education](#) and under the Resources column here: [School Age Child Care Licensing | Ohio Department of Education](#). The memo was sent to all preschool and School age childcare programs licensed by ODE. ODE rules are being updated to include this requirement with an effective date in Fall 2021

ii. Describe any variations in training requirements for the standard(s). Do training requirements vary by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), or the age of the children in care?

The in-home aide, type A and type B provider must complete pre-service training on this topic before becoming certified/licensed. Child care center, day camp, type A and type B rules allow 30 days for staff to complete the staff orientation but staff cannot be left alone with children until it is completed.

iii. To demonstrate compliance, certify by checking below how the state/territory requires this training topic be completed by providers during either pre-service or during an orientation period within three (3) months of hire.

Pre-Service

Orientation within three (3) months of hire

iv. Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?

Yes

No

v. How do providers receive updated information and/or training regarding the standard(s)? This description should include methods to ensure that providers are able to maintain and update the health and safety practices as described in the standards above.

Ohio Department of Job and Family Services: Updates on information and training regarding the health and safety of the children and staff within the program is sent through the electronic rules manual. This information is also shared with the county agencies, stakeholders, and child care resource and referral agencies. Upcoming policy changes are also posted to the public facing website: [Child Care Rules and Forms | Early Learning and Development | Ohio Department of Job and Family Services](#). From this link, programs can sign up to receive Clearance notifications on proposed rule changes. Additional information and links to the Ohio Professional Registry, which houses the pre-licensing/staff orientation, can be found here: [Early Learning and Development | Ohio Department of Job and Family Services](#)

Ohio Department of Education: All programs are notified of rule changes and updated policy requirements through emails and the "Latest news" updates post on the Ohio

Department of Education's preschool and School age childcare webpages. Preschool page: <http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing> School age childcare page: <http://education.ohio.gov/Topics/Early-Learning/School-Age-Child-Care-Licensing>

5.3.6 Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.

a. Standard(s)

i. Provide a brief description of the standard(s). This description should identify the practices which must be implemented by child care programs.

Ohio Department of Job and Family Services: This standard is defined in the appendices to these rules: Prohibited Discipline Techniques. The appendix details techniques or practices that shall not be used by any child care staff member or employee as a means to control or discipline children. Shaking a baby is specifically and explicitly prohibited. All forms of abuse, including abusive head trauma are also prohibited.

Ohio Department of Education (ODE) preschool and school age childcare rules require staff to receive the written discipline policy upon hire, the policy must not allow shaking a child as a method of discipline. In addition, the ODE pre-service orientation training includes a module on child management techniques that stresses shaking a baby is not acceptable. Anyone left alone with children or used to meet ratio is expected to complete the training within 30 days of hire and prior to working alone with children.

ii. Describe any variations in the standard(s) by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), and the age of the children in care.

There are not requirements to prevent shaken baby syndrome for day camps since they only serve school-age children

iii. The Lead Agency must certify that the identified health and safety standard(s) is (are) in effect. Provide the citation(s) for the standard(s), including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-19 Supervision of Children and Child Guidance for a Licensed Child Care Center \(ohio.gov\)](#):

Family Child Care Homes: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-19 Supervision of Children and Child Guidance for a Licensed Family Child Care Provider \(ohio.gov\)](#):

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-04 In-home aide responsibilities and assurances \(ohio.gov\)](#):

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-09 Supervision of children and ratios for an approved child day camp \(ohio.gov\)](#)

Ohio Department of Education

Preschool: <https://codes.ohio.gov/ohio-administrative-code/rule-3301-37-10>.

School age: <https://codes.ohio.gov/ohio-administrative-code/rule-3301-32-09>

b. Pre-Service and Ongoing Training

i. Provide the citation(s) for these training requirements, including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and](#)

[professional development requirements for an approved child day camp \(ohio.gov\)](#)
In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

Ohio Department of Education: The "Clarifying and Revising Guidance" memo (page 2) explains the Preschool and School age childcare pre-service orientation requirement. The memo can be found under the Resources column here: [Preschool Licensing | Ohio Department of Education](#) and under the Resources column here: [School Age Child Care Licensing | Ohio Department of Education](#). The memo was sent to all preschool and School age childcare programs licensed by ODE. ODE rules are being updated to include this requirement with an effective date in Fall 2021

ii. Describe any variations in training requirements for the standard(s). Do training requirements vary by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), or the age of the children in care?

There are not requirements to prevent shaken baby syndrome for day camps and school-age programs since they only serve school-age children. The in-home aide, type A and type B provider must complete pre-service training on this topic before becoming certified/licensed. Child care center, type A and type B rules allow 30 days for staff to complete the staff orientation but staff cannot be left alone with children until it is completed.

iii. To demonstrate compliance, certify by checking below how the state/territory requires this training topic be completed by providers during either pre-service or during an orientation period within three (3) months of hire.

- Pre-Service
- Orientation within three (3) months of hire

iv. Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?

- Yes
- No

v. How do providers receive updated information and/or training regarding the standard(s)? This description should include methods to ensure that providers are

able to maintain and update the health and safety practices as described in the standards above.

Ohio Department of Job and Family Services: Updates on information and training regarding the health and safety of the children and staff within the program is sent through the electronic rules manual. This information is also shared with the county agencies, stakeholders, and child care resource and referral agencies. Upcoming policy changes are also posted to the public facing website: [Child Care Rules and Forms | Early Learning and Development | Ohio Department of Job and Family Services](#). From this link, programs can sign up to receive Clearance notifications on proposed rule changes. Additional information and links to the Ohio Professional Registry, which houses the pre-licensing/staff orientation, can be found here: [Early Learning and Development | Ohio Department of Job and Family Services](#)

5.3.7 Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)). Emergency preparedness and response planning (at the child care provider level) must also include procedures for evacuation; relocation; shelter-in-place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions.

a. Standard(s)

i. Provide a brief description of the standard(s). This description should identify the practices which must be implemented by child care programs.

Ohio Department of Job and Family Services: Programs have a disaster plan that outlines weather emergencies and natural disasters, indoor and outdoor lockdowns and evacuations, outbreaks and other epidemics, loss of power, water and heat and any other threatening situations. The plans include details for shelter in place or evacuation, assisting infants and children with special needs and/or health conditions,

reunification with parents, location of supplies and procedures for gathering supplies if sheltering in place, plans for transporting children or when on field or routine trip and training/reassignment of staff as appropriate. Rules also require that all employees and staff members are trained in these procedures (effective fall 2021).

Ohio Department of Education: Ohio Revised Code requires administrators of educational facilities to develop, adopt and submit comprehensive Emergency Management Plans to the Ohio Department of Public Safety (shifted from the Ohio Department of Education 3/24/21)

ii. Describe any variations in the standard(s) by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), and the age of the children in care.

NA

iii. The Lead Agency must certify that the identified health and safety standard(s) is(are) in effect and enforced through monitoring. Provide the citation(s) for the standard(s), including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-16 Emergency and Health-Related Plans for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care Homes: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-16 Emergency and Health-Related Plans for a Licensed Family Child Care Provider \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-04 In-home aide responsibilities and assurances \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-10 Emergency, disaster and health-related plans for an approved child day camp \(ohio.gov\)](#). .

Ohio Department of Education organizations must follow: <https://codes.ohio.gov/ohio-revised-code/section-5502.262> in addition Preschool rule: <https://codes.ohio.gov/ohio-administrative-code/rule-3301-37-07> and <https://codes.ohio.gov/ohio-administrative->

[code/rule-3301-37-04](https://codes.ohio.gov/ohio-administrative-code/rule-3301-37-04) letter (G). School age childcare rule <https://codes.ohio.gov/ohio-administrative-code/rule-3301-32-06> letter (E).

b. Pre-Service and Ongoing Training

i. Provide the citation(s) for these training requirements, including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#);

In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

Ohio Department of Education (ODE): The "Clarifying and Revising Guidance" memo (page 2) explains the Preschool and School age childcare pre-service orientation requirement. The memo can be found under the Resources column here: [Preschool Licensing | Ohio Department of Education](#) and under the Resources column here: [School Age Child Care Licensing | Ohio Department of Education](#). The memo was sent to all preschool and School age childcare programs licensed by ODE. ODE rules are being updated to include this requirement with an effective date in Fall 2021.

ii. Describe any variations in training requirements for the standard(s). Do training requirements vary by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), or the age of the children in care?

The in-home aide, type A and type B provider must complete pre-service training on this topic before becoming certified/licensed. Child care center, day camp, type A and

type B rules allow 30 days for staff to complete the staff orientation but staff cannot be left alone with children until it is completed.

iii. To demonstrate compliance, certify by checking below how the state/territory requires this training topic be completed by providers during either pre-service or during an orientation period within three (3) months of hire.

Pre-Service

Orientation within three (3) months of hire

iv. Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?

Yes

No

v. How do providers receive updated information and/or training regarding the standard(s)? This description should include methods to ensure that providers are able to maintain and update the health and safety practices as described in the standards above.

Ohio Department of Job and Family Services: Updates on information and training regarding the health and safety of the children and staff within the program is sent through the electronic rules manual. This information is also shared with the county agencies, stakeholders, and child care resource and referral agencies. Upcoming policy changes are also posted to the public facing website: [Child Care Rules and Forms | Early Learning and Development | Ohio Department of Job and Family Services](#). From this link, programs can sign up to receive Clearance notifications on proposed rule changes. Additional information and links to the Ohio Professional Registry, which houses the pre-licensing/staff orientation, can be found here: [Early Learning and Development | Ohio Department of Job and Family Services](#)

5.3.8 Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.

a. Standard(s)

i. Provide a brief description of the standard(s). This description should identify the practices which must be implemented by child care programs.

The storage of combustible materials is reviewed in the required fire inspections for centers, type A homes and day camps. Since type B homes do not have required fire inspections, this is covered in rule 5101:2-13-04. The rules require programs to follow standard precautions for the disposal of bio-containments and includes requirements for the safe storage of hazardous materials like cleaning supplies.

ii. Describe any variations in the standard(s) by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), and the age of the children in care.

NA

iii. The Lead Agency must certify that the identified health and safety standard(s) is(are) in effect and enforced through monitoring. Provide the citation(s) for the standard(s), including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-04 Building Department, Fire Inspection and Food Service Licensure for a Licensed Child Care Center \(ohio.gov\)](#), [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-12 Safe Equipment and Environment for a Licensed Child Care Center \(ohio.gov\)](#), [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-16 Emergency and Health-Related Plans for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-04 Building Department Inspection and Fire Inspection for a Licensed Family Child Care Provider \(ohio.gov\)](#), [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-12 Safe Equipment and Environment for a Licensed Family Child Care Provider \(ohio.gov\)](#), [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-16 Emergency and Health-Related Plans for a Licensed Family Child Care Provider \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-](#)

[Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-05 Safe and sanitary Requirements for in-home aides \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-03 Application for approved child day camps. \(ohio.gov\)](#), [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-10 Emergency, disaster and health-related plans for an approved child day camp \(ohio.gov\)](#), [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-13 Safe and sanitary equipment and environment in an approved child day camp \(ohio.gov\)](#)

Ohio Department of Education rules are being updated to include this requirement with an effective date in Fall 2021

b. Pre-Service and Ongoing Training

i. Provide the citation(s) for these training requirements, including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#)

In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

The Ohio Department of Education: The "Clarifying and Revising Guidance" memo (page 2) explains the Preschool and School age childcare pre-service orientation

requirement. The memo can be found under the Resources column here: [Preschool Licensing | Ohio Department of Education](#) and under the Resources column here: [School Age Child Care Licensing | Ohio Department of Education](#). The memo was sent to all preschool and School age childcare programs licensed by the Ohio Department of Education. ODE rules are being updated to include this requirement with an effective date in Fall 2021.

ii. Describe any variations in training requirements for the standard(s). Do training requirements vary by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), or the age of the children in care?

The in-home aide, type A and type B provider must complete pre-service training on this topic before becoming certified/licensed. Child care center, day camp, type A and type B rules allow 30 days for staff to complete the staff orientation but staff cannot be left alone with children until it is completed.

iii. To demonstrate compliance, certify by checking below how the state/territory requires this training topic be completed by providers during either pre-service or during an orientation period within three (3) months of hire.

- Pre-Service
- Orientation within three (3) months of hire

iv. Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?

- Yes
- No

v. How do providers receive updated information and/or training regarding the standard(s)? This description should include methods to ensure that providers are able to maintain and update the health and safety practices as described in the standards above.

Ohio Department of Job and Family Services: Updates on information and training regarding the health and safety of the children and staff within the program is sent through the electronic rules manual. This information is also shared with the county agencies, stakeholders, and child care resource and referral agencies. Upcoming policy changes are also posted to the public facing website: [Child Care Rules and Forms | Early Learning and Development | Ohio Department of Job and Family](#)

[Services](#). From this link, programs can sign up to receive Clearance notifications on proposed rule changes. Additional information and links to the Ohio Professional Registry, which houses the pre-licensing/staff orientation, can be found here: [Early Learning and Development | Ohio Department of Job and Family Services](#)

5.3.9 Precautions in transporting children (if applicable).

a. Standard(s)

i. Provide a brief description of the standard(s). This description should identify the practices which must be implemented by child care programs.

Ohio Department of Job and Family Services: These rules outline what shall be available on trips: signed permission slips, identification on each child (program name, address, and telephone number), first aid supplies, medical forms, etc. These rules also outline the requirements for ratio, supervision, drivers, vehicles, and inspections for vehicles when going on trips.

Ohio Department of Education: Bus transportation policies for all programs licensed by the Ohio Department of Education must include the [Ohio Public Transportation rules](#) for drivers and vehicles. In addition, preschool and school age child care program rules require: parent/guardian detailed permission forms, adequate first aid supplies, children's emergency medical/dental forms and at least one staff member trained in first aid to be included if field trips are conducted.

ii. Describe any variations in the standard(s) by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), and the age of the children in care.

Type B family child care homes who were licensed prior to the effective date of the rules are currently permitted to use converted cargo vans or passenger vans designed by the manufacturer to carry ten or more passengers. Type B family child care homes licensed after the effective date of the rules are not permitted to use converted cargo vans or passenger vans designed by the manufacturer to carry ten or more

passengers. Beginning January 1, 2022 all type B family child care homes are prohibited from using converted cargo vans or passenger vans designed by the manufacturer to carry ten or more passengers.

iii. The Lead Agency must certify that the identified health and safety standard(s) is(are) in effect and enforced through monitoring. Provide the citation(s) for the standard(s), including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-14 Transportation and Field Trip Safety for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care Homes: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-14 Transportation and Field Trip Safety for a Licensed Family Child Care Provider \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-12 Transportation and field trip safety for an approved child day camp \(ohio.gov\)](#);

In-Home aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-04 In-home aide responsibilities and assurances \(ohio.gov\)](#)

Ohio Department of Education

Preschool: <https://codes.ohio.gov/ohio-administrative-code/rule-3301-37-07> see (D) 8

School age: <https://codes.ohio.gov/ohio-administrative-code/rule-3301-32-10> see letter (A) 18 & 19.

All organizations under the Ohio Department of Education jurisdiction must also follow <https://codes.ohio.gov/ohio-administrative-code/chapter-3301-83>

b. Pre-Service and Ongoing Training

i. Provide the citation(s) for these training requirements, including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-14 Transportation and Field](#)

[Trip Safety for a Licensed Child Care Center \(ohio.gov\) ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care; [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-14 Transportation and Field Trip Safety for a Licensed Family Child Care Provider \(ohio.gov\)](#)

[ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#)
[ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-12 Transportation and field trip safety for an approved child day camp \(ohio.gov\)](#)

In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

Ohio Department of Education: The "Clarifying and Revising Guidance" memo (page 2) explains the Preschool and School age childcare pre-service orientation requirement. The memo can be found under the Resources column here: [Preschool Licensing | Ohio Department of Education](#) and under the Resources column here: [School Age Child Care Licensing | Ohio Department of Education](#). The memo was sent to all preschool and School age childcare programs licensed by ODE. ODE rules are being updated to include this requirement with an effective date in Fall 2021.

ii. Describe any variations in training requirements for the standard(s). Do training requirements vary by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), or the age of the children in care?

The in-home aide, type A and type B provider must complete pre-service training on this topic before becoming certified/licensed. Child care center, day camp, type A and type B rules allow 30 days for staff to complete the staff orientation but staff cannot be

left alone with children until it is completed.

iii. To demonstrate compliance, certify by checking below how the state/territory requires this training topic be completed by providers during either pre-service or during an orientation period within three (3) months of hire.

Pre-Service

Orientation within three (3) months of hire

iv. Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?

Yes

No

v. How do providers receive updated information and/or training regarding the standard(s)? This description should include methods to ensure that providers are able to maintain and update the health and safety practices as described in the standards above.

Ohio Department of Job and Family Services: Updates on information and training regarding the health and safety of the children and staff within the program is sent through the electronic rules manual. This information is also shared with the county agencies, stakeholders, and child care resource and referral agencies. Upcoming policy changes are also posted to the public facing website: [Child Care Rules and Forms | Early Learning and Development | Ohio Department of Job and Family Services](#). From this link, programs can sign up to receive Clearance notifications on proposed rule changes. Additional information and links to the Ohio Professional Registry, which houses the pre-licensing/staff orientation, can be found here: [Early Learning and Development | Ohio Department of Job and Family Services](#)

5.3.10 Pediatric first aid and pediatric cardiopulmonary resuscitation (CPR).

a. Standard(s)

i. Provide a brief description of the standard(s). This description should identify the practices which must be implemented by child care programs.

Ohio Department of Job and Family Services: Course content for CPR and first aid for all settings (centers, family child care and in-home aides and day camps): Follows guidelines, including topics outlined in rule, completed by an individual who meets trainer requirements, and is appropriate for all age groups the provider is currently serving. All chapters of rules are being updated, to be effective in the fall of 2021, to require all staff to receive training in first aid and CPR appropriate for the ages and developmental levels of the children served.

Ohio Department of Education rules are being updated to include this requirement with an effective date in Fall 2021 which will include programs to follow the Ohio Department of Job and Family Services' rule requirements.

ii. Describe any variations in the standard(s) by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), and the age of the children in care.

Centers shall have at least one child care staff member on-site trained in CPR and first aid. Day camps must have a staff member on site trained in CPR and first aid. Family child care providers and in-home aides must be trained prior to becoming licensed and certified, respectively. All chapters of rules are being updated, to be effective in the fall of 2021, to require all staff to receive training in first aid and CPR appropriate for the ages and developmental levels of the children served.

iii. The Lead Agency must certify that the identified health and safety standard(s) is(are) in effect and enforced through monitoring. Provide the citation(s) for the standard(s), including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care Homes: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications](#)

[for certification as an in-home aide \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#)

Ohio Department of Education rules are being updated to include this requirement with an effective date in Fall 2021.

b. Pre-Service and Ongoing Training

i. Provide the citation(s) for these training requirements, including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#)

In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

Ohio Department of Education (ODE): The "Clarifying and Revising Guidance" memo (page 2) explains the Preschool and School age childcare pre-service orientation requirement. The memo can be found under the Resources column here: [Preschool Licensing | Ohio Department of Education](#) and under the Resources column here: [School Age Child Care Licensing | Ohio Department of Education](#). The memo was sent to all preschool and School age childcare programs licensed by ODE. ODE rules are being updated to include this requirement with an effective date in Fall 2021.

ii. Describe any variations in training requirements for the standard(s). Do training requirements vary by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), or the age of the children in care?

Centers and day camps shall have at least one child care staff member on-site trained in CPR and first aid appropriate for the ages of children in care. Family child care requires the provider, child care staff member and substitutes (prior to being left alone with children) be trained in CPR and first aid appropriate for the ages of children in care. An In-Home Aide must have training in CPR and first aid prior to becoming certified.

iii. To demonstrate compliance, certify by checking below how the state/territory requires this training topic be completed by providers during either pre-service or during an orientation period within three (3) months of hire.

Pre-Service

Orientation within three (3) months of hire

iv. Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?

Yes

No

v. How do providers receive updated information and/or training regarding the standard(s)? This description should include methods to ensure that providers are able to maintain and update the health and safety practices as described in the standards above.

Ohio Department of Job and Family Services: Updates on information and training regarding the health and safety of the children and staff within the program is sent through the electronic rules manual. This information is also shared with the county agencies, stakeholders, and child care resource and referral agencies. Upcoming policy changes are also posted to the public facing website: [Child Care Rules and Forms | Early Learning and Development | Ohio Department of Job and Family Services](#). From this link, programs can sign up to receive Clearance notifications on proposed rule changes. Additional information and links to the Ohio Professional Registry, which houses the pre-licensing/staff orientation, can be found here: [Early Learning and Development | Ohio Department of Job and Family Services](#)

Ohio Department of Education: All programs are notified of rule changes and updated policy requirements through emails and the "Latest news" updates post on the Ohio Department of Education's preschool and School age childcare webpages. Preschool page: <http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing> School age childcare page: <http://education.ohio.gov/Topics/Early-Learning/School-Age-Child-Care-Licensing>

5.3.11 Recognition and reporting of child abuse and neglect. Note: The description must include a certification that child care providers within the state comply with the child abuse reporting requirements of section 106(b)(2)(B)(i) of the Child Abuse Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i)).

a. Standard(s)

i. Provide a brief description of the standard(s). This description should identify the practices which must be implemented by child care programs.

Ohio Department of Job and Family Services: Child care providers and child care staff members are required to be current in a training on the identification and prevention of child abuse. Additionally, all are mandated to immediately report any suspicions of child abuse. The Ohio Department of Job and Family Services has created a one hour training that is required to be updated every two years for any staff member who is not current in the 6 hour child abuse course that is valid for a 3 year period.

Ohio Department of Education: All staff licensed by the Ohio Department of Education are mandated to report child abuse. At least one staff member must be available at all times with current training in recognizing and reporting procedures.

ii. Describe any variations in the standard(s) by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), and the age of the children in care.

NA

iii. The Lead Agency must certify that the identified health and safety standard(s) is(are) in effect and enforced through monitoring. Provide the citation(s) for the standard(s), including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care centerR: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#) and [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-19 Supervision of Children and Child Guidance for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#) and [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-19 Supervision of Children and Child Guidance for a Licensed Family Child Care Provider \(ohio.gov\)](#);

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#) and [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-09 Supervision of children and ratios for an approved child day camp \(ohio.gov\)](#);

In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#). [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-04 In-home aide responsibilities and assurances \(ohio.gov\)](#).

Ohio Department of Education

All organizations under the Ohio Department of Education must follow:

<https://codes.ohio.gov/ohio-revised-code/section-3319.073> in addition preschool and School age childcare rules require someone to be trained in the recognition and reporting of child abuse neglect to be available at all times.

Preschool: <https://codes.ohio.gov/ohio-administrative-code/rule-3301-37-07> (D)7b

School age: <https://codes.ohio.gov/ohio-administrative-code/rule-3301-32-03> (H)

b. Pre-Service and Ongoing Training

i. Provide the citation(s) for these training requirements, including citations for both licensed and license-exempt providers.

Ohio Department of Job and Family Services

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#)

In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

Ohio Department of Education (ODE): The "Clarifying and Revising Guidance" memo (page 2) explains the Preschool and School age childcare pre-service orientation requirement. The memo can be found under the Resources column here: [Preschool Licensing | Ohio Department of Education](#) and under the Resources column here: [School Age Child Care Licensing | Ohio Department of Education](#). The memo was sent to all preschool and School age childcare programs licensed by ODE. ODE rules are being updated to include this requirement with an effective date in Fall 2021.

ii. Describe any variations in training requirements for the standard(s). Do training requirements vary by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), or the age of the children in care?

NA

iii. To demonstrate compliance, certify by checking below how the state/territory

requires this training topic be completed by providers during either pre-service or during an orientation period within three (3) months of hire.

Pre-Service

Orientation within three (3) months of hire

iv. Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?

Yes

No

v. How do providers receive updated information and/or training regarding the standard(s)? This description should include methods to ensure that providers are able to maintain and update the health and safety practices as described in the standards above.

Ohio Department of Job and Family Services: Updates on information and training regarding the health and safety of the children and staff within the program is sent through the electronic rules manual. This information is also shared with the county agencies, stakeholders, and child care resource and referral agencies. Upcoming policy changes are also posted to the public facing website: [Child Care Rules and Forms | Early Learning and Development | Ohio Department of Job and Family Services](#). From this link, programs can sign up to receive Clearance notifications on proposed rule changes. Additional information and links to the Ohio Professional Registry, which houses the pre-licensing/staff orientation, can be found here: [Early Learning and Development | Ohio Department of Job and Family Services](#)

5.3.12 PLEASE ENTER 'NA' IN THE TEXT BOXES 'i', 'ii', AND 'iii' BELOW, AND COMPLETE QUESTION 5.3.12b

a. PLEASE ENTER 'NA' IN THE TEXT BOXES 'i', 'ii', AND 'iii' BELOW, AND COMPLETE QUESTION 5.3.12b

i. Please enter 'NA' below

NA

ii. Please enter 'NA' below

NA

iii. Please enter 'NA' below

NA

5.3.12 Child Development. Lead Agencies are required to describe in their plan how training addresses child development principles, including the major domains of cognitive, social, emotional, physical development and approaches to learning (98.44(b)(1)(iii)).

b. Pre-Service and Ongoing Training

i. Describe the training content and provide the citation(s) for the training requirement(s). Include citations for both licensed and license-exempt providers

Ohio Department of Job and Family Services

Training content: Child Growth and Development; Family/Community Relations; Daily Planning, Child Observation & Assessment; Career Development; Learning Experiences and Environment

Child Care Center: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-10 Training and Professional Development Requirements for a Licensed Family Child Care Provider and Child Care Staff Members \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-08 Training and professional development requirements for an approved child day camp \(ohio.gov\)](#)

In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

The Ohio Department of Education (ODE): The "Clarifying and Revising Guidance" memo (page 2) explains the Preschool and School age childcare pre-service

orientation requirement. The memo can be found under the Resources column here: [Preschool Licensing | Ohio Department of Education](#) and under the Resources column here: [School Age Child Care Licensing | Ohio Department of Education](#). The memo was sent to all preschool and School age childcare programs licensed by ODE. ODE rules are being updated to include this requirement with an effective date in Fall 2021.

ii. Describe any variations in training requirements for this topic. Do training requirements vary by category of care (i.e. Center, FCC, In-home), licensing status (i.e. licensed, license-exempt), or the age of the children in care?

The in-home aide (IHA), type A and type B provider must complete pre-service training on this topic before becoming certified/licensed. Child care center, day camp, type A and type B rules allow 30 days for staff to complete the staff orientation but staff cannot be left alone with children until it is completed. These trainings are only required one time.

iii. To demonstrate compliance, certify by checking below how the state/territory requires this training topic be completed by providers during either pre-service or during an orientation period within three (3) months of hire.

- Pre-Service
- Orientation within three (3) months of hire

iv. Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?

- Yes
- No

v. How do providers receive updated information and/or training regarding this topic? This description should include methods to ensure that providers are able to maintain and update their understanding of child development principles as described in the topic above.

Ohio Department of Job and Family Services: Updates on information and training regarding the health and safety of the children and staff within the program is sent through the electronic rules manual. This information is also shared with the county agencies, stakeholders, and child care resource and referral agencies. Upcoming policy changes are also posted to the public facing website: [Child Care Rules and Forms | Early Learning and Development | Ohio Department of Job and Family](#)

[Services](#). From this link, programs can sign up to receive Clearance notifications on proposed rule changes. Additional information and links to the Ohio Professional Registry, which houses the pre-licensing/staff orientation, can be found here: [Early Learning and Development | Ohio Department of Job and Family Services](#)

Ohio Department of Education: All programs are notified of rule changes and updated policy requirements through emails and the "Latest news" updates post on the Ohio Department of Education's preschool and School age childcare webpages. Preschool page: <http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing> School age childcare page: <http://education.ohio.gov/Topics/Early-Learning/School-Age-Child-Care-Licensing>

5.3.13 Provide the number of hours of ongoing training required annually for eligible CCDF providers in the following settings (658E(c)(2)(G)(iii):

a. Licensed child care centers:

Ohio Department of Job and Family Services require 6 hours of ongoing training annually.

Ohio Department of Education training requirement for staff in preschool programs is 15 hours for individuals who do not have at least an Associate's degree until 45 hours are acquired. After 45 hours are completed, and for all other full time staff, ten annual in-service hours are required for preschool , five annual hours are required for school age child care staff.

b. License-exempt child care centers:

NA

c. Licensed family child care homes:

Six

d. License-exempt family child care homes:

NA

e.Regulated or registered In-home child care:

Six

f. Non-regulated or registered in-home child care:

NA

5.3.14 In addition to the required standards, does the Lead Agency require providers to comply with the following optional standards? If checked, describe the standards, how often the training is required and include the citation. (Please check all that apply)

a. Nutrition:

Describe:

Meal preparation/nutritional requirements include appropriately timed meals and snacks, portion sizes and nutritional requirements, supplemental foods, physicians written instructions for modifications, specific requirements for breast milk, juice and milk and requirements for programs to create their own policies for parent's alternate diet. Training on this topic is required one time; however, additional training on this topic is counted toward required annual professional development hours.

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-22 Meal](#)

[Preparation/Nutritional Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-22 Meal Preparation/Nutritional Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#):

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-04 In-home aide responsibilities and assurances \(ohio.gov\)](#)

School age child care

Ohio Department of Education

Preschool: <https://codes.ohio.gov/ohio-administrative-code/rule-3301-32-07>

School-age: [Rule 3301-37-09 - Ohio Administrative Code | Ohio Laws](#)

b. Access to physical activity:

Describe:

Ohio Department of Job and Family Services: Programs are required to have large motor activities daily as well as outdoor play whenever the weather is over 20 degrees Fahrenheit. Training on this topic is required one time; however, additional training on this topic is counted toward required annual professional development hours.

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-17 Programming and Materials for a Licensed Child Care Center \(ohio.gov\)](#):

Family Child Care Homes: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-17 Programming and Materials for a Licensed Family Child Care Provider \(ohio.gov\)](#)

Ohio Department of Education

Preschool programming rules require a daily schedule that addresses indoor and outdoor activities <https://codes.ohio.gov/ohio-administrative-code/rule-3301-37-03> .

School age childcare rules require Recreational skills to be in the curriculum [Rule 3301-32-05 - Ohio Administrative Code | Ohio Laws](#)

c. Caring for children with special needs:

Describe:

Ohio Department of Job and Family Services

Programs are required to have varied equipment suitable to the developmental levels of the child. In child care centers, children with special needs are required to be cared for in the age group that best meets the child's developmental needs. Training on this topic is required one time; however, additional training on this topic is counted toward required annual professional development hours. Child Care Centers:

[ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-17 Programming and Materials for a Licensed Child Care Center \(ohio.gov\)](#):

Family Child Care Homes: [ODJFS eManuals > Family Assistance - Child Care >](#)

Ohio Department of Education

School age: [Rule 3301-32-10 - Ohio Administrative Code | Ohio Laws](#)

Preschool: <https://codes.ohio.gov/ohio-administrative-code/rule-3301-37-07>

- d. Any other areas determined necessary to promote child development or to protect children's health and safety (98.44(b)(1)(iii)).

Describe:

5.4 Monitoring and Enforcement Policies and Practices for CCDF Providers

5.4.1 Enforcement of licensing and health and safety requirements.

Lead agencies must certify that procedures are in effect to ensure that all child care providers caring for children receiving CCDF services comply with all applicable state and local health and safety requirements, including those described in 98.41 (98.42(a)). This may include, but is not limited to, any systems used to ensure that providers complete health and safety trainings, any documentation required to be maintained by child care providers, or any other monitoring procedures to ensure compliance. Note: Inspection requirements are described starting in 5.4.2.

- a. To certify, describe the procedures to ensure that CCDF providers comply with the required Health and Safety Standards as described in Section 5.3.

During inspections, applicable health and safety requirements are monitored, including CCDBG required health, safety, and fire standards. Areas monitored include, but are not limited to, background checks, health and safety trainings, staff qualifications, supervision, ratios, medication administration, and environmental safety inside and outside the facility. If a provider is cited as non-compliant, the provider is required to submit a corrective action plan explaining the measures taken to correct the violation(s).

- b. To certify, describe the procedures to ensure that CCDF providers comply with the required Health and Safety Training as described in Section 5.3.

During inspections, applicable health and safety training requirements are monitored, including CCDBG health and safety training standards. Completed trainings are reviewed to verify compliance. If a provider is cited as non-compliant, the provider is required to submit a corrective action plan explaining the measure taken to correct the violation(s).

c. To certify, describe the procedures to ensure that CCDF providers comply with all other applicable state and local health, safety, and fire standards.

During inspections, applicable health, safety, and fire requirements are monitored, including CCDBG required health, safety, and fire standards. Inspections completed by state and local health, safety, and fire departments are reviewed, as well as the program environment for requirements outlined in rule. If a provider is cited as non-compliant, the provider is required to submit a corrective action plan explaining the measure taken to correct the violation(s).

5.4.2 Inspections for licensed CCDF providers.

Lead agencies must require licensing inspectors to perform inspections - with no fewer than one pre-licensure inspection for compliance with health, safety, and fire standards - of each child care provider and facility in the state/territory. Licensing inspectors are required to perform no fewer than one annual, unannounced inspection of each licensed CCDF provider for compliance with all child care licensing standards; it shall include an inspection for compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards; inspectors may inspect for compliance with all three standards - health, safety, and fire - at the same time (658E(c)(2)(K)(i)(II); 98.16 (n); 98.42(b)(2)(i)).

Certify by describing, in the questions below, your state/territory's monitoring and enforcement procedures to ensure that licensed child care providers comply with licensing standards, including compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards.

a. Licensed CCDF center-based child care

i. Describe your state/territory's policies and practices for pre-licensure inspections of licensed child care center providers for compliance with health, safety, and fire

standards.

The program must demonstrate compliance for all requirements in the applicable Ohio Administrative Code Chapter 5101:2-12, and sections 3301-37 or 3301-32 of the Revised Code, which outline health, safety, and fire standards. The program must also demonstrate compliance through a satisfactory corrective action plan if cited. The corrective action plan should describe the steps taken by the program to correct the non-compliances that were observed during the pre-licensing inspection.

ii. Describe your state/territory's policies and practices for annual, unannounced inspections of licensed CCDF child care center providers.

A risk assessment differential monitoring model is followed for unannounced inspections for child care centers. All child care centers receive at least one unannounced licensing inspection each state fiscal year. Based on the compliance at that inspection, additional inspections may be conducted prior to the end of the state fiscal year. Additionally, complaint inspections conducted are unannounced for all provider types.

iii. Identify the frequency of unannounced inspections:

- A. Once a year
- B. More than once a year

Describe:

A risk assessment differential monitoring model is followed for unannounced inspections for child care centers. All child care centers receive at least one unannounced licensing inspection each state fiscal year. Based on the compliance at that inspection, additional inspections may be conducted prior to the end of the state fiscal year. Additionally, complaint inspections conducted may be unannounced for all provider types.

iv. If applicable, describe the differential monitoring process and how these inspections ensure that child care center providers continue to comply with the applicable licensing standards, including health, safety, and fire standards.

Ohio Department of Job and Family Services: A risk assessment differential monitoring model is followed for unannounced inspections for child care centers. All

rules have a point value attached indicating one of three risk levels, which includes CCDBG required health, safety, and fire standards. Based on the non-compliances cited during their first annual inspection, it may dictate additional monitoring inspections throughout the state fiscal year.

Ohio Department of Education: Licensed programs receive at least one unannounced onsite visit to verify rule compliance that includes CCDBG required health, safety and fire standards, and if applicable, implementation of corrective action plans. The center may demonstrate compliance during an inspection or by providing a satisfactory corrective action plan which describes the steps taken by the program to correct the noncompliance that was observed during the licensing inspection.

v. [List the citation\(s\) for your state/territory's policies regarding inspections for licensed CCDF center providers](#)

Ohio Department of Job and Family Services Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-03 Compliance Inspection and Complaint Investigation of a Licensed Child Care Center \(ohio.gov\)](#).

Ohio Department of Education: The Ohio Revised Code section that requires inspections for Ohio Department of Education preschool and before school after school programs can be found in letters (D) and (E) here: <https://codes.ohio.gov/ohio-revised-code/section-3301.58>

[5.4.2 Inspections for licensed CCDF providers.](#)

[Lead agencies must require licensing inspectors to perform inspections - with no fewer than one pre-licensure inspection for compliance with health, safety, and fire standards - of each child care provider and facility in the state/territory. Licensing inspectors are required to perform no fewer than one annual, unannounced inspection of each licensed CCDF provider for compliance with all child care licensing standards; it shall include an inspection for compliance with health and safety \(including, but not limited to, those requirements described in 98.41\) and fire standards; inspectors may inspect for compliance with all three standards - health, safety, and fire - at the same time \(658E\(c\)\(2\)\(K\)\(i\)\(II\); 98.16 \(n\); 98.42\(b\)\(2\)\(i\)\).](#)

Certify by describing, in the questions below, your state/territory's monitoring and enforcement procedures to ensure that licensed child care providers comply with licensing standards, including compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards.

b. Licensed CCDF family child care home

i. Describe your state/territory's requirements for pre-licensure inspections of licensed family child care providers for compliance with health, safety, and fire standards

The provider must demonstrate compliance for all requirements in Ohio Administrative Code 5101:2-13, which outline health, safety, and fire standards. The program must also demonstrate compliance through a satisfactory corrective action plan if cited. The corrective action plan should describe the steps taken by the program to correct the non-compliances that were observed during the pre-licensing inspection.

ii. Describe your state/territory's policies and practices for annual, unannounced inspections of licensed CCDF family child care providers.

All CCDF and non-CCDF family child care providers receive two compliance inspections each state fiscal year and at least one must be unannounced. County agencies conduct all family child care provider licensing inspections.

iii. Identify the frequency of unannounced inspections:

- A. Once a year
- B. More than once a year

Describe:

All CCDF and non-CCDF family child care providers receive two compliance inspections each state fiscal year and at least one must be unannounced. County agencies conduct all family child care provider licensing inspections. Additionally, complaint inspections conducted by the county agency may be unannounced for all provider types.

iv. If applicable, describe the differential monitoring process and how these inspections ensure that family child care providers continue to comply with the applicable licensing standards, including health, safety, and fire standards.

NA

v. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF family child care providers

[ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-03 Compliance Inspection and Complaint Investigation of a Licensed Family Child Care Provider \(ohio.gov\)](#)

5.4.2 Inspections for licensed CCDF providers.

Lead agencies must require licensing inspectors to perform inspections - with no fewer than one pre-licensure inspection for compliance with health, safety, and fire standards - of each child care provider and facility in the state/territory. Licensing inspectors are required to perform no fewer than one annual, unannounced inspection of each licensed CCDF provider for compliance with all child care licensing standards; it shall include an inspection for compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards; inspectors may inspect for compliance with all three standards - health, safety, and fire - at the same time (658E(c)(2)(K)(i)(II); 98.16 (n); 98.42(b)(2)(i)).

Certify by describing, in the questions below, your state/territory's monitoring and enforcement procedures to ensure that licensed child care providers comply with licensing standards, including compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards.

c) Licensed in-home CCDF child care

i. Does your state/territory license in-home child care (care in the child's own home)?

No (Skip to 5.4.3 (a)).

Yes. If yes, answer A-D below:

A. Describe your state/territory's policies and practices for pre-licensure inspections of licensed in-home care (care in the child's own) providers for compliance with health, safety, and fire standards.

NA

B. Describe your state/territory's policies and practices for annual, unannounced inspections of licensed CCDF child care in-home care (care in the child's own home) providers.

NA

C. Identify the frequency of unannounced inspections:

- 1. Once a year
- 2. More than once a year

Describe:

NA

D. If applicable, describe the differential monitoring process and how these inspections ensure that in-home care (care in the child's own providers continue to comply with the applicable licensing standards, including health, safety, and fire standards.

NA

E. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF in-home care (care in the child's own home) providers.

NA

5.4.2 Inspections for licensed CCDF providers.

Lead agencies must require licensing inspectors to perform inspections - with no fewer than one pre-licensure inspection for compliance with health, safety, and fire standards - of each child care provider and facility in the state/territory. Licensing inspectors are required to perform no fewer than one annual, unannounced inspection of each licensed CCDF provider for compliance with all child care licensing standards; it shall include an inspection for compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards; inspectors may inspect for compliance with all three standards - health, safety, and fire - at the same time (658E(c)(2)(K)(i)(II); 98.16 (n); 98.42(b)(2)(i)).

Certify by describing, in the questions below, your state/territory's monitoring and enforcement procedures to ensure that licensed child care providers comply with licensing standards, including compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards.

d) List the entity(ies) in your state/territory that are responsible for conducting pre-licensure inspections and unannounced inspections of licensed CCDF providers

The Ohio Department of Job and Family Services is the agency that conducts inspections for licensed centers and approved day camps, county department of job and family services agencies conduct inspections for licensed family child care home providers and certified in-home aides, and the Ohio Department of Education is the agency that conducts inspections for preschool and school-age programs licensed by their agency approved for publicly funded child care.

5.4.3 Inspections for license-exempt center-based and family child care providers.

The Lead Agency must have policies and practices that require licensing inspectors (or qualified monitors designated by the Lead Agency) to perform an annual monitoring visit of each license-exempt CCDF provider for compliance with health, safety, and fire standards (658E(c)(2)(K)(i)(IV); 98.42(b)(2)(ii)). Inspections for relative providers will be addressed in question 5.6.4. At a minimum, the health and safety requirements to be inspected must address the standards listed in subsection 5.3 (98.41(a)).

To certify, describe the policies and practices for the annual monitoring of:

a. License-exempt center-based CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used.

Approved day camps received one unannounced inspection each summer. Additionally, complaint inspections conducted are unannounced for all provider types.

i. Provide the citation(s) for this policy or procedure

[ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual >](#)

[Child Care Day Camp Rules > 5101:2-18-04 Compliance inspection and complaint investigation of an approved child day camp \(ohio.gov\)](#)

b. License-exempt family child care CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used.

NA

i. Provide the citation(s) for this policy or procedure

NA

5.4.4 Inspections for license-exempt in-home care (care in the child's own home).

Lead Agencies have the option to develop alternate monitoring requirements for care provided in the child's home that are appropriate to the setting. A child's home may not meet the same standards as other child care facilities and this provision gives Lead Agencies flexibility in conducting more streamlined and targeted on-site inspections. For example, Lead Agencies may choose to monitor in-home providers on basic health and safety requirements such as training and background checks. Lead Agencies could choose to focus on health and safety risks that pose imminent danger to children in care. This flexibility cannot be used to bypass the monitoring requirement altogether. States should develop procedures for notifying parents of monitoring protocols and consider whether it would be appropriate to obtain parental permission prior to entering the home for inspection (98.42(b)(2)(iv)(B)).

a. To certify, describe the policies and practices for the annual monitoring of license-exempt in-home care, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring procedures are used.

Monitoring visits are completed annually and are unannounced.

b. Provide the citation(s) for this policy or procedure.

[ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-02 Application and approval for certification as an in-home aide \(ohio.gov\)](#)

c. List the entity(ies) in your state/territory that are responsible for conducting inspections of license-exempt CCDF providers:

Monitoring visits are completed by the county agencies.

5.4.5 Licensing Inspectors (or qualified inspectors designated by the Lead Agency).

Lead Agencies will have policies and practices that ensure that individuals who are hired as licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care providers and facilities and have received health and safety training appropriate to the provider setting and age of the children served. Training shall include, but is not limited to, those requirements described in 98.41(a)(1) and all aspects of the state's licensure requirements (658E(c)(2)(K)(i)(I); 98.42(b)(1-2)).

a. To certify, describe how the Lead Agency ensures that licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care facilities and providers

Child care licensing specialists hired by the Ohio Department of Job and Family Services (ODJFS) and individuals hired by the Ohio Department of Education (ODE) must meet all education, training, and experience requirements. Child care licensing inspectors hired by the county agencies must meet requirements outlined by the agency. All inspectors receive training on how to monitor the programs. Specialists with the lead agency at a minimum, must have the following: Completed an undergraduate core program in early childhood / human development, social, or behavioral sciences. Meet one of the ODJFS trainer requirements cited in Administrative Rules 5101:2-12-10 or 5101:2-13-10.

For the ODE, licensing specialists who are contracted must have an associate's degree in an early learning content area and experience in Early Childhood. ODE permanent staff must have a Master's degree in one of the following content areas: early childhood education, elementary education, child development, special education, family studies, curriculum & instruction, education administration/leadership, public policy, psychology, assessment & evaluation and experience.

b. To certify, describe how inspectors and monitors have received training on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting (98.42(b)(1-2)).

Child care licensing specialist hired by the lead agency complete a six month training of the licensing rules, policies, and procedures which includes mentoring and observation prior to receiving a caseload. Inspectors hired by the county agencies must complete training provided by the lead agency and training requirements outlined by the agency. These trainings include a review of the child care rules for the specific program type which includes health and safety requirements.

Individuals hired by the Ohio Department of Education to complete monitoring visits for rule compliance receive training on the rules and requirements. In addition, they are required to shadow a veteran reviewer during several onsite visits. In turn, they are shadowed by a veteran reviewer when they complete their first monitoring visits. Reviewers are required to be familiar with how to reference all programming rule requirements for all age groups. All program licensing team members support one another through the monitoring process.

c. Provide the citation(s) for this policy or procedure.

State licensing inspectors must meet minimum qualifications as outlined in position descriptions (PD) developed by the state agencies which are publicly available when vacancies are posted. The ODJFS PD requires that the specialists must meet one of the ODJFS trainer requirements cited in Administrative Rules 5101:2-12-10 or 5101:2-13-1. Ohio is state supervised and county administered giving authority to county agencies to establish their own staff qualifications.

5.4.6 The states and territories shall have policies and practices that require the ratio of licensing inspectors to child care providers and facilities in the state/territory to be maintained at a level sufficient to enable the state/territory to conduct effective inspections of child care providers and facilities on a timely basis in accordance with federal, state, and local laws (658E(c)(2)(K)(i)(III); 98.42(b)(3)).

a. To certify, describe the state/territory policies and practices regarding the ratio of licensing inspectors to child care providers (i.e. number of inspectors per number of child

care providers) and facilities in the state/territory and include how the ratio is sufficient to conduct effective inspections on a timely basis.

The Ohio Department of Job and Family Services currently maintains a ratio of approximately 1:75 with regional offices located throughout the state. The Ohio Department of Education specialists are recruited and assigned regionally throughout the state based on the number of programs required to be monitored, with caseloads ranging from 75-115. For both agencies, regional locations reduce travel time and increase efficiency in ensuring all programs receive inspections as required.

b. Provide the policy citation and state/territory ratio of licensing inspectors.

There is no policy citation for the ratio of licensing inspectors.

5.5 Comprehensive Background Checks

The CCDBG Act requires states and territories to have in effect requirements, policies and procedures to conduct comprehensive background checks for all child care staff members (including prospective staff members) of all child care programs that are 1) licensed, regulated, or registered under state/territory law; or, 2) all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers) (98.43(a)(1)(i)). Background check requirements apply to any staff member who is employed by a child care provider for compensation, including contract employees and self-employed individuals; whose activities involve the care or supervision of children; or who has unsupervised access to children (98.43(2)). For family child care homes, this requirement includes the caregiver and any other adults residing in the family child care home who are age 18 or older (98.43(2)(ii)(C)). This requirement does not apply to individuals who are related to all children for whom child care services are provided (98.43(2)(B)(ii)). Exemptions for relative providers will be addressed in 5.6.5.

A comprehensive background check must include eight (8) separate and specific components (98.43(2)(b)), which encompass three (3) in-state checks, two (2) national checks, and three (3) interstate checks (if the individual resided in another state in the preceding 5 years).

5.5.1 Background Check Requirements. In the table below, certify by checking that the state has policies, and is conducting checks for the required background check components, ensuring that these requirements are in place for all licensed, regulated, or registered child care providers and for all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i), 98.43(a)(2) and 98.16(o).

a. Components of In-State Background Checks

i. Criminal registry or repository using fingerprints in the current state of residency

Licensed, regulated, or registered child care providers

Citation:

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-09 Background Check Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-09 Background Check Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-07 Background check requirements for an approved child day camp \(ohio.gov\)](#);

Ohio Department of Education: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-09 Provider responsibilities for publicly funded child care \(ohio.gov\)](#)

All other providers eligible to deliver CCDF Services

Citation:

ii. Sex offender registry or repository check in the current state of residency

- Licensed, regulated, or registered child care providers

Citation:

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-09 Background Check Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-09 Background Check Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-07 Background check requirements for an approved child day camp \(ohio.gov\)](#);

Ohio Department of Education: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-09 Provider responsibilities for publicly funded child care \(ohio.gov\)](#)

- All other providers eligible to deliver CCDF Services

Citation:

iii. Child abuse and neglect registry and database check in the current state of residency

- Licensed, regulated, or registered child care providers

Citation:

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-09 Background Check Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family](#)

[Child Care Manual > Family Child Care Rules > 5101:2-13-09 Background Check Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-07 Background check requirements for an approved child day camp \(ohio.gov\)](#);

Ohio Department of Education: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-09 Provider responsibilities for publicly funded child care \(ohio.gov\)](#)

All other providers eligible to deliver CCDF Services

Citation:

5.5.1 Background Check Requirements. In the table below, certify by checking that the state has policies, and is conducting checks for the required background check

components, ensuring that these requirements are in place for

all licensed, regulated, or registered child care providers and for all other providers eligible to deliver CCDF services

(e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i), 98.43(a)(2) and 98.16(o).

b. Components of National Background Check

i. FBI Fingerprint Check

Licensed, regulated, or registered child care providers

Citation:

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-09 Background Check Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-09 Background Check Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-07 Background check requirements for an approved child day camp \(ohio.gov\)](#);

Ohio Department of Education: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-09 Provider responsibilities for publicly funded child care \(ohio.gov\)](#)

All other providers eligible to deliver CCDF Services

Citation:

ii. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) name-based search

Licensed, regulated, or registered child care providers

Citation:

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-09 Background Check Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-09 Background Check Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-07 Background check requirements for an approved child day camp \(ohio.gov\)](#);

Ohio Department of Education: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-09 Provider responsibilities for publicly funded child care \(ohio.gov\)](#)

Ohio Revised Code does not permit the Ohio Department of Job and Family Services(ODJFS) to have access to the NCIC Registry. ODJFS is currently working with the Ohio Attorney General's Office and Ohio Department of Public Safety to develop a plan to obtain the appropriate access to meet the requirement. In the interim, Ohio is using the public facing web page to complete the National Sex Offender checks.

All other providers eligible to deliver CCDF Services

Citation:

5.5.1 Background Check Requirements. In the table below, certify by checking that the state has policies, and is conducting checks for the required background check components, ensuring that these requirements are in place for

all licensed, regulated, or registered child care providers and for all other providers eligible to deliver CCDF services

(e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i), 98.43(a)(2) and 98.16(o).

c. Components of Interstate Background Checks

i. Criminal registry or repository in any other state where the individual has resided in the past 5 years, with the use of fingerprints being optional.

Note: It is optional to use a fingerprint to conduct this check. Searching a general public facing judicial website does not satisfy this requirement. This check must be completed in addition to the national FBI history check to mitigate any gaps that may exist between the two sources (unless the responding state participates in the National Fingerprint File program).

Licensed, regulated, or registered child care providers

Citation:

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-09 Background Check Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-09 Background Check Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-07 Background check requirements for an approved child day camp \(ohio.gov\)](#);

Ohio Department of Education: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-09 Provider responsibilities for publicly funded child care \(ohio.gov\)](#)

All other providers eligible to deliver CCDF Services

Citation:

- ii. Sex offender registry or repository in any other state where the individual has resided in the past 5 years.

Note: It is optional to use a fingerprint to conduct this check. This check must be completed in addition to the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) to mitigate any gaps that may exist between the two sources.

Licensed, regulated, or registered child care providers

Citation:

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-09 Background Check Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-09 Background Check Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-07 Background check requirements for an approved child day camp \(ohio.gov\)](#);

Ohio Department of Education: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-09 Provider responsibilities for publicly funded child care \(ohio.gov\)](#)

All other providers eligible to deliver CCDF Services

Citation:

iii. Child abuse and neglect registry and database in any other state where the individual has resided in the past 5 years

Note: This is a name-based search

Licensed, regulated, or registered child care providers

Citation:

Ohio Department of Job and Family Services

Child Care Centers: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-09 Background Check Requirements for a Licensed Child Care Center \(ohio.gov\)](#);

Family Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-09 Background Check Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#);

In-Home Aides: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#);

Day Camps: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day](#)

[Camp Manual > Child Care Day Camp Rules > 5101:2-18-07 Background check requirements for an approved child day camp \(ohio.gov\)](#);

Ohio Department of Education: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-09 Provider responsibilities for publicly funded child care \(ohio.gov\)](#)

All other providers eligible to deliver CCDF Services

Citation:

5.5.2 Procedures for a Provider to Request a Background Check.

Child care providers are required to submit requests for background checks for each of their staff members to the appropriate state or territorial agency, which is to be defined clearly on the state or territory Web site. Family child care home providers must also submit background check requests for all household members over the age of 18. The requests must be submitted prior to when the individual becomes a staff member and must be completed at least once every five years per Â§ 98.43(d)(1) and (2). The state or territory must ensure that its policies and procedures under this section, including the process by which a child care provider or other state or territory may submit a background check request, are published on the web site of the state or territory as described in Â§ 98.43(g) and the web site of local lead agencies.

a. Describe the state/territory procedure(s) for a provider to request the required background checks. If the process is different based on provider type, please include that in this description. If the process is different based on each background check component, please include that in this description.

An individual submits their fingerprints at a WebCheck location to complete the FBI and BCI criminal records check and the results are directly copied to the lead agency. The individual then submits a background check request through the Ohio Professional Registry (OPR), which includes giving their consent for all checks to be completed. The request includes the reason for the request and information regarding residency for the previous five years to determine if the lead agency contacts other states for background check information. Once the request and fingerprints have been submitted, the lead agency reviews all five background checks and determines the individual's eligibility for

child care. Notification of the eligibility is then sent through the OPR to the individual, program, and county agency for family child care programs. This includes preliminary approval.

b. The state/territory must ensure that fees charged for completing the background checks do not exceed the actual cost of processing and administration, regardless of whether they are conducted by the state/territory or a third-party vendor or contractor. What are the fees and how do you ensure that these fees do not exceed the actual cost of processing and administering the background checks? Lead Agencies can report that no fees are charged if applicable (98.43(f)).

No fees are charged by the lead agency to complete a background check request. Fees associated with background checks may be charged by WebCheck agencies who complete the FBI and BCI checks and are monitored by the Ohio Attorney General's office.

c. Describe the state/territory policy(ies) related to prospective staff members working on a provisional basis. Pending completion of all background check components in 98.43(b), the prospective staff member must be supervised at all times by an individual who received a qualifying result on a background check described in 98.43(b) within the past 5 years (98.43(c)(4)) and the prospective staff member must have completed and received satisfactory results on either the FBI fingerprint check or a fingerprint check of the state/territory criminal registry or repository in the state where the prospective staff member resides. Describe and include a citation for the Lead Agency's policy:

When a background check request is received, the lead agency determines if it is an initial request or renewal. If it is an initial request, the lead agency will issue a preliminary determination if at least one of the required FBI or BCI criminal records results has been received. The processes for submitting the request and the notification of the preliminary determination are the same for all background check requests. The preliminary response allows for an individual to work on a provisional basis until all background checks are completed and a final determination is issued per rules 5101:2-12-09, 5101:2-13-09, and 5101:2-18-07 of the Ohio Administrative Code.

d. Describe the procedure for providers to request background checks for staff members that resided in another state within the previous 5 years.

An individual submits their fingerprints to complete the FBI and BCI criminal records

check at a WebCheck agency and the results are direct copied to the lead agency. The individual then submits a background check request through the Ohio Professional Registry (OPR), which includes giving their consent for all checks to be completed. The request includes the reason for the request and information regarding residency for the previous five years to determine if the lead agency contacts other states for background check information. Once the request and fingerprints have been submitted, the lead agency reviews all five background checks and determines the individual's eligibility for child care. Notification of the eligibility is then sent through the OPR to the individual, program, and county agency for family child care programs.

e. Describe the procedure to ensure each staff member completes all components of the background check process at least once during each 5-year period. If your state enrolls child care staff members in the FBI Rap Back Program or a state-based rap back program, please include that in this description. Note: An FBI Rap Back program only covers the FBI Fingerprint component of the background check. If child care staff members are enrolled in a state-based rap back, please indicate which background check components are covered by this service.

All background checks are monitored during annual inspections at programs.

f. Describe the procedure to ensure providers who are separated from employment for more than 180 consecutive days receive a full background check.

The individual indicates on the background check request submitted in the Ohio Professional Registry if they have not been employed in child care for 180 days. If the program considers the individual no longer employed during an extended leave period, the individual would be required to obtain a new background check. If the individual remains employed by the program during leave, they would not require a full background check.

g. Provide the website link that contains instructions on how child care providers should initiate background check requests for a prospective employee (98.43(g)).

[Background Check Process | Early Learning and Development | Ohio Department of Job and Family Services](#)

5.5.3 Procedures for a Lead Agency to Respond to and Complete a Background Check.

Once a request has been initiated, the state shall carry out the request of a child care provider for a criminal background check as expeditiously as possible, but not to exceed 45 days after the date on which such request was submitted. The Lead Agency shall make the determination whether the prospective staff member is eligible for employment in a child care program (98.43(e)(1)). Lead Agencies must ensure the privacy of background checks by providing the results of the criminal background check to the requestor or identified recipient in a statement that indicates whether a child care staff member (including a prospective child care staff member or a family child care household member over the age of 18) is eligible or ineligible for employment, without revealing any documentation of criminal history or disqualifying crimes or other related information regarding the individual. In the following questions, describe the Lead Agency's procedures for conducting background checks. These responses should include:

- The name of the agency that conducts the investigation; include multiple names if multiple agencies are involved in different background check components
- How the Lead Agency is informed of the results of each background check component
- Who makes the determinations regarding the staff member's eligibility? Note: Disqualification decisions should align to the response provided in 5.5.7.
- How the Lead Agency ensures that a background check request is carried out as quickly as possible and not more than 45 days after a request is submitted.

a. Describe the procedures for conducting In-State Background Check requests and making a determination of eligibility.

Once the request and fingerprints have been submitted by the individual, the lead agency reviews results for all five background check components in the appropriate systems to determine the individual's eligibility for child care. Criminal records checks are transferred to and stored in the Ohio Child Licensing and Quality System, the individual is searched for on the appropriate sex offender websites, and the state system housing abuse and neglect allegations is searched for cases on the individual. Notification of the eligibility is then sent through the Ohio Professional Registry to the individual, program, and county agency for family child care programs.

b. If the procedure is different for National Background checks, including the name-based NCIC NSOR check and FBI fingerprint check, please describe here.

An individual submits their fingerprints to complete the FBI and BCI criminal records check and the results are direct copied to the lead agency. Currently, the national sex offender check is completed by researching the public website while the lead agency continues to work with the Attorney General's office to have the NCIC NSOR check completed and results sent to the lead agency.

c. Describe the procedures for conducting Interstate Background Check requests and making a determination of eligibility. (Note this response should detail how a state conducts an interstate check for a provider who currently lives in their state or territory but has lived in another state(s) within the previous five years).

Information regarding residency is included on the submitted background check request. Once the lead agency receives the request, they will contact the appropriate state for information regarding the individuals background checks. Once the results are received, they are reviewed, and a determination is made.

d. Describe the procedure the Lead Agency has in place to make an eligibility determination in the event not all the components of the background check are completed within the required 45-day timeframe.

If all components to complete the background check are not received from the individual within the 45-day timeframe, the request is cancelled by the lead agency and a notification is sent to the individual explaining the request was cancelled due to not receiving the appropriate information. The Lead Agency monitors background check submission dates to ensure the request is completed within 45 days. If results are not received timely from outside agencies, the Lead Agency begins working with other agencies to obtain the results to complete the background check request.

e. Describe procedures for conducting a check when the state of residence is different than the state in which the staff member works.

Information regarding residency is included on the submitted background check request. Once the lead agency receives the request, they will contact the appropriate state for information regarding the individuals background checks. Once the results are received, they are reviewed, and a determination is made.

5.5.4 State designation as a "Compact State" and participation in the National Fingerprint File program.

a. "Compact States" are states that have ratified the National Crime Prevention and Privacy Compact Act of 1998 in order to facilitate electronic information sharing for noncriminal justice purposes (such as employment) among the Federal Government and states. More information can be found here: <https://www.fbi.gov/services/cjis/compact-council>. The Compact allows signatory states to disseminate its criminal history record information to other states for noncriminal justice purposes in accordance with the laws of the receiving state. For the most up-to-date Compact States and Territories map visit: <https://www.fbi.gov/services/cjis/compact-council/maps>. Is your state or territory a Compact State?

No

Yes

b. The National Fingerprint File (NFF) is a database of fingerprints, or other unique personal identification information relating to an arrested or charged individual, which is maintained by the FBI to provide positive fingerprint identification of record subjects. Only a state or territory that has ratified the Compact (a Compact State) may join the NFF program. An FBI fingerprint check satisfies the requirement to perform an interstate check of another state's criminal history record repository if the responding state (where the child care staff member has resided within the past 5 years) participates in the NFF program. It is unnecessary to conduct both the FBI fingerprint check and the search of an NFF state's criminal history record repository (refer to CCDF-ACF-PIQ-2017-01). For the most up-to-date NFF Participation map visit: <https://www.fbi.gov/services/cjis/compact-council/maps>. Is your state or territory an NFF State?

No

Yes

5.5.5 Procedures for a Lead Agency to Respond to Interstate Background Checks:

a. Interstate Criminal History Registry Check Procedures

Provide a description of how the state or territory responds to interstate criminal history check requests from another state and whether there are any laws or policies that prevent the state from releasing certain criminal history information to an out-of-state

entity for civil purpose (i.e., for purposes of determining employment eligibility).

The requesting state receives the most current FBI and BCI results the lead agency has on file.

b. Interstate Sex Offender Registry Check Procedures

Provide a description of how the state or territory responds to interstate sex offender history check requests from another state and whether there are any laws or policies that prevent the state from releasing certain sex offender information to an out-of-state entity for civil purpose (i.e., for purposes of determining employment eligibility).

The lead agency will conduct an updated sex offender check and provide the results to the requesting state.

c. Interstate Child Abuse and Neglect Registry Check Procedures

Provide a description of how the state or territory responds to interstate child abuse and neglect history check requests from another state and whether there are any laws or policies that prevent the state from releasing certain child abuse and neglect information to an out-of-state entity for civil purpose (i.e., for purposes of determining employment eligibility).

The lead agency will conduct an updated child abuse and neglect registry check and provide the results to the requesting state.

5.5.6 Consumer Education Website Links to Interstate Background Check Processes

Lead Agencies must have requirements, policies, and procedures in place to respond as expeditiously as possible to other States', Territories' and Tribes' requests for background checks in order to meet the 45-day timeframe (98.43(a)(1)(iii)). In addition, Lead Agencies are required to include on their consumer education website the process by which another Lead Agency may submit a background check request, along with all of the other background check policies and procedures (98.43 (g)).

State and Territory Lead Agencies are required to designate one page of their existing Consumer Education Website as a landing page for all interstate background check related processes and procedures pertaining to their own state. The purpose of having a dedicated interstate background check web page on the Lead Agency Consumer Education Website is to help state and territories implement the interstate background check requirements of the CCDBG Act (CCDF Consumer Education Website and Reports of Serious Injuries and Death (OMB #0970-0473)).

Check to certify that the required elements are included on the Lead Agency's consumer education website for each interstate background check component, and provide the direct URL/website link.

Note: The links provided below should be a part of your consumer education website identified in 2.3.11.

a. Interstate Criminal Background Check:

- i. Agency Name
- ii. Address
- iii. Phone Number
- iv. Email
- v. FAX
- vi. Website
- vii. Instructions ((e.g. Does a portal/system account need to be created to make a request? What types of identification are needed? What types of payment is accepted? How can a provider appeal the results? How will forms will be accepted and FAQs?))
- viii. Forms
- ix. Fees
- x. Is the state a National Fingerprint File (NFF) state?
- xi. Is the state a National Crime Prevention and Privacy Compact State?
- xii. Direct URL/website link to where this information is posted.

Enter direct URL/website link:

[Early Learning and Development | Ohio Department of Job and Family Services](#)

b. Interstate Sex Offender Registry (SOR) Check:

- i. Agency Name
- ii. Address
- iii. Phone Number
- iv. Email
- v. FAX
- vi. Website
- vii. Instructions ((e.g. Does a portal/system account need to be created to make a request? What types of identification are needed? What types of payment is accepted? How can a provider appeal the results? How will forms will be accepted and FAQs?))
- viii Forms
- ix. Fees
- Direct URL/website link to where this information is posted.

Enter direct URL/website link:

[Early Learning and Development | Ohio Department of Job and Family Services](#)

c. Interstate Child Abuse and Neglect (CAN) Registry Check:

- i. Agency Name
- ii. Is the CAN check conducted through a County Administered Registry or Centralized Registry?
- iii. Address
- iv. Phone Number
- v. Email

- vi. FAX
- vii. Website
- viii. Instructions ((e.g. Does a portal/system account need to be created to make a request? What types of identification is needed? What types of payment is accepted? How can a provider appeal the results? How will forms will be accepted and FAQs?))
- ix. Forms
- x. Fees
- xi. Description of information that may be included in a response to a CAN registry check (including substantiated instances of child abuse and neglect accompanied by the State's definition of "substantiated" instances of child abuse and neglect.
- xii. Direct URL/website link to where this information is posted.

Enter direct URL/website link:

[Early Learning and Development | Ohio Department of Job and Family Services](#)

5.5.7 Child care staff members cannot be employed by a child care provider receiving CCDF subsidy funds if they refuse a background check, make materially false statements in connection with the background check, or are registered or required to be registered on the state or National Sex Offender Registry (98.43 (c)(1)(i-iii)). Potential staff members also cannot be employed by a provider receiving CCDF funds if they have been convicted of: a felony consisting of murder, child abuse or neglect, crimes against children, spousal abuse, crimes involving rape or sexual assault, kidnapping, arson, physical assault or battery, or - subject to an individual review (at the state/territory's option) - a drug-related offense committed during the preceding 5 years; a violent misdemeanor committed as an adult against a child, including the following crimes - child abuse, child endangerment, or sexual assault; or a misdemeanor involving child pornography (98.43(c)(1)(iv-v)).

a. Does the state/territory disqualify child care staff members based on their conviction for any other crimes not specifically listed in 98.43(c)(i)?

- No
- Yes.

If yes, describe other disqualifying crimes and provide the citation:

If an individual has been convicted or pleaded guilty to an offense listed in section 109.572 of the Ohio Revised Code and does not meet the rehabilitation criteria as outlined in 5101:2-12, 5101:2-13, 5101:2-14, and 5101:2-18 of the Ohio Administrative Code, they will be determined ineligible to work in Ohio.

Child Care Center/Preschool/School-age: [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-09 Background Check Requirements for a Licensed Child Care Center \(ohio.gov\)](#)

Famly Child Care: [ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules > 5101:2-13-09 Background Check Requirements for a Licensed Family Child Care Provider \(ohio.gov\)](#)

In-Home Aide: [ODJFS eManuals > Family Assistance - Child Care > Child Care In-Home Aide Manual > Child Care In-Home Aide Rules > 5101:2-14-03 Qualifications for certification as an in-home aide \(ohio.gov\)](#)

Day Camp: [ODJFS eManuals > Family Assistance - Child Care > Child Care Day Camp Manual > Child Care Day Camp Rules > 5101:2-18-07 Background check requirements for an approved child day camp \(ohio.gov\)](#)

[Section 109.572 - Ohio Revised Code | Ohio Laws](#)

b. Describe how the Lead Agency notifies the applicant about their eligibility to work in a child care program. This description should detail how the Lead Agency ensures the privacy of background checks. Note: The Lead Agency may not publicly release the results of individual background checks. (98.43(e)(2)(iii)).

Once the background check request has been completed, a separate notification is sent only to the individual with the determination of eligibility. If the individual is ineligible, this notification will provide the reason for the determination.

c. Describe whether the state/territory has a review process for individuals disqualified due to a felony drug offense to determine if that individual is still eligible for employment (98.43 (e)(2-4)).

If an individual has been convicted or pleaded guilty to an offense listed in section 109.572 of the Ohio Revised Code and does not meet the rehabilitation criteria as outlined in 5101:2-12, 5101:2-13, 5101:2-14, or 5101:2-18 of the Ohio Administrative Code, they will be determined ineligible to work in Ohio. There is not a specific process

for reviewing a disqualification due to felony drug offense as they are included in the charges that require meeting rehabilitation criteria.

5.5.8 Appeals Processes for Background Checks

States and territories shall provide for a process by which a child care program staff member (including a prospective child care staff member) may appeal the results of a background check to challenge the accuracy or completeness of the information contained in a staff member's background report. The state or territory shall ensure that:

-- The child care staff member is provided with information related to each disqualifying crime in a report, along with information/notice on the opportunity to appeal

-- A child care staff member will receive clear instructions about how to complete the appeals process for each background check component if the child care staff member wishes to challenge the accuracy or completeness of the information contained in such member's background report

-- If the staff member files an appeal, the state or territory will attempt to verify the accuracy of the information challenged by the child care staff member, including making an effort to locate any missing disposition information related to the disqualifying crime

-- The appeals process is completed in a timely manner for any appealing child care staff member

-- Each child care staff member shall receive written notice of the decision. In the case of a negative determination, the decision should indicate 1) the state's efforts to verify the accuracy of information challenged by the child care staff member, 2) any additional appeals rights available to the child care staff member, and 3) information on how the individual can correct the federal or state records at issue in the case. (98.43(e)(3))

-- The Lead Agency must work with other agencies that are in charge of background check information and results (such as the Child Welfare office and the State Identification Bureau), to ensure the appeals process is conducted in accordance with the Act.

a. What is the procedure for each applicant to appeal or challenge the accuracy or completeness of the information contained in the background check report? If there are

different appeal process procedures for each component of the check, please provide that in this description, including information on which state agency is responsible for handling each type of appeal. Note: The FBI Fingerprint Check, State Criminal Fingerprint, and NCIC NSOR checks are usually conducted by a state's Identification Bureau and may have different appeal processes than agencies that conduct the state CAN and state SOR checks.

If the individual disagrees with the background check eligibility determination, they may request a review of the determination by the Ohio Department of Job and Family Services. Documentation of the records are not distributed, but information regarding the record is presented to a committee to review the request and determine if the decision of eligibility should be overturned. If an individual has been convicted or pleaded guilty to an offense listed in section 109.572 of the Ohio Revised Code and does not meet the rehabilitation criteria as outlined in 5101:2-12, 5101:2-13, 5101:2-14, or 5101:2-18 of the Ohio Administrative Code, they will be determined ineligible to work in Ohio and the decision may not be overturned.

b. If the appeals process is different for interstate checks, what is the procedure for each applicant to appeal or challenge the accuracy or completeness of the information contained in the background report for interstate checks?

If the individual disagrees with the background check eligibility determination, they may request a review of the determination by the Ohio Department of Job and Family Services. Documentation of the records are not distributed, but information regarding the record is presented to a committee to review the request and determine if the decision of eligibility should be overturned. If an individual has been convicted or pleaded guilty to an offense listed in section 109.572 of the Ohio Revised Code and does not meet the rehabilitation criteria as outlined in 5101:2-12, 5101:2-13, 5101:2-14, or 5101:2-18 of the Ohio Administrative Code, they will be determined ineligible to work in Ohio and the decision may not be overturned.

c. Interstate Child Abuse and Neglect (CAN) Registry Check:

If the individual disagrees with the background check eligibility determination, they may request a review of the determination by the Ohio Department of Job and Family Services. Documentation of the records are not distributed, but information regarding the record is presented to a committee to review the request and determine if the decision of eligibility should be overturned. If an individual disagrees with a child abuse and neglect

record, they are directed to the local public children services agency to appeal the finding by that agency.

5.6 Exemptions for Relative Providers

States and territories have the option to exempt relatives (defined in CCDF regulations as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles (98.42(c)) from certain health and safety requirements. Note: This exception applies if the individual cares only for relative children.

Check and describe where applicable the policies that the Lead Agency has regarding exemptions for eligible relative providers for the following health and safety requirements. The description should include the health and safety requirements relatives are exempt from, if applicable, as well as which of the federally defined relatives the exemption applies to.

5.6.1 Licensing Requirements (as described in Section 5.1)

- a. Relative providers are exempt from all licensing requirements.
- b. Relative providers are exempt from a portion of licensing requirements.

Describe:

- c. Relative providers must fully comply with all licensing requirements.

5.6.2 Health and Safety Standards (as described in Section 5.2 and 5.3)

- a. Relative providers are exempt from all health and safety standard requirements
- b. Relative providers are exempt from a portion of health and safety standard requirements.

Describe:

- c. Relative providers must fully comply with all health and safety standard requirements.

5.6.3 Health and Safety Training (as described in Section 5.3)

- a. Relative providers are exempt from all health and safety training requirements.
- b. Relative providers are exempt from a portion of all health and safety training requirements.

Describe:

- c. Relative providers must fully comply with all health and safety training requirements.

5.6.4 Monitoring and Enforcement (as described in Section 5.4)

- a. Relative providers are exempt from all monitoring and enforcement requirements.
- b. Relative providers are exempt from a portion of monitoring and enforcement requirements.

Describe:

- c. Relative providers must fully comply with all monitoring and enforcement requirements.

5.6.5 Background Checks (as described in Section 5.5)

- a. Relative providers are exempt from all background check requirements.
- b. Relative providers are exempt from a portion of background check requirements. If checked, identify the background check components that relatives must complete:
 - i. Criminal registry or repository using fingerprints in the current state of residency
 - ii. Sex offender registry or repository in the current state of residency

- iii. Child abuse and neglect registry and database check in the current state of residency
- iv. FBI fingerprint check
- v. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) name based search.
- vi. Criminal registry or repository in any other state where the individual has resided in the past five years.
- vii. Sex offender registry or repository in any other state where the individual has resided in the past five years.
- viii. Child abuse and neglect registry or data base in any other state where the individual has resided in the past five years.
- c. Relative providers must fully comply with all background check requirements.

This section covers the state or territory framework for training, professional development, and post-secondary education (98.44(a)); provides a description of strategies used to strengthen the business practices of child care providers (98.16(z)); and addresses early learning and developmental guidelines.

Lead Agencies are required to reserve and use a portion of their Child Care and Development Fund program expenditures for activities designed to improve the quality of child care services and to increase parental options for and access to high-quality child care (98.53). This section addresses the quality improvement activities implemented by the Lead Agency related to the support of the child care workforce and the development and implementation of early learning and developmental guidelines. It asks Lead Agencies to describe the measurable indicators of progress used to evaluate state/territory progress in improving the quality of child care services. (98.53 (f)) in either of these two areas.

States and territories are required to describe their framework for training, professional development, and post-secondary education for caregivers, teachers, and directors, including those working in school-age care (98.44(a)). This framework is part of a broader systematic approach building on health and safety training (as described in section 5) within a state/territory. States and territories must incorporate their knowledge and application of health and safety standards, early learning guidelines, responses to challenging behavior, and the engagement of families. States and territories are required to establish a progression of professional development opportunities to improve the knowledge and skills of CCDF providers (658E(c)(2)(G)). To the extent practicable, professional development should be appropriate to

work with a population of children of different ages, English-language learners, children with disabilities, and Native Americans (98.44(b)(2)(iv)). Training and professional development is one of the options that states and territories have for investing their CCDF quality funds (658G(b)(1)).

6.1 Professional Development Framework

6.1.1 Each state or territory must describe their professional development framework for training, professional development, and post-secondary education for caregivers, teachers and directors in programs that serve children of all ages. This framework should be developed in consultation with the State Advisory Council on Early Childhood Education and Care or similar coordinating body. The framework should include these components: (1) professional standards and competencies, (2) career pathways, (3) advisory structures, (4) articulation, (5) workforce information, and (6) financing (98.44(a)(3)). Flexibility is provided on the strategies, breadth, and depth with which states and territories will develop and implement their framework.

a) Describe how the state/territory's framework for training and professional development addresses the following required elements:

i. State/territory professional standards and competencies. Describe:

Ohio has developed Core Knowledge and Competencies for program administrators, early childhood mental health professionals, after school professionals.

ii. Career pathways. Describe:

Ohio has a Career Pathways Model that is embedded in licensing and Step Up To Quality requirements.

iii. Advisory structure. Describe:

Ohio has an Early Childhood Advisory Council (ECAC) that provides input and guidance to the administration of the Governor on early childhood programs. ECAC membership includes a diverse array of stakeholders from early childhood programs, schools, health, social services, unions, philanthropy and other groups. The Ohio Department of Job and Family Services also has a Child Care Advisory Council with a membership comprised of state agency representatives, child care centers, family child care homes, Head Start,

parents, county department of job and family services agencies and community stakeholders.

iv. Articulation. Describe:

Representatives from the Ohio Department of Education, the Ohio Head Start Collaboration Director, the Ohio Child Care Resource and Referral Association, the Ohio Department of Job and Family Services, Higher Education and two-year colleges participate on a workgroup that includes a sub-committee that continues to pursue improved articulation for Ohio's early care and education professionals.

v. Workforce information. Describe:

The Ohio Department of Job and Family Services contracts with seven resource and referral agencies in 12 service delivery areas to ensure professional development (PD) is available. This professional development is offered to ensure all professionals have the opportunity to obtain their professional development certificate (20 hours of PD over the biennium) which is a requirement of Step Up To Quality. The PD covers a variety of topics to ensure opportunities for development in the Core Knowledge and Competencies.

vi. Financing. Describe:

The state invests in TEACH scholarships and POWER Ohio each year to further develop the early childhood professionals.

b) The following are optional elements, or elements that should be implemented to the extent practicable, in the training and professional development framework.

- i. Continuing education unit trainings and credit-bearing professional development to the extent practicable

Describe:

- ii. Engagement of training and professional development providers, including higher education, in aligning training and educational opportunities with the state/territory's framework

Describe:

iii. Other

Describe:

6.1.2 Describe how the state/territory developed its professional development framework in consultation with the State Advisory Council on Early Childhood Education and Care (if applicable) or similar coordinating body if there is no SAC that addresses the professional development, training, and education of child care providers and staff.

Training and professional development have been required in child care licensing rules prior to the inception of the Early Childhood Advisory Council (ECAC). ECAC participated in a review of the state's Career Pathways Model when last updated in 2018.

6.1.3 Describe how the framework improves the quality, diversity, stability, and retention of caregivers, teachers, and directors (98.44(a)(7)).

Ohio participates in the TEACH program which assists early childhood professionals with the financial expenses to further their education. Ohio offers POWER Ohio, a wage and retention program to support professionals in the achievement of an associated degree or CDA. Ohio's Career Pathways Model includes points for students working in the early childhood field in a career-technical education program. Additionally, Ohio's quality rating and improvement system requires staff benefits that may include paid sick leave, annual leave, health care benefits and retirement benefits.

6.2 Training and Professional Development Requirements

The Lead Agency must describe how its established health and safety requirements for pre-service or orientation training and ongoing professional development requirements--as described in Section 5 for caregivers, teachers, and directors in CCDF programs--align, to the extent practicable, with the state/territory professional development framework. These

requirements must be designed to enable child care providers to promote the social, emotional, physical, and cognitive development of children and to improve the knowledge and skills of the child care workforce. Such requirements shall be applicable to child care providers caring for children receiving CCDF funds across the entire age span, from birth through age 12 (658E(c)(2)(G)). Ongoing training and professional development should be accessible and appropriate to the setting and age of the children served (98.44(b)(2)).

6.2.1 Describe how the state/territory incorporates into training and professional development opportunities:

-- the knowledge and application of its early learning and developmental guidelines (where applicable);

-- its health and safety standards (as described in section 5);

-- and social-emotional/behavioral and mental health intervention models for young children, which can include positive behavior intervention and support models that reduce the likelihood of suspension and expulsion of children (as described in Section 2 of the Pre-Print) (98.44(b)).

All child care staff have annual professional development requirements that can include these topics. Any licensed program providing publicly funded child care must participate in Step Up To Quality (SUTQ). SUTQ requires staff to complete 20 hours of professional development (PD) to secure/renew the PD certificate every biennium. These PD hours include Ohio Approved training which must include content that corresponds with the early learning and development guidelines.

6.2.2 Describe how the state/territory's training and professional development are accessible to providers supported through Indian tribes or tribal organizations receiving CCDF funds (as applicable) (98.44(b)(2)(vi)).

NA

6.2.3 States/territories are required to facilitate participation of child care providers with limited English proficiency and disabilities in the subsidy system (98.16 (dd)). Describe how the state/territory will recruit and facilitate the participation of providers in the subsidy system:

a) with limited English proficiency

The child care resource and referral agencies contracts include provider recruitment. Translation services are available at the state and county levels. Printed brochures were provided to various agencies such as Goodwill and Early Head Start to inform families of the services available within the community. Parent engagement groups, in which English and non-English speaking families are involved, are held to help bridge cultural awareness and language barriers within the early childhood community. Interpreters are available at each meeting. Programs such as Baby Talk and the Dolly Parton Imagination Library Leadership Team allow for options for the families and providers to participate in literacy supports where English is not the first language.

b) who have disabilities

The child care resource and referral (CCR&R) agencies contracts include provider recruitment to provide customized care for all families. All mandated state created trainings meet ADA requirements. The CCR&Rs also work with agencies such as Help Me Grow, Early Intervention, Project Open House, as well as facilitate provider meetings to ensure families are aware of resources and supports.

6.2.4 Describe how the state/territory's training and professional development requirements are appropriate, to the extent practicable, for child care providers who care for children receiving child care subsidies, including children of different age groups (such as specialized credentials for providers who care for infants and/or school-age children); English-language learners; children with developmental delays and disabilities; and Native Americans, including Indians as defined in Section 4 of the Indian Self-Determination and Education Assistance Act (including Alaska Natives) and Native Hawaiians (98.44(b)(2)(iv)).

All child care staff have annual professional development requirements that can include these topics. Available professional development topics include a variety of topics thereby allowing the professional to choose the appropriate training based on their professional growth. Ohio's Career Pathways Model recognizes many early childhood related credentials including infant/toddler and special needs. Training topics for staff to obtain additional training and or resources regarding english language learners or children with developmental delays or disabilities are included in the training topics of child growth and development, family / community relations, daily planning, child observations and assessments. A School-Age Endorsement has been established. It includes three levels and provides training specific to school-age professionals. An Infant Mental Health Credential is available and includes three levels, with the first level being most applicable to early childhood professionals.

6.2.5 The Lead Agency must provide training and technical assistance (TA) to providers and appropriate Lead Agency (or designated entity) staff on identifying and serving children and families experiencing homelessness (658E(c)(3)(B)(i)).

a. Describe the state/territory's training and TA efforts for providers in identifying and serving homeless children and their families (relates to question 3.2.2).

All child care staff are required to complete the pre-licensing or staff orientation which includes information on identifying and serving homeless children and their families.

b. Describe the state/territory's training and TA efforts for Lead Agency (or designated entity) staff in identifying and serving children and their families experiencing homelessness (connects to question 3.3.6).

The child care resource and referral (CCR&R) agencies have implemented a variety of methods to be proactive to identify and serve homeless families including participating in community events, offering parent education programs, participating in local task force and non-profit organizational efforts. Additionally, connections have been established with local shelters, libraries, food/clothing pantry, schools, food banks, Catholic Charities, YWCA, Head Start, Habitat for Humanity and housing coalitions to assist families in securing needed resources. Many CCR&Rs have created and distributed brochures or other forms of

communication informing of their services and have hired staff who focus specifically on outreach to families including assisting homeless families and children. Additionally, county agencies, who work directly with families to assist at the time of application provide needed services, are required by rule to complete training that includes all CCDBG requirements, including training on identifying and serving children and their families experiencing homelessness.

6.2.6 Lead Agencies must develop and implement strategies to strengthen the business practices of child care providers to expand the supply and to improve the quality of child care services (98.16 (z)). Describe the state/territory's strategies to strengthen provider's business practices, which can include training and/or TA efforts.

a. Describe the strategies that the state/territory is developing and implementing for strengthening child care providers' business practices.

A pre-licensing training has been developed that is required of all owners prior to application for licensure. This training includes a very extensive module specific to operating a child care business. Additionally, Ohio has Master Trainers who provide the OCC Strengthening Business Practices training in a train-the-trainer format to child care resource and referral agencies throughout the state who then offer the training to professionals.

b. Check the topics addressed in the state/territory's strategies for strengthening child care providers' business practices. Check all that apply.

- i. Fiscal management
- ii. Budgeting
- iii. Recordkeeping
- iv. Hiring, developing, and retaining qualified staff
- v. Risk management
- vi. Community relationships
- vii. Marketing and public relations
- viii. Parent-provider communications, including who delivers the training, education, and/or technical assistance

ix. Other

Describe:

ADA and other federal requirements, purchasing an existing program versus starting a new program, insurance

6.3 Supporting Training and Professional Development of the Child Care Workforce with CCDF Quality Funds

Lead Agencies can invest CCDF quality funds in the training, professional development, and post-secondary education of the child care workforce as part of a progression of professional development activities, such as those included at 98.44 of the CCDF Rule, and those included in the activities to improve the quality of child care also addressed in Section 7 (98.53(a)(1)).

6.3.1 Training and professional development of the child care workforce.

a. In the table below, describe which content is included in training and professional development activities and how an entity is funded to address this topic. Then identify which types of providers are included in these activities. Check all that apply.

i. Promoting the social, emotional, physical, and cognitive development of children, including those efforts related to nutrition and physical activity, using scientifically based, developmentally appropriate, and age-appropriate strategies (98.53 (a)(1)(i)(A)).

Describe the content and funding:

The online asynchronous modules are available to all professionals or families through the Ohio Professional Registry. Two modules with a target audience of Early Childhood Education (ECE) Centers and family child care home were developed focusing on infant mental health: "Infant Mental Health on Cognition, Growth & Development" addresses theoretical foundation, distinctive areas of child development from a mental health perspective, including hereditary and environmental influences, and supportive parent and caregiver strategies; "Failure to Thrive: What Touch can Do" addresses symptoms, medical and non-medical risk factors, child development stages, developmental impact, and strategies to develop

healthy attachment relationships. Online asynchronous module "Toxic Stress to Safe Zone" addresses impact of trauma and toxic stress on young children's social and emotional development and strategies to create an emotionally safe zone for children. This training is also available in Spanish. "Homelessness in the Early Care and Education System: Providing Education and Support for Child Care Professionals" addresses the effects of homelessness on child development and how program design and activities vary for children living in temporary living situations. "The Role of the Early Childhood Professional in Applying Social and Emotional (SE) Learning Strategies with Toddlers and Preschoolers" addresses theory and state of social-emotional development, competencies of SE learning in the ECE setting and instructional practices that support SE learning. "The Inclusion Umbrella: Strategies for Supporting children of Diverse Backgrounds and Needs" target audience is out-of-school time professionals and addresses strategies for self-awareness, cultural responsiveness, and practices for honoring children's and family's diversity to provide equitable and includes services.

The Ohio Department of Job and Family Services has a contract with the Ohio Child Care Resource and Referral Association (OCCRRA). OCCRRA facilitates the Ohio Professional Registry which house the Ohio Professional Registry (OPR). The OPR includes a wide variety of professional development opportunities for early childhood educators. Funding is allocated as part of the contract.

Which type of providers are included in these training and professional development activities?

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

ii. Implementing behavior management strategies, including positive behavior interventions and support models that promote positive social-emotional development and the mental health of young children and that reduce challenging behaviors, including a reduction in expulsions of preschool-age children from birth to age five for such behaviors. (See also section 2.4.5.) (98.53(a)(1)(iii)).

[Describe the content and funding:](#)

The online asynchronous modules are available to all professionals or families through the Ohio Professional Registry. "The Impact of Trauma on Behavior in Early Childhood" addresses the effects of trauma on children's social-emotional (SE) development and strategies that support children's social-emotional development in early childhood settings. "Managing Behavior by Influencing the Environment in Programs Serving Toddlers and Preschoolers" addresses how environmental changes affect children's behavior, adaptations to environment to manage behavior, design and evaluation of daily schedules and routines, role of the teacher and effects on managing the environment. "The Role of the Early Childhood Professional in Applying Social and Emotional Learning Strategies with Toddlers and Preschoolers" addresses theory and state of social-emotional development, competencies of SE learning and in the early childhood setting and instructional practices that support SE learning.

The Ohio Department of Job and Family Services has a contract with the Ohio Child Care Resource and Referral Association (OCCRRA). OCCRRA facilitates the Ohio Professional Registry which house the Ohio Professional Registry (OPR). The OPR includes a wide variety of professional development opportunities for early childhood educators. Funding is allocated as part of the contract.

[Which type of providers are included in these training and professional development activities?](#)

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

iii. [Engaging parents and families in culturally and linguistically appropriate ways to expand their knowledge, skills, and capacity to become meaningful partners in supporting their children's positive development. \(98.53\(a\)\(1\)\(iv\)\).](#)

[Describe the content and funding:](#)

The online asynchronous modules are available to all professionals or families through the Ohio Professional Registry. Online asynchronous module "Cultural

Healing and Historical Understanding" addresses cultural and historical backgrounds that create frameworks through how persons perceive the world, concepts of trauma informed lens, six key principle of trauma informed care in interactions with children and families. "Trauma Informed Care in Family Engagement" target audience is for mental health professionals, though content is beneficial to early childhood professionals. Module addresses correlation of family engagement and strong communities, the importance of adopting trauma informed approach for successful family engagements, barriers to family engagement, implicit bias, strategies to develop an effective family engagement plan. "Successful Family Engagement in Early Care and Education Programs" addresses methods to building positive relationships with young children and families, areas to strengthen family involvement in the early childhood program and how families can support the program, strategies for family engagement to meet the families' and program's needs. "The Inclusion Umbrella: Strategies for Supporting children of Diverse Backgrounds and Needs" addresses strategies for self-awareness, cultural responsiveness, and practices for honoring children's and families diversity to provide equitable and includes services; "Why Race Matters in Infant Mental Health Outcomes"; "Preparing for Inclusion: Early Care and Education and the Child with Special Needs" addresses understanding of federal and state regulations for care for children with special needs in early care and education programs and recommended practices that improve learning outcomes and promote the development of young children with developmental delays or disabilities.

The Ohio Department of Job and Family Services has a contract with the Ohio Child Care Resource and Referral Association (OCCRRA). OCCRRA facilitates the Ohio Professional Registry which house the Ohio Professional Registry (OPR). The OPR includes a wide variety of professional development opportunities for early childhood educators. Funding is allocated as part of the contract.

Which type of providers are included in these training and professional development activities?

- Licensed center-based
- License exempt center-based

- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

iv. Implementing developmentally appropriate, culturally and linguistically responsive instruction, and evidence-based curricula, and designing learning environments that are aligned with state/territory early learning and developmental standards (98.15 (a)(9)).

Describe the content and funding:

"Managing Behavior by Influencing the Environment in Programs Serving Toddlers and Preschoolers," addresses how environmental changes affect children's behavior, adaptations to environment to manage behavior, design and evaluation of daily schedules and routines, role of the teacher and effects on managing the environment. "Applying Ohio's Core Knowledge and Competencies to Your Practice" addresses why core knowledge and competencies are beneficial to all professionals in the early childhood and out-of-school time fields, how to use core knowledge and competencies in various professions, roles, and responsibilities, aligning competencies to professional behaviors and creating a professional development plan. "Homelessness in the Early Care and Education System: Providing Education and Support for Child Care Professionals" addresses the effects of homelessness on child development and how program design and activities vary for children living in temporary living situations. "The Inclusion Umbrella: Strategies for Supporting children of Diverse Backgrounds and Needs" addresses strategies for self-awareness, cultural responsiveness, and practices for honoring children's and families diversity to provide equitable and includes services; "Why Race Matters in Infant Mental Health Outcomes" address the presence and relevance of cultural diversity and impact on infant mental health and early childhood. "Sensory, Creative Arts, and Science Experiences for Infants and Toddlers" addresses sensory experiences that support the five senses, guidelines for appropriate creative art experiences and the teacher's role. Two online asynchronous modules, also available in face-to-face format, were developed on caring for children with special needs: "Different Yet Alike: Teaching Practices for Children with Special Needs" addresses designing early childhood environment to provide access for all children and strategies to promote participation for all children in early childhood programs; "Preparing for Inclusion: Early Care and Education and the Child with Special Needs" addresses understanding of federal and state

regulations for care for children with special needs in early care and education programs and recommended practices that improve learning outcomes and promote the development of young children with developmental delays or disabilities.

The Ohio Department of Job and Family Services has a contract with the Ohio Child Care Resource and Referral Association (OCCRRA). OCCRRA facilitates the Ohio Professional Registry which house the Ohio Professional Registry (OPR). The OPR includes a wide variety of professional development opportunities for early childhood educators. Funding is allocated as part of the contract.

Which type of providers are included in these training and professional development activities?

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

v. Providing onsite or accessible comprehensive services for children and developing community partnerships that promote families' access to services that support their children's learning and development.

Describe the content and funding:

The Ohio Department of Job and Family Services has contracted with the child care resource and referral (CCR&R) agencies to provide training and technical assistance to increase and maintain quality early care, learning, and school-age programming across the state for center-based and home-based programs. As a result of the significant state investments for professional development along with local funding, the CCR&Rs provide 7 training topics to support accessible comprehensive services. These topics provide strategies to support English Language Learners engaging families, Parent Cafés, and Strengthening Families - concrete supports in times of need, moving knowledge to action, and social connections.

Which type of providers are included in these training and professional development activities?

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

vi. Using data to guide program evaluation to ensure continuous improvement 98.53(a)(1)(ii).

Describe the content and funding:

The Ohio Department of Job and Family Services has contracted with the child care resource and referral (CCR&R) agencies to provide training and technical assistance to increase and maintain quality early care, learning, and school-age programming across the state for center-based and home-based programs. As a result of the significant state investments for professional development along with local funding, the CCR&Rs provide 49 training topics to use data to guide program evaluation as part of continuous quality improvement. These topics provide strategies to support ASQ 3 and ASQ SE 2, before assessment, curriculum and assessment, Business Administration Scale (BAS), Classroom Assessment Scoring System (CLASS), early learning assessment, formative assessment, Environmental Rating Scale (ERS) -ITERS, ECERS, SACERS, Program Administration Scale (PAS), planning and implementing measures of quality, and quality self-assessment for after school programs.

Which type of providers are included in these training and professional development activities?

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

vii. Caring for children of families in geographic areas with significant concentrations of poverty and unemployment.

[Describe the content and funding:](#)

Online asynchronous training module "Homelessness in the Early Care and Education System: Providing Education and Support for Child Care Professionals" addresses the effects of homelessness on child development and how program design and activities vary for children living in temporary living situations..

The Ohio Department of Job and Family Services has a contract with the Ohio Child Care Resource and Referral Association (OCCRRA). OCCRRA facilitates the Ohio Professional Registry which house the Ohio Professional Registry (OPR). The OPR includes a wide variety of professional development opportunities for early childhood educators. Funding is allocated as part of the contract.

[Which type of providers are included in these training and professional development activities?](#)

- [Licensed center-based](#)
- [License exempt center-based](#)
- [Licensed family child care home](#)
- [License- exempt family child care home](#)
- [In-home care \(care in the child's own home\)](#)

[viii. Caring for and supporting the development of children with disabilities and developmental delays 98.53 \(a\)\(1\)\(i\)\(B\).](#)

[Describe the content and funding:](#)

Two online asynchronous modules, also available in face-to-face format, were developed on caring for children with special needs: "Different Yet Alike: Teaching Practices for Children with Special Needs" addresses designing early childhood environment to provide access for all children and strategies to promote participation for all children in early childhood programs; "Preparing for Inclusion: Early Care and Education and the Child with Special Needs" addresses understanding of federal and state regulations for care for children with special needs in early care and education programs and recommended practices that improve learning outcomes and promote the development of young children with developmental delays or disabilities.

The Ohio Department of Job and Family Services has a contract with the Ohio

Child Care Resource and Referral Association (OCCRRA). OCCRRA facilitates the Ohio Professional Registry which house the Ohio Professional Registry (OPR). The OPR includes a wide variety of professional development opportunities for early childhood educators. Funding is allocated as part of the contract.

Which type of providers are included in these training and professional development activities?

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

ix. Supporting the positive development of school-age children (98.53(a)(1)(iii)).

Describe the content and funding:

Two online asynchronous trainings were developed on supporting the positive development of school-age children. "Managing Behaviors Using Knowledge of Child Development and Guidance and Discipline Strategies in School-Age Programs" addresses child development for ages 5 - 14 and how development influences child behavior. Appropriate expectations and guidance and discipline strategies are also discussed. "Managing Environmental Influences on Behavior in School-Age Programs" addresses how the environment, schedule, and routines influence behavior. Two trainings specifically address supporting children's social-emotional development: "The Role of the School-Age Professional in Applying Social and Emotional Learning Strategies in School-Age Programs" and "Managing Societal Influences on Social- Emotional Development in School-age Programs".

The Ohio Department of Job and Family Services has a contract with the Ohio Child Care Resource and Referral Association (OCCRRA). OCCRRA facilitates the Ohio Professional Registry which house the Ohio Professional Registry (OPR). The OPR includes a wide variety of professional development opportunities for early childhood educators. Funding is allocated as part of the contract.

Which type of providers are included in these training and professional development activities?

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

x. Other

Describe:

Online asynchronous module addresses program management and leadership: "Managing Staff and Creating Leaders" addresses practices that encourage and support development of staff through management strategies and leadership strategies to build knowledge and skills. "It's Time to Take Care You" addresses how stress affects an

ECE professionals physical and mental health and strategies to relief the effects of stress. "Ohio's Instructor Guide Cycle of Instruction" addresses four of the cycle of instruction for creation and delivery of effective professional development. Infant mental health modules with a target audience of mental health professionals "Why Place Matters in Infant Mental Health Outcomes" addresses optimal environments for influencing infant mental health development and children and families positive outcomes. "Assessment and Early Intervention for Infants and Toddlers" addresses the assessment process, types of assessments, assessment results, early intervention referral process, development of the an Individualized Family Care Plan and providing services for health child and family outcomes. "Intervention and Treatment Modalities for Infant Mental Health" addresses a three-tiered intervention and treatment approach of universal promotion, targeted prevention, and intensive therapy. "Supporting Families and Caregivers of Infants and Toddlers with Complex Needs" addresses strategies for demonstrating respect for families of infant and toddlers, risk factors that contribute to the complex needs of an infant/toddler, understanding child temperament and attachment to supporting families and strategies for families on supporting their child's social-emotional needs "Infant and Early Childhood Mental Health Consultation (IECMH): The New Ohio Model" addresses the foundational knowledge of IECMH consultation, tenets of the

consultative stance and essential roles of building relationships with families and professionals.

The Ohio Department of Job and Family Services has a contract with the Ohio Child Care Resource and Referral Association (OCCRRA). OCCRRA facilitates the Ohio Professional Registry which house the Ohio Professional Registry (OPR). The OPR includes a wide variety of professional development opportunities for early childhood educators. Funding is allocated as part of the contract.

Which type of providers are included in these training and professional development activities?

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

b. Check how the state/territory connects child care providers with available federal and state/territory financial aid or other resources to pursue post-secondary education relevant for the early childhood and school-age workforce and then identify which providers are eligible for this activity. Check all that apply.

- i. Coaches, mentors, consultants, or other specialists available to support access to post-secondary training, including financial aid and academic counseling.
 - Licensed center-based
 - License exempt center-based
 - Licensed family child care home
 - License- exempt family child care home
 - In-home care (care in the child's own home)

- ii. Statewide or territory-wide, coordinated, and easily accessible clearinghouse (i.e., an online calendar, a listing of opportunities) of relevant post-secondary education opportunities.
 - Licensed center-based
 - License exempt center-based
 - Licensed family child care home
 - License- exempt family child care home
 - In-home care (care in the child's own home)
- iii. Financial awards such as scholarships, grants, loans, or reimbursement for expenses and/or training, from the state/territory to complete post-secondary education.
 - Licensed center-based
 - License exempt center-based
 - Licensed family child care home
 - License- exempt family child care home
 - In-home care (care in the child's own home)
- iv. Other.
 - Licensed center-based
 - License exempt center-based
 - Licensed family child care home
 - License- exempt family child care home
 - In-home care (care in the child's own home)

Describe:

Ohio participates in the TEACH Scholarship Program and offers Power Ohio.

6.3.2 Describe the measurable indicators of progress relevant to subsection 6.3 that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

For Fiscal Year 2020 (July 1, 2019 – June 30, 2020) T.E.A.C.H Ohio provided scholarships to 1,099 early education professionals, 286 Associate degree scholarships, 26 Bachelor degree scholarships, and 787 CDA Assessment Fee scholarships were awarded. POWER Ohio has a total of 1,030 approved recipients. During FY20, 246 professionals obtained their

CDA Credential and 16 earned their Associate Degree while receiving assistance through the POWER Ohio program.

6.4 Early Learning and Developmental Guidelines

6.4.1 States and territories are required to develop, maintain, or implement early learning and developmental guidelines that are appropriate for children in a forward progression from birth to kindergarten entry (i.e., birth-to-three, three-to-five, birth-to-five), describing what children should know and be able to do and covering the essential domains of early childhood development. These early learning and developmental guidelines are to be used statewide and territory-wide by child care providers and in the development and implementation of training and professional development (658E(c)(2)(T)). The required essential domains for these guidelines are cognition, including language arts and mathematics; social, emotional, and physical development; and approaches toward learning (98.15(a)(9)). At the option of the state/territory, early learning and developmental guidelines for out-of-school time may be developed. Note: States and territories may use the quality set-aside, discussed in section 7, to improve on the development or implementation of early learning and developmental guidelines.

a. Describe how the state/territory's early learning and developmental guidelines address the following requirements:

i. Are research-based.

The standards were created with national experts and writing teams made up of Ohio-based content experts and stakeholders.

ii. Developmentally appropriate.

The standards were developed from a collaborative effort of State agencies who worked with national experts to ensure the standards were developmentally appropriate.

iii. Culturally and linguistically appropriate.

Stakeholders and content experts provided extensive review of the standards to ensure they were culturally and linguistically appropriate. The standards are being

revised to address the unique features of dual language development.

[iv. Aligned with kindergarten entry.](#)

The standards are being reviewed to ensure alignment with kindergarten entry and other state initiatives.

[v. Appropriate for all children from birth to kindergarten entry.](#)

Each Child, Our Future is Ohio's strategic plan to ensure each student PreK to grade 12 is challenged, prepared, and empowered for the future. The standards describe key concepts and skills that young children develop during the birth-to-five-year period. Their purpose is to support the development and well-being of young children and to foster their learning. The standards promote the understanding of early learning and development, provide a comprehensive and coherent set of expectations for children's development and learning, and guide the design and implementation of curriculum, assessment, and instructional practices with young children.

[vi. Implemented in consultation with the educational agency and the State Advisory Council or similar coordinating body.](#)

The Ohio Early Learning and Development Standards were created as part of a collaborative effort of the Early Childhood Advisory Council including the Ohio Department of Education, Ohio Department of Job and Family Services, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Developmental Disabilities, and the Governor's Office of Health Transformation.

[b. Describe how the required domains are included in the state/territory's early learning and developmental guidelines. Responses for "other" are optional.](#)

[i. Cognition, including language arts and mathematics.](#)

This domain includes the cognitive processes that enable all other learning to take place, as well as children's knowledge of the social and physical world. The subdomains are Mathematics, Social Studies and Science.

[ii. Social development.](#)

This domain includes behaviors that reflect the ability to successfully navigate interactions between adults and peers.

iii. Emotional development.

This domain focusing on a child's ability to regulate attention, emotions, and behavior to establish positive relationships with adults and peers.

iv. Physical development.

This domain focuses on the motor skills and healthy habits essential for overall development

v. Approaches toward learning.

This domain focuses on the foundational skills that lead to future competencies

vi. Describe how other optional domains are included, if any:

The Language and Literacy domain includes the fundamental age appropriate early literacy and language skills important for school readiness and later capacity to learn.

c. Describe how the state/territory's early learning and developmental guidelines are updated and include the date first issued and/or the frequency of updates.

The guidelines were established in October 2012. The standards are currently in the process of being revised. The new standards are expected to be finalized by November 2021 and are scheduled to be reviewed by the State Board February 2022. This is the first update since the guidelines were issued in 2012.

d. If applicable, discuss the state process for the adoption, implementation, and continued improvement of state out-of-school time standards.

NA

e. Provide the Web link to the state/territory's early learning and developmental guidelines and if available, the school-age guidelines.

The Early Learning and Developmental Guidelines can be found under the "Additional Resources" section on this page

<https://boldbeginning.ohio.gov/wps/portal/gov/bold/providers/SUTQ/guidance-implementation>

6.4.2 CCDF funds cannot be used to develop or implement an assessment for children that:

- Will be the primary or sole basis to determine a child care provider ineligible to participate in the CCDF,
- Will be used as the primary or sole basis to provide a reward or sanction for an individual provider,
- Will be used as the primary or sole method for assessing program effectiveness,
- Will be used to deny children eligibility to participate in the CCDF (658E(c)(2)(T)(ii)(I); 98.15(a)(2)).

Describe how the state/territory's early learning and developmental guidelines are used.

The state of Ohio's early learning and development guidelines are used as a resource for all programs to obtain information regarding child development. One of the requirements of the state QRIS Step Up To Quality (SUTQ) also requires alignment of the selected curriculum to the early learning and development standards beginning at a 2-star rating.

6.4.3 If quality funds are used to develop, maintain, or implement early learning and development guidelines, describe the measurable indicators that will be used to evaluate the state/territory's progress in improving the quality of child care programs and services and the data on the extent to which the state/territory has met these measures (98.53(f)(3)).

NA

7 Support Continuous Quality Improvement

Lead Agencies are required to use a portion of their CCDF program expenditures for activities designed to improve the quality of child care services and to increase parental options for and access to high-quality child care (98.53). The quality activities should be aligned with a statewide or territory-wide assessment of the state's or territory's need to carry out such services and care. States and territories are required to report on these quality improvement investments through CCDF in three ways:

1. In the CCDF Plan, the ACF 118, states and territories will describe the types of activities supported by quality investments over the 3-year period (658G(b); 98.16(j)).
2. In the annual expenditure report, the ACF-696, ACF will collect data on how much CCDF funding is spent on quality activities. This report will be used to determine compliance with the required quality and infant and toddler spending requirements (658G(d)(1); 98.53(f)).
3. For each year of the Plan period, states and territories will submit a Quality Progress Report, the ACF 218, that will include a description of activities funded by quality expenditures and the measures used by the state/territory to evaluate its progress in improving the quality of child care programs and services within the state/territory (658G(d); 98.53(f)).

States and territories must fund efforts in at least one of the following 10 activities:

- Supporting the training and professional development of the child care workforce (Addressed in Section 6)
- Improving on the development or implementation of early learning and developmental guidelines (Addressed in Section 6)
- Developing, implementing, or enhancing a tiered quality rating and improvement system or other systems of quality improvement for child care providers and services
- Improving the supply and quality of child care programs and services for infants and toddlers
- Establishing or expanding a statewide system of child care resource and referral services
- Supporting compliance with state/territory requirements for licensing, inspection, monitoring,

training, and health and safety (as described in section 5)

- Evaluating the quality of child care programs in the state/territory, including evaluating how programs positively impact children
- Supporting providers in the voluntary pursuit of accreditation
- Supporting the development or adoption of high-quality program standards related to health, mental health, nutrition, physical activity, and physical development
- Performing other activities to improve the quality of child care services, as long as outcome measures relating to improved provider preparedness, child safety, child well-being, or kindergarten entry are possible.

Throughout this Plan, states and territories will describe the types of quality improvement activities where CCDF investments are being made, including but not limited to, quality set-aside funds, and will describe the measurable indicators of progress used to evaluate state/territory progress in improving the quality of child care services for each expenditure (98.53(f)). These activities can benefit infants and toddlers through school-age populations, and all categories of care. It is important that while Lead Agencies have the flexibility to define "high quality" and develop strategies and standards to support their definition, Lead Agencies should consider how that definition and those strategies for different provider types reflect and acknowledge their unique differences and how quality varies in different settings, including family child care and small care settings as well as child care centers.

This section covers the quality activities needs assessment, quality improvement activities, and indicators of progress for each of the activities undertaken in the state or territory.

7.1 Quality Activities Needs Assessment for Child Care Services

7.1.1 Lead Agencies must invest in quality activities based on an assessment of the state/territory's needs to carry out those activities. Lead Agencies have the flexibility to design an assessment of their quality activities that best meet their needs, including how often they do the assessment. Describe your state/territory assessment process, including the frequency of assessment (658G(a)(1); 98.53(a)).

Ohio completed a Step Up To Quality Validation Study in 2016-2017 and again in 2019 to evaluate the effectiveness of the program in preparing children for kindergarten. Ohio has contracted with child care resource and referral (CCR&R) agencies in several quality efforts including supporting the training and professional development of the child care workforce and improving the supply and quality of child care programs and services. The CCR&R agencies submit quarterly reports to the Ohio Department of Job and Family Services that include training statistics and progress toward Step Up To Quality (SUTQ) rating goals required in the contract. These reports are reviewed to determine effectiveness of each CCR&R's in providing training to professionals in their service delivery area and their approach toward required SUTQ goals.

7.1.2 Describe the findings of the assessment and if any overarching goals for quality improvement were identified. If applicable, include a direct URL/website link for any available evaluation or research related to the findings.

The Step Up To Quality (SUTQ) Validation Study conducted in 2019 showed that

- 1) participation in SUTQ is associated with higher quality classroom practices compared to sites that are not participating;
- 2) children who spend two years in a publicly funded child care had higher scores, on average, than students who were economically disadvantaged and had not participated for two years in a publicly funded child care;
- 3) children who participated in early learning and development programs sponsored by the Ohio Department of Education had mean scores on the Kindergarten Readiness Assessment second only to students who were not economically disadvantaged ; and
- 4) Type A and type B family child care homes perform on par with their center and Early Childhood Education counterparts.

[Microsoft Word - SUTQ Validation Study Child Outcomes Report 2020 6.26.20 \(003\)](#)

7.2 Use of Quality Funds

7.2.1 Check the quality improvement activities in which the state/territory is investing

- a. Supporting the training and professional development of the child care workforce as discussed in 6.2 (Related Section: 6.3). Check all that apply.

i CCDF funds

ii. State general funds

Other funds. Describe:

- b. Developing, maintaining, or implementing early learning and developmental guidelines (Related Section: 6.4). Check all that apply.

i CCDF funds

ii. State general funds

Other funds. Describe:

- c. Developing, implementing, or enhancing a tiered quality rating and improvement system (Related Section: 7.3). Check all that apply.

i CCDF funds

ii. State general funds

Other funds. Describe:

Ohio uses CCDF, TANF and the General Revenue Fund to support the tiered quality rating system.

- d. Improving the supply and quality of child care services for infants and toddlers (Related Section: 7.4). Check all that apply.

i CCDF funds

ii. State general funds

Other funds. Describe:

- e. Establishing or expanding a statewide system of CCR&R services, as discussed in 1.7 (Related Section: 7.5). Check all that apply.

i CCDF funds

ii. State general funds

Other funds. Describe:

- f. Facilitating Compliance with State Standards (Related Section: 7.6). Check all that apply.

i CCDF funds

ii. State general funds

Other funds. Describe:

- g. Evaluating and assessing the quality and effectiveness of child care services within the state/territory (Related Section: 7.7). Check all that apply.

i CCDF funds

ii. State general funds

Other funds. Describe:

- h. Accreditation Support (Related Section: 7.8). Check all that apply.

i CCDF funds

ii. State general funds

Other funds. Describe:

Ohio uses CCDF, TANF and the General Revenue Fund to support continuous accreditation.

- i. Supporting state/territory or local efforts to develop high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development (Related Section: 7.9). Check all that apply.

i CCDF funds

ii. State general funds

Other funds. Describe:

- j. Other activities determined by the state/territory to improve the quality of child care services and which measurement of outcomes related to improved provider preparedness, child safety, child well-being, or kindergarten entry is possible (Related Section: 7.10). Check all that apply

i CCDF funds

ii. State general funds

Other funds. Describe:

7.3 Quality Rating and Improvement System (QRIS) or Another System of Quality Improvement

Lead Agencies may respond in this section based on other systems of quality improvement, even if not called a QRIS, as long as the other quality improvement system contains the elements of a QRIS. QRIS refers to a systematic framework for evaluating, improving and communicating the level of quality in early childhood programs and contains five key elements:

1. Program standards
2. Supports to programs to improve quality
3. Financial incentives and supports
4. Quality assurance and monitoring
5. Outreach and consumer education

7.3.1 Does your state/territory have a quality rating and improvement system or other system of quality improvement?

- a. No, the state/territory has no plans for QRIS development. If no, skip to 7.4.1.
- b. No, but the state/territory is in the QRIS development phase. If no, skip to 7.4.1.

- c. Yes, the state/territory has a QRIS operating statewide or territory-wide.

Describe how the QRIS is administered (e.g., statewide or locally or through CCR&R entities) and any partners, and provide a link, if available.

Ohio's QRIS, called Step Up To Quality, is administered at the state level by the Ohio Department of Job and Family Services. The Ohio Department of Education completes the verification process for programs regulated through their agency. The county department of job and family services completes the verification process for family child care providers wishing to become one and two-star rated. The Ohio Department of Job and Family Services completes the verification process for 3, 4, and 5 ratings for family child care providers and for all rating levels for child care centers. All programs follow the same rules that can be found here: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 17: Step Up to Quality \(SUTQ\) \(ohio.gov\)](#)

- d. Yes, the state/territory has a QRIS initiative operating as a pilot-test in a few localities or only a few levels but does not have a fully operating initiative on a statewide or territory-wide basis.

Provide a link, if available.

- e. Yes, the state/territory has another system of quality improvement.

Describe the other system of quality improvement and provide a link, if available.

NA

7.3.2 Indicate how providers participate in the state or territory QRIS or another system of quality improvement.

a. Are providers required to participate in the QRIS or another system of quality improvement? Check all that apply if response differs for different categories of care.

- Participation is voluntary
- Participation is partially mandatory. For example, participation is mandatory for providers serving children receiving a subsidy, participation is mandatory for all licensed providers or participation is mandatory for programs serving children birth to age 5 receiving a subsidy. If checked, describe the relationship between QRIS participation and subsidy (e.g., minimum rating

required, reimbursed at higher rates for achieving higher ratings, participation at any level).

A provider who operates a licensed child care program is eligible to provide publicly funded child care only if the program is rated through the Step Up To Quality (SUTQ) program, unless exempt. See Rule here: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-09 Provider responsibilities for publicly funded child care \(ohio.gov\)](#).

SUTQ programs receive an increased base rate and an additional enhanced rate based on their star rating. Licensed programs are exempt from the SUTQ requirement when (a) A program operates only during the summer and for not more than fifteen consecutive weeks; (b) A program operates only during school breaks; (c) A program operates only on weekday evenings, weekends, or both; (d) A program holds a provisional license issued under section 5104.03 of the Revised Code; (e) A program had its step up to quality program rating removed by the department of job and family services within the previous twelve months; (f) A program is the subject of a revocation action initiated by the department, but the license has not yet been revoked.

Participation is required for all providers.

b. Which types of settings or distinctive approaches to early childhood education and care participate in the state/territory QRIS or another system of quality improvement? Check all that apply.

- i. Licensed child care centers
- ii. Licensed family child care homes
- iii. License-exempt providers
- iv. Early Head Start programs
- v. Head Start programs
- vi. State Prekindergarten or preschool programs
- vii. Local district-supported Prekindergarten programs
- viii. Programs serving infants and toddlers
- ix. Programs serving school-age children
- x. Faith-based settings
- xi. Tribally operated programs
- xii. Other

Describe:

c. Describe how the Lead Agency's QRIS, or other system for improving quality, considers how quality may look different in the different types of provider settings which participate in the QRIS or other system of quality improvement. For instance, does the system of quality improvement consider what quality looks like in a family child care home with mixed-age groups vs. child care centers with separate age groups? Or are standards related to quality environments flexible enough to define quality in home-based environments, as well as child care center environments?

Ohio's QRIS (Step Up to Quality) has separate standards for licensed child care centers and family child care home providers, each refers to the appropriate curriculum, staff qualifications, and environmental rating scales. Standards cross over both areas in regard to family engagement, child screening and assessment, and interactions and environments.

7.3.3 Identify how the state or territory supports and assesses the quality of child care providers.

The Lead Agency may invest in the development, implementation, or enhancement of a tiered quality rating and improvement system for child care providers and services or another system of quality improvement. Note: If a Lead Agency decides to invest CCDF quality dollars in a QRIS, that agency can use the funding to assist in meeting consumer education requirements (98.33).

Do the state/territory's quality improvement standards align with or have reciprocity with any of the following standards?

No

Yes. If yes, check the type of alignment, if any, between the state/territory's quality standards and other standards. Check all that apply.

a. Programs that meet state/territory PreK standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between PreK programs and the quality improvement system) .

- b. Programs that meet federal Head Start Program Performance Standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between Head Start programs and the quality improvement system).
- c. Programs that meet national accreditation standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, an alternative pathway exists to meeting the standards).
- d. Programs that meet all or part of state/territory school-age quality standards.
- e. Other.

Describe:

7.3.4 Do the state/territory's quality standards build on its licensing requirements and other regulatory requirements?

- No
- Yes. If yes, check any links between the state/territory's quality standards and licensing requirements
 - a. Requires that a provider meet basic licensing requirements to qualify for the base level of the QRIS.
 - b. Embeds licensing into the QRIS
 - c. State/territory license is a "rated" license
 - d. Other.

Describe:

NA

7.3.5 Does the state/territory provide financial incentives and other supports designed to expand the full diversity of child care options and help child care providers improve the quality of services that are provided through the QRIS or another system of quality improvement.

No

Yes. If yes, check all that apply

a. If yes, indicate in the table below which categories of care receive this support.

i. One-time grants, awards, or bonuses

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home (care in the child's own home)

ii. Ongoing or periodic quality stipends

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home (care in the child's own home)

iii. Higher subsidy payments

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home (care in the child's own home)

iv. Training or technical assistance related to QRIS

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home (care in the child's own home)

v. Coaching/mentoring

- Licensed center-based

- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home (care in the child's own home)

vi. Scholarships, bonuses, or increased compensation for degrees/certificates

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home (care in the child's own home)

vii. Materials and supplies

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home (care in the child's own home)

viii. Priority access for other grants or programs

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home (care in the child's own home)

ix. Tax credits for providers

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home (care in the child's own home)

x. Tax credits for parents

- Licensed center-based

- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home (care in the child's own home)

xi. Payment of fees (e.g. licensing, accreditation)

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home (care in the child's own home)

b. Other:

NA

7.3.6 Describe the measurable indicators of progress relevant to subsection 7.3 that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

All licensed programs providing publicly funded child care must be Step Up To Quality rated, unless exempt. Licensed programs are exempt from the SUTQ requirement when (a) A program operates only during the summer and for not more than fifteen consecutive weeks; (b) A program operates only during school breaks; (c) A program operates only on weekday evenings, weekends, or both; (d) A program holds a provisional license issued under section 5104.03 of the Revised Code; (e) A program had its step up to quality program rating removed by the department of job and family services within the previous twelve months; (f) A program is the subject of a revocation action initiated by the department, but the license has not yet been revoked. Ohio Administrative Code was updated to reflect these changes as well.

The Ohio Department of Job and Family Services uses data from the Ohio Child Licensing and Quality System to track the number of licensed child care providers as well as the percentage of those with a provider agreement for publicly funded child care (PFCC) and the Step Up To Quality (SUTQ) rating. The department monitors trends and changes in these

numbers. In April 2020, 4,936 child care centers and family child care providers, type A and type B homes, held an agreement to provide PFCC with 4,482 being in SUTQ. As of April 2021, 4,334 child care centers and family child care providers, type A and type B homes held an agreement to provide PFCC with 4,305 being rated in SUTQ. In April 2020, 91% of programs (centers and family child care) were SUTQ rated with a PFCC agreement, compared to 99% of programs (centers and family child care) in April 2021.

7.4 Improving the Supply and Quality of Child Care Programs and Services for Infants and Toddlers

Lead Agencies are required to spend 3 percent of their total CCDF expenditures on activities to improve the supply and quality of their infant and toddler care. This is in addition to the general quality set-aside requirement.

Lead Agencies are encouraged to use the required needs assessment to systematically review and improve the overall quality of care that infants and toddlers receive, the systems in place or needed to support and enhance the quality of infant and toddler providers, the capacity of the infant and toddler workforce to meet the unique needs of very young children, and the methods in place to increase the proportion of infants and toddlers in higher quality care, including any partnerships or coordination with Early Head Start and IDEA Part C programs.

7.4.1 Identify and describe the activities that are being implemented by the state/territory to improve the supply (see also section 4) and quality of child care programs and services for infants and toddlers and check which of the activities are available to each provider type.

- a. Establishing or expanding high-quality community- or neighborhood-based family and child development centers. These centers can serve as resources to child care providers to improve the quality of early childhood services for infants and toddlers from low-income families and to improve eligible child care providers' capacity to offer high-quality, age-appropriate care to infants and toddlers from low-income families.

Describe:

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)
- b. Establishing or expanding the operation of community-based, neighborhood-based, or provider networks comprised of home-based providers, or small centers focused on expanding the supply of infant and toddler care.

Describe:

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)
- c. Providing training and professional development to enhance child care providers' ability to provide developmentally appropriate services for infants and toddlers.

Describe:

Through the child care resource and referral (CCR&R) agencies, the Ohio Department of Job and Family Services funds 12 Infant/Toddler Specialists to provide specific guidance and technical assistance. Ohio's CCR&Rs each have Infant and Toddler Specialist that are PITC certified supporting early care and learning programs. The Program for Infant/Toddler Care conducts Trainer Institutes, which are offered to educators, program managers, and other professionals responsible for training infant/toddler care teachers. These intensive sessions help trainers deepen their understanding of each module's content and acquire skills in the integrated presentation of the concepts in the PITC videos and guides. Upon completing the certification requirements, participants receive a certificate of completion from WestEd and the California Department of Education that recognizes them as trainers for the specific module in which they received training.

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)
- d. Providing coaching, mentoring, and/or technical assistance on this age group's unique needs from statewide or territory-wide networks of qualified infant/toddler specialists.

Describe:

Infant/Toddler Specialists provide professional development and technical assistance to early care and learning programs through the child care resource and referral agencies serving Ohio's 88 counties.

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

7.4 Improving the Supply and Quality of Child Care Programs and Services for Infants and Toddlers

Lead Agencies are required to spend 3 percent of their total CCDF expenditures on activities to improve the supply and quality of their infant and toddler care. This is in addition to the general quality set-aside requirement.

Lead Agencies are encouraged to use the required needs assessment to systematically review and improve the overall quality of care that infants and toddlers receive, the systems in place or needed to support and enhance the quality of infant and toddler providers, the capacity of the infant and toddler workforce to meet the unique needs of very young children, and the methods in place to increase the proportion of infants and toddlers in higher quality care, including any partnerships or coordination with Early Head Start and IDEA Part C programs.

7.4.1 Identify and describe the activities that are being implemented by the state/territory to improve the supply (see also section 4) and quality of child care programs and services for infants and toddlers and check which of the activities are available to each provider type.

- e. Coordinating with early intervention specialists who provide services for infants and toddlers with disabilities under Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.).

Describe:

- Licensed center-based
 - License exempt center-based
 - Licensed family child care home
 - License- exempt family child care home
 - In-home care (care in the child's own home)
- f. Developing infant and toddler components within the state/territory's QRIS, including classroom inventories and assessments.

Describe:

- Licensed center-based
 - License exempt center-based
 - Licensed family child care home
 - License- exempt family child care home
 - In-home care (care in the child's own home)
- g. Developing infant and toddler components within the state/territory's child care licensing regulations.

Describe:

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

- h. Developing infant and toddler components within the early learning and developmental guidelines.

Describe:

The early learning and development standards begin at birth and continue through Kindergarten entry. The standards describe key concepts and skills that young children develop during the birth-to-five-year period. Their purpose is to support the development and well-being of young children and to foster their learning. The standards promote the understanding of early learning and development, provide a comprehensive and coherent set of expectations for children's development and learning, and guide the design and implementation of curriculum, assessment, and instructional practices with young children.

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

7.4 Improving the Supply and Quality of Child Care Programs and Services for Infants and Toddlers

Lead Agencies are required to spend 3 percent of their total CCDF expenditures on activities to improve the supply and quality of their infant and toddler care. This is in addition to the general quality set-aside requirement.

Lead Agencies are encouraged to use the required needs assessment to systematically review and improve the overall quality of care that infants and toddlers receive, the systems in place or needed to support and enhance the quality of infant and toddler providers, the capacity of the infant and toddler workforce to meet the unique needs of very young children, and the methods in place to increase the proportion of infants and toddlers in higher quality care, including any partnerships or coordination with Early Head Start and IDEA Part C programs.

7.4.1 Identify and describe the activities that are being implemented by the state/territory to improve the supply (see also section 4) and quality of child care programs and services for infants and toddlers and check which of the activities are available to each provider type.

- i. Improving the ability of parents to access transparent and easy-to-understand consumer information about high-quality infant and toddler care that includes information on infant and toddler language, social-emotional, and both early literacy and numeracy cognitive development.

Describe:

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

- j. Carrying out other activities determined by the state/territory to improve the quality of infant and toddler care provided within the state/territory and for which there is evidence that the activities will lead to improved infant and toddler health and safety, cognitive and physical development, and/or well-being.

Describe:

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

- k. Coordinating with child care health consultants.

Describe:

- Licensed center-based
- License exempt center-based
- Licensed family child care home

- License- exempt family child care home
- In-home care (care in the child's own home)
- l. Coordinating with mental health consultants.

Describe:

Mental Health Consultants are available resources for child care programs.

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)
- m. Establishing systems to collect real time data on available (vacant) slots in ECE settings, by age of child, quality level, and location of program.

Describe:

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)
- n. Other.

Describe:

- Licensed center-based
- License exempt center-based
- Licensed family child care home
- License- exempt family child care home
- In-home care (care in the child's own home)

7.4.2 Describe the measurable indicators of progress relevant to subsection 7.4 that the state/territory will use to evaluate its progress in improving the quality of child care programs and services for infants and toddlers within the state/territory and the data on the extent to which the state or territory has met these measures.

Quarterly conference calls and meetings were hosted to provide statewide professional

development and technical assistance for early learning professionals working with infants and toddlers. Due to the COVID-19 pandemic, trainings were moved to a virtual platform. A total of 139 targeted trainings were held throughout the state and included the following topics: Infant/Toddler 101: Discipline, Expectations and Environment; Infant/Toddler Best Practice Series; Ages and Stages Questionnaire - 3, The Ages and Stages Questionnaire; and Ohio's Early Learning Development Standards.

7.5 Child Care Resource and Referral

A Lead Agency may expend funds to establish, expand, or maintain a statewide system of child care resource and referral services (98.53(a)(5)). It can be coordinated, to the extent determined appropriate by the Lead Agency, by a statewide public or private non-profit, community-based, or regionally based lead child care resource and referral organization (658E(c)(3)(B)(iii)). This effort may include activities done by local or regional child care and resource referral agencies, as discussed in section 1.7.

7.5.1 What are the services provided by the local or regional child care and resource and referral agencies?

Local child care resource and referral agencies provide services that include working with child care providers, families, and the community. Work is focused on improving the quality of child care programs, assisting families in obtaining reliable, high quality care, and educating the community on the importance of early care and education. Surveys are conducted to determine community needs, parent/guardian needs, and child care provider needs. This year assessments were conducted to address child care provider needs related to the COVID-19 pandemic and program re-opening procedures, with a focus on helping families, early childhood professionals and the community find solutions for early care and education issues relevant to the most current challenges in child care. Method used for data gathering include report analysis and compilation of stakeholder surveys distributed to families, child care providers, and community partners. Additional paper surveys were distributed to families during community events, child care providers at professional development events and community partners at various community meetings. A web survey link was sent via email to community partners, parents, child

care providers. Additional information was gathered through personal phone calls to parents, providers, and community agencies during stay-at-home orders issued by the Governor. Demographic information data is gathered from state and local resources.

7.5.2 Describe the measurable indicators of progress relevant to subsection 7.5 that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

Child care resource & referral agencies (CCR&R) are required to provide services to promote and assist providers in meeting participation goals required for Step Up to Quality (SUTQ) including a work plan with providers to meet the 2025 standards that will identify the resources the CCR&R will use, and specific activities and trainings they will perform during the agreement to help Ohio to meet the 2025 requirement. The Ohio Department of Job and Family Services (ODJFS) offers curriculum and training including providing materials as well as "train the trainer" activity. CCR&Rs must agree to participate in curriculum training and agree to assist providers with obtaining curriculum training or provide technical assistance. CCR&Rs will assist providers with maintaining participation in SUTQ through the professional registry, will assist new providers in becoming rated by the end of the provider's provisional license, and will track and report types of trainings provided in addition to the training required by ODJFS.

Data is collected by ODJFS and incentives are awarded to service delivery areas (SDA) meeting SUTQ participation goals as defined by ODJFS, using ODJFS data.

SUTQ performance incentives are paid out once a year. Grantees must meet the objectives for the performance incentive by June 30th of each SFY. If met, the incentive shall be paid out at the end of the first quarter of the following SFY (approximately September). Each incentive must be fully met, no partial awards will be considered. Each SDA needs to document how they met the performance incentive to be paid. The purpose of the incentive is to assist each SDA in meeting the requirements of the 2025 SUTQ goals.

Performance incentives will be calculated based on ODJFS' calculation of the required % of rated programs as of June 30, 2022; maintaining or achieving SUTQ rating for one hundred percent (100%) of providers with a provider agreement in place in their regions

by June 30, 2022; assisting programs to move from an unrated or 1- or 2-star rating to a 3, 4, or 5 star (highly rated) rating. By June 30, 2022 SDAs will need to have seventy percent (70%) of providers in their regions highly rated with 3, 4 or 5 star. By June 30, 2023 SDA's will need to have eighty percent (80%) of providers in their regions rated. Upon renewal of the grant agreement, this incentive for SDA star rating increase toward highly rated rating will need to increase by ten percent (10%) per year until 2025. (i.e., 90% for 2024 and 100% for 2025).

7.6 Facilitating Compliance With State Standards

7.6.1 What activities does your state/territory fund with CCDF quality funds to facilitate child care providers' compliance with state/territory health and safety requirements? These requirements may be related to inspections, monitoring, training, compliance with health and safety standards, and with state/territory licensing standards as outlined in Section 5.

Describe:

7.6.1 What activities does your state/territory fund with CCDF quality funds to facilitate child care providers' compliance with state/territory health and safety requirements? These requirements may be related to inspections, monitoring, training, compliance with health and safety standards, and with state/territory licensing standards as outlined in Section 5.

Describe:

Licensing specialists provide on-site technical assistance during inspections. Additionally, the state has procured two vendors to provide curricula for programs participating in Step Up To Quality (SUTQ). The child care resources and referral agencies in conjunction with the licensing specialists conduct serious/moderate risk training to educate providers on these risks and assist them in developing systems to eliminate the risks resulting in more programs becoming eligible for SUTQ.

7.6.2 Does the state/territory provide financial assistance to support child care providers in complying with minimum health and safety requirements?

- No
- Yes. If yes, which types of providers can access this financial assistance?
 - Licensed CCDF providers
 - Licensed non-CCDF providers
 - License-exempt CCDF providers
 - Other

Describe:

NA

7.6.3 Describe the measurable indicators of progress relevant to subsection 7.6 that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

Ohio uses the number of programs participating in Step Up To Quality as a measurable indicator. Additionally, Ohio uses licensing non-compliance rule violation data to measure the improvement of programs. This also determines the level of technical assistance a program may need or if enforcement action is needed.

7.7 Evaluating and Assessing the Quality and Effectiveness of Child Care Programs and Services

7.7.1 Does the state/territory measure the quality and effectiveness of child care programs and services in both child care centers and family child care homes?

No

Yes.

If yes, describe any tools used to measure child, family, teacher, classroom, or provider improvements, and how the state/territory evaluates how those tools positively impact children.

The Ohio Revised Code requires licensed programs receiving public dollars, including CCDF, to be participating in Step Up To Quality (SUTQ), Ohio's QRIS, unless exempt. SUTQ standards include requirements on child assessment, family engagement, teacher observations, classroom observations, and program assessment. There have been two validation studies complete on SUTQ which showed positive child outcomes between SUTQ and the Kindergarten Readiness Assessment and English Language Arts results.

7.7.2 Describe the measurable indicators of progress relevant to subsection 7.7 that the state/territory will use to evaluate its progress in improving the quality of child care programs and services in child care centers and family child care homes within the state/territory and the data on the extent to which the state or territory has met these measures.

Ohio uses the number of highly rated programs in Step Up To Quality as a measurable indicator. As of April 2021, 48% of child care programs are highly rated.

7.8 Accreditation Support

7.8.1 Does the state/territory support child care providers in the voluntary pursuit of accreditation by a national accrediting body with demonstrated, valid, and reliable program standards of high quality?

- a. Yes, the state/territory has supports operating statewide or territory-wide for both child care centers and family child care homes. Is accreditation available for programs serving infants, toddlers, preschoolers and school-age children?
Describe the support efforts for all types of accreditation that the state/territory provides to child care centers and family child care homes to achieve accreditation
Accredited programs get a 10% enhancement to the base rate. Additionally, accredited programs receive extra points toward their Step Up To Quality rating if they are accredited.

- b. Yes, the state/territory has supports operating statewide or territory-wide for child care centers only. Describe the support efforts for all types of accreditation that the state/territory provides to child care centers.
Describe:

- c. Yes, the state/territory has supports operating statewide or territory-wide for family child care homes only. Describe the support efforts for all types of accreditation that the state/territory provides to family child care
Describe:

- d. Yes, the state/territory has supports operating as a pilot-test or in a few localities but not statewide or territory-wide
 - i. Focused on child care centers
Describe:

 - ii. Focused on family child care homes
Describe:

- e. No, but the state/territory is in the in the development phase of supporting accreditation.
 - i. Focused on child care centers

Describe:

- ii. Focused on family child care homes

Describe:

- f. No, the state/territory has no plans for supporting accreditation.

7.8.2 Describe the measurable indicators of progress relevant to subsection 7.8 that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

For programs that are currently highly rated, the accreditation can be used toward extra points in the rating process to become highly rated and is a measurable indicator of progress.

7.9 Program Standards

7.9.1 Describe how the state/territory supports state/territory or local efforts to develop or adopt high-quality program standards, including standards for:

a. Infants and toddlers

NA

b. Preschoolers

NA

c. and/or School-age children.

NA

7.9.2 Describe the measurable indicators of progress relevant to subsection 7.9 that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

NA

7.10 Other Quality Improvement Activities

7.10.1 List and describe any other activities that the state/territory provides to improve the quality of child care services for infants and toddlers, preschool-aged, and school-aged children, which may include consumer and provider education activities; and also describe the measurable indicators of progress for each activity relevant to this use of funds that the state/territory will use to evaluate its progress in improving provider preparedness, child safety, child well-being, or kindergarten entry, and the data on the extent to which the state or territory has met these measures. Describe:

Two curriculums and assessments have been provided free of charge for program use. Additionally, training on one of the two curricula has been made available to program staff. Progress is measured based on the number of programs who receive a curriculum, possibly training, and implemented the curriculum which contributed toward becoming highly rated in Step Up To Quality.

8 Ensure Grantee Program Integrity and Accountability

Program integrity and accountability activities are integral to the effective administration of the CCDF program. Lead Agencies are required to describe in their Plan effective internal controls that ensure integrity and accountability while maintaining the continuity of services (98.16(cc)). These accountability measures should address reducing fraud, waste, and abuse, including program violations and administrative errors.

This section includes topics on internal controls to ensure integrity and accountability and processes in place to investigate and recover fraudulent payments and to impose sanctions on clients or providers in response to fraud. Respondents should consider how fiscal controls, program integrity and accountability apply to:

- Memorandums of understanding within the Lead Agency's various divisions that administer or carry out the various aspects of CCDF
- MOU's, grants, or contracts to other state agencies that administer or carry out various aspects of CCDF
- Grants or contracts to other organizations that administer or carry out various aspects of CCDF such as professional development and family engagement activities
- Internal processes for conducting child care provider subsidy

8.1 Internal Controls and Accountability Measures To Help Ensure Program Integrity

8.1.1 Lead Agencies must ensure the integrity of the use of funds through sound fiscal management and must ensure that financial practices are in place (98.68 (a)(1)). Describe the processes in place for the Lead Agency to ensure sound fiscal management practices for all expenditures of CCDF funds. Check all that apply:

- a. Verifying and processing billing records to ensure timely payments to providers

Describe:

Billing records submitted by the provider requesting a correction to payment are reviewed. These adjustment requests must be submitted within seven weeks from the date of service. Additionally, payments due to providers are reviewed and issued for services provided after a family is determined ineligible for child care assistance.

b. Fiscal oversight of grants and contracts

Describe:

c. Tracking systems to ensure reasonable and allowable costs

Describe:

d. Other

Describe:

8.1.2 Check and describe the processes that the Lead Agency will use to identify risk in their CCDF program. Check all that apply:

a. Conduct a risk assessment of policies and procedures

Describe:

b. Establish checks and balances to ensure program integrity

Describe:

c. Use supervisory reviews to ensure accuracy in eligibility determination

Describe:

ODJFS audits provider records by identifying providers through data analytics. Reviews include comparing required attendance documentation to billing records. Additionally, reviews of eligibility records are conducted bi-monthly and 120 cases are selected, 720 are completed during the federal fiscal year. The following elements are reviewed: application/redetermination, qualifying head of household, residency, parental work/training status, qualifying child, qualifying care, qualifying care and

provider arrangement, income requirements, and payment. Policy is copied on all error correspondence to the county agency. This is to ensure that overpayments are pursued, and statewide training can be developed based on error trends.

d. Other

Describe:

8.1.3 States and territories are required to describe effective internal controls that are in place to ensure program integrity and accountability (98.68(a)), including processes to train child care providers and staff of the Lead Agency and other agencies engaged in the administration of CCDF about program requirements and integrity.

a. Check and describe how the state/territory ensures that all providers for children receiving CCDF funds are informed and trained regarding CCDF requirements and integrity (98.68(a)(3)). Check all that apply.

i. Issue policy change notices.

Describe:

Changes to policy are distributed to providers who are signed up to receive notifications.

ii. Issue policy manual.

Describe:

The policy manual is readily available to the public in the eManual

iii. Provide orientations.

Describe:

iv. Provide training.

Describe:

v. Monitor and assess policy implementation on an ongoing basis.

Describe:

- vi. Meet regularly regarding the implementation of policies.

Describe:

- vii. Other.

Describe:

b. Check and describe how the Lead Agency ensures that all its staff members and any staff members in other agencies who administer the CCDF program through MOUs, grants and contracts are informed and trained regarding program requirements and integrity (98.68 (a)(3)). Check all that apply:

- i. Issue policy change notices.

Describe:

Electronic notices are issued to all registered county and state agency staff.

- ii. Train on policy change notices.

Describe:

County and state staff are trained on any policy changes.

- iii. Issue policy manuals.

Describe:

- iv. Train on policy manual.

Describe:

- v. Monitor and assess policy implementation on an ongoing basis.

Describe:

- vi. Meet regularly regarding the implementation of policies.

Describe:

Ohio Department of Job and Family Services staff meet regularly with county agency staff who determine eligibility to ensure consistent application of all rules.

vii. Other.

Describe:

The Ohio Department of Job and Family Services audits provider records by identifying providers through data analytics. Reviews include comparing required attendance documentation to billing records. Additionally, reviews of eligibility records are conducted bi-monthly and 120 cases are selected, 720 are completed during the federal fiscal year. The following elements are reviewed: application/redetermination, qualifying head of household, residency, parental work/training status, qualifying child, qualifying care, qualifying care and provider arrangement, income requirements, and payment. Policy is copied on all error correspondence to the county agency. This is to ensure that overpayments are pursued, and statewide training can be developed based on error trends.

8.1.4 Describe the processes in place to regularly evaluate Lead Agency internal control activities (98.68 (a)(4)). Describe:

ODJFS has internal controls built into the current automated system. ODJFS continues to assess system functionality that supports reduced improper payments and fraudulent behavior.

8.1.5 Lead Agencies conduct a wide variety of activities to fight fraud and ensure program integrity. Lead Agencies are required to have processes in place to identify fraud and other program violations to ensure program integrity. Program violations can include both intentional and unintentional client and/or provider violations, as defined by the Lead Agency. These violations and errors, identified through the error-rate review process, may result in payment or nonpayment (administrative) errors and may or may not be the result of fraud, based on the Lead Agency definition. Check and describe any activities that the Lead Agency conducts to ensure program integrity.

a. Check and describe all activities that the Lead Agency conducts, including the results of these activities, to **identify and prevent fraud or intentional program violations**. Include in the description how each activity assists in the identification and prevention of fraud and intentional program violations.

- i. Share/match data from other programs (e.g., TANF program, Child and Adult Care Food Program, Food and Nutrition Service (FNS), Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, Public Assistance Reporting Information System (PARIS)).

Describe the activities and the results of these activities:

- ii. Run system reports that flag errors (include types).

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services has several reports that are produced that flag errors, these are reviewed and researched on a regularly scheduled basis. Examples of possible flag errors are as follows:

- Are transactions being created on a day the family does not utilize care?
- Are the transactions being created after the child(ren) have left for the day?
- Are the transactions being created after the child(ren) has been dropped off for the day?
- Are the transactions occurring on a day the provider is closed?

- iii. Review enrollment documents and attendance or billing records

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services reviews billing for the publicly funded child care program by identifying providers through referrals and data analytics. Reviews included interviewing staff and caretakers and comparing required attendance documents to billing records.

- iv. Conduct supervisory staff reviews or quality assurance reviews.

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services audits provider records by identifying providers through data analytics. Reviews include comparing required attendance documentation to billing records. Additionally, reviews of eligibility records are conducted bi-monthly and 120 cases are selected, a total of 720 case reviews are completed during the federal fiscal year. The following elements are

reviewed: application/redetermination, qualifying head of household, residency, parental work/training status, qualifying child, qualifying care, qualifying care and provider arrangement, income requirements, and payment. Policy is copied on all error correspondence to the county agency. This is to ensure that overpayments are pursued, and statewide training can be developed based on error trends.

v. Audit provider records.

Describe the activities and the results of these activities:

vi. Train staff on policy and/or audits.

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services hires staff with auditing backgrounds and trains them on specific audits and policies regarding the publicly funded child care program.

vii. Other

Describe the activities and the results of these activities:

8.1.5 Lead Agencies conduct a wide variety of activities to fight fraud and ensure program integrity. Lead Agencies are required to have processes in place to identify fraud and other program violations to ensure program integrity. Program violations can include both intentional and unintentional client and/or provider violations, as defined by the Lead Agency. These violations and errors, identified through the error-rate review process, may result in payment or nonpayment (administrative) errors and may or may not be the result of fraud, based on the Lead Agency definition. Check and describe any activities that the Lead Agency conducts to ensure program integrity.

b) Check and describe all activities the Lead Agency conducts to identify unintentional program violations. Include in the description how each activity assists in the identification and prevention of unintentional program violations. Include a description of the results of such activity.

i. Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration (PARIS)).

Describe the activities and the results of these activities:

ii. Run system reports that flag errors (include types).

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services has several reports that flag errors (errors are any activity that could be considered fraudulent), these are reviewed and researched on a regularly scheduled basis. Examples of possible flag errors are as follows:

- Are transactions being created on a day the family does not utilize care?
- Are the transactions being created after the child(ren) have left for the day?
- Are the transactions being created after the child(ren) has been dropped off for the day?
- Are the transactions occurring on a day the provider is closed?

iii. Review enrollment documents and attendance or billing records

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services audits provider records by identifying providers through data analytics. Reviews include comparing required attendance documentation to billing records.

iv. Conduct supervisory staff reviews or quality assurance reviews.

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services audits provider records by identifying providers through data analytics. Reviews include comparing required attendance documentation to billing records. Additionally, reviews of eligibility records are conducted bi-monthly and 120 cases are selected, a total of 720 case reviews are completed during the federal fiscal year. The following elements are reviewed: application/redetermination, qualifying head of household, residency, parental work/training status, qualifying child, qualifying care, qualifying care and provider arrangement, income requirements, and payment. Policy is copied on all error correspondence to the county agency. This is to ensure that overpayments are pursued, and statewide training can be developed based on error trends.

v. Audit provider records.

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services audits provider records by

identifying providers through data analytics. Reviews include comparing required attendance documentation to billing records.

vi. Train staff on policy and/or audits.

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services hires staff with auditing backgrounds and trains them on specific audits and policies regarding the publicly funded child care program.

vii. Other

Describe the activities and the results of these activities:

8.1.5 Lead Agencies conduct a wide variety of activities to fight fraud and ensure program integrity. Lead Agencies are required to have processes in place to identify fraud and other program violations to ensure program integrity. Program violations can include both intentional and unintentional client and/or provider violations, as defined by the Lead Agency. These violations and errors, identified through the error-rate review process, may result in payment or nonpayment (administrative) errors and may or may not be the result of fraud, based on the Lead Agency definition. Check and describe any activities that the Lead Agency conducts to ensure program integrity.

c) Check and describe all activities the Lead Agency conducts to identify and prevent agency errors. Include in the description how each activity assists in the identification and prevention of agency errors.

i. Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration (PARIS)).

Describe the activities and the results of these activities:

ii. Run system reports that flag errors (include types).

Describe the activities and the results of these activities:

iii. Review enrollment documents and attendance or billing records

Describe the activities and the results of these activities:

- iv. Conduct supervisory staff reviews or quality assurance reviews.

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services audits provider records by identifying providers through data analytics. Reviews include comparing required attendance documentation to billing records. Additionally, reviews of eligibility records are conducted bi-monthly and 120 cases are selected, 720 are completed during the federal fiscal year. The following elements are reviewed: application/redetermination, qualifying head of household, residency, parental work/training status, qualifying child, qualifying care, qualifying care and provider arrangement, income requirements, and payment. Policy is copied on all error correspondence to the county agency. This is to ensure that overpayments are pursued, and statewide training can be developed based on error trends.

- v. Audit provider records.

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services has an internal auditing process of reviewing attendance and billing records.

- vi. Train staff on policy and/or audits.

Describe the activities and the results of these activities:

- vii. Other

Describe the activities and the results of these activities:

8.1.6 The Lead Agency is required to identify and recover misspent funds as a result of fraud, and it has the option to recover any misspent funds as a result of errors.

- a. Identify what agency is responsible for pursuing fraud and overpayments (e.g. State Office of the Inspector General, State Attorney).

Ohio Attorney General

8.1.6 The Lead Agency is required to identify and recover misspent funds as a result of fraud, and it has the option to recover any misspent funds as a result of errors.

b. Check and describe all activities, including the results of such activity, that the Lead Agency uses to investigate and recover improper payments due to fraud. Include in the description how each activity assists in the investigation and recovery of improper payment due to fraud or intentional program violations. Activities can include, but are not limited to, the following:

- i. Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe the activities and the results of these activities:

If the total amount to be recovered is less than \$100, it is not recovered due to administrative costs to be greater than the amount collected. If it is more than \$100 the lead agency sends the provider an invoice for the amount due. Accounts Receivable collects any payments made. Those funds that are not collected within 30 days are turned over to the Ohio Attorney General's Office (AGO) for collection. The agency receives updates from the AGO.

- ii. Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services forwards all uncollected debt after 30-days of notification (considered delinquent) to the Ohio Attorney General's (AGO) Office for collection. The AGO performs the activities for the recovery of improper payments after these payments have been turned over for collection. The agency receives updates from the AGO.

- iii. Recover through repayment plans.

Describe the activities and the results of these activities:

Once the delinquent debt is forwarded to the Ohio Attorney General's Office, the AGO has the authority to administer payment plans and does. The agency receives updates from the AGO.

- iv. Reduce payments in subsequent months.

Describe the activities and the results of these activities:

When the Ohio Department of Job and Family Services (ODJFS) terminates the child care providers agreement to provide publicly funded child care, ODJFS withholds future payments until the provider has no more debt or there are no more payments to take the debt from. If there remains an outstanding debt, ODJFS will invoice the balance to the provider.

v. Recover through state/territory tax intercepts.

Describe the activities and the results of these activities:

vi. Recover through other means.

Describe the activities and the results of these activities:

vii. Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services contains a specific unit that focuses solely on investigations and the collection of over payment. The unit is staffed by both investigators and auditors and supervisors that carryout the tasks including identifying the provider, investigating, collection of any identified overpayment and the termination of the provider agreement for publicly funded child care program.

viii. Other

Describe the activities and the results of these activities:

8.1.6 The Lead Agency is required to identify and recover misspent funds as a result of fraud, and it has the option to recover any misspent funds as a result of errors.

c. Check and describe any activities that the Lead Agency will use to investigate and recover improper payments due to unintentional program violations. Include in the description how each activity assists in the investigation and recovery of improper payments due to unintentional program violations. Include a description of the results of such activity. Activities can include, but are not limited to, the following:

i. N/A. the Lead Agency does not recover misspent funds due to unintentional program violations.

- ii. Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe the activities and the results of these activities:

If the total amount to be recovered is less than \$100, it is not recovered due to administrative costs to be greater than the amount collected. If it is more than \$100 the lead agency sends the provider an invoice for the amount due. Accounts Receivable collects any payments made. Those funds that are not collected within 30 days are turned over to the Ohio Attorney General's Office (AGO) for collection. Accounts Receivable collects provider payments. The agency receives updates from the AGO.

- iii. Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services forwards all uncollected debt after 30-days of notification (considered delinquent) to the Ohio Attorney General's (AGO) Office for collection. The AGO performs the activities for the recovery of improper payments after these payments have been turned over for collection. The agency receives updates from the AGO.

- iv. Recover through repayment plans.

Describe the activities and the results of these activities:

Once the delinquent debt is forwarded to the Ohio Attorney General's Office, the AGO has the authority to administer payment plans and does. The agency receives updates from the AGO.

- v. Reduce payments in subsequent months.

Describe the activities and the results of these activities:

If there is an Ohio Department of Job and Family Services/system generated improper payment, staff will work with the program on an acceptable reduced payment(s) to recoup.

- vi. Recover through state/territory tax intercepts.

Describe the activities and the results of these activities:

- vii. Recover through other means.

Describe the activities and the results of these activities:

- viii. Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services contains a specific unit that focuses solely on investigations and the collection of over payment. The unit is staffed by both investigators and auditors and supervisors that carryout the tasks including identifying the provider, investigating, collection of any identified overpayment and the termination of the provider agreement for publicly funded child care program.

- ix. Other

Describe the activities and the results of these activities:

8.1.6 The Lead Agency is required to identify and recover misspent funds as a result of fraud, and it has the option to recover any misspent funds as a result of errors.

d. Check and describe all activities that the Lead Agency will use to investigate and recover improper payments due to agency errors. Include in the description how each activity assists in the investigation and recovery of improper payments due to administrative errors. Include a description of the results of such activity.

- i. N/A. the Lead Agency does not recover misspent funds due to agency errors.
- ii. Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe the activities and the results of these activities:

- iii. Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services notifies each county agency about identified county agency errors that resulted in improper payments. Each county agency as their own process for recovering improper payments. For state agency

errors, those funds that are not collected within 30 days are turned over to the Ohio Attorney General's Office for collection.

iv. Recover through repayment plans.

Describe the activities and the results of these activities:

v. Reduce payments in subsequent months.

Describe the activities and the results of these activities:

If there is an ODJFS state system generated improper payment, staff will work with the program on an acceptable reduced payment(s) to recoup the funding.

vi. Recover through state/territory tax intercepts.

Describe the activities and the results of these activities:

vii. Recover through other means.

Describe the activities and the results of these activities:

viii. Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe the activities and the results of these activities:

ix. Other

Describe the activities and the results of these activities:

8.1.7 What type of sanction will the Lead Agency place on clients and providers to help reduce improper payments due to program violations? Check and describe all that apply:

a. Disqualify the client. If checked, describe this process, including a description of the appeal process for clients who are disqualified.

Describe the activities and the results of these activities:

Ohio Administrative Code 5101:2-16-07 details caretaker improper payments or misuse

of publicly funded child care benefits.

Process is as follows:

*County agency shall calculate the overpayment resulting from an improper payment.

*County agency shall notify the caretaker of the determined overpayment amount to be repaid using the JFS 01151, "County Notice of Child Care Benefit Repayment Requirements for Caretakers."

*County agency shall report payment received from caretakers in the county finance information system.

*Caretaker shall sign the JFS 01151, "County Notice of Child Care Benefit Repayment Requirements for Caretakers."

*Caretaker shall make payments in accordance with the signed payment agreement.

Failure of the caretaker to comply with the repayment agreement will result as follows:

*County agency shall terminate child care benefits if the caretaker fails to enter into or comply with an agreement to repay a child care overpayment, and shall issue the appropriate hearing notice.

*Caretaker remains ineligible for child care benefits until the caretaker complies with the agreement to repay the determined amount.

Appeal Process:

The JFS 01151, "County Notice of Child Care Benefit Repayment Requirements for Caretakers", allows the caretaker two options. One, if the caretaker does not understand the action in the JFS 01151 they may contact the county representative listed on the JFS 01151 to request a conference. Two, if the caretaker does not agree with the action, they have the right to a state hearing. At a state hearing a hearing officer from the Ohio Department of Job and Family Services will make a final decision on the action.

b. Disqualify the provider. If checked, describe this process, including a description of the appeal process for providers who are disqualified.

Describe the activities and the results of these activities:

The Ohio Department of Job and Family Services will terminate the provider agreement and assess an overpayment. The provider may not appeal the termination, and this prevents the provider from billing for publicly funded child care services.

c. Prosecute criminally.

Describe the activities and the results of these activities:

Ohio Administrative Code 5101:2-16-07 Caretaker improper payment or misuse of publicly funded child care benefits describes that the county agency, in cooperation with the county prosecutor, shall develop and implement procedures for the investigation and/or prosecution of alleged child care caretaker fraud and the recovery of child care over payments from caretakers.

If a caretaker has admitted or has been convicted of fraud by the court of law will result in the following:

*County agency shall terminate child care benefits

*Caretaker shall not be eligible for publicly funded child care benefits until full repayment has been made.

d. Other.

Describe the activities and the results of these activities:

Appendix A: MRS, Alternative Methodology and Narrow Cost Analysis Waiver Request Form

Lead Agencies may apply for a temporary waiver for the Market Rate Survey or ACF pre-approved alternative methodology and/or the narrow cost analysis in. These waivers will be considered "extraordinary circumstance waivers" to provide relief from the timeline for completing the MRS or ACF pre-approved alternative methodology and the narrow cost analysis during the COVID-19 pandemic. These waivers are limited to a one-year period.

Approval of these waiver requests is subject to and contingent on OCC review and approval of responses in Section 4, questions 4.2.1 and 4.2.5.

To submit a Market Rate Survey (MRS) or ACF pre-approved alternative methodology or a Narrow Cost Analysis waiver, complete the form below.

Check and describe each provision for which the Lead Agency is requesting a time-limited waiver extension.