

Border State Program Pandemic Child Care Application and Payment Process

Border state programs will only receive payment for children determined eligible for Ohio's publicly funded child care (PFCC) program.

1. Border state program should submit your state's approval letter to provide pandemic child care for children of essential workers to ODJFS_childcare@jfs.ohio.gov
2. The program will receive a notification from the Ohio Department of Job and Family Services (ODJFS) verifying receipt of the request. The notification will include a spreadsheet and the JFS 01259 "Pandemic Child Care Program Enrollment Addendum" that can also be found here <http://www.odjfs.state.oh.us/forms/num/JFS01259/pdf/>
 - a. Families must complete the JFS 01259 "Pandemic Child Care Program Enrollment Addendum" and provide it to the program before the first day of attendance.
3. The program must fill out the spreadsheet listing all Ohio children that will be enrolled. The names on the spreadsheet should match the names on each child's JFS 01259 "Pandemic Child Care Program Enrollment Addendum."
4. The program should submit the following documents together in one email to ODJFS_childcare@jfs.ohio.gov. The subject line of the email should state "Border State Pandemic Program" and include the program name and state.
 - a. Spreadsheet including names of enrolled Ohio children determined eligible for PFCC
 - b. The JFS 01259 "Pandemic Child Care Program Enrollment Addendum" for every child who will be enrolled.
 - c. Verification documents required for each Ohio child enrolled. This includes verification that the caretaker/parent employment is essential in their state of employment and Ohio.
5. ODJFS will review the spreadsheet and determine the children eligible for payment from Ohio.
6. The program will receive an e-mail notifying that the children have been verified and are considered enrolled.
7. Programs that have children eligible for payment from ODJFS will be contacted to set up payment, including to review and sign the "Provider Agreement for Publicly Funded Pandemic Child Care for Approved Border State Providers" and the "Provider Agreement for Publicly Funded Pandemic Child Care Services Appendix A for Approved Border State Providers." Additionally, the program will need to log into the CCIDS Provider Portal to provide the appropriate information for the payment to occur via an electronic fund transfer. Instructions will be provided at the time the families are determined eligible.
8. Payment for eligible children will begin for services provided beginning on the date that ODJFS sends the program an email confirming the receipt of the request to provide care.
9. If a family is not determined eligible for payment from ODJFS, payment will be determined by the state in which the child is receiving care and the provider providing care.