

Caretaker/Parent Reminders & FAQs

Child Care Eligibility & Reporting Changes:

Eligibility for child care subsidies through the Hamilton County Job & Family Services is based on the gross monthly income and family size of the caretaker (parent). To be eligible, caretakers (parents) **must** also be working or in an approved school or training activity. Once approved, a caretaker (parent) must report changes to their address, income, family size and work or approved activity within 10 days of the change. Changes can be reported at:

<http://www.hcjfs.org/forms/changereport.htm>

Child Care Benefits:

Caretakers (parents) are **required** to use the Ohio ECC swipe card to pay their selected provider for Publicly Funded Child Care. Either the caretaker (parent) or a designee must swipe the card to record a child's attendance. Caretakers (parents) may not allow their provider or provider's employees to store or use their Ohio ECC card. Doing so can result in a termination of their child care benefits or penalties and sanctions against the provider. If a caretaker (parent) loses their Ohio ECC card, they must contact the Ohio ECC Caretaker helpline at **1- 888-796-4322** to have a replacement card mailed to you.

Categories of Care:

Caretakers (parents) are approved for a category of child care subsidies based on the number of hours they work or attend school or training plus travel time. The categories are:

Hourly - 0 to 7 hours

Part-time - 7 to 24.9 hours

Full-time - 25 to 60 hours

Full-time plus - more than 60 hours

The specific hours and days a child receives care from a provider must be agreed upon by the provider and caretaker. Caretakers (parents) may not use more hours than the category allows, but can establish specific days and times of care with the provider, regardless of their actual work, school or training activity schedule.

An eligible caretaker (parent) may take their child to the provider on an agreed upon day when he or she does not participate in a work, school or training activity, provided the caretaker (parent) does not exceed the limit on their specific category of care. All providers are still responsible for meeting certification or licensing requirements, including maximum child capacity, staffing ratios, required breaks, etc.

Child Care Authorizations:

When a caretaker (parent) is first approved for a child care subsidy they will receive a temporary voucher until they select a child care provider. To receive care, they must show their selected provider(s) their Notice of Approval. As soon as the caretaker (parent) reaches an agreement with the provider(s) for care, the caretaker (parent) and/or provider(s) **MUST** report new authorizations at: www.hcjfs.org/ChildCareConnections.htm.

Without this child care connection, a child will not be authorized to the provider and the newly eligible caretaker (parent) will not receive an Ohio ECC swipe card.

The Ohio ECC swipe card will be mailed to the caretaker (parent) 7 to 10 business days after Hamilton County Job & Family Services approves the connection.

Changing Providers:

Caretakers (parents) must plan in advance before changing child care providers. Caretakers (parents) must advise their current provider of their intent to start at a new location and make the change at the **beginning of a new service week** (Sunday - Saturday).

Changes must be reported to Hamilton County Job & Family Services by the caretaker (parent) and/or provider at: www.hcjfs.org/ChildCareConnections.htm.

Without this child care connection, a child will not be authorized to the new provider and the Ohio ECC swipe card will not work or record attendance at the new location.

Co-Payments:

Families are required to pay a family co-payment as part of their eligibility for child care. The caretaker (parent) and provider will receive notice of their weekly co-payment. This weekly fee may be assigned to a particular child or to all children. Providers may collect the fee weekly or monthly, but the amount displayed for the provider in the Provider Web (PWeb) is a weekly amount.