

Child Care Changes	Procedure before Oct 30	Procedure as of Oct 30
Child Care Eligibility	Caretakers applied for child care benefits through HCJFS. HCJFS determines eligibility for Hamilton County residents.	Caretaker applies for child care benefits through HCJFS. HCJFS determines eligibility for Hamilton County residents.
Eligibility Processing & Notices	HCJFS staff processed cases in a County-specific system with county-generated notices.	HCJFS process cases in a statewide eligibility system (CCIDS) with state-generated notices. Providers receive copies of approval and termination notices for the families they serve.
Pending Applications	Notices of Potential Eligibility were issued to confirm a caretaker's application for benefit. Providers assumed risk to serve a child without a voucher.	Notices of Potential Eligibility are issued to confirm a caretaker's application for benefit. Providers assume risk to serve a child without an active authorization <u>and</u> swipe card.
Child Care Connections	Providers called HCJFS Child Care Connection (946-1800) on the child's first day to report which provider would care for the child and secure a voucher validation code.	Providers must visit www.hcjfs.hamilton-co.org/childcareconnections.htm or call Child Care Connection (946-1800) to report which provider will care for the child before the child's first day.
Child Care Authorization	Child Care hours were authorized on a daily basis on the caretaker's school or work schedule. Additional hours were added for daily and or weekly changes in hours.	Child Care hours are authorized for a weekly category of authorization (full time plus, full time, part-time, hourly) based on the caretaker's activity. Actual days and hours used are determined by the caretaker and provider. Authorization changes are only necessary if there is a change in provider or authorization category.
Authorization and Provider changes	HCJFS created authorizations and issued vouchers. As long as the child had a voucher, any certified or licensed provider could validate it.	HCJFS must know the provider the child is using to create the authorization. The ECC system (swipe card) can only be used with the authorized provider. Changes including a change in authorization category or provider take effect on Sunday following the reported change.
Invoice for Payment	Caretakers delivered bi-weekly vouchers to providers to ensure	Caretakers will use swipe cards to track time and attendance for each child in

	<p>payment. The voucher was the invoice for billing.</p>	<p>care. Caretakers/Parents must swipe in and out for each day of service used. Providers monitor time and attendance to ensure accurate reimbursement for care.</p>
<p>Replacing Invoices</p>	<p>Caretakers contacted HCJFS for replacement vouchers. Replacements could be picked up or mailed to the caretaker.</p>	<p>Caretakers contact the Caretaker Helpline at 1-888-796-4322 to replace swipe cards. Swipe cards are mailed to the caretaker within 5-7 days. HCJFS cannot replace cards.</p>
<p>Retroactive billing</p>	<p>“Back validating” allowed caretakers and providers to connect and bill up to 30 days retroactively.</p>	<p>“Back Swiping” allows caretakers to swipe in and out to authorize payment for services provided during the current week and the previous two weeks. Back swiping will likely be used for initial applications when the ECC card is not available but the authorized child uses services.</p>
<p>Payment date</p>	<p>Providers are paid monthly for services delivered in the prior service month. The monthly upload to ODJFS for dates of service prior to 10/30/11 is scheduled for 11/28/11. Payment is made 5 to 7 business days later.</p>	<p>Providers will be paid weekly for services delivered approximately three weeks prior. The first Hamilton county ECC payment will be made 5 to 7 business days from 11/21/11.</p>
<p>Pay Adjustments</p>	<p>Incorrect payments (under or over payments) were identified by HCJFS and or the provider and processed by the HCJFS and paid or deducted from the provider’s pay by ODJFS.</p>	<p>Incorrect payments (under or over payments) will be identified by the provider and/or HCJFS and will be submitted to ODJFS by HCJFS. ODJFS processes and pays or deducts from the next payment.</p>
<p>Manual Claims</p>	<p>HCJFS processed back validations and created retroactive authorizations of vouchers up to 30 days to correct authorization errors.</p>	<p>Claims for payment (not yet paid, but outside the back swipe period) must be submitted by the provider and processed by HCJFS.</p>