



**Board of Commissioners:**

Greg Hartmann, David Pepper, Todd Portune

**Administrator:** Patrick J. Thompson

**Director:** Moira Weir

**General Information:** (513) 946-1000

**General Information TDD:** (513) 946-1295

**Office of the Director:**

222 East Central Parkway, Cincinnati, Ohio 45202-1225

(513) 946-2203 • Fax: (513) 946-2400

E-mail:

[www.hcjfs.org](http://www.hcjfs.org)

[www.hcadopt.org](http://www.hcadopt.org)

[www.hcfoster.org](http://www.hcfoster.org)

December 22, 2009

Dear Child Care Provider,

The Ohio Department of Job and Family Services (ODJFS) recently issued a letter to all child care providers explaining changes to the state's publicly funded child care program. I am sure many of you have questions. The state is planning follow up communications regarding the questions, including forums for you to receive more information. The first opportunity is a conference call scheduled for **1 p.m. on Friday, January 8.**

**To participate in the conference call, please call 866-377-0022. The Access Code is 647765#.**

While Hamilton County is prepared to answer questions regarding the changes and make the transition as smooth as possible, it is important to note that the state of Ohio is leading the automation efforts. After April 1, your child care contract will be with the state, not the county. The state is requiring these changes and is better prepared to answer questions regarding the changes.

Some things to be aware of:

- You will be paid on a monthly basis once the state begins issuing payment in April 2010.
- Home providers will become part of the American Federation of State, County and Municipal Employees. You will pay \$25 a month in membership dues and enjoy the benefits of union membership. Child Care Centers will not join the union.
- You must establish and maintain a valid bank account. (This can be a checking or savings account.)
- You must establish Internet access and a valid email address. (If you do not have immediate Internet access, contact your local library for availability.)
- You must establish customary rates in the format of weekly full-time, part-time, and hourly child care for each age range of children (infants, toddlers, preschool, and school children)

This must be done by April 1, 2010. ODJFS will send out more information in January 2010 with specific documents to complete and other necessary steps.

Adult Protective Services (421-LIFE) • Cash & Food Assistance • Medicaid • Child Care Services  
Child Support Enforcement • Children's Services (241-KIDS) • Workforce Development



The new automated computer system will make it easier to participate in the program. This new system will be installed in three parts:

- **Centralized payments for all providers beginning in April 2010.** The system will require payments to be issued directly from ODJFS instead of by each local County Department of Job and Family Services (CDJFS). Providers will be required to sign agreements with ODJFS rather than contracts with the local CDJFS. ODJFS will issue payment to child care providers via electronic fund transfer (EFT) only. The payment system will allow for deductions, such as Union and fair share dues (for the certified home providers and Licensed Type A homes), child support, and IRS liens. Providers will still send their bi-weekly child care vouchers to the local CDJFS. CDJFS staff will calculate the payment amount and enter that into the computer system so that ODJFS can send the payment out to providers monthly. A detailed payment report will be sent to each provider so they can track all payments made per child/per family.
- **Automated tools to assist the County Departments of Job and Family Services (CDJFS) with determining eligibility, and help families navigate the program better.** The local CDJFS will continue to be the point of contact for families applying for publicly funded child care and will also continue determining eligibility and creating authorizations. The new system for determining eligibility and creating authorizations will be gradually implemented across the state with the first counties beginning in April 2010. This part of the new system will also generate all the notices (approvals, changes and denials) to families. Providers will get copies of mailed notices so they have immediate information about the families they are serving.
- **Electronic tracking of attendance and calculation of payments.** A “Point of Sale” device, similar to a credit card machine will be installed at each provider location. This part of the new computer system will be activated some time in the Fall of 2010. The device will interface with the new automated eligibility system and display a message about whether the child is eligible and authorized to that provider for care.

I realize there is much to comprehend. I encourage you to dial in to the January 8th conference call for more information and to receive answers to your questions.

Sincerely,



Moira Weir  
Director

