



Procedure Letter No. 12

TO: Early Care and Education Stakeholders

FROM: Kara B. Wente, Director

DATE: April 9, 2025

SUBJECT: Publicly Funded Child Care Family Reporting Requirements

Background

The Child Care and Development Block Grant Act of 2014 requires a child's eligibility for Publicly Funded Child Care (PFCC) services to be recertified no sooner than 12 months following the initial determination or most recent recertification. It also requires that caretakers report a limited list of changes during their 12-month eligibility period that may affect the family's eligibility.

Implementation

This communication is to inform stakeholders that the Department of Children and Youth (DCY) will make the following adjustments to limit reporting requirements of families during the 12-month eligibility period.

Family reporting requirements will be limited to the following:

- Increase in family income over 300% of the federal poverty level
- Long-term changes in caretaker participation in a qualifying activity (Example, loss of employment, no longer enrolled in school or training)
- Address changes

Families are not required but can report the following that may reduce their copayment amounts or change the authorization:

- Decrease in family income
- Change in household composition
- When a caretaker wants or needs additional hours of care for the child
- When a caretaker wants to switch to a different PFCC program



Rule 5180:2-16-04 will be revised in the future to update the reporting requirements.

Contact

Please contact the Family and Consumer Support Center at childcarepolicy@childrenandyouth.ohio.gov or 1-844-234-5437, option 2, if you have any questions.

OAC Rules	DCY Forms
5180:2-16-04	N/A